

FIU

University Graduate School

2023-2024

Online Dissertation Milestones Training Guide for Doctoral Students



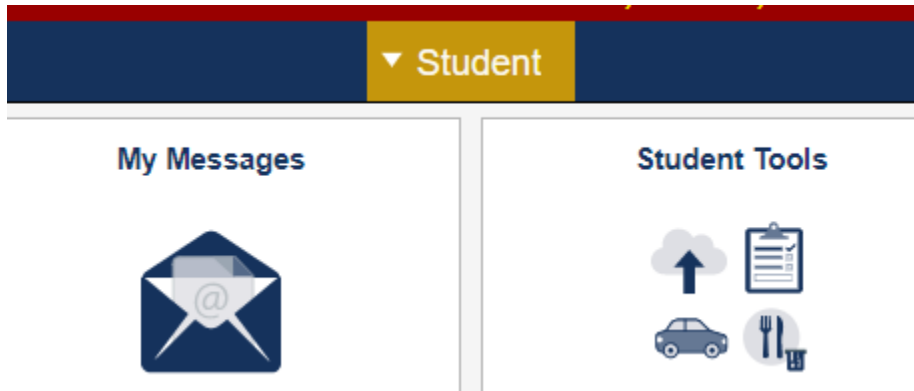
11200 S.W. 8th Street, MARC430, Miami, FL 33199 • Tel: 305.348.2455
• Fax: 305.348.4117 • ugs@fiu.edu • <https://gradschool.fiu.edu/>

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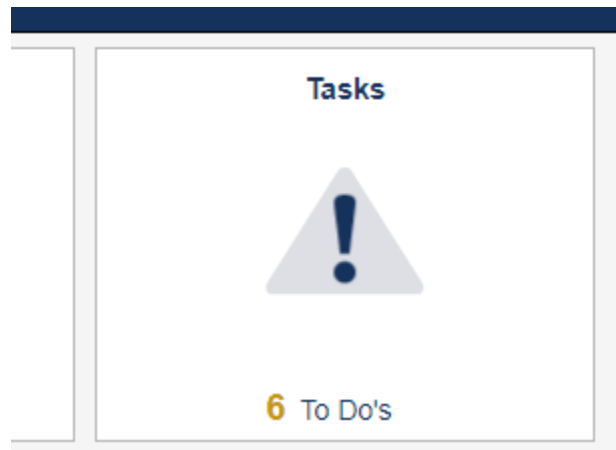
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1. How to Access Online Dissertation Milestones

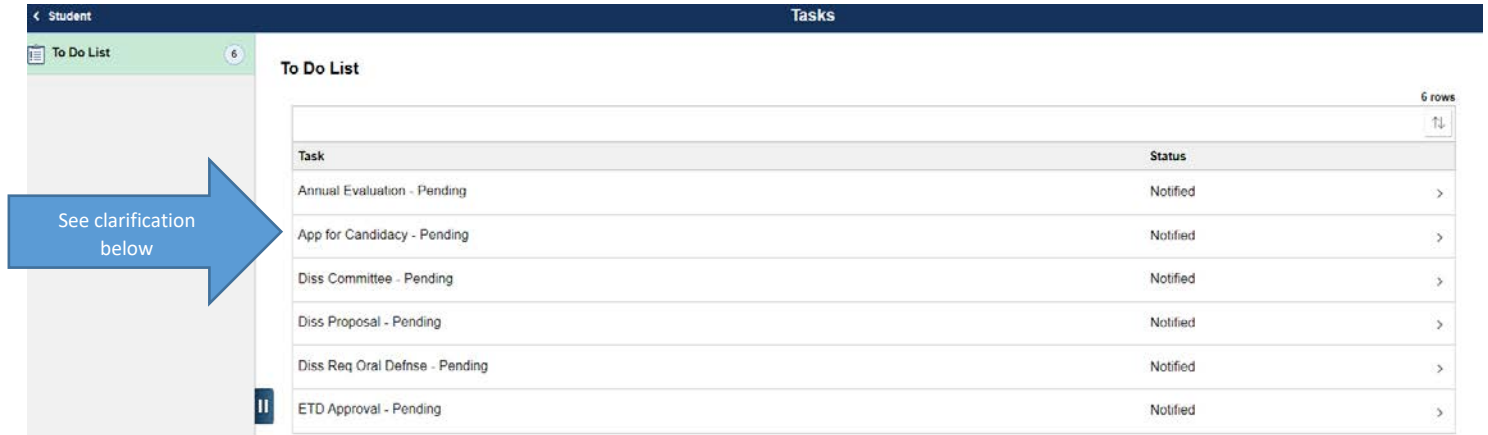
Step 1 – Login to <https://my.fiu.edu/> and select your **Student** Environment



