

## 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.

### Appointment of Revised Dissertation Committee

ALL INFORMATION MUST BE TYPED

Name: \_\_\_\_\_ PID: \_\_\_\_\_  
 Primary telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 College: \_\_\_\_\_ Academic Department: \_\_\_\_\_  
 Level: DBA Ph.D. Ed.D. Doctoral Degree Program: \_\_\_\_\_

INSTRUCTIONS: 1. Make sure to meet Dissertation Composition Requirements. 2. In the dropdown menu, select the role of the member(s) leaving and/or member(s) added to the committee, type name(s) and obtain valid signature(s). 3. Include a brief summary of the contributions and expertise related to your research for each member added or changing role. 4. If adding a non-FIU dissertation member, do include the required Non-FIU Commitment Form and CV.

- **The signatures of the member(s) leaving the committee affirm that the reason for their 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 they have reviewed and approved the dissertation proposal and agreed to serve on the committee, if applicable.**

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

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

- **As Major Professor/Co-Major Professors, my signature(s) below 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.**

**STUDENT CHECKLIST: BEFORE SUBMISSION TO ACADEMIC DEPARTMENT, COLLEGE, AND UGS, CHECK THE FOLLOWING:**

Current Enrollment in \_\_\_\_ graduate credits (graduate enrollment is required for submission to UGS)  
 Current cumulative GPA of at least 3.00: \_\_\_\_  
 Brief summary (a paragraph for each, in a Word or PDF format, is sufficient) of the contributions and expertise in relation to the student's research project for each dissertation committee graduate faculty added or changing role.  
 If applicable, Non-FIU Commitment Form AND CV for Non-FIU dissertation Committee member.

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: Andrés G. Gil Date: \_\_\_\_\_  
 Dean of University Graduate School

**FOR UGS OFFICE USE ONLY:**

REVISED 10/2023 REVIEWED BY: \_\_\_\_\_ Enrollment in \_\_\_\_ graduate credit (s) GPA of at least 3.0 \_\_\_\_\_