University Graduate School
Graduate Program Director’s Manual
2014-2015
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**UGS Mission**

The mission of the University Graduate School (UGS) is to promote excellence in graduate programs. In partnership with academic units, the UGS assures the overall quality of graduate education, i.e., graduate students’ experiences related to both instruction and research at Florida International University (FIU). The quality of students’ experiences is foundational to the formation of new scholars and the development of professionals in both master’s and doctoral programs. Strong graduate programs are necessary for the fulfillment of the teaching and research missions of FIU. The synergy inherent among faculty and student participants in high quality graduate education generates advances in research, learning and intellectual discourse that are disseminated globally as new knowledge and applied to improve the lives of others, or used to engage and develop new thought leaders.

The UGS strives to improve the quality of the University’s graduate programs, to support the teaching, research, and creative activities of graduate faculty, staff, and students, and to provide access to a challenging and rewarding learning community for a diverse body of highly qualified applicants. The programs and services of the UGS are designed to improve the effectiveness of graduate education at FIU by implementing national best practices; advocate for and distribute resources in support of advances in graduate education at the University, as well as design and implement innovative initiatives to enhance the quality of students’ graduate education experiences at FIU.

In service of these goals, the University Graduate School:

- Advocates for greater quality and resources associated with graduate education at FIU;
- Assumes responsibility for matters related to graduate education at the University and represents graduate education for the University in external settings;
- Establishes, enforces and reviews graduate policies, procedures and educational best practices to provide ongoing quality assurance in graduate education and maintain the integrity of master’s and doctoral programs;
- Partners with academic units and graduate students to enhance the effectiveness of graduate education on program-by-program basis;
- Assists academic units in recruiting, retaining and graduating a diverse body of highly qualified graduate students;
- Works with academic units to enhance and enrich interdisciplinary learning and research environments and the general graduate culture at the University;
- Promotes the professional, scholarly and leadership development of all graduate students, and
- Provides essential administrative and support services to the University community.
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PART I: GRADUATE ADMISSIONS

Graduate Admissions Office (GAO) Roles and Responsibilities

- Assists colleges and graduate programs with recruiting new, highly qualified graduate students.
- Oversees the admissions process which includes processing applications and application fees, scanning and archiving transcripts, diplomas, standardized test scores and all other admissions related documentation.
- Evaluates foreign credentials and transcripts; calculates GPAs for international and domestic applicants.
- Makes the official offer of admission to graduate students, based on a department’s recommendation, and is the only unit which can issue the official admission letter to the student on behalf of the University.
- Reviews financial documents (e.g. Declaration and Certification of Finances) which are required for issuing the I-20 document to international students who need a student visa to study in the USA.
- Conducts the New Graduate Student Orientation each Fall, Spring, and Summer semester.

University Graduate Admissions Criteria

Applicants to FIU masters or doctoral degree programs must meet the following admission requirements, unless otherwise stated in program-specific admission criteria that is published in the university catalog:

- A bachelor’s degree from a regionally accredited U.S. institution or its equivalent from a recognized foreign institution authorized to grant degrees.
- A minimum undergraduate grade-point average (GPA) of 3.0 (on a four point scale) in upper level work, or a graduate degree from an accredited U.S. institution.
- An official score on the Graduate Record Examination (GRE) or the General Management Admission Test (GMAT) for all doctoral applicants. Some master’s degree programs also require GRE/GMAT scores.

Program Requirements

Departments may have additional and more stringent requirements than those of the university. Applicants must check the individual program requirements as these can vary by program.

Additional Requirements for International Students

English Proficiency

In addition to the general university admissions requirements, applicants from non-English speaking countries, with the exception of those who have earned a degree from a regionally accredited U.S. institution, or those who have earned a degree from a country where English is the only official language, must demonstrate proficiency in the English language and are required to provide one of the official English proficiency test scores listed below:

- IBT TOEFL 80
- Paper based TOEFL 550
- IELTS 6.5 overall
Test scores must be no more than two years old from the start of admission semester. For TOEFL information, visit the following URL: http://www.toefl.org.

See Appendix I for list of TOEFL Exempt countries.)

**Official proof of degree/diploma**

A certified copy of diploma is required if student obtained his/her degree at a foreign institution. Please note that notarized copies are not acceptable.

**Translations**

Applicants with foreign educational credentials in a language other than English must provide a translation from a recognized translation agency or official translator. For suggested translation agencies, please go to: http://gradscshool.fiu.edu/future-students-international.shtml.

The Graduate Admissions Office, as part of the admissions process, evaluates foreign credentials internally at no cost to the applicant.

**Declaration and Certification of Finances**

All international applicants are required by United States federal regulations to have adequate financial resources to cover the expenses associated with studying at Florida International University. Applicants are required to complete the Declaration and Certification of Finances (DCF) form, and submit it to the Graduate Admissions Office, along with the supporting bank and sponsor letter. If currently in the United States, applicants are also required to submit the FIU F-1 Transfer form.

A student seeking admission into a graduate program offered by the University must have a bachelor’s degree from a regionally accredited institution or, in the case of foreign students, from a well-established institution of higher learning that is authorized to grant degrees by appropriate authorities in that country. The applicant must submit official transcripts, test scores and other supporting documents to Florida International University, Graduate Admissions Office, P. O. Box 659004, Miami, FL 33265-9004 or to the appropriate academic department. 

**Exceptions**: the College of Business Administration, College of Engineering, College of Law and College of Medicine and FIU Online handle documents separately. All credentials and documents submitted to the Graduate Admissions Office become the property of Florida International University. Originals will not be returned to the applicant or forwarded to another institution.

Admissions at the graduate level are competitive and meeting minimum program requirements does not guarantee admission.

An applicant who fails to meet these criteria may gain admission via an exception to the admissions standards which must be initiated by the specific academic department.

**Application Requirements**

After careful review of program of interest, its deadlines and requirements, prospects should:

- Completed and submit the online application (gradschool.fiu.edu)
• Pay the non-refundable $30 application fee. A major credit card (Visa, Master Card, Discover or American Express) may be used/ a personal check or money order in U.S. dollars. Please note that applications are not considered until the application fee is paid. Fee waivers, with appropriate documentation, may apply to recipients of McNair, VEF, McKnight, and Bridge-to-Doctorate programs.

• Submit official transcripts from each college or university attended. To be considered official, transcripts must be received in an envelope sealed by the issuing institution and should bear the necessary seals and signatures. Transcript evaluations or copies of transcripts provided by evaluation agencies do not substitute for this requirement. Note: Applicants who are currently attending/attended FIU do not need to submit an FIU transcript.

• Submit official GRE or GMAT scores if required by program. These scores must be sent directly to Florida International University by the appropriate testing agency. FIU’s GRE school code is 5206.

• Provide official TOEFL/IELTS scores if required. TOEFL scores are sent officially from the testing center. IELTS scores sent directly from the testing center as hard copy transcripts are also accepted. Students need a minimum score IELTS of 6.5.

• Certified or Attested Diploma if student obtained his/her degree at a Foreign Institution (Original translations are required if the Diploma is in a language other than English.)

Additional Procedures for International Students (F-1/J-1 visas):

Submit the:
• Declaration and Certification of Finance form and corresponding bank and sponsor letters
• F-1 Transfer form (For international student holders of F-1/J-2 visas currently attending a U.S. institution).

Submitting Documents:

All credentials and documents submitted to the Graduate Admissions Office become the property of Florida International University. Originals will not be returned to the applicant or forwarded to another institution.

Mail supporting documents and check or money order payable to FIU to:

Florida International University
Graduate Admissions Office
P.O. Box 659004
Miami, FL 33265-9004

For Overnight/Courier Services mail to:

Florida International University
Graduate Admissions Office
11200 S.W. 8 St. PC 230
Miami, FL 33199

GPA Calculation

Only the Upper division credits (3000-4000 level courses) will be counted towards the calculation of the UG60 GPA for those students who are applying to a graduate program. The last 60 Upper Division credits will be used to calculate into the student's GPA.
There are some students who attended an institution and obtained fewer than 60 Upper Division credits at that institution. In such cases, the GPA calculated will indicate the total amount of 3000-4000 level courses (Even if fewer than 60).

International Applicants’ UG 60 GPA will be calculated from the last two years of Undergraduate work completed for the Bachelor degree.

**Test Scores**
Minimum scores may very per academic program.

**GRE**
Please refer to Concordance Table for Verbal Reasoning & Quantitative Reasoning conversions to current scale.

**GMAT**
500 (Should differentiate between Masters/Doctoral)

**EXADEP**
525

**TOEFL**
Paper Based – minimum score of 550
Internet Based – minimum score of 80

**IELTS**
Minimum score of 6.5 overall
## Doctoral Programs

Applications must be submitted before 5pm EST on the deadline date

<table>
<thead>
<tr>
<th>Entry Term</th>
<th>US Applicants</th>
<th>International Applicants (need to obtain a F-1 Student Visa)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong> (August - December)</td>
<td>15-Feb</td>
<td>15-Feb</td>
</tr>
<tr>
<td><strong>Spring</strong> (January - April)</td>
<td>1-Aug</td>
<td>1-Aug</td>
</tr>
<tr>
<td><strong>Summer</strong> (May - August)</td>
<td>1-Dec</td>
<td>1-Dec</td>
</tr>
</tbody>
</table>

## Masters, Specialist and Graduate Certificate Programs

Applications must be submitted before 5pm EST on the deadline date

<table>
<thead>
<tr>
<th>Entry Term</th>
<th>US Applicants</th>
<th>International Applicants (need to obtain a F-1 Student Visa)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong> (August - December)</td>
<td>1-Jun</td>
<td>15-Feb</td>
</tr>
<tr>
<td><strong>Spring</strong> (January - April)</td>
<td>1-Oct</td>
<td>1-Aug</td>
</tr>
<tr>
<td><strong>Summer</strong> (May - August)</td>
<td>1-Mar</td>
<td>1-Dec</td>
</tr>
</tbody>
</table>
## Graduate Admissions - Internal Deadlines

<table>
<thead>
<tr>
<th>Deadline Category</th>
<th>Summer 2014 (1145)</th>
<th>Fall 2014 (1148)</th>
<th>Spring 2015 (1151)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Domestic Students</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to submit admissions, readmissions, and certificate applications</td>
<td>Sat Mar 1st</td>
<td><em>Sat Feb 15th</em> – PhD&lt;br&gt;Sun Jun 1st – Masters, Specialist &amp; Certificates</td>
<td>Fri Aug 1st – PhD&lt;br&gt;Wed Oct 1st – Masters, Specialist &amp; Certificates</td>
</tr>
<tr>
<td>Last day to submit all supporting academic credentials and appropriate test scores if applicable</td>
<td>Sat Mar 1st</td>
<td><em>Sat Feb 15th</em> – PhD&lt;br&gt;Sun Jun 1st – Masters, Specialist &amp; Certificates</td>
<td>Fri Aug 1st – PhD&lt;br&gt;Wed Oct 1st – Masters, Specialist &amp; Certificates</td>
</tr>
<tr>
<td>Last day to admit</td>
<td>Mon Apr 14th</td>
<td><em>Wed Apr 30th</em> – PhD&lt;br&gt;Mon Jul 28th – Masters, Specialist &amp; Certificates</td>
<td>Mon Dec 15th</td>
</tr>
</tbody>
</table>

| **Transfer International Students (currently in the U.S.)** | | | |
| Last day to submit admissions, readmissions, and certificate applications | Sat Feb 1st | Sat Feb 15th | Fri Aug 1st |
| Last day to submit all supporting academic credentials, appropriate test scores if applicable and Declaration & Certification of Finances | Sat Mar 1st | Sat Feb 15th | Mon Sep 1st |
| Last day to admit | Mon Apr 14th | Wed Apr 30th | Mon Dec 1st |
| Last day to issue I-20 | Release Date on F-1 Transfer Form | Release Date on F-1 Transfer Form | Release Date on F-1 Transfer Form |

| **International Students Living Abroad** | | | |
| Last day to submit admissions, readmissions, and Certificate applications | Sat Feb 1st | Sat Feb 15th | Fri Aug 1st |
| Last day to submit all supporting academic credentials, appropriate test scores if applicable and Declaration & Certification of Finances | Sat Mar 1st | Sat Feb 15th | Mon Sep 1st |
| Last day to admit | Mon Mar 17th | Wed Apr 30th | Mon Oct 20th |
| Last day to issue I-20 | Mon Mar 31st | Friday May 9th | Mon Nov 3rd |

| **All Applicants/Students** | | | |
| The on-line application option will be removed at 5pm EST | Sat Mar 1st | *Sat Feb 15th* – PhD<br>Domestic & all International<br>Sun June 1st – Masters, Specialist & Certificates | *Fri Aug 1st* – PhD<br>Domestic & all International<br>Wed Oct 1st – Masters, Specialist & Certificates |
| Cancellation of incomplete apps/Revocation for no-show (tentative) | Tues Jul 8th | Friday Sep 12th | Mon Jan 26th |
| Classes begin | Mon May 12th | Mon Aug 25th | Mon Jan 12th |
Requesting Access to PantherSoft and WebNow

To view graduate applications and supporting documentation, you will need to request access to Panther Soft and WebNow from the Graduate Admissions Office by completing the “Request for Access to Electronic Graduate Student Records” form, which is available online at [http://gradschool.fiu.edu/student-forms.shtml](http://gradschool.fiu.edu/student-forms.shtml). You will need to request Graduate Program Director Access for Panther Soft, if you are designated to enter Admissions Recommendations into Panther Soft by the academic program. Otherwise, you will only need to request view access.

Go to the following link: [http://panthersoft.fiu.edu/access-request/](http://panthersoft.fiu.edu/access-request/) and select Campus Solutions Access Request. You will be re-directed to your my.fiu.edu account, enter your panther ID and follow the instructions in order to obtain appropriate access.
Application Process

To better understand and assist applicants with the application itself, we recommend that you take some time to navigate, learn about and create your own application, without submitting it. To create an account and fill out the application, please visit


Welcome to FIU’s graduate admission application!

To begin your application, you must sign into your application user account with your User ID and Password. If you do not have an account, please click on the “Create User Account” link to create your User ID and Password.

All communications, including admissions decisions, from the Graduate Admissions Office will be sent to you via the email you provide on your application. Please be sure to add gradadm@fiu.edu to your safe senders list to ensure that you receive these communications.

You do not have to complete the application in one sitting and may make changes multiple times by signing into your user account. Once you click on submit, however, the application will be delivered to the Graduate Admissions Office electronically and you will no longer have access to the application.

Questions? Please contact the Graduate Admissions Office.
Phone: (305) 348-7442
Email: gradadm@fiu.edu
Application Creation & Process

- The applicant completes the application online and clicks the submit button. Note that applicants can start and save their application within the application process and return to complete it by logging in again. Once they click on the submit button, they will no longer be able to update their information. However, after submission the applicant can still log on to their account to upload any other supporting documentation, such as recommendation letters, letters of intent (personal statements) and residency documents. Please be advised that for each major, the system will show the departmental documents that are required to be submitted.

- Letters of Recommendation may be submitted electronically through email or as a hardcopy to the Graduate Admissions Office.
  - For electronic recommendations, the applicant inputs the names and contact information for each recommender on the application. Once saved, an email will be sent to the recommender with an access code and instructions on how to proceed with the online recommendation.
  - To submit a hard-copy letter, the recommender must download the recommendation form from the admissions website at: http://gradschool.fiu.edu/documents/Letter_of_Recommendation.pdf. The hard copy recommendation letter/form can either be submitted to Graduate Admissions via mail or dropped off at the University Graduate School (PC230).
  - If the recommendation is received prior to the applicant submitting the application online, the document will be held and will be associated to the applicant once the application is received.

- Once the applicant submits the application, a search/match process is then run to determine if a record (Panther ID) already exists in Panther Soft and then matches the records or creates a new record if applicable. Some applications will be suspended if there are multiple, potentially duplicate records, which have to be manually reviewed by an admissions staff member.

- Supporting documents, e.g. letters of recommendation, residency documentation, etc. are then matched up to the application. Any documents uploaded via the application will automatically be associated to the application. Hard copy documents will be scanned and associated to the application within one to two weeks depending on volume. Please note that any documentation that is received prior to the submission of the application, such as transcripts, departmental requirements, will be put on hold and associated to applicant once the application is submitted.
Admissions Process Workflow

Note: The following chart outlines the application and admissions process.
TOEFL or IELTS Required

- YES: TOEFL or IELTS received
  - YES: Application set to EVAL until scores are received.
  - NO: Once received, application will be reviewed by the Evaluator

- NO: Application will be referred to unit for review.

If TOEFL scores are more than 5 points below the minimum: Student gets automatically denied until passing scores are submitted to the GAO.

If TOEFL scores are less than 5 points below the minimum: Unit may submit a petition to UGS for approval.

NOTE: If the IBT TOEFL results are 547 on COMPP then academic unit may petition.

Academic Unit reviews the student's application and recommend a decision for the student's file.

