



University Graduate School

2023-2024

Online Dissertation Milestones  
Training Guide for Faculty



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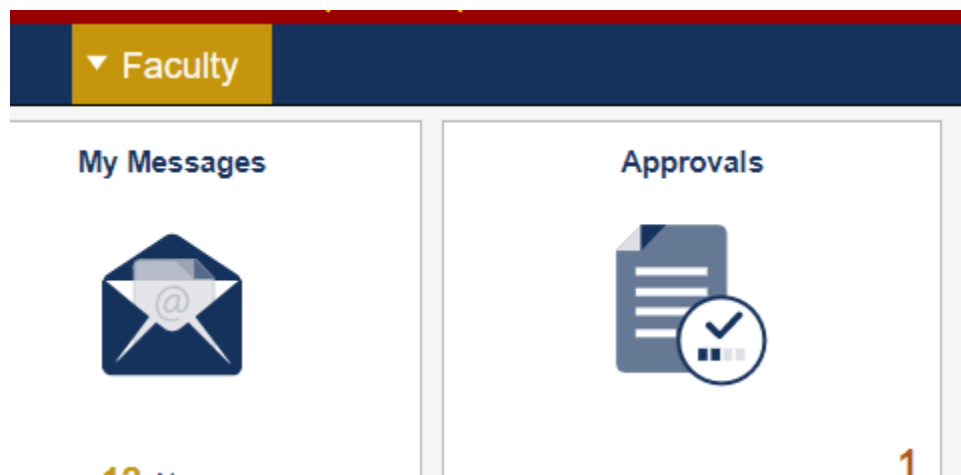
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# 1. How to Access Online Dissertation Milestones

## 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.

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

Faculty		Pending Approvals	
View By	Type		
All	2	All	
Dissertation Proposal	2	Dissertation Proposal	[REDACTED]
		GPD	TCHLRN:PHD
		Dissertation Proposal	[REDACTED]
		CommitteeMembers	TCHLRN:PHD


### SAMPLE 2

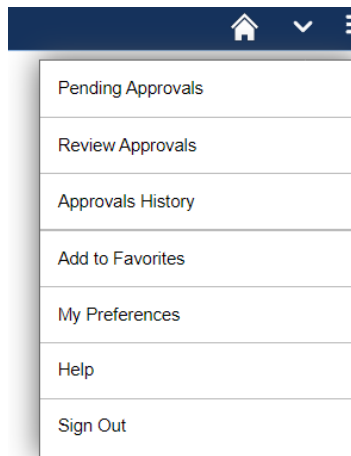
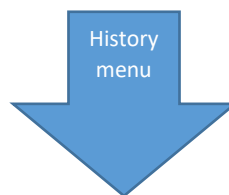
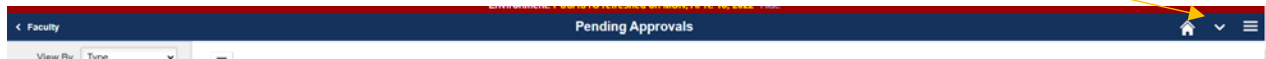
Faculty		Pending Approvals	
View By	Type		
All	1	All	
Dissertation Proposal	1	Dissertation Proposal	1306457 Shepard,Vicenta Molina
		CommitteeMembers	TCHLRN:PHD

### SAMPLE 3

Faculty		Pending Approvals	
View By	Type		
All	2	All	
Dissertation Oral Defense	1	Dissertation Oral Defense	[REDACTED]
		MajorProfessor	TCHLRN:PHD
Dissertation Proposal	1	Dissertation Proposal	[REDACTED]
		MajorProfessor	TCHLRN:PHD

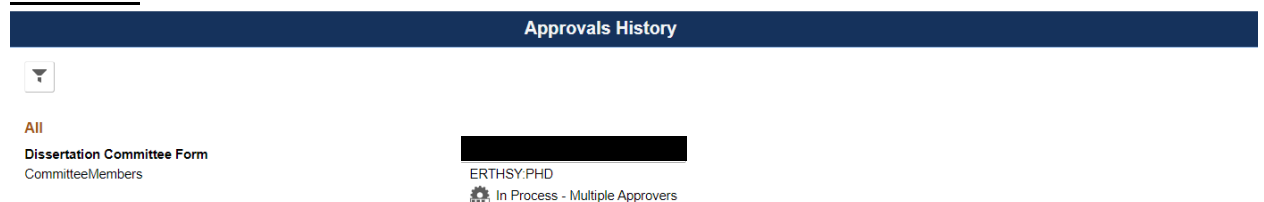
## 2. History of Approvals

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



SAMPLE 2

Approvals History



All

**Dissertation Oral Defense**  
Completed

[Redacted]  
TCHLRN:PHD  
✓ Approved on 04/18/2022

**Dissertation Proposal**  
Completed

[Redacted]  
TCHLRN:PHD  
✓ Approved on 04/18/2022

**Dissertation Committee Form**  
Completed

[Redacted]  
TCHLRN:PHD  
✓ Approved on 04/18/2022

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.

