



University Graduate School

2025-2026

Graduate Program Director's Manual



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UGS Mission

The mission of the University Graduate School (UGS) is to advance graduate education as a critical component in the University's generation and transmission of new knowledge, research, ideas, and scholarship that contributes to the resolution of complex national and global problems. The Graduate School is committed to providing a rich learning environment that attracts and retains exceptional graduate students to work closely with outstanding faculty towards advancing knowledge, scholarship and innovation. The Graduate School leads and supports the University's graduate programs and ensures adherence to quality standards and graduate policies. The UGS strives to create a learning environment that will ensure the development of graduate students to prepare them to be future scholars, scientists and leaders in their respective fields.

To fulfill its mission, the University Graduate School:

- Advocates for graduate education; Assumes responsibility for matters related to graduate education;
- Establishes, enforces and reviews graduate policies, procedures and educational best practices to provide ongoing quality assurance in graduate education and maintain the integrity of master's and doctoral programs;
- Partners with academic units and graduate students to enhance the effectiveness of graduate education;
- Works with academic units to enhance and enrich the interdisciplinary learning and research environments and the graduate culture at the University;
- Promotes the professional, scholarly and leadership development of all graduate students; and
- Provides essential administrative and support services to the University community.

GRADUATE PROGRAM DIRECTOR RESPONSIBILITIES

- Supervise and coordinate the administration and governance of studies within the graduate program.
- Serve as a point of contact for graduate students in the program. Orient and counsel graduate students with respect to program and degree requirements. Create/Update the graduate student manual and program website.
- Act as the liaison between the program, the Associate Dean for Graduate Studies in the College, and the University Graduate School.
- Enforce University graduate policies and processes of the University Graduate School, the College and graduate program.
- Ensure students are in compliance with the Student Conduct and Honor Code and engage in conflict resolution when needed.
- Act as the liaison between the program faculty, the College and the University Graduate School. Refer graduate education matters to the program faculty and its committees; inform the program faculty of graduate education related policies, best practices, and deadlines; forward recommendations, nominations, and other information from the faculty to the College and University Graduate School.

- Act as the liaison between the program and the Office of Admissions for matters related to admission and enrollment. Administer the admission application process to the program. Receive, arrange for review of, and monitor the progress of student admissions applications.
- Oversee the maintenance of graduate student records such as any departmental internal evaluations, departmental requirements, transfer of credits with the Office of the Registrar, as well as milestones forms related to the progress of dissertation/thesis with the University Graduate School (i.e., annual student evaluation process).
- Provide reports on the program and data to the College, Office of Academic Planning and Accountability, and University Graduate School as needed. Oversee preparation of program specific reporting and documentation for SASCOC and any program specific accreditations. Assist the Chair of the Department and Dean's Office with graduate program review and Doctoral Annual Program Summary report.

The above are the basic responsibilities for Graduate Programs Directors that meet the expectations of the University Graduate School. We encourage each program to add other aspects that may be program-specific and describe them in its bylaws. Other responsibilities may include the development and implementation of successful marketing and recruitment strategies; allocation of assistantships; identification of opportunities for program innovation and enhancement; creation of an advisory board to obtain feedback on program quality and employment/internship opportunities; development of proposals and organization of colloquium series; creation and maintenance of an alumni directory.

UGS POLICIES AND PROCEDURES

Change of Degree Program

A fully admitted, enrolled graduate student (in a degree-granting program) may apply to change graduate degree programs without paying an additional application fee. A "Change of Graduate Degree Program" form and procedures are available in the University Graduate School website at <http://gradschool.fiu.edu/students/#studentforms>. **Final approval of a change of graduate degree program is granted by the Dean of the University Graduate School.**

Attendance and Enrollment Policies

Individual faculty may establish attendance criteria in classes where they deem it necessary. Academic units may establish their own attendance policies with the approval of the Provost. Lapses in enrollment for three consecutive semesters (including summer) require that the student apply for readmission subject to the admission procedures, criteria, and policies in effect at the time the reapplication is made. Doctoral students who have advanced to candidacy and master's students with an M-2 on file are required to be continuously enrolled in 3 dissertation or 1 thesis credit(s), respectively.

Continuous Enrollment audits will be conducted at the beginning of each semester. Graduate students in violation of the Continuous Enrollment Policy will be discontinued from their programs.

Full-Time Graduate Student Status

Full-time status requires that students be enrolled for a minimum of 9 credit hours during the fall and spring semesters and 6 credits during the summer. Doctoral students who have reached candidacy, and have completed all requirements except for the dissertation, and have an approved dissertation proposal on file with the University Graduate School, are considered full-time when registered for at least three dissertation credits per term. Master's students who have completed their coursework, have an approved proposal and have completed all requirements except for the thesis are considered to be full-time when registered for 1 thesis credit per term. For more information, please refer to the policy Graduate Active and Full-Time Status # 380.0441 policy, <https://policies.fiu.edu/files/759.pdf>.

Good Academic Standing

Graduate students are required by the University to maintain a cumulative grade point average (GPA) of 3.0 or higher. More stringent grade expectations may be required by individual programs, however they must be published in the University Graduate Catalog.

Students whose cumulative GPA falls below 3.0 are placed on academic warning. If the student's cumulative GPA remains below 3.0 in the following semester, he/she will be placed on academic probation. Students on academic probation who do not get a term GPA of at least 3.0 by the following semester will be dismissed from their programs. For more information, please refer to the policy Graduate Academic Standing, Academic Dismissal and Readmission # 380.044, <https://policies.fiu.edu/files/758.pdf>.

Continuous Enrollment Policy

Continuous enrollment at the University by doctoral candidates and thesis-bound master students is a university requirement. Master's Degree students must register for a minimum of 1 graduate thesis credit each semester. Doctoral candidates must register for a minimum of 3 dissertation credits each semester. For more information, please refer to the policy Continuous Enrollment Requirement for Dissertation and Thesis Students # 380.008, <https://policies.fiu.edu/files/783.pdf>.

Degree Completion Time Limits

All requirements at the doctoral level, including the successful defense of a dissertation, must be completed within nine years of first enrollment (this might also include coursework taken as a non-degree seeking student and/or courses from an incomplete graduate degree) in the doctoral program. Note: individual units may also have their own additional degree completion time limits.

For the M.F.A. degree, all requirements including the successful defense of a thesis must be completed within eight years of first enrollment in the master's program.

For all other master's and specialist degree programs all requirements, including the successful defense of a thesis, where required, must be completed within six years of first enrollment in the master's program.

For more information, please refer to the policy Time Limits for Graduate Degree Completion # 380.080, <https://policies.fiu.edu/files/111.pdf>.

Leave of Absence

Leave of Absence requests are submitted using the Electronic Petition for Exception to Graduate Requirements form. Leave of absence requests must be clearly justified and are approved on a case-by-case basis. Any student wishing to file a leave of absence must do so prior to the start of the semester in which they are seeking the leave. Please refer to the policy Leave of Absence from a Graduate Program # 380.048, <https://policies.fiu.edu/files/771.pdf>.

Dismissal

Each program has established conditions for determining satisfactory academic progress by its students. University policy requires that all graduate students maintain cumulative graduate GPA of at least a 3.0. Failure to do so for 3 consecutive semesters will result in dismissal from the program and from the university. For Ph.D. students, a third unsatisfactory annual evaluation for will result in dismissal. For more information, please refer to the policy Graduate Academic Standing, Academic Dismissal and Readmission # 380.044, <https://policies.fiu.edu/files/758.pdf>.

Readmission PhD/EdD/DBA

To apply for readmission, the student must complete a new online graduate application. Prior to completion of the readmission application, it is advisable for students to contact their program's academic advisor.

Please note that readmission of all doctoral students will require approval by the UGS. Please [click here](#) to read the procedures for doctoral readmissions on the UGS website.

Electronic Petition for Exception

The **Electronic Petition for Exception to Graduate Requirements** form is initiated by the academic unit through an online process. Please [click here](#) to see the E-Petition User Manual.

In summary:

- The e-petition must include a letter from the petitioner explicitly stating the request and why they are asking for an exemption, except in cases of waiver of admissions standards and late GA contracts.
- The academic unit must also provide justification and upload their memo of support for the petition.
- All e-petition forms must be reviewed and signed by the Program Director/Department Chair and Academic Dean prior to being routed to the UGS.

The status of any petition can be viewed by FIU staff/faculty via ImageNow. Please [click here](#) for quick instructions on how to check the status of an e-petition.

For further guidance, please contact UGS, attention Senior Director Karla Ortega, ortegak@fiu.edu.

Dissertation Milestones, Annual Evaluation PhD/EdD/DBA

University Graduate School Form Submission Calendar

The University Graduate School calendar establishes deadlines for the submission of required paperwork at each major step in the career of a graduate student. These deadlines are set in order to ensure that students who meet them will graduate as expected. The UGS calendar is found at the following web address:

<http://gradschool.fiu.edu/calendar-deadlines/>

Graduate Program Director's info within FIU's Panther Soft

Please be advised that the names of the Graduate program directors that populates in the online dissertation milestones configuration comes directly from the Graduate Program Director's table within Panther Soft.

The Graduate Program Director's table is maintained by Admissions Systems Support team. To update the graduate program directors' information, please make sure to complete the [Program Update Form](#). For questions about this form, contact Admissions Systems Support at ES-systems-and-datasupport@fiu.edu. It is important to update the information to ensure that the correct GPD info populates on the students' online dissertation milestones.

Training Guides

Quick instructions and training manuals for students and graduate faculty are located at <https://gradschool.fiu.edu/online-dissertation-milestones/> and <https://gradschool.fiu.edu/students/doctoral-annual-student-evaluation/>.