C

See next page
Domestic Student

Student's application is reviewed one more time for completion. Student will be sent an official admissions letter.

C

Academic Unit makes a admission recommendation

International Student

Financial documents (Bank and Sponsor Letters as well as Declaration & Certification of Finances) received

YES

Student's application is reviewed one more time for completion. I-20 Form gets processed and mailed to student, along with admission letter.

It is important to abide by posted admissions deadlines. If all credentials are received but deadline has elapsed a petition for exception may need to be submitted on student's behalf.

NO

Student is sent Conditional Admission Pending DCF Items letter asking for the DCF documentation (this may include an F1 transfer form if student is currently in U.S.)

Once the Documentation is received, student will have I-20 processed, and sent along with the admission letter.
International Letter Process to Accommodate Selection of I20 Delivery Method

Once an international applicant is admitted they will receive an email requesting that they select a delivery method. Their selection will appear in the admissions comments page. Below is a workflow outlining the process.
The following link: [http://gradschool.fiu.edu/future-students-receiving-documents.shtml](http://gradschool.fiu.edu/future-students-receiving-documents.shtml) provides detailed instructions for the various options available to international graduate students.
Certificate Programs

- **FIU Students** who are interested in enrolling in a certificate program and who are currently enrolled in a master’s or doctoral program must complete the paper application for the certificate program, which is available online at: [http://gradschool.fiu.edu/documents/Certificate_Application.pdf](http://gradschool.fiu.edu/documents/Certificate_Application.pdf)

- The application must be approved and signed by the Graduate Program Director (GPD) and submitted to the GAO, along with a non-refundable $30 application fee. The application is sent for scanning/linking then handed to the appointed person for manual entry and given to the assigned evaluator.

- New applicants (i.e. not enrolled in a FIU graduate degree program) must have earned a bachelor’s degree from a regionally accredited institution and must complete the online application in order to be considered. The application process is the same as applying to a degree program. Therefore, the regular application deadlines apply.
<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Academic Plan</th>
<th>Description</th>
<th>Academic Org</th>
<th>College/School</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGFAE</td>
<td>MUSMS:CFE</td>
<td>Cert Museum Studies</td>
<td>CARTA</td>
<td>College of Arch and The Arts</td>
</tr>
<tr>
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4+1 (Combined BS / MS or BA/MA) Application Process

The combined degree program is offered in many majors and allows FIU students to earn up to 12 graduate credits which can be applied to both their bachelor’s and master’s degrees.

Admission Criteria:

To be considered for admission to the combined degree program, you must have completed at least 75 and no more than 90 credits in a bachelor’s degree program at FIU and meet the admissions criteria for the graduate degree program to which you are applying. **This application must be submitted before starting the last 30 credits of your Bachelor’s degree program.**

- Applicant must meet the graduate degree program’s admissions criteria.
- GPA and GRE graduate admissions requirements must be met at the time of submitting the application.

To apply, students must complete a paper application available for download from the UGS website at [http://gradschool.fiu.edu/student-forms.shtml](http://gradschool.fiu.edu/student-forms.shtml), obtain the signature of the Graduate Program Director and pay a non-refundable $30.00 application fee.

Program Guidelines:

- Students may only take one third of the course credit for a maximum of 12 graduate courses to be used for both the undergraduate and graduate degrees.
- Once admitted, the student’s status will remain as an undergraduate until he/she graduates from the bachelor’s degree and is matriculated into the graduate program.
- Students are not eligible for graduate assistantships until they are matriculated into their graduate program.
- This program is designed to be a continuous program; it is meant for those students who would like to complete both undergraduate and graduate degrees in less time than if pursued separately.
The application can be found online at: [http://gradschool.fiu.edu/documents/4plus1-Application.pdf](http://gradschool.fiu.edu/documents/4plus1-Application.pdf)

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**University Graduate School**  
**Florida International University**

**Application for Admission to the Combined Bachelor’s/Master’s Degree Program**

To be considered for admission to the combined degree program, you must have completed at least 75 and no more than 90 credits in a bachelor’s degree program at FIU and meet the admissions criteria for the graduate degree program to which you are applying. This application must be submitted before starting the last 30 credits of your Bachelor’s degree program.

Please complete this Application Form and have the Graduate Program Director of the program sign it. Then submit the application along with a non-refundable $30.00 Application Fee, made payable to “Florida International University”, to the Graduate Admissions Office, PC 230. Or via mail to FIU Graduate Admissions, P.O. Box 659004, Miami, FL 33265-9004

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<td>Spring</td>
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<td>(Year)</td>
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**Program of Application:**

I am applying to the combined program, indicated below (✓ check), beginning the [ ] Fall [ ] Spring [ ] Summer semester [ ] (Year). NOTE: If the Master’s program to which you are applying requires a GRE or GMAT, you must have your scores reported to FIU before your application can be considered for admission.

Please select the program of study...

---

**Applicant Statement:**

By signing, I recognize and accept the following: If admitted to the combined program, I am expected to complete my bachelor’s degree by the end of the term indicated above and complete the master’s degree requirements within one year of completing the bachelor’s degree. Only 5000 level or higher courses and no more than 6-12 graduate credits, as specified in the catalog description for the program, may be applied to both degree programs; I must fulfill the entrance requirements of my new program before my admission can be considere red. I must also complete the academic program requirements which are in effect at the time of my admission.

Applicant’s Signature: ____________________________ Date: ____________________________ (mm/dd/yyyy)

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**Graduate Program Director Statement/Admissions Recommendation (Required)**

The above student meets all of the admissions criteria for our graduate program. Therefore, on behalf of the admissions committee, I recommend this student’s admission to the combined program indicated above.

Graduate Program Director’s Signature: ____________________________ Name: ____________________________ Date: ____________________________ (mm/dd/yyyy)
Students interested in applying to one of the combined MA/PhD programs must follow the procedures outlined below. In order to streamline the process, a paper application is now used for this select group (see below).
Admissions Committee Recommendation Form
For Combined Masters/PhD programs

This form is required to record the admissions recommendations of both the masters and doctoral admissions committees for applicants to the combined masters/PhD programs. There are three steps to this process:

1) Once the applicant’s file is ready for review, the doctoral admissions committee will review the applicant’s file and make an admissions recommendation. The GPD enters the doctoral recommendation below and forwards the form to the master’s committee for their review and recommendation.
2) The master’s admissions committee reviews the file and makes an admissions recommendation. The GPD of the master’s program enters the recommendation below, signs the form.
3) The master’s program submits the completed form to the graduate admissions evaluator for their program. The evaluator then enters the final admissions decision on the applicant’s record and issues the decision letter.

Applicant’s information

PAN: __________________________ Name: __________________________

PAN: __________________________ First Name: __________________________

Last Name: __________________________ MI: __________________________

Applying to the Combined Masters/PhD program in: __________________________

Applicant’s Plan and Sub-plan: __________________________

Admit Term: □ Fall □ Spring □ Summer __________________________ (Year)

Doctoral Admissions Committee Recommendation (Please check one)

□ Please admit applicant to the combined Masters/PhD program indicated above. If applicable, please indicate departmental funding for this student: Number of years ________ and which years (e.g. 1st and 2nd year)__________

□ Applicant is denied admission to the combined Masters/PhD program, but is being forwarded to the master’s admissions committee for review to the stand-alone master’s program

Additional Comments: __________________________

Graduate Program Director’s Signature (Required): __________________________ Date: __________________________

After completing and signing this section, please forward this form to the master’s program admissions committee for their review and recommendation.

Masters Admissions Committee Recommendation (Please check one)

Important: The Doctoral Admissions Committee Recommendation section, above, must be completed and signed by the GPD before this section can be filled out.

□ Please admit applicant to the combined Masters/PhD program indicated above

□ Applicant was recommended for admission by the doctoral admissions committee but is not admissible to the master’s program. (Evaluator will change plan to the stand-alone PhD program)

□ Applicant was denied admission by the doctoral admissions committee but is admissible to the stand-alone master’s program.

Please admit applicant to the master’s program in: __________________________ (FIU Major)

□ Applicant is denied admission to the combined program and the stand-alone master’s program

Additional Comments: __________________________

Graduate Program Director’s Signature (Required): __________________________ Date: __________________________

Name: __________________________ (Please Print)

Graduate Admissions Office

Please email completed form to the Graduate Admissions Evaluator for your program. You may also fax this form to the graduate admissions office at 305-348-7441.
Inactive Applications

Applications are only valid for the term specified on the application. Applications, which have not been deferred by the Academic Unit or remain incomplete, will be inactivated by the Graduate Admissions Office two weeks after the Add/Drop deadline date of the applicable term. Likewise, No-Shows (admitted students, who do not enroll for the term of admission) will have their admissions offer revoked and their application inactivated. Applicants, whose application has been inactivated and who wish to be considered for a future term, will have to submit a new application, and pay the $30.00 application fee.

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<th>Graduate Admissions Action</th>
<th>Graduate Admissions Action Date</th>
<th>Academic Program/Department Action</th>
<th>To reactivate File (inactivated Apps only)</th>
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<td>After ADD/DROP Deadline for active term</td>
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<tr>
<td>Incomplete File - Not referred to dept</td>
<td>Graduate Admissions cancels application; notification email is sent to applicant</td>
<td>Last day to admit domestic students for active admissions cycle</td>
<td>NA</td>
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<tr>
<td>Referred to Dept - No Admissions Decision</td>
<td>Evaluator emails a reminder to academic units/department for their action.</td>
<td>Last day to admit domestic students for active admissions cycle</td>
<td>NA</td>
<td>NA</td>
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<td>Admitted to Program - Student does not enroll</td>
<td>Graduate Admissions removes application record from Student Program/Plan and inactivates it.</td>
<td>After ADD/DROP Deadline for active term</td>
<td>NA</td>
<td>Applicant must submit new application and application fee.</td>
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<tr>
<td>Referred to Dept - Dept does not defer to future term</td>
<td>Graduate Admissions cancels application; notification email is sent to applicant</td>
<td>After ADD/DROP Deadline for active term</td>
<td>NA</td>
<td>Applicant must submit new application and application fee.</td>
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*Graduate Admissions will not process deferrals for the entire applicant pool, unless program does not officially offer admissions for the term.*
Deferring Admissions Start Term

**Applicants** - Active applicants (Action Reason = REFR, INSF, EVAL, or Blank) may have their applications deferred up to one academic year. To request a deferral, the applicant or Academic Unit must send an e-mail to the Graduate Admissions Office requesting a deferral.

**Admits** – To defer an admitted student, the Academic Unit, not the student, must email the deferral request to the GAO Evaluator assigned to their unit.

**Denials** – Students who were denied admission to a program cannot have their applications deferred and may not reapply to FIU for one calendar year to the same program, however they may apply to another program for which they meet admissions criteria.

**Applicant admitted status:**

- Unit needs to approve request made by the student to defer to a later term (to make sure that unit has enough spaces available for the upcoming term).
- If student sends request to the evaluator, then e-mail needs to be forwarded to unit for approval before the changes can be made on the application.
- If unit wishes to defer to a later term (without student having requested the change), then the unit needs to contact the applicant to ask if the applicant is still interested in deferring to a later term (may already have been admitted somewhere else).

*Note: Applications can be deferred as many times as the applicant/unit wishes within the period of one academic year with applicant/unit approval.*
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<th>Description</th>
<th>Navigation</th>
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<td>Application Materials Summary</td>
<td>-GPA summaries -Test scores -Degrees earned -Admissions Comments -Link to imaged documents</td>
<td>Student Admissions → Applicant Summaries → Application Materials Summary</td>
</tr>
<tr>
<td>Education</td>
<td>-All institutions attended -Dates of attendance -GPA calculations -Degrees earned</td>
<td>Student Admissions → Application entry → Academic Information → Education</td>
</tr>
<tr>
<td>Education Summary</td>
<td>Transcript data sent electronically (SUS Institutions)</td>
<td>Student Admissions → Application Summaries → Education Summary</td>
</tr>
<tr>
<td>Residency Data</td>
<td>Residency status (instate or out-of-state)</td>
<td>Student Admissions → Application Entry → Personal Information → Residency</td>
</tr>
<tr>
<td>Test Results</td>
<td>-GRE and GMAT -TOEFL</td>
<td>Student Admissions → Application Entry → Academic information → Test Results</td>
</tr>
<tr>
<td>Admissions Comments</td>
<td>Evaluator and admissions staff comments regarding application</td>
<td>Student Admissions → Application Evaluation → Application Decisions → Admissions Comments</td>
</tr>
<tr>
<td>Maintain Applications</td>
<td>-Bio-demo Data -Visa status and Citizenship -Application Status -Admission Decision</td>
<td>Student Admissions → Application Maintenance → Maintain Applications</td>
</tr>
<tr>
<td>Basis of Admission</td>
<td>Department’s recommendation for admission</td>
<td>Student Admissions → Application Evaluation → Application Decisions → Basis of Admission</td>
</tr>
<tr>
<td>Service Indicator Data</td>
<td>Holds placed on the student’s file</td>
<td>Campus Community → Service Indicators → Person → Manage Service Indicators</td>
</tr>
<tr>
<td>Checklist Management-Person</td>
<td>Graduate, DCFG (If required), and Requirements checklist for the students</td>
<td>Campus Community → Checklists → Person Checklist → Checklist Management – Person</td>
</tr>
<tr>
<td>Checklist Summary</td>
<td></td>
<td>Campus Community → Checklists → Person Checklist → Person Checklist Summary</td>
</tr>
<tr>
<td>Notice of Grad Assistant Award</td>
<td>Contracts for Teaching, Research or Graduate Assistants</td>
<td>FIU Custom → Financial Aid → Use → Notice of Grad Assistant Award</td>
</tr>
<tr>
<td>Unofficial FIU Transcript</td>
<td>FIU transcripts</td>
<td>Records and Enrollment → Transcripts → Transcript Request</td>
</tr>
<tr>
<td>Query Viewer</td>
<td>All PantherSoft queries</td>
<td>Reporting Tools → Query → Query Viewer</td>
</tr>
</tbody>
</table>
Generate and View List of Applicants to Program

<table>
<thead>
<tr>
<th>PantherSoft Page</th>
<th>Information</th>
<th>Navigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Viewer</td>
<td>All of the needed queries to keep track of applicant.</td>
<td>Reporting Tools → Query → Query Viewer</td>
</tr>
</tbody>
</table>

**Target Group:** Referred Applicants - referred to department for admissions review and recommendation

**Query Name:** FIU_EVALUATOR_ACTIONABLE_REFR

**Data listed:** Panther ID, G.P.A., test results, action reason. Academic Program, Academic Plan, Sub-Plan, PID, Name, Action Date, Action Reason, Admit Type, GRE Max, GMAT Max, EXADEP Max, TOEFL Composite (550), TOEFL IBT (80), UG60, PBOV

**Frequency:** Run every few days (Recommended)

**Target Group:** All Applicants to program, includes incomplete applications

**Query Name:** FIU_AD_APPL_PROG_PLAN_SUBPLN

**Data listed:** PID, Name, Application Number, Admit Type, Created On, Academic Program, Academic Plan, Status, Program Action, Actions Reason, Action Date, Sub-plan

**Frequency:** Run once per week (Recommended)
# Viewing Program and Application Status

<table>
<thead>
<tr>
<th>PantherSoft Page</th>
<th>Information</th>
<th>Navigation</th>
</tr>
</thead>
</table>
| Maintain Applications | - Bio-demo Data  
- Address, telephone  
- Visa status and Citizenship  
- Program and Plan  
- Application Status  
- Admission Decision | Student Admissions → Application Maintenance → Maintain Applications |

### Biographical Details

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Panther ID</th>
<th>Names</th>
</tr>
</thead>
</table>

### Person Information

<table>
<thead>
<tr>
<th>Date of Birth: 03/18/1982</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus ID:</td>
</tr>
</tbody>
</table>

### Biographical History

- **Effective Date:** 05/15/2009
- **Marital Status:** Married
- **Gender:** Male

### National ID

<table>
<thead>
<tr>
<th>Country</th>
<th>National ID Type</th>
<th>National ID</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td>Social Security Number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Contact Information

- **Address Type:** Home
- **Effective Date:** 05/15/2009
- **Status:** Active
- **Country:** USA
- **Address:**
  - Boca Raton, FL 33488-4842
  - Palm Beach

### Visa/Permit Data

### Citizenship
The **Application Program Data** tab displays the applicant’s program of interest, term of admission, and application status (whether student is still an applicant, has been referred to unit, admitted, denied, withdrawn, etc.).

