

Online Dissertation Milestones  
Training Guide for Faculty



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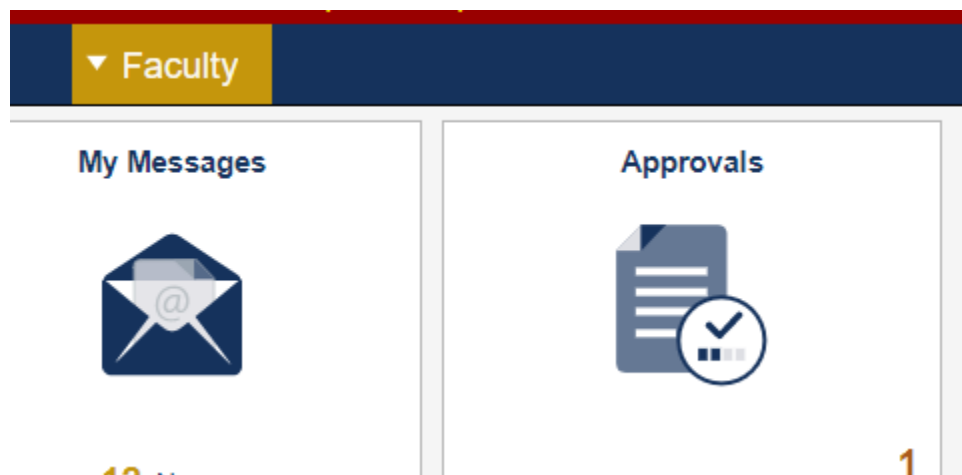
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# 1. How to Access Online Dissertation Milestones

## 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	
	Dissertation Proposal	2	
		All	
		Dissertation Proposal	1279040 Prado,Ana Maria TCHLRN:PHD
		Dissertation Proposal	1329135 Silva,Maria Angelica TCHLRN:PHD


### SAMPLE 2

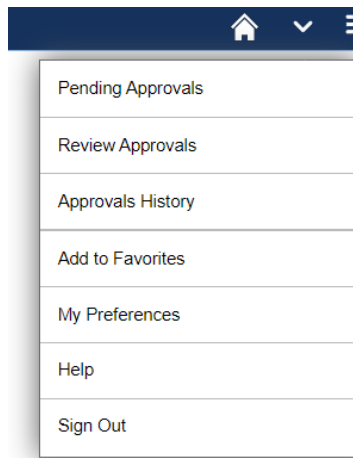
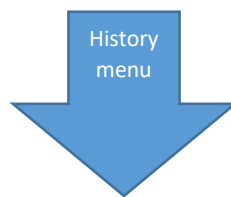
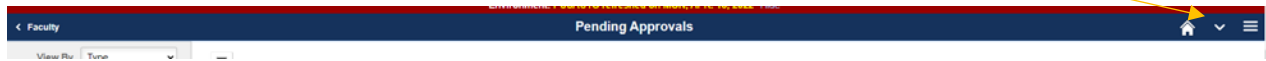
< Faculty		Pending Approvals	
View By	Type		
	All	1	
	Dissertation Proposal	1	
		All	
		Dissertation Proposal	1306457 Shepard,Vicenta Molina TCHLRN:PHD

### SAMPLE 3

< Faculty		Pending Approvals	
View By	Type		
	All	2	
	Dissertation Oral Defense	1	
	Dissertation Proposal	1	
		All	
		Dissertation Oral Defense	1349752 Marroquin,Carmen Maria TCHLRN:PHD
		Dissertation Proposal	1306457 Shepard,Vicenta Molina 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

Approvals History	
	
All	
Dissertation Committee Form CommitteeMembers	4215267 Deprado,Lorenzo Michael ERTHSY:PHD  In Process - Multiple Approvers

## SAMPLE 2

### Approvals History



#### All

**Dissertation Oral Defense**  
Completed

1349752 Marroquin, Carmen Maria  
TCHLRN:PHD  
✓ Approved on 04/18/2022

**Dissertation Proposal**  
Completed

6222562 Xu, Jiamin  
TCHLRN:PHD  
✓ Approved on 04/18/2022

**Dissertation Committee Form**  
Completed

6222562 Xu, Jiamin  
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

#### Approval Chain



Click here to see the approvals workflow

## SAMPLE – APPROVALS WORKFLOW

Approval Chain	
Form Approval	
Student:6199571 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	
Victoria Carlson at 02/07/24 - 11:17 AM Student Submitted Form.	

