2022-2023
Online Dissertation Milestones
Training Guide for Faculty
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1. How to Access Online Dissertation Milestones

A. Major Professor/ All Committee Members/ GPD/ Deans

Step 1 – Login to https://mycs.fiu.edu/psp/stdnt/?cmd=login and select your Faculty Environment

Step 2 – Select the Approvals tile

Step 3 – Navigate to the Pending Approvals section for dissertation milestone(s) awaiting review and approval.

B. IMPORTANT CLARIFICATIONS

1. Approvers Role

As faculty may have more than one role within dissertation milestones (i.e. Both Committee Member as well as GPD), the role under which they are approving as is listed accordingly. See samples below.

Furthermore, the DAS status will appear next to the name of the Major Professor ONLY. The status of the FIU Committee Members will show as GF (even if they have DAS).
Sample 1 shows a faculty member who has two dissertation proposals awaiting review and sign-off, both as a committee member to one doctoral student, and as a graduate director to another doctoral student.

Sample 2 shows a faculty member who has a dissertation proposal awaiting review and sign-off, as a committee member.

Sample 3 shows a faculty member who has one dissertation oral defense for one doctoral student and a dissertation proposal for another doctoral student, awaiting review and sign-off, as major professor.

### SAMPLE 1

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Pending Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>View By</td>
</tr>
<tr>
<td>All</td>
<td>Advertisement</td>
</tr>
<tr>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>All</td>
<td>All</td>
</tr>
</tbody>
</table>

### SAMPLE 2

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Pending Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>View By</td>
</tr>
<tr>
<td>All</td>
<td>Advertisement</td>
</tr>
<tr>
<td>All</td>
<td>All</td>
</tr>
</tbody>
</table>

### SAMPLE 3

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Pending Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>View By</td>
</tr>
<tr>
<td>All</td>
<td>Advertisement</td>
</tr>
<tr>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>All</td>
<td>All</td>
</tr>
</tbody>
</table>
2. History of Approvals

To open the menu related to the history of those dissertation milestone(s) you have approved, under the Pending Approvals section, click on the and the menu will open up.

Click on the Approvals History, to see the latest status of the dissertation milestone(s):

**SAMPLE 1**

<table>
<thead>
<tr>
<th>Approvals History</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**SAMPLE 2**
3. Approvers Comments and Approval Chain

For all dissertation milestones, if approvers entered comments, those will appear at the bottom of the page.

To follow the workflow of sign-offs as well those that are pending, click the forward arrow “>” on the Approval Chain located at the bottom of the page.
### Approval Chain

<table>
<thead>
<tr>
<th>Form Approval</th>
<th>Student Proposal</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Kyle Bennett</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DFRM - Major Professor</td>
<td>04/18/22 5:06 PM</td>
</tr>
<tr>
<td>Pending</td>
<td>Multiple Approvers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DFRM - Committee Members</td>
<td></td>
</tr>
<tr>
<td>Not Routed</td>
<td>Elizabeth Cramer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DFRM - GPO</td>
<td></td>
</tr>
<tr>
<td>Not Routed</td>
<td>Brian Rau</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DFRM - Dean</td>
<td></td>
</tr>
<tr>
<td>Not Routed</td>
<td>Lidia Kos</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DFRM - UGS</td>
<td></td>
</tr>
</tbody>
</table>

**Comments**

```
[Redacted] at 04/18/22 - 6:59 PM
Student Submitted Form.
```

### 4. Automatic Notification of Approval

For dissertation milestones approvals, a notification will appear as confirmation that the approval was submitted successfully. See sample below.

### Pending Approvals

This Request for Oral Defense for student [Redacted] has been successfully approved by you.
5. No Approvals Pending

If there are no dissertation milestone(s) awaiting your review and sign-off, you will see a message confirming so. See sample below.

C. Non-FIU Committee Members

1. Data and Privacy Attestation

Be advised that the University does require mandatory sign-offs on Data and Privacy attestations to access FIU online platforms, such as PantherSoft. Hence, any individual who will have access to our students’ records will need to submit their attestation to the Data and Privacy on PantherSoft.

See sample below.

2. PantherSoft Access

Please note that Non-FIU committee members will require additional processing time. The University’s HR department requires Panther IDs and Information Technology (IT) credentials for any person not affiliated with FIU. Therefore, UGS must work with the FIU Human Resources
as well as with the Division of Information Technology to obtain login credentials for non-FIU committee members.

3. Providing IT and Login Details

Upon receipt of IT credentials from both FIU Human Resources and FIU Division of Information Technology, the UGS will provide IT credentials and login instructions to Non-FIU committee members via email.