Step 2 – Select the **Tasks** tile



Step 3 – Navigate to the **To Do List** section



See clarification below

Task	Status
Annual Evaluation - Pending	Notified
App for Candidacy - Pending	Notified
Diss Committee - Pending	Notified
Diss Proposal - Pending	Notified
Diss Req Oral Defnse - Pending	Notified
ETD Approval - Pending	Notified

Step 4 – Click on any of the **Pending** Milestones you wish to initiate. To begin your submission, click on the button labeled **Proceed to Dissertation Activity Guide**



Proceed to Dissertation Activity Guide

A. IMPORTANT CLARIFICATIONS

1. Keeping Track

- ✓ It is the student's responsibility to ensure that completed dissertation milestones are received by UGS on a timely manner. For a smooth degree completion, doctoral students must meet all deadlines and requirements. For UGS deadlines please refer to <https://gradschool.fiu.edu/calendar-deadlines/>.
- ✓ Graduate students must also meet their academic department and college deadlines. Be sure to consult with your committee, academic department and college, as they may have their own internal deadlines.

2. Online Dissertation Milestones Deadlines Chart

- ✓ Refer to <https://gradschool.fiu.edu/calendar-deadlines/> for UGS deadlines, and see chart below

MILESTONE	DUE AT UGS
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

3. Pending

- ✓ Only those Milestones listed as **Pending** can be initiated.

4. Approved Dissertation forms PRIOR to Online Dissertation Milestones– Activity Guide

- ✓ The dissertation milestone(s) form(s) already on file at UGS, PRIOR to the Online Dissertation Milestones, are shown as **Approved**. These approved dissertation milestones are grayed out on the Activity Guide environment, and their status is reflected as **View Only**.

5. Annual Student Evaluation and Mentoring Plan

- ✓ Annual Student Evaluation and Mentoring Plan – These are listed under your Tasks tile, and under your To Do List. However, these are not located within the Activity Guide. These will remain in their own Campus Solutions environment. In the future, annual evaluations will migrate to the Activity Guide environment.

6. 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>.

7. 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.

8. Status Bar

- ✓ Note that each dissertation milestone will have its status reflected at the top of the page. Samples below.

SAMPLE 1 – Only to view information, cannot initiate

▼ **Status Bar**

Approval Status: **View Only**

Previous Approver Comments:

SAMPLE 2 – Can initiate for submission or saving

▼ **Status Bar**

Approval Status: **Not Submitted**

Previous Approver Comments:

SAMPLE 3 – Approvals in progress for Major Professors, Committee Members, Graduate Program Directors, Deans, or UGS accordingly.

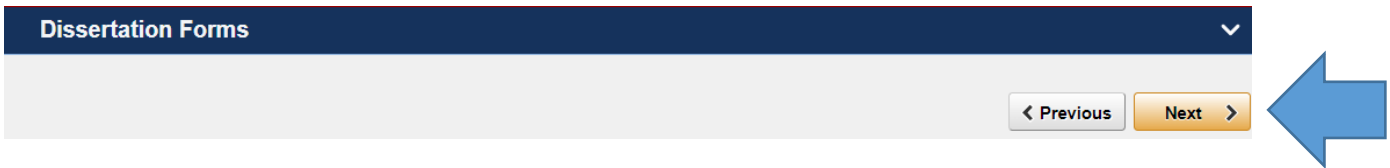
▼ **Status Bar**

Approval Status: **Pending Committee Members**

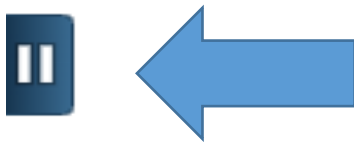
Previous Approver Comments:

