

How to navigate Grad School at FIU

Different than at any other school?

It is YOUR degree...so take charge...
It is YOUR responsibility



- 1. Consult the Graduate Student manual**
- 2. Ask Grad Program Secretary**
- 3. Ask Grad Program Director**

Traits of a Successful Graduate Student

- Work closely with your Advisor and be actively engaged in your program
- Become familiarized with UGS materials and graduate policies (read your emails)
- Be proactive about your academic progress; alert others when issues arise
- Participate in professional development opportunities
- Participate in the larger learning community; take advantage of inter-disciplinary opportunities
- Develop a vision for your career and actively design your program to achieve this vision
- Work hard and have fun!!

- Graduate students must maintain a 3.0 cumulative GPA
- Full time status for graduate students

9 credits fall & spring

6 credits summer

3 dissertation credits / 1 thesis credit

- Degree completion (maximum number of years)

Doctoral – 9 years

Masters – 6 years (except MFA)

- Demonstrate respect for yourself, your fellow students, and the educational mission of FIU
- Exercise honesty in all of your academic endeavors
- Information:
<http://gradschool.fiu.edu/academic-misconduct.shtml>

Resolves disputes involving:

- Arbitrary Grading
- Arbitrary non-renewal of a Graduate Assistantship
- Arbitrary Dismissal from a program
- Unprofessional conduct by a professor, which adversely affects student performance

Information:

<http://gradschool.fiu.edu/academic-grievance.shtml>

*“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.”*

GPSC Office

Graham Center 2202

305-348-3023

gpsc@fiu.edu

<http://gpsc.fiu.edu>

FIU Graduate and Professional Student Committee

Funding for Students

- Research

Domestic & International

- Conferences

Domestic & International

- Professional Development

Domestic & International

Funding info sessions will be offered

- Student Government Association
sga.fiu.edu
- MMC Senate Meetings
Mondays @ 4:00 pm, Graham Center
150
- University Graduate School
- Graduate Council of Faculty Senate
- Graduate Student Representative

FIU offers a wealth of resources intended to enrich the graduate student experience, develop professional skills, and prepare graduates for post-graduate careers.

The **Professional Development Program (PDP)** will supplement research skills provided by graduate programs with four competencies:

- Communication
- Professoriate Training
- Leadership
- Wellness

- Center for the Advancement of Teaching <http://undergrad.fiu.edu/cat/about.html>
- Center for Excellence in Writing <http://writingcenter.fiu.edu/>
- Center for Leadership and Service <http://leadserve.fiu.edu/>
- Communication Arts Studio <http://oralpresentationlab.fiu.edu/index.htm>
- Graduate Research Center <http://gradschool.fiu.edu/fellowships.shtml>
- FIU Career Center <http://career.fiu.edu/>
- FIU Wellness Center <http://studenthealth.fiu.edu/wellness/Pages/default.aspx>
- FIU Center for Leadership <http://lead.fiu.edu/>

Graduate and Professional Student Committee
gpsc.fiu.edu/

Graduate Advisory Board (GAB)

- For more information:

Dr. Sonja Montas-Hunter, Assistant
Dean, UGS

smontash@fiu.edu or 305-348-1905.

UM/FIU Exchange Program

- FIU doctoral students (PhD and EdD)
- Master's students admitted to the LACC program
- Interested students can find more information and the program application at gradschool.fiu.edu.

UGS Fellowships

- Dissertation-Year Fellowships
- Doctoral Evidence Acquisition (DEA) Fellowships

- Additional Fellowship Opportunities: UGS website

[http://gradschool.fiu.edu/
fellowships.shtml](http://gradschool.fiu.edu/fellowships.shtml)

Some Master' s programs require a thesis

- M1: Selection of thesis committee consists of 3 faculty members
- M2: Research proposal
- M3: Preliminary approval of thesis
- Electronic Thesis or Dissertation Approval Form

Doctoral Programs Require:

- Annual Student Evaluation
- D1: Selection of dissertation committee consists of
4-5 faculty members
- D2: Advancement to candidacy
- D3: Research proposal
- D5: Preliminary approval of dissertation
- Electronic Thesis or Dissertation Approval Form

Responsible Conduct of Research (RCR)

- Applies to everyone who plans to conduct research
- Involves a wide range of content areas, values, and principles (not simply compliance!)
- Discipline-specific training opportunities

Institutional Review Board (IRB)

- Approval for human subjects research

Institutional Animal Care and Use Committee (IACUC)

- Approval for animal research

Institutional Biosafety Committee (IBC)

- Ensures that all *NIH Guidelines for Research Involving Recombinant DNA Molecules* are adhered to at FIU

When should I form my committee?

AS SOON AS POSSIBLE

ADVISORY COMMITTEE

1. Work with advisor to select committee
 - a. graduate faculty
 - b. Dissertation Advisor Status - PhD
2. Purpose of the committee
3. What about an “outside member”
 - a. outside department - PhD only
 - b. outside university - MS & PhD
 1. memo from advisor
 2. cv from member
 3. grad committee approval
4. How do I change my committee?

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

Appointment of Thesis Committee (M-1)

ALL INFORMATION MUST BE TYPED.

NAME _____ STUDENT # _____
Last First Middle

ADDRESS _____
Street City State Zip Code

HOME TEL _____ BUSINESS TEL _____ E-MAIL _____

COLLEGE _____ DEPT/GRADUATE PROGRAM _____

DATE FIRST ENROLLED AS DEGREE SEEKING _____ MS () MA () MARCH () MLA () MM () MFA ()

THESIS AREA _____

COMMITTEE: The thesis committee, including the major professor, is appointed on the recommendation of the department or school by the Dean of the University Graduate School. The committee consists of a minimum of three members at least two of whom must be from the unit offering the graduate program. All committee members must be members of the Graduate Faculty. Additional members may be appointed. If they are not FIU Graduate Faculty, a CV must accompany this form. (TYPE NAME BELOW THE LINE AND HAVE FACULTY SIGN.)