View Access

Annual evaluations and dissertation milestones view access is readily available via Campus Solutions as follows:

Campus Solutions navigation: Campus Solutions>FIU Custom>Campus Community>View Dissertation Forms
Campus Solutions>FIU Custom>Campus Community>Annual PhD/EdD Student Eval.

Monitoring

To ensure that all milestones and annual evaluations are moved along smoothly, do make sure to use the queries provided by the University Graduate School. These queries are intended for the tracking and monitoring of submitted dissertation milestones and annual evaluations. If you do not have these queries, please reach out to Senior Director Karla Ortega at ortegak@fiu.edu.

Doctoral Milestones

Graduate students must be in good academic standing and enrolled in the term in which any of their dissertation or thesis forms are submitted to the UGS.

Appointment of Dissertation Committee

Committees are required to have 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, and the fourth may be from the academic department offering the degree, from another department at FIU, or from outside the institution who has been reviewed and approved by the academic department, the School/College Dean and the University Graduate School. Additionally, the major professor must be an expert in the subject of the dissertation (See the UGS webpage to check graduate and dissertation faculty at: <http://gradschool.fiu.edu/faculty-staff-grad-das-faculty.shtml>).

Graduate program directors are responsible to check that the committee composition meets these requirements as well as any additional requirements of the program. Selection of a committee member from outside FIU requires approval of the School/College Dean and UGS and the submission of that person's CV as well as the Commitment Form for Non-FIU Committee Members available at: <http://gradschool.fiu.edu/students/#studentforms>. Please note that if an individual is employed with FIU and would like to serve on a thesis or dissertation committee, they must hold graduate faculty status.

Program for Doctoral Degree and Application for Candidacy

Advancement to candidacy should occur after the student has completed all departmental candidacy exams (depending on the degree program, this may or may not include the Doctoral Dissertation Proposal) and coursework. Before submitting the candidacy form, all exams and courses must be completed, even if these courses are not part of the doctoral program of studies. **Students are not allowed to enroll for dissertation credit hours before achieving doctoral candidacy. Candidacy forms must be on file and approved by UGS by the first day of classes. The online milestone must be submitted to UGS by no later than one week before classes begin.**

Please refer to the university's policy Doctoral Candidacy and Candidacy Examination # 380.001, <https://policies.fiu.edu/files/114.pdf>. Passing the candidacy examination is requisite to continuing in the doctoral program. Students who fail the candidacy examination twice will be dismissed from the graduate program. Regarding the latter, please make sure to notify the UGS by reaching out to the UGS associate dean.

Doctoral Dissertation Proposal

The research proposal is a statement of the research objectives and must be submitted to the University Graduate School for approval after it is successfully defended before the student's committee. [For UGS submission only, the students will be asked to respond to specific questions related to their proposed research, as well as providing a timeline for the completion of the various stages of the research. Be advised that this format is for UGS submission only and does not replace any program-specific requirements.](#)

If IRB, IACUC, and/or IBC approval is needed, the approval memo bearing the student's name must be submitted along with the Doctoral Dissertation Proposal. Additionally, RCR Training Certification is required for all doctoral students filing the Doctoral Dissertation Proposal.

Preliminary Approval of Dissertation and Request for Oral Defense

Once the research and the writing phases of the dissertation are complete, the student, in conjunction with the major professor and the committee, should agree upon and select a date for the public defense. The calendar of dissertation defense deadlines is available on the UGS website at: <http://gradschool.fiu.edu/calendar-deadlines/>

All doctoral candidates must hold a public defense of their dissertation that must occur at the date and time announced. All defenses must be held no earlier than the first Friday of the semester and no later than the given deadline specified on our electronic thesis and dissertation deadlines page.

The student and the major professor must be present at a FIU location. All committee members must attend the defense either in-person or remotely.

The announcement is usually very similar or identical to the dissertation abstract. There is a space limit for the abstract and the announcement may need to be edited appropriately to fit within the allotted space. The announcement/abstract should briefly describe the research project and the results obtained. An announcement must be well written and conform to academic standards including English construction, spelling, and grammar. An announcement example can be found on the UGS website at:

<http://gradschool.fiu.edu/thesis-dissertation/>

The online Request for Oral Defense milestone must be submitted to the UGS by no later than three weeks prior to the proposed defense date. The request is due to the academic department as well as to the college dean earlier. To ensure a smooth review of the request, it is essential to ensure timeliness. Make sure to go over the calendar.

The online milestone submission will require a draft of the dissertation manuscript as well as the dissertation announcement. The draft must conform to the standards of presentation as described in the University Graduate School Manual for Electronic Theses and Dissertations.

As part of our institution's emphasis on research integrity, an iThenticate report is required as part of the Request for Oral Defense submission. The report must be provided by the major professor to the student. For quick instructions, please visit <https://research.fiu.edu/cyberinfrastructure/applications/ithenticate/#toggle-id-17>.

Once the UGS receives the online Request for Oral Defense, the manuscript will be reviewed for content as well as for formatting. The Dean will review for content and once approved, the student may defend. Notifications will be provided via the automated notification. It is important for student and academic advisors to keep track of this approval.

The UGS Senior ETD coordinator will review for formatting and will communicate with the student.

Final Electronic Thesis & Dissertation (ETD) Approval Form and final Manuscript

After successfully passing their thesis or dissertation defense, Master's Thesis or doctoral candidates must submit this form and the final ETD manuscript to complete their dissertation requirements. The form includes a review and acceptance section with signatures of student, major professor(s), committee members, Graduate Program Director or Department Chair, Dean of College or School, and Dean of University Graduate School. The Final ETD Approval form is submitted after a final copy of the dissertation is approved by the committee.

Deadlines for submission of this form to the UGS are available at: <http://gradschool.fiu.edu/calendar-deadlines/>. Enrollment of at least 3 dissertation credits or 1 Master's Thesis credit is required in the term that the student submits this form. Final ETD Approval form will not be processed without current enrollment. Further information regarding the UGS continuous enrollment policies is available at: <https://policies.fiu.edu/files/783.pdf>

Annual Student Evaluation and Mentoring Plan

To promote timely progress toward the degree and a culture of mentorship, the UGS has implemented the Annual Student Evaluation and Mentoring Plan form. To learn more, please [click here](#).

The Annual Student Evaluation and Mentoring Plan is required of all doctoral students on an annual basis until the successful completion of their program. The annual submission deadline is May 30. Students without an approved Student Evaluation and Mentoring Plan by the deadline will have an enrollment hold placed on their account for the following Fall semester. If the student does not have an approved dissertation committee on file with UGS, the graduate program director and designated advisor, if applicable, and the academic dean will evaluate and sign-off. For students with the approved dissertation committee form on file, the entire committee must approve the Annual Evaluation and Mentoring Plan.

Please note that those students who have an approved Preliminary Approval of Dissertation and Request for Oral Defense on file and are expected to graduate the spring semester prior to the May 30 deadline are exempted from submitting this form at UGS. Furthermore, students with 17 or less graduate credits by the end of the spring term are also exempted from filing the form.

Master's Forms

Appointment of Thesis Committee (Form M1)

Committees are required to have three members: the major professor and two other graduate faculty members who are members of the Graduate Faculty at FIU. The major professor must be an expert in the subject of the thesis. Committee selection should occur as early as possible, within the constraints of the programmatic requirements. The major professor and the committee members must have graduate faculty status. Please refer to the Master's Thesis and Committee # 380.049, <https://policies.fiu.edu/files/784.pdf>.

To see a list of approved graduate faculty, please check the UGS website, [click here](#).

Graduate program directors have the responsibility to check that the committee composition meets these requirements as well as any additional requirements of the program (e.g., fourth committee member or outside members). All signatures on the appointment of thesis committee form must be original and cannot be signed by proxy. Selection of a committee member from outside FIU requires approval of the UGS and the submission of that person's CV as well as the Commitment Form for Non-FIU Committee Members available at: <http://gradschool.fiu.edu/students/#studentforms>.

Please note that if an individual is employed with FIU and would like to serve on a thesis or dissertation committee, they must hold graduate faculty status.

Master's Thesis Proposal (Form M2)

The research proposal is a statement of the research objectives and must be submitted to the University Graduate School for approval after it has been successfully defended before the student's committee. [For UGS submission only, the students will be asked to respond to specific questions related to their proposed research, as well as](#)

[providing a timeline for the completion of the various stages of the research. Be advised that this format is for UGS submission only and does not replace any program-specific requirements.](#)

If IRB, IACUC, and/or IBC approval is needed, the approval memo bearing the student's name must be submitted along the thesis proposal, form M2. Additionally, RCR Training Certification is required for all graduate students filing their thesis proposal, Form M2.

Preliminary Approval of Thesis and Request for Oral Defense (Form M3)

Once the research and the writing phases of the thesis are complete, the student, in conjunction with the major professor and the committee, should agree upon and select a date for the public defense. The calendar of thesis defense deadlines is available on the UGS website: <http://gradschool.fiu.edu/calendar-deadlines/>.

All master's degree candidates must defend their thesis at a public defense that must occur at the date and time announced. All defenses must be held no earlier than the first Friday of the semester and no later than the given deadline specified on our electronic thesis and dissertation deadlines page. The student and the major professor must be present at a FIU location. All committee members must attend the defense either in-person or remotely.

The announcement is usually very similar or identical to the dissertation abstract. There is a space limit for the abstract and the announcement may need to be edited appropriately to fit within the allotted space. The announcement/abstract should briefly describe the research project and the results obtained. An announcement must be well written and conform to academic standards including English construction, spelling, and grammar. An announcement example can be found on the UGS website at: <http://gradschool.fiu.edu/thesis-dissertation/>.