Two-Factor Authentication (2FA) is required for any individuals accessing FIU PantherSoft, and that will include Non-FIU committee members.

Be advised that the IT credentials provided for Non-FIU committee members (for annual evaluations login) PRIOR to this Online Dissertation Milestone project remain the same.

4. Access and Approval of Online Dissertation Milestones

Non-FIU committee members will access the Online Dissertation Milestones in the same manner as FIU faculty. Please refer to Section 1.

D. Online Dissertation Milestones Deadlines

1. UGS Deadlines

For a smooth degree completion, all deadlines and requirements must be met. For UGS deadlines please refer to https://gradschool.fiu.edu/calendar-deadlines/. See below.
a. Online Dissertation Milestone Deadlines Chart

<table>
<thead>
<tr>
<th>MILESTONE</th>
<th>DUE AT UGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral Degree and Application for Candidacy</td>
<td>Five business days before the first day of classes in the term in which dissertation credits enrollment will commence</td>
</tr>
<tr>
<td>Dissertation Committee</td>
<td>FOUR semesters before the anticipated graduation term</td>
</tr>
<tr>
<td>Dissertation Proposal</td>
<td>THREE semesters before the anticipated graduation term</td>
</tr>
<tr>
<td>Preliminary Approval and Request for Oral Defense</td>
<td>THREE weeks before the proposed defense date or by the deadline (whichever is earlier)</td>
</tr>
<tr>
<td>Final Electronic Dissertation Approval</td>
<td>Refer to the last day to submit on UGS website deadlines</td>
</tr>
</tbody>
</table>

2. Internal Deadlines

Please work closely with doctoral students to ensure that internal deadlines established by the major professor and dissertation committee, academic department, and college are met.

E. Graduate Enrollment and Good Academic Standing

- Graduate enrollment is required for submission of any Dissertation Milestone. Furthermore, good academic standing is required. Hence, at least a 3.00 cumulative GPA is required for submission of any Dissertation Milestone.

F. Appointment of Revised Dissertation Committee

- Appointment of Revised Dissertation Committees will be integrated to the Online Dissertation Milestones - Activity Guide in Phase 2. At this time, please retrieve a PDF form directly from the UGS website [https://gradschool.fiu.edu/students/#studentforms](https://gradschool.fiu.edu/students/#studentforms).
2. How to Approve Online Dissertation Milestones

A. All Dissertation Committee Members Approvals

➢ To review and approve, select the available dissertation milestone, and click the Approve button.

After clicking the Approve button, to ensure that you want to submit your approval, a prompt will appear asking for your confirmation that you wish to proceed or cancel. To proceed with your approval, click the Submit button OR if you do not wish to proceed, click the Cancel button.
3. How to Approve and Return Online Dissertation Milestones

A. Major Professors/Graduate Program Directors/Associate Deans

➢ To review and approve, select the available dissertation milestone, and click the Approve button.

➢ After clicking the Approve button, a prompt will appear asking for your confirmation that you wish to proceed or cancel. To proceed with your approval, click the Submit button OR if you do not wish to proceed, click the Cancel button.

Note: Return option for Major Professors, GPDs, and Assoc. Deans

Only Major Professors, Graduate Program Directors, and Associate Deans can return these dissertation milestones. The entire approval process will restart.
Major Professors, Graduate Program Directors, and Associate Deans have the option to return any dissertation milestone(s) to their students and major professors for EDITS. This will restart the whole approval process. To do so, click the Send Back to Student button OR the Return to Major Professor button (GPDs and Associate Deans).

- Major Professors: Return to Student (Send Back to Student)
- GPDs and Associate Deans: Return to Major Professor

When any Dissertation Milestone is returned to Students or to Major Professors, comments are required.

After clicking the Send Back to Student button OR the Return to Major Professor buttons, a prompt will appear asking for your confirmation that you wish to proceed or cancel. To proceed with your Pushback, click the Submit button.
4. Appendices

A. Program for Doctoral Degree and Application for Candidacy
B. Appointment of Dissertation Committee
C. Doctoral Dissertation Proposal
D. Preliminary Approval of Dissertation and Request for Oral Defense
E. Final Electronic Dissertation Approval
Program for Doctoral Degree and Application for Candidacy

Section I - Doctoral Student Information

Name: [Redacted]
Primary Phone: [Redacted]
Academic Program: Engineering
Academic Plan: ECE-PhD
Total Graduate Credits Completed: 61.00

Completed Graduate Degrees:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major</th>
<th>Degree Date</th>
<th>Institution</th>
</tr>
</thead>
</table>

Section II - Dissertation Proposal

Does your program require the proposal as part of candidacy? [ ]

Currently, these are the doctoral programs in which the dissertation proposal is part of candidacy: Biochemistry, Biomedical Sciences, Chemistry, Earth Systems Science, Global and Sociocultural Studies, and Physics.