Major Professor _____
[or Co-Major Professor] Highest Degree Department

Member _____
[or Co-Major Professor] Highest Degree Department

Member _____
Highest Degree Department

Member _____
Highest Degree Department

Member _____
Highest Degree Department

COMMITTEE REQUESTED BY: _____
Student Signature Date

COMMITTEE RECOMMENDED BY: _____
Chair/Graduate Program Director Date

COMMITTEE APPROVED BY: _____
Dean of College or School Date

APPOINTED BY: _____
Dean of the University Graduate School Date

For **office use** only: Student is enrolled in _____ thesis credit hours. Reviewed by: _____

Distribution: White: UGS Yellow : Dean of College or School Pink: Department Gold: Student

The copy of this form submitted to the University Graduate School must have all original signatures.

Revised 10/03/03

Appointment of Dissertation Committee (D-1)

NAME _____ STUDENT # _____
Last First Middle

ADDRESS _____
Street City State Zip Code

HOME TEL _____ BUSINESS TEL _____ E-MAIL _____

COLLEGE _____ DEPT/GRADUATE PROGRAM _____

DATE FIRST ENROLLED AS DEGREE SEEKING _____ Ed.D. () Ph.D. ()

DISSERTATION AREA _____

Major Professor _____ [or Co-Major Professor]	Highest Degree	Department
Member _____ [or Co-Major Professor]	Highest Degree	Department
Member _____	Highest Degree	Department
Member _____	Highest Degree	Department
Member _____	Highest Degree	Department

APPOINTED BY: _____ Date _____
Dean of the University Graduate School

Revised 10/01/03

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

Appointment of Revised Thesis Committee (M-1r)

ALL INFORMATION MUST BE TYPED.

NAME _____ STUDENT # _____
Last First Middle

ADDRESS _____
Street City State Zip Code

HOME TEL. _____ BUSINESS TEL. _____ E-MAIL _____

COLLEGE _____ DEPT/GRADUATE PROGRAM _____

DATE FIRST ENROLLED AS DEGREE SEEKING _____ MS () MA () MArch () MLA () MM () MFA ()

THESIS AREA _____

DATE OF PREVIOUS COMMITTEE APPOINTMENT _____

COMMITTEE: The signatures of the faculty leaving the committee affirm that the reason for their departure is not related to any concerns regarding the quality of the thesis. The signatures of the faculty added to the committee affirm they met with the student, reviewed and approved the proposal and agreed to serve on the committee. ((TYPE NAME BELOW THE LINE AND HAVE FACULTY SIGN))

Major Professor _____
Highest Degree Department

Member Leaving _____
Highest Degree Department

Member Leaving _____
Highest Degree Department

Member Added _____
Highest Degree Department

Member Added _____
Highest Degree Department

REVISION REQUESTED BY: _____
Student Signature Date

REVISION RECOMMENDED BY: _____
Chair/Graduate Program Director Date

REVISION APPROVED BY: _____
Dean of College or School Date

APPOINTED BY: _____
Dean of the University Graduate School Date

For **office use** only: Student is enrolled in _____ thesis credit hours. Reviewed by: _____

Distribution: White: UGS Yellow : Dean of College or School Pink: Department Gold: Student

The copy of this form submitted to the University Graduate School must have all original signatures.

Revised 10/03/03

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

Appointment of Revised Dissertation Committee (D-1r)

ALL INFORMATION MUST BE TYPED.

NAME _____ Last _____ First _____ Middle _____ STUDENT # _____

ADDRESS _____ Street _____ City _____ State _____ Zip Code _____

HOME TEL _____ BUSINESS TEL _____ E-MAIL _____

COLLEGE _____ DEPT/GRADUATE PROGRAM _____

DATE FIRST ENROLLED AS DEGREE SEEKING _____ Ed.D. () Ph.D. ()

DISSERTATION AREA _____

DATE OF PREVIOUS COMMITTEE APPOINTMENT _____

COMMITTEE: The signatures of the faculty leaving the committee affirm that the reason for their departure is not related to any concerns regarding the quality of the dissertation. The signatures of the faculty added to the committee affirm they met with the student, reviewed and approved the proposal and agreed to serve on the committee. ((TYPE NAME BELOW THE LINE AND HAVE FACULTY SIGN.))

Major Professor _____ Highest Degree _____ Department _____

Member Leaving _____ Highest Degree _____ Department _____

Member Leaving _____ Highest Degree _____ Department _____

Member Added _____ Highest Degree _____ Department _____

Member Added _____ Highest Degree _____ Department _____

REVISION REQUESTED BY: _____ Student Signature _____ Date _____

REVISION RECOMMENDED BY: _____ Chair/Graduate Program Director _____ Date _____

REVISION APPROVED BY: _____ Dean of College or School _____ Date _____

APPOINTED BY: _____ Dean of the University Graduate School _____ Date _____

For **office use only**: Student is enrolled in _____ dissertation credit hours. Reviewed by: _____

Distribution: White: UGS Yellow : Dean of College or School Pink: Department Gold: Student