2. How to Navigate Online Dissertation Milestones

1. To move across all Milestones, click on **Previous** or **Next**, located at the top right side of the page



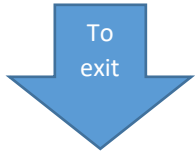
2. To open the Activity Guide Navigation Area and access the index of all Milestones click the blue box located on the left side of the page



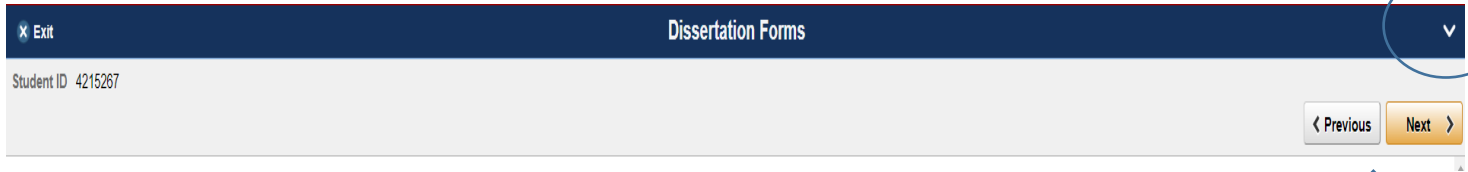
Moreover, this will open the Activity Guide below on the left side of the page. You can either access each Milestone form individually, or you can use the **Previous** or **Next** buttons at the top of the page to move across Dissertation Milestones.

<input checked="" type="checkbox"/> Introduction ✔ Complete
▶ Program for Doctoral Degree and Application for Candidacy <input type="radio"/> Not Started
▲ Appointment of Dissertation Committee <input type="radio"/> Not Started
Form Submission <input type="radio"/> Not Started
▶ Doctoral Dissertation Proposal <input type="radio"/> Not Started
▶ Preliminary Approval of Dissertation and Request for Oral Defense <input type="radio"/> Not Started
▶ Final Electronic Dissertation Approval <input type="radio"/> Not Started
Summary <input type="radio"/> Not Started

3. Click on **Exit**, to exit or
4. Click on **Next**, to go to the next milestone or
5. Click on **Previous**, to go to previous milestones or
6. Click on **Home**, to go to your Environment Main Menu



Click here to navigate to Home Environment page



3. Online Dissertation Milestones Submission Instructions and Document Requirements

A. INTRODUCTION

It is important to read the instructions listed at the top of each dissertation milestone. This will ensure a smooth submission of your dissertation milestone(s) to your academic department, college, and the UGS.

B. Program for Doctoral Degree and Application for Candidacy

Task Details



App for Candidacy - Pending

Academic Career Graduate

Career Number 0

Status Notified

This milestone is your Application for Candidacy and it is due at UGS BEFORE registering in dissertation credits.

The Application for Candidacy is submitted upon successful completion of all required coursework and passing the candidacy exam(s). Check requirements with your academic department.

This milestone may or may not be submitted together with your Dissertation Proposal. Check with your academic department whether your Dissertation Proposal is part of candidacy.

DUE at UGS: It is due at UGS at least five business days prior to the first day of classes in the term in which you will commence your dissertation credits enrollment.

You must be currently enrolled to submit this milestone.

It is your responsibility to monitor and ensure that your milestone is received at UGS in a timely manner.

[Proceed to Dissertation Activity Guide](#)

Section I

- Review information.

- Previous graduate degree(s) information submitted during the initial admission process is automatically populated.
- If your graduate degree(s) is not populated, you can enter the pertinent information in the field boxes.

Section II

- Select **Yes** or **No** from the dropdown menu to indicate whether a dissertation proposal is required for candidacy. You will see a list of programs that require a proposal as part of candidacy under the dropdown menu.


Section III

- Review coursework.
- Transfer credits that are part of your program of studies will be reflected in the Internal Transfer (Completed at FIU) or External Transfers (Completed outside of FIU). Typically, these are posted in your FIU records at the beginning of your doctoral career.
- If, by any chance, transfer credits are needed but are not yet reflected in this section, do not submit your candidacy. You must contact your academic department to update the transfer of credits on your FIU records. Note that your academic department will work with the Office of the Registrar to update the information in your FIU records.
- If you do not have any transfer of credits as part of your program of studies, you will find the transfer section blank. Please check the box to confirm that you do not have any transfer of credits.