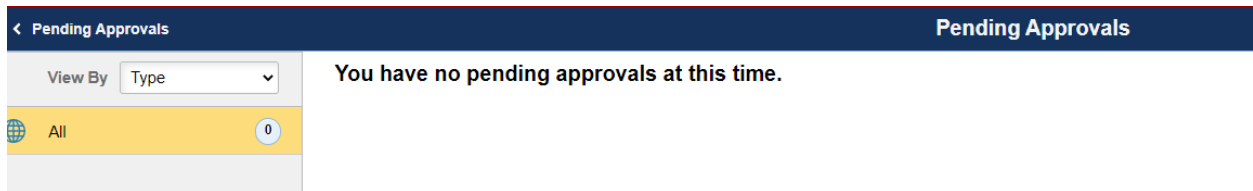
### 4. Automatic Notification of Approval

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 Juan Rey 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.



The screenshot shows a web interface for 'Pending Approvals'. At the top, there is a dark blue header with a back arrow and the text 'Pending Approvals' on the left, and 'Pending Approvals' on the right. Below the header, on the left, is a sidebar with a 'View By' dropdown menu set to 'Type'. Below this is a yellow bar with a globe icon, the text 'All', and a circular badge with the number '0'. The main content area on the right displays the message: 'You have no pending approvals at this time.'

## 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.



The screenshot shows a web interface for 'Data and Privacy Agreements'. At the top, there is a dark blue header with the text 'Data and Privacy Agreements' and a 'Next' button on the right. Below the header, on the left, is a sidebar with a list of steps: 1. Data and Privacy Introduction (Visited), 2. FERPA Agreement (Not Started), 3. Code of Computing Practice (Not Started), and 4. GLBA (Not Started). The main content area displays 'Step 1 of 4: Data and Privacy Introduction'. It contains text stating that the following attestations are mandatory before requesting access to PantherSoft-Campus Solutions and on a yearly basis. It lists three items: A. The Family Educational Rights and Privacy Act (FERPA) agreement, B. The Code of Computing Practice, and C. The Gramm-Leach-Bliley Act (GLBA). It also includes instructions to use the NEXT button to begin and the ACCEPT button on each subsequent agreement to proceed. Once all agreements are accepted, the user will be directed to their FIU Student Information System Home page.

### 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. Once login credentials are provided by the UGS to the Non-FIU committee member, it is very important for all Non-FIU committee members to keep the information saved.

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

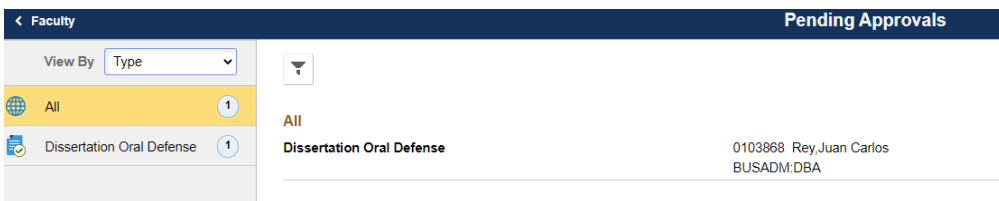
- Appointment of Revised Dissertation Committees will be integrated to the Online Dissertation Milestones - Activity Guide in Phase 2. At this time, please retrieve a PDF form directly from the UGS website <https://gradschool.fiu.edu/students/#studentforms>.

## 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.

Dissertation Milestone(s) awaiting review and approval reflected here



**< Faculty Pending Approvals**

View By: Type

- All 1
- Dissertation Oral Defense 1

**All**

**Dissertation Oral Defense**

0103868 Rey, Juan Carlos  
BUSADM:DBA

**Pending Approvals Dissertation Oral Defense**

Preliminary Approval of Dissertation and Request for Oral Defense

Previous Approver Comments: Testing (Gupta, Manjul)

**Approve**

Section 1 - Doctoral Student Information

- 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.