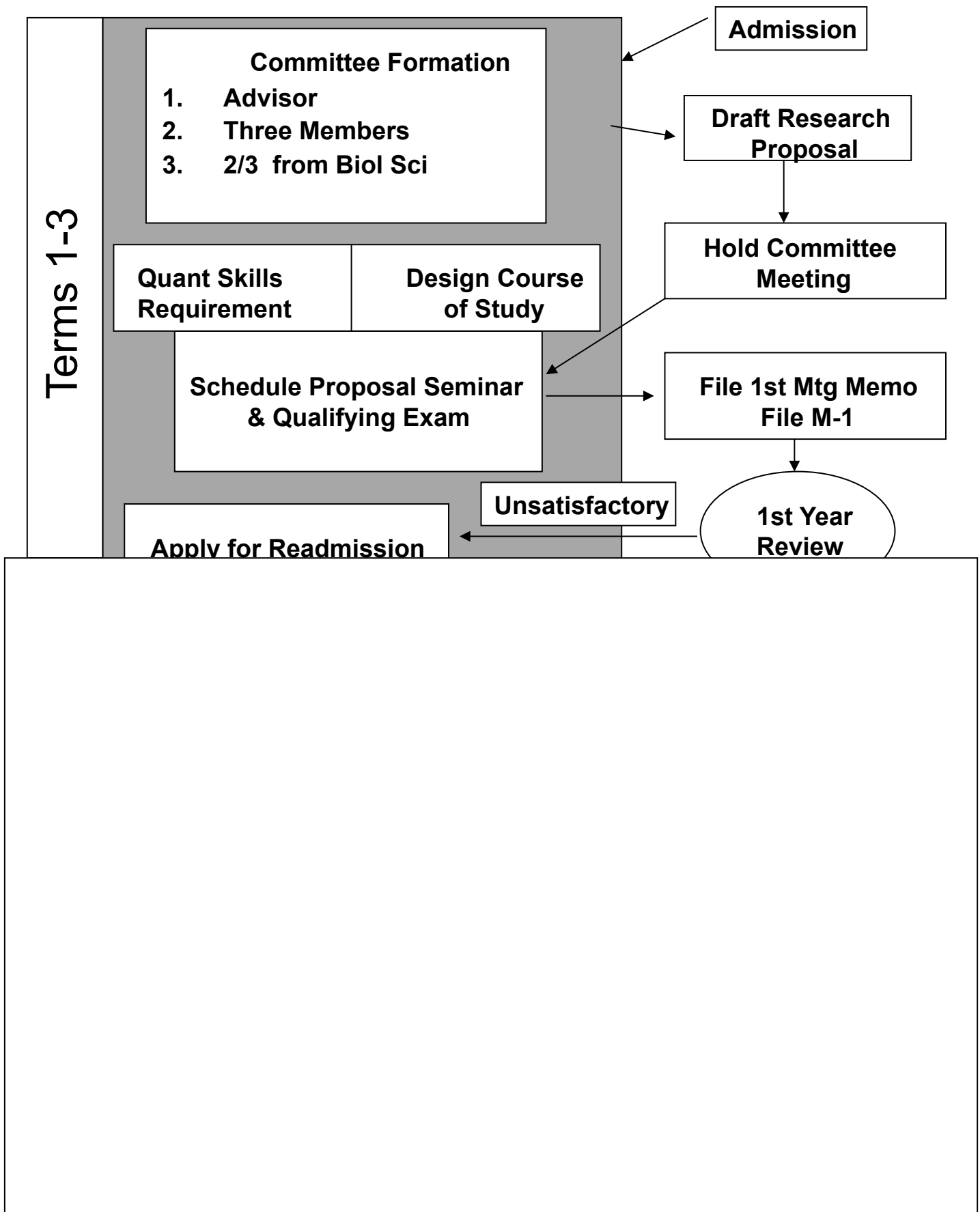
The copy of this form submitted to the University Graduate School must have all original signatures.

What happens at the first meeting?

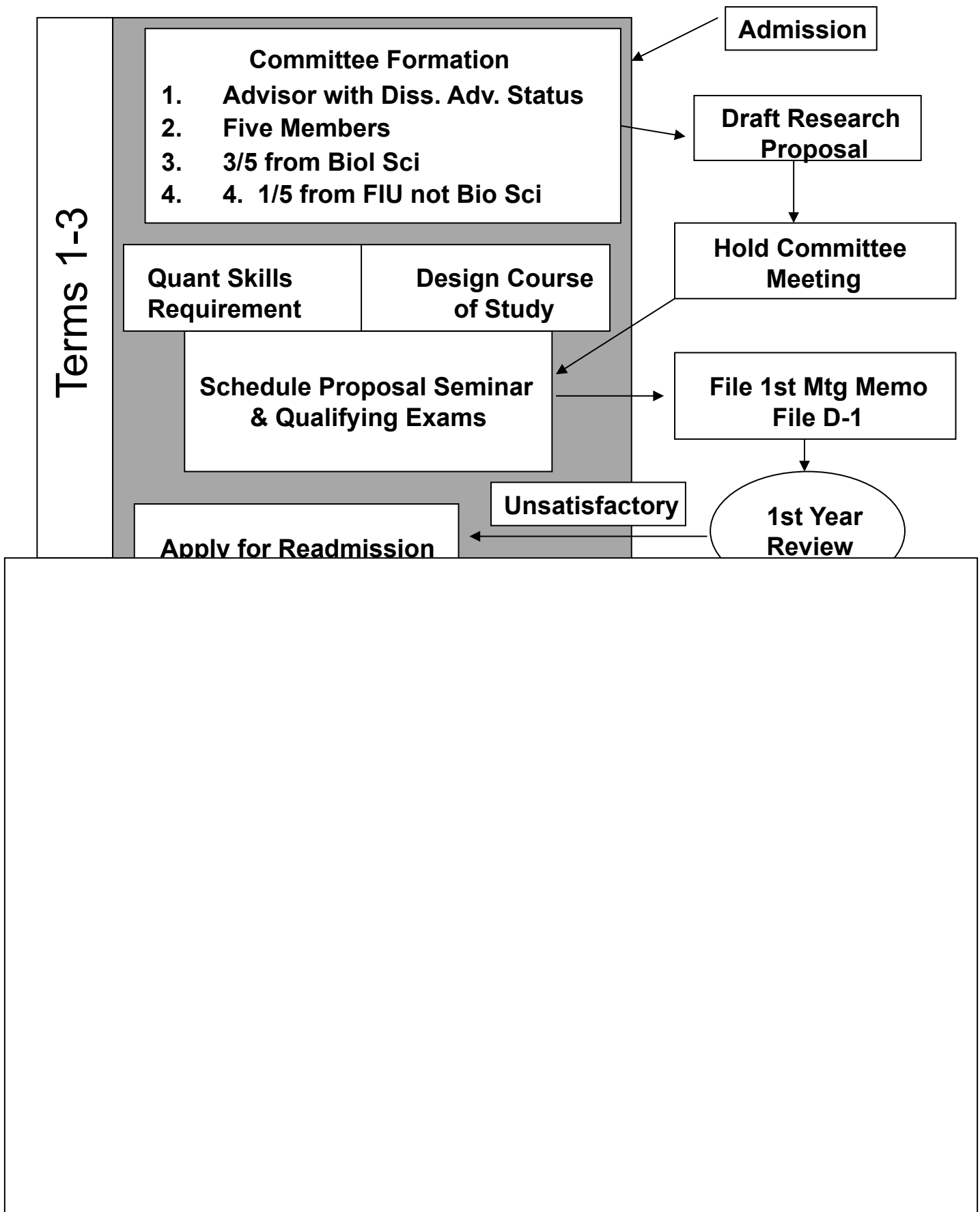
What happens at the first meeting?