Section IV

- Enter your comprehensive examination discipline (i.e., name of examination) information, grade, and date in which this was completed.
- Select **Yes** or **No** from the dropdown menu to indicate whether your program includes any other candidacy requirement, such as Language or Skills. If you select Yes, a box will appear so that you can complete the information. See below:

Does your doctoral program require Language/Skills Requirements?

Requirements	Grade	Date	1 row	
<input type="text"/>	<input type="text"/>	<input type="text"/> 	<input type="button" value="+"/>	<input type="button" value="-"/>

➤ Save OR Submit

- Once all information is confirmed, and you are ready to submit, click the **Submit** button.
- If you are not ready to submit, click the **Save** button.

C. Appointment of Dissertation Committee

Task Details



Diss Committee - Pending

Academic Career Graduate

Career Number 0

Status Notified

This milestone is required to appoint your dissertation committee.

The University's minimum composition is comprised of at least four members of the FIU Graduate Faculty. At least two of the four must be from the academic department offering the degree. At least one must be from another academic department. 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.

DUE at UGS: It is due at UGS by no later than FOUR semesters before your anticipated graduation term. Check UGS deadlines.

Make sure to obtain approval from your proposed entire committee prior to the online submission of the milestone.

You must be currently enrolled to submit this milestone.

It is your responsibility to monitor and ensure that your milestone is received at UGS in a timely manner.

[Proceed to Dissertation Activity Guide](#)

Section I

- Review information.
- Enter your Dissertation Topic.

Section II

- Make sure the composition of your committee meets the University's minimum requirements.

- Click on the magnifying glass to search for your committee members by first and last name.

*Faculty Name

Search for: Faculty Name

▼ Search Criteria

Last Name (begins with)

First Name (begins with)

Search Clear

- Enter their expertise in relation to your proposed research project, and once done, click **Done**.

Enter Expertise

Clearly explain how the expertise will contribute to your proposed research project

Cancel Summary of Contributions and Expertise Done x

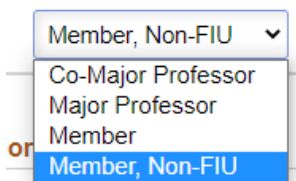
- To facilitate your submission, the dropdown menu already includes a typical dissertation committee that consist of four members, including a major professor.
- Using the dropdown menu with the appropriate role, note that you can update your committee accordingly.
- By clicking on the plus sign, you can enter additional members.
- If you have two major professors, they are both considered co-major professors.

Section III

- Attach a 250-Word Abstract of your proposed research project.
You must include a summary of your proposed research project in a Word or PDF file (Approximately a one-page, double-spaced document).
- Save OR Submit
- Once all information has been entered and confirmed and you are ready to submit, click the **Submit** button.
- If you are not ready to submit, click the **Save** button.

1. Non-FIU Committee Members

- Please note that Non-FIU committee members will require additional processing time. The University's HR department requires Panther IDs and IT credentials for any person not affiliated with FIU. Therefore, UGS must work with both FIU Human Resources and the FIU Division of Information Technology to obtain login credentials for non-FIU committee members. Once available, the UGS will email it to Non-FIU committee members.
 - Be advised that the IT credentials provided for Non-FIU committee members (for annual evaluation login) PRIOR to this Online Dissertation Milestone project remain the same.
- To include a Non-FIU committee member, do so under Section II.
1. Under the dropdown menu, choose the role labeled Member, Non-FIU



2. A prompt with a set of instructions will follow. The prompt will ask to enter the Non-FIU information as follows:

- a) Enter the name in the Last Name,First Name format,
- b) Enter email address will follow
- c) The message will include a reminder that a Curriculum Vitae (CV) as a well as a Commitment form for the Non-FIU member must be uploaded.

Instructions for Non-FIU committee member

Please enter full name in Last Name,First Name format and valid email address. Also, please make sure you attach a Curriculum Vitae as well as a Commitment Form for each Non-FIU member below.

