



**University Graduate School**  
FLORIDA INTERNATIONAL UNIVERSITY

**University Graduate School**  
**Graduate Program Director's Manual**  
**2015-2016**

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## **UGS Mission**

The mission of the University Graduate School (UGS) is to promote excellence in graduate programs. In partnership with academic units, the UGS assures the overall quality of graduate education, i.e., graduate students' experiences related to both instruction and research at Florida International University (FIU). The quality of students' experiences is foundational to the formation of new scholars and the development of professionals in both master's and doctoral programs. Strong graduate programs are necessary for the fulfillment of the teaching and research missions of FIU. The synergy inherent among faculty and student participants in high quality graduate education generates advances in research, learning and intellectual discourse that are disseminated globally as new knowledge and applied to improve the lives of others, or used to engage and develop new thought leaders.

The UGS strives to improve the quality of the University's graduate programs, to support the teaching, research, and creative activities of graduate faculty, staff, and students, and to provide access to a challenging and rewarding learning community for a diverse body of highly qualified applicants. The programs and services of the UGS are designed to improve the effectiveness of graduate education at FIU by implementing national best practices; advocate for and distribute resources in support of advances in graduate education at the University, as well as design and implement innovative initiatives to enhance the quality of students' graduate education experiences at FIU.

In service of these goals, the University Graduate School:

- Advocates for greater quality and resources associated with graduate education at FIU;
- Assumes responsibility for matters related to graduate education at the University and represents graduate education for the University in external settings;
- 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 on program-by-program basis;
- Assists academic units in recruiting, retaining and graduating a diverse body of highly qualified graduate students;
- Works with academic units to enhance and enrich interdisciplinary learning and research environments and the general 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.

## UGS Staff Directory

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# PART I: GRADUATE ADMISSIONS

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## **Graduate Admissions Office (GAO) Roles and Responsibilities**

- Assists colleges and graduate programs with recruiting new, highly qualified graduate students.
- Oversees the admissions process which includes, but is not limited to processing applications and application fees, scanning and archiving transcripts, diplomas, standardized test scores and all other admissions related documentation.
- Evaluates foreign credentials and transcripts; calculates GPAs for international and domestic applicants.
- Makes the official offer of admission to graduate students, based on a department's recommendation, and is the only unit which can issue the official admission letter to the student on behalf of the University.
- Reviews financial documents (e.g. Declaration and Certification of Finances) which are required for issuing the I-20 document to international students who need a student visa to study in the USA.
- Conducts the New Graduate Student Orientation each Fall, Spring, and Summer semester.

## **University Graduate Admissions Criteria**

Applicants to FIU masters or doctoral degree programs must meet the following admission requirements, unless otherwise stated in program-specific admission criteria that is published in the university catalog:

- A bachelor's degree from a regionally accredited U.S. institution or its equivalent from a recognized foreign institution authorized to grant degrees.
- A minimum undergraduate grade-point average (GPA) of 3.0 (on a four point scale) in upper level work, or a graduate degree from an accredited U.S. institution.
- An official score on the Graduate Record Examination (GRE) or the General Management Admission Test (GMAT) for all doctoral applicants. Some master's degree programs also require GRE/GMAT scores.

## **Program Requirements**

Departments may have additional and more stringent requirements than those of the university. Applicants must check the individual program requirements as these can vary by program. Admissions at the graduate level are competitive and meeting minimum program requirements does not guarantee admission.

An applicant who fails to meet these criteria may gain admission via an exception to the admissions standards which must be initiated by the specific academic department.

## **Additional Requirements for International Students**

### **English Proficiency**

In addition to the general university admissions requirements, applicants from non-English speaking countries, with the exception of those who have earned a degree from a regionally accredited U.S. institution, or those who have earned a degree from a country where English is the only official language, must demonstrate proficiency in the English language and are required to provide one of the official English proficiency test scores listed below:

- IBT TOEFL: 80
- Paper based TOEFL: 550



- IELTS: 6.5 overall
- PTE: 53 overall

Test scores must be no more than two years old from the start of admission semester. For TOEFL information, visit the following URL: <http://www.toefl.org>.

See [Appendix A for list of TOEFL Exempt countries](#).)

#### Official proof of degree/diploma

A certified or attested copy of the diploma/degree is required of all students who obtained his/her degree at a foreign institution. Please note that notarized copies are not acceptable.

#### Translations

Applicants with foreign educational credentials in a language other than English must provide a translation from a recognized translation agency or official translator. For suggested translation agencies, please go to: <http://gradschool.fiu.edu/future-students-international.shtml>.

The Graduate Admissions Office, as part of the admissions process, evaluates foreign credentials internally at no cost to the applicant.

#### Declaration and Certification of Finances / Proof of Funds

All international applicants are required by United States federal regulations to have adequate financial resources to cover all expenses associated with studying at Florida International University. Applicants are required to complete the Declaration and Certification of Finances (DCF) form, and submit it to the Graduate Admissions Office, along with the supporting bank and sponsor letter. If the applicant in the United States on a valid student visa, applicants are also required to submit the FIU F-1 Transfer form.

#### **Application Requirements**

After careful review of program of interest, its deadlines and requirements, prospects should:

Complete and submit the online application ([gradschool.fiu.edu](http://gradschool.fiu.edu))

- Pay the non-refundable \$30 application fee. A major credit card (Visa, Master Card, Discover or American Express) may be used/or a personal check or money order drawn in a U.S. bank. Please note that applications are not considered until the application fee is paid. Fee waivers, with appropriate documentation, may apply to recipients of McNair, VEF, McKnight, and Bridge-to-Doctorate programs.
- Submit official transcripts from each college and/or university attended. To be considered official, transcripts must be received in an envelope sealed by the degree issuing institution and should bear the necessary seals and signatures. Transcript evaluations or copies of transcripts provided by evaluation agencies do not substitute for this requirement. Note: Applicants who are currently attending/attended FIU do not need to submit an FIU transcript.

- Submit official GRE or GMAT scores if required by program. These scores must be sent directly to Florida International University by the appropriate testing agency. FIU's ETS school code is 5206.
- Provide official TOEFL/IELTS/PTE scores if required. TOEFL scores are sent officially from the testing center. IELTS scores sent directly from the testing center as hard copy transcripts are also accepted. Students need a minimum score of 80 on the IBT TOEFL, 550 on the Paper Based TOEFL, 6.5 overall on the IELTS or 53 overall on the PTE.
- Certified or Attested Diploma if student obtained his/her degree at a Foreign Institution (Original translations are required if the Diploma is in a language other than English.)

#### **Additional Procedures for International Students (F-1/J-1 visas):**

Submit the:

- Declaration and Certification of Finance form and corresponding bank and sponsor letters
- F-1 Transfer form (For international student holders of F-1/J-2 visas currently attending a U.S. institution).

#### **Submitting Documents:**

All credentials and documents submitted to the Graduate Admissions Office become the property of Florida International University. Exceptions: the College of Business Administration, College of Engineering, College of Law, College of Medicine and FIU Online handle documents separately. Originals will not be returned to the applicant or forwarded to another institution.

Mail supporting documents, check or money order payable to FIU to:

Florida International University  
Graduate Admissions Office  
P.O. Box 659004  
Miami, FL 33265-9004

For Overnight/Courier Services mail to:

Florida International University  
Graduate Admissions Office  
11200 S.W. 8 St. PC 230  
Miami, FL 33199

#### **GPA Calculation**

Only the Upper division credits (3000-4000 level courses) will be counted towards the calculation of the UG60 GPA for those students who are applying to a graduate program.

There are some students who attended an institution and obtained fewer than 60 Upper Division credits at that institution. In such cases, the GPA calculated will indicate the total amount of 3000-4000 level courses (Even if fewer than 60).

International Applicants' UG 60 GPA will be calculated from the last two years of undergraduate work completed for the Bachelor degree.

#### **Test Scores**

*Please note, minimum score requirements may vary per academic program.*

**GRE**

Please refer to **Concordance Table for Verbal Reasoning & Quantitative Reasoning** conversions to current scale.  
[http://www.ets.org/s/gre/pdf/concordance\\_information.pdf](http://www.ets.org/s/gre/pdf/concordance_information.pdf)

**GMAT**

500 (Should differentiate between Masters/Doctoral)

**EXADEP**

525

**TOEFL**

Paper Based – minimum score of 550

Internet Based – minimum score of 80

**IELTS**

Minimum score of 6.5 overall

**PTE**

Minimum score of 53 overall

**Graduate Admissions- General Deadlines**

<b>Doctoral Programs</b>		
Applications must be submitted before 5pm EST on the deadline date		
<b>Entry Term</b>	<b>US Applicants</b>	<b>International Applicants (need an F-1 Student Visa)</b>
<b>Fall</b> (August - December)	February 15 <sup>th</sup>	February 15 <sup>th</sup>
<b>Spring</b> (January - April)	August 1 <sup>st</sup>	August 1 <sup>st</sup>
<b>Summer</b> (May - August)	December 1 <sup>st</sup>	December 1 <sup>st</sup>
<b>Masters, Specialist and Graduate Certificate Programs</b>		
Applications must be submitted before 5pm EST on the deadline date		
<b>Entry Term</b>	<b>US Applicants</b>	<b>International Applicants (need an F-1 Student Visa)</b>
<b>Fall</b> (August - December)	June 1 <sup>st</sup>	February 1 <sup>st</sup>
<b>Spring</b> (January - April)	October 1 <sup>st</sup>	August 1 <sup>st</sup>
<b>Summer</b> (May - August)	March 1 <sup>st</sup>	December 1 <sup>st</sup>

## Graduate Admissions-Internal Deadlines

- Updated deadlines can be found online at: [http://gradschool.fiu.edu/documents/Grad\\_Admissions\\_Deadlines.pdf](http://gradschool.fiu.edu/documents/Grad_Admissions_Deadlines.pdf)

Deadline Category	Summer 2015 (1155)	Fall 2015 (1158)	Spring 2016 (1161)
<b>Domestic Students</b>			
Last day to submit admissions, readmissions, and certificate applications	<b>Mon Dec 1<sup>st</sup> – PhD</b> Sun Mar 1 <sup>st</sup> – Masters, Specialist & Certificates	<b>Sun Feb 15<sup>th</sup> – PhD</b> Mon Jun 1 <sup>st</sup> – Masters, Specialist & Certificates	<b>Sat Aug 1<sup>st</sup> – PhD</b> Thur Oct 1 <sup>st</sup> – Masters, Specialists & Certificates
Last day to submit all supporting academic credentials and appropriate test scores if applicable	<b>Mon Dec 1<sup>st</sup> – PhD</b> Sun Mar 1 <sup>st</sup> – Masters, Specialist & Certificates	<b>Sun Feb 15<sup>th</sup> – PhD</b> Mon Jun 1 <sup>st</sup> – Masters, Specialist & Certificates	<b>Sat Aug 1<sup>st</sup> – PhD</b> Thur Oct 1 <sup>st</sup> – Masters, Specialist & Certificates
Last day to admit	<b>Mon Mar 9<sup>th</sup> – PhD</b> Mon Apr 9 <sup>th</sup> – Masters, Specialist & Certificates	<b>Thur Apr 30<sup>th</sup> – PhD</b> Mon Jul 27 <sup>th</sup> – Masters, Specialist & Certificates	<b>Mon Oct 19<sup>th</sup> – PhD</b> Mon Dec 14 <sup>th</sup> – Masters, Specialist & Certificates
<b>Transfer International Students (currently in the U.S.)</b>			
Last day to submit admissions, readmissions, and certificate applications	Mon Dec 1 <sup>st</sup>	Sun Feb 15 <sup>th</sup>	Sat Aug 1 <sup>st</sup>
Last day to submit all supporting academic credentials, appropriate test scores if applicable and Declaration & Certification of Finances	Mon Dec 1 <sup>st</sup>	Sun Feb 15 <sup>th</sup>	Tue Sep 1 <sup>st</sup>
Last day to admit	Mon Apr 6 <sup>th</sup>	Mon Jun 29 <sup>th</sup>	Tue Dec 1 <sup>st</sup>
Last day to issue I-20	Release Date on F-1 Transfer Form	Release date on F-1 Transfer Form	Release Date on F-1 Transfer Form
<b>International Students Living Abroad</b>			
Last day to submit admissions, readmissions, and Certificate applications	Mon Dec 1 <sup>st</sup>	Sun Feb 15 <sup>th</sup>	Sat Aug 1 <sup>st</sup>
Last day to submit all supporting academic credentials, appropriate test scores if applicable and Declaration & Certification of Finances	Mon Dec 1 <sup>st</sup>	Sun Feb 15 <sup>th</sup>	Tue Sep 1 <sup>st</sup>
Last day to admit	Mon Mar 9 <sup>th</sup>	Thur Apr 30 <sup>th</sup>	Mon Oct 19 <sup>th</sup>
Last day to issue I-20	Mon Mar 23 <sup>rd</sup>	Thur May 21 <sup>st</sup>	Mon Nov 9 <sup>th</sup>
<b>All Applicants/Students</b>			
The deadline to apply will be removed at 5pm EST	<b>Mon Dec 1<sup>st</sup> – PhD Domestic &amp; all International</b> Sun Mar 1 <sup>st</sup> – Masters, Specialist & Certificates	<b>Sun Feb 15<sup>th</sup> – PhD Domestic &amp; all International</b> Mon Jun 1 <sup>st</sup> – Masters, Specialist & Certificates	<b>Sat Aug 1<sup>st</sup> – PhD Domestic &amp; all International</b> Thur Oct 1 <sup>st</sup> – Masters, Specialist & Certificates
Cancellation of incomplete apps/Revocation for no-show (tentative)	Mon Jul 6 <sup>th</sup>	Wed Sep 9 <sup>th</sup>	Mon Jan 25 <sup>th</sup>
Classes begin	<b>Mon May 11<sup>th</sup></b>	<b>Mon Aug 24<sup>th</sup></b>	<b>Mon Jan 11<sup>th</sup></b>

### **Requesting Access to PantherSoft and WebNow**

- To view graduate applications and supporting documentation, you will need to request access to Panther Soft and WebNow from the Graduate Admissions Office by completing the “Request for Access to Electronic Graduate Student Records” form, which is available online at <http://panthersoft.fiu.edu/access-request/>.
  - Sign into Campus Solutions
  - Using the menu on the left, click the link that says “End User Security Request”
  - Enter the ID of the person needing access and click ADD
  - Click NEXT
  - Select the desired access by clicking on the check boxes (look for Graduate Admissions – WebNow (Grad adm). Click NEXT
  - Fill out the required fields and Submit
  - You will have to click the Print button to generate the necessary forms
  - Once the forms have been signed by user and supervisor, email them to [santr@fiu.edu](mailto:santr@fiu.edu) or fax them to 7-7441
  - Once your access is ready (typically within 24-48 hours of receipt of signed forms), you will receive an email
- You will need to request Graduate Program Director Access for Panther Soft, if you are designated to enter Admissions Recommendations into Panther Soft by the academic program. Otherwise, you will only need to request view access.

## Application Process

To better understand and assist applicants with the application itself, we recommend that you take some time to navigate, learn about and create your own application, without submitting it. To create an account and fill out the application, please visit

[https://pslinks.fiu.edu/psc/cslinks/EMPLOYEE/CAMP/c/OAA\\_ONLINE\\_APPLICATION.OAA\\_SIGNON\\_COMP.GBL?Page=OAA\\_APPLICATION01&Action=U&TEMPLATE\\_ID=FIU\\_GRAD](https://pslinks.fiu.edu/psc/cslinks/EMPLOYEE/CAMP/c/OAA_ONLINE_APPLICATION.OAA_SIGNON_COMP.GBL?Page=OAA_APPLICATION01&Action=U&TEMPLATE_ID=FIU_GRAD)



### Welcome to FIU's graduate admission application!

To begin your application, you must sign into your application user account with your User ID and Password. If you do not have an account, please click on the "Create User Account" link to create your User ID and Password.