A draft of the thesis manuscript and dissertation announcement are submitted to the UGS. Once approved by UGS, the student may defend.

The Request for Oral Defense milestone is submitted to the UGS by the student's college dean office by no later than three weeks prior to the proposed defense date. The request is due to the academic department as well as to the college dean earlier.

The thesis Request for Oral Defense submission will require a draft of the thesis manuscript as well as the thesis announcement. The draft must conform to the standards of presentation as described in the University Graduate School Manual for Electronic Theses and Dissertations.

As part of our institution's emphasis on research integrity an iThenticate report is required as part of the Request for Oral Defense submission. The report must be provided by the major professor to the student. For quick instructions, please visit <https://research.fiu.edu/cyberinfrastructure/applications/ithenticate/#toggle-id-17>

Once the UGS receives the online Request for Oral Defense, the manuscript will be reviewed for content as well as for formatting. The Dean will review for content and once approved, the student may defend. Notifications will be provided via FIU email. It is important for student and academic advisors to keep track of this approval.

The UGS Senior ETD coordinator will review for formatting and will communicate with the student.

Final Electronic Thesis & Dissertation (ETD) Approval Form

After successfully passing their thesis defense, master's thesis students must submit this form to complete their thesis requirements. The form includes a review and acceptance section with signatures of student, major professor(s), committee members, Graduate Program Director or Department Chair, Dean of College or School, and Dean of University Graduate School. The Final ETD Approval form is submitted after a final copy of the dissertation is approved by the committee. Deadlines for submission of this form to the UGS are available at: <http://gradschool.fiu.edu/calendar-deadlines/>.

Enrollment of at least 1 thesis credit hour is required in the term that the student submits this form. The Final ETD Approval form will not be processed without current enrollment. Further information regarding the UGS continuous enrollment policies is available at: <https://policies.fiu.edu/files/783.pdf>.

Canceling approved Thesis Forms at UGS

If a student is no longer completing a thesis and has an approved thesis committee and/or thesis proposal on file with UGS, please email a departmental memo with this confirmation to the UGS. If the student has "IP" (in progress) grades for any thesis credit (s), make sure to address how those will be graded and include the information on the departmental memo. Be advised that all credits must be graded prior to awarding the master's degree. Upon receipt of the departmental memo with the confirmation that the student is no longer completing a thesis, the UGS will close out any thesis and/or proposal records on file.

Electronic Theses & Dissertations (ETD)

Final Steps

After doctoral and master's thesis-bound students submit the Final ETD Approval form to UGS, they will upload a PDF file of their document to FIU's Digital Commons repository. Students can still print hardcopies for themselves and other stakeholders who require a hardcopy, but the printing and binding onus is on the student rather than the Graduate School.

Guidance and Support

The UGS ETD Senior Coordinator Brandie Course, bcourse@fiu.edu, holds ETD Workshops and one-on-one consultation sessions every semester, and students should be urged to utilize these services before and/or while writing their manuscripts. However, you can request a workshop from the ETD Senior Coordinator for your program, department, or school and mandate student participation. Also, an online ETD Guide was created with templates, videos, and detailed information to help students throughout the ETD process, <https://gradschool.fiu.edu/thesis-dissertation/>.

Keep in mind that students should use Microsoft Word to write their manuscripts, as the templates provided in the online ETD Guide are Word format. We also provide limited support for LaTeX. Every student is entitled to a free copy of Microsoft Office: <http://freeoffice.fiu.edu/>

Professors and committee members should guide the student in terms of content and style; however, the University Graduate School's formatting requirements may take precedence over other style guides in some instances. Thus, students should consult the online ETD Guide (linked above) and the ETD Preparation Manual. To see the ETD Preparation Manual, please [click here](#).

For questions about the ETD resources, process, format, or submission, please contact UGS ETD Senior Coordinator Brandie Course at bcourse@fiu.edu.

Graduation and Commencement Steps

Application for Graduation

Students apply for graduation on-line through their Panther Soft account. For questions regarding graduation applications, make sure to communicate with Graduation Office (within the Office of the Registrar). Regarding graduation certifications, please refer to page 42 on this GPD Manual.

PhD/EdD/DBA as well as thesis-bound masters students must be enrolled in dissertation credits or thesis credits (masters students) the semester in which they apply for graduation. All other graduate students can apply for graduation without enrollment.

Commencement Information

Commencement ceremonies are held each semester. Students and guests should check the Commencement website at <http://gradschool.fiu.edu/commencement/> to find commencement dates, times, and procedures. Each commencement ceremony lasts approximately two hours.

Doctoral Commencement (PhD/EdD/DBA)

To participate, the doctoral candidate must have applied for graduation and have a final dissertation on file with UGS by the specified deadline. Students will receive commencement information and will confirm their attendance through the electronic link provided by University Graduate School. The guest tickets are purchased from my.fiu.edu. Important: To participate in the commencement ceremonies, PhD, EdD, and DBA students must RSVP with the University Graduate School. All other professional doctorates such as DPT, DNP, DAT, and DDES students must RSVP with Enrollment Services.

For doctoral candidates who confirm attendance, UGS will reach to their major professors regarding their participation. If their major professors are unable to attend, they can designate another graduate faculty member to walk with the candidate during their ceremony.

Academic regalia are required for participation in the commencement ceremony. The regalia may be purchased at the bookstore. Please contact 305.348.2253, 305.348.3925, or pinesbks@fiu.edu for ordering deadlines. Regalia can no longer be rented for students.

Responsible Conduct of Research and Scholarship

Responsible Conduct of Research (RCR) Training Course and Exam

FIU graduate students who file thesis and dissertation proposals with the University Graduate School (UGS) must provide a training certificate documenting completion of an appropriate, discipline specific RCR training course exam.

Instructions regarding how to access the training course can be found on the Office of Research and Economic Development (ORED) webpage at: <http://research.fiu.edu/rcr/>.

Ethical Scholarship

FIU is committed to achieving the highest standards of integrity in scientific research and scholarship. UGS encourages each unit to educate their graduate students in recognizing, avoiding, and responding to the various types of ethical conflicts that they may encounter. Some of these include:

- ✓ *Plagiarism*—the unauthorized use or close imitation of the language and thoughts of another author and the representation that they are one's own original work.
- ✓ *Multiple Submission* - Submitting the same or substantially the same academic work (including oral presentations) for credit more than once. Multiple submissions shall not include situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.
- ✓ *Intellectual Cheating* - involves a deception (including any academic work or scholarship conducted in one's academic or professional career) for self-profit. Intellectual cheating may or may not appear to harm others but always advances the perpetrator unjustly.
- ✓ *Intentional Misconduct* - produces scientific results or scholarship with the objective of advancing one's own standing or career with or without economic gain. It is unethical and violates University Policy.

Research Integrity

This policy includes the conduct of research involving animals and human subjects but extends beyond these important areas. Ethical conduct of research also includes appropriate acknowledgment of contributions to scholarship and research through appropriate inclusion of collaborators on research papers and patents, careful citation of the research of others, and the honest and unbiased presentation of research results to the academic community and the public.

There are notable challenges in the conduct of research on university campuses throughout the United States today. These are the result of inadequate preparation of graduate students, and others involved in research and scholarship, to recognize the accepted standards of scientific and scholarly research, or the policies and regulations that govern such research in the U.S. The University Graduate School together with the FIU Office of Research and Economic Development will provide workshops and training to researchers and scholars in the FIU community related to Research Integrity.

Graduate students conducting research involving human subjects, animals, recombinant DNA (rDNA) or nucleic acid molecules, or one or more of the 15 agents or toxins listed in the USG Policy for Institutional Oversight of Life Sciences Dual Use Research Concern should visit FIU's Research web site: <https://research.fiu.edu/ored/ori/>

for information on Human Subjects Protection and applying for Institutional Review Board (IRB) approval; Animal Welfare Protection and applying for Institutional Animal Care and Use Committee (IACUC) approval; Biosafety Protection and applying for Institutional Biosafety Committee (IBC) approval; and Dual Use of Research Concern and applying for Institutional Review Entity (IRE) approval.

Research Misconduct

As defined by the [FIU Research Misconduct Policy](#) and Federal Regulations, research misconduct consists of **fabrication**, **falsification**, or **plagiarism** in proposing, performing, or reviewing research, or in reporting research results.

- **Fabrication** is making up data or results and recording or reporting them.
- **Falsification** is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- **Plagiarism** is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

The University Graduate School believes it is essential for the University, and the intellectual community at large that our graduate students be fully informed and know how to respond appropriately when they encounter what they perceive to be unethical or research misconduct.

FIU's Research Misconduct Policy and Procedure is described in Policy #2370.070

<https://policies.fiu.edu/files/733.pdf>

FIU's Ethical Panther Hotline provides an anonymous and confidential way for faculty, staff, and students to report allegations of research misconduct and other ethical concerns.

Assess the Ethical Panther Hotline: <https://compliance.fiu.edu/hotline>

Compliance Approval for Dissertation and Thesis Proposals

HUMANS

Compliance Approval and Student Memo needed (IRB)

If a dissertation or thesis involves human subjects (i.e., human participants or identifiable/coded human subject data), an IRB memo indicating the project has been approved is to be attached as part of the student's dissertation or thesis proposal submission.

The name of the student submitting the thesis or dissertation also needs to be on an IRB memo as part of the submission package. This can be on the original IRB memo or on an amendment to the approved IRB project indicating: that the student's proposal was included in the IRB protocol as part of a student project; or as part of a faculty research project, where the student researcher will be conducting a sub-study from a main faculty research project.

Submission to ORI of the student's 5-page proposal as part of the IRB protocol is to be done prior to submission to

UGS and before any work or research with human subjects has started.