1. Decide how to fulfill quantitative skills reqt.
2. Design course of study (not formal for MS)
3. Determine when quals will occur & what topics will be covered
4. For MS students, determine the nature of the qualifying exam (with seminar or separate)
5. Describe the research project and set timelines for preparation of the proposal
6. File the D-1/M-1 form and the departmental form describing the results of the first meeting
7. **MAKE COPIES OF EVERYTHING**

Progress Towards a M.S. in Biology - I



Progress Towards a Ph.D in Biology - I



Department of Biological Sciences
Student Progress Memo - First Committee Meeting

To: Graduate Committee, Biological Sciences

From:

CC:

Date:

Re: First Committee Meeting

Student Name: _____

Panther ID: _____

Date of 1st Meeting: _____

Degree Earning: ☐ *M.S* ☐ *PhD*

Committee Members are as follows:
Please print names in this column

Please put signatures below

_____ <i>Major Professor</i> _____	
_____	_____
_____	_____
_____	_____
_____	_____

☐ **Form M-1/D-1 was completed and presented to the committee.**

Quantitative Skills requirement will be fulfilled by: _____

The qualifying exam is scheduled for: _____

Topics examined by individual examiners are: _____

The proposal seminar was scheduled for: _____

Specific classes or any other conditions required by the committee are: _____

What is the annual review?

1. Students are assigned to reviewers
2. Students must present a current CV
3. Reviews take place in mid-late spring
4. Expectation is that first year students will form the committee by the end of the first year and file the forms
5. Students have until the end of the summer to clean up Unsatisfactory reviews
6. Failure to resolve the unsatisfactory will result in the termination of University support

* Note: for students who have not yet advanced to candidacy, only the signature of the major professor is required.

Instructions

Annual Student Evaluation and Mentoring Plan (replacement to the D4)

Students:

1. Complete the top portion of the form (name, PID, program, etc.)
2. Complete Section 2, Goals and Accomplishments
3. Sign and date the signature section where appropriate

Major Professor/Committee:

1. Complete Section 1, Evaluation for the Academic Year (specify year) – this includes ranking the student in the Core Competencies based on the rating scale
2. Review Section 2, Goals and Accomplishments (completed by the student prior to the evaluation)
3. Complete Section 3, Summary and Future Goals
 - a. Summary = a summary of the student's performance over the academic year
 - b. Goals = please identify goals for the student to achieve during the next evaluation period
 - c. Student comments = please share Section 3 with the student and allow for them to include any additional comments following the evaluation
4. If necessary, please prepare a Student Performance Improvement Plan; the Performance Improvement Plan is only used in those cases where the student falls into the "occasionally does not meet" or "consistently does not meet" expectations category/ies; Section 4/the Student Performance Improvement Plan can be completed on the final sheet included with the form (i.e. no additional attachments are necessary)
5. Sign and date the signature page where appropriate
 - a. **Important: for students who have not yet advanced to candidacy, only the signature of the major professor is required**
 - b. For those students who have advanced to candidacy, all committee signatures are required
6. Please make sure to have the appropriate Chair/GPD and Academic Dean sign the Evaluation Form prior to forwarding to the UGS
7. Forms will be due on an annual basis with a fixed deadline of April 15

* Note: for students who have not yet advanced to candidacy, only the signature of the major professor is required.

Annual Student Evaluation and Mentoring Plan (replacement to the D4) Student's Name	PID		Program		Degree (PhD, EdD)
	Major Professor's Name		Department		Student's E-mail
	First semester in Doctoral Program		Approved D1 (yes or no)		Advanced to Candidacy (yes or no)

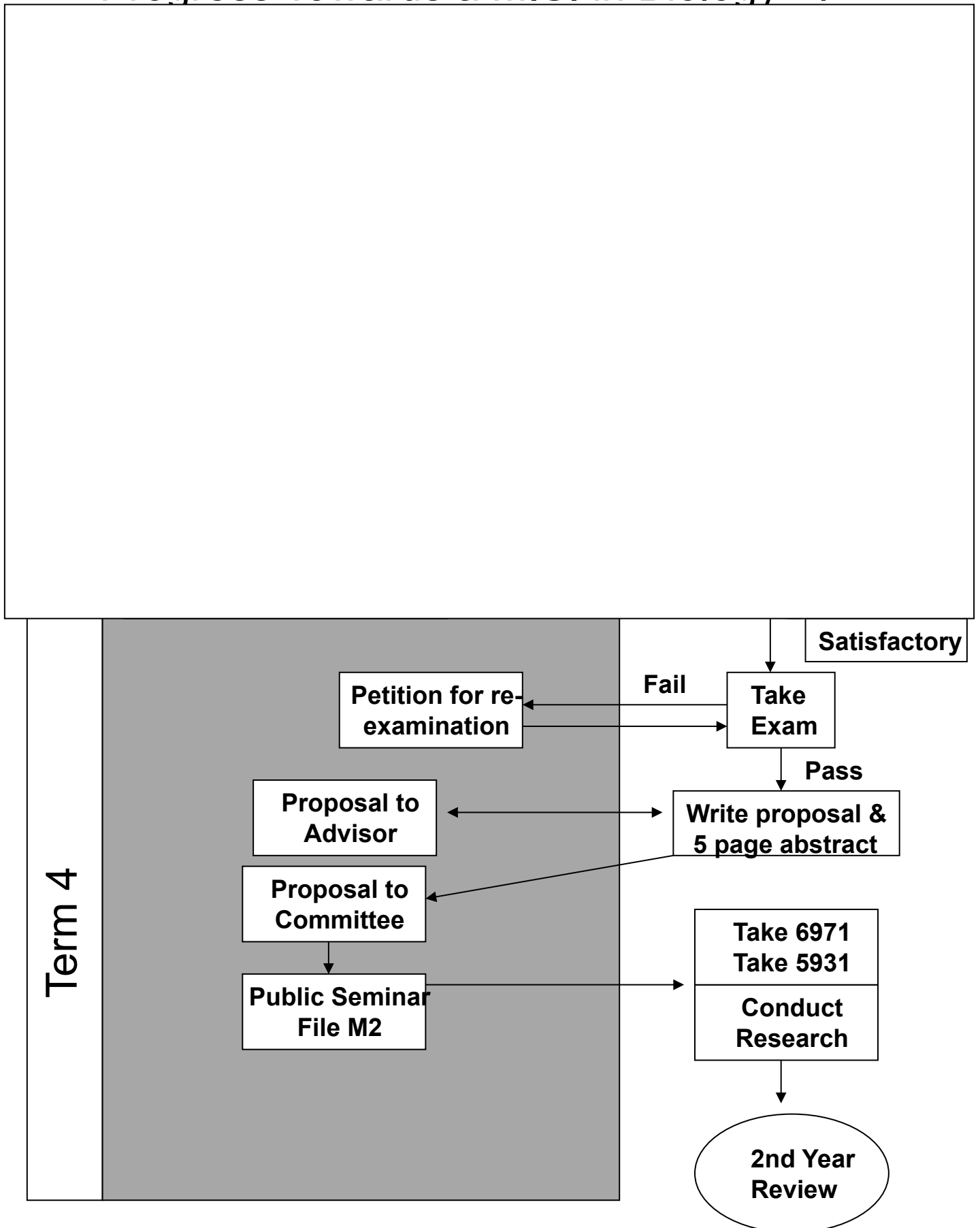
Now What????????