All communications, including admissions decisions, from the Graduate Admissions Office will be sent to you via the email you provide on your application. **Please be sure to add [gradadm@fiu.edu](mailto:gradadm@fiu.edu) to your safe senders list to ensure that you receive these communications.**

You do not have to complete the application in one sitting and may make changes multiple times by signing into your user account. Once you click on submit, however, the application will be delivered to the Graduate Admissions Office electronically and you will no longer have access to the application.

Questions? Please contact the Graduate Admissions Office.  
Phone: (305) 348-7442  
Email: [gradadm@fiu.edu](mailto:gradadm@fiu.edu)

### Sign In

Application User Account.

User ID

Password

Login

[Create User Account](#)

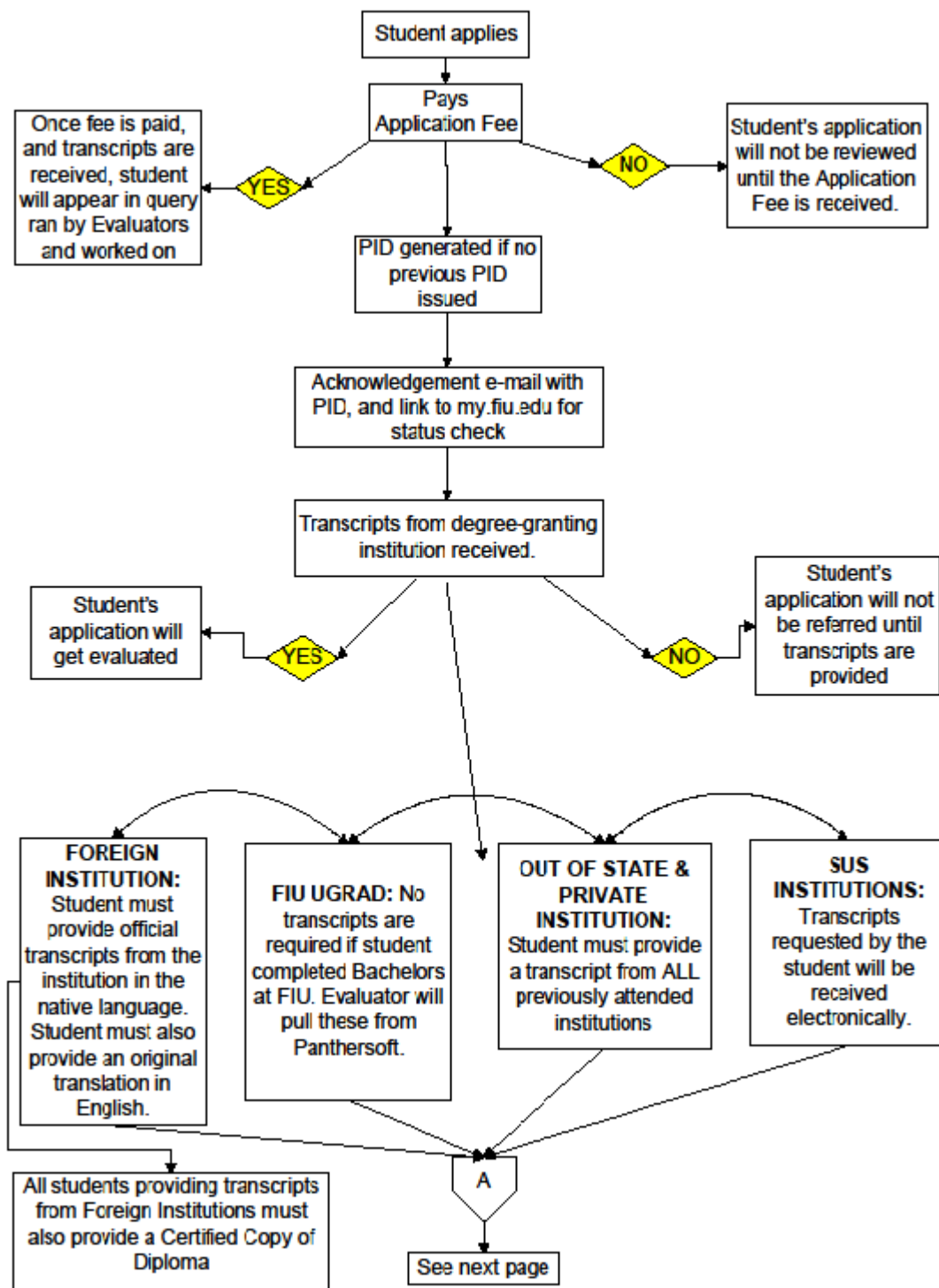
[Forgot User ID/Password?](#)

## **Application Creation & Process**

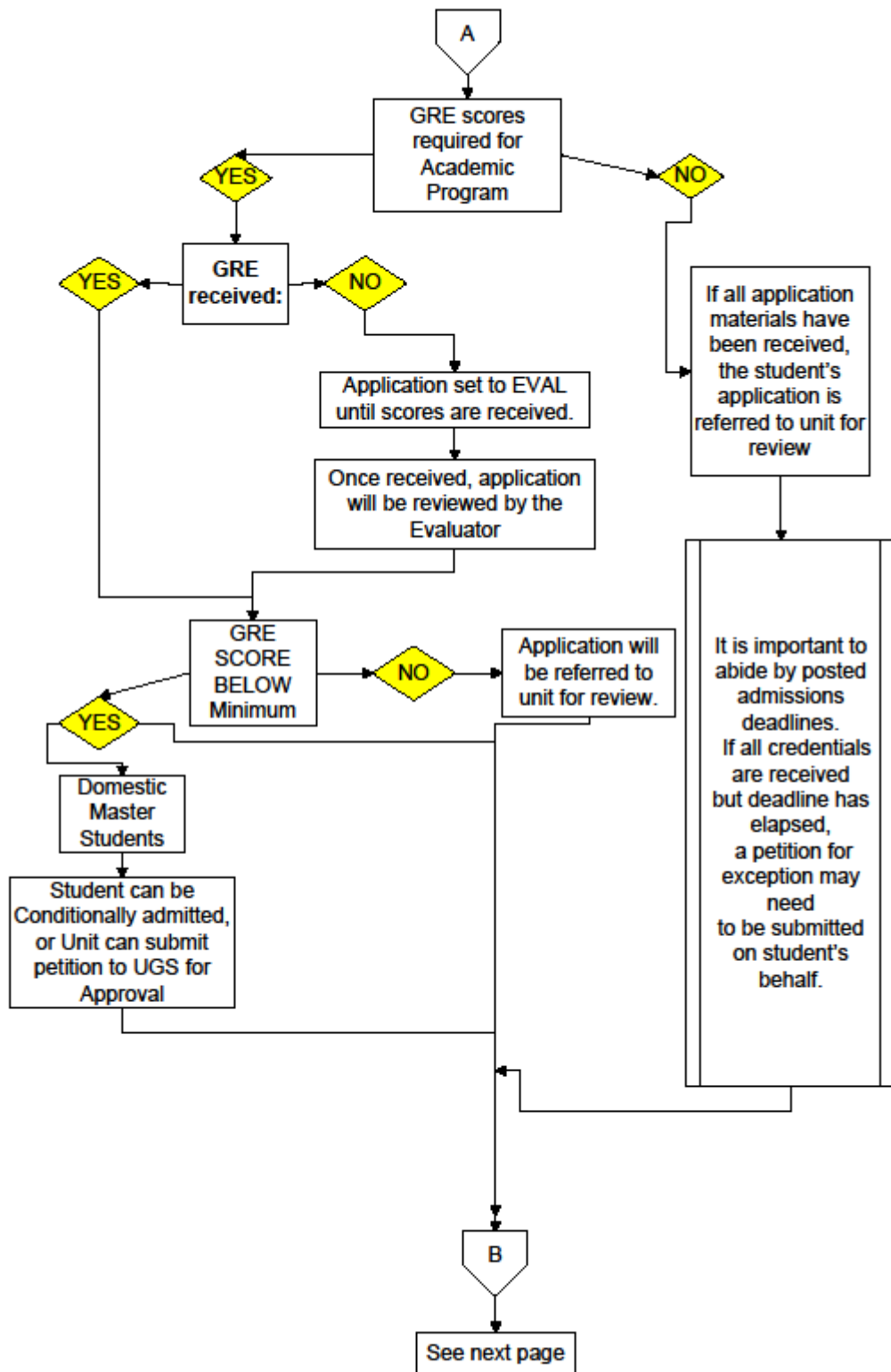
- The applicant completes the application online and clicks the submit button. Note that applicants can start and save their application within the application process and return to complete it by logging in again. Once they click on the submit button, they will no longer be able to update their information. However, after submission the applicant can still log on to their account to upload any other supporting documentation, such as recommendation letters, letters of intent (personal statements) and residency documents. Please be advised that for each major, the system will show the departmental documents that are required to be submitted.
- Letters of Recommendation may be submitted electronically through email or as a hardcopy to the Graduate Admissions Office.
  - For electronic recommendations, the applicant inputs the names and contact information for each recommender on the application. Once saved, an email will be sent to the recommender with an access code and instructions on how to proceed with the online recommendation.
  - To submit a hard-copy letter, the recommender must download the recommendation form from the admissions website at:  
[http://gradschool.fiu.edu/documents/Letter\\_of\\_Recommendation.pdf](http://gradschool.fiu.edu/documents/Letter_of_Recommendation.pdf).  
The hard copy recommendation letter/form can either be submitted to Graduate Admissions via mail or in person at the University Graduate School (PC230).
- Once the applicant submits the application, a search/match process is then run to determine if a record (Panther ID) already exists in Panther Soft and then matches the records or creates a new record if applicable. Some applications may be held in suspense if there are multiple, potentially duplicate records, which have to be manually reviewed by an admissions staff member.
- Supporting documents, e.g. letters of recommendation, residency documentation, etc. are then matched up to the application. Any documents uploaded via the application will automatically be associated to the application. Hard copy documents will be scanned and associated to the application within one to two weeks depending on volume. Please note that any documentation that is received prior to the submission of the application, such as transcripts, departmental requirements, will be put on hold and associated to applicant once the application is submitted.

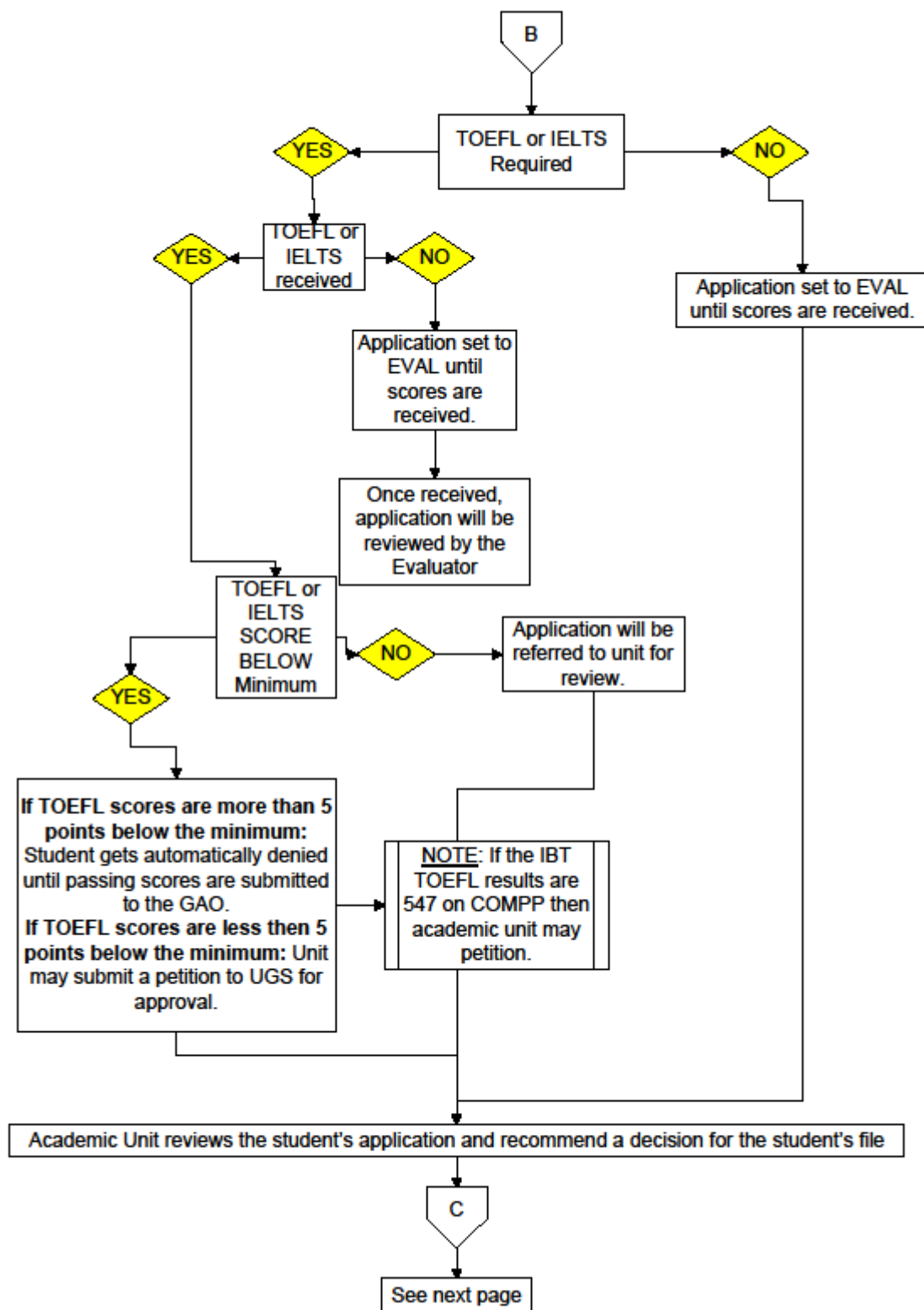
## Admissions Process Workflow

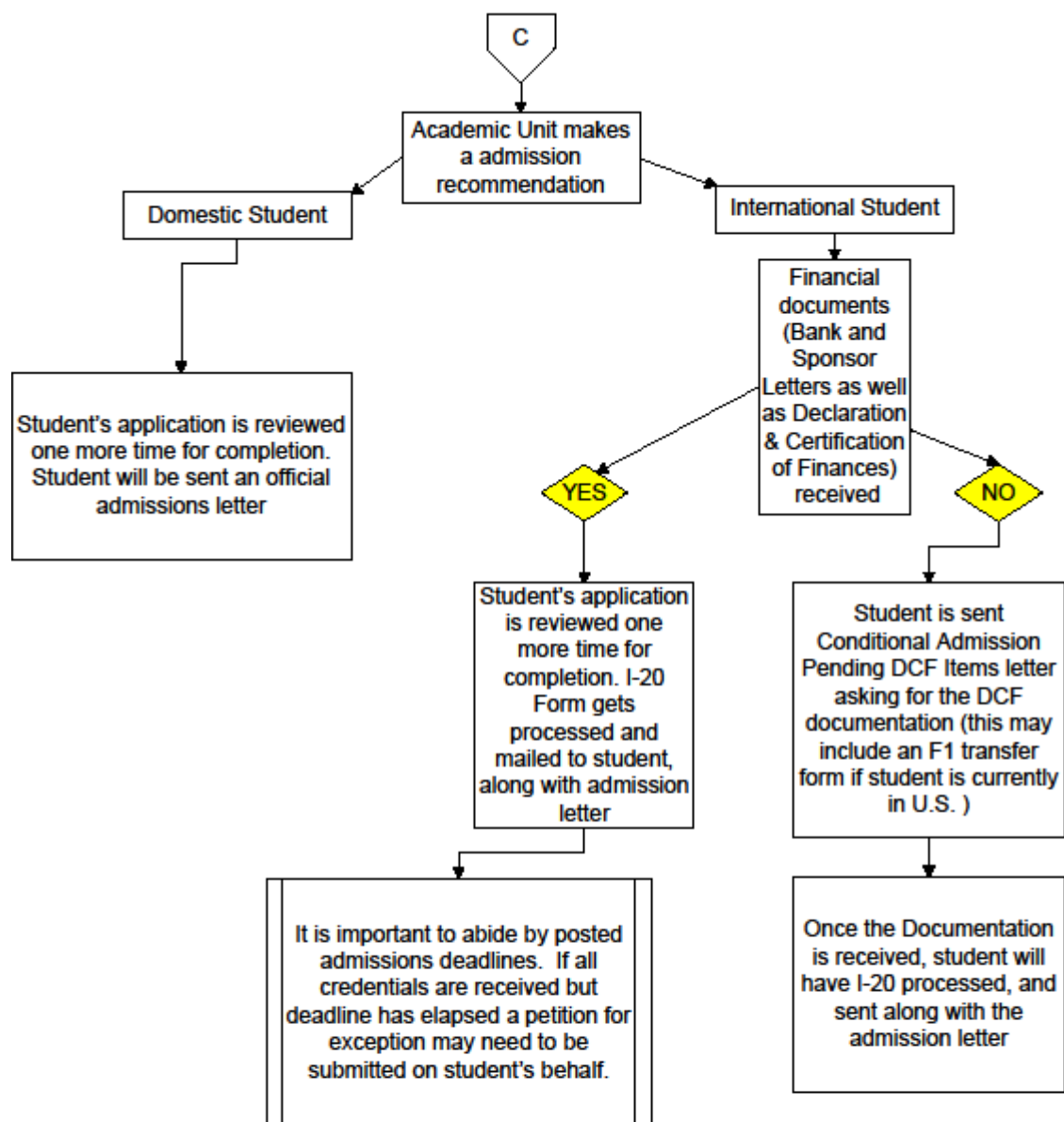
*Note: The following chart outlines the application and admissions process.*