**Cancel Approve Submit**

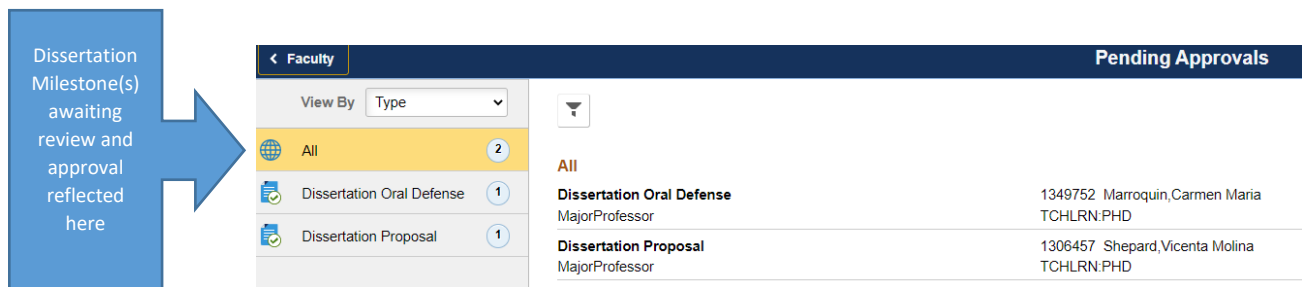
You are about to approve this request.

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

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

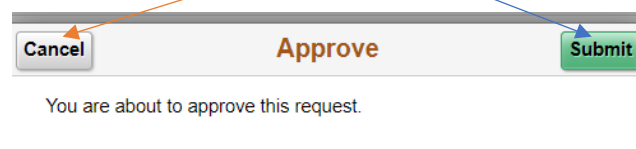
- To review and approve, select the available dissertation milestone, and click the **Approve** button.

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	1349752 Marroquin, Carmen Maria TCHLRN:PHD
Dissertation Proposal	1	Dissertation Proposal	1306457 Shepard, Vicenta Molina TCHLRN:PHD

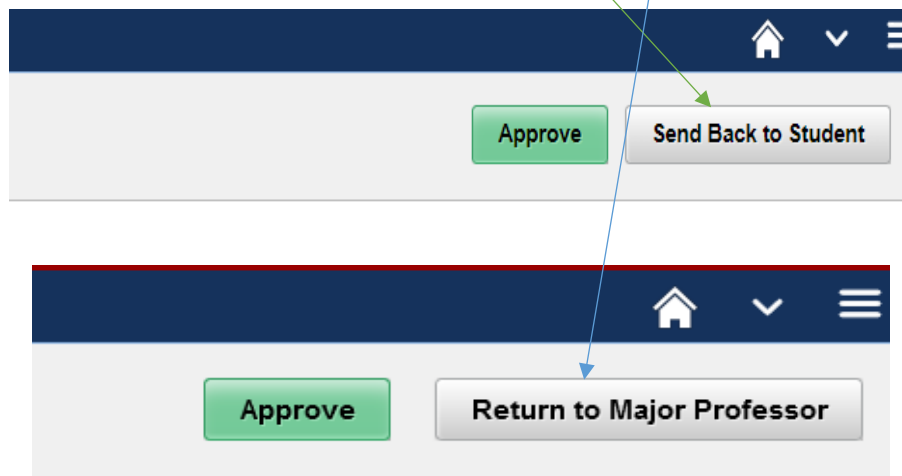
- After clicking the Approve button, a prompt will appear asking for your confirmation that you wish to proceed or cancel. To proceed with your approval, click the **Submit** button **OR** if you do not wish to proceed, click the **Cancel** button.



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.

The image shows a 'Pushback' confirmation dialog box. At the top, there are three buttons: 'Cancel', 'Pushback' (in orange), and 'Submit' (in green). Below the buttons, the text reads: 'You are about to return this request to the student.' Underneath, there is a section titled 'Approver Comments' with a text area containing the word '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

Student ID



Program for Doctoral Degree and Application for Candidacy

▼ Status Bar

Approval Status: Not Submitted  
Previous Approver Comments:

▼ Section I - Doctoral Student Information

Panther ID:

Email: 

cststuser@fiu.edu

College: 

College of Engineering

Admit Term: 

Fall Term 2019

Cumulative GPA: 

