

**Instructions and Helpful Information for D-1r Form**  
**Appointment of Revised Dissertation Committee (D-1r)**

**1. DEADLINES**

- D-1r is to be completed as soon as revised committee is formed.

**2. ACTIVE STATUS 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-1r.
  - D-1r form will not be processed without proof of current enrollment. The form will be returned to the major professor.
- Further information regarding the UGS continuous enrollment policies is available at: <https://policies.fiu.edu/files/759.pdf>.

**3. INSTRUCTIONS**

- All information must be **typed**.
- It should be understood that all dissertation committee members are appointed by the Dean of the University Graduate School on the recommendation of the unit.
  - The committee is comprised of at least four (4) members of the Graduate Faculty (GF).
  - The major professor must be a member of the Graduate Faculty who holds Dissertation Advisor Status (DAS) and must be an expert in the subject of the dissertation. **Note:** A faculty member with DAS who is not tenured or tenure-earning (NTE) cannot be sole major professor of a dissertation committee but may serve as co-major professor. Therefore, the other co-major professor must be tenured or tenure-earning (TE) with DAS.
  - At least two members of the committee must be from the unit offering the graduate program and one must be from outside of the department or school.
  - Additional members may be appointed.
- From the dropdown menu, choose the role (major professor, co-major professor or member) of the committee member leaving the committee. Type and obtain original signatures from members leaving the committee.
- From the dropdown menu, choose the role (major professor, co-major professor or member) of the committee member being added. Type the names of the committee members, obtain their original signature, and select their status from the drop down menu to verify that they hold Graduate Faculty or DAS Status.
  - List of graduate faculty is available at: <http://gradschool.fiu.edu/facultystaff/#facultylist>. Note that any individual currently associated with FIU as an employee must have GF status to serve on dissertation committees.
  - If additional committee members **do not** have FIU Graduate Faculty status, these individuals must understand the time commitment required to read the doctoral student's proposal, participate in annual progress meetings and attend the dissertation defense. Non-FIU Graduate Faculty committee members must submit a CV, a brief statement of expertise related to student's project, and confirmation of commitment of time. These documents must be submitted with D-1r form. Non-FIU Graduate Faculty must be approved by the UGS.
  - It is the responsibility of the student and academic unit/college to ensure that the proposed committee meets the University's minimum committee composition requirements. D1r forms that do not meet minimum committee composition requirements will be returned to the major professor.
- Complete checklist and attach documentation as needed.
  - Provide a copy of your class schedule to show proof of current enrollment in graduate credit hours:
    - Access: **my.fiu.edu** > Choose the Student Tab > Under "Academics" choose "Class Schedule" in the drop-box > Choose the arrow next to the drop-box to continue > Choose the current academic semester to continue > Show only the enrolled classes and "filter" > Click File > Print Preview > Pull drop-box which states "Only the selected frame" > Print the entire enrollment class schedule
  - Provide a brief summary of the expertise of your new committee members. The summary should identify the expected contributions of each new committee member and his/her qualifications to serve in that capacity (a paragraph on each new member is sufficient).

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

#### **4. ADDITIONAL INFORMATION**

- To check the status of your form, please log on to [my.fiu.edu](http://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.
- Please note that if a major-professor or co-major professor is changing roles to that of a dissertation committee member or vice versa, please make sure to select the corresponding role from the dropdown menu.

FLORIDA INTERNATIONAL UNIVERSITY  
UNIVERSITY GRADUATE SCHOOL

Appointment of Revised Dissertation Committee (D-1r)

**ALL INFORMATION MUST BE TYPED AND ORIGINAL SIGNATURES ARE REQUIRED**

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

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

College \_\_\_\_\_ Dept/Graduate Program \_\_\_\_\_

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

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

Leaving:  \_\_\_\_\_  
                    Typed Name                                      Signature                                      Dept.

Leaving:  \_\_\_\_\_  
                    Typed Name                                      Signature                                      Dept.

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

Added:  \_\_\_\_\_  
                    Typed Name                                      Signature                                      Dept.                                      Status (Verified)

Added:  \_\_\_\_\_  
                    Typed Name                                      Signature                                      Dept.                                      Status (Verified)

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

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

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

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

RECOMMENDED BY: \_\_\_\_\_ Date \_\_\_\_\_  
                    Major Professor                                      Signature

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

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

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

**FOR OFFICE USE ONLY:**

REVISED 05/2021

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