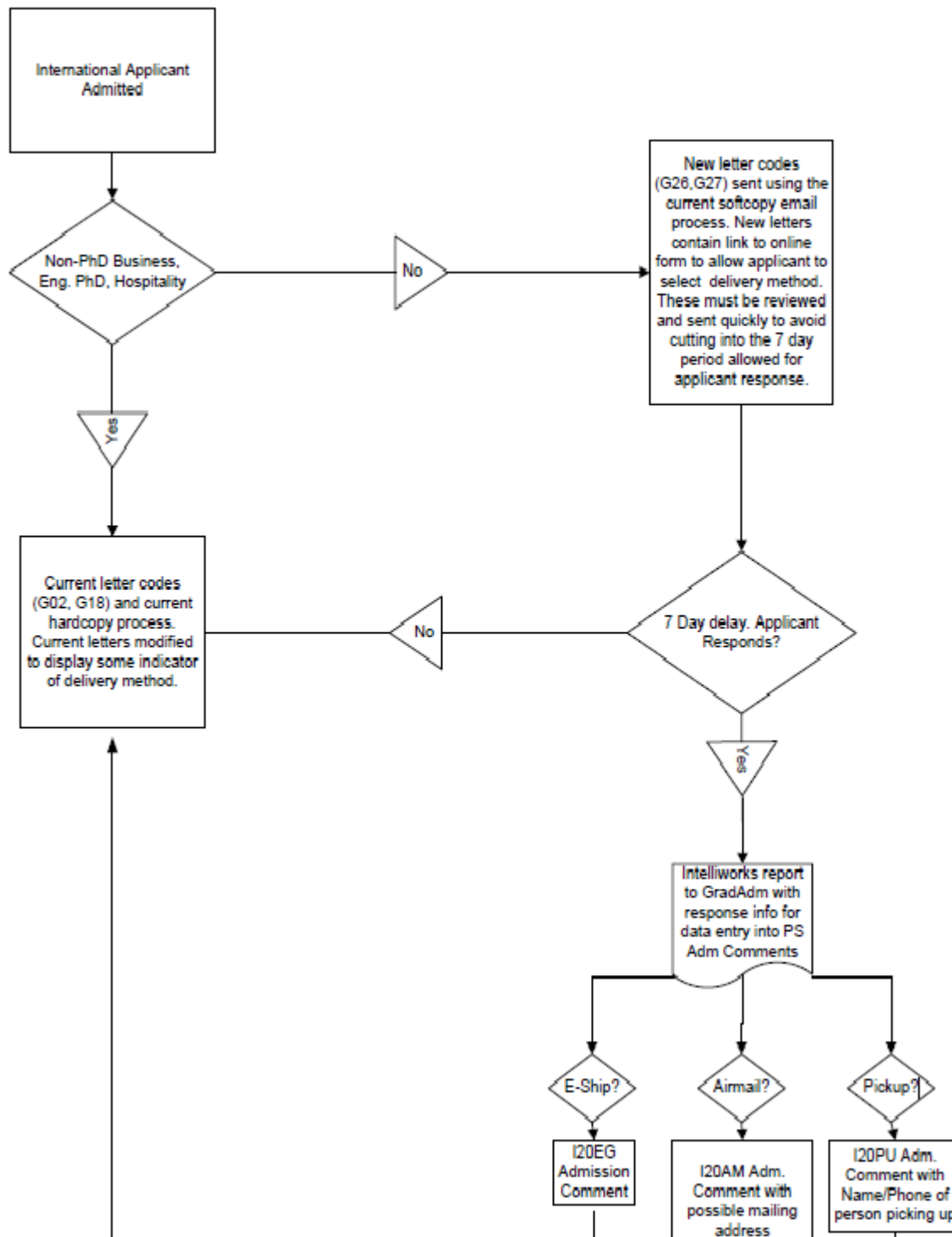






## International Letter Process to Accommodate Selection of I20 Delivery Method

Once an international applicant is admitted they will receive an email requesting that they select a delivery preference. Their selection will be added in the admissions comments page on the following business day. Below is a workflow outlining the process.





## Graduate Admissions Office I-20 Delivery Preference Form

\* = Required Field

Personal Information	
* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email	* Panther ID
<input type="text"/>	<input type="text"/>

You have three delivery options to choose from:

- 1) **Express Mail:** You can have your I-20 express mailed to you via eShip Global, \*\*
- 2) **Pick-up:** You can have a friend or family member pick up your I-20 from the Graduate Admissions Office; or
- 3) **Regular Air-Mail:** You can have your I-20 sent to you via regular Air-Mail service by the Graduate Admissions Office at no additional cost.

If you do not choose an option within 7 days of receiving your admission notification, your I-20 will be shipped to you via regular Air-Mail, option 3.

\*\* eShip Global is a private mail service company and is not affiliated with FIU. This company makes arrangements with DHL or Federal Express to have your I-20 express mailed to you and requires an additional fee paid directly to eShip Global.

I-20 Delivery Preference
* Please indicate your delivery option below and click on the submit button
<input type="text"/>

Submit

Cancel

The following link: <http://gradschool.fiu.edu/future-students-receiving-documents.shtml> provides detailed instructions for the various options available to international graduate students.

## Certificate Application Process

- **FIU Students** who are interested in enrolling in a certificate program and who are currently enrolled in a master's or doctoral program must complete the paper application for the certificate program, which is available online at: [http://gradschool.fiu.edu/documents/Certificate\\_Application.pdf](http://gradschool.fiu.edu/documents/Certificate_Application.pdf)
- The application must be approved and signed by the Graduate Program Director (GPD) and submitted to the GAO, along with a non-refundable \$30 application fee. The application is sent for scanning/linking then handed to the appointed person for manual entry and given to the assigned evaluator.

Florida International University				
Graduate Certificate Program Application				
(For currently enrolled FIU graduate students only. All other applicants must complete the online application at <a href="http://gradschool.fiu.edu">gradschool.fiu.edu</a> .)				
Please complete this Application Form and have the Director of the certificate program sign it. Then submit the application along with a non-refundable \$30.00 Application Fee, made payable to "Florida International University", to the Graduate Admissions Office, PC 230. Or via mail to FIU Graduate Admissions, P.O. Box 659004, Miami, FL 33265-9004				
Revised 04/23/2014				
Panther ID: _____	Name: _____		Date of Birth: _____	
	Last	First	MI	(mm/dd/yyyy)
Address: _____		_____		
Street	City	State	Zip Code	
Email: _____	Telephone: _____		Cell _____	
<b>Certificate Program</b>				
I am applying to the certificate program, indicated below (✓ check), beginning the <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer semester _____ (Year)				
<input type="checkbox"/> Addictions	<input type="checkbox"/> Homeland Security and Emergency Management			
<input type="checkbox"/> African and African Diaspora Studies	<input type="checkbox"/> Iberian Studies			
<input type="checkbox"/> Afro-Latin American Studies	<input type="checkbox"/> Human Resource Policy and Management			
<input type="checkbox"/> Asian Globalization	<input type="checkbox"/> Information Technology in Civil Engineering			
<input type="checkbox"/> Asian Studies	<input type="checkbox"/> International and Comparative Public Administration			
<input type="checkbox"/> The Diversity, Communication, and Management	<input type="checkbox"/> Terrorism Studies			

Applicant's Signature _____	Date _____ (mm/dd/yyyy)
<b>Graduate Certificate Program Director Statement/Admissions Recommendation (Required)</b>	
I certify that the above FIU graduate student meets all of the admissions criteria for our certificate program, and, therefore, approve his/ her admission to the program.	
Director's Signature: _____	Date _____ (mm/dd/yyyy)
Name (Please Print) _____	Phone Ext. _____

- First time applicants (i.e. not enrolled in a FIU graduate degree program) must follow the same process as someone applying to a degree program. Therefore, the regular application deadlines apply. Applicants must have earned a bachelor's degree from a regionally accredited institution and must complete the online application in order to be considered.

#### **4+1 (Combined BS / MS or BA/MA) Application Process**

The combined degree program is offered in many majors and allows FIU students to earn up to 12 graduate credits which can be applied to both their bachelor's and master's degrees.

##### **Admission Criteria:**

To be considered for admission to the combined degree program, you must have completed at least 75 and no more than 90 credits in a bachelor's degree program at FIU and meet the admissions criteria for the graduate degree program to which you are applying. **The student must apply during the last semester of junior year.**

- Applicant must meet the graduate degree program's admissions criteria (ie. GPA and/or test score requirements).
- Applicants must obtain the signature of the Graduate Program Director and pay a non-refundable \$30.00 application fee.

##### **Program Guidelines:**

- Students may only take one third of the course credit for a maximum of 12 graduate courses to be used for both the undergraduate and graduate degrees.
- Once conditionally admitted, the student's status will remain as an undergraduate until he/she graduates from the bachelor's degree and is matriculated into the graduate program.
- Students are not eligible for graduate assistantships until they are matriculated into their graduate program.
- This program is designed to be a continuous program; it is meant for those students who would like to complete both undergraduate and graduate degrees in less time than if pursued separately.
- Failure to complete the bachelor's degree within the time indicated on the application and allowed by graduate admissions will result in revocation of the conditional admissions. Student can later apply to the stand alone master's program.



- The application can be found online at: <http://gradschool.fiu.edu/documents/4plus1-Application.pdf>



**University Graduate School**  
FLORIDA INTERNATIONAL UNIVERSITY

## Application for Admission to the Combined Bachelor's/Master's Degree Program

To be considered for admission to the combined degree program, you must have completed at least 75 and no more than 90 credits in a bachelor's degree program at FIU and meet the admissions criteria for the graduate degree program to which you are applying. **The student must apply during the last semester of junior year.**

Please complete this Application Form and have the Graduate Program Director of the program sign it. Then submit the application along with a non-refundable \$30.00 Application Fee, made payable to "Florida International University", to the Graduate Admissions Office, PC 230. Or via mail to FIU Graduate Admissions, P.O. Box 659004, Miami, FL 33265-9004

Revised 3/26/2015

Panther ID: \_\_\_\_\_ Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Last First MI (mm/dd/yyyy)  
 Address: \_\_\_\_\_  
 Street City State Zip Code  
 Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Your FIU Major \_\_\_\_\_ Are you an international student on a F-1 Student Visa? ☐ Yes ☐ No  
 When do you plan to complete your bachelor's degree at FIU? ☐ Fall ☐ Spring ☐ Summer \_\_\_\_\_ (Year)

**Program of Application:**

I am applying to the combined program, indicated below (✓ check), beginning the ☐ Fall ☐ Spring ☐ Summer semester \_\_\_\_\_ (Year) NOTE: If the Master's program to which you are applying requires a GRE or GMAT, you must have your scores reported to FIU before your application can be considered for admission.

Please select the program of study...

**Applicant Statement:**

By signing, I recognize and accept the following: If admitted to the combined program, I am expected to complete my bachelor's degree by the end of the term indicated above and complete the master's degree requirements within one year of completing the bachelor's degree; Only 5000 level or higher courses and no more than 6-12 graduate credits, as specified in the catalog description for the program, may be applied to both degree programs and must meet current Graduate Transfer Credit Policy; I must fulfill the entrance requirements of my new program before my admission can be considered; I must also complete the academic program requirements which are in effect at the time of my admission.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(mm/dd/yyyy)

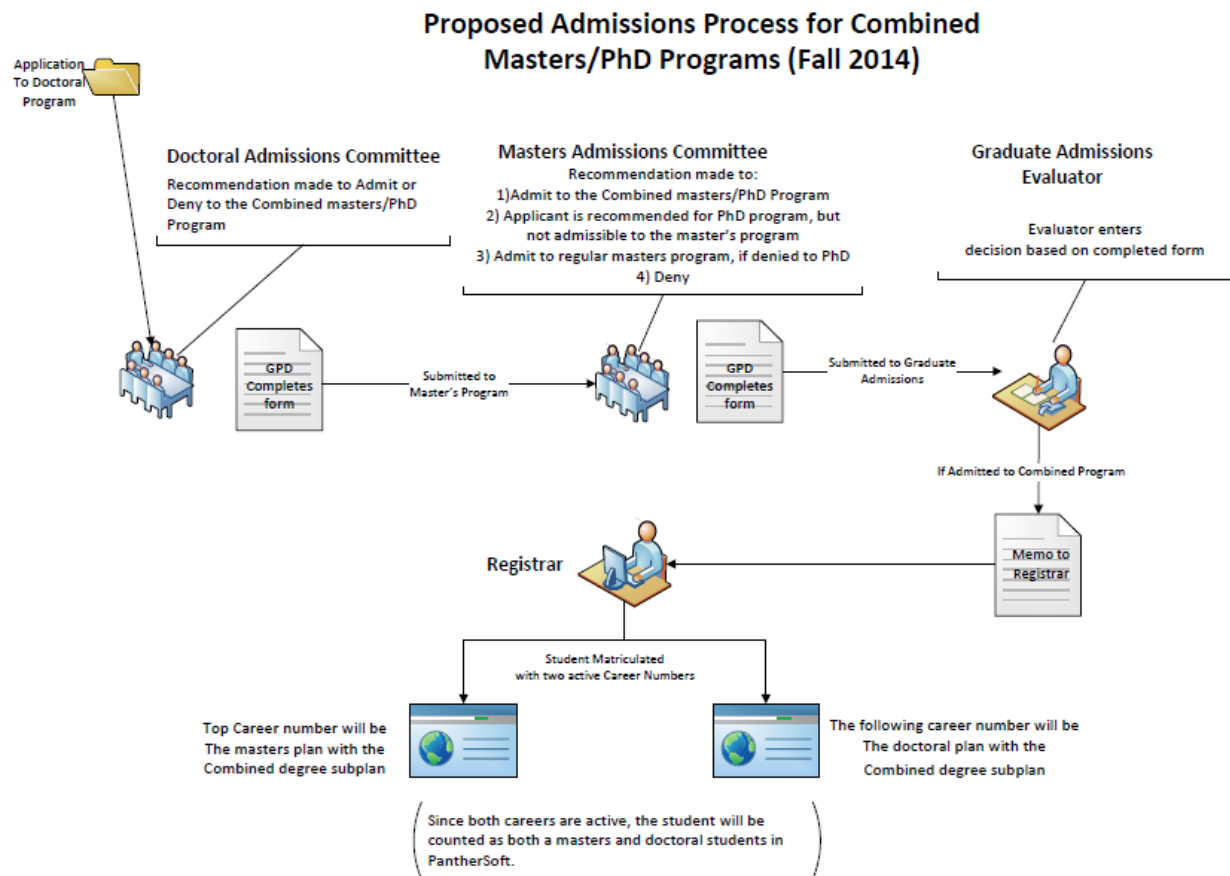
**Graduate Program Director Statement/Admissions Recommendation (Required)**

The above student meets all of the admissions criteria for our graduate program. Therefore, on behalf of the admissions committee, I recommend this student's admission to the combined program indicated above.