The fun starts - the research

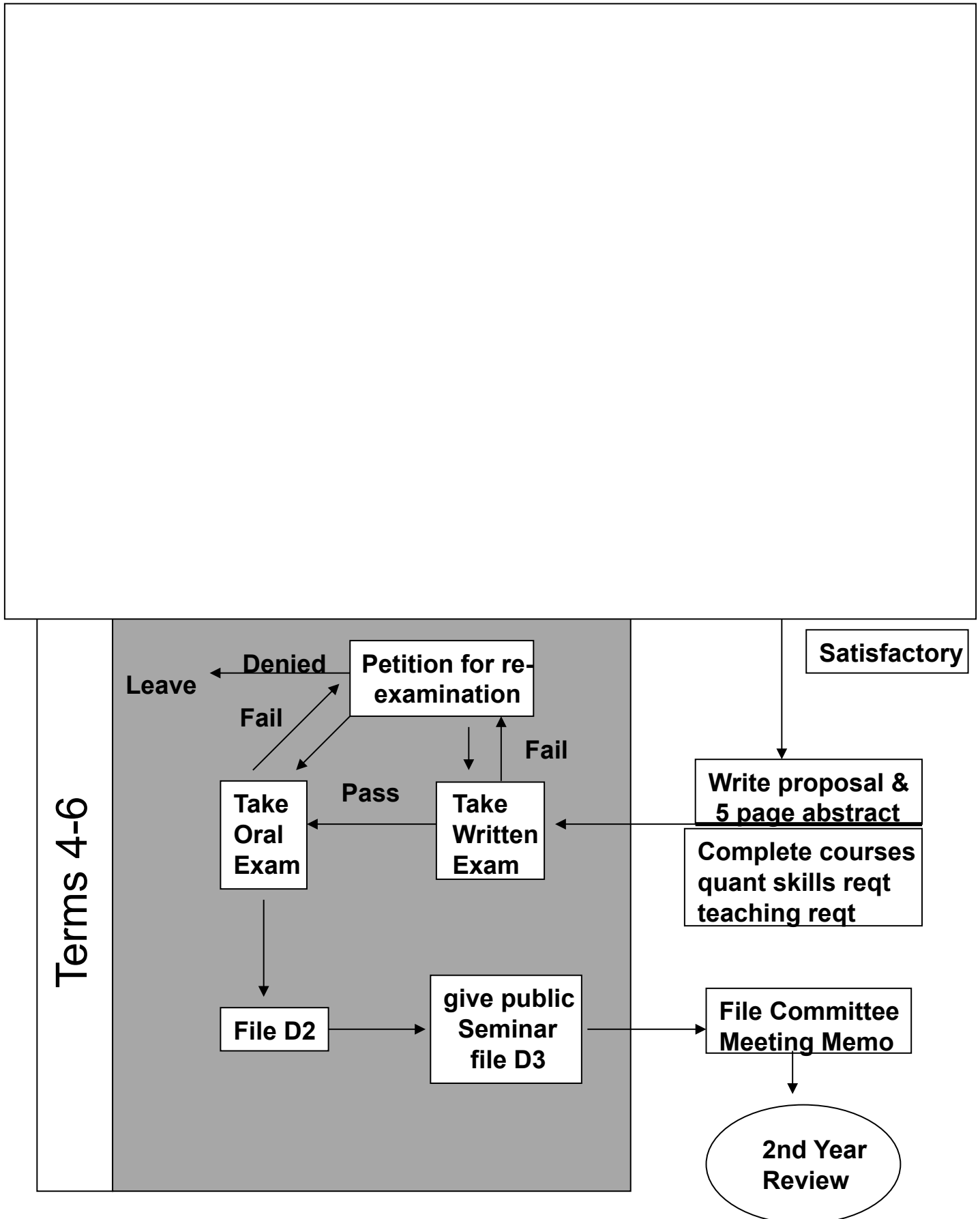
MS/PhD Differences in Timeline

1. MS students supported for 2 years and must finish with the proposal and qualifying process by the end of the 4th term
2. PhD students are supported for 4 years and must finish with the proposal and qualifying process by the end of the second year (5th or 6th term)
3. **START WORKING NOW!**

Progress Towards a M.S. in Biology - I



Progress Towards a Ph.D in Biology - I



Department of Biological Sciences
Student Progress Memo - Qualifying/Candidacy Exam

To: Graduate Committee, Biological Sciences

From:

CC:

Date:

Re: Qualifying/Candidacy Exam

_____ took the qualifying exam

on _____

(*Student Name*)

(*Date*)

Degree Earning: ☐ *M.S* ☐ *PhD*

He/She was examined on the following topics by:

TOPIC	EXAMINER'S SIGNATURE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The committee was (unanimous / not unanimous) in assigning a passing grade for the examination.