OK

3. Make sure to enter the name in the Last Name,First Name format and correct email address

A screenshot of a form field. On the left, there is a dropdown menu with "Member, Non-FIU" selected. To the right of the dropdown are three empty input fields. At the far right of the form is a button labeled "Enter Expertise".

4. Under Section III, the attachments section will automatically include the Curriculum Vitae (CV) as well as the Commitment Form requirements.

	Attachment Type	File Name	Upload File
1	250-Word Abstract of your proposed research project		Select a File
2	Curriculum Vitae (CV)		Select a File
3	Commitment Form		Select a File

5. Do retrieve the Commitment Form from our UGS website, at <https://gradschool.fiu.edu/students/#studentforms>, for your Non-FIU member to complete it.
6. After submission, the Status Bar will be updated to Pending Non-FIU Member.

▼ **Status Bar**

Approval Status: Pending Non-FIU Member

As noted above, the appointment of non-FIU committee members does require additional processing time. The UGS will request all necessary login credentials such as PID and the access to Campus Solutions directly to the FIU Division of Information Technology. Once they provide these approvals and access, the workflow approvals of your appointment of dissertation committee will continue. Furthermore, the UGS will email IT credentials to Non-FIU committee members.

Task Details



Diss Proposal - Pending

Academic Career Graduate

Career Number 0

Status Notified

This milestone is required to establish your Dissertation Proposal.

DUE at UGS: It is due at UGS by no later than THREE semesters before your anticipated graduation term. Check UGS deadlines.

Check your internal departmental deadlines with your committee, academic department/college, as those deadlines are earlier.

Make sure to obtain approval from your entire dissertation committee prior to the online submission of the milestone.

The online submission of this milestone requires your completed Responsible Conduct of Research certificate.

Furthermore, if your Dissertation Proposal involves human or animal research, make sure to obtain the appropriate IRB, IACUC, IBC approved memos from Research Integrity prior to the online submission of this milestone.

You must be currently enrolled in dissertation credits to submit this milestone.

It is your responsibility to monitor and ensure that your milestone is received at UGS in a timely manner.

[Proceed to Dissertation Activity Guide](#)

Section I

- Review information
- Enter your Dissertation Title
- Confirm that your entire dissertation committee is listed correctly. If not, you must update your committee with UGS before submitting your proposal milestone. Do not initiate your proposal milestone until the completion of your committee update(s).

Section II

- Required attachments in PDF or Word format:
 - If any research approvals such as IRB/IACUC/IBC are part of your research, the approval memos must be uploaded. Be sure to select the pertinent option(s).
 - Dissertation research that involves human subjects requires IRB memo approval.
 - Dissertation research that involves invertebrate or vertebrate animal research requires IACUC memo approval.
 - Dissertation research that involves recombinant DNA requires IBC memo approval.
 - Abbreviated 5-page proposal in a Word or PDF file. Note that the proposal is a 5-page maximum PLUS your references, if references are included as part of your proposal.
 - Copy of your Responsible Conduct of Research (RCR) Completion Report

- ❖ For information about RCR training requirements and training, visit the Office of Research Integrity at <https://research.fiu.edu/rcr/>.

E. Preliminary Approval of Dissertation and Request for Oral Defense

Task Details



Diss Req Oral Defense- Pending

Academic Career Graduate

Career Number 0

Status Notified

This milestone is required to request your Preliminary Approval of Dissertation and Request for Oral Defense.

DUE at UGS: It is due at UGS by no later than THREE weeks before your anticipated graduation term.

Check your internal departmental deadlines with your committee, academic department/college, as those deadlines are earlier.

Make sure to obtain approval from your entire dissertation committee prior to the online submission of the milestone.

You must be currently enrolled in dissertation credits to submit this milestone.

It is your responsibility to monitor and ensure that your milestone is received at UGS in a timely manner.

[Proceed to Dissertation Activity Guide](#)

Section I

- Review information
- Enter your Dissertation Title
- Confirm that your entire dissertation committee is listed correctly. If not, you must update your committee with UGS before submitting your milestone. Do not initiate your milestone until the completion of your committee update(s).

Section II

- Enter the Location (must be on university campuses), Date, and Time of your Oral Defense
- If any of your committee members are participating remotely, enter remote links (i.e., Zoom link) under Additional Location Information.