Graduate Program \_\_\_\_\_  
Director's Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(mm/dd/yyyy)



Students interested in applying to one of the combined MA/PhD programs must follow the procedures outlined below. In order to streamline the process, a paper application is now used for this select group (see below).



**Admissions Committee Recommendation Form  
For Combined Masters/PhD programs**

This form is required to record the admissions recommendations of both the masters and doctoral admissions committees for applicants to the combined masters/PhD programs. There are three steps to this process:

- 1) Once the applicant's file is ready for review, the doctoral admissions committee will review the applicant's file and make an admissions recommendation. The GPD enters the doctoral recommendation below and forwards the form to the master's committee for their review and recommendation.
- 2) The master's admissions committee reviews the file and makes an admissions recommendation. The GPD of the master's program enters the recommendation below, signs the form.
- 3) The master's program submits the completed form to the graduate admissions evaluator for their program. The evaluator then enters the final admissions decision on the applicant's record and issues the decision letter.

**Applicant's information**

Name:

Panther ID  Last  First  MI

Applying to the Combined Masters/PhD program in:

Admit Term: ☐ Fall ☐ Spring ☐ Summer  (Year)

Applicant's Plan and Sub-plan

**Doctoral Admissions Committee Recommendation (Please check one)**1<sup>st</sup> Step

- ☐ Please admit applicant to the combined Masters/PhD program indicated above. If applicable, please indicate departmental funding for this student: Number of years  and which years (e.g. 1<sup>st</sup> and 2<sup>nd</sup> year)
- ☐ Applicant is denied admission to the combined Masters/PhD program, but is being forwarded to the master's admissions committee for review to the stand-alone master's program

Additional Comments: Graduate Program Director's Signature (Required):  Date Name  (Please Print)

After completing and signing this section, please forward this form to the master's program admissions committee for their review and recommendation.

**Masters Admissions Committee Recommendation (Please check one)**2<sup>nd</sup> Step

*Important: The Doctoral Admissions Committee Recommendation section, above, must be completed and signed by the GPD before this section can be filled out.*

- ☐ Please admit applicant to the combined Masters/PhD program indicated above
- ☐ Applicant was recommended for admission by the doctoral admissions committee but is not admissible to the master's program. (Evaluator will change plan to the stand-alone PhD program.)
- ☐ Applicant was denied admission by the doctoral admissions committee but is admissible to the stand-alone master's program.

Please admit applicant to the master's program in  (FIU Major)

- ☐ Applicant is denied admission to the combined program and the stand alone master's program

Additional Comments: Graduate Program Director's Signature (Required):  Date Name  (Please Print)3<sup>rd</sup> Step**Graduate Admissions Office**

Please email completed form to the Graduate Admissions Evaluator for your program. You may also fax this form to the graduate admissions office at 305-348-7441.

## **Inactive Applications**

Applications are only valid for the term specified on the application. Applications, which have not been deferred by the Academic Unit or remain incomplete, will be inactivated by the Graduate Admissions Office two weeks after the Add/Drop deadline date of the applicable term. Likewise, No-Shows (admitted students, who do not enroll for the term of admission) will have their admissions offer revoked and their application inactivated. Applicants, whose application has been inactivated and who wish to be considered for a future term, will have to submit a new application, and pay the \$30.00 application fee.

### **Graduate Admissions Application Inactivation Process**

<b>Application Status</b>	<b>Graduate Admissions Action</b>	<b>Graduate Admissions Action Date</b>	<b>Academic Program/Department Action</b>	<b>To reactivate File (inactivated Apps only)</b>
<b>Missing Application Fee</b>	Application is inactivated	ADD/DROP Deadline for active term	NA	Applicant must submit new application and application fee.
<b>Incomplete File -Not referred to dept</b>	Graduate Admissions cancels application; notification email is sent to applicant	Last day to admit domestic students for active admissions cycle	NA	Applicant must submit new application and application fee.
<b>Referred to Dept - No Admissions Decision</b>	Evaluator emails a reminder to academic units/department for their action.	Last day to admit domestic students for active admissions cycle	By the ADD/DROP deadline, the department must enter a deferral action in PantherSoft for applications to be considered for a future term (for up to one year). It is the program's responsibility to notify these applicants of their deferral.*	NA
<b>Admitted to Program - Student does not enroll</b>	Graduate Admissions removes application record from Student Program/Plan and inactivates it.	ADD/DROP Deadline for active term	NA	Applicant must submit new application and application fee.
<b>Referred to Dept - Dept does not defer to future term</b>	Graduate Admissions cancels application; notification email is sent to applicant	ADD/DROP Deadline for active term	NA	Applicant must submit new application and application fee.

**\* Graduate Admissions will not process deferrals for the entire applicant pool, unless program does not officially offer admissions for the term.**

## **Deferring Admissions Start Term**

**Applicants** - Active applicants (Action Reason = REFR, INSF, EVAL, or Blank) may have their applications deferred up to one academic year. To request a deferral, the applicant or Academic Unit must send an e-mail to the Graduate Admissions Office requesting a deferral.

**Admits** – To defer an admitted student, the Academic Unit, not the student, must email the deferral approval to the GAO Evaluator assigned to their unit.

- Unit needs to approve request made by the student to defer to a later term (to make sure that unit has enough spaces available for the upcoming term).
- If student sends request to the evaluator, then e-mail needs to be forwarded to unit for approval before the changes can be made on the application

If unit wishes to defer to a later term (without student having requested the change), then the unit needs to contact the applicant to ask if the applicant is still interested in deferring to a later term (may already have been admitted somewhere else). **Denials** – Students who were denied admission to a program cannot have their applications deferred and may not reapply to FIU for one calendar year to the same program, however they may apply to another program for which they meet admissions criteria.

- Denied applications cannot be reconsidered for another program, student must reapply and pay new application fee.

*Note: Applications can be deferred as many times as the applicant/unit wishes within the period of one academic year of the original application term with applicant/unit approval.*

## Generate and View List of Applicants to Program

PantherSoft Page	Information	Navigation
Query Viewer	All of the needed queries to keep track of applicant.	Reporting Tools → Query → Query Viewer

Target Group: **Referred Applicants** - referred to department for admissions review and recommendation

Query Name: FIU\_EVALUATOR\_ACTIONABLE\_REFR

Data listed: Academic Program / Plan / Subplan, Panther ID, Name, Application number / date, Action Reason (REFR) / Date, Admit Type, Last School Attended, Test Scores, UG60, PBOV and Visa Type.

Frequency: Run every few days (Recommended)

FIU\_EVALUATOR\_ACTIONABLE\_REFR - Applicants w/ all transcripts

Institution: FIU01  
 Acad Program: GREG  
 Acad Plan: COMPSC:MS  
 Admit Term: 1161  
[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (8 kb)

View All

	Academic Program	Academic Plan	Sub-Plan	ID	Name	Appl Nbr	Application Date	Refer Date	Action Reason	Admit Type	Descr	GRE Verbal	GRE Verbal New	GRE Quantitative	GRE Quantitative New	GRE Analytical	GRE Writing	GMAT Max	EXADEP	TOEFL Composite	TOEFL IBT	IELTS	PTE Overall	UG60	PBOV	VisPmtType
1	GREG	COMPSC:MS					06/10/2015	08/05/2015	REFR	GFR	Universidad Espiritu Santo	0.00	149.00	0.00	152.00	0.00	3.00	0.00	0.00	0.00	96.00	0.00	0.00	3.078		F1
2	GREG	COMPSC:MS					07/16/2015	08/03/2015	REFR	GRD	Florida International University	0.00	150.00	0.00	154.00	0.00	3.50	0.00	0.00	0.00	0.00	0.00	0.00	2.980		AR1
3	GREG	COMPSC:MS					01/26/2015	07/06/2015	REFR	GFR	U Of Chittagong	0.00	141.00	0.00	156.00	0.00	2.00	0.00	0.00	0.00	0.00	6.50	0.00	3.811		F1
4	GREG	COMPSC:MS					01/23/2015	07/02/2015	REFR	GFR	Jawaharlal Nehru Tec	0.00	144.00	0.00	154.00	0.00	3.50	0.00	0.00	0.00	0.00	7.00	0.00	3.516		H4
5	GREG	COMPSC:MS					02/04/2015	07/02/2015	REFR	GFR	Jawaharlal Nehru Tec	0.00	139.00	0.00	157.00	0.00	2.50	0.00	0.00	0.00	0.00	7.00	0.00	3.050		F1

First 1-12 of 18 Last

Target Group: **All Applicants** to program, includes incomplete applications

Query Name: FIU\_AD\_APPL\_PROG\_PLAN\_SUBPLN

Data listed: PID, Name, Application Number, Admit Type, Created On, Academic Program, Academic Plan, Subplan, Status, Program Action, Actions Reason, Action Date, Original Admit Term.

Frequency: Run once per week (Recommended)

FIU\_AD\_APPL\_PROG\_PLAN\_SUBPLN - Applicants by Prog,Plan,Subpln

Institution: FIU01  
 Career: GRAD  
 Admit Term: 1161  
 Acad Prog: GREG  
 Acad Plan: COMPSC:MS  
[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (23 kb)

View All

	ID	Name	Appl Nbr	Admit Type	Created On	Acad Prog	Status	Prog Actn	Action Rsn	Action Date	Acad Plan	Sub-Plan	Original Admit Term
1				GFR	04/28/2015	GREG	Admitted	COND	LETR	06/22/2015	COMPSC:MS		1161
2				GFR	07/28/2015	GREG	Applicant	APPL		07/28/2015	COMPSC:MS		1161
3				GFR	12/06/2014	GREG	Admitted	COND	LETR	05/18/2015	COMPSC:MS		1158
4				GFR	06/19/2015	GREG	Applicant	APPL		06/19/2015	COMPSC:MS		1161

First 1-65 of 65 Last

## Viewing Program and Application Status

PantherSoft Page	Information	Navigation
Maintain Applications	-Bio-demo Data -Address, telephone -Visa status and Citizenship -Program and Plan -Application Status -Admission Decision	Student Admissions → Application Maintenance → Maintain Applications
Application Materials Summary	-GPA summaries -Test scores -Degrees earned -Admissions Comments -Link to imaged documents	Student Admissions → Applicant Summaries → Application Materials Summary
Checklist Summary		Campus Community → Checklists → Person Checklist → Person Checklist Summary
Education Summary	Transcript data sent electronically (SUS Institutions)	Student Admissions → Application Summaries → Education Summary
Test Results	-GRE and GMAT -TOEFL / IELTS / PTE	Student Admissions → Application Entry → Academic information → Test Results
Unofficial FIU Transcript	FIU transcripts	Records and Enrollment → Transcripts → Transcript Request

Biographical Details [Addresses](#) [Regional](#) [Application Program Data](#) [Application Data](#) [Application School/Recruiting](#) [▶](#)

Applicant Name  Panther ID  [Names](#)

### Person Information

Date of Birth:  [Birth Information](#) Campus ID:

### Biographical History

[Find](#) | [View All](#) First  1 of 1  Last

\*Effective Date: 05/15/2009  [+](#) [-](#)  
 \*Marital Status: Married  As of: 05/15/2009   
 \*Gender: Male

### National ID

[Customize](#) | [Find](#) |  First  1 of 1  Last

*Country	*National ID Type	National ID	Primary
USA <input type="text"/>	Social Security Number <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<a href="#">Add</a>			

### Contact Information

[Addresses](#) [Find](#) | [View All](#) First  1 of 2  Last

Address Type: Home [Addresses](#)  
 Effective Date: 05/15/2009  
 Status: Active  
 Country: USA  
 Address:

**Phone**

*Type	*Phone	Ext	Country	Preferred
Home <input type="text"/>	<input type="text"/>	000	<input checked="" type="checkbox"/>	
<a href="#">Add</a>				

**Email**

*Type	*Email Address	Preferred
Alias <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Campus <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
Other <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<a href="#">Add</a>		

[Visa/Permit Data](#)

[Citizenship](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#)

The **Application Program Data** tab displays the applicant's program of interest, term of admission, and application status (whether student is still an applicant, has been referred to unit, admitted, denied, withdrawn, etc.)