(If the committee was not unanimous, it is the student's responsibility to request re-examination from the departmental graduate committee. The student's committee should indicate if they are in favor of re-examining the student.)

Comments:

Research Projects - MS

1. Once a MS student qualifies they must present a proposal seminar. The seminar should be presented before the research begins. Sign up for Thesis Proposal the semester after seminar is given
2. The seminar must be public and must be announced - CONTACT Grad Office FOR EXAMPLES
3. Once the seminar is presented, the student must submit M-2, a 5 page abstract of the proposed research, and a copy of the full proposal.
4. Submit IACUC, IBR,RCR or other forms as required
5. Sign up for Master's Thesis Credits

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

Master's Thesis Proposal (M-2)

ALL INFORMATION MUST BE TYPED.

A copy of the thesis proposal should be filed with the University Graduate School with this form. The proposal, prepared in a scholarly style appropriate to the discipline, should be no more than five pages.

Prior to filing the proposal, the thesis committee should meet with the student for an oral defense of the proposal. The thesis proposal must be accepted by the University Graduate School at least one semester prior to graduation.

It is understood that the thesis may evolve in directions quite different from the Thesis Proposal, and the proposal is not intended to restrict the normal development of a research project. The thesis proposal is in no way a contract between the University and the student. Depending on the outcome of the research, the thesis may require substantially more work than anticipated at the stage of the thesis proposal. The termination of a line of research and the adoption of a substantially new thesis project will require the preparation, oral defense, and acceptance by the University Graduate School of a new thesis proposal.

Student

Date

Thesis Topic:

Signature below affirms that I have read and approved the proposal and that I attended the oral defense. (TYPE NAME BELOW THE LINE AND HAVE FACULTY SIGN).

Major Professor

Member

Member

Member

Member

Member

Thesis proposal accepted:

Graduate Program Director

Date

Dean of College or School

Date

Dean of the University Graduate School

Date

If the research involves animals or human subjects, this form must be accompanied by proof of approval by the appropriate committee.

Distribution: White: UGS Yellow : Dean of College or School Pink: Department
The copy of this form submitted to the University Graduate School must have all original signatures.

Gold: Student
Revised 10/03/03

Research Projects - PhD

1. Once a PhD student passes quals (Form D-2), they must present a public seminar. The seminar should be presented before the research begins.
2. The seminar must be public and must be announced - CONTACT US FOR EXAMPLES
3. Once the seminar is presented, the student must submit D-3, a 5 page abstract of the proposed research, and the full proposal.
4. Submit IACUC, IBR, RCR other forms as required

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

Doctoral Dissertation Proposal (D-3)

ALL INFORMATION MUST BE TYPED.

A copy of the dissertation proposal should be filed with the University Graduate School with this form. The proposal, prepared in a scholarly style appropriate to the discipline, should be no more than five pages.

Prior to filing the proposal, the dissertation committee should meet with the student for an oral defense of the proposal. The dissertation proposal must be accepted by the University Graduate School at least one year prior to graduation.

It is understood that the dissertation may evolve in directions quite different from the Dissertation Proposal, and the proposal is not intended to restrict the normal development of a research project. The dissertation proposal is in no way a contract between the University and the student. Depending on the outcome of the research, the dissertation may require substantially more work than anticipated at the stage of the dissertation proposal. The termination of a line of research and the adoption of a substantially new dissertation project will require the preparation, oral defense, and acceptance by the University Graduate School of a new dissertation proposal.

Student

Date

Dissertation Topic:

Signature below affirms that I have read and approved the proposal and that I attended the oral defense. (TYPE NAME BELOW THE LINE AND HAVE FACULTY SIGN).

Major Professor

Member

Member

Member

Member

Member

Dissertation proposal accepted:

Graduate Program Director

Date

Dean of College or School

Date

Dean of the University Graduate School

Date

If the research involves animals or human subjects, this form must be accompanied by proof of approval by the appropriate committee.

Distribution: White: UGS Yellow : Dean of College or School Pink: Department Gold: Student

The copy of this form submitted to the University Graduate School must have all original signatures.

Revised 10/03/03

But What About the D-2 form?

**Completion of coursework, quals,
and the proposal seminar are nearly
simultaneous processes so they are
generally submitted together.**

**However, only D2 is required to
advance to candidacy**

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

Program for Doctoral Degree and Application for Candidacy (D-2)

DIRECTIONS: (1) Submit form typewritten. (2) Must be filed immediately after the student has passed all written and oral comprehensive and language examinations and completed all course work. Consult FIU Graduate Catalog and confer with major professor to be sure program meets all departmental and University Graduate School requirements. (Note: If the department has its own form which covers all these items, that form may be attached to D-2 with courses, exams or language requirements not repeated on D-2).

Name _____ Student Number _____

Department _____ Date _____

Master's degree field _____ Date awarded _____ Institution _____

Number of credits from completed master's degree applied to doctoral degree program _____

Date admitted to FIU Graduate School _____ Date of first enrollment in an FIU doctoral program _____

List below courses included in your doctoral program. Attach an additional page, if necessary. Use asterisk (*) to identify non-resident courses (transfer, non-degree-seeking, etc.); explain below:

Number	Title	Hours	Number	Title	Hours

* _____

Comprehensive Examinations

Field	Grade	Date	Field	Grade	Date

Language/Skills Requirement

Requirements	Grade	Date

Total credit hours in program _____ Hours at 5000 level _____ Hours at 6000 level _____ Hours at 7000 level _____