Memos are to be submitted to UGS prior to expiration dates.

If a dissertation or thesis involves human participants or subjects, and it is unclear (e.g. oral history, certain types of interviews, *self as subject*) whether the student needs to have IRB approval, contact the Office of Research Integrity (ORI) ori@fiu.edu to discuss or [submit a Human Subject Research Determination Form](#). This is to be done prior to submission to UGS and before any work or research with human participants has started.

If the student has a compliance approval memo from an institution other than FIU, the student is to contact ORI (ori@fiu.edu) prior to submitting that memo with the proposal.

ANIMALS

Compliance Approval and Student Memo needed (IACUC)

If a dissertation or thesis involves animals (i.e., vertebrates and/or invertebrates, animal biospecimens/carcass), an FIU IACUC memo indicating the project has been approved is to be attached as part of the student's dissertation or thesis proposal submission.

The name of the student submitting the thesis or dissertation also needs to be on an IACUC memo as part of the submission package. This can be on the original IACUC memo or on an amendment to the approved IRB project: indicating that the student's proposal was included in the IACUC protocol as part of a student project; or as part of a faculty research project, where the student researcher will be conducting a sub-study from a main faculty research project.

Submission of the student's 5-page proposal as part of the IACUC protocol is to be done prior to submission to UGS and before any work or research with animals has started.

Memos are to be submitted to UGS prior to expiration dates.

If a dissertation or thesis involves animals or animal biospecimens/carcasses, and it is unclear (e.g. observational field study, fixed tissue) as to whether the student needs to have IACUC approval, contact the Office of Research Integrity (ORI) ori@fiu.edu. This is to be done prior to submission to UGS and before any work or research with animals or animal biospecimens/carcass has started.

If the student has a compliance approval memo from an institution other than FIU, the student is to contact ORI (ori@fiu.edu) prior to submitting that memo with the proposal.

BIOSAFETY

Compliance Approval and Student Memo needed (IBC)

If a dissertation or thesis involves Recombinant or Synthetic Nucleic Acid Molecules or cells, organisms, and viruses containing such molecules (i.e. CRISPR-cas9, plasmid, AAV, transgenic animal), an IBC memo indicating the project has been approved is to be attached as part of the student's dissertation or thesis proposal submission.

The name of the student submitting the thesis or dissertation also needs to be on an IBC memo as part of the

submission package. This can be on the original IBC memo or on an amendment to the approved IRB project: indicating that the student's proposal was included in the IACUC protocol as part of a student project; or as part of a faculty research project, where the student researcher will be conducting a sub-study from a main faculty research project.

Submission of the student's 5-page proposal as part of the IBC protocol is to be done prior to submission to UGS and before any work or research with Recombinant or Synthetic Nucleic Acid Molecules has started.

Memos are to be submitted to UGS prior to expiration dates.

If a dissertation or thesis involves:

- (i) molecules that a) are constructed by joining nucleic acid molecules and b) can replicate in a living cell, i.e., recombinant nucleic acids;
- (ii) nucleic acid molecules that are chemically or by other means synthesized or amplified, including those that are chemically or otherwise modified but can base pair with naturally occurring nucleic acid molecules, i.e., synthetic nucleic acids, or
- (iii) molecules that result from the replication of those described above

and it is unclear whether the student needs to have IBC approval, contact the Office of Research Integrity (ORI) ori@fiu.edu. This is to be done prior to submission to UGS and before any work or research with Recombinant or Synthetic Nucleic Acid Molecules has started.

If the student has a compliance approval memo from an institution other than FIU, the student is to contact ORI (ori@fiu.edu) prior to submitting that memo with the proposal.

Exchange Program Opportunity for PhD/EdD/ and LACC students

UM/FIU Exchange Program

FIU doctoral students (PhD/EdD/DBA) and master's students admitted to the LACC programs are given the possibility to complete up to six graduate credits at the University of Miami as members of an exchange program between FIU and the University of Miami. The program gives students a larger selection of courses to choose from and allows students at UM and FIU to take advantage of the educational and research opportunities at both institutions. *Students can choose from any course at the University of Miami provided the course is not already offered at FIU, is not a limited access course or a cost-plus course.*

FIU students participating in the program continue to pay FIU tuition/fees and UM fees for the courses they take at the University of Miami (i.e. they will only be assessed regular FIU tuition/fees and UM fees). For more information about the UM/FIU exchange program, please contact UGS Senior Director Karla Ortega at ortegak@fiu.edu. Interested students can find more information and the program application at <http://gradschool.fiu.edu/students/#studentforms>.

Student Conduct and Academic Integrity

Academic Grievance

Faculty and graduate students must contact the office of Student Conduct and Academic Integrity regarding academic grievances, <https://dasa.fiu.edu/all-departments/academic-grievances/index.html>

Academic Misconduct

Faculty and graduate students must contact the office of Student Conduct and Academic Integrity regarding academic misconducts, <https://dasa.fiu.edu/all-departments/student-conduct-and-academic-integrity/>

FIU-2501 Student Conduct and Honor Code

Graduate Students must adhere to the student conduct and honor code. Please refer to <https://regulations.fiu.edu/FIU-2501-2025-06-16.pdf>.

Graduate Faculty

Dissertation or Thesis Committees

To be eligible to serve on dissertation or thesis committees an individual must be a member of the Graduate Faculty. To chair a dissertation committee or thesis, an individual must be a member of the Graduate Faculty and employed by Florida International University. Members of the Graduate Faculty not employed by Florida International University may serve as co-chair of a thesis committee.

For more information regarding the GF, please refer to the policy Graduate Faculty # 380.0448, <https://policies.fiu.edu/files/766.pdf>.

Policy

Graduate Faculty Membership

Membership in the Graduate Faculty is a necessary qualification to be a member of a dissertation or thesis committee, including chair of a thesis or dissertation committee. All faculty who demonstrates continuing scholarship or creative activity are eligible for membership in the Graduate Faculty. Continuing scholarship and creative activity are evidenced and recognized through publications, presentations, performances, exhibits, awards and competitions. Other considerations include a continuing fulfillment of professional obligations through, for example, manuscript review, journal editorship, national advisory and review panels, and professional society leadership. An important consideration, when applicable, is the success of prior graduate students mentored by the faculty member.

Tenured and Tenured-Track Faculty

All tenured and tenure-track faculty in academic units with graduate degree programs are members of the Graduate Faculty by the nature of their faculty appointment. This includes serving as major professor. Reflecting the University's interest in encouraging interdisciplinary research and scholarship, Graduate Faculty members may serve in thesis or dissertation committees in any academic unit. Units are expected to set-up procedures to allow Graduate Faculty from other units to serve as major professors in their units. These procedures shall include approval from the Dean of the respective College.

Non-Tenure Accruing

Non-tenure accruing faculty members, including those in titles defined by FIU Regulations as equivalent to the traditional assistant professor/associate professor/professor series (research assistant professors, research associate professors, research professors) as well as instructors, courtesy, affiliate, and other faculty titles are eligible to become members of the Graduate Faculty of FIU, subject to the following minimum requirements:

- Graduate Faculty appointees must have the terminal degree appropriate to their academic field or discipline.

Once approved by the academic unit, nominations for membership in the Graduate Faculty are submitted by the respective college to the University Graduate School. Upon approval, Graduate Faculty membership is formalized in a letter from the Provost.

Individuals who do not have Academic Unit Affiliation or Faculty Title

Individuals whose primary appointment is at a FIU non-academic unit or FIU affiliated organization and do not have a faculty title must apply for Graduate Faculty membership to serve on a committee. In each case their

credentials will be evaluated by the department most closely aligned with their research. If their research is not closely aligned with any particular department, an ad hoc committee of tenured or tenure-earning Graduate Faculty may be appointed by the Dean of the University Graduate School to evaluate their eligibility. Graduate Faculty from FIU non-academic units or affiliated organization may not serve as the sole major professor for a thesis or dissertation, and thus a Graduate Faculty member from the academic unit of the dissertation must be at least a co-advisor for the thesis or dissertation. The faculty member co-advisor must be an active participant in the research of the student and must accept full responsibility for the student should the non-faculty co-advisor relinquish his/her/their responsibilities. The responsibilities of each co-advisor include helping the student to acquire the funds necessary to conduct the research.

Dissertation Committees and Dissertation Chair

- All Graduate Faculty are eligible to serve on dissertation committees.
- All Graduate Faculty are eligible to serve as chair of dissertation committees.

Term of Appointment

Appointment to Graduate Faculty does not expire as long as the individual retains his/her/their position as departmental faculty. Graduate Faculty status expires when a faculty member leaves or retires from the university. With the approval of the Graduate Program Director and/or Chair, retired faculty and faculty that leave the University may continue to serve as major professor and as committee members for those students for which the retired faculty member or a faculty member who left the university was an approved major advisor or member of the committee prior to retirement or leaving the university. Newly retired faculty must first comply with the requirements of the State retirement system before performing any services (whether paid or unpaid) under this policy.

The term of Graduate Faculty appointment for members whose primary appointment is at a FIU non-academic unit or FIU affiliated organization expires within five (5) years and requires application for renewal. The renewal process is identical to the process for approval of initial appointment as Graduate Faculty.

Faculty that are members of the Graduate Faculty and have retired may be retained on the Graduate Faculty for up to five (5) years, upon request by the Graduate Program Director and/or Chair, and Dean of the respective college. The University Graduate School recommends, but does not require, that these faculty members have adjunct or emeritus appointments. Extension of these terms may be requested to the University Graduate School.

Termination Guidelines

A. Retirement or Resignation

- A Graduate Faculty member may resign from the Graduate Faculty voluntarily by submitting a letter of resignation to the dean of the University Graduate School.
- A Graduate Faculty member who resigns from the university is automatically terminated from membership in the Graduate Faculty unless the unit asks that the faculty member continue for a specified period of time.