Biographical Details

Addresses

Regional

Application Program Data

Application Data

★

Academic Institution:

Florida International Univ

Application Number:

00263711

Academic Career:

Graduate

Career Number:

0

Program Data

Find | View All

First 1 of 6 Last

Program Number:

0

\*Effective Date:

06/10/2010

\*Admit Term:

1108

FALL 2010

Effective Sequence:

1

\*Academic Program:

GRBU

GRBU

Expected Graduation Term:

\*Academic Load:

Full-Time

\*Campus:

UPARK

☐ Joint Program

See table on following page for explanation of Program Status Codes

Program Status

Status:

Active

Action Date:

06/10/2010

\*Program Action:

MATR

Matriculation

Action Reason:

AUTO

Auto Assigned

Create Program

Evaluation

Plan Data

Find | View All

First 1 of 1 Last

\*Academic Plan:

HRMGT:MS

Human Resources Mgt - MS

MAJ

MS

Sub-Plan Data

Find | View All

First 1 of 1 Last

\*Sub-Plan:

Transfer To:

Education

Go

**Program Status (Admission) Codes**

<u>Program Action</u>		<u>Action Reason</u>		
<b>APPL</b>	Application	INSF	Insuff info available to eval	<b>Missing Transcripts Missing Test Scores Fee (\$30.00) (Can't touch this app) (Can't touch this app)</b>
		EVAL	Application Evaluated	
		FEE	Pending Application Fee	
		JADC	Judicial Academic Applicant	
		JHLD	Judicial Hold	
		NOSH	No Show	<b>Petition required</b>
		PWAP	Pending Waiver of Approval	
		PGAC	Pending Graduation Appl/ Cert	
		RADD	Readmissions-Referred to Dept	<b>(FIU students) Referred</b>
		REFR	Graduate App Referred to Dept	
		PGAC	Pending Graduate Appl/Cert	<b>Referred  (for PhD readmits) (for low test scores) For Combined MA/PHD</b>
		PUGS	Pending UGS Decision	
		RETX	Retake Exam	
		REFC	Grad App Refer—Combined	
		TOEF	Pending TOEFL/IELTS/PTE score	
<b>ADMT</b>	Admit	AUTO	Auto Assigned	<b>Admitted</b>
		MANU	Manually Admitted	<b>Admitted</b>
		RADM	Readmission	<b>Admitted</b>
<b>COND</b>	Conditional Admit	1TRM	One Term Cond/Prov Admit	<b>Official docs missing 3.00 GPA x 9 credits</b>
		TENP	Ten Percent Conditional Admit	
		4+1	Combined Bachelors/Masters	<b>4+1 admitted Financial docs missing</b>
		LETR	Sponsor-Bank Letter	
		PPOD	Pending Proof of Degree	<b>Financial docs missing</b>
		LETT	Ten Percent missing DCF items	
<b>DEFR</b>	Defer Enrollment	DBAU	Deferred by Academic Unit	
		DBST	Deferred by Student	
<b>DEIN</b>	Intention to Matriculate	1TRM	1-Term Conditional Admit	
		TENP	Ten Percent Conditional Admit	
<b>DENY</b>	Deny	APPL	Department/Program Denial	
<b>MATR</b>	Matriculation	AUTO	Auto Assigned	<b>Ready to Register</b>
<b>PLNC</b>	Plan Change	STUD	Student Requested Plan Change	
<b>PRGC</b>	Program Change	STUD	Student Requested Change	
<b>RECN</b>	Reconsideration			
<b>WAPP</b>	Applicant Withdrawal	ADEC	After Decision	<b>Applicant requested Applicant requested</b>
		BDEC	Before Decision	
<b>WAIT</b>	Waitlist	WARD	Additional/Replacement Data	<b>Dept is requesting updated or replacement info</b>
<b>WADM</b>	Administrative Withdrawal	CNDP	Cancelled by Department	<b>Unit cancels application</b>



## Viewing Applicant's Portfolio

PantherSoft Page	Information	Navigation
Application Materials Summary	-GPA summaries -Test scores -Degrees earned -Link to imaged documents	Student Admissions → Applicant Summaries → Application Materials Summary

### Materials Overall Summary

### Materials Summary

### Test Score Summary

### Transcripts Summary

### Academic Summary

### Academic S



Applicant Name: \_\_\_\_\_ ID: \_\_\_\_\_ Panther ID: \_\_\_\_\_  
 Academic Career: Graduate Application Nbr: 00302015  
 Academic Program: Engineering Academic Plan: Civil Engineering - PhD  
 Program Action: APPL Application Program Reason: Graduate App Referred to Dept  
 Admit Term: 1111 Admit Type: Graduate - Foreign Applicant  
 Residency: OutofState [Residency Info](#) BOE Indicator: \_\_\_\_\_  
[Admission Comments](#) [Admission Recommendation](#) [Personal Information](#) [ImageNow](#)  
[Incoming ETT Message](#) [Outgoing ETT Message](#) [Financial Aid](#) [Enrollment](#) [Visa Information](#)

### Test Summary

Test ID	Test Component	Test Score	Test Date	Data Source
TOEFL	IBT Composite Total	93.00	10/26/2008	Educational Testing Service
GRE	Verbal	450.00	10/16/2008	Educational Testing Service
GRE	Quantitative	680.00	10/16/2008	Educational Testing Service
GRE	Max Score	1130.00	01/27/2009	School Computed

### Transcript Summary

Organization	Career	Type	Status
Bangladesh U Eng Tec	Undergrad	Official	Final
Tennessee Technological Univer	Graduate	Official	Incomplete

### Academic Summary

Description	Sum Type	Conv GPA	Units
Bangladesh U Eng Tec	UG 60	3.210	60.00 <a href="#">Transcript Data</a>
Tennessee Technological Univer	Post Bacc	3.170	18.00 <a href="#">Transcript Data</a>

### Degree Summary

Organization	Degree Date	Degree	Data Source	Field of Study
Tennessee Technological Univer	12/16/2010	MS	School Computed	Civil Engineering
Bangladesh U Eng Tec	03/16/2008	B	School Computed	Civil Engineering

### Materials Summary

Material Group	Material Type	Date Recorded	
Recommendation	Recommendation	09/01/2010	<a href="#">Recommender Detail</a>
Recommendation	Recommendation	02/10/2009	<a href="#">Recommender Detail</a>
Personal Statement	Essay	09/01/2010	
Personal Statement	Essay	08/20/2010	

## Admission Recommendations

PantherSoft Page	Information	Navigation
Application Materials Summary	View Admissions Comments Make Admission Recommendation	Student Admissions → Applicant Summaries → Application Materials Summary

It is mandatory to view the Admissions Comments entered by the GAO evaluator before posting your unit's admission recommendation as their comments may determine what recommendations may be made. If you have questions, please contact the GAO Evaluator responsible for your unit.

**Academic Program:** Engineering      **Academic Plan:** Civil Engineering - PhD  
**Program Action:** APPL Application      **Program Reason:** Graduate App Referred to Dept  
**Admit Term:** 1111      **Admit Type:** Graduate - Foreign Applicant  
**Residency:** OutofState [Residency Info](#)      **BOE Indicator:**  
[Admission Comments](#)   [Admission Recommendation](#)   [Personal Information](#)   [ImageNow](#)  
[Incoming ETT Message](#)   [Outgoing ETT Message](#)   [Financial Aid](#)   [Enrollment](#)   [Visa Information](#)

### Test Summary

Test ID	Test Component	Test Score	Test Date	Data Source
TOEFL	IBT Composite Total	93.00	10/26/2008	Educational Testing Service
GRE	Verbal	450.00	10/16/2008	Educational Testing Service

### Application Comments

Admission Comments		
Comment Code	Comment Type	Description
ARCN	Alien Registration Card Number	Information collected on PantherSoft Web Application
GENRL	General Comment	<p>Student missing GRE Scores...1120 minimum. Also, student got petition approved after turning in proof of their Diploma. the petition was signed by Dr. Mintz. and student's UG60 GPA is a 3.9</p> <p>Student E-mailed today regarding GRE scores being sent to FIU 5206 code. JAW 3/18/2009</p>

After reviewing the Admissions Comment, click on the Admissions Recommendation link.

**Academic Program:** Engineering      **Academic Plan:** Civil Engineering - PhD  
**Program Action:** APPL Application      **Program Reason:** Graduate App Referred to Dept  
**Admit Term:** 1111      **Admit Type:** Graduate - Foreign Applicant  
**Residency:** OutofState [Residency Info](#)      **BOE Indicator:**  
[Admission Comments](#)   [Admission Recommendation](#)   [Personal Information](#)   [ImageNow](#)  
[Incoming ETT Message](#)   [Outgoing ETT Message](#)   [Financial Aid](#)   [Enrollment](#)   [Visa Information](#)

### Test Summary

Test ID	Test Component	Test Score	Test Date	Data Source
TOEFL	IBT Composite Total	93.00	10/26/2008	Educational Testing Service
GRE	Verbal	450.00	10/16/2008	Educational Testing Service
GRE	Quantitative	680.00	10/16/2008	Educational Testing Service
GRE	Max Score	1130.00	01/27/2009	School Computed

Make sure the decision being posted is for an upcoming/active admissions term. Evaluators DO NOT review decision queries once the deadline to admit for a specific semester has elapsed.

Admission Recommendation

John Doe      EmplID: 1234567      Admit Term: 1111

**Program Action**

\*Decision Date: 10/08/2010      \*Program Action:

International Student Support for I-20 \*\*

Scholarship Amount:       Stipend Amount:

Internal Comments for Graduate Admissions

\*\* Note: Commitment from Department

Name: Farnsworth,Louis A      DateTime Stamp: 10/08/2010 10:31AM

Select one of the following values:

ADMT	Admit
ADMW	Admit with Waiver
CANC	Cancelled
CND1	Cond/Prov 1 Term
CND2	Conditional 2 Term
DEFR	Defer
DENY	Deny

Cancel

Click on Program Action search button. If the button is not visible, then the application is not ready for an admissions decision. The GAO Evaluator must refer the application first.

Please see Definitions of Admissions Recommendations section below for detailed explanations.

#### International students needing an F-1 student visa

**Program Action**

\*Decision Date:

If the department is providing the student an assistantship or fellowship, please post the annual amounts here.

International Student Support for I-20 \*\*

Scholarship Amount:       Waiver Amount: 15000      Stipend Amount: 23000

Internal Comments for Graduate Admissions:

Student will be receiving a Graduate Assistantship from the Department.

\*\* Note: Commitment from Departmental Resources

Name: Farnsworth,Louis A

Internal comments to the GAO evaluator. Comments will not be posted to the applicant.

**Basis of Admission**

*Basis of Admission Code	Description
<input type="text"/>	<input type="text"/>

OK      Cancel      Refresh

Once the admissions recommendation has been entered, click on OK button and Save on the next page.

OK Cancel Refresh

Return to previous page and click save.

Residency: In State [Residency Info](#) BOE Indicator:

[Admission Comments](#) [Admission Recommendation](#) [Personal Information](#) [ImageNow](#)

[Incoming ETT Message](#) [Outgoing ETT Message](#) [Financial Aid](#) [Enrollment](#) [Visa Information](#)

**Test Summary**

Test ID	Test Component	Test Score	Test Date	Data Source
GRE	Verbal	580.00	09/27/2010	Educational Testing Service
GRE	Quantitative	550.00	09/27/2010	Educational Testing Service
GRE	Max Score	1130.00	10/07/2010	School Computed

**Academic Summary**

Description	Sum Type	Conv GPA	Units

**Degree Summary**

Organization	Degree Date	Degree	Data Source	Field of Study
Florida Atlantic University	08/01/2005	B	Self-Reported Information	Finance
Broward College	08/02/2003	A	Self-Reported Information	Business Administration

Save Return to Search Previous in List Next in List Notify Refresh

[Materials Overall Summary](#) | [Materials Summary](#) | [Test Score Summary](#) | [Transcripts Summary](#) | [Academic Summary](#) | [Academic Subjects Su](#)

Once a decision is posted by the Academic Unit, the Decision Query run by the evaluators will pick up the recommendation for admissions. Should a [DENY] recommendation be made in error, academic unit must contact UGS via email justifying the need to make a change. If authorized, evaluator will re-refer application to unit for new recommendation.

If an applicant is waitlisted, once unit is ready to admit they must ADD a new row and enter a NEW recommendation. This applies if a recommendation is made in error. Once a recommendation has been entered, it CANNOT be deleted.

## Definitions of Admissions Recommendations

<b><u>ADMT</u> ADMIT</b>	Applicant satisfies all of the requirements as defined by the unit. <u>All</u> academic criteria must be satisfied.
<b><u>ADMW</u> Admit with Waiver</b>	Applicant does not meet the minimum requirements for admission but the program wishes to waive the requirements, and admit the student without any conditions. A petition for exception must be submitted by the academic unit and approved by UGS. (Applicants may not independently submit a petition for exception.) Note that the GMAT or GRE requirement <u>cannot</u> be waived for admission to a PhD program or for those master's programs requiring a score.
<b><u>CND1</u> Cond 1 Trm</b>	<p>Applicant satisfies all of the requirements as defined by the graduate admissions and/or graduate program catalog. This conditional admission gives the students until the middle of their 1<sup>st</sup> semester in the program to submit their final/official documentation to complete their admissions file.</p> <p>The following scenarios do not qualify for conditional one term admission:</p> <ul style="list-style-type: none"> <li>❖ Applicants who have not yet completed their bachelor's degree at the time an admissions recommendation is made.</li> <li>❖ Applicants who have yet to submit proof of degree or any other required official documents or test scores.</li> <li>❖ This also applies to Fullbright applicants who are conditionally admitted pending all official documents and test scores.</li> </ul> <p>Students who fail to submit the required missing document(s) in the time allowed, will not be able to enroll for the next semester. Petition for exception may be submitted by the academic unit to request an extension of the condition. Only if the petition is approved will the student be allowed to enroll for the next semester.</p>
<b><u>TENP</u> EFFECTIVE STARTING SPRING 2015</b>	<p>A unit may admit Master's applicants who do not meet the established minimum requirements, as exceptions, up to 10% of their admitted pool for one academic year.</p> <p>Students admitted on three term conditional basis must:</p> <ul style="list-style-type: none"> <li>• Achieve a GPA of 3.0 or higher for the first 9 <u>graduate-level</u> credits.</li> <li>• Complete these 9 credits within one year of admissions or less.</li> </ul> <p><a href="http://policies.fiu.edu/files/792.pdf">http://policies.fiu.edu/files/792.pdf</a></p>
<b><u>DEFR</u> Defer</b>	<p>The applicant may be eligible for admission but the unit chooses to postpone the final decision to a future term not exceeding one year. The applicant will be sent an email by Graduate Admissions informing him/her of the deferred decision. Likewise, admitted students may have their start term deferred with the written approval from the Program Director to the Graduate Admissions Office.</p> <ul style="list-style-type: none"> <li>• Deferrals may not exceed 3 consecutive semesters beginning with term that applicant initially indicated as their starting term. The application is valid for one academic year only and will be cancelled by the 4<sup>th</sup> term of inaction.</li> </ul>
<b><u>DENY</u></b>	<p>The applicant is denied, is not eligible to reapply again to the same program for one calendar year and is not allowed to register as a non-degree seeking student for one year.</p> <ul style="list-style-type: none"> <li>• International applicants who do not meet the TOEFL entrance score requirement can be automatically denied admission. These applicants can have their application reviewed within the period of one year if they submit a new, updated TOEFL test score that meets or exceeds the University's requirement. When a student is denied admission the email of denial will indicate this option to the student.</li> </ul>
<b><u>CANC</u> Cancellation of application</b>	<p>The Cancellation recommendation may serve as an alternative to denying an applicant. This is an option that academic units may employ for applicants that are admissible, but for any valid reason, the unit is not able to admit. Unlike denied applicants, an applicant who is cancelled may reapply to the same program for a future semester, or apply to a non-degree program, without having to sit out the one year period.</p>
<b><u>WARD</u> Waiting for Additional Requirements/ Replacement Data</b>	<p>The WARD recommendations give the program the option to place a referred applicant "on hold", while the applicant supplies additional information, e.g. final or updated transcripts, new test scores. Applicants with the WARD recommendation must be notified by your program of the additional information being requested. WARD should only be used for applicants you may admit during the active admissions cycle and should <u>not</u> be used for deferring applicants to a future semester. (If you wish to defer an application, please use the DEFR recommendation.)</p>

## Application Checklists - Tracking admissions documents through checklists

The following checklists are automatically assigned to applications to assist admissions staff, academic units and applicants with tracking the status of required application documents. As documents arrive in the admissions office, the status of the checklist will be updated accordingly. In the case of documents required by a specific program, the academic unit may also update the status once the document is received.

**GRAD Checklist** - The GRAD checklist is assigned to ALL applicants, except readmission and certificate applicants. **Updated and maintained by Graduate Admissions Office**

Checklist Items:

- Application Fee
- GRE, GMAT, EXADEP Test Scores (If applicable)
- TOEFL or IELTS Requirement (if needed)
- Transcripts from all previously attended institutions
- Degree (if International student, then a Certified or Attested Copy of Diploma is required from the foreign institution).

**DCFG Checklist** - The DCFG checklist is assigned to international applicants, who require the F-1 student visa. **Updated and maintained by Graduate Admissions Office**

Checklist Items:

- Bank Letter
- Sponsor Letter (Waived if applicant is sponsoring self)
- DCF form
- F1 Transfer Form (If student is transferring from another U.S. institution)

**Program Checklist** - The program checklist is assigned to applicants for specific program requirements. **Updated and maintained by Academic Unit or Graduate Admissions Office whoever receives items first.**

Checklist Items vary by program but may include:

- Resume
- Letters of Recommendation
- Essay
- Teaching Certification
- Interview

**Residency Checklist** – Assigned to applicants for purpose of establishing Florida residency eligibility. **Updated and maintained by Graduate Admissions Office**

Checklist Items vary but may include:

- **FL Voter's Registration Card**
- **FL Driver's License**
- **FL Vehicle Registration**

If you do not know your department checklist code or need help in this process, please contact Ricky Sant via email at [santr@fiu.edu](mailto:santr@fiu.edu).