See table on following page for explanation of Program Status Codes.
<table>
<thead>
<tr>
<th>Program Action</th>
<th>Action Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPL Application</td>
<td>Insuff info available to eval</td>
</tr>
<tr>
<td>EVAL Application Evaluated</td>
<td>Missing Transcripts</td>
</tr>
<tr>
<td>FEE Pending Application Fee</td>
<td>Missing Test Scores</td>
</tr>
<tr>
<td>JADC Judicial Academic Applicant</td>
<td>Fee ($30.00)</td>
</tr>
<tr>
<td>JHLD Judicial Hold</td>
<td>(Can’t touch this app)</td>
</tr>
<tr>
<td>NOSH No Show</td>
<td>(Can’t touch this app)</td>
</tr>
<tr>
<td>PWAP Pending Waiver of Approval</td>
<td>Petition required</td>
</tr>
<tr>
<td>PUG Pending UGS review</td>
<td>(for PhD readmissions)</td>
</tr>
<tr>
<td>PGAC Pending Graduation Appl/Cert</td>
<td>(FIU students)</td>
</tr>
<tr>
<td>RADD Readmissions-Referral to Dept</td>
<td>Referred</td>
</tr>
<tr>
<td>REFR Graduate App Referral to Dept</td>
<td>Referred</td>
</tr>
<tr>
<td>PGAC Pending Graduate Appl/Cert</td>
<td>For Combined MA/PHD</td>
</tr>
<tr>
<td>PUGS Pending UGS Decision</td>
<td></td>
</tr>
<tr>
<td>RETX Retake Exam</td>
<td></td>
</tr>
<tr>
<td>REFC Grad App Refer—Combined</td>
<td></td>
</tr>
<tr>
<td>TOEF Pending TOEFL score</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADMT Admit</th>
<th>AUTO Auto Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANU Manually Admitted</td>
<td>Admitted</td>
</tr>
<tr>
<td>RADM Readmission</td>
<td>Admitted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COND Conditional Admit</th>
<th>ITRM One Term Cond/Prov Admit</th>
</tr>
</thead>
<tbody>
<tr>
<td>TENP Ten Percent Conditional Admit</td>
<td>Official docs missing</td>
</tr>
<tr>
<td>4+1 Combined Bachelors/Masters</td>
<td>3.00 GPA x 9 credits</td>
</tr>
<tr>
<td>LETR Sponsor-Bank Letter</td>
<td>4+1 admitted</td>
</tr>
<tr>
<td>PPOD Pending Proof of Degree</td>
<td>Financial docs missing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEFR Defer Enrollment</th>
<th>DBAU Deferred by Academic Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBST Deferred by Student</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEIN Intention to Matriculate</th>
<th>ITRM 1-Term Conditional Admit</th>
</tr>
</thead>
<tbody>
<tr>
<td>TENP Ten Percent Conditional Admit</td>
<td></td>
</tr>
</tbody>
</table>

| DENY Deny | APPL Department/Program Denial |

<table>
<thead>
<tr>
<th>MATR Matriculation</th>
<th>AUTO Auto Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUD Student Requested Plan Change</td>
<td>Ready to Register</td>
</tr>
</tbody>
</table>

| PLNC Plan Change | STUD Student Requested Change |

| PRGC Program Change | STUD Student Requested Change |

| RECN Reconsideration | |

<table>
<thead>
<tr>
<th>WAPP Applicant Withdrawal</th>
<th>ADEC After Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>WARD Before Decision</td>
<td>Applicant requested</td>
</tr>
</tbody>
</table>

| WAIT Waitlist | WARD Additional/Replacement Data | Dept is requesting updated or replacement info |

| WADM Administrative Withdrawal | CNDP Cancelled by Department | Unit cancels application |
### Materials Overall Summary

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:</td>
<td>Panther ID</td>
</tr>
<tr>
<td>Academic Career:</td>
<td>Engineering</td>
</tr>
<tr>
<td>Academic Program:</td>
<td>Civil Engineering - PhD</td>
</tr>
<tr>
<td>Program Action:</td>
<td>APPL Application</td>
</tr>
<tr>
<td>Program Reason:</td>
<td>Graduate App Referred to Dept</td>
</tr>
<tr>
<td>Admit Term:</td>
<td>1111</td>
</tr>
<tr>
<td>Admit Type:</td>
<td>Graduate - Foreign Applicant</td>
</tr>
<tr>
<td>Residency:</td>
<td>OutOfState</td>
</tr>
</tbody>
</table>

### Application Materials Summary

- GPA summaries
- Test scores
- Degrees earned
- Link to imaged documents

### Application Materials Summary

- Student Admissions → Applicant Summaries → Application Materials Summary

### Test Summary

<table>
<thead>
<tr>
<th>Test ID</th>
<th>Test Component</th>
<th>Test Score</th>
<th>Test Date</th>
<th>Data Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL</td>
<td>IBT Composite Total</td>
<td>93.00</td>
<td>10/26/2008</td>
<td>Educational Testing Service</td>
</tr>
<tr>
<td>GRE</td>
<td>Verbal</td>
<td>450.00</td>
<td>10/16/2008</td>
<td>Educational Testing Service</td>
</tr>
<tr>
<td>GRE</td>
<td>Quantitative</td>
<td>580.00</td>
<td>10/16/2008</td>
<td>Educational Testing Service</td>
</tr>
<tr>
<td>GRE</td>
<td>Max Score</td>
<td>1130.00</td>
<td>01/27/2009</td>
<td>School Computed</td>
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</tbody>
</table>

### Transcript Summary

<table>
<thead>
<tr>
<th>Organization</th>
<th>Career</th>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangladesh U Eng Tec</td>
<td>Undergrad</td>
<td>Official</td>
<td>Final</td>
</tr>
<tr>
<td>Tennessee Technological Univer</td>
<td>Official</td>
<td>Official</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

### Academic Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Sum Type</th>
<th>Conv GPA</th>
<th>Units</th>
<th>Data Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangladesh U Eng Tec</td>
<td>UC 60</td>
<td>3.210</td>
<td>60.00</td>
<td>Transcript Data</td>
</tr>
<tr>
<td>Tennessee Technological Univer</td>
<td>Post Bac</td>
<td>3.170</td>
<td>18.00</td>
<td>Transcript Data</td>
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</table>

### Degree Summary

<table>
<thead>
<tr>
<th>Organization</th>
<th>Degree Date</th>
<th>Degree</th>
<th>Data Source</th>
<th>Field of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennessee Technological Univer</td>
<td>12/19/2010</td>
<td>MS</td>
<td>School Computed</td>
<td>Civil Engineering</td>
</tr>
<tr>
<td>Bangladesh U Eng Tec</td>
<td>03/19/2008</td>
<td>B</td>
<td>School Computed</td>
<td>Civil Engineering</td>
</tr>
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</table>

### Materials Summary

<table>
<thead>
<tr>
<th>Material Group</th>
<th>Material Type</th>
<th>Date Recorded</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommendation</td>
<td>Recommendation</td>
<td>09/01/2010</td>
<td>Recommender Detail</td>
</tr>
<tr>
<td>Recommendation</td>
<td>Recommendation</td>
<td>02/10/2009</td>
<td>Recommender Detail</td>
</tr>
<tr>
<td>Personal Statement</td>
<td>Essay</td>
<td>09/01/2010</td>
<td></td>
</tr>
<tr>
<td>Personal Statement</td>
<td>Essay</td>
<td>09/20/2010</td>
<td></td>
</tr>
</tbody>
</table>
It is mandatory to view the Admissions Comments entered by the GAO evaluator before posting your unit’s admission recommendation as their comments may determine what recommendations may be made. If you have questions, please contact the GAO Evaluator responsible for your unit.

After reviewing the Admissions Comment, click on the Admissions Recommendation link.
Make sure the decision being posted is for an upcoming/active admissions term. Evaluators DO NOT review decision queries once the deadline to admit for a specific semester has elapsed.

Please see Definitions of Admissions Recommendations section below for detailed explanations.

International students needing an F-1 student visa

If the department is providing the student an assistantship or fellowship, please post the annual amounts here.

Internal comments to the GAO evaluator. Comments will not be posted to the applicant.
Once the admissions recommendation has been entered, click on OK button and Save on the next page.

Once a decision is posted by the Academic Unit, the Decision Query run by the evaluators will pick up the recommendation for admissions. Should a [DENY] recommendation be made in error, academic unit must contact UGS via email justifying the need to make a change. If authorized, evaluator will re-refer application to unit for new recommendation.
## Definitions of Admissions Recommendations

<table>
<thead>
<tr>
<th><strong>ADMT</strong></th>
<th>Applicant satisfies all of the requirements as defined by the unit. All academic criteria must be satisfied.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADMW</strong></td>
<td>Applicant does not meet the minimum requirements for admission but the program wishes to waive the requirements, and admit the student without any conditions. A petition for exception must be submitted by the academic unit and approved by UGS. (Applicants may not independently submit a petition for exception.) Note that the GMAT or GRE requirement cannot be waived for admission to a PhD program or for those master’s programs requiring a score.</td>
</tr>
</tbody>
</table>
| **CND1** | Applicant satisfies all of the requirements as defined by the unit based on original copies of records. This conditional admission gives the students until the middle of their 1st semester in the program to submit their final/official documentation to complete their admissions file. The following scenarios do not qualify for conditional one term admission:  
   - Applicants who have not taken a required exam for admission to program.  
   - Applicants who will not complete their bachelor’s degree until after the start of their first semester.  
   - International applicants who do not have a passing TOEFL score, but wish to retake the exam during their first semester.  
   Students, who fail to submit all of their documentation before the registration period of the next semester, will not be able to enroll for the following term. |
| **TENP** | A unit may admit Master’s applicants who do not meet the established minimum requirements, as exceptions, up to 10% of their admitted pool for one academic year. Students admitted on three term conditional basis must:  
   - Achieve a GPA of 3.0 or higher for the first 9 graduate-level credits.  
   - Complete these 9 credits within one year of admissions or less. |
| **DEFR** | The applicant may be eligible for admission but the unit chooses to postpone the final decision to a future term not exceeding one year. The applicant will be sent an email by Graduate Admissions informing him/her of the deferred decision. Likewise, admitted students may have their start term deferred with the written approval from the Program Director to the Graduate Admissions Office.  
   - Deferrals may not exceed 3 consecutive semesters beginning with term that applicant initially indicated as their starting term. The application is valid for one academic year only and will be cancelled by the 4th term of inaction. |
| **DENY** | The applicant is denied, is not eligible to reapply again to the same program for one calendar year and is not allowed to register as a non-degree seeking student for one year.  
   - International applicants who do not meet the TOEFL entrance score requirement are automatically denied admission. These students cannot reapply for 1 year but they can have their application reviewed within that period if they submit a new, updated TOEFL test score that meets or exceeds the University’s requirement. When a student is denied admission the email of denial will indicate this option to the student. |
<p>| <strong>CANC</strong> | The Cancellation recommendation may serve as an alternative to denying an applicant. This is an option that academic units may employ for applicants that are admissible, but for any valid reason, the unit is not able to admit. Unlike denied applicants, an applicant who is cancelled may reapply to the same program for a future semester, or apply to a non-degree program, without having to sit out the one year period. |
| <strong>WARD</strong> | The WARD recommendations give the program the option to place a referred applicant “on hold”, while the applicant supplies additional information, e.g. final or updated transcripts, new test scores. Applicants with the WARD recommendation must be notified by your program of the additional information being requested. WARD should only be used for applicants you may admit during the active admissions cycle and should not be used for deferring applicants to a future semester. (If you wish to defer an application, please use the DEFR recommendation.) |</p>
<table>
<thead>
<tr>
<th>Admission Comment Code</th>
<th>Description</th>
<th>Short Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAFB</td>
<td>Check for app fee bounced</td>
<td>ChqBounced</td>
</tr>
<tr>
<td>GAMT</td>
<td>Insufficient Amount/Bank Lettr</td>
<td>Insuff Amt</td>
</tr>
<tr>
<td>GAPP</td>
<td>Missing application fee</td>
<td>No app fee</td>
</tr>
<tr>
<td>GBDT</td>
<td>Pending Bachelor's deg. trans</td>
<td>Bachelor's</td>
</tr>
<tr>
<td>GBSL</td>
<td>Missing Bank/Sponsor Letter</td>
<td>Bank/Spons</td>
</tr>
<tr>
<td>GCCFD</td>
<td>Call Center/Front Desk Comment</td>
<td>GCCFD</td>
</tr>
<tr>
<td>GCIP</td>
<td>Courses in progress</td>
<td>Courses IP</td>
</tr>
<tr>
<td>GDCF</td>
<td>Missing DCF Form</td>
<td>DCF Form</td>
</tr>
<tr>
<td>GDEFR</td>
<td>Application/Admission deferred</td>
<td>GDEFR</td>
</tr>
<tr>
<td>GDISC</td>
<td>Discontinued from COND/2TRM</td>
<td>GDISC</td>
</tr>
<tr>
<td>GDNC</td>
<td>Degree not equal to Bachelors</td>
<td>not a Bach</td>
</tr>
<tr>
<td>GDNCC</td>
<td>Master's degree not comparable</td>
<td>not a Mast</td>
</tr>
<tr>
<td>GDPT</td>
<td>Referred with Degree Pending</td>
<td>Deg Pendng</td>
</tr>
<tr>
<td>GENRL</td>
<td>General Comment</td>
<td>GENRL COMM</td>
</tr>
<tr>
<td>GEVAL</td>
<td>Evaluated/Pending test score</td>
<td>Eval/Pendi</td>
</tr>
<tr>
<td>GEXAD</td>
<td>Pending EXADEP scores</td>
<td>Pend EXADE</td>
</tr>
<tr>
<td>GF1TF</td>
<td>Missing F-1 Transfer Form</td>
<td>F-1 Form</td>
</tr>
<tr>
<td>GFBR</td>
<td>Fulbright applicant</td>
<td>GFBR</td>
</tr>
<tr>
<td>GFRR</td>
<td>Referred File at Units Request</td>
<td>Units Req</td>
</tr>
<tr>
<td>GGKRC</td>
<td>Gen Knowl Test score rec'd</td>
<td>GGKRC</td>
</tr>
<tr>
<td>GGNR</td>
<td>GMAT not Required for Program</td>
<td>GMAT-NR</td>
</tr>
<tr>
<td>GGPA</td>
<td>GPA below 3.0</td>
<td>GPA &lt; 3.0</td>
</tr>
<tr>
<td>GGRE</td>
<td>Referred Pending GRE Score</td>
<td>GRE Req</td>
</tr>
<tr>
<td>GHAC</td>
<td>Holds Additional Course Work</td>
<td>Add Work</td>
</tr>
<tr>
<td>GLEXA</td>
<td>Low EXADEP score</td>
<td>Low EXADEP</td>
</tr>
<tr>
<td>GLGMT</td>
<td>Low GMAT Score</td>
<td>Low GMAT</td>
</tr>
<tr>
<td>Code</td>
<td>Full Description</td>
<td>Abbr.</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>GLGRE</td>
<td>Low GRE Score</td>
<td>Low GRE</td>
</tr>
<tr>
<td>GMCM</td>
<td>Masters Req from Home Country</td>
<td>MastersReq</td>
</tr>
<tr>
<td>GMDT</td>
<td>Pending Master's degree trans</td>
<td>Master's</td>
</tr>
<tr>
<td>GMTR</td>
<td>Missing transcripts</td>
<td>No transcr</td>
</tr>
<tr>
<td>GN60</td>
<td>Less than 60 Upper Div. Credit</td>
<td>LT 60 upp</td>
</tr>
<tr>
<td>GNBR</td>
<td>Does not meet BOG Standards</td>
<td>BOG Stands</td>
</tr>
<tr>
<td>GNGPA</td>
<td>New GPA recalculated</td>
<td>New GPA</td>
</tr>
<tr>
<td>GNTF</td>
<td>Referred with no TOEFL Score</td>
<td>No TOEFL</td>
</tr>
<tr>
<td>GNTG</td>
<td>Nontraditional Grading System</td>
<td>Grading</td>
</tr>
<tr>
<td>GNUP</td>
<td>Overall GPA was used in Eval.</td>
<td>Overall GP</td>
</tr>
<tr>
<td>GOTS</td>
<td>Unofficial Test Scores Used</td>
<td>Test Score</td>
</tr>
<tr>
<td>GPAEG</td>
<td>Pending PAEG test score</td>
<td>Pend PAEG</td>
</tr>
<tr>
<td>GPAMA</td>
<td>Grad GPA and Major from Intra</td>
<td>GPAMA</td>
</tr>
<tr>
<td>GPDT</td>
<td>Pending Prof. degree transcript</td>
<td>Prof degre</td>
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<tr>
<td>GUTL</td>
<td>Unofficial Translation Used</td>
<td>GUTL</td>
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</table>

*Note: More Admission Codes are located when clicking the magnifying glass, Admission Comment Code in the Admission Comments page.*
Application Checklists - Tracking admissions documents through checklists

The following checklists are automatically assigned to applications to assist admissions staff, academic units and applicants with tracking the status of required application documents. As documents arrive in the admissions office, the status of the checklist will be updated accordingly. In the case of documents required by a specific program, the academic unit may also update the status once the document is received.

