

Instructions and Helpful Information

Appointment of Revised Dissertation Committee

1. DEADLINES

- Doctoral students must submit a revised dissertation committee as soon as their dissertation composition changes.

2. ACTIVE STATUS ENROLLMENT AND ACADEMIC STANDING REQUIREMENTS

- Current graduate enrollment and good academic standing of at least 3.00 cumulative GPA are required at the time of submission of revised dissertation committee forms to UGS.
- Further information regarding the UGS graduate enrollment and graduate academic standing policies is available at <https://policies.fiu.edu/files/758.pdf>, <https://policies.fiu.edu/files/759.pdf>, and <https://policies.fiu.edu/files/783.pdf>.

3. DISSERTATION COMPOSITION REQUIREMENTS

- ✓ Dissertation committees must have a minimum of four members.
- ✓ At least two of the four must be from the academic department offering the degree.
- ✓ At least one must be from another academic department at FIU.
- ✓ The fourth member may be:
 - 1) From the academic department offering the degree,
 - 2) From another academic department at FIU,
 - 3) From outside the institution who has been reviewed and approved by the academic department and the University Graduate School.
- All FIU faculty who are members of the dissertation committee must be members of the Graduate Faculty, and the major professor (chair) / co-major professors must hold Dissertation Advisor Status (DAS) and be tenured or tenure-earning faculty. Graduate Faculty members holding DAS who are not tenured or tenure-earning faculty may serve as co-chair only (at least one of the co-chairs must be tenured or tenure earning).
- Additional members may be appointed.
- For dissertation committees including two co-major professors, please do make sure to indicate so accordingly.
- Non-FIU Graduate Faculty committee members must submit a full CV and complete the Commitment Form for Non-FIU Committee Members. Additionally, these individuals must understand the time commitment required to read the doctoral student's proposal, participate in annual progress meetings, attend the dissertation defense, as well as the University's mandatory sign-offs on Data and Privacy attestation to access FIU online platforms.

4. INSTRUCTIONS

- 1. From the dropdown menus, choose the role (i.e. major professor, co-major professor, or member) of the individual leaving or added. Type their name and do obtain their signatures. Those leaving must also sign.
- 2. Provide a brief summary (a paragraph for each, in a Word or PDF format, is sufficient) of the expertise related to the student's proposed research project of the new member being added or changing roles. The summary should identify the expected contributions of each committee member and their qualifications to serve in that capacity.
- 3. Make sure to obtain valid signatures, i.e. via DocuSign or Adobe.
- Note: If a major professor or co-major professor is changing roles to that of a dissertation committee or vice versa, please do make sure to select the corresponding role from the dropdown menu.