**Viewing Application Items**

PantherSoft Page	Information	Navigation
Checklist Management- Person	List of received or missing application documents	Campus Community → Checklists → Person Checklist → Checklist Management – Person

At search page, enter applicant’s Panther ID and click on Search. A list of checklists will appear. (see previous page for explanation of checklists)

**Checklist Management - Person**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

ID:

begins with

3036358

Sequence Number:

=

Administrative Function:

begins with

Checklist Code:

begins with

National ID:

begins with

Campus ID:

begins with

Last Name:

begins with

First Name:

begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Select a Checklist to view items

**Search Results**

View All

First 1-2 of 2 Last

ID	Sequence Number	Administrative Function	Checklist Code	National ID Country	NID Short Description	National ID	Date of Birth	Gender	Name	Campus ID	Last Name	First Name
<a href="#">3036358 1</a>		ADMA	GRAD	USA	SSN	196680271	02/17/1987	Female	Mowry, Jessica Nicole	(blank)	MOWRY, JESSICA	
<a href="#">3036358 2</a>		ADMA	R0080	USA	SSN	196680271			Jicole	(blank)	MOWRY, JESSICA	

Checklist Management 1

Checklist Management 2

ID:

Click on "Checklist Management 2" tab

Checklist Date Time: 09/30/2010 6:00:54PM

Administrative Function: Admissions Application

Status: Initiated

Academic Institution: Florida International Univ

Status Date: 09/30/2010

Checklist Code: Graduate

Due Date: 03/29/2011

Checklist Item Table

*Sequence	*Item	*Status	*Status Date	*Due Date
100	APFEE Appl Fee	Initiated	09/30/2010	10/03/2010
<div>Responsible ID: </div> <div>Name: </div>				
200	GRTEST Grad Test	Waived	09/30/2010	03/29/2011
<div>Responsible ID: </div> <div>Name: </div>				
600	TOEFL TOEFL	Completed	10/02/2010	11/29/2010

Status Definitions:

Initiated = Pending/Not Received

Waived = Not Required

Completed = Received



## Updating Program Requirements Checklist

PantherSoft Page	Information	Navigation
Checklist Management- Person	List of received or missing application documents	Campus Community → Checklists → Person Checklist → Checklist Management – Person

Follow instructions from previous page to search for the appropriate checklist. To update received items, click on the Status drop-down list and select “Completed” **Caution:** **DO NOT** select “Received” since this status does not remove the item from the Student’s “To Do List”.

Checklist Management 1 Checklist Management 2

ID: [REDACTED]

Checklist Date Time: 10/06/2009 3:01:08PM

Administrative Function: Admissions Application Status: Completed

Academic Institution: Florida International Univ Status Date: 10/09/2009

Checklist Code: Environmental Engr. MS Reqs Due Date: 02/03/2010

**Checklist Item Table**

'Sequence	'Item	'Status	'Status Date	'Due Date
100	ESSAY	Completed	10/09/2009	02/03/2010

Responsible ID: 1300513 Name: Sant,Ricky R

Ignore the “Due Date” as it is not visible to the applicant.

Update the status to “Completed” for document which has been received and make sure the Due Date matches Due Date from

'Sequence	'Item	'Status	'Status Date	'Due Date
200	LTRREC	Completed	10/09/2009	02/03/2010

Responsible ID: 1300513 Name: Sant,Ricky R

Association ID: Name: Smith,Mary

To add an item not listed in checklist:

Click the “+” sign on the last row.

**Checklist Item Table**

'Sequence	'Item	'Status	'Status Date	'Due Date
100	ESSAY	Completed	10/09/2009	02/03/2010

Responsible ID: 1300513 Name: Sant,Ricky R

On new row, click the magnifying glass under Item and select the Item to add.

'Sequence	'Item	'Status	'Status Date	'Due Date
200	LTRREC	Completed	10/09/2009	02/03/2010

Responsible ID: 1300513 Name: Sant,Ricky R

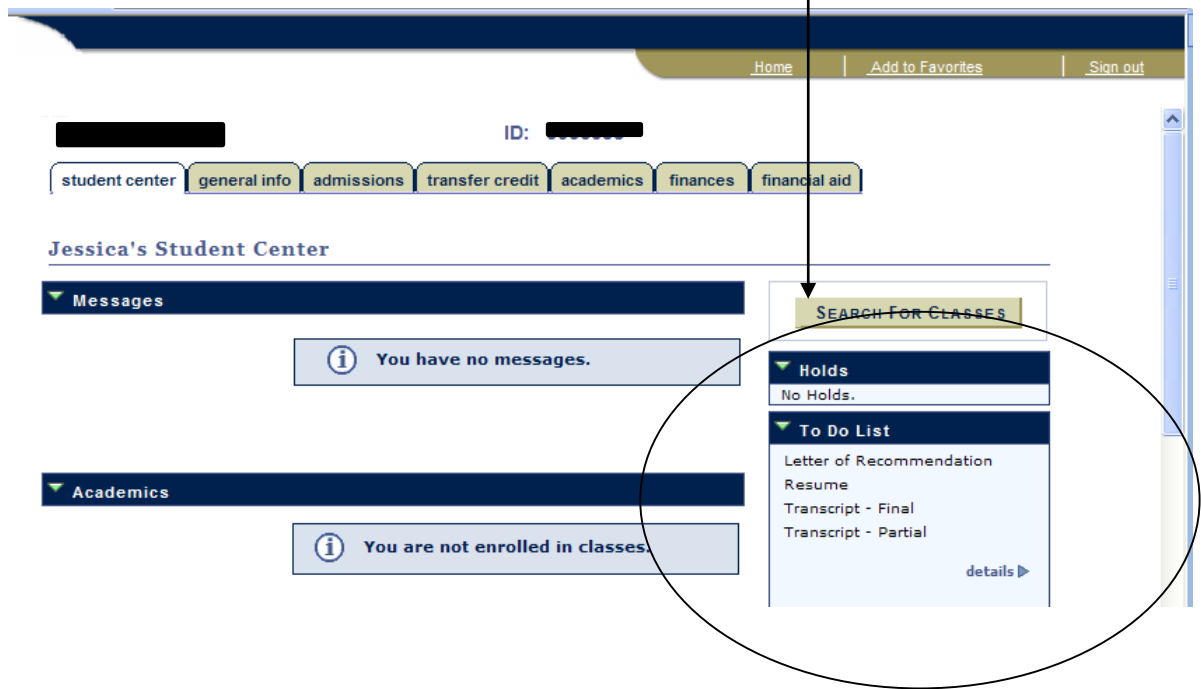
Association ID: Name: Smith,Mary

For letters of recommendation, enter the recommender’s name in ”Last Name, First

When finished updating the checklist item(s), click Save.

## Applicant's View of Missing Application Documents

Items with a status of “Initiated” will show on the applicant’s “To Do List”; items that are updated to “Complete” will not appear on the “To Do List”.



If you receive an item and would like to have it scanned/linked in WebNow, forward it to GAO for processing after updating the Program Requirements checklist first.

There are instances when GRAD checklists are not assigned. For example certificate programs and readmissions applications. There are instances when the PROGRAM checklists are not assigned. For example, some master’s and doctoral programs do not require supplemental materials.

**Please note:** GAO typically refers a file once the Graduate Admissions checklist items are complete; *it is the academic unit’s responsibility to review for appropriate action.*

## Education Summary (Electronic Transcripts)

PantherSoft Page	Information	Navigation
Education Summary	Electronic Transcripts from FL colleges and universities	Student Admissions → Applicant Summaries → Education Summary

Transcripts from Florida state universities and colleges are received electronically and therefore do not appear in WebNow (unless the applicant submits a hardcopy.) When there are no transcripts on WebNow, but a GPA calculated in the system and the Data Medium tab of the transcript in Education says EDI, it means that the student's transcripts were received electronically.

On the Education Summary page, enter the applicant's PID and click on search. On External Academic Summary tab, click the Search button. The results will show all of the electronic transcripts received.

External Academic Summary | External Subject Summary | External Degree Summary | External Course Summary

John Doe 1234567 009

Select Academic Data By

Acad Level:  Org ID:  Search

Data Source:  Summary Type:

Institution:  Term Year:

Sort Academic Data By

Data Source:

Data Nbr	Organization	Institution	Sum Type	Data Source	Conv GPA	Percent	Units
1	Miami Sunset Sr HS	FIU	HS Elect	School	3.556		4.50
1	Miami Sunset Sr HS	FIU	HS English	School	3.667		4.50
1	Miami Sunset Sr HS	FIU	HS Math	School	2.667		3.00
1	Miami Sunset Sr HS	FIU	HS Overall	School	3.279		21.50
1	Miami Sunset Sr HS	FIU	HS Science	School	3.000		4.00
1	Miami Sunset Sr HS	FIU	HS Soc Std	School	3.273		5.50
1	Florida International University	FIU	UG 60	School	3.617		60.00
1	Miami-Dade College	FIU	UG Overall	Self-Rpted	3.515		68.00

Find | View 6 First 1-8 of 8 Last

Save Return to Search Notify Previous tab Next tab

To view the courses and grades, click on the External Course Summary tab and then the Search button to view the list of courses that have been submitted electronically for the student.

External Academic Summary | External Subject Summary | External Degree Summary | External Course Summary

John Doe 1234567

Select Courses By

Acad Level:  Org ID:  Search

Data Source:  Subject:

Course Level:  Term Year:

Sort Courses By

Data Source:

Organization	Sch Subj	Course	Description	Acad Level	Data Source	Units	Grade
Florida International University	GLY	1010L	(*) Physical Geology Lab	Unknown	School	1.00	A
Florida International University	SLS	1501	(*) College Study Skills 1	Unknown	School	1.00	A
Florida International University	ENC	1102	(*) English Comp II G6	Unknown	School	3.00	A

Find | View All First 67-72 of 75 Last

## Viewing Unofficial FIU Transcript

\*\*Requires separate access from the Registration office

PantherSoft Page	Information	Navigation
Transcript Request	Unofficial FIU Transcript	Records and Enrollment → Transcripts → Transcript Request

Click on Add a New Value tab:

**FIU**

Home | Add to Favorites | Sign out

New Window | Help | http

**Menu**

Search:

My Favorites

- Application Materials Summary
- Admission Comments
- Maintain Applications
- Residency
- John Doe
- Student Management - Person
- Education

**Transcript Request**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Current User ID: = 1636795

Report Request Nbr: begins with

ID: begins with

On following screen, click on Request Detail:

New Window | Help | Customize Page | http

Request Header | **Request Detail** | Report Results | Report Errors

Report Request Nbr: 000000000 Request Date: 05/15/2009 User ID: 1636795

Institution: FIU01 Florida International Univ

Transcript Type: UNF UGRD/GRAD Record Unoff.

☐ Freeze Record

☐ Override Service Indicator

Input the Student's Panther ID number and click the Process Request button:

New Window | Help | Customize Page | http

Request Header | Request Detail | Report Results | Report Errors

Report Request Nbr: 000000000 On Request UGRD/GRAD Record Unoff.

Transcript Type: UNF

☐ Freeze Record

☐ Override Service Indicator

**Process Request**

Report Manager

Seq Nbr	ID
1	1294009

Find | View All | First | 1 of 1 | Last

Send | Track

# Example of Unofficial FIU Transcript

Request Header	Request Detail	Report Results	Report Errors
Find   View All			
Seq Nbr:	1	John Doe	
ID:	1234567		
<b>UGRD and GRAD Record Unofficial</b>			
Name	:		
Student ID:			
Address	:		
		United States	
Print Date	:	2009-04-27	
- - - - - Transfer Credits - - - - -			
<b>Transfer Credit from Miami-Dade College</b>			
Applied Toward Education - Upper Div Program			
<b>2003 Fall</b>			
BSC	1005	General Biology	Accepted 3.00 A
BSC	1005L	Gen Edy Biology Lab	Accepted 1.00 A
ENC	1101	English Comp I GS	Accepted 3.00 B
MAT	1033	Intermediate Alg G	Accepted 3.00 A
SLS	1505	Coll Survival Skills	Accepted 1.00 A

## Holds & Service Indicators

### **\*\*HOLDS ARE NEGATIVE SERVICE INDICATORS PLACED ON APPLICANTS/ STUDENTS RECORDS\*\***

*Note: When working on a file make sure to open any red circle appearing on the upper right hand-side of student records as it will show you the specific type of hold or negative service indicator and which will determine whether or not you can work on a file. Below are explanations of different type of holds.*

The screenshot shows a web application interface for student records. At the top, there are tabs: Biographical Details, Addresses, Regional, Application Program Data, Application Data, and Application School/Recruiting. An arrow points to the 'Application Data' tab. Below the tabs, the student's name 'Angel Rodriguez' and ID '3747194' are displayed. To the right of the ID is a red circle with a white 'X' and a red star. Below this is a 'Person Information' section with fields for 'Date of Birth' (07/10/1979), 'Birth Information', and 'Campus ID'. Below that is a 'Biographical History' section with fields for '\*Effective Date' (03/02/2011), '\*Marital Status' (Married), 'As of' (03/02/2011), and '\*Gender' (Male). At the bottom is a 'National ID' table with columns for '\*Country', '\*National ID Type', 'National ID', and 'Primary'. The table contains one row with 'USA', 'Social Security Number', '267-97-2926', and a checked 'Primary' box. There is an 'Add' button below the table.

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	267-97-2926	<input checked="" type="checkbox"/>

The Graduate Admissions Office oversees the following holds which are placed on Graduate Student's files:

**ONE TERM HOLD (GC1)** is placed on student's record due to outstanding official item. The hold is placed once the student is admitted and matriculated, however it takes effect once the student attempts to complete enrollment for the following term.

- As a rule this hold cannot be temporarily removed to allow student to register. The academic unit may submit a petition to request an exception be made.
- Once the condition is met, evaluators will proceed to lift hold, complete the students file, complete checklist and fully admit the student. The student will receive an email indicating that admissions criteria have been fulfilled and that the student is fully admitted. . Please note the final decision on the maintain application date page will not be change since this happens on the Student Program Plan Page.

**DENIAL/DISCONTINUED HOLD (GNA)** is a three term hold placed on students that were either denied admissions or discontinued from their academic programs for not fulfilling their admissions condition.

- **Denied Students** - The only instance in which this hold will be removed is if the student applies and is admitted to another program for which he/she meets admission criteria
- **Discontinued Students** - A student who was discontinued from the program as a result of not having met **COND/TENP** requirement may apply to the same program that he/she was DISC from after one year (3 semesters) have elapsed. The Academic Unit will need to submit a Petition for full admission on the student's behalf to the University Graduate School in order for the student to be considered again for admission into the program.
- **TOEFL Denials** - International (or domestic students who pursued their degree in a non-English speaking country) and who do not meet the University's minimum TOEFL/IELTS/PTE score requirement can be automatically denied by the Graduate Admissions Office. These applicants are not bound to the three semester sit out. Upon submission of appropriate test scores, the applicant's file will be re-evaluated and referred to the academic unit for review and consideration
  - (Reconsideration process is not automatic, the admissions evaluator assigned to the program must receive notification of the new score either by the unit or the student.