GRAD Checklist - The GRAD checklist is assigned to ALL applicants, except readmission and certificate applicants. Updated and maintained by Graduate Admissions Office

Checklist Items:
- Application Fee
- GRE, GMAT, EXADEP Test Scores (If applicable)
- TOEFL or IELTS Requirement (if needed)
- Transcripts from all previously attended institutions
- Degree (if International student, then a Certified or Attested Copy of Diploma is required from the foreign institution).

DCFG Checklist - The DCFG checklist is assigned to international applicants, who require the F-1 student visa. Updated and maintained by Graduate Admissions Office

Checklist Items:
- Bank Letter
- Sponsor Letter (Waived if applicant is sponsoring self)
- DCF form
- F1 Transfer Form (If student is transferring from another U.S. institution)

Program Checklist - The program checklist is assigned to applicants for specific program requirements. Updated and maintained by Academic Unit or Graduate Admissions Office whoever receives items first.

Checklist Items vary by program but may include:
- Resume
- Letters of Recommendation
- Essay
- Teaching Certification
- Interview

Residency Checklist – Assigned to applicants for purpose of establishing Florida residency eligibility. Updated and maintained by Graduate Admissions Office

Checklist Items vary but may include:
- FL Voter’s Registration Card
- FL Driver’s License
- FL Vehicle Registration

If you do not know your department checklist code or need help in this process, please contact Ricky Sant at ext. 0153.
At search page, enter applicant’s Panther ID and click on Search. A list of checklists will appear. (see previous page for explanation of checklists)

Select a Checklist to view items
Click on “Checklist Management 2” tab

Status Definitions:
- **Initiated** = Pending/Not Received
- **Waived** = Not Required
- **Completed** = Received
### Updating Program Requirements Checklist

<table>
<thead>
<tr>
<th>PantherSoft Page</th>
<th>Information</th>
<th>Navigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checklist Management-Person</td>
<td>List of received or missing application documents</td>
<td>Campus Community → Checklists → Person Checklist → Checklist Management – Person</td>
</tr>
</tbody>
</table>

Follow instructions from previous page to search for the appropriate checklist. To update received items, click on the Status drop-down list and select “Completed” **Caution**: DO NOT select “Received” since this status does not remove the item from the Student’s “To Do List”.

**To add an item not listed in checklist:**

1. Click the “+” sign on the last row.
2. On new row, click the magnifying glass under Item and select the Item to add.
3. Update the status to “Completed” for document which has been received and make sure the Due Date matches Due Date from previous item.
4. For letters of recommendation, enter the recommender’s name in “Last Name, First Name” format.
5. Ignore the “Due Date” as it is not visible to the applicant.

When finished updating the checklist item(s), click Save.
Applicant’s View of Missing Application Documents

Items with a status of “Initiated” will show on the applicant’s “To Do List”; items that are updated to “Complete” will not appear on the “To Do List”.

If you receive an item and would like to have it scanned/linked in WebNow, forward it to GAO for processing after updating the Program Requirements checklist first.

There are instances when GRAD checklists are not assigned. For example certificate programs and readmissions applications. There are instances when the PROGRAM checklists are not assigned. For example, some master’s and doctoral programs do not require supplemental materials.

**Please note:** GAO typically refers a file once the Graduate Admissions checklist items are complete; it is the academic unit’s responsibility to review for appropriate action.
**Education Page**

*Shows GPAs for applicant, institutions attended.*

Main Menu ➔ Student Admissions ➔ Application Entry ➔ Academic Information ➔ Education

**External Education:** Shows all institutions applicant indicated on application. Information is populated by Evaluator (UG Overall, UG60, PostBacc, number of credits, etc.)

**UG60 Calculation**
And total number of credits
Courses and Degrees: Also populated by Evaluator with applicant’s degree information (earned, in progress).

Degrees earned or in progress

FIU Main Transcript (not populated by the Evaluator)
Transcripts from Florida state universities and colleges are received electronically and therefore do not appear in WebNow (unless the applicant submits a hardcopy.) When there are no transcripts on WebNow, but a GPA calculated in the system and the Data Medium tab of the transcript in Education says EDI, it means that the student’s transcripts were received electronically.

On the Education Summary page, enter the applicant’s PID and click on search. On External Academic Summary tab, click the Search button. The results will show all of the electronic transcripts received.

To view the courses and grades, click on the External Course Summary tab and then the Search button to view the list of courses that have been submitted electronically for the student.
Viewing Unofficial FIU Transcript

**Requires separate access from the Registration office**

Click on Add a New Value tab:

On following screen, click on Request Detail:

Input the Student’s Panther ID number and click the Process Request button:
### Request Header

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<th>Seq Nbr:</th>
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<tr>
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### UGRD and GRAD Record Unofficial

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| Print Date: | 2009-04-27 |

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### Transfer Credit from Miami-Dade College

#### Applied Toward Education - Upper Div Program

**2003 Fall**

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<tr>
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<td>Accepted</td>
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</table>
**Holds & Service Indicators**

**HOLDS ARE NEGATIVE SERVICE INDICATORS PLACED ON APPLICANTS/ STUDENTS RECORDS**

Note: When working on a file make sure to open any red circle appearing on the upper right hand-side of student records as it will show you the specific type of hold or negative service indicator and which will determine whether or not you can work on a file. Below are explanations of different type of holds.

The Graduate Admissions Office oversees the following holds which are placed on Graduate Student’s files:

**ONE TERM HOLD (GC1)** is placed on student’s record due to outstanding official documents. The hold is placed once the student is admitted, however it takes effect once the student attempts to complete enrollment for the following term.

- As a rule this hold cannot be temporarily removed to allow student to register. Although there are exceptions in some instances (Indian students whose final degree diploma has not been issued at Convocation)

- Once the condition is met evaluators should proceed to lift hold, complete Education page, complete checklist and fully admit the student. The student will receive an email indicating that admissions criteria have been fulfilled and that the student is fully admitted. The final decision is generally made in the Student Program Plan page.
**TWO TERM HOLD (GC2)** is a specific type of hold placed on students who have been admitted based on the terms of a Two Term Conditional Admission, i.e., they do not meet minimum University admission standards or the academic unit’s standards. Students are given two semesters or 12 credits, whichever comes first, to satisfy the condition. The condition starts on the first semester they were granted admissions.

- If student meets Condition he/she is fully admitted into their program. If the condition is not met, the student is discontinued and a GNA (DENY) hold is placed on his/her record.

Students who have been discontinued from a program must sit out for an entire academic year. They are not allowed to enroll even as a non-degree seeking student. Should the student wish to reapply to the same program after the academic year has elapsed, his/her academic unit must submit a Petition to the UGS (University Graduate School) on his/her behalf to be able to fully admit.

- Students who have DR courses within the first 12 credits needed to fulfill requirement, will have the DR counted (therefore not meeting condition) unless the student has more than 12 credits in which the DR will not be counted.

- Holds will not be lifted for those students who have IN grades as part of the credits required to fulfill condition. The GAO will proceed to discontinue students in this situation as the IN grade will be counted as part of the final GPA.

- In the event that a hold needs to be lifted temporarily, students should be aware that the hold will be back after 6:00 p.m. on the day it was lifted.
DENIAL/DISCONTINUED HOLD (GNA) is a three term hold placed on students that were either denied or discontinued from their academic programs.

- **Denied Students** - The only instance in which this hold will be removed is if the student applies and is admitted to another program for which he/she meets admission criteria.

- **Discontinued Students** - A student who was discontinued from the program as a result of not having met COND/2TRM requirement may apply to the same program that he/she was DISC from after one year (3 semesters) have elapsed. The Academic Unit will need to submit a Petition for full admission on the student’s behalf to the University Graduate School in order for the student to be considered again for admission into the program.

- **TOEFL Denials** - International (or domestic students who pursued their degree in a non-English speaking country) and who do not meet the University’s minimum TOEFL/IELTS score requirement are automatically denied by the Graduate Admissions Office. These applicants though are not bound to the three semester sit out. Upon submission of appropriate test scores, the applicant’s file will be re-evaluated and referred to the academic unit for review and consideration.
**SPECIAL STUDENT HOLD (GSP)** This specific hold is placed on non-degree seeking students who have reached the maximum 12 graduate credits they are allowed to take as “special students”. This hold can only be lifted if the student is admitted into a degree-seeking program.

**OTHER HOLDS**

- **Judicial Hold**- These holds are placed on applicants who have answered yes to questions 1, 2, and/or 3 of their admission application which read as follows:

  1) Have you ever been subject to disciplinary action or do you currently have disciplinary charges pending by any educational institution for academic misconduct such as cheating? (You do not need to disclose any academic dismissal, suspension, or probation that was due to poor grades) This type of hold is reviewed by the Assistant Dean of the University Graduate School.

  2) Have you ever been subject to disciplinary action or do you currently have disciplinary charges pending by any educational institution for behavioral misconduct such as fighting? This type of hold is reviewed by the Office of Student Conduct and Conflict Resolution.

  3) Have you ever been convicted of, or charged with, a criminal offense or are you currently the subject of any criminal proceeding? This hold is also reviewed by the Office of Student Conduct and Conflict Resolution.

- In order to clear a Misconduct hold due to cheating or plagiarism, the GAO’S Associate Director must receive a Memo from the UGS Associate Dean approving the removal

- In order to clear holds placed due to the response “yes” to questions 2 and 3, the GAO’ Associate Director must receive a Memo from the Office of Student Conduct and Conflict Resolution allowing the application process to continue.

**NOTE:** Graduate Admissions will not process applications until approval for hold removal is received.
View Scanned/Imaged Documents

Hardcopy documents as well as items received through the online application (i.e. transcripts, essays, letters of recommendations, statements of purpose, etc.) are scanned into the WebNow System. To view scanned documents, follow these steps:

Instructions for Accessing WebNow

Navigate to: https://imagenowweb.fiu.edu/webnow/

Enter your AD username and password. Click Connect.

Once connected, click the “+” sign next to Documents
Next, click “Graduate Admissions”

From drop down list, select Panther ID
Enter Panther ID and click Go

The requested data is returned. Double-click on the item you want to view.
Once the document is opened, using the tool bar at the top, you can magnify, rotate, print and perform other functions with the document.

Use these buttons to navigate between pages of the same document.

If you double-click to open a document and it says “Unable to view file type: doc”, click the rocket ship icon and the document will open in the format it was uploaded (Word or PDF in most cases).

Click here to view in your web browser.
Important Links: Graduate Admissions

- University Graduate School
  [http://gradschool.fiu.edu/](http://gradschool.fiu.edu/)

- PantherSoft UPKs –training documents that provide a step-by-step guide to important processes and actually show you the corresponding navigation.
  [http://panthersoft.fiu.edu/faculty_scs_guides.html](http://panthersoft.fiu.edu/faculty_scs_guides.html)

- WebNow –the university’s scanning/imaging system which allows you to view required documents submitted by students or on their behalf.
  [https://imagenow.ad.fiu.edu/webnow/](https://imagenow.ad.fiu.edu/webnow/)

- Request Access Form- allows you to gain access to necessary university systems like Campus Solutions, Financials System, WebNow, etc.
  [http://panthersoft.fiu.edu/accessreq/index.cfm](http://panthersoft.fiu.edu/accessreq/index.cfm)

- Graduate Admissions Matrix- provides detailed listing of all graduate program offerings including their deadlines, supplemental materials required and departmental contacts.
  [http://gradschool.fiu.edu/admission-requirements.shtml](http://gradschool.fiu.edu/admission-requirements.shtml)

- Guidelines on Florida Residency for Tuition Purposes Manual- For use by Florida’s public community colleges and state universities in determining residency for tuition purposes and by authorized independent colleges and universities in determining eligibility for state financial aid programs.
  [http://onestop.fiu.edu](http://onestop.fiu.edu)
Add or Change of Degree Program

A fully admitted, enrolled graduate student (in a degree-granting program) may apply to change graduate degree programs without paying an additional application fee. In all other respects, a change of a graduate degree program is handled as a new application and is evaluated as such by the department into which the student wishes to transfer. A “Change of Graduate Degree Program” form and procedures are available in the University Graduate School website at http://gradschool.fiu.edu/student-forms.shtml. Final approval of a change of graduate degree program is granted by the Dean of the University Graduate School.

Departmental memos are required in instances of when a student is in poor academic standing (i.e. warning or probation) or/and when there has been a previous change of program plan approval.

Attendance and Enrollment Policies

Individual faculty may establish attendance criteria in classes where they deem it necessary. Academic units may establish their own attendance policies with the approval of the Provost.

Lapses in enrollment for three consecutive semesters (including summer) require that the student apply for readmission subject to the admission procedures, criteria, and policies in effect at the time the reapplication is made. Doctoral students who have advanced to candidacy and master’s students with an M-2 on file are required to be continuously enrolled in 3 dissertation or 1 thesis credit(s), respectively. Continuous Enrollment audits will be conducted at the beginning of each semester. Graduate students in violation of the Continuous Enrollment Policy will be discontinued from their programs.

Continuous Enrollment Policy

Continuous enrollment at the University by doctoral candidates and thesis-bound master students is a University requirement. Master’s Degree students must register for a minimum of 1 graduate thesis credit each semester. Doctoral candidates must register for a minimum of 3 dissertation credits each semester. For more information, please go to: http://gradschool.fiu.edu/documents/Continuous_Enrollment_Requirement_for_Dissertation_and_Thesis_Students.pdf.

Degree Completion Time Limits

All requirements at the doctoral level, including the successful defense of a dissertation, must be completed within nine years of first enrollment (this might also include coursework taken as a non-degree seeking student) in the doctoral program. Note: individual units may also have their own additional degree completion time limits. For the M.F.A. degree, all requirements including the successful defense of a thesis must be completed within eight years of first enrollment in the Master’s program. For all other Master’s degree programs all requirements, including the successful defense of a thesis, where required, must be completed within six years of first enrollment in the Masters program.
Dismissal

Each program has established conditions for determining satisfactory academic progress by its students. It is the policy of the University that all graduate students must maintain at least a term and cumulative >3.0 GPA. Failure to do so for 3 consecutive semesters will result in dismissal from the program and from the university.

Full-Time Graduate Student Status

Full-time status requires that students be enrolled for a minimum of 9 credit hours during the fall and spring semesters and 6 credits during the summer. Doctoral students who have reached candidacy who have completed all requirements except for the dissertation, and have an approved dissertation proposal on file with the University Graduate School, are considered full-time when registered for at least three dissertation credits per term. Masters students who have reached candidacy who have completed all requirements except for the thesis are considered to be full-time when registered for 1 thesis credit per term.

Good Academic Standing

Graduate students are required by the University to maintain a cumulative grade point average (GPA) of 3.0 or higher. In addition, programs may have additional requirements that limit the number of lower grades, which may be earned either in their required courses generally or in specified courses. Students whose cumulative GPA falls below 3.0 are placed on academic warning. If the student’s cumulative GPA remains below 3.0 in the following semester, he/she will be placed on academic probation. Students on academic probation who do not get a term GPA of at least 3.0 by the following semester will be dismissed from their programs.

Graduate and DAS Faculty

Graduate Faculty

All faculty who demonstrate continuing scholarship or creative activity are eligible for membership in the Graduate Faculty. Continuing scholarship and creative activity are evidenced and recognized through publications, presentations, performances, exhibits, awards, and competitions. Other considerations include a continuing fulfillment of professional obligations through, for example, manuscript review, journal editorship, national advisory and review panels, and professional society leadership. An important consideration, when applicable, is the success of prior graduate students mentored by the faculty member.

Graduate Faculty Term

Initial appointments will be for up to seven years, or until the next scheduled post-tenure review if that comes in less than seven years. Reappointment to the Graduate Faculty will be evaluated at the time of the seven-year post-tenure review, or in the sixth year of appointment for Graduate Faculty not tenured.

Graduate Faculty with Dissertation Advisor Status

Individuals appointed as Graduate Faculty with Dissertation Advisor Status will be expected to show higher levels of scholarly productivity or creative activity; more extensive involvement in professional activities; successful mentoring of graduate students as evidenced by, for example, time to degree, post-degree appointment, publications from thesis or dissertation; and, in all disciplines in which external funding is available, i.e., most disciplines, evidence of acquiring external funds sufficient to support the research of their graduate students.
Graduate Faculty with Dissertation Advisor Status Term
Initial appointments will be for up to seven years, or until the next scheduled post-tenure review if that comes in less than seven years. Reappointment to the Graduate Faculty with Dissertation Advisor Status will be evaluated at the time of the seven-year post-tenure review, or in the sixth year of appointment for Graduate Faculty not tenured.

Dissertation Advisor Status Evaluation Committee
The Dissertation Advisor Status Evaluation Committee is composed of fifteen members of the Graduate Faculty holding Dissertation Advisor Status. This Committee is elected from all units of the University offering doctoral education with representation proportional to the number of Graduate Faculty with Dissertation Advisor Status in the various units. Each College, or School not within a College, offering the doctoral degree will have at least one faculty member but no more than seven members on the Committee. Graduate Faculty in each department nominate one Graduate Faculty member for election to the Dissertation Advisor Status Evaluation Committee when there is a vacancy from that College or School. Terms are for two years with eight members replaced in even numbered years and seven in odd numbered years. Faculty within a given College or School vote only for representatives from that College or School.