Approver Comments

[Empty text box for Approver Comments]

Approval Chain >



SAMPLE – APPROVALS WORKFLOW

Approval Chain	
Form Approval	
Student [REDACTED] Form: Preliminary Approval of Dissertation and Request for Oral Defense	Pending
Form Approval	
✓ Approved	
Jacqueline Evans DFRM - MajorProfessor 02/07/24 11:23 AM	>
✓ Approved	
Multiple Approvers DFRM - CommitteeMembers 02/07/24 1:06 PM	>
✓ Approved	
Shannon Dick DFRM - GPD 02/07/24 2:01 PM	>
✓ Approved	
Brian Raue DFRM - Dean 02/08/24 9:55 AM	>
⌚ Pending	
Rene Price DFRM - UGS	>
▼ Comments	
[REDACTED] at 02/07/24 - 11:17 AM Student Submitted Form.	

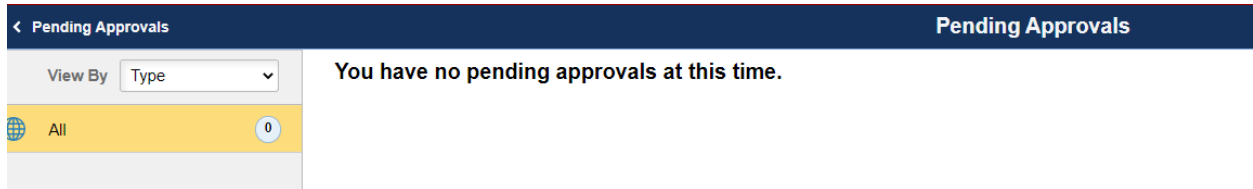
4. Automatic Notification of Approval

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*

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

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.

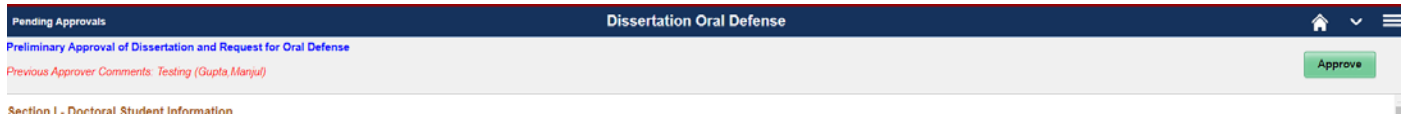
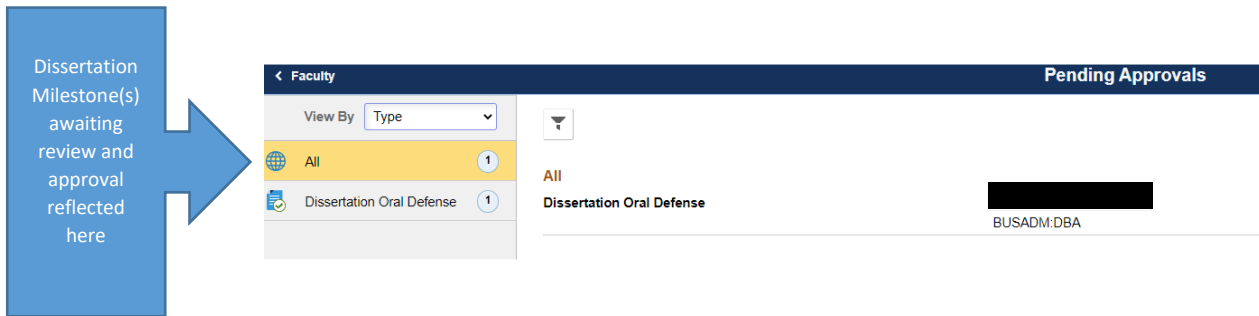
F. Appointment of Revised Dissertation Committee

- 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>.