The screenshot displays a web-based application system with the following sections and data:

- Tabs:** Biographical Details, Addresses, Regional, Application Program Data (selected), Application Data, Application School/Recruiting.
- Academic Institution:** Florida International Univ
- Academic Career:** Graduate
- Application Number:** 00408038
- Career Number:** 0
- Program Data:**
  - Program Number: 0
  - \*Admit Term: 1131 (SPR 2013)
  - \*Academic Program: GRAS
  - \*Academic Load: Full-Time
  - \*Effective Date: 11/16/2012
  - Effective Sequence: 1
  - Expected Graduation Term:
  - \*Campus: UPARK
- Program Status:**
  - Status: Cancelled
  - \*Program Action: DENY
  - Action Date: 11/16/2012
  - Action Reason: TOEF (TOEFL Below Minimum)
  - Last Updated On: 08/29/2012 11:44:22AM
- Plan Data:**
  - \*Academic Plan: PA:MPA (Public Administration - MPA)
  - Sub-Plan Data:

**SPECIAL STUDENT HOLD (GSP)** This specific hold is placed on non-degree seeking students who have reached the maximum 12 graduate credits they are allowed to take as “special students”. This hold can only be lifted if the student is admitted into a degree-seeking program.

### **OTHER HOLDS**

- **Judicial Hold-** These holds are placed on applicants who have answered *yes* to any of the following questions on their admission application which read as follows:
  - 1) Have you ever been subject to disciplinary action or do you currently have disciplinary charges pending by any educational institution for academic misconduct such as cheating? (You do not need to disclose any academic dismissal, suspension, or probation that was due to poor grades) This type of hold is reviewed by the Assistant Dean of the University Graduate School.
  - 2) Have you ever been subject to disciplinary action or do you currently have disciplinary charges pending by any educational institution for behavioral misconduct such as fighting? This type of hold is reviewed by the Office of Student Conduct and Conflict Resolution.
  - 3) Have you ever been convicted of, or charged with, a criminal offense or are you currently the subject of any criminal proceeding? This hold is also reviewed by the Office of Student Conduct and Conflict Resolution.
- In order to clear a Misconduct hold due to cheating or plagiarism, the GAO’S Associate Director must receive a Memo from the UGS Associate Dean approving the removal
- In order to clear a hold placed due to the response “yes” to questions 2 and 3, the GAO’ Associate Director must receive a Memo from the Office of Student Conduct and Conflict Resolution allowing the application process to continue.

NOTE: Graduate Admissions will not process any application with a Judicial Hold until there is approval to remove the hold.



## View Scanned/Imaged Documents

Hardcopy documents as well as items received through the online application (i.e. transcripts, essays, letters of recommendations, statements of purpose, etc.) are scanned into the WebNow System. To view scanned documents, follow these steps:



## Instructions for Accessing WebNow

Navigate to: <https://imagenowweb.fiu.edu/webnow/>

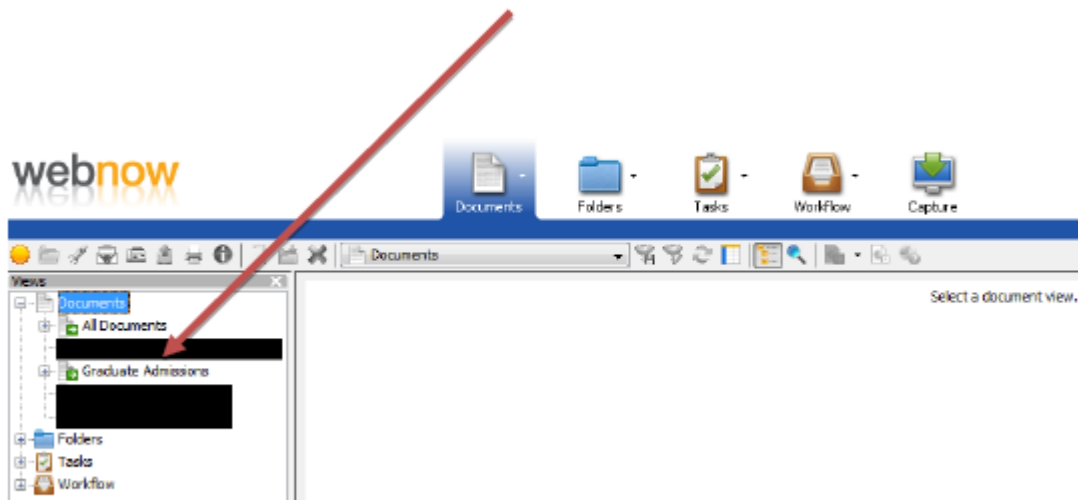
Enter your AD username and password. Click Connect.



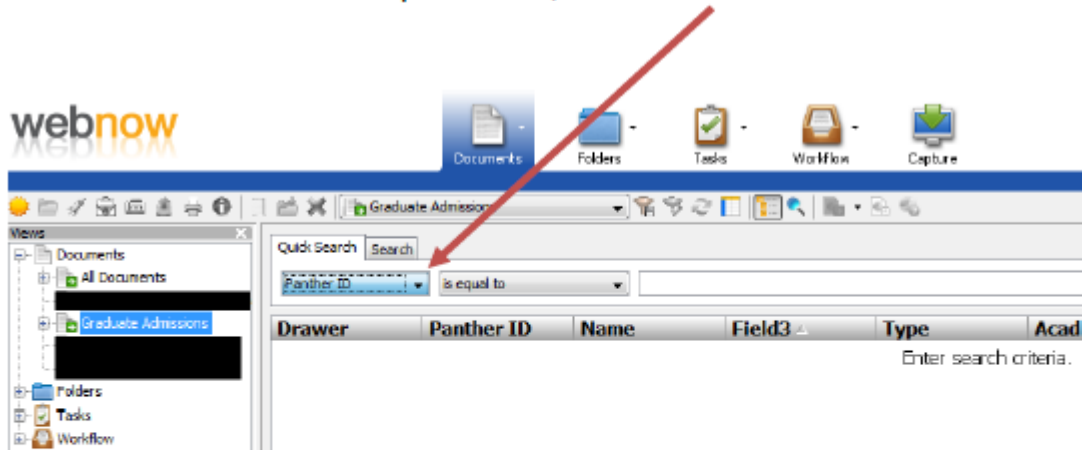
Once connected, click the "+" sign next to Documents



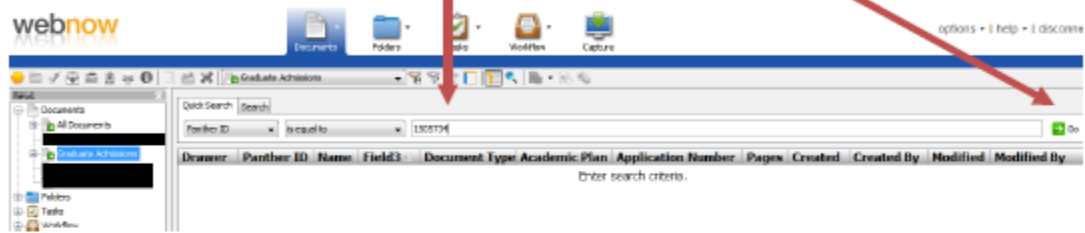
Next, click "Graduate Admissions"



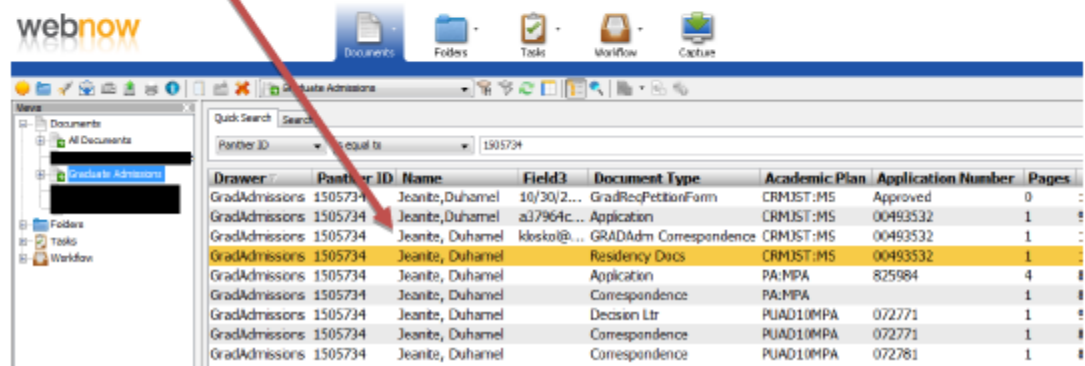
From drop down list, select Panther ID



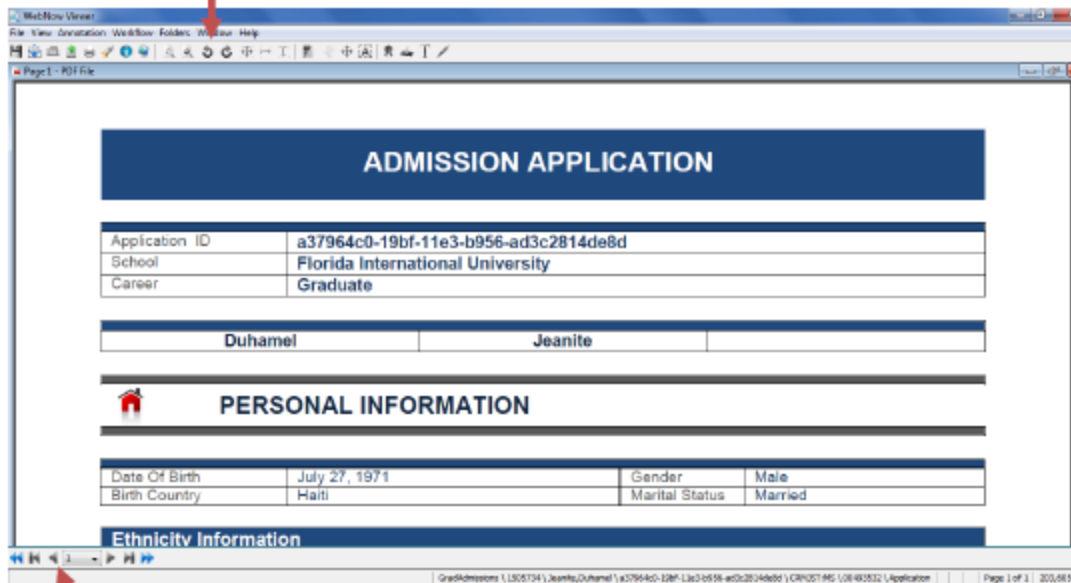
Enter Panther ID and click Go



The requested data is returned. Double-click on the item you want to view.



Once the document is opened, using the tool bar at the top, you can magnify, rotate, print and perform other functions with the document.



WebNow Viewer

File View Annotation Workflow Folders Window Help

Page 1 - PDF File

### ADMISSION APPLICATION

Application ID	a37964c0-19bf-11e3-b956-ad3c2814de8d		
School	Florida International University		
Career	Graduate		

Duhamel	Jeanite	
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### PERSONAL INFORMATION

Date Of Birth	July 27, 1971	Gender	Male
Birth Country	Haiti	Marital Status	Married

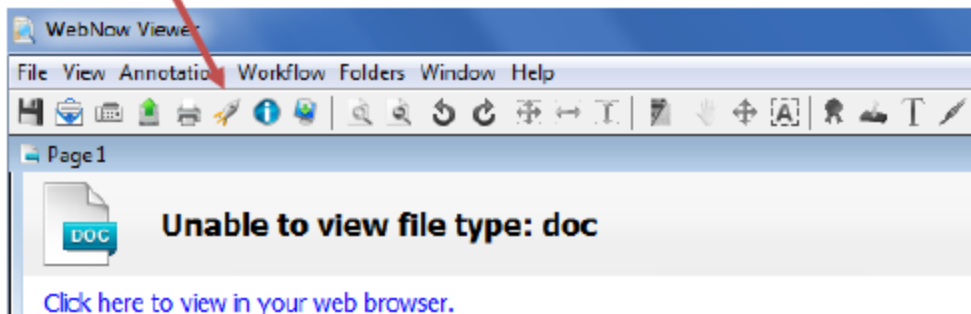
### Ethnicity Information

Navigation buttons: Previous, Next, Home, etc.

GradAdmissions | 1305734 | Jeanite Duhamel | a37964c0-19bf-11e3-b956-ad3c2814de8d | CRP057MG | 0849332 | Application | Page 1 of 1 | 203,685 K

Use these buttons to navigate between pages of the same document.

If you double-click to open a document and it says "Unable to view file type: doc", click the rocket ship icon and the document will open in the format it was uploaded (Word or PDF in most cases).



## **Important Links: Graduate Admissions**

- University Graduate School  
<http://gradschool.fiu.edu/>
  - PantherSoft UPKs –training documents that provide a step-by-step guide to important processes and actually show you the corresponding navigation.  
<http://panthersoft.fiu.edu/online-training-3/>
  - WebNow –the university’s scanning/imaging system which allows you to view required documents submitted by students or on their behalf.  
<https://imagenowweb.fiu.edu/webnow/>
  - Request Access Form- allows you to gain access to necessary university systems like Campus Solutions, Financials System, WebNow, etc.  
<http://panthersoft.fiu.edu/accessreg/index.cfm>
  - Graduate Admissions Matrix- provides detailed listing of all graduate program offerings including their deadlines, supplemental materials required and departmental contacts.  
<http://gradschool.fiu.edu/admission-requirements.shtml>
  - Guidelines on Florida Residency for Tuition Purposes Manual- For use by Florida’s public community colleges and state universities in determining residency for tuition purposes and by authorized independent colleges and universities in determining eligibility for state financial aid programs.  
<http://onestop.fiu.edu>
- 
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## **PART II: UNIVERSITY GRADUATE SCHOOL POLICIES AND PROCEDURES**

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### **Add or 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. In all other respects, a change of a graduate degree program is handled as a new application and is evaluated as such by the department into which the student wishes to transfer. A “Change of Graduate Degree Program” form and procedures are available in the University Graduate School website at <http://gradschool.fiu.edu/student-forms.shtml>. Final approval of a change of graduate degree program is granted by the Dean of the University Graduate School.

Departmental memos are required in instances of when a student is in poor academic standing (i.e. warning or probation) or/and when there has been a previous change of program plan approval.

### **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.

### **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 go to:

[http://gradschool.fiu.edu/documents/Continuous\\_Enrollment\\_Requirement\\_for\\_Dissertation\\_and\\_Thesis\\_Students.pdf](http://gradschool.fiu.edu/documents/Continuous_Enrollment_Requirement_for_Dissertation_and_Thesis_Students.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) 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 degree programs all requirements, including the successful defense of a thesis, where required, must be completed within six years of first enrollment in the Masters program.

## **Dismissal**

Each program has established conditions for determining satisfactory academic progress by its students. It is the policy of the University that all graduate students must maintain at least a term and cumulative >3.0 GPA. Failure to do so for 3 consecutive semesters will result in dismissal from the program and from the university.

## **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. Masters students who have reached candidacy and have completed all requirements except for the thesis are considered to be full-time when registered for 1 thesis credit per term.

## **Good Academic Standing**

Graduate students are required by the University to maintain a cumulative grade point average (GPA) of 3.0 or higher. In addition, programs may have additional requirements that limit the number of lower grades, which may be earned either in their required courses generally or in specified courses.

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.

## **Graduate and DAS Faculty**

### **Graduate Faculty**

All faculty who demonstrate 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.

### **Graduate Faculty Term**

Initial appointments will be for up to seven years, or until the next scheduled post-tenure review if that comes in less than seven years. Reappointment to the Graduate Faculty will be evaluated at the time of the seven-year post-tenure review, or in the sixth year of appointment for Graduate Faculty not tenured.