Thesis or Dissertation Committees
To be eligible to serve on thesis or dissertation committees an individual must be a member of the Graduate Faculty. To chair a thesis committee, an individual must be a member of the Graduate Faculty and employed by Florida International University. Members of the Graduate Faculty not employed by Florida International University may serve as co-chair of a thesis committee.

Dissertation Committee Chair
To be eligible to serve as the chair of a dissertation committee, an individual must be a tenured or tenure-earning faculty member, be a member of the Graduate Faculty, and hold Dissertation Advisor Status. Graduate Faculty members holding Dissertation Advisor Status who are not tenured or tenure-earning faculty members may serve as co-chair of a dissertation committee.

Procedures

Graduate Faculty Appointment
A committee of at least three tenured and tenure-earning faculty within a department who are members of the Graduate Faculty evaluate the credentials of their colleagues seeking appointment or reappointment to the Graduate Faculty.

The departmental committee’s recommendation is forwarded to the chair for a recommendation, if the chair is a member of the Graduate Faculty, or for information, if the chair is not a member of the Graduate Faculty. The departmental recommendation is forwarded to the unit dean for a recommendation. The unit dean forwards the application and recommendation to the graduate dean who will make the final recommendation to the Provost who makes the appointment.
Individuals with joint appointments will be evaluated in the department in which their tenure, or tenure-earning line resides. In these cases, the other units with which they are officially affiliated will be asked for a recommendation on the application.

It is expected that tenured and tenure-earning faculty newly hired at the University will have qualifications appropriate for appointment to the Graduate Faculty. The review process that occurs as part of the search, screen, and appointment process for new faculty will determine eligibility to the Graduate Faculty. Therefore, newly hired faculty will automatically be appointed to the Graduate Faculty after the unit confirms, in writing to the University Graduate School, the name of the new faculty, tenure status, hiring date, and a current CV.

**Graduate Faculty with Dissertation Advisor Status Appointment**

A committee of at least three tenured and tenure-earning faculty within a department who are members of the Graduate Faculty holding Dissertation Advisor Status evaluate the credentials of their colleagues seeking appointment or reappointment to the Graduate Faculty with Dissertation Advisor Status. If there are fewer than three Graduate Faculty with Dissertation Advisor Status in the department, additional faculty holding Dissertation Advisor Status in other departments may be appointed by the Dean of the University Graduate School.

The departmental committee’s recommendation is forwarded to the chair for a recommendation, if the chair holds Dissertation Advisor Status, or for information, if the chair does not hold Dissertation Advisor Status. The departmental recommendation is forwarded to the unit dean for a recommendation. The unit dean forwards the application and recommendations to the University Graduate School. The University Graduate School sends the application to the Dissertation Advisor Status Evaluation Committee. This university-wide committee makes a recommendation to the Dean of the University Graduate School who makes the final recommendation to the Provost who makes the appointment.

Individuals with joint appointments will be evaluated in the department in which their tenure, or tenure-earning line resides. In these cases, the other units with which they are officially affiliated will be asked for a recommendation on the application.

Graduate Faculty from units not offering a doctoral degree are not precluded from obtaining Dissertation Advisor Status. If there are fewer than three Graduate Faculty with Dissertation Advisor Status in the department, additional faculty holding Dissertation Advisor Status in other departments may be appointed by the Dean of the University Graduate School to form the initial evaluation committee. If a department plans to implement a doctoral degree, faculty should apply for Dissertation Advisor Status prior to the implementation of the degree.

Newly hired faculty may be involved immediately in doctoral education. Up to two doctoral students may begin working with these faculty with the expectation that the newly hired faculty will obtain Dissertation Advisor Status, and sufficient external funding to support the students, when applicable, prior to the student achieving candidacy at which time the dissertation advisor must be officially appointed. Only faculty holding Doctoral Advisor Status may be appointed as the official dissertation advisor. If a newly hired faculty member does not demonstrate the level of scholarly activity commensurate with Dissertation Advisor Status by the time his or her informal advisees reach candidacy, then these students must be assigned to advisors who have achieved Dissertation Advisor Status.

**Appointments for Individuals who are not Tenured or Tenure-Earning**

Individuals who are not tenured or tenure-earning but whose primary appointment is at FIU, whether in a
department or a Center or other unit, are eligible to apply for Graduate Faculty membership. Individuals whose primary appointment is at an affiliated organization are also eligible to apply for Graduate Faculty membership. In each case their credentials will be evaluated by the department most closely aligned with their research. If the research is not closely aligned with any particular department, an ad hoc committee of tenured or tenure-earning Graduate Faculty may be appointed by the Dean of the University Graduate School to evaluate their eligibility. Graduate Faculty from an affiliated organization may not serve as the sole major professor for a thesis. Although a student may work extensively with a Graduate Faculty member from an affiliated organization, an FIU employed Graduate Faculty member must be at least a co-advisor for the thesis. The FIU employed co-advisor must be an active participant in the research of the student, and must accept full responsibility for the student should the non-FIU employed co-advisor relinquish his or her responsibilities. The responsibilities of each co-advisor include helping the student to acquire the funds necessary to conduct the research.

Academic Grievance

Purpose

The purpose of this policy and procedure is to provide a means for graduate students to seek investigation and possible resolution of academic grievances, as defined below.

Scope of Policy

This policy and procedure covers graduate academic grievances which are defined as any complaint or controversy alleging: 1) unprofessional conduct by a professor which adversely affects either a student's ability to satisfy academic expectations, whether in the classroom, the field, or a lab, or the student's actual performance; 2) improper admission counseling; 3) improper counseling by an adviser; 4) arbitrary grading for coursework, comprehensive examination, thesis or dissertation; and 5) arbitrary non-renewal of a graduate assistantship or arbitrary dismissal from a course or program.

This policy does not address issues related to sexual harassment or discrimination based on age, sex, religion, race, marital status, national origin, or disability. The Equal Opportunity Programs office is responsible for handling such issues in accordance with procedures developed to comply with the Florida Equity Act. If the graduate student alleges unauthorized utilization of thesis, dissertation or research materials by a professor,
resolution of the issue must be sought using the University's policy: Protocols for Investigating Research Misconduct.

Informal Grievance Procedure

Graduate students must attempt to informally resolve an academic grievance as soon as possible; however, a student must initiate informal resolution by contacting the professor (or administrator as instructor of record) no later than ten (10) university days after classes begin in the semester following that in which the complaint arose or the grievance will be deemed untimely. The student must first attempt to resolve the academic grievance through an informal meeting with the professor.

If the matter cannot be resolved, or if the professor cannot be reached, the student must meet next with the chair and failing resolution, with the academic dean. If the student's grievance is against a committee, the students must meet with the committee chairperson and the academic dean to attempt informal resolution. A mutually agreeable resolution shall be formalized through a notation in the student's file/record that is initialed by the student and the professor.

If an informal resolution cannot be reached within thirty (30) University days after the initial contact with the professor, then the student has the right to seek a formal resolution of the academic grievance.

Formal Academic Grievance Procedure

The formal academic grievance procedure is initiated by filing a written complaint with the Dean of University Graduate School. The complaint must be filed within fifteen (15) university days of the date the informal resolution process ends, or within twenty (20) university days after classes begin in the semester following that in which the complaint arose—whichever is later. After receipt, the Dean of University Graduate School, in consultation with the Chairperson of the Graduate Grievance Committee, will review the complaint to determine whether it falls within the scope of this policy and whether a formal hearing is wanted. When there are disputed issues of material fact that must be determined, a formal hearing is warranted. If the complaint does not fall within the scope of this policy, then the student shall be so notified in writing by certified mail.

Graduate Student Academic Grievance Committee

Where a complaint falls within the scope of this policy and there are disputed issues of material fact to be determined, the Dean of University Graduate School will refer the matter to the Graduate Student Academic Grievance Committee. The Grievance Committee will be composed of five members, two of whom should be graduate students selected by the Dean of University Graduate School. The other members of the Committee shall be three full-time faculty who have experience with graduate programs. They will be selected from lists supplied by the academic deans and/or the Faculty Senate. The members of the Committee will include two faculty from academic units outside of the school/college where the student is enrolled and where the grievance has been filed. The Chairperson of the Committee will be jointly selected by the Dean of University Graduate School and the Chairperson of the Faculty Senate.

Procedures

A hearing shall be scheduled as soon as possible, but no later than 45 university days after receipt of the grievance. The grievant and the professor shall be notified by the Dean of University Graduate School by certified mail, of the date and time in which to appear for the formal hearing. The hearing shall be conducted with such formality as is necessary to ensure the proceeding is fair, and in a manner that allows both sides of the dispute to
be presented. The hearing shall be recorded. At the conclusion of the hearing, the members of the Committee shall have the opportunity to deliberate outside the presence of the parties. A written report including findings of facts, conclusions and recommendations shall be prepared and forwarded to the Dean of University Graduate School. The Dean of University Graduate School shall issue a written decision within fifteen (15) University days of receipt of the Committee’s report. The student and the professor will be sent copies of the Dean’s determination by certified mail.

**Appeals**

Any decision of the Dean of University Graduate School may be appealed by either the grievant or the professor, where there is evidence that a significant impropriety in the review process occurred. The appeal must be in writing, specify in detail the alleged procedural impropriety, and must be filed in the Office of the Provost within ten (10) University days of the date of receipt of the Dean’s decision. The Provost or a designee shall review the appeal and the record of the formal hearing, and issue a decision within twenty (20) University days. The decision of the Office of the Provost is final.

**Academic Misconduct**

The Faculty Senate approved new misconduct definitions and procedures related to graduate students effective spring 2010:

http://academic.fiu.edu/academic_misconduct.html

Complete definitions and a description of the revised Academic Misconduct Procedures are also available in PDF format:

http://academic.fiu.edu/AcademicBudget/misconductweb/Graduate_academic_misconduct_final.pdf

**Leave of Absence**

Leave of Absence requests are submitting using the Electronic Petition for Exception to Graduate Requirements form. Leave of absence requests must be clearly justified and are approved on a case-by-case basis. Any student wishing to file a leave of absence must do so prior to the start of the semester in which they are seeking the leave. Please see policy at: http://gradschool.fiu.edu/documents/Leave_of_Absence_from_a_Graduate_Program.pdf.

**Electronic Petition for Exception**


In summary:

- The e-petition must include a letter from the petitioner explicitly stating the request and why they are asking for an exemption, except in cases of waiver of admissions standards and late GA contracts.
The academic unit must also provide justification and upload their memo of support for the petition.

All e-petition forms must be reviewed and signed by the Program Director/Department Chair and Academic Dean prior to being routed to the UGS.

For further guidance, please contact UGS, attention Associate Director Karla Ortega, ortegak@fiu.edu.

**Readmission**

To apply for readmission, the student must complete a new online graduate application. Prior to completion of the readmission application, it is advisable for students to contact their program’s academic advisor.

Please note that readmission of all doctoral students will require approval by the UGS. The procedures for doctoral readmissions can be found at: http://gradschool.fiu.edu/documents/doctoral-readmissions-procedures.pdf.

**TA Credentialing**

TA credentialing is mandated by SACS. Please review the credentialing guidelines found at: http://opir.fiu.edu/ie_faculty_cred.htm.

The credentialing of Teaching Assistants as primary instructors is done electronically in Panther Soft. Departments hiring a Teaching Assistant must submit the electronic credentialing form before the Teaching Assistant is assigned to the course(s). The Electronic Credentialing Request Form’s User Manual can be retrieved here: http://gradschool.fiu.edu/downloads/eCRF_User_Manual.pdf. Please note that before the Office of Class Management can add the Teaching Assistant to the course, the final electronic credentialing form must be submitted and approved by UGS.

Simple instructions to access the online credentialing form are as follows:

1. Log in to Campus Solutions
2. Main Menu,
3. FIU Custom,
4. Student Records,
5. Use,
6. Credentialing Process,
7. Credentialing Form

**Funding Support: Students**

**Graduate Assistantships**

Many graduate programs provide graduate assistantships (GAs) to support their graduate students. The assistantships provide full or partial tuition support, a stipend and health insurance, if eligible. The assistantships fall into three categories:

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

**Teaching Assistant** - A Graduate Teaching Assistant shall be degree seeking graduate student who assists a faculty member with a teaching assignment. The duties may include, but are not limited to, preparing lectures, grading assignments, researching class topics and substituting for Faculty of Record on select class days. A Graduate Teaching Assistant who is the Instructor of Record must have completed 18 graduate credit hours in the subject area and perform teaching duties related to his or her academic program.

**Graduate Assistant** - Graduate Assistants shall be degree seeking graduate students who assist in the teaching and/or research function, but do not have primary responsibility for teaching and/or research. The duties may include those outlined in either the teaching or research classifications as well as other duties assigned that relate to his or her academic program. Graduate Assistant should be used only when neither GTA nor GRA is appropriate.

**Eligibility:** Student must be fully admitted to a master's or doctoral degree program. Conditionally admitted (2 Term) students, who have not yet met the terms of their admission, are not eligible.

**Restrictions and Requirements:**

- GAs CANNOT accept employment outside of FIU
- GAs CANNOT accept an appointment which individually or collectively exceeds 0.50 FTE (20 hours per week) without prior approval of the Dean of the University Graduate School
- GAs MUST maintain full-time enrollment (9 graduate credits in the Fall and Spring and 6 graduate credits in the Summer)
- GAs MUST maintain satisfactory academic and work performance

**GA Benefits:** Students on a full graduate assistantship, i.e. 0.5 FTE/20 hours per week contract, receive a stipend from the department, a tuition waiver and university subsidized health insurance. The below summary chart provides detailed information on these benefits. Note that GAs with a less than 0.5 FTE do NOT receive a tuition waiver or health insurance, but will have their out of state tuition rate adjusted to instate, if applicable.
2014-2015 Graduate Assistantship Program Summary Chart

<table>
<thead>
<tr>
<th>GA Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admission Status</strong></td>
</tr>
<tr>
<td>Must be fully admitted to a master's or doctoral degree program. Conditionally admitted (2 Term) students, who have not yet met the terms of their admission, are not eligible.</td>
</tr>
<tr>
<td><strong>Enrollment</strong></td>
</tr>
<tr>
<td>Must be enrolled for a minimum of 9 credits for each Fall and Spring semester, and 6 credits for Summer semester</td>
</tr>
<tr>
<td><strong>Academic Standing</strong></td>
</tr>
<tr>
<td>Must maintain a cumulative 3.0 GPA in graduate program</td>
</tr>
</tbody>
</table>

| GA Benefits based on .5 FTE Contract (20 hours per week) |
| **Tuition Waiver** |
| Covers 9 credits for each Fall and Spring Semester; 6 credits for Summer(tuition per credit is $379.95 Admit term after Fall 2006 and $362.71 Admit term before Fall 2006) |
| **Health Insurance Plan** |
| 75% of premium paid by UGS |

| NOT Covered by Tuition Waiver |
| **Per Credit Tuition Fees** |
| $73.71 per credit for New Students (Admitted and Enrolled Fall 2006 and after) |
| $71.99 per credit for Continuing Students (Admitted and Enrolled before Fall 2006) |
| **Per Semester Fees** |
| $194.39 for Fall |
| $194.39 for Spring |
| $188.27 for Summer |
| **Photo ID** |
| $10 each year in Fall semester or first term of enrollment |
| **Orientation Fee for new Students only** |
| $35.00 |
| **Lab, Online and Special Course Fees** |
| Some classes have associated fees which are in addition to the regular tuition and, therefore, are not covered by the waiver. |

| Amount GA Pays Each Semester |
| (based on above per credit fees and per semester fees; does NOT include tuition plus, lab, or online course fees) |
| **Total for New Students** (Admitted and Enrolled Fall 2006 and after) |
| Fall Payment = $867.78* (9 credits x $73.71 plus $194.39 semester fees and $10 Photo fee) |
| Spring Payment = $857.78** (9 credits x $73.71 plus $194.39 semester fees) |
| Summer Payment = $630.53** (6 credits x $73.71 plus $188.27 semester fees) |
| *add $35 orientation fee if first term of enrollment; **add $10 photo fee and $35 orientation fee if first term of enrollment |
| **Total for Continuing Students** (Admitted and Enrolled before Fall 2006) |
| Fall Payment = $852.30 (9 credits x $71.99 plus $194.39 semester fees and $10 Photo fee) |
| Spring Payment = $842.30 (9 credits x $71.99 plus $194.39 semester fees) |
| Summer Payment = $620.21 (6 credits x $71.99 plus $188.27 semester fees) |

| Health Insurance Deductions |
| **GA’s portion (25%) of the insurance premium will be deducted from their paycheck** |
| **Annual** premium total = $542.25 |
| **Fall only** premium total = $187.25 (deducted over 6 pay periods; $31.21 each check) |
| **Spring only** premium total = $187.25 (deducted over 6 pay periods; $31.21 each check) |
| **Summer only** premium total = $167.75 (deducted over 4 pay periods; $41.94 each check) |

Fellowships

**Presidential:** The Presidential Fellowship is utilized for the recruitment of outstanding Ph.D.-track students to graduate programs at FIU. Each fellowship provides a three-year award package to the fellow, which includes two years of stipend support from the Graduate School and one additional year of funding support from the graduate program. The Presidential Fellowship, whether administered as a fellowship or as an assistantship, also provides a tuition waiver and health insurance. A recipient of a Presidential Fellowship receives a stipend of $30,000 per
twelve months for three years, provided that the student makes excellent progress in his/her degree program. The UGS will provide a tuition fee waiver for 24 credits and health insurance for all 3 years of the fellowship.