Section III

- Required attachments in PDF or Word format:
 - Defense Announcement
 - Dissertation Draft (25MB file maximum, PDF suggested) *
 - iThenticate Report (25MB file maximum)

*This dissertation version should be the latest version as approved by your major professor and/or dissertation committee.

The Dissertation Draft must conform with the University's formatting standards as described in the UGS Manual For Electronic Theses and Dissertations.

At the UGS level, UGS deans will review it for content. Additionally, UGS will also use this draft for formatting review.

The Defense Announcement must be in the UGS format version. This is the version that would be posted in your department/college announcement medium, if your Defense is approved by UGS.

For dissertation drafts or iThenticate reports exceeding 25 MB, make sure to compress the file.

❖ iThenticate Report attachment

*As part of our commitment to foster a culture of research integrity, we encourage our faculty mentors to check the originality of the work produced by their graduate students. To aid in this effort, we are currently using iThenticate, which is a web-based tool that checks for originality in a written work.

As part of the Preliminary Approval of Dissertation and Request for Oral Defense, major professors are to run the iThenticate report and provide it to the student, to upload it as instructed.

➤ Save OR Submit

- Once all information is confirmed and you are ready to submit, click the **Submit** button.
- If you are not ready to submit, click the **Save** button.

Task Details



ETD Approval Form - Pending

Academic Career Graduate

Career Number 0

Status Notified

This milestone is required to submit your Final Dissertation manuscript.

DUE at UGS: It is due at UGS by no later than the last day to submit Final ETDs in the term in which you are graduating. Check UGS deadlines.

Check your internal departmental deadlines with your committee, academic department/college, as those deadlines are earlier.

For SACS accreditation, a full version of your Curriculum Vitae is required (this is different from the 2-page VITA).

For PhD candidates, a Certificate of Completion from Survey of Earned Doctorates is required.

Make sure to obtain approval from your entire dissertation committee prior to the online submission of the milestone.

You must be currently enrolled in dissertation credits to submit this milestone.

It is your responsibility to monitor and ensure that your milestone is received at UGS in a timely manner.

[Proceed to Dissertation Activity Guide](#)

Section I

- Review information
- Enter your Expected Graduation term by clicking on magnifying glass to select the term.
- Enter your Dissertation Title
- Confirm that your entire dissertation committee is listed correctly. If not, you must update your committee with UGS before submitting your milestone. Do not initiate your milestone until the completion of your committee update(s).

Section II

- Review and sign off on the Publishing & Embargo Options
 - Make sure to indicate if an embargo is required due to a pending patent or copyright issue by selecting **Yes** or **No** from the dropdown menu

Section III

- Review and sign Student Agreement
 - Optional: ProQuest – If you would like your dissertation available via ProQuest, review the ProQuest Terms at <https://library.fiu.edu/c.php?g=159937&p=1049218>.

Section IV

- Required attachments in PDF or Word format:
 - Full version of your Curriculum Vitae (CV). For SACS accreditation purposes, this version must include your contact information. Note that this version is different from the 2-page VITAE in your dissertation.
- Required for Ph.D. candidates only
 - Certificate of Completion from Survey of Earned Doctorates
- If applicable
 - Copyright Permission Documents