There is the expectation that Graduate Faculty will follow all university policies in their treatment and interactions with graduate students. Moreover, faculty are expected to adhere to the expectations of Graduate Faculty in their teaching and mentoring of students.

B. Revocation of Graduate Faculty Status

A member of the Graduate Faculty of FIU may have their Graduate Faculty status removed if they fail to meet any or all of the expectations outlined in Roles and Responsibilities under “Expectations of Graduate Faculty.” Revocation may occur for egregious acts or when a faculty member fails to fulfill the responsibilities of a member of the Graduate Faculty to supervise graduate student(s) effectively, in a civil, professionally appropriate manner, to do scholarly research and creative work or remain active in the practice of the profession, and to direct the research/professional development of graduate student(s) so that they progress toward graduation in a timely manner appropriate to the field. Revocation of Graduate Faculty status may be appealed to the Provost.

EMERITUS FACULTY

Emeritus faculty retain the Graduate Faculty membership they had upon Emeritus designation. However, Emeritus Faculty cannot engage in any activities as Graduate Faculty, whether paid or voluntary, until allowed to do so based on State regulations and FIU policy.

Expectations of Graduate Faculty

Graduate faculty are expected to engage and support students in research, teaching and training, professional development and to follow the highest ethical standards in their engagement with students:

Research

- To provide intellectual guidance and rigor in students’ educational programs;
- To provide students with current knowledge in disciplinary and interdisciplinary or cross-disciplinary research;
- To provide appropriate guidelines and timetables, and timely feedback to facilitate students’ degree completion.

Teaching/Training

- To evaluate student progress and performance in a timely, regular, and constructive fashion;
- To encourage and assist students in developing teaching and communication skills;
- To provide sound intellectual guidance on disciplinary research methods and historical knowledge bases of the discipline or profession;

Professional Development

- To encourage student participation in scholarly activities, including conference presentations, publications, professional networking, grant writing, etc.;
- To prepare students to enter the job market with requisite professional skills, with an appropriate range of professional contacts;
- To assist students, where appropriate, in joining collaborative projects in accordance with the accepted norms of the discipline;
- To provide Research Assistants (RAs) and Teaching Assistants (TAs) with meaningful professional experiences;
- To avoid assignment of any duty or activity that is outside the graduate student’s academic responsibility or harmful to timely completion of the degree.

Ethical Engagement

- To be fair, impartial, and professional in all dealings with graduate students in accordance with university policies governing nondiscrimination, harassment of all sorts, and normative standards of confidentiality;
- To create, in the classroom or the laboratory, an ethos of collegiality so that learning takes place within a community of scholars;
- To create an environment that openly discusses laboratory or departmental authorship policies and that prizes and acknowledges the individual contributions of all members of a research team in the publication or presentation of its research;
- To avoid all situations that could put them or their students in positions of any conflicts of interest.

Policy Procedure Statement

Graduate Faculty Membership

All tenured and tenure-track faculty shall receive a letter from the Provost acknowledging Graduate Faculty membership upon employment at FIU. GF membership will be terminated upon employment termination at FIU.

Non-tenure accruing faculty members interested in Graduate Faculty membership shall submit a request to the respective academic unit. The application process is completed online by accessing Panther180 at

<https://panther180.fiu.edu/>.

At the beginning of the fall and spring terms, the UGS will communicate with Department Chairs to request a list of faculty who are scheduled to submit their online GF applications and a list of faculty who will serve on the departmental evaluation committee.

Graduate Faculty Membership Retention

- Graduate Faculty membership may be revoked or placed on probation as a result of actions detrimental to students or has been grossly neglectful of or grossly inefficient in the performance of responsibilities as Graduate Faculty
- A review of Graduate Faculty designation will be initiated if the Dean of the University Graduate School receives a good faith complaint from a Graduate Program Director/College Dean or designee regarding actions or performance of Graduate Faculty in roles related to committee membership. The review of the complaints against Graduate Faculty will be considered by the GFEC. GFEC shall make a recommendation to the Dean of University Graduate School. The recommendation by the Dean of UGS may include: (1) mentoring training, (2) probation, or (3) revocation. Upon this recommendation, the Dean of University Graduate School shall make a decision, which may be appealed to the Provost.

Graduate Faculty Submission Process

As indicated in the Policy Procedure Statement above, the GF appointments applications are due every Fall and Spring terms as follows:

At the beginning of these terms, the UGS will reach out to the department chairs with the call for GF submission instructions and deadlines as follows.

1. *For tenured, tenure-earning faculty* – The Provost Office is responsible for updating the tenure status to the Human Resources database. Consequently, every term the University Graduate School will retrieve the information from the Human Resources database to update the Graduate Faculty list on the UGS website accordingly.

2. For non-tenure earning faculty/FIU administrator/FIU employee, the department chairs will be asked to provide to the University Graduate School, a list of the individuals who will be submitting GF applications via Panther 180. This list is required so the Panther 180 Support Team can open the GF application on Panther 180.

For updated information, please be sure to check the UGS website for this information at <https://gradschool.fiu.edu/facultystaff/>, under the section Graduate Faculty Resources.

Graduate Faculty Departing FIU

UGS depends on updates provided by the academic departments regarding faculty's departures or retirements. Ideally, faculty who leave or depart FIU should notify their students and their major professors prior to their departure to ensure timely revisions to dissertation committees. Be advised that at the academic department level, Department Chairs will know first whenever a faculty departs or retires from the university. As a best practice, graduate program directors must work closely with their Department Chairs on this matter. This will aid to ensure that students' dissertation committees are current and avoid any adverse impact to the students. Notification of changes in dissertation or thesis committees are completed by a Revised Dissertation or Thesis Committee form.

Academic departments/colleges must notify the UGS whenever faculty depart FIU and should no longer have GF ASAP. This will help greatly to keep dissertation and thesis committees as well as GF records updated in a timely manner. Upon notification, UGS will remove these faculty members from the list of GF faculty kept at the UGS website.

If no departmental/college notification is submitted to UGS, be advised that UGS will run a process every term to identify graduate faculty who have been terminated due to either retirement or resignation. Be advised that this process is dependent on the information kept at HR and will not identify faculty who depart FIU and were given a Courtesy appointment. The names of faculty who have departed or retired will be removed from the GF list on the UGS website.

For those faculty who depart FIU and have departmental permission to continue to serve on dissertation or thesis committees they should be nominated for a Courtesy appointment. Faculty under a Courtesy appointment will be able to access their students' dissertation milestones and annual evaluations housed within Panther Soft. GPD and/or Department Chairs should notify UGS of faculty who are granted a Courtesy Appointment, so we can update their information in the UGS website.

Please see:

- **Courtesy Faculty Appointment – Please refer to the policy Courtesy Appointments # 320.096. IT Access to Campus Solutions is processed by the Office of the Provost / Planning and Finance.**

For those faculty who depart FIU and will return as non-FIU members in dissertation or thesis committees, this is facilitated through a non-FIU Commitment Form which is submitted with a revised dissertation committee. The UGS will request a Person of Interest (POI) to HR and to FIU's IT. Once approved, the FIU's IT will provide the IT system access to the non-FIU members, so they can log into Panther Soft and access the dissertation milestones and annual evaluations.

- Dissertation or thesis committees' members who are outside the institution. Please refer to policies Doctoral Dissertation and Committee # 380.030 and Master's Thesis and Committee # 380.049

IT Access to Campus Solutions is processed through a POI entered by the UGS.

As a clarifying note, be advised that processing of a POI as well as IT access is dependent on FIU's HR and FIU's IT. Please allow time for processing. Once the POIs and IT access are approved, the UGS will provide login details directly to the non-FIU members. On the dissertation milestones, the non-FIU members will be associated to the student's academic department.

Funding Support: Department

UGS Funding for Enhancement of Research Colloquium/Seminars

Purpose

The University Graduate School (UGS) will provide small grants during the 2024-2025 AY to PhD-granting units to enhance their research colloquium/seminar series. The intended purpose of this support is to build intellectual community within academic programs and/or across the University and to enhance opportunities for the scholarly development and training of graduate (particularly doctoral) students. We also hope to facilitate the development of research and educational partnerships within the University.

These funds are intended expressly for 1) the support of a new colloquium/seminar series; 2) expansion of existing colloquium/seminars to include speakers chosen by students or in response to student input; 3) enhancement of existing colloquium/seminars specifically by increasing opportunities for graduate students to interact with visiting scholars 4) increasing the representation in the pool of invited speakers; 5) enhancing the training of graduate students in topics related to rigor and reproducibility and research integrity.

Eligibility

- **PhD-granting units at Florida International University.***
*Several Ph.D.-granting units within a College/School may submit a combined proposal.
- **Cost-Sharing Commitment from Department and College/School**
Since these funds are intended for enhancement of research colloquium/seminar series, there is an expectation that PhD-granting units have also committed resources to these activities. Greater cost sharing by the unit will generally result in a stronger application for enhancement funds. An optimal proposal would have a cost-sharing commitment from both the department and the college/school.

Amount of Support

It is anticipated that awards for a particular proposal would be in the form of matching funds to unit commitments (1/1 match) not to exceed \$3,000. Joint proposals, i.e., a proposal submitted in partnership with other units, may exceed \$3,000. These funds are not intended to be budget relieving, nor should they be expected to be available in subsequent academic years. Units should plan accordingly.

Deadlines

Proposals for the support of colloquium/seminar series should be emailed to UGS Associate Director Ashley Mendez at amendez@fiu.edu. The proposal deadline is July 12. It is expected that all Colloquium funds provided by UGS for 2024-2025 will be spent by June 1, 2025.