**DEA/Doctoral Evidence Acquisition:** The Doctoral Evidence Acquisition (DEA) Fellowship is specifically intended to support doctoral students who have no financial support for evidence acquisition activities or those students for whom their current means of financial support would significantly interfere with or preclude their ability to collect the evidence needed for their doctoral research. **A DEA Fellow is awarded a stipend to enable evidence acquisition that otherwise would not be possible.** Evidence acquisition activities that might be supported by the DEA Fellowship include, but are not limited to, off-campus library/archive research, field work, experiments, interviews, collection of specimens, etc. DEA Fellowships provide a stipend of $8,300 for 1 term. After a student has advanced to candidacy, he/she is considered to be full-time if enrolled for a minimum of three semester hours of dissertation credit per semester (this applies to both domestic and international students). Therefore, fellowship recipients must enroll in, and the UGS will provide a tuition waiver for, three dissertation credit hours per term. Any additional credits beyond the three that are required will be the financial responsibility of the student.

**DYF/Dissertation Year Fellowship:** Dissertation Year Fellowships (DYFs) provide support to highly-qualified FIU doctoral students during the writing phase of their dissertation. It is intended to facilitate the timely completion of high-quality manuscripts and dissertations. Students who are conducting outstanding research in their discipline and have established a notable record of publication during their doctoral studies (in comparison to others in their discipline) are favored in the application process. Dissertation Fellows are expected to graduate within 1 year after receiving the award. The University Graduate School (UGS) awards the DYF three times per year. DYFs provide a stipend of $16,600 for 2 semesters, or $8,300 per term. After a student has advanced to candidacy, he/she is considered to be full-time if enrolled for a minimum of three semester hours of dissertation credit per semester (this applies to both domestic and international students). Therefore, fellowship recipients must enroll in, and the UGS will provide a tuition waiver for, three dissertation credit hours per term. Any additional credits beyond the three that are required will be the financial responsibility of the student.

**Additional Student Funding Opportunities**

**McKnight Doctoral Fellowships:** The McKnight Doctoral Fellowship program is designed to address the under-representation of African American and Hispanic faculty at colleges and universities in the state of Florida by increasing the pool of citizens qualified with Ph.D. degrees to teach at the college and university levels. As a by-product, it is expected that employment opportunities in industry will also be expanded. The McKnight Graduate Fellowship award will provide you with a tuition waiver, individual health insurance, and an annual stipend for five consecutive academic years (three years in the form of a $12,000 annual stipend provided by the Florida Education Fund and the final two years in the form of a Graduate Assistantship provided your academic unit) with annual renewal contingent upon your satisfactory performance and progress towards your doctoral degree. For the first three years of the fellowship, FIU’s University Graduate School (UGS) is pleased to offer a $10,000 annual enhancement for McKnight Fellows. Please be aware that acceptance of this $10,000 annual enhancement precludes the fellow from holding any other employment during the first three years of the fellowship and requires full-time enrollment. Full-time enrollment for doctoral students means enrolling in 9 credits for each fall and spring semester and 6 credits for the summer semester. Please refer to the Florida Education Fund for details on how to apply: [http://www.fefonline.org/mdf.html](http://www.fefonline.org/mdf.html)

**McNair Graduate Fellowship:** The FIU McNair Graduate Fellowship was created to encourage promising undergraduate McNair Scholars to pursue their graduate education at Florida International University. The UGS will award a limited number of FIU McNair Graduate Fellowships to McNair Scholars based on a nomination from
their graduate program. To be considered for the fellowship a student must be fully admitted to a master’s or doctoral degree program at FIU for the semester the student is applying for. Preference will be given to students who are entering a doctoral program. FIU McNair Graduate Fellowships for doctoral students provide four years of support with a $23,000 annual stipend plus a tuition waiver and individual health insurance. The University Graduate School will provide the support for the first two years in the form of a fellowship. The academic department will continue to provide the same level of support during the 3rd and 4th years through a (0.5 FTE) teaching or research assistantship. Students may not receive other FIU fellowships or fellowships from outside agencies during the first two years of the award. FIU McNair Graduate Fellowships for master’s students provide a $15,000 stipend for the first year, plus a tuition waiver and individual health insurance. In the second year, the student’s academic department will continue the same level of support by providing the student a (0.5FTE) graduate or research assistantship. Students may not receive other FIU fellowships or fellowships from outside agencies during the first year of the award.

GEM Fellowship: Funded by the National GEM Consortium. Provides graduate fellowships to MS and Ph.D. students, coupled with paid summer internships. For additional information, please visit www.gemfellowship.org.

Note: Presidential Fellows, Doctoral Evidence Acquisition (DEA), Dissertation Year Fellows (DYF), McKnight Fellows, and McNair Fellows are also included in the Graduate Assistant Health Insurance Program.

Scholarships offered through the FIU Office of Scholarships and Fellowships (formerly University-Wide Scholarships): graduate-level scholarships are published on an annual basis for the following academic year at https://ugrad.fiu.edu/scholarships/Pages/Opportunities.aspx.

For updated information on graduate funding, please visit our website at: http://gradschool.fiu.edu/graduate-funding.shtml
**Funding Support: Department**

**UGS Funding for Enhancement of Research Colloquium/Seminars**

**Purpose**

The University Graduate School (UGS) will provide small grants during the 2014-2015 AY to PhD-granting units to enhance their research colloquium/seminar series. The intended purpose of this support is to build intellectual community within academic programs and/or across the University and to enhance opportunities for the scholarly development and training of graduate (particularly doctoral) students. We also hope to facilitate the development of research and educational partnerships within the University.

These funds are intended expressly for 1) the support of a new colloquium/seminar series; 2) expansion of existing colloquium/seminars to include speakers chosen by students or in response to student input; and/or 3) enhancement of existing colloquium/seminars specifically by increasing opportunities for graduate students to interact with visiting scholars.

**Eligibility**

- PhD-granting units at Florida International University.
- Since these funds are intended for enhancement of research colloquium/seminar series, there is an expectation that PhD-granting units have also committed resources to these activities. Greater cost-sharing by the unit will generally result in a stronger application for enhancement funds. An optimal proposal would have a cost-sharing commitment from both the department and the College/School.

**Amount of Support**

It is anticipated that awards for a particular proposal would be in the form of matching funds to unit commitments (1/1 match) not to exceed $3,000. Joint proposals, i.e., a proposal submitted in partnership with other units, may exceed $3,000. These funds are not intended to be budget relieving, nor are they likely to be available in subsequent academic years. Units should plan accordingly.

**Deadlines**

Grant proposals for the support of colloquium/seminar series should be emailed to Magnolia Hernandez at mehernan@fiu.edu. Proposal deadline is October 1, 2014. It is expected that all Colloquium funds provided by UGS for the 14-15 AY will be spent before June 1, 2015. Funding decisions will be made by the UGS leadership team within 10 days after the deadline.

**All proposed colloquium/seminar series must meet the following criteria:**

- Benefit a significant number of graduate faculty and graduate students across the Unit(s).
- Provide opportunities for graduate students to participate in the colloquium/seminar.
- Provide opportunities specifically orchestrated for graduate students (particularly doctoral students) to interact with outside speakers, e.g., escorting the speaker, special question and answer session, round-table discussion, etc.
- **Obtain written evaluations from graduate students regarding the opportunities provided for graduate students to interact with visiting scholars (failure to meet this evaluation requirement will make a program ineligible in subsequent funding cycles).** To assist you, a sample evaluation is attached to this announcement.
Note: These funds cannot be used to defray the costs of an existing colloquium/seminar series but can be used to expand or enhance a current on-going colloquium/seminar series.

Proposals must include the following information (not to exceed 3 pages):

- **Proposal Cover Sheet**
- Brief objectives, justification and outline of the proposed enhancement.
- **Be sure to outline enhanced activities/opportunities for graduate students to interact with visiting scholars.**
- PhD-granting unit(s) that will be the official sponsor(s) of the enhanced colloquium/seminar series.
- Additional units(s) that would benefit from the proposed enhancement, including PhD-granting units and active research groups/centers.
- Brief budget: Expenses (estimated honorarium, room costs, travel, etc.). Specifics of cost-sharing commitment.
- Although UGS is not opposed to supporting program proposals that include social activities, be cognizant that E&G funds cannot be used to buy food or beverages.

**Disbursement of Funds**

Funds will be disbursed to a department account upon approval of program proposal by UGS. (Programs will not be required to submit invoices to UGS for payment.)

**Reporting of Graduate Student Benefits, Deadline (June 1, 2015)**

By June 1, 2015, each sponsoring unit must submit a 1-2 page report to UGS that includes the following:

- Estimates of numbers of faculty, graduate students and others who attended.
- Summary of graduate student evaluations of their opportunities to interact with the visiting scholars (see sample evaluation attached).
- Unit’s response to graduate student evaluations.
- A list of visiting scholars, including titles and affiliations, and the title of their presentation.
- Summary of expenses and cost-sharing.

**UGS Support for Enhancement of Doctoral Student Recruitment**

**Purpose**

The University Graduate School (UGS) is pleased to announce its 2014-2015 initiative to assist doctoral programs to recruit highly-qualified Ph.D. students. UGS will make recruiting money available for each academic unit with a doctoral program. In response to your requests to accommodate the diverse recruiting needs of the units, potential uses of these funds include but are not limited to the following:

- Recruitment efforts targeted toward potential Presidential Fellows
- Travel for highly-qualified admitted Ph.D. students to visit campus (the department is responsible for travel arrangements)
- Advertisements
- Direct mailings
- Purchase of mailing lists/e-mail lists
- Host open houses or other on-campus recruiting event(s)
- Host recruitment events at local industries, employers, professional societies, etc.
• Internet-based conferencing with prospective students
• Travel for faculty to recruit at conferences or universities
• OPS support for recruiting efforts

This 2014-2015 initiative for enhancement of recruitment is being supported with non-recurring funds, such that these funds may not be available in subsequent academic years. Units should plan accordingly.

Eligibility

Ph.D.-granting units at Florida International University. Several Ph.D.-granting units within a College/School may submit a combined proposal. Exceptions can be made for Master’s program on a case by case basis.

Since these funds are intended for enhancement of Ph.D. recruitment, there is an expectation that Ph.D.-granting units have also committed resources to these activities. Each proposal should have a cost-sharing commitment from the department and/or the College/School.

Amount of Support

Awards are up to $5,000 per unit.

Deadlines

Proposal deadline is October 1, 2014. It is expected that all Recruitment funds provided by UGS for the 14-15 AY will be spent before June 1, 2015. Funding decisions will be made by the UGS leadership team within 10 days of the deadline.

Proposals must include the following information (not to exceed 3 pages):

• Requests should be submitted to Director Louis Farnsworth— in person: PC 230; by email: farnswor@fiu.edu; or by fax: 305-348-3433 - with the attached Proposal Cover Sheet.
• Proposal Cover Sheet (attached)
• E&G account number to which the funds should be transferred if awarded. (Although the UGS is not opposed to supporting recruitment plans that include social activities, be cognizant that E&G funds cannot be used to buy concession items such as food or beverages).
• Additional Ph.D.-granting units(s) and/or programs (e.g., M.S. programs) that would potentially benefit from recruitment efforts.
• Outline of overall 2014-2015 recruitment plan for the Ph.D. program.
• Portion of the recruitment plan for which funds are being requested.
• Estimated Budget: Expenses. Specifics of cost sharing commitment.

Disbursement of Funds

Funds will be disbursed to the unit submitting the application upon approval of program proposal by UGS. (Programs will not be required to submit invoices to UGS for payment.) 2014-2015 funds will not be disbursed until the previous year report, if applicable, has been submitted and approved by UGS.

Limitations on student travel/usage of funds
Airfare is limited to travel within the domestic US and US territories, and no more than 2 nights of lodging may be provided. Funds for an individual candidate are not to exceed $1,000. Funds cannot be used for concession items including food/drink.

**Reporting Requirement Deadline (June 1, 2015)**

Departments receiving funds from this initiative must submit a 1-page report to UGS which details both the activities and the outcomes of the UGS-supported recruiting effort(s) by June 1, 2015.

**Commencement Information**

Commencement ceremonies are held each semester. Students and guests should check the Commencement website at [http://commencement.fiu.edu/](http://commencement.fiu.edu/) to find commencement dates, times, and procedures. Each commencement ceremony lasts approximately two hours. In order to participate, the student must have applied for graduation and have a final dissertation on file with UGS by the specified deadline. Students will receive commencement information and will confirm their attendance through the Intelliworks link provided by University Graduate School. The guest tickets are purchased from my.fiu.edu. Important: PhD and EdD students must RSVP with the University Graduate School, DPT students must RSVP with the Physical Therapy Department, and DNP students must RSVP with the Doctor of Nursing Practice Department in order to participate in the ceremony.

Academic regalia are required for participation in the commencement ceremony. The regalia may be purchased at the bookstore. Please contact 305.348.2253, 305.348.3925, or pinesbks@fiu.edu for ordering deadlines. Regalia can no longer be rented for students.

**International Student Information**

**International Student & Scholar Services (ISSS)**

The University maintains an Office of International Student and Scholar Services. The ISSS office provides advisors to help international students with problems concerning visa status, employment, cultural and social concerns, and similar matters. The ISSS office may be reached at (305)-348-2421, GC355 (Modesto A. Maidique) or at (305)-919-5813, WUC 363 (Biscayne Bay Campus).

The ISSS office maintains the Student Exchange Visitor Information System (SEVIS) of the Department of Homeland Security tracking system for the University. All new and/or transfer international students MUST attend a MANDATORY orientation program before the start of their first semester and MUST report to the ISSS office within the first week of the start of classes. Complete ISSS information is available at: [http://isss.fiu.edu/](http://isss.fiu.edu/)

**International Student Employment**

The legal regulations governing employment for F-1 students are complex and subject to change. An F-1 student should contact an advisor at the ISSS office to determine under what conditions he/she may seek employment.
All forms of employment require the F-1 student to obtain a social security number. **Students cannot receive salary money before this number is obtained.** The student should contact the ISSS office to obtain more information.

**Responsible Conduct of Research and Scholarship**

**Ethical Scholarship**

FIU is committed to achieving the highest standards of integrity in scientific research and scholarship. This policy includes the conduct of research involving animals and human subjects but extends beyond these important areas. Ethical conduct of research also includes appropriate acknowledgment of contributions to scholarship and research through appropriate inclusion of collaborators on research papers and patents, careful citation of the research of others, and the honest and unbiased presentation of research results to the academic community and the public.

There are notable challenges in the conduct of research on university campuses throughout the United States today. These are the result of inadequate preparation of graduate students, and others involved in research and scholarship, to recognize the accepted standards of scientific and scholarly research, or the policies and regulations that govern such research in the U.S. The University Graduate School together with the FIU Office of Research will provide workshops and training to researchers and scholars in the FIU community to assist them in recognizing, avoiding, and responding to the various types of ethical conflicts that they may encounter. Some of these include:

- **Plagiarism**—the unauthorized use or close imitation of the language and thoughts of another author and the representation that they are one's own original work.
- **Intellectual Cheating** - involves a deception (including any academic work or scholarship conducted in one's academic or professional career) for self-profit. Intellectual cheating may or may not appear to harm others but always advances the perpetrator unjustly.
- **Intentional Misconduct** - produces scientific results or scholarship with the objective of advancing one’s own standing or career with or without economic gain. It is unethical and violates University Policy.

The University Graduate School believes it is essential for the University, and the intellectual community at large that our graduate students be fully informed and know how to respond appropriately when they encounter what they perceive to be unethical conduct.

**Responsible Conduct of Research (RCR) Training Course and Exam**

FIU graduate students who file thesis and dissertation proposals with the Research University Graduate School (RUGS) must provide a training certificate documenting completion of an appropriate, discipline-specific RCR training course exam.

Instructions regarding how to access the training course can be found on the FIU Office of Research Integrity (ORI) webpage at: [http://research.fiu.edu/rcr/index.html](http://research.fiu.edu/rcr/index.html).
Thesis and Dissertation Forms

University Graduate School Form Submission Calendar

The University Graduate School calendar establishes deadlines for the submission of required paperwork at each major step in the career of a graduate student. These deadlines are set in order to ensure that students who meet them will graduate as expected. The UGS calendar is found at the following web address:


Note: In order to process any of the M or D forms, graduate students must be enrolled in the term in which the form is submitted to the UGS.