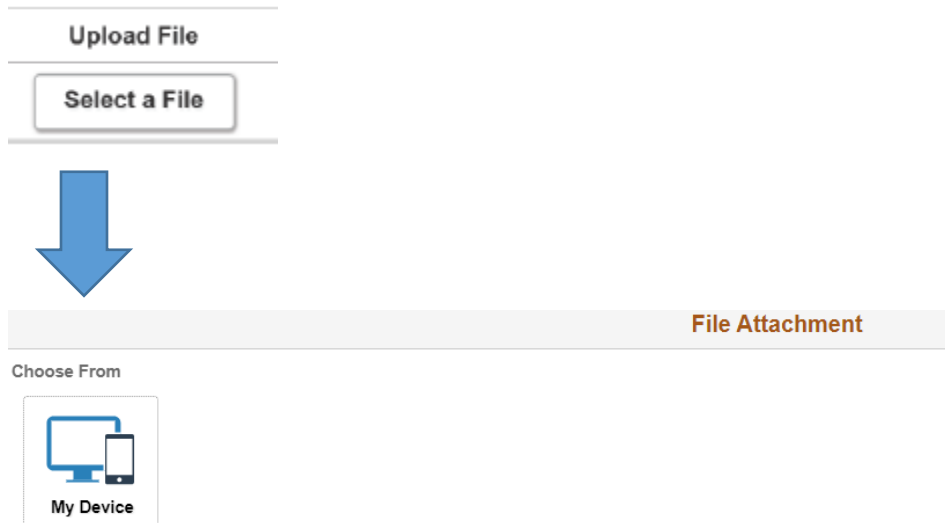
➤ Save OR Submit

- Once all information is confirmed and you are ready to submit, click the **Submit** button.
- If you are not ready to submit, click the **Save** button.

4. How to Upload Documents to Your Online Dissertation Milestones

To upload your file(s), click the **Select a File** button

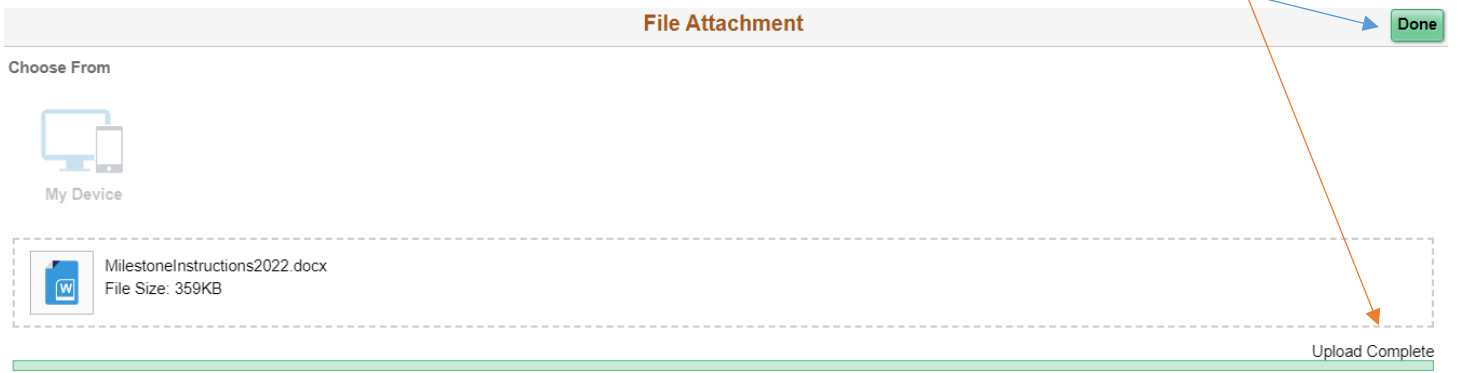
- Note that the maximum file size is 25MB. If your file is larger, make sure to compress it.



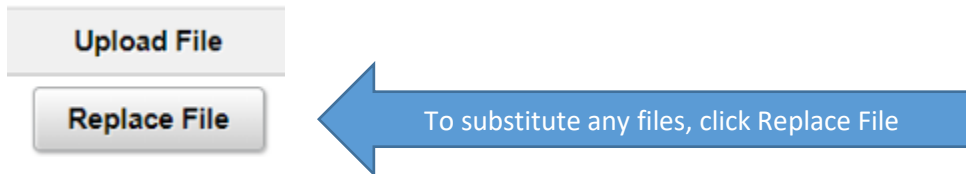
- ❖ Once you retrieve your file(s) from your Device, click the **Upload** button to add your document(s) to the milestone



- ❖ As confirmation that your files were successfully uploaded, an **“Upload Complete”** message will appear.
- ❖ To exit the File Attachments box, click the **Done** button.



- If, by any chance, any files were uploaded in error, you can substitute with the correct one by clicking the **Replace File** button to remove the previously uploaded file and add a new one.



5. 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 21 rows

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

Credit hours at 5000 Level: 18 Total Career Course Credits: 66
Credit hours at 6000 Level: 42
Credit Hours at 7000 Level: 6

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 1 row

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

External Transfers 1 row

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

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"/>

Student ID [REDACTED]

< Previous

Next >



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)	

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]

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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