3.89

Name:

Primary Phone: 

555/555-5555

Academic Program: 

Engineering

Academic Plan: 

ECE:PHD

Total Graduate Credits Completed: 

60.00

Completed Graduate Degree(s)

Degree	Major	Degree Date	Institution	1 row
<div></div>	<div></div>	<div><div></div></div>	<div></div>	<div><div>+</div><div>-</div></div>

▼ 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

Courses included in your doctoral program

Career Courses

					21 rows
					<div><div></div><div></div></div>
Term	Course	Description	Official Grad		Credits
Fall Term 2019	EEL-6787	Network Security	A		3.00
Fall Term 2019	EEL-6931	Special Topics	A		3.00
Spring Term 2020	CNT-6154	Adv IoT Applied ML	A		3.00
Spring Term 2020	EEL-6805	Adv Malware Reverse Eng	A		3.00
Spring Term 2020	EEL-6905	Individual Work	P		3.00
Summer Term 2020	EEL-5278	SG Cyber and IEDs	A		3.00
Summer Term 2020	EEE-6719	CPS SEC	A		3.00
Fall Term 2020	EEL-5813	Neural Networks	B+		3.00
Fall Term 2020	EEL-6905	Individual Work	P		3.00
Fall Term 2020	EEL-6931	Special Topics	A		3.00
Spring Term 2021	COT-5443	Opt. Com. Thr. & Appl.	A		3.00
Spring Term 2021	EEL-6812	Adv In Neural Nets	A		3.00
Spring Term 2021	EEL-6905	Individual Work	P		3.00
Summer Term 2021	EEL-6905	Individual Work	P		3.00
Summer Term 2021	EEL-6931	Special Topics	A		3.00
Fall Term 2021	EEE-5543	Random Signal Princ	B+		3.00
Fall Term 2021	EEL-6681	Fuzzy System Design	A		3.00
Fall Term 2021	EEL-6905	Individual Work	P		3.00
Spring Term 2022	EEL-5171	Adv. Sys. Theory	A		3.00
Spring Term 2022	EEL-7910	Advanced Research			6.00

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

Source Career	Source Term	Course	Description	Units Taken	Units Transferred	Official Grade	1 row

Total Internal Transfer Credit: 0

External Transfers

Source Institution	Source Term	Year	Subject	Course Number	Description	Units Taken	Official Grade	1 row

Total External Transfer Credit: 0

▼ Section IV - Comprehensive Examinations

Discipline	Grade	Date	1 row
<div></div>	<div></div>	<div><div></div></div>	<div><div>+</div><div>-</div></div>

Does your doctoral program require Language/Skills Requirements? 

▼

✕ Exit

## Dissertation Forms

Student ID

&lt; Previous

Next &gt;

Save

Submit



## 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:

Name:

Email:

Primary Phone:

College:

Academic Program:

Admit Term into Doctoral Degree:

Academic Plan:

Cumulative GPA:

Total Graduate Credits Completed:

## Dissertation Title:

Enter your proposed dissertation title



## Section II - Proposed Dissertation Committee

4 rows

*Role	*Faculty Name	*Email	*Primary Acad Org	Graduate Faculty	Contributions
1	Major Professor				Enter Contributions
2	Member				Enter Contributions
3	Member				Enter Contributions
4	Member				Enter Contributions

## Section III - Attachments

1 row

Attachment Type	File Name	Upload File
1	250-Word Abstract of your proposed research project	Select a File





Exit



Dissertation Forms

Student ID

< Previous

Next >

Save

Submit



Doctoral Dissertation Proposal

Status Bar

Approval Status: Not Submitted  
Previous Approver Comments:

Instructions

The dissertation proposal is due at UGS at least three semesters prior to the defense of the entire dissertation draft.  
Before submission of your dissertation proposal to the UGS, make sure to obtain the approval of your entire dissertation committee. If applicable, as determined by your academic department's procedures, the dissertation committee should meet with the student for an oral defense of the proposal.  
Be advised that commencement of the entire research project does require an approved dissertation proposal by the dissertation committee, academic department, college, and UGS.  
We understand 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:		Name:	
Email:		Primary Phone:	
College:		Academic Program:	
Admit Term into Doctoral Degree:		Academic Plan:	
Cumulative GPA:		Total Graduate Credits Completed:	

☐ Check box to confirm that the committee members below are correct.  
(If NOT correct, you must update your committee with UGS first before completing this form. To update your committee, please submit a completed revised dissertation committee to UGS.