Master’s Forms

Appointment of Thesis Committee (Form M1)

Committees are required to have three members: the major professor, and two other graduate faculty members. The major professor must be an expert in the subject of the thesis and at least two of the committee members must be from the unit offering the graduate program. Committee selection should occur as early as possible, within the constraints of the programmatic requirements. The major professor and the committee members must have graduate faculty status. See the UGS webpage to check graduate and dissertation faculty. Please visit

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

It is the responsibility of the program director to check that the committee composition meets these requirements as well as any additional requirements of the program (e.g., fourth committee member or outside members). All signatures on the appointment of thesis committee form must be original, and cannot be signed by proxy. Selection of a committee member from outside FIU requires approval of the UGS and the submission of that person’s CV as well as the Commitment Form for Non-FIU Committee Members available at:


Please note that if an individual is employed with FIU and would like to serve on a thesis or dissertation committee, they must hold graduate faculty status.

Master’s Thesis Proposal (Form M2)

The research proposal is a statement of the research objectives and must be submitted to the University Graduate School for approval after it has been successfully defended before the student’s committee. This proposal is a formal statement of the research plan and should be presented in a thorough and appropriate academic format. There are several sample proposals available on the UGS Website at:

If IRB, IACUC, and/or IBC approval is needed, the approval memo must be submitted along Form M2. Additionally, RCR Training Certification is required for all graduate students filing Form M2.

**Preliminary Approval of Thesis and Request for Oral Defense (Form M3)**

Once a thesis of suitable quality for presentation to the committee has been written, the student, in conjunction with the major professor and committee, should select a date for the public defense. The calendar of thesis defense deadlines is available on the UGS website:


All master’s degree candidates must defend their thesis at a public defense that must occur at the date and time announced. All defenses must be held no earlier than the first Friday of the semester and no later than the given deadline specified on our electronic thesis and dissertation deadlines page. All committee members must attend the defense. If a committee member is unable to physically be present at the Defense, a Petition for Exception to Graduate Requirements Form to attend via technological means (i.e. video conference) can be submitted to UGS prior to the Defense, by no later than 4 days prior to your defense date.

The announcement is usually very similar or identical to the abstract in the thesis itself. There is a space limitation for the abstract and the announcement may need to be edited appropriately to fit in the available space. The announcement/abstract should briefly describe the research project and the results obtained. A reader of the announcement should be able to understand what was accomplished. An announcement must be well written and confirm to academic standards including English construction, spelling, and grammar. An announcement example can be found on the UGS website at:

[http://gradschool.fiu.edu/documents/Graduate_Packet_For_Theses.pdf](http://gradschool.fiu.edu/documents/Graduate_Packet_For_Theses.pdf)

*Note:* A draft of the thesis should accompany the thesis announcement submitted to the UGS

**Final Electronic Thesis & Dissertation (ETD) Approval Form**

Doctoral and master’s thesis students must submit this form to complete their thesis/dissertation requirements. The form includes a review and acceptance section with signatures of student, major professor(s), committee members, Graduate Program Director or Department Chair, Dean of College or School, and Dean of University Graduate School. The Final ETD Approval form is submitted after a final copy of the dissertation is approved by the committee. Deadlines for submission of this form to the UGS are available at:

[http://gradschool.fiu.edu/electronic-thesis-dissertation-deadlines.shtml](http://gradschool.fiu.edu/electronic-thesis-dissertation-deadlines.shtml). Enrollment of at least 3 dissertation credit hours OR 1 thesis credit hour is required in the term that the student submits this form. Final ETD Approval form will not be processed without proof of current enrollment. Further information regarding the UGS continuous enrollment policies is available at: [http://gradschool.fiu.edu/policies-procedures.shtml](http://gradschool.fiu.edu/policies-procedures.shtml)
Doctoral Forms

Appointment of Dissertation Committee (Form D1)

Committees are required to have at least four members: the major professor, and three other graduate faculty members (all members must have Graduate Faculty status). Additionally, the major professor must hold Dissertation Advisor status and must be an expert in the subject of the dissertation (See the UGS webpage to check graduate and dissertation faculty at: http://gradschool.fiu.edu/faculty-staff-grad-das-faculty.shtml). Two of the remaining three committee members must be from within the unit offering the graduate program and one must be from outside the department or school, but still hold graduate faculty status. Additional committee members may be appointed consistent with the program’s rules.

It is the responsibility of the program director to check that the committee composition meets these requirements as well as any additional requirements of the program (e.g. fifth committee member or outside members). All signatures on the appointment of dissertation committee form must be original, and cannot be signed by proxy. Selection of a committee member from outside FIU requires approval of the UGS and the submission of that person’s CV as well as the Commitment Form for Non-FIU Committee Members available at: http://gradschool.fiu.edu/documents/NonFIUcommitmentMemo_am.pdf. Please note that if an individual is employed with FIU and would like to serve on a thesis or dissertation committee, they must hold graduate faculty status.

Program for Doctoral Degree and Application for Candidacy (Form D2)

Advancement to candidacy should occur after the student has completed all departmental candidacy exams (depending on the degree program, this may or may not include form D3, the Doctoral Dissertation Proposal) and coursework. Before submitting the candidacy form (Form D2) all exams and courses must be completed, even if these courses are not part of the doctoral program of studies. Students are not allowed to enroll for dissertation credit hours before achieving doctoral candidacy. Candidacy forms must be on file and approved by UGS by the first day of classes. The form must be submitted to UGS by no later than one week before classes begin.

Doctoral Dissertation Proposal (Form D3)

The research proposal is a statement of the research objectives and must be submitted to the University Graduate School for approval after it is successfully defended before the student’s committee. This proposal is a formal statement of the research plan and should be presented in a thorough and appropriate academic format. There are several sample proposals available on the UGS website at: http://gradschool.fiu.edu/electronic-thesis-dissertation.shtml.

If IRB, IACUC, and/or IBC approval is needed, the approval memo must be submitted along Form D3. Additionally, RCR Training Certification is required for all doctoral students filing Form D3.
Once a dissertation of suitable quality for presentation to the committee has been written, the student in conjunction with the major professor and committee should select a date for the public defense. The calendar of dissertation defense deadlines is available on the UGS website at: http://gradschool.fiu.edu/electronic-thesis-dissertation-deadlines.shtml.

All doctoral candidates must defend their dissertation at a public defense that must occur at the date and time announced. All defenses must be held no earlier than the first Friday of the semester and no later than the given deadline specified on our electronic thesis and dissertation deadlines page.

All committee members must attend the defense. If a committee member is unable to physically be present at the Defense, a Petition for Exception to Graduate Requirements Form to attend via technological means (i.e. video conference) can be submitted to the UGS prior to the Defense.

The announcement is usually very similar or identical to the abstract in the dissertation itself. There is a space limitation for the abstract and the announcement may need to be edited appropriately to fit in the available space. The announcement/abstract should briefly describe the research project and the results obtained. A reader of the announcement should be able to understand what was done and what was accomplished. An announcement must be well written and conform to academic standards including English construction, spelling, and grammar. An announcement example can be found on the UGS website at:


Note: A draft of the dissertation should accompany the dissertation announcement submitted to the UGS.

Final Electronic Thesis & Dissertation (ETD) Approval Form

Doctoral and master’s thesis students must submit this form to complete their thesis/dissertation requirements. The form includes a review and acceptance section with signatures of student, major professor(s), committee members, Graduate Program Director or Department Chair, Dean of College or School, and Dean of University Graduate School. The Final ETD Approval form is submitted after a final copy of the dissertation is approved by the committee. Deadlines for submission of this form to the UGS are available at: http://gradschool.fiu.edu/CalendarDeadlines.html. Enrollment of at least 3 dissertation credit hours OR 1 thesis credit hour is required in the term that the student submits this form. Final ETD Approval form will not be processed without proof of current enrollment. Further information regarding the UGS continuous enrollment policies is available at http://gradschool.fiu.edu/gpm/

Graduate Student Checklists

A graduate student checklist for M forms is available on the UGS website at: http://gradschool.fiu.edu/documents/Graduate_Packet_For_Theses.pdf

A graduate student checklist for D forms is available on the UGS website at: http://gradschool.fiu.edu/documents/Graduate_Packet_For_Dissertations.pdf
Annual Student Evaluation and Mentoring Plan

In order to promote timely progress toward the degree and a culture of mentorship, the UGS has implemented the Annual Student Evaluation and Mentoring Plan form.

The Annual Student Evaluation and Mentoring Plan is required of all doctoral students on an annual basis until they successfully complete their program. The annual submission deadline is May 30. If the student does not have an approved D-1 form on file with UGS, only the graduate program director’s or designated advisor’s evaluation and signature are required, as well as the GPD/Chair and Academic Dean Signatures. If the student does have an approved D-1 form on file, all committee members’ signatures are required.

Please note that those students who have an approved D5 on file and are expected to graduate the spring semester prior to the May 30 deadline are exempted from filing this form at UGS. Furthermore, students who have fewer than 18 graduate credits by the end of the spring term are also exempted from filing the form.

Graduation

Students apply for graduation on-line through their PantherSoft account, and the Graduation Office in the Office of the Registration initiates a graduation check.

**Note:** All graduate students must be enrolled in graduate level credit(s) the semester in which they apply for graduation.

Electronic Theses & Dissertations (ETD) Option

Since spring 2012, the University Graduate School has only accepted digital ETD submissions. This means that after students submit the Final ETD Approval form, they will upload a Microsoft Word file (or PDF for LaTex users) of their document to FIU’s Digital Commons repository. Students can still print hardcopies for themselves and other stakeholders who require a hardcopy, but the printing and binding onus is on the student rather than the Graduate School. **NOTE:** Students still submit a hardcopy draft to the University Graduate School with their M3/D5.

The ETD Coordinator holds ETD Workshops and one-on-one consultation sessions every semester, and students should be urged to go to utilize these services before and/or while writing their manuscripts. However, you can request a workshop from the ETD Coordinator for your program, department, or school and mandate student participation. Also, an online ETD Guide was created with templates, videos, and detailed information to help students throughout the ETD process, including a link for students to register for workshops: [http://libguides.fiu.edu/etd](http://libguides.fiu.edu/etd)

Keep in mind that students should use Microsoft Word to write their manuscripts. We also support LaTex. Other word processors can be problematic, and it’s difficult to support myriad programs while ensuring high quality digital preservation. Therefore, students must use Word (or LaTex). Every student is entitled to a free copy of Microsoft Office: [http://it.fiu.edu/software/index.shtml](http://it.fiu.edu/software/index.shtml)
Professors and committee members should guide the student in terms of content and style; however, the University Graduate School’s formatting requirements may take precedence over other style guides in some instances. Thus, students should consult the ETD Guide (linked above) and the Preparation Manual http://gradschool.fiu.edu/documents/Manual_Regulations.pdf

For questions about the ETD resources, process, format, or submission please contact the ETD Coordinator.

**UGS Supported Initiatives and Campus Involvement Opportunities for Graduate Students**

**Graduate Advisory Board (GAB)**
The GAB, established spring 2009, is charged with conveying graduate student needs - personal, professional and academic - programming ideas and policy concerns to the UGS. The structure for the GAB includes student representation from the Graduate and Professional Student Committee, and diverse academic disciplines. For more information on the GAB or to recommend a student for the GAB, please contact Kasey Kobs in the University Graduate School: mehernan@fiu.edu or 305-348-1905.

**Graduate & Professional Student Committee**
The Graduate & Professional Student Committee (GPSC) helps facilitate and enhance the overall graduate student experience, by advancing the University's academic goals and promoting quality presentations and research efforts.

The GPSC also works in conjunction with other Graduate Student Organizations and departments in order to present educational workshops on many topics including thesis/dissertation, as well as coordinating symposiums and scholarly forums. The GSFC is represented at the MM and BB campuses.

The GPSC has funds available to offset costs for graduate students for conference, professional and research purposes.

For more information about GPSC, please go to: [http://gpsc.fiu.edu](http://gpsc.fiu.edu) or email gpsc@fiu.edu

**Student Government Association (SGA)**
The SGA is the governing student body at FIU and advocates for all students at the university. Graduate students can hold senator and other positions within the SGA. For more information on getting involved with the SGA, students can contact 305-348-2121 or go to: [http://sga.fiu.edu/](http://sga.fiu.edu/).

**Center for Excellence in Writing (CEW)**
The CEW offers individual consultations about any writing students do throughout their years at FIU. Whether brainstorming, drafting, revising or polishing, writing consultants can assist students with most written projects. The CEW also programs several workshops throughout the year specific to graduate students. For more information, please visit their website: [http://writingcenter.fiu.edu/](http://writingcenter.fiu.edu/) or call (MMC) 305-348-6634 or (BBC) 305-919-4036.
Center for the Advancement of Teaching
The Academy for the Art of Teaching is dedicated to providing FIU's Teaching Community---full-time faculty, adjuncts, and graduate teaching assistants--with resources and support needed to encourage the highest quality of teaching and learning throughout the university. Through individual, group, and campus-wide programming, the Academy keeps the teaching community abreast of pedagogical developments, maintains and provides a wide array of resources on teaching and learning, and supports teachers in enhancing their teaching. Please visit the Academy’s website for more information: https://ugrad.fiu.edu/cat/Pages/Home.aspx.

UM/FIU Exchange Program
FIU doctoral students (PhD and EdD) and master’s students admitted to the LACC programs have the opportunity to complete up to six credits at the University of Miami as members of an exchange program between FIU and the University of Miami. The program gives students a larger selection of courses to choose from and allows students at UM and FIU to take advantage of the educational and research opportunities at both institutions. Students can choose from any course at the University of Miami provided the course is not already offered at FIU, is not a limited access course or a cost plus course.

FIU students participating in the program continue to pay FIU tuition and fees for the courses they take at the University of Miami (i.e. they will only be assessed regular FIU tuition and fees). For more information about the UM/FIU exchange program, please contact Karla Ortega at ortegak@fiu.edu. Interested students can find more information and the program application at http://gradschool.fiu.edu/documents/FIU-UM_Exchange_Application.pdf.
Dear Vanessa,

Congratulations! I am pleased to inform you of your acceptance into the University Graduate School at Florida International University (FIU) as a student in the COLLEGE_NAME DEGREE_TYPE in PLAN_DESCRSUBPLAN_DESCR. Your acceptance is valid only at the beginning of the TERM_DESCR.*

Please be sure to printout and read our “The Next Step” brochure, available online at http://gradschool.fiu.edu/after-applying.shtml. This guide outlines the steps you need to complete in order to enroll at FIU. For specific questions regarding departmental requirements, refer to the online “FIU Graduate Course Catalog” at http://catalog.fiu.edu/.

Please keep us informed of any change of address so there will be no delay in you receiving additional information from the University.

On behalf of the entire FIU community, I extend you a warm welcome and look forward to having you join our vibrant graduate community!

Sincerely,

Louis Farnsworth
Director, Academic Support Services

Your Panther ID is: fld_EMPLID
Major: PLAN_DESCRSUBPLAN_DESCR

* If you do not register for classes for this term, your admission will be withdrawn and your application will be inactivated. If you need to defer your start date, please send your request to the PLAN_DESCRSUBPLAN_DESCR department for their approval.
Appendix B: Ten Percent Conditional Admission (TENP) Letter

Dear Adrian,

Congratulations! I am pleased to inform you of your conditional admission to the University Graduate School at Florida International University (FIU) as a student in the COLLEGE_NAME DEGREE_TYPE in PLAN_DESCRSUBPLAN_DESCR. Your conditional admission is valid only at the beginning of the TERM_DESCR.*

Conditional admission stipulates that you must meet certain requirements in order to gain full admission at Florida International University. Included with this letter is a Conditional Admission Acceptance Form stipulating the conditions which you must satisfy and the time limits for satisfying them. To accept our offer of admission, please complete the acceptance form and return it to the Office of Graduate Admissions as soon as possible. Be sure to read the document and conditions carefully and remember that the conditions and your acceptance of these conditions are binding.

Should you wish to view your enrollment information online, please enter Learner Services within our student information system at my.fiu.edu, enter your Panther ID fld_EMPLID and your password in the sign-on section.

Please be sure to printout and read our “The Next Step” brochure, available online at http://gradschool.fiu.edu/after-applying.shtml. This guide outlines the steps you need to complete in order to enroll at FIU. For specific questions regarding departmental requirements, refer to the online “FIU Graduate Course Catalog” at http://catalog.fiu.edu/.

On behalf of the entire FIU community, I extend you a warm welcome and look forward to having you join our vibrant graduate community!

Sincerely,

Louis Farnsworth
Director, Academic Support Services

Your Panther ID is: fld_EMPLID
Major: PLAN_DESCRSUBPLAN_DESCR

* If you do not register for classes for this term, your admission will be withdrawn and your application will be inactivated. If you need to defer your start date, please send your request to the PLAN_DESCRSUBPLAN_DESCR department for their approval.