All proposed colloquium/seminar series must meet the following criteria:

- Benefit a significant number of graduate faculty and graduate students across the unit(s).
- Provide opportunities for graduate students to participate in the colloquium/seminar.
- Provide opportunities specifically orchestrated for graduate students (particularly doctoral students) to interact with outside speakers, e.g., escorting the speaker, special question and answer session, round-table discussion, etc.
- Equal representation of invited speakers

- At least one seminar needs to directly address a topic related to research integrity and/or rigor and reproducibility.
- Obtain written evaluations from graduate students regarding the opportunities provided for graduate students to interact with visiting scholars (failure to meet this evaluation requirement will make a program ineligible in subsequent funding cycles). Note: These funds cannot be used to defray the costs of an existing colloquium/seminar series but can be used to expand or enhance a current on-going colloquium/seminar series.

Proposals must include the following information (not to exceed 3 pages):

- Proposal cover sheet (attached)
- Brief objectives, justification and outline of the proposed enhancement.
 - Be sure to outline enhanced activities/opportunities for graduate students to interact with visiting scholars.
- PhD-granting unit(s) that will be the official sponsor(s) of the enhanced colloquium/seminar series.
- Additional units(s) that would benefit from the proposed enhancement, including PhD-granting units and active research groups/centers.
- Brief budget
 - Expenses (estimated honorarium, room costs, travel, etc.).
 - Specifics of cost-sharing commitment.
- Although UGS is not opposed to supporting program proposals that include social activities, be cognizant that E&G funds cannot be used to buy food or beverages.
- Brief plan to ensure that the colloquium will provide a diverse and inclusive group of speakers.
- At least one talk/presentation will be about research integrity and ethics.
- Provide the topic(s) that will be addressed and a list of potential speakers.

Disbursement of Funds

UGS will disburse funds to a department account upon approval of program proposal. (Programs will not be required to submit invoices to UGS for payment.)

Reporting of Graduate Student Benefits, Deadline (July 12)

If colloquium funds were provided in the previous year, then along with the proposal submit a 1-2 page(s) report of Graduate Student Benefits to UGS that includes the following:

- Estimates of numbers of faculty, graduate students and others who attended.
- Summary of graduate student evaluations of their opportunities to interact with the visiting scholars.
- Unit's response to graduate student evaluations.
- A list of visiting scholars, including titles and affiliations, and the title of their presentation.
- Summary of expenses and cost-sharing

Funding Support: Students

Graduate Assistantships

Many graduate programs provide graduate assistantships (GAs) to support their graduate students. The assistantships provide full or partial tuition support, a stipend and health insurance, if eligible. The assistantships fall into three categories:

Graduate Research Assistant (GRA) A GRA will perform duties related to research that support his/her academic program and the academic endeavor of the Supervisor and benefit FIU. Such duties include, but are not limited to field work, documentation, experimentation, interviews, work under a grant or contract, research on thesis/dissertation and other papers, and other activities as assigned. For some positions assigned to this class, special qualifications/training may be added to the minimum qualifications as determined by the Supervisor.

Graduate Teaching Assistant (GTA) A GTA will perform duties related to assisting a faculty member with a teaching assignment and research that support his/her academic program and the academic endeavors of the Supervisor and benefiting FIU. Such duties include but are not limited to preparing lectures, grading assignments, researching class topics, substituting for the Faculty of Record, and work (research) on thesis/dissertation and other papers, and other activities as assigned.

General Graduate Assistant (GGA) A GGA will perform duties related to the academic program which has hired him/her, benefiting FIU and in furtherance of the GGA's academic program but in which teaching, or research is not a primary responsibility. A GGA will be under the direct supervision and control of the supervisor assigned when hired.

The current maximum stipend level of assistantships is \$38,500.

Normally, Graduate Assistants (GAs) are on 20-hour weekly contracts and are allowed to work up to a maximum of nine additional hours per week (this applies to only domestic students, international students are able to work the additional 9 hours only in the summer semester). The request for additional work hours require the approval of the respective major professor, Graduate Program Director, and the Dean's Office.

In considering approval, programs should ensure that the additional hours of work are beneficial to the student's professional development and do not impede the student's progression to timely completion of their degree. If at any time Graduate Assistants working additional hours fail to progress satisfactorily toward degree completion, permission to engage in additional hours of work will be terminated and the Graduate Assistantship may be terminated. UGS will make the final determination on satisfactory progress toward degree in such instances.

Eligibility: Student must be fully admitted to a master's or doctoral degree program. Conditionally admitted students, who have not yet met the terms of their admission, are not eligible.

Conditions and Requirements:

- GAs CANNOT accept employment outside of FIU.
- GAs MUST maintain full-time enrollment (9 graduate credits in the Fall and Spring and 6 graduate credits in the Summer). Note: If the doctoral student has advanced to candidacy, full time enrollment is considered 3 dissertation credits. Thus, the tuition waiver of doctoral candidates will cover three dissertation credits.
- GAs MUST maintain satisfactory academic and work performance.

GA Benefits: Students on a full graduate assistantship, i.e., 0.5 FTE/20 hours per week contract, receive a stipend from the department, a tuition waiver and university subsidized health insurance. The below summary chart provides detailed information on these benefits. Note that GAs with a less than 0.5 FTE do NOT receive a tuition waiver or health insurance but will provide non-resident students, a non-resident tuition waiver posted to their account which waives the out-of-state portion of the tuition.

Graduate assistant info is found at <https://gradschool.fiu.edu/students/funding/assistantships/>



2025-2026 Graduate Assistantship Program Summary Chart	
GA Eligibility	
Admission Status	Must be fully admitted to a master's or doctoral degree program. Conditionally admitted students, who have not yet met the terms of their admission, are <u>not</u> eligible.
Enrollment	Must be enrolled for a minimum of 9 credits for each Fall and Spring semester, and 6 credits for Summer semester (with an approved candidacy with UGS, enrollment is only 3 dissertation credits)
Academic Standing	Must maintain a cumulative 3.0 GPA in graduate program
GA Benefits based on .5 FTE Contract (20 hours per week)	
Tuition Waiver	Tuition waiver per credit is \$379.95. Covers 9 graduate credits for each Fall and Spring Semester; 6 credits for Summer. If advanced to candidacy, it covers 3 dissertation credits.
Tuition Waiver Total Amount for Graduate Enrollment	9 credits = \$3419.55 6 credits = \$2279.70 3 credits = \$1139.85 1 credit (thesis-bound who have completed coursework and an approved proposal) = \$379.95
Health Insurance Plan	83% of premium paid by UGS
Amount GA Pays Each Semester	
Per Credit Tuition Fees	\$75.69 per credit
Per Semester Fees (Health, Athletics, and Parking)	\$198.99 for Fall \$198.99 for Spring \$192.58 for Summer
Photo ID	\$10 each year in Fall semester or first term of enrollment
Orientation Fee for new Students only	\$35.00
Lab, Online and Special Course Fees	Some classes have associated fees which are in addition to the regular tuition and, therefore, are not covered by the waiver.
Total for Students to pay based on above per credit fees and per semester fees; does NOT include tuition plus, lab, or online fees	
Fall Payment = \$890.20* (9 credits x \$75.69 plus \$198.99 semester fees and \$10 Photo fee)	
Fall Payment for Doctoral candidate = \$436.06	With an approved candidacy with UGS, then they must register for 3 dissertation credits only.
Spring Payment = \$880.20** (9 credits x \$75.69 plus \$198.99 semester fees)	
Spring Payment for Doctoral candidate = \$426.06**	With an approved candidacy with UGS, then they must register for 3 dissertation credits only.
Summer Payment = \$646.72 (6 credits x \$75.69 plus \$192.58 semester fees)	
Summer Payment for Doctoral candidate = \$419.65	With an approved candidacy with UGS, then they must register for 3 dissertation credits only.
*add \$35 orientation fee if first term of enrollment; **add \$10 photo fee and \$35 orientation fee if first term of enrollment	
Health Insurance Deductions	
GA's portion of the insurance premium will be deducted from their paycheck	
Annual premium total = \$591.75	
Fall only premium total = \$196.00 (deducted over 6 pay periods; \$32.66 each check)	
Spring only premium total = \$204.25 (deducted over 6 pay periods; \$34.04 each check)	
Summer only premium total = \$191.50 (deducted over 6 pay periods; \$31.92 each check)	

Health Insurance is mandatory, but students can opt out of the University plan if currently enrolled in an equivalent insurance plan. **The deadline to opt out is Monday, September 15th, 2025.** Students must complete the Graduate Assistant insurance waiver form on <https://fiu.mycare26.com/waiver>. For additional information on the health insurance plan, please refer to the AHP website, <https://fiu.myahpcare.com/>.

TA Credentialing for Teaching Assistants (primary instructors)

TA credentialing is mandated by SACS. Please review the credentialing guidelines at [click here](#).

The credentialing of Teaching Assistants as primary instructors is done electronically in Panther Soft. Departments hiring a Teaching Assistant must submit the electronic credentialing form before the Teaching Assistant is assigned to the course (s). To access the Electronic Credentialing Request Form's User Manual, please [click here](#). Please note that before the Office of Class Management can add the Teaching Assistant to the course, the final electronic credentialing form must be submitted and approved by UGS.