Section III - Coursework

Course included in your doctoral program

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Description</th>
<th>Official Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term 2018</td>
<td>ECE-6797</td>
<td>Network Security</td>
<td>A</td>
</tr>
<tr>
<td>Fall Term 2019</td>
<td>ECE-6931</td>
<td>Special Topics</td>
<td>A</td>
</tr>
<tr>
<td>Spring Term 2020</td>
<td>ECE-6154</td>
<td>Adv. VLSI/IC Design</td>
<td>A</td>
</tr>
<tr>
<td>Spring Term 2021</td>
<td>ECE-6905</td>
<td>Individual Work</td>
<td>P</td>
</tr>
<tr>
<td>Summer Term 2021</td>
<td>ECE-6298</td>
<td>IS Cyber and IEDs</td>
<td>A</td>
</tr>
<tr>
<td>Fall Term 2022</td>
<td>ECE-6797</td>
<td>Network Security</td>
<td>A</td>
</tr>
<tr>
<td>Fall Term 2023</td>
<td>ECE-6931</td>
<td>Special Topics</td>
<td>A</td>
</tr>
<tr>
<td>Spring Term 2021</td>
<td>ECE-6154</td>
<td>Adv. VLSI/IC Design</td>
<td>A</td>
</tr>
<tr>
<td>Spring Term 2022</td>
<td>ECE-6905</td>
<td>Individual Work</td>
<td>P</td>
</tr>
<tr>
<td>Summer Term 2022</td>
<td>ECE-6298</td>
<td>IS Cyber and IEDs</td>
<td>A</td>
</tr>
<tr>
<td>Fall Term 2023</td>
<td>ECE-6797</td>
<td>Network Security</td>
<td>A</td>
</tr>
<tr>
<td>Fall Term 2024</td>
<td>ECE-6931</td>
<td>Special Topics</td>
<td>A</td>
</tr>
<tr>
<td>Spring Term 2021</td>
<td>ECE-6154</td>
<td>Adv. VLSI/IC Design</td>
<td>A</td>
</tr>
<tr>
<td>Spring Term 2022</td>
<td>ECE-6905</td>
<td>Individual Work</td>
<td>P</td>
</tr>
<tr>
<td>Summer Term 2022</td>
<td>ECE-6298</td>
<td>IS Cyber and IEDs</td>
<td>A</td>
</tr>
</tbody>
</table>

Credit hours at 5000 Level: 15
Credit hours at 6000 Level: 42
Credit hours at 7000 Level: 6

Total Course Credits: 63

Check box to confirm that the transfer course credits listed are accurate and complete. (If NO correct, you must contact your Department to make any necessary updates.)

Section IV - Comprehensive Examinations

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Grade</th>
<th>Date</th>
</tr>
</thead>
</table>

Does your doctoral program require Language/Skills Requirements? [ ]
Appointment of Dissertation Committee

Instructions
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 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/co-major professors must hold Dissertation Advisor Status (DAS).

Section I - Doctoral Student Information
Panther ID: [REDACTED]
Email: csbuser@fiu.edu
College: College of Engineering
Admit Term into Doctoral Degree: Fall Term 2021
Cumulative GPA: 4
Name: [REDACTED]
Primary Phone: 555-555-5555
Academic Program: Engineering
Academic Plan: BIOMECH PHD
Total Graduate Credits Completed: 600

Dissertation Topic:
Enter your proposed dissertation topic:

Section II - Proposed Dissertation Committee

<table>
<thead>
<tr>
<th>Role</th>
<th>Faculty Name</th>
<th>Email</th>
<th>Primary Acad Org</th>
<th>Grad/DAS Faculty</th>
<th>Tenure Status</th>
<th>Expertise</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Major Professor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section III - Attachments

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>File Name</th>
<th>Upload File</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>250-Word Abstract of your proposed research project</td>
<td>Select a File</td>
</tr>
</tbody>
</table>
Doctoral Dissertation Proposal

Status Bar
Approval Status: View Only
Previous Approver Comments:

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.