See Acceptance Form on next page.
Appendix B (continued): Conditional Admission Acceptance Form

Conditional Admission Acceptance Form (required)

**IMPORTANT!** To enroll for classes you must complete this form and send it to the Office of Graduate Admissions at the address below as soon as possible. You will not be able to register for classes until we receive your signed acceptance form.

Student ID: **fld_EMPLID**  
Admit Term: **TERM_DESCR**

Student Name: **fld_FIRST_NAME** **fld_LAST_NAME**

Program: **PLAN_DESCR**

If your contact information has changed, please provide us with your new information.

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City, State, Zip</th>
<th>Country</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
</table>

**TERMS of YOUR ADMISSION:** The University Graduate School has granted you conditional admission which requires you to meet the following condition by the end of your first two consecutive semesters beginning the **TERM_DESCR**. While summer enrollment is not mandatory, any classes taken during the summer will be counted toward satisfying the condition.

Maintain a 3.00 cumulative GPA on your first 9 Graduate credits within the first three consecutive semesters (Please Note: If more than 9 credits are completed in the term when the 9 credit milestone is reached, all credits taken will be calculated in the cumulative GPA to determine if the condition has been met.)

Your admissions status will be reviewed by the University Graduate School no later than the end of your second semester. If you meet the above condition/s, then you will be given full admission to the University. If you do not meet the above condition/s, then your admission to the University will be revoked and your enrollment for subsequent semesters will be cancelled.

**MISSING Documents:** The following documents are missing from your admissions file and must be submitted by the first day of the Official Registration period for **NEXT_TERM** in order to continue registering for subsequent semesters.

**ITEM_DESCR**

STUDENT STATEMENT: By signing this Acceptance Form, I understand that my admission to the university is based on meeting the above conditions in order to be fully admitted to FIU. If I do not meet **ALL** of the above conditions, I understand that my admission to FIU will be revoked, I will be dismissed from my program and any enrollment for subsequent semesters will be cancelled. You may reapply to FIU after three semesters. (Enrollment at FIU during the three semesters is not permitted even as a non-degree student.) If you plan to reapply to the same program after three semesters out, your academic department will need to submit a petition for full admission on your behalf to the University Graduate School in order for you to be reconsidered.

_______________________________  ______________________
Your Signature (Required)  Date

Please Fax to: (305) 348-7204  or Mail to: FIU Chapman Graduate School of Business Admissions Office, CBC 200 1050 SW 112 Avenue, Miami, FL 33199EC

Please Fax to: (305) 348-7441  or Mail to: The Office of Graduate Admissions Florida International University P.O.Box 659004, Miami, FL 33265-900EC

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Dear Marina,

Congratulations! I am pleased to inform you of your conditional admission to the University Graduate School at Florida International University (FIU) as a student in the COLLEGE_NAME DEGREE_TYPE in PLAN_DESCR SUBPLAN_DESCR. Your conditional admission is valid only at the beginning of the TERM_DESCR.

Your admission is conditional because your admissions file is missing the final documents listed on the following acceptance form. These documents are due no later than the first day of the Official Registration period for NEXT_TERM.

To accept our offer of admission, please complete the attached acceptance form and return it to the Office of Graduate Admissions as soon as possible. Should you wish to view your enrollment information online, please enter Learner Services within our student information system at my.fiu.edu, enter your Panther ID fld_EMPLID and your password in the sign-on section.

Enclosed is your I-20 to apply for your student visa. Within two weeks of your arrival at FIU, it is necessary for you to contact the Office of International Student & Scholar Services to comply with immigration regulations. The Office is located in the Graham Student Center, Room 355, telephone (305)348-2421, www.fiu.edu/~iss. Also, please be sure to printout and read our “The Next Step” brochure, available online at http://gradschool.fiu.edu/after-applying.shtml. This guide outlines the steps you need to complete in order to enroll at FIU. For specific questions regarding departmental requirements, refer to the online “FIU Graduate Course Catalog” at http://catalog.fiu.edu/.

On behalf of the entire FIU community, I extend you a warm welcome and look forward to having you join our vibrant graduate community!

Sincerely,

Louis Farnsworth

Director, Academic Support Services

Your Panther ID is: fld_EMPLID
Major: PLAN_DESCR SUBPLAN_DESCR

If you do not register for classes for this term, your admission will be withdrawn and your application will be inactivated. If you need to defer your start date, please send your request to the PLAN_DESCR SUBPLAN_DESCR department for their approval.

See Acceptance Form on next page.
Appendix C (continued): Conditional Admission Acceptance Form

Admissions Offer Acceptance Form

To help us prepare for your enrollment, please sign this form and return it to the Office of Graduate Admissions as soon as possible.

Student ID: fld_EMPLID
Admit Term: TERM_DESCR

Student Name: fld_FIRST_NAME fld_LAST_NAME

Program: PLAN_DESCR

If your contact information has changed, please provide us with your new information.

Street Address
City, State, Zip
Country

Email
Phone
Fax

MISSING Documents: Our records show that the following documents are missing from your admissions file. In order to complete your admissions file and continue registering for subsequent semesters you must submit these documents by the end of the TERM_DESCR.

STUDENT STATEMENT: I accept the offer of admission to FIU with the understanding that I provide the above listed document/s to the Office of Graduate Admissions before the first day of the Official Registration period for NEXT_TERM. Furthermore, I understand that, if I do not provide the above document/s, my enrollment for the following semester/s will be prevented.

________________________________________________________
Your Signature (Required) Date

Please Fax to: (305) 348-7204 or Mail to: FIU Chapman Graduate School of Business

Admissions Office, CBC 200
1050 SW 112 Avenue, Miami, FL 33199EC

Please Fax to: (305) 348-7441 or Mail to: The Office of Graduate Admissions
Florida International University
P.O.Box 659004, Miami, FL 33265-9004EC
Appendix D: Departmental Denial (DENY) Letter

Dear Frank:

The Graduate Admission Committee of the program for which you applied has reviewed your application. I regret to inform you that you were not recommended for admission. Please note that you are not eligible to apply to the same academic program nor will you be allowed to register as a non-degree seeking student for 3 semesters beginning TERM_DESCR.

If you have questions about this decision, or if you wish to discuss your options for admission into the program at a later point in time, please contact the graduate program director of the COLLEGE_NAME DEGREE_TYPE in PLAN_DESCRSUBPLAN_DESCR.

Thank you for your interest in graduate studies at Florida International University.

Louis Farnsworth
Director
Academic Support Services
University Graduate School

Appendix E: Low TOEFL Denial (DENY)Letter

Dear Pamela:

After careful review of your file, the Graduate Admissions Office has not approved your application on the basis of your TOEFL or IELTS scores. Specifically, your TOEFL score is below the minimum entrance requirement: 550 (paper based exam), 80 (Internet based) or your IELTS score is below 6.5.

If you wish to retake the exam, we will gladly reconsider your request for admission. You will need to request in writing a review of your file based on new scores. This request may be faxed to our office at (305)348-7441 or mailed to the address on this letter.

Please note that your application may only be reconsidered for one year from the initial date of the application. Official scores must be reported to FIU.

Thank you for your interest in graduate studies at Florida International University. If you should have any questions concerning this matter, please feel free to contact our office.

Sincerely yours,

Louis Farnsworth
Director
Academic Support Services
University Graduate School
Appendix F: Admission Revocation After Not Meeting Condition

Dear Stefano:

You were admitted to the PLAN_DESCR SUBPLAN_DESCR for the TERM_DESCR at Florida International University on a conditional basis which stipulates that you must earn a 3.25 GPA on your first 12 graduate credits by the end of the first two consecutive semesters in the program. According to our records, you have not met this condition and, consequently, have been discontinued from your program. Any enrollment you have for current and/or future terms will be automatically cancelled.

You may reapply to FIU after three semesters. (Enrollment at FIU during these three semesters is not permitted even as a non-degree student.) If you plan to reapply to the same program after three semesters out, your academic department will need to submit a petition for full admission on your behalf to the University Graduate School in order for you to be reconsidered.

Should you have any questions, please contact the Graduate Admissions Office at (305) 348-7442 or e-mail gradadm@fiu.edu.

Sincerely yours,

Louis Farnsworth
Director
Academic Support Services
University Graduate School
Appendix G: Full Admit International

Dear Etienne:

Congratulations! I am pleased to inform you of your acceptance into the University Graduate School at Florida International University (FIU) as a student in the COLLEGE_NAME DEGREE_TYPE in PLAN_DESCR SUBPLAN_DESCR. Your acceptance is valid only at the beginning of the TERM_DESCR.*

Enclosed please find important information about various offices and services that are available at FIU. Please be aware of any deadlines these offices have established either for the efficient provision of services or to meet state and federal requirements. For specific questions regarding departmental requirements, refer to the FIU Graduate Course Catalog that is available at http://catalog.fiu.edu/.

Based on the information you provided regarding the type of visa for which you plan to apply, either a SEVIS Form I-20 or Form DOS-2019 is enclosed. For further information regarding immigration, health insurance and other matters, please review the International Student and Scholar Services website at www.fiu.edu/~iss.

Please keep us informed of any change of address so there will be no delay in you receiving additional information from the University.

On behalf of the entire FIU community, I extend you a warm welcome and look forward to having you join our vibrant graduate community!

Sincerely,

Louis Farnsworth
Director, Academic Support Services

Your Panther ID is: fldEMPLID
Major: PLAN_DESCR SUBPLAN_DESCR
I20_SHIP_METHOD

Enclosures

*If you do not register for classes for this term, your admission will be withdrawn and your application will be inactivated. If you need to defer your start date, please send your request to the PLAN_DESCR SUBPLAN_DESCR department for their approval.
Appendix H: International Conditional Admit Pending Financial Documents

Dear Andrea:

Congratulations! I am pleased to inform you of your conditional admission into the University Graduate School at Florida International University (FIU) as a student in the COLLEGE_NAME DEGREE_TYPE in PLAN_DESCR_SUBPLAN_DESCR. Your acceptance is valid only at the beginning of the TERM_DESCR.* You have joined a vibrant intellectual community and may look forward to a rewarding academic experience.

In order to issue your documentation for your student visa, you will need to submit the following documents to our office as soon as possible. If you need to complete a new Declaration and Certification of Finances form or a Transfer form, you can print them from our website at http://gradschool.fiu.edu/student-forms.shtml:

F ITEM_DESCR E

Should you wish to view your enrollment information online, please enter Learner Services within our student information system at my.fiu.edu, enter your Panther ID fld_EMPLID and your password in the sign-on section.

Please feel free to contact our office by email gradadm@fiu.edu or by phone (305) 348-7442, if you have any questions regarding your admissions status.

On behalf of the entire FIU community, I extend you a warm welcome and look forward to having you join our vibrant graduate community!

Sincerely,

Louis Farnsworth
Director
Academic Support Services
University Graduate School

Your Panther ID is: fld_EMPLID
Major: PLAN_DESCR_SUBPLAN_DESCR

*If you do not register for classes for this term, your admission will be withdrawn and your application will be inactivated. If you need to defer your start date, please send your request to the PLAN_DESCR_SUBPLAN_DESCR department for their approval.
# Appendix I: TOEFL Exempt Countries

<table>
<thead>
<tr>
<th>TOEFL Exempt Countries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions applicants from these countries are not required to submit the TOEFL exam</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antigua and Barbuda</td>
<td>Micronesia, Federated States</td>
</tr>
<tr>
<td>Australia</td>
<td>Montserrat</td>
</tr>
<tr>
<td>Bahamas</td>
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Appendix J: 10% Conditional Admissions Policy for Master’s Applicants FAQ’s

Who is eligible for the 10% conditional admission policy?
Only Master’s applicants whose upper-division undergraduate coursework GPA (UG60) does not meet the minimum 3.0 university requirement and any other unit-specific admission requirement (as specified in the Graduate Catalog) including GRE score requirements.

When can we start admitting applicants based on the 10% policy?
You can begin admitting Master’s applicants based on the 10% policy for Spring 2015.

Can we use the 10% policy to admit doctoral applicants?
No. This policy applies to the admission of Master’s applicants only.

What admissions requirements are eligible under the 10% policy?
   i) GPA is below the minimum 3.0 university requirement
   ii) any other unit-specific admission requirement (as specified in the Graduate Catalog) including GRE score requirements

What admission requirements are ineligible under the 10% policy and therefore still require a petition to UGS for exception to the graduate requirements?
   i) applicant does not meet the TOEFL requirement
   ii) applicant has graduated from any non-accredited institution
   iii) applicant has not earned the equivalent of a US Bachelor’s degree

Can we admit international F-1 Student Visa applicants under the 10% conditional admission policy?
Yes, you can admit international F-1 applicants under this policy. However, international students must still meet the minimum TOEFL score. UGS urges caution in admitting international students into the 10% pool because, unlike domestic students, they only have one semester to meet their condition since they must register for 9 credits to be full time.

Can we still admit students under the previous conditional 2 term admission policy?
No. The condition 2 term admission policy is being replaced by the 10% policy. When you enter your admission recommendation in PantherSoft, you will no longer see the option for 2TRM. Instead, you will see the option of TENP.

What happens to those applicants we have already admitted under the conditional 2 term policy for Spring 2015 term or future terms?
You may keep them as conditional 2 term admits or, if you want to switch their admission to the new policy, send the name/s to your graduate admissions evaluator. The evaluator will contact these students to request their permission to cancel the 2 term admission and reissue their admission letter under the new 10% policy.
How will I ensure, as GPD/Chair of my program, that we do not exceed the 10% limit?
The GPD/Chair should estimate the total number of applicants that will be admitted in the program based on previous years’ admissions numbers and current needs. Based on this estimate, the GPD/Chair should admit applicants under the 10% policy in real time (for every 10 applicants admitted, 1 can be admitted under the 10% policy).

Who will monitor the number of applicants admitted under this mechanism?
Both the unit and UGS will be responsible for tracking the number of students admitted under this mechanism. The tracking will occur in real time: for every 10 applicants admitted during a given academic year, one applicant will be allowed to be admitted under this mechanism. UGS will provide the departments with an on-demand query which tracks the 10% admission pool.

Can I exceed the 10% this year for our program and make up for the difference next year?
No. The 10% allowance applies to the total number of applicants admitted in one academic year.

If we reach our 10% limit, can we petition UGS to fully admit applicants who should be admitted using the 10% policy?
No. UGS will not accept petitions for full admission of applicants who qualify for the 10% policy.

If we admit less than the 10% limit, can we use the remaining slots for the next year?
No. The 10% limit applies to the total number of applicants admitted in one academic year and cannot be rolled over to the next year.

What is the definition of “academic year” in terms of the semesters?
For Board of Governor’s reporting purposes, we consider the academic year to start in the summer and end in the spring of the following year. For example, the 2015-16 academic year is defined as Summer 2015, Fall 2015 and Spring 2016.

Will UGS still need petitions requesting exceptions to any of our admissions criteria?
Yes, petitions will still need to be submitted for the following criteria, which are not eligible under the 10% policy:

   i) applicant does not meet the TOEFL requirement
   ii) applicant has graduated from any non-accredited institution
   iii) applicant has not earned the equivalent of a US Bachelor’s degree

Do those admissions approved through petitions count toward the 10% pool?
No. They are not counted in the 10% pool. The petition process justifies a full admission to the program and therefore is not considered a conditional admission.

We typically have fewer than 10 students admitted each year. How does this 10% policy benefit us?
Units that admit fewer than 10 students per academic year will be allowed to admit 1 student under this policy.

What conditions do students admitted under the 10% policy need to meet in order to be fully admitted?
The student must earn a 3.0 GPA upon completion of their first 9 graduate credits within one year of being admitted, i.e. within 3 consecutive semesters. In the case of International F-1 students, however, they only have one semester to meet their condition since they must register for 9 graduate credits to meet the full time requirement.

How does UGS determine if the student has met the condition to be fully admitted to the university?
Every semester after grades are posted, the graduate admissions evaluator for your program will run a report to see who has reached the 9 credit milestone and whether the student’s GPA in graduate coursework meets the 3.0 requirement. If the student has taken more than 9 graduate credits in the semester, the total of all graduate credits taken will be counted towards the GPA requirement.

What is the timeframe for students to meet the conditional admission requirement?
Students have three consecutive semesters, one year, to meet the requirement, except for international students who only have one semester since they must be full-time and, therefore, be enrolled in 9 graduate credits.

What courses can be taken to satisfy the conditions for admitting students?
Only graded graduate courses will be taken into consideration. Even if the student takes Pass/Fail courses, the 9 credits must be from graded graduate courses.
For students who do not meet the condition to be fully admitted and are subsequently dismissed, can the department petition UGS to have the student reinstated for the next semester?
No, UGS will not consider petitions to have the student reinstated.

Who do I contact if I have further questions?
Please contact your graduate admissions evaluator.