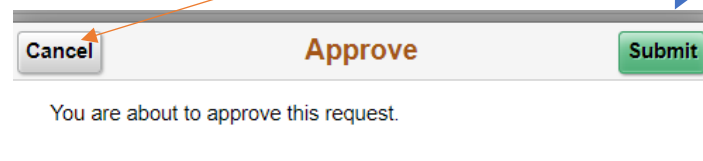
## 2. How to Approve Online Dissertation Milestones

### 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.

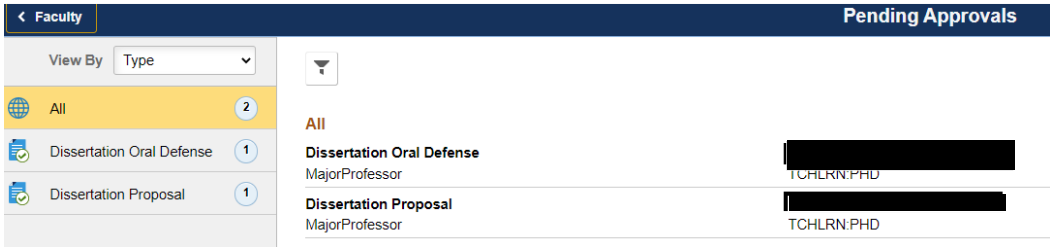


### 3. How to Approve and Return Online Dissertation Milestones

#### A. Major Professors/ Graduate Program Directors / Associate Deans

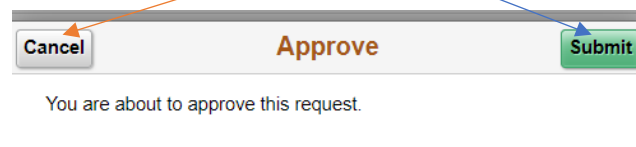
- To review and approve, select the available dissertation milestone, and click the **Approve** button.

Dissertation Milestone(s) awaiting review and approval reflected here



Faculty		Pending Approvals	
View By	Type		
All	2	All	
Dissertation Oral Defense	1	Dissertation Oral Defense	
Dissertation Proposal	1	Dissertation Proposal	
		MajorProfessor	TCHLRN:PHD
		MajorProfessor	TCHLRN:PHD

- 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.



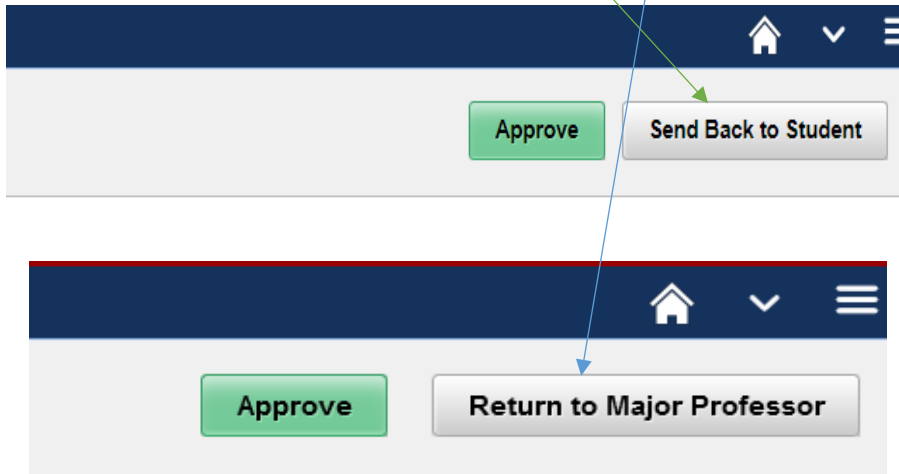
Cancel Approve Submit

You are about to approve this request.

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.

Cancel
Pushback
Submit

You are about to return this request to the student.

**Approver Comments**

Testing

## 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

Status Bar

Approval Status: Not Submitted
Previous Approver Comments:

Section I - Doctoral Student Information

Panther ID: [redacted] Name: [redacted]
Email: cststuser@fiu.edu Primary Phone: 555/555-5555
College: College of Engineering Academic Program: Engineering
Admit Term: Fall Term 2019 Academic Plan: ECE:PHD
Cumulative GPA: 3.89 Total Graduate Credits Completed: 60.00

Completed Graduate Degree(s)

Table with columns: Degree, Major, Degree Date, Institution. 1 row.

Section II - Dissertation Proposal

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

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

Courses included in your doctoral program

Career Courses

Table with columns: Term, Course, Description, Official Grad, Credits. 21 rows.

Credit hours at 5000 Level: 18

Credit hours at 6000 Level: 42

Credit Hours at 7000 Level: 6

Total Career Course Credits: 66

Check box to confirm that the transfer course credits listed are accurate and complete. (If NOT correct, you must contact your Department to make any necessary updates.)

Internal Transfers

Table with columns: Source Career, Source Term, Course, Description, Units Taken, Units Transferred, Official Grade. 1 row.