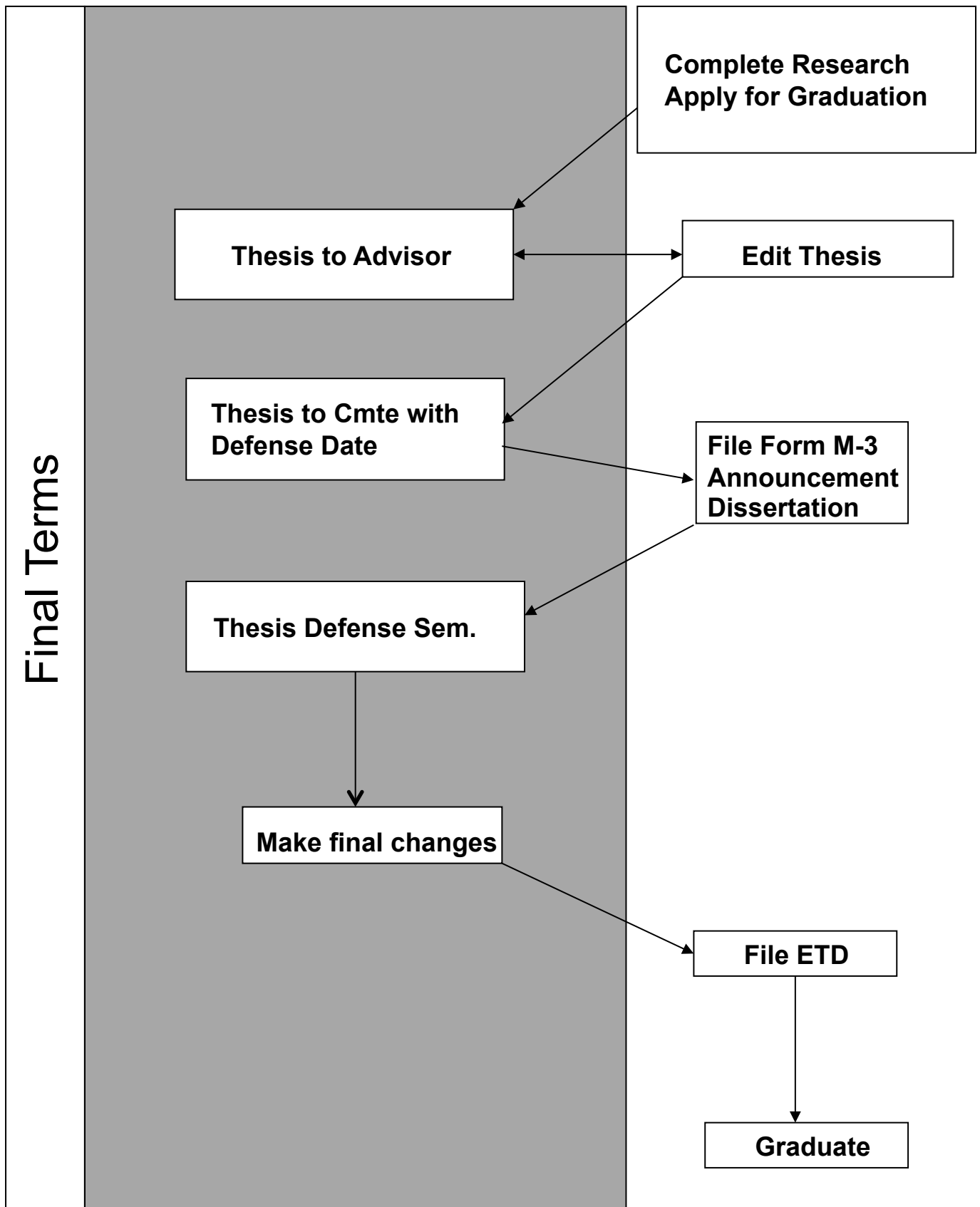
Candidate _____ Date _____ Chair/Graduate Program Director _____ Date _____

Major Professor _____ Date _____ Dean of the University Graduate School _____ Date _____

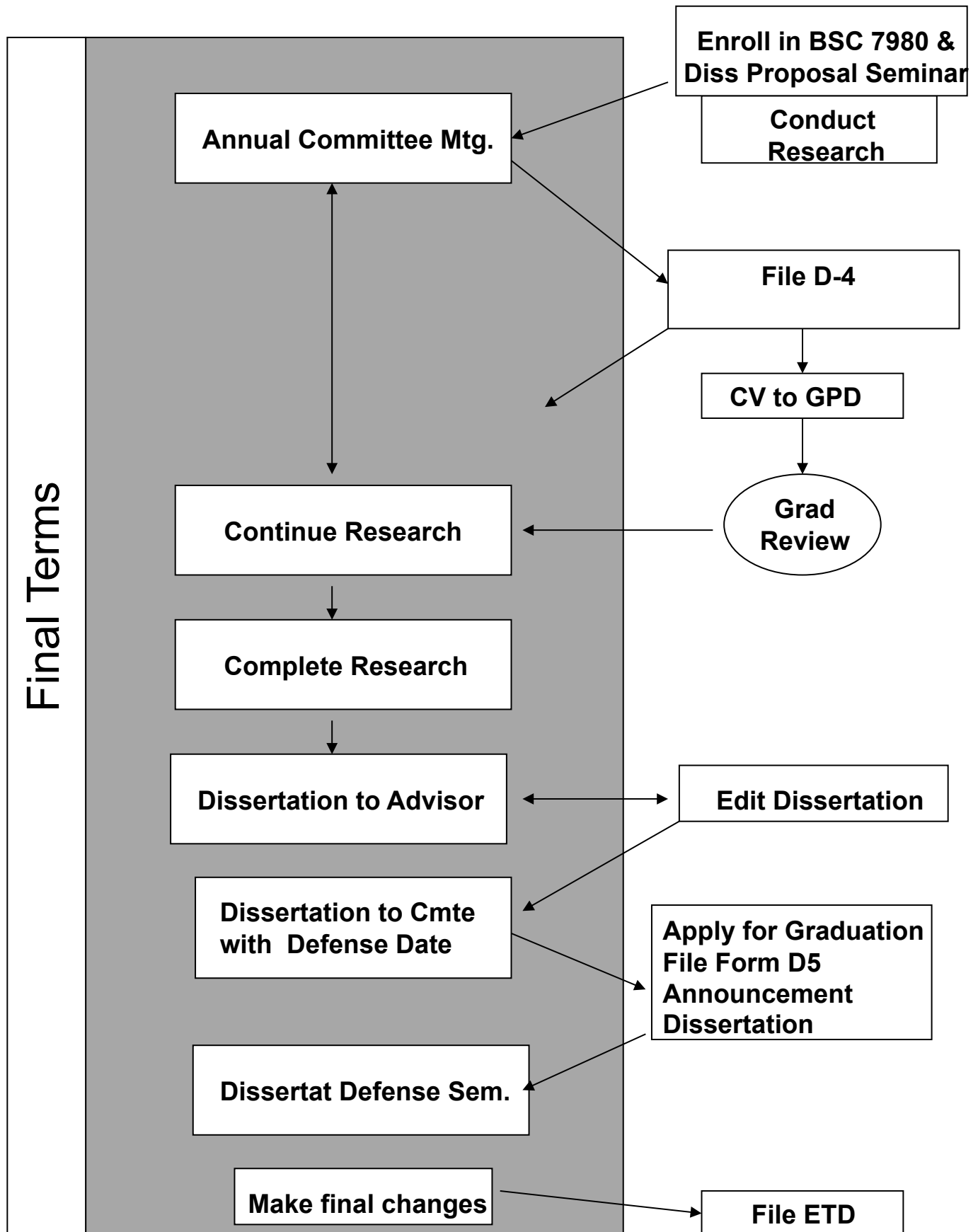
Distribution: White: UGS Yellow: Dean of College or School Pink: Department Gold: Student
The copy of this form submitted to the University Graduate School must have all original signatures. Revised 10/01/03