Simple instructions to access the online credentialing form are as follows:

1. Log in to Campus Solutions
2. Main Menu,
3. FIU Custom,
4. Student Records,
5. Use,
6. Credentialing Process,
7. Credentialing Form

University Fellowships

Presidential: The Presidential Fellowship is utilized for the recruitment of outstanding Ph.D.-track students to graduate programs at FIU. Each fellowship provides a four-year award package to the fellow, which includes two years of stipend support from the Graduate School and two additional years of funding support from the graduate program. The Presidential Fellowship, also provides a tuition waiver and health insurance. A recipient of a Presidential Fellowship receives a stipend of \$34,155 per twelve months for four years, provided that the student makes excellent progress in his/her degree program. The UGS will provide a tuition fee waiver for up to 12 credits per semester (excluding per credit and per semester fees) and health insurance at 100% for all four years of the fellowship.

Veteran's Fellowship: The Veteran's Fellowship provides support to incoming student veterans to pursue their doctoral education at Florida International University. The UGS awards the Veteran's Fellowship once a year in the Fall semester. The Fellowship includes four years of support with a \$27,324 annual stipend plus a tuition waiver and individual health insurance provided that the student veteran does not have leftover tuition funds on the GI Bill. If the student veteran has tuition funds on the GI Bill and health insurance is covered by the Armed forces, UGS will cover the stipend.

FIU Undergraduate to Graduate Program: The FIU Undergraduate to Graduate Program (UtGP) will facilitate the recruitment of outstanding FIU undergraduate students who are committed to a specific FIU PhD program by providing support for a research experience with an FIU faculty member during the student's undergraduate junior or senior year. Once selected, juniors can have the experience in the spring or summer of the junior year.

Seniors can have the experience in the spring or summer of their senior year. Students accepted into the program will be provided a one-term stipend of \$500 and up to \$1,000 for research expenses (e.g., traveling to conferences, research supplies, etc.), as well as the opportunity to participate in professional development workshops and preparation for graduate school and external fellowship applications. Once the student enters the PhD program, the student will have an UtGP stipend and tuition for four years. UGS will provide the tuition waiver, and UGS will share the cost of the stipend with the major professor or the College. UGS will also provide the student up to \$200 annually, for up to four years, that can be used to support travel to scientific conferences.

DEA/Doctoral Evidence Acquisition: The Doctoral Evidence Acquisition (DEA) Fellowship is specifically intended to support doctoral students who have no financial support for evidence acquisition activities or those students for whom their current means of financial support would significantly interfere with or preclude their ability to collect the evidence needed for their doctoral research. The University Graduate School (UGS) awards the DEA once every semester. **A DEA Fellow is awarded a stipend to enable evidence acquisition that otherwise would not be possible.** Evidence acquisition activities that might be supported by the DEA Fellowship include, but are not limited to, off-campus library/archive research, field work, experiments, interviews, collection of specimens, etc. DEA Fellowships provide a stipend of \$9,449.55 for one term. This stipend value may be supplemented to match existing GA rates in the student's department. The DEA Fellowship will also provide health insurance to the student at 100%. After a student has advanced to candidacy, he/she is considered to be full-time if enrolled for a minimum of three semester hours of dissertation credit per semester (this applies to both domestic and international students). Therefore, fellowship recipients must enroll in, and the UGS will provide a tuition waiver for three dissertation credit hours per term. Any additional credits beyond the three that are required will be the financial responsibility of the student. A DEA Fellow is not allowed to go on internships or GAships while receiving the DEA funding. Students must be endorsed by the GPD at the review stage to qualify for this fellowship.

DF/Dissertation Fellowship: Dissertation Fellowships (DFs) provide support to highly qualified FIU doctoral students during the writing phase of their dissertation. It is intended to facilitate the timely completion of high-quality manuscripts and dissertations. Students who are conducting outstanding research in their discipline and have established a notable record of publication during their doctoral studies (in comparison to others in their discipline) are favored in the application process. Dissertation Fellows are expected to graduate within 1 year after receiving the award. The University Graduate School (UGS) awards the DF once every semester. DFs provide a stipend of \$18,899.10 for up to two semesters, or \$9,449.55 per semester. This stipend value may be supplement to match existing GA rates in the student's department. The DF will also provide health insurance to the student at 100% After a student has advanced to candidacy, he/she is considered to be full-time if enrolled for a minimum of three semester hours of dissertation credit per semester (this applies to both domestic and international students). Therefore, fellowship recipients must enroll in, and the UGS will provide a tuition waiver for three dissertation credit hours per semester up to two semesters. If any additional dissertation credits beyond the three are required in the final semester of the DF and the student is expected to graduate in such term, then UGS will provide a tuition waiver for those additional credits upon submission of an e-petition. If the student does not graduate while on a Dissertation Fellowship, then any additional credits will be the financial responsibility of the student. DF Fellows are not allowed to go on internships or GAships during the two semesters while receiving the DF funding. DF Fellows are expected to graduate within one year of DF receipt. Students must be endorsed by the GPD at the review stage to qualify for this fellowship.

Provost Degree Completion Tuition Fellowships: The Provost Degree Completion Tuition Fellowship is intended to facilitate degree completion for Ph.D. students whose Graduate Assistantships (GAs) or UGS Fellowships or other funding have expired and who are nearing the completion of their degree and are facing extenuating financial circumstances that will prevent them from being continuously enrolled in their Ph.D. program. The fellowship includes a tuition waiver only for up to two semesters. A recipient's failure to graduate within the two semesters will result in the department losing one GA line the following year. Students must be

nominated by the college's Associate Dean for Graduate Education. Dissertation Fellowship recipients are not eligible for the Provost Degree Completion Tuition Fellowship.

Provost Employer Supported Tuition Fellowships: The Provost Employer Supported Tuition Fellowship will be provided to Ph.D. students for whom the employer either pays the assistantship or allocates time for their employee to pursue the degree. This fellowship is awarded for as long as the student is employed and receiving support from the employer. The fellowship includes a tuition waiver only. Students who are on an internship, graduate assistantship, or are self-employed do not qualify for this fellowship. Students must be nominated by the college's Associate Dean for Graduate Education.

Additional Student Funding Opportunities

GEM Fellowship: Funded by the National GEM Consortium. Provides graduate fellowships to M.S. and Ph.D. students, coupled with paid summer internships. UGS will support employer-sponsored applicants with a full tuition waiver and health insurance at 100% for the duration of their GEM award (typically 2 semesters of funding for Ph.D. students and four semesters of funding for M.S. students). The student's department must commit to funding them up to fifth year of their Ph.D. or up to the second year of their Master's degree in order for the student to be approved as a GEM Fellow and receive UGS supplemental support. UGS will reach out to the GPD to discuss any GEM applicants in their program and confirm funding support before making any offers to the student. For additional information, please visit www.gemfellowship.org.

Scholarships offered through the FIU Office of Scholarships (formerly University-Wide Scholarships): graduate-level scholarships are published on an annual basis for the following academic year. To view these, please [click here](#).

For updated information on graduate funding, please visit our website or [click here](#).

UGS Publishing Fund

This fund provides up to \$2500 to cover the following publishing costs for graduate students whose research papers have been accepted by peer-reviewed and reputable academic journals:

1. Open access article processing charges (APCs)
2. Excess page or image charges

The student must be the first author on an accepted (but not yet published) high quality publication which lists FIU as the primary institutional affiliation. Applications open at the beginning of each fiscal year and funds are awarded until exhausted. For more information, reach out to Leslie Machin at lmachin@fiu.edu.

Fulbright

Though the University Graduate School (UGS) is not responsible for granting Fulbright awards, UGS will provide a tuition waiver (excluding per credit and per semester fees) and health insurance at 100% to all incoming Fulbright

students. To maintain the award, Fulbright students are required to enroll in full-time credits and provide UGS with an up-to-date Terms of Appointment (TOA) document issued by their Fulbright sponsoring agency. The tuition waiver does not cover fully online courses, self-supported course or market-rate courses. This award is renewable as long as the student continues to be funded by Fulbright. Typically UGS obtains a list of known Fulbright applicants from Graduate Admissions, but if you/your department are in communication with a Fulbright sponsoring agency regarding a prospective student, we ask that you keep UGS in the loop by including Dr. Sophie Loureiro (sbragade@fiu.edu) in email communication. Once the admitted Fulbright student provides UGS with their TOA document, they will be added to our tuition waiver and insurance lists

External Grants and Fellowships

The University Graduate School encourages FIU graduate students apply to external funding to enhance their career development and professional advancement. UGS Office of Training and Fellowships helps students search for competitive national fellowships that match their interests and qualifications and provides support and mentorship through the application process. For more information, please visit:

<http://gradschool.fiu.edu/students/funding/external-funding/>

External fellowships can be combined with graduate assistantships/internships with prior approval from the faculty advisor, GDP and Dean up to a maximum of 29 hours a week and if permitted by the funder. For external fellowships of \$15,000 and above, UGS will supplement to the basic GA level of the respective program, provide tuition waiver and health insurance. External fellowship awards below \$15,000 are not eligible for UGS supplement but can be added on top of existing graduate assistantships the student has, not to exceed a combined maximum limit of \$38,500 and the external source of fellowship cannot be the same external source that is already covering the graduate assistantship.

Graduate students applying to external fellowships are required to fill out External Fellowship Information Form at https://fiu.qualtrics.com/jfe/form/SV_ey6r8fC2bukU3uS

UGS Supported Graduate Student Professional Development Initiatives

University Graduate School offers a suite of programs and individual events that are aimed at enhancing graduate student training and experience outside the classroom. It focuses both on transferable skills and on an essential toolkit for succeeding in diverse careers after graduation. For more information, please visit:

<https://gradschool.fiu.edu/professional-development/>

Career Pathways focused programs assist graduate students in developing core competencies that can be applied to various career pathways during their graduate and post graduate careers. These include various skill building workshops facilitated by UGS, A2i (Accelerate to Industry) program, Beyond Professoriate and Beyond Grad Platforms, and Alumni Colloquia.

