

## Instructions and Helpful Information for D-3 Form

### Doctoral Dissertation Proposal (D-3)

#### 1. DEADLINES

- D-3 is to be completed at least 3 semesters before the anticipated graduation semester.
- Deadlines for submission of forms to the UGS are available at: <http://gradschool.fiu.edu/calendar-deadlines/>
  - Submit forms to the Academic units well before the deadline to allow sufficient time for approval and signature.
  - Ultimately, it is the student's responsibility to make sure forms are received by the University Graduate School on time and that all deadlines are met.

#### 2. ACTIVE STATUS ENROLLMENT REQUIREMENTS

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

#### 3. INSTRUCTIONS

- All information must be **typed**.
- If applicable, prior to filing the abbreviated proposal with the UGS, the dissertation committee should meet with the student for an oral defense of the full proposal.
- Type the names of the committee members and obtain their original signatures.
  - If one of the committee members is unavailable to sign, he/she can give the Department Chair written authorization to sign on his/her behalf.
- Complete checklist and attach documentation as needed.
  - Provide a copy of your class schedule to show proof of current enrollment in graduate credit hours:
    - Access: [my.fiu.edu](http://my.fiu.edu) > Choose the Student Tab > Under "Academics" choose "Class Schedule" in the drop-box > Choose the arrow next to the drop-box to continue > Choose the current academic semester to continue > Show only the enrolled classes and "filter" > Click File > Print Preview > Pull drop-box which states "Only the selected frame" > Print the entire enrollment class schedule
  - Attach the abbreviated proposal (no more than 5 pages plus references in a scholarly style appropriate to the discipline) that clearly outlines background information related to the research topic, research question/hypotheses, methods, and statistics/analysis to be used (Refer to the Proposal Guidelines available at: [http://gradschool.fiu.edu/documents/Proposal\\_Guidelines.pdf](http://gradschool.fiu.edu/documents/Proposal_Guidelines.pdf)).
  - Attach a copy of the Responsible Conduct of Research (RCR) Completion Report. (Instructions available at: <http://research.fiu.edu/rcr/index.html>)
  - If dissertation involves human subjects, attach the IRB memorandum of approval. (Instructions available at: <http://research.fiu.edu/irb/index.html>)
  - If dissertation involves vertebrate animal research, attach the IACUC memorandum of approval. (Instructions available at: <http://research.fiu.edu/iacuc/index.html>)
  - If dissertation involves recombinant DNA, attach the IBC memorandum of approval (Instructions available at: <http://research.fiu.edu/ibc/>)
  - Attach authorization if one of the committee members has given consent for the Department Chair to sign on his/her behalf.
- Submit D-3 form and required documentation to Chair/Program Director and the Dean of the College for approval.
- Submit to the UGS for final approval.

#### 4. ADDITIONAL INFORMATION

- It is understood that the dissertation may evolve in directions quite different from the Dissertation Proposal, and that the proposal is not intended to restrict the normal development of a research project. The dissertation proposal is in no way a contract between the University and the student. Depending on the outcome of the research, the dissertation may require substantially more work than anticipated at the stage of the dissertation proposal. The termination of a line of research and the

adoption of a substantially new dissertation project will require the oral defense of a new proposal and approval of the proposal by the UGS.

- Any questions regarding IRB/IACUC procedures should be directed to your college IRB or IACUC representatives or to Christopher Grayson at (305) 348-2494/E-mail: [irbiacuc@fiu.edu](mailto:irbiacuc@fiu.edu)
- To check the status of your form, please log on to my.fiu.edu, and check under the "To Do List" Section.
- If your GPA is below 3.0, see your academic advisor in order to make a plan to raise your GPA above 3.0; you **cannot** graduate with a GPA below 3.0.

**REMINDER:**

- ❖ You must apply for graduation in the same semester in which you anticipate graduating. Please refer to <http://registrar.fiu.edu/index.php?id=85> for graduation deadlines.

**FLORIDA INTERNATIONAL UNIVERSITY  
UNIVERSITY GRADUATE SCHOOL**

**Doctoral Dissertation Proposal (D-3)**

**ALL INFORMATION MUST BE TYPED**

Name \_\_\_\_\_ PID \_\_\_\_\_  
                            [Last]  [First]  [Middle]

Primary telephone \_\_\_\_\_ E-mail \_\_\_\_\_

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

Dissertation Title \_\_\_\_\_

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

Major Prof. \_\_\_\_\_  
                            Typed Name  Signature  Date

Member/  
 Co-Major \_\_\_\_\_  
                            Typed Name  Signature  Date

Member \_\_\_\_\_  
                            Typed Name  Signature  Date

Member \_\_\_\_\_  
                            Typed Name  Signature  Date

Member \_\_\_\_\_  
                            Typed Name  Signature  Date

Member \_\_\_\_\_  
                            Typed Name  Signature  Date

- Checklist of items that student MUST attach to form before submission to Unit and Deans for approval.**
- Proof of current enrollment in \_\_\_\_\_ graduate credit hours
  - Abbreviated proposal (no more than 5 pages plus references)
  - Copy of Responsible Conduct of Research (RCR) Completion Report
  - If one of the committee members is unavailable to sign, he/she can give the Department Chair authorization to sign on his/her behalf. (Attach authorization)
- Check one:**       No human or vertebrate animal subjects       IRB approval attached  
                             IACUC approval attached     IBC approval attached

REQUEST MADE BY: \_\_\_\_\_ Date \_\_\_\_\_  
                            Student  Signature

RECOMMENDED BY: \_\_\_\_\_ Date \_\_\_\_\_  
                            Chair/Program Director    Signature

APPROVED BY: \_\_\_\_\_ Date \_\_\_\_\_  
                            Dean of College or School    Signature

APPROVED BY: \_\_\_\_\_ Date \_\_\_\_\_  
                            Dean of University Graduate School    Signature

**FOR OFFICE USE ONLY:**  
  
REVISSED 10/17

REVIEWED BY: \_\_\_\_\_  
 Enrollment in \_\_\_\_\_ graduate credit hours  
 GPA of at least 3.0 \_\_\_\_\_