Total Internal Transfer Credit: 0

External Transfers

Table with columns: Source Institution, Source Term, Year, Subject, Course Number, Description, Units Taken, Official Grade. 1 row.

Total External Transfer Credit: 0

Section IV - Comprehensive Examinations

Table with columns: Discipline, Grade, Date. 1 row.

Does your doctoral program require Language/Skills Requirements? [dropdown]



## Appointment of Dissertation Committee

**▼ Status Bar**

Approval Status: Not Submitted  
 Previous Approver Comments:

**▼ 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.

**▼ Section I - Doctoral Student Information**

Panther ID: [REDACTED]	Name: [REDACTED]
Email: cststuser@fiu.edu	Primary Phone: 555/555-5555
College: Green Sch of Intl & Public Aff	Academic Program: Green Sch of Intl & Public Aff
Admit Term into Doctoral Degree: Spring Term 2024	Academic Plan: PA,PHD
Cumulative GPA: 4	Total Graduate Credits Completed: 6.00

**Dissertation Topic:**

Enter your proposed dissertation topic

**▼ Section II - Proposed Dissertation Committee**

#	*Role	*Faculty Name	*Email	*Primary Acad Org	Graduate Faculty	Contributions
1	Major Professor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Enter Contributions"/> <input type="button" value="+"/> <input type="button" value="-"/>
2	Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Enter Contributions"/> <input type="button" value="+"/> <input type="button" value="-"/>
3	Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Enter Contributions"/> <input type="button" value="+"/> <input type="button" value="-"/>
4	Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Enter Contributions"/> <input type="button" value="+"/> <input type="button" value="-"/>

**▼ Section III - Attachments**

#	Attachment Type	Attachment Type	File Name	Upload File
1	Abstract	250-Word Abstract of your proposed research project		<input type="button" value="Select a File"/>





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]

Name: [REDACTED]

Email: cststuser@fiu.edu

Primary Phone: 555/555-5555

College: Green Sch of Intl & Public Aff

Academic Program: Green Sch of Intl & Public Aff

Admit Term into Doctoral Degree: Fall Term 2019

Academic Plan: ECON:PHD

Cumulative GPA: 3.65

Total Graduate Credits Completed: 58.00

Dissertation Title:

Enter your dissertation title here

Dissertation Committee

1 row

Name	Department	Committee Role

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

2 rows

Attachment Type
1 Abbreviated proposal (5 page maximum plus references)
2 Copy of Responsible Conduct of Research (RCR) Completion Report

Student ID [REDACTED]

< Previous Next >



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]	Name: [REDACTED]
Email: cststuser@fiu.edu	Primary Phone: 555/555-5555
College: Green Sch of Intl & Public Aff	Academic Program: Green Sch of Intl & Public Aff
Admit Term into Doctoral Degree: Spring Term 2024	Academic Plan: PA.PHD
Cumulative GPA: 4	Total Graduate Credits Completed: 6.00

Dissertation Title:

Enter your dissertation title here

Dissertation Committee

Name	Department	Committee Role
1 row		

▼ Section II - Proposed Location, Date & Time

Campus Name: <input type="text"/>	Date: <input type="text" value="mm/dd/yyyy"/>
Building Name: <input type="text"/>	Time: <input type="text"/>
Room: <input type="text"/>	

Additional Location Information:

Enter any additional information related to this location

▼ Section III - Attachments

Attachment Type	File Name
1 Defense announcement	
2 Dissertation draft	
3 iThenticate Report (provided to student by major professor)	

3 rows

Students' major professors are to run the iThenticate report, which must be reviewed in conjunction with the student and the entire dissertation committee prior to the submission of the student's Request for Oral Defense. Additionally, by signing the student's Request for Oral Defense, faculty do attest that the student's work is original. By approving the student's Request for Oral Defense, the faculty affirm that they have read the dissertation and find it provisionally acceptable, and that its defense announcement is an abstract of it.

**NOTE:** The dissertation manuscript must conform to the University's formatting standards. Be advised that the attached dissertation draft will undergo a mandatory formatting review by UGS.



Student ID [REDACTED]

◀ Previous    Next ▶



### 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:** cststuser@fiu.edu

**College:** Green Sch of Intl & Public Aff

**Entry Term into Doctoral:** Fall Term 2019

**Expected Graduation Term:**

**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**

1 row

Name	Department	Committee Role

▼ **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**

Note: 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?

▼ **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**

3 rows

Attachment Type
1 Full version of CV (including contact information)
2 Certificate of Completion from Survey of Earned Doctorates (Ph.D. only)
3 If applicable, Copyright Permission Documents