Research Communication programs are open to all FIU graduate students, regardless of the intended post-graduate career track that aim at strengthening and enhancing academic writing, oral communication, and grant proposals. Signature programs include 3 Minute Thesis (3MT) competition, UGS Writing Fellows Program, Dissertation Bootcamp and Writing Mentoring Program (facilitated by the Center for Excellence in Writing), and fellowships and grants application support and programming.

Campus Involvement Opportunities for Graduate Students

Graduate Advisory Board (GAB)

The GAB, established spring 2009, is charged with conveying graduate student needs - personal, professional and academic - programming ideas and policy concerns to the UGS. The structure for the GAB includes student representation from the Graduate and Professional Student Committee and diverse academic disciplines. For more information on the GAB or to recommend a student for the GAB, please contact Dr. Sophie Loureiro in the University Graduate School: sbragade@fiu.edu or 305-348-2604.

Graduate & Professional Student Committee

The Graduate & Professional Student Committee (GPSC) helps facilitate and enhance the overall graduate student experience, by advancing the University's academic goals and promoting quality presentations and research efforts.

The GPSC also works in conjunction with other Graduate Student Organizations and departments in order to present educational workshops on many topics including thesis/dissertation, as well as coordinating symposiums and scholarly forums. The GPSC is represented at the MM and BB campuses.

The GPSC has funds available to offset costs for graduate students for conference, professional and research purposes. For more information about GPSC, please go to: <http://gpsc.fiu.edu> or email gpsc@fiu.edu

Enrollment Services at FIU

OneStop Enrollment services (works directly with Students)

What is the OneStop?

The Enrollment & Management Services OneStop provides quality customer support for students' questions in the offices of Admissions, Registrar, and Financial Aid. OneStop Generalists are skilled to assist students with processes that cannot be completed independently while providing guidance and support with an eye toward efficiency and self-efficacy.

The OneStop team is located at BBC and MMC. Both campuses assist students with general inquiries as well as problem solve and support students through unusual process and procedural issues. Generalists help to resolve issues with various offices within the Enrollment Management and Services department as well as other departments that impact the student enrollment process.

Student Frequently Asked Inquiries handled by the OneStop Team

- Student disputes charges after add/drop date
- Student has Fin Aid Disbursement Hold
- Student wants to waive the out of state fee (Non-Resident waiver)
- Student is requesting for Admission deposit to be waived (Admission waiver)

- Student has a No refund hold with outstanding Financial Aid
- Student has a past due hold on account (PDH) and has FIN AID to cover the amount due and Student needs to register for a class
- Student wants to become a resident of Florida for tuition purposes
- Student has paid duplicate/twice for admission deposit payment

The OneStop website can be found at: <https://onestop.fiu.edu/>.

OneStop In-Person Visits (MMC / BBC)

Electronic Line Management for in person visits to OneStop.

Students do not wait in line for OneStop. They can check in using their smart phone or using a kiosk in the SASC building.

MYFIU Document Upload

Students do not have to wait in line for OneStop to drop off forms. They can upload their documents directly to their PantherSoft portal. Students will receive confirmation as soon as the form is received and another once the request is processed.

Important Deadlines for Students

These deadlines can be found at: <https://onestop.fiu.edu/academic-calendar/>.

Registration

Special Students / Non-degree seeking students – ONLINE APPLICATIONS ONLY. Students will need to submit Immunization requirements, Residency documents, and department signatures for courses requiring pre-requisites. Registration must be done by appropriate deadline to avoid the \$100 Late Registration fee. Please see information at: <https://onestop.fiu.edu/admissions/submit-applications/non-degree-student/>.

Residency Initial Classification –

New students who are Florida residents and believe they qualify for the in-state tuition rate may submit the Florida Residency Declaration for Tuition Purposes Form with appropriate documentation. More information on Florida residency for tuition purposes can be found at: <https://onestop.fiu.edu/student-records-myfiu/personal-records/declare-residency/>.

Residency Re-Classification

Continuing students who are classified as non-Florida residents for tuition purposes and who believe they have established sufficient ties to be reclassified as Florida residents may submit a Residency Reclassification Form with appropriate documentation. More information on the reclassification process can be found at:

<https://onestop.fiu.edu/student-records-myfiu/personal-records/declare-residency/>.

Class overrides during the Add/Drop period – Student requests for overrides into closed classes, classes for which the student does not meet the approved enrollment prerequisites, or classes which require department or instructor consent may be handled by the academic unit through the Class Permissions page in MyFIU Campus Solutions. Please contact your department scheduler for additional guidance.

Add Course after the Add/Drop period– Students must submit the request using the Late Add Request Form. More information can be found at: <https://onestop.fiu.edu/forms-and-policies/all-forms/#Registration>.

Late Drop after Add/Drop Period - The petition process provides students with a method to request a removal of grade and course or replacement of grade with a DR grade due to documented extenuating circumstances. More information can be found at: <https://onestop.fiu.edu/registration/appeals/student-petition/index.html>

Financial Aid

Financial Aid information can be found at: <https://onestop.fiu.edu/finances/>.

Office of the Registrar (works directly with academic departments/colleges)

The Office of the Registrar typically works directly with the academic units. Please see below.

Student Frequently Asked Inquiries handled by the Office of the Registrar staff:

- Processing of graduate transfer credits – Procedure:

Internal: For internal (courses completed at FIU) transfer of graduate coursework, a Graduate Course Inclusion Form is to be submitted for processing. Submission instructions are located at the bottom of the form. Graduate Course Inclusion Form: <https://onestop.fiu.edu/assets/forms/grad-course-inclusion-form.pdf>

External: For external (courses completed at FIU prior to the start of your graduate program, a department memo with the detailed request is submitted to the Office of the Registrar for processing. The academic unit must ensure that the University does have an official PDF/ hardcopy transcript on file (ImageNow). The department can upload the request on behalf of the student or email the request to Henry K. Cheng, hkcheng@fiu.edu.

Submission Instructions:

1. Login to your my.fiu.edu account
2. Click on the Student Tools tile
3. Click on the Document Upload tile

4. Select REGISTRATION, GRADUATE TRANSFER CREDITS from the drop-down menus
5. Attach form and any supporting documentation
6. Submit

University's Graduate Transfer Credit Policy: <https://policies.fiu.edu/files/128.pdf>

- Processing of graduate change of grade forms –

Procedure: The submission of change of grade requests is done online via your Panther Soft faculty account. Please follow instructions at: <https://onestop.fiu.edu/assets/flyers/grade-change-instructor-training-guide.pdf>. If unable to submit an online change of grade request, please reach out to the Office of the Registrar to request a hard copy change of grade form.

- Processing of graduation certifications –

Students must apply for graduation for a term by the published deadline found at <https://onestop.fiu.edu/academic-calendar/index.html>. To request access and information related to graduation certifications, please contact the Graduation Department at graduation@fiu.edu or by phone at 305-348-2341.

- Changing in-progress (IP) grade (s) to Pass (P) grade (s) for dissertation credits / masters thesis credits -

The IP's (in progress grades) to P grades for dissertation credits 7980 (prefix of the dissertation credit course must be the same throughout) will be changed by the Office of the Registrar. They will make the update of the in-progress (IP) grade (s) to Pass (P) grade (s) in the last term in which doctoral candidates defend their dissertations and apply for graduation. To update from IPs to Ps, the Office of the Registrar will need an approved graduation certification, an approved Final ETD, and the last term of 7980 graded with a P (pass grade). The same procedure applies to masters' thesis credits.

- Masters en route – please refer to <https://policies.fiu.edu/files/926.pdf>. Procedure: The posting of a masters en route is done by the Graduation department staff. The academic department, i.e., graduate program director, chair, provides a departmental memo directly to the Graduation Department staff via email. Masters en route memos must be provided early in the term in which the masters en route will be awarded. Please contact the Graduation Department staff at graduation@fiu.edu or by phone at 305-348-2341.

Admissions Operations

All matters related to admissions processes are managed by Admissions Operations. Make sure to communicate with your admission evaluators for training related to the processing of admissions files.

Other Student Service Offices at FIU

Panther Degree Audit (PDA)

The PDA is a tool that provides a comprehensive record of a student's academic progress toward completing their degree. It allows students to review completed and in-progress courses, as well as identify the remaining requirements needed for graduation. The PDA supports both students and advisors in planning current and future coursework based on the student's specific degree requirements.

Graduate Advisors Manual and Advisors/Faculty Tutorials and FAQ, available at <https://dasa.fiu.edu/all-departments/advising/panther-success-hub/panther-degree-audit/for-advisors-faculty/index.html>.

Contact email: psda@fiu.edu (Degree Audit Office)

International Student Information

International Student & Scholar Services (ISSS)

The University maintains an Office of International Student and Scholar Services. The ISSS office provides advisors to help international students with problems concerning visa status, employment, cultural and social concerns, and similar matters. The ISSS office may be reached at (305)-348-2421, SASC230 (Modesto A. Maidique) or at (305)-919-5813, WUC 363 (Biscayne Bay Campus).

The ISSS office maintains the Student Exchange Visitor Information System (SEVIS) of the Department of Homeland Security tracking system for the University. All new and/or transfer international students **MUST** attend a **MANDATORY** orientation program before the start of their first semester and **MUST** report to the ISSS office within the first week of the start of classes.

ISSS Contact

Complete ISSS information is available at:
<https://iss.fiu.edu/>

International Student Employment

The legal regulations governing employment for F-1 students are complex and subject to change. An F-1 student should contact an advisor at the ISSS office to determine under what conditions he/she may seek employment. All forms of employment require the F-1 student to obtain a social security number. **Students cannot receive salary money before this number is obtained.** The student should contact the ISSS office to obtain more information.