Section I - Doctoral Student Information

Panther ID: [Redacted]
Email: cstduser@fiu.edu
College: Green Sch of Intl & Public Aff
Admit Term into Doctoral Degree: Fall Term 2019
Total Graduate Credits Completed: 58.00

Name: [Redacted]
Primary Phone: 555/555-5555
Academic Program: Green Sch of Intl & Public Aff
Academic Plan: ECON:PHD
Cumulative GPA: 3.65

Dissertation Title:
Enter your dissertation title here

Dissertation Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Committee Role</th>
</tr>
</thead>
</table>

Section II - Attachments

Please select option(s) below regarding additional attachments:
- No human, invertebrate or vertebrate animal subjects
- Institutional Animal Care and Use Committee Approval
- Institutional Review Board Approval
- Institutional Biosafety Committee Approval

Attachment Type

1. Abbreviated proposal (5 page maximum plus references)
2. Copy of Responsible Conduct of Research (RCR) Completion Report
Preliminary Approval of Dissertation and Request for Oral Defense

Status Bar

Approval Status: View Only
Previous Approver Comments:

Instructions
This form must be submitted to the UGS at least 3 weeks before the proposed date of the defense or the UGS filing deadline, whichever date is earlier. The final examination committee will consist of all members of the dissertation committee and any other members of the Graduate Faculty as may be appointed by the Dean of the UGS.

Section I - Doctoral Student Information

Panther ID: [Redacted]
Email: [Redacted]
College: Green Sch of Intl & Public Aff
Admit Term into Doctoral Degree: Fall Term 2019
Cumulative GPA: 3.65

Name: [Redacted]
Primary Phone: 555-555-5555
Academic Program: Green Sch of Intl & Public Aff
Academic Plan: ECON/PHD
Total Graduate Credits Completed: 58.00

Dissertation Title:
Enter your dissertation title here

Dissertation Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Committee Role</th>
</tr>
</thead>
</table>

Section II - Proposed Location, Date & Time

Campus Name: [Redacted]
Date: [Redacted]
Building Name: [Redacted]
Time: [Redacted]
Room: [Redacted]

Additional Location Information:
Enter any additional information related to this location

Section III - Attachments

Attachment Type File Name
1 Defense announcement [Redacted]
2 Dissertation draft [Redacted]
3 Turnitin Similarity Report (Optional) [Redacted]

We encourage students’ major professors to run a similarity report; otherwise, we will contact them and their student(s) so we can run the report on their behalf. Besides this similarity report, by signing on the Request for Oral Defense, faculty do attest that the students’ work is original.

PLEASE NOTE: Upon submission of your Request for Oral Defense to UGS, instructions will be emailed to you to upload your dissertation for mandatory formatting review to Digital Commons.
Final Electronic Dissertation Approval

Status Bar
Approval Status: View Only
Previous Approver Comments:

Instructions
After submission, you will receive an email with upload instructions for the final manuscript towards the end of the term.

Section I - Doctoral Student Information

- Panther ID: [Redacted]
- Email: cattuscn@fiu.edu
- College: Green Sch of Int'l & Public Aff
- Entry Term into Doctoral: Fall Term 2019
- Expected Graduation Term: [Redacted]
- Name: [Redacted]
- Primary Phone: 555-555-5555
- Academic Program: Green Sch of Int'l & Public Aff
- Academic Plan: ECON:PHD
- Cumulative GPA: 3.65

Dissertation Title:
Enter your dissertation title here

Dissertation Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Committee Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 row

Section II - Publishing & Embargo Options

- We agree that the above-mentioned document be placed in the ETD archive with the following publishing and/or embargo options:
- Embargo Options
  - None. An embargo should only be selected for pending patents or for copyright agreements with third parties. An embargo will restrict access worldwide (including FIU campuses).
- Do you require an embargo due to a pending patent or copyright issue?
  - [ ] Yes
  - [ ] No

Section III - Student Agreement

- By checking this box, I hereby certify that:
  - If appropriate, I have obtained and attached a written permission statement from the owners of each third party copyrighted matter to be included in my dissertation allowing distribution as specified below.
  - The version I submitted is the same as that approved by my advisory committee.
  - I hereby grant to Florida International University and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my dissertation, in whole or in part in all forms of media, now or hereafter known.
  - I retain all other ownership rights to the copyright of the dissertation including the right to use in future works (such as articles or books) all or part of this dissertation.

- ProQuest (optional)
  - Optional: If you would like your dissertation available via ProQuest, which is a subscribed commercial database, click here, to review ProQuest terms.
  - By checking this box, the University Graduate School will submit your dissertation (in full-text) to ProQuest's Dissertation & Theses Database. Any embargo that you wish to apply to your Digital Commons ETD will apply to the ProQuest submission.

Section IV - Attachments

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full version of CV (including contact information)</td>
</tr>
<tr>
<td>2</td>
<td>Certificate of Completion from Survey of Earned Doctorates (Ph.D. only)</td>
</tr>
<tr>
<td>3</td>
<td>If applicable, Copyright Permission Documents</td>
</tr>
</tbody>
</table>

3 rows