So, I have qualified, now what?

Progress Towards a M.S. in Biology - II



Progress Towards a Ph.D in Biology - II



I am ready to finish.....

To finish.....

1. Attend the “How to Graduate” Seminar given by the CAS Associate Dean
2. Complete the document and submit to committee; allow two weeks minimally for committee to decide if document is defensible - work this out during annual committee meetings
3. The committee members must sign M3/D5
4. The document, form, and announcement are due to the GPD **5 WEEKS** before the defense date
5. Materials are read by Biology, A&S, & UGS - they all use TURN-IT-IN
6. Post the announcement & send announcement to GPD & GP secretary (paper and electronic versions)

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

Preliminary Approval of Thesis and Request for Oral Defense (M-3)

ALL INFORMATION MUST BE TYPED.

One copy of the Thesis, certified as complete and provisionally acceptable to the committee, and one copy of the Thesis Defense Announcement must be submitted with this form to the University Graduate School at least **THREE** weeks before the proposed date of the defense or by the UGS catalog deadline, whichever date is the earlier. Refer to the *Regulations for Thesis and Dissertation Preparation Manual* for the format to follow. If the announcement does not conform to the University Graduate School standard, **IT WILL DELAY THE DEFENSE**. An electronic version of the thesis defense announcement must be sent to ugs@fiu.edu. The final examination committee will consist of all members of the thesis committee and such other members of the Graduate Faculty as may be appointed by the Dean of the University Graduate School.

Student Name _____ Student # _____

E-mail _____ Tel. _____

Proposed Oral Defense Date, Time and Place _____

Title of Thesis _____ MS () MA () MArch () MLA () MM () MFA ()

Student Signature _____ Date _____

Major Professor (Please type name, sign and date)

Signature _____ Date _____

Committee: (Please type names, and have faculty sign and date) **My signature below attests that I have read the attached thesis and find it provisionally acceptable and ready to defend. The attached defense announcement is an accurate abstract of the thesis.**

_____ Date _____ Date _____

_____ Date _____ Date _____

_____ Date _____ Date _____

Approved by: (Please type all names, sign and date)

Graduate Program Director _____ Date _____ Dean of College or School _____ Date _____

Dean of the University Graduate School _____ Date _____

For office use only: Student is enrolled in _____ thesis credit hours. Reviewed by _____

Distribution: White: UGS Yellow: Dean of College or School Pink: Department Gold: Student
The copy of this form submitted to the University Graduate School must have all original signatures.

Revised 10/03/03

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

Preliminary Approval of Dissertation and Request for Oral Defense (D-5)

ALL INFORMATION MUST BE TYPED.

One copy of the Dissertation, certified as complete and provisionally acceptable to the committee, and one copy of the Dissertation Defense Announcement must be submitted with this form to the University Graduate School at least THREE weeks before the proposed date of the defense or by the UGS catalog deadline, whichever date is the earlier. Refer to the *Regulations for Thesis and Dissertations Preparation Manual* for the format to follow. If the announcement does not conform to the University Graduate School standard, IT WILL DELAY THE DEFENSE. An electronic version of the dissertation defense announcement must be sent to ugs@fiu.edu. The final examination committee will consist of all members of the dissertation committee and such other members of the Graduate Faculty as may be appointed by the Dean of the University Graduate School.

Student Name _____ Student # _____

E-mail _____ Tel. _____

Proposed Oral Defense Date, Time and Place _____

Title of Dissertation _____ Degree: () Ed.D. () Ph.D.

Student Signature _____ Date _____

Major Professor (Please type name, sign and date)

Signature _____ Date _____

Committee: (Please type name, sign and date) **My signature below attests that I have read the attached dissertation and find it provisionally acceptable and ready to defend. The attached defense announcement is an accurate abstract of the dissertation.**

_____ Date

_____ Date

_____ Date

_____ Date

_____ Date

_____ Date

Approved by: (Please type all names, sign and date)

Graduate Program Director _____ Date

Dean of College or School _____ Date

Dean of the University Graduate School _____ Date

For office use only: Student is enrolled in _____ dissertation credit hours. Reviewed by _____

Distribution: White: UGS Yellow: Dean of College or School Pink: Department Gold: Student

The copy of this form submitted to the University Graduate School must have all original signatures. Revised 10/03/03

Seminar Presentation.....

1. Practice, practice, practice (6Ps)
2. Bring all forms & signature pages on bond paper to the defense (and rubrics)
3. Defend; make committee members sign forms
4. Turn in ETD after the defense is completed