Dissertation Committee			4 rows
Name	Department	Committee Role	

Dissertation Proposal Title:  
Enter your dissertation title here

Introduction/Statement of Problem and Aims. In no more than 250-words: Provide a brief summary of the significance of the project in non-specialist language.

Research Question(s)/Objectives/Hypothesis. In no more than 250-words: Describe your research objective, questions, and/or hypotheses.

Methods/Experimental Design/Techniques for Research Question(s)/Objective/Hypothesis.  
Most significant section and biggest component part of the dissertation proposal.  
1) Describe in detail your planned research design and analysis, 2) Include what type of data will be collected, 3) How they will be collected, and 4) Any field, laboratory and/or data analysis methodology to be conducted.

If needed, continue Research Question(s)/Objective/Hypothesis.  
Methods/Experimental Design/Techniques for Research Question(s)/Objective/Hypothesis.  
1) Describe in detail your planned research design and analysis, 2) Include what type of data will be collected, 3) How they will be collected, and 4) Any field, laboratory and/or data analysis methodology to be conducted.

If needed, continue Research Question(s)/Objective/Hypothesis.  
Methods/Experimental Design/Techniques for Research Question(s)/Objective/Hypothesis.  
1) Describe in detail your planned research design and analysis, 2) Include what type of data will be collected, 3) How they will be collected, and 4) Any field, laboratory and/or data analysis methodology to be conducted.



For additional Methods/Experimental Design/Techniques for Research Question(s)/Objective/Hypothesis, click Plus(+) Sign to the left.

Timeline to degree completion/Schedule of work. Include milestones such as data collection, chapter writing, editing, and defense timeline. Make sure to include months/year for each milestone.



For additional Timeline to degree completion/Schedule of work, click Plus(+) Sign to the left.

Section II - Compliance Attachments

- A. Responsible Conduct of Research certification is required. Make sure to register for your RCR course to obtain your RCR certification.  
B. If your proposed research requires approval for IRB, IACUC, IBC, please do attach the Office of Research Integrity approval memo that includes your name. These memos must be current and valid for at least one year.

- Please select options(s) below regarding compliance. To upload your memo, click the appropriate option below.
- |                                                                                                                                                                                                                                          |                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> No human, invertebrate or vertebrate animal subjects.                                                                                                                                                           | <input type="checkbox"/> Human subjects will be used in this research.<br>Institutional Review Board Approval (IRB memo) required to be included as attachment below.                               |
| <input type="checkbox"/> Animals including vertebrates and/or invertebrates will be studied/observed in this research.<br>Institutional Animal Care and Use Committee Approval (IACUC memo) required to be included as attachment below. | <input type="checkbox"/> Recombinant or Synthetic Nucleic Acid will be used in this research.<br>Institutional Biosafety Committee Approval (IBC memo) required to be included as attachment below. |



1 row

Attachment Type	File Name	Upload File
1 Responsible Conduct of Research (RCR) Completion Report Certification		

Select a File

Save

Submit

Student ID [REDACTED]

&lt; Previous

Next &gt;



## 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 &amp; Public Aff

Academic Program: Green Sch of Intl &amp; 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

1 row

Name	Department	Committee Role

## ▼ Section II - Proposed Location, Date &amp; Time

Campus Name: Date: Building Name: Time: Room: 

Additional Location Information:

Enter any additional information related to this location

## ▼ Section III - Attachments

3 rows

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.

✕ Exit

Dissertation Forms

Student ID 6265129

< 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:   
Email:   
College:   
Entry Term into Doctoral:   
Expected Graduation Term:

Name:   
Primary Phone:   
Academic Program:   
Academic Plan:   
Cumulative GPA:

Dissertation Title:

Enter your dissertation title here

☐ Check box to confirm that the committee members below are correct.  
(If NOT correct, you must update your committee with UGS first before completing this form. To update your committee, please submit a completed revised dissertation committee to UGS.

Dissertation Committee

4 rows

Name	Department	Committee Role
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

▼ 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

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