### **Graduate Faculty with Dissertation Advisor Status**

Individuals appointed as Graduate Faculty with Dissertation Advisor Status will be expected to show higher levels of scholarly productivity or creative activity; more extensive involvement in professional activities; successful mentoring of graduate students as evidenced by, for example, time to degree, post-degree appointment, publications from thesis or dissertation; and, in all disciplines in which external funding is available, i.e., most disciplines, evidence of acquiring external funds sufficient to support the research of their graduate students.

### **Graduate Faculty with Dissertation Advisor Status Term**

Initial appointments will be for up to seven years, or until the next scheduled post-tenure review if that comes in less than seven years. Reappointment to the Graduate Faculty with Dissertation Advisor Status will be evaluated at the time of the seven-year post-tenure review, or in the sixth year of appointment for Graduate Faculty not tenured.

### **Dissertation Advisor Status Evaluation Committee**

The Dissertation Advisor Status Evaluation Committee is composed of fifteen members of the Graduate Faculty holding Dissertation Advisor Status. This Committee is elected from all units of the University offering doctoral education with representation proportional to the number of Graduate Faculty with Dissertation Advisor Status in the various units. Each College, or School not within a College, offering the doctoral degree will have at least one faculty member but no more than seven members on the Committee. Graduate Faculty in each department nominate one Graduate Faculty member for election to the Dissertation Advisor Status Evaluation Committee when there is a vacancy from that College or School. Terms are for two years with eight members replaced in even numbered years and seven in odd numbered years. Faculty within a given College or School vote only for representatives from that College or School.

### **Thesis or Dissertation Committees**

To be eligible to serve on thesis or dissertation committees an individual must be a member of the Graduate Faculty. To chair a thesis committee, 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.

### **Dissertation Committee Chair**

To be eligible to serve as the chair of a dissertation committee, an individual must be a tenured or tenure-earning faculty member, be a member of the Graduate Faculty, and hold Dissertation Advisor Status. Graduate Faculty members holding Dissertation Advisor Status who are not tenured or tenure-earning faculty members may serve as co-chair of a dissertation committee.

## **Procedures**

### **Graduate Faculty Appointment**

A committee of at least three tenured and tenure-earning faculty within a department who are members of the Graduate Faculty evaluate the credentials of their colleagues seeking appointment or reappointment to the Graduate Faculty.

The departmental committee's recommendation is forwarded to the chair for a recommendation, if the chair is a member of the Graduate Faculty, or for information, if the chair is not a member of the Graduate Faculty. The departmental recommendation is forwarded to the unit dean for a recommendation. The unit dean forwards the application and recommendation to the graduate dean who will make the final recommendation to the Provost who makes the appointment.



Individuals with joint appointments will be evaluated in the department in which their tenure, or tenure-earning line resides. In these cases, the other units with which they are officially affiliated will be asked for a recommendation on the application.

It is expected that tenured and tenure-earning faculty newly hired at the University will have qualifications appropriate for appointment to the Graduate Faculty. The review process that occurs as part of the search, screen, and appointment process for new faculty will determine eligibility to the Graduate Faculty. Therefore, newly hired faculty will automatically be appointed to the Graduate Faculty after the unit confirms, in writing to the University Graduate School, the name of the new faculty, tenure status, hiring date, and a current CV.

### **Graduate Faculty with Dissertation Advisor Status Appointment**

A committee of at least three tenured and tenure-earning faculty within a department who are members of the Graduate Faculty holding Dissertation Advisor Status evaluate the credentials of their colleagues seeking appointment or reappointment to the Graduate Faculty with Dissertation Advisor Status. If there are fewer than three Graduate Faculty with Dissertation Advisor Status in the department, additional faculty holding Dissertation Advisor Status in other departments may be appointed by the Dean of the University Graduate School.

The departmental committee's recommendation is forwarded to the chair for a recommendation, if the chair holds Dissertation Advisor Status, or for information, if the chair does not hold Dissertation Advisor Status. The departmental recommendation is forwarded to the unit dean for a recommendation. The unit dean forwards the application and recommendations to the University Graduate School. The University Graduate School sends the application to the Dissertation Advisor Status Evaluation Committee. This University-wide committee makes a recommendation to the Dean of the University Graduate School who makes the final recommendation to the Provost who makes the appointment.

Individuals with joint appointments will be evaluated in the department in which their tenure, or tenure-earning line resides. In these cases, the other units with which they are officially affiliated will be asked for a recommendation on the application.

Graduate Faculty from units not offering a doctoral degree are not precluded from obtaining Dissertation Advisor Status. If there are fewer than three Graduate Faculty with Dissertation Advisor Status in the department, additional faculty holding Dissertation Advisor Status in other departments may be appointed by the Dean of the University Graduate School to form the initial evaluation committee. If a department plans to implement a doctoral degree, faculty should apply for Dissertation Advisor Status prior to the implementation of the degree.

Newly hired faculty may be involved immediately in doctoral education. Up to two doctoral students may begin working with these faculty with the expectation that the newly hired faculty will obtain Dissertation Advisor Status, and sufficient external funding to support the students, when applicable, prior to the student achieving candidacy at which time the dissertation advisor must be officially appointed. Only faculty holding Doctoral Advisor Status may be appointed as the official dissertation advisor. If a newly hired faculty member does not demonstrate the level of scholarly activity commensurate with Dissertation Advisor Status by the time his or her informal advisees reach candidacy, then these students must be assigned to advisors who have achieved Dissertation Advisor Status.

### **Appointments for Individuals who are not Tenured or Tenure-Earning**

Individuals who are not tenured or tenure-earning but whose primary appointment is at FIU, whether in a

department or a Center or other unit, are eligible to apply for Graduate Faculty membership. Individuals whose primary appointment is at an affiliated organization are also eligible to apply for Graduate Faculty membership. In each case their credentials will be evaluated by the department most closely aligned with their research. If the 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 an affiliated organization may not serve as the sole major professor for a thesis. Although a student may work extensively with a Graduate Faculty member from an affiliated organization, an FIU employed Graduate Faculty member must be at least a co-advisor for the thesis. The FIU employed co-advisor must be an active participant in the research of the student, and must accept full responsibility for the student should the non-FIU employed co-advisor relinquish his or her responsibilities. The responsibilities of each co-advisor include helping the student to acquire the funds necessary to conduct the research.

Individuals whose primary appointment is at FIU, whether in a department or a Center or other unit, and individuals whose primary appointment is at an affiliated organization, are eligible to apply for Dissertation Advisor Status. Their credentials will be evaluated by the department most closely aligned with their research. If the research is not closely aligned with any particular department, an ad hoc committee of tenured or tenure-earning Graduate Faculty with Dissertation Advisor Status may be appointed by the Dean of the University Graduate School to evaluate their eligibility. Only tenured or tenure-earning FIU faculty may serve as the sole major professor on a dissertation. Other faculty who obtain Dissertation Advisor Status may serve as co-advisor with an FIU tenured or tenure-earning faculty member who holds Dissertation Advisor Status. The tenured or tenure-earning FIU faculty member who is co-advisor must be an active participant in the research of the student, and must accept full responsibility for the student should the other co-advisor relinquish his or her responsibilities. The responsibilities of each co-advisor include helping the student to acquire the funds necessary to conduct the research.

## **Academic Grievance**

### **Purpose**

The purpose of this policy and procedure is to provide a means for graduate students to seek investigation and possible resolution of academic grievances, as defined below.

### **Scope of Policy**

This policy and procedure covers graduate academic grievances which are defined as any complaint or controversy alleging: 1) unprofessional conduct by a professor which adversely affects either a student's ability to satisfy academic expectations, whether in the classroom, the field, or a lab, or the student's actual performance; 2) improper admission counseling; 3) improper counseling by an adviser; 4) arbitrary grading for coursework, comprehensive examination, thesis or dissertation; and 5) arbitrary non-renewal of a graduate assistantship or arbitrary dismissal from a course or program.

This policy does not address issues related to sexual harassment or discrimination based on age, sex, religion, race, marital status, national origin, or disability. The Equal Opportunity Programs office is responsible for handling such issues in accordance with procedures developed to comply with the Florida Equity Act. If the graduate student alleges unauthorized utilization of thesis, dissertation or research materials by a professor,

resolution of the issue must be sought using the University's policy: Protocols for Investigating Research Misconduct.

### **Informal Grievance Procedure**

Graduate students must attempt to informally resolve an academic grievance as soon as possible; however, a student must initiate informal resolution by contacting the professor (or administrator as instructor of record) no later than ten (10) university days after classes begin in the semester following that in which the complaint arose or the grievance will be deemed untimely. The student must first attempt to resolve the academic grievance through an informal meeting with the professor.

If the matter cannot be resolved, or if the professor cannot be reached, the student must meet next with the chair and failing resolution, with the academic dean. If the student's grievance is against a committee, the students must meet with the committee chairperson and the academic dean to attempt informal resolution. A mutually agreeable resolution shall be formalized through a notation in the student's file/record that is initialed by the student and the professor.

If an informal resolution cannot be reached within thirty (30) University days after the initial contact with the professor, then the student has the right to seek a formal resolution of the academic grievance.

### **Formal Academic Grievance Procedure**

The formal academic grievance procedure is initiated by filing a written complaint with the Dean of University Graduate School. The complaint must be filed within fifteen (15) university days of the date the informal resolution process ends, or within twenty (20) university days after classes begin in the semester following that in which the complaint arose—whichever is later. After receipt, the Dean of University Graduate School, in consultation with the Chairperson of the Graduate Grievance Committee, will review the complaint to determine whether it falls within the scope of this policy and whether a formal hearing is wanted. When there are disputed issues of material fact that must be determined, a formal hearing is warranted. If the complaint does not fall within the scope of this policy, then the student shall be so notified in writing by certified mail.

### **Graduate Student Academic Grievance Committee**

Where a complaint falls within the scope of this policy and there are disputed issues of material fact to be determined, the Dean of University Graduate School will refer the matter to the Graduate Student Academic Grievance Committee. The Grievance Committee will be composed of five members, two of whom should be graduate students selected by the Dean of University Graduate School. The other members of the Committee shall be three full-time faculty who have experience with graduate programs. They will be selected from lists supplied by the academic deans and/or the Faculty Senate. The members of the Committee will include two faculty from academic units outside of the school/college where the student is enrolled and where the grievance has been filed. The Chairperson of the Committee will be jointly selected by the Dean of University Graduate School and the Chairperson of the Faculty Senate.

### **Procedures**

A hearing shall be scheduled as soon as possible, but no later than 45 university days after receipt of the grievance. The grievant and the professor shall be notified by the Dean of University Graduate School by certified mail, of the date and time in which to appear for the formal hearing. The hearing shall be conducted with such formality as is necessary to ensure the proceeding is fair, and in a manner that allows both sides of the dispute to

be presented. The hearing shall be recorded. At the conclusion of the hearing, the members of the Committee shall have the opportunity to deliberate outside the presence of the parties. A written report including findings of facts, conclusions and recommendations shall be prepared and forwarded to the Dean of University Graduate School. The Dean of University Graduate School shall issue a written decision within fifteen (15) University days of receipt of the Committee's report. The student and the professor will be sent copies of the Dean's determination by certified mail.

### **Appeals**

Any decision of the Dean of University Graduate School may be appealed by either the grievant or the professor, where there is evidence that a significant impropriety in the review process occurred. The appeal must be in writing, specify in detail the alleged procedural impropriety, and must be filed in the Office of the Provost within ten (10) University days of the date of receipt of the Dean's decision. The Provost or a designee shall review the appeal and the record of the formal hearing, and issue a decision within twenty (20) University days. The decision of the Office of the Provost is final.

### **Academic Misconduct**

The Faculty Senate approved new misconduct definitions and procedures related to graduate students effective spring 2010:

[http://academic.fiu.edu/academic\\_misconduct.html](http://academic.fiu.edu/academic_misconduct.html)

Complete definitions and a description of the revised Academic Misconduct Procedures are also available in PDF format:

[http://academic.fiu.edu/AcademicBudget/misconductweb/Graduate\\_academic\\_misconduct\\_final.pdf](http://academic.fiu.edu/AcademicBudget/misconductweb/Graduate_academic_misconduct_final.pdf)

### **Leave of Absence**

Leave of Absence requests are submitting 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 see policy at: [http://gradschool.fiu.edu/documents/Leave\\_of\\_Absence\\_from\\_a\\_Graduate\\_Program.pdf](http://gradschool.fiu.edu/documents/Leave_of_Absence_from_a_Graduate_Program.pdf).

### **Electronic Petition for Exception**

The **Electronic Petition for Exception to Graduate Requirements** form is initiated by the academic unit through an online process. Please see the E-Petition User Manual at: <http://gradschool.fiu.edu/documents/e-petition-user-manual.pdf>.

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.

For further guidance, please contact UGS, attention Associate Director Karla Ortega, [ortegak@fiu.edu](mailto:ortegak@fiu.edu).

### **Readmission**

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. The procedures for doctoral readmissions can be found at: <http://gradschool.fiu.edu/documents/doctoral-readmissions-procedures.pdf>.

### **TA Credentialing**

TA credentialing is mandated by SACS. Please review the credentialing guidelines found at: [http://opir.fiu.edu/ie\\_faculty\\_cred.htm](http://opir.fiu.edu/ie_faculty_cred.htm).

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). The Electronic Credentialing Request Form's User Manual can be retrieved here: [http://gradschool.fiu.edu/downloads/eCRF\\_User\\_Manual.pdf](http://gradschool.fiu.edu/downloads/eCRF_User_Manual.pdf). 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

### **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:

**Research Assistant** - A Graduate Research Assistant shall be degree seeking graduate student who performs research duties related to his or her academic program. The RA will perform general duties related to research,

documentation, experimentation, interviews and other activities that support the academic endeavor of the supervising faculty. For some positions assigned to this class, special qualifications may be added to the minimum such as completion of a specified number of graduate credit hours or a master's degree or specialization in an appropriate area of research.

**Teaching Assistant** - A Graduate Teaching Assistant shall be degree seeking graduate student who assists a faculty member with a teaching assignment. The duties may include, but are not limited to, preparing lectures, grading assignments, researching class topics and substituting for Faculty of Record on select class days. A Graduate Teaching Assistant who is the Instructor of Record must have completed 18 graduate credit hours in the subject area and perform teaching duties related to his or her academic program.

**Graduate Assistant** - Graduate Assistants shall be degree seeking graduate students who assist in the teaching and/or research function, but do not have primary responsibility for teaching and/or research. The duties may include those outlined in either the teaching or research classifications as well as other duties assigned that relate to his or her academic program. Graduate Assistant should be used only when neither GTA nor GRA is appropriate.

**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.

**Restrictions and Requirements:**

- GAs CANNOT accept employment outside of FIU
- GAs CANNOT accept an appointment which individually or collectively exceeds 0.50 FTE (20 hours per week) without prior approval of the Dean of the University Graduate School
- GAs MUST maintain full-time enrollment (9 graduate credits in the Fall and Spring and 6 graduate credits in the Summer)
- 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 have their out of state tuition rate adjusted to instate, if applicable.

## 2015-16 Graduate Assistantship Program Summary Chart

### GA Eligibility

<b>Admission Status</b>	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.
<b>Enrollment</b>	Must be enrolled for a minimum of 9 credits for each Fall and Spring semester, and 6 credits for Summer semester
<b>Academic Standing</b>	Must maintain a cumulative 3.0 GPA in graduate program

### GA Benefits based on .5 FTE Contract (20 hours per week)

<b>Tuition Waiver</b>	Covers 9 credits for each Fall and Spring Semester; 6 credits for Summer (tuition per credit is \$379.95 Admit term after Fall 2006 and \$362.71 Admit term before Fall 2006)
<b>Health Insurance Plan</b>	75% of premium paid by UGS

<b>Per Credit Tuition Fees</b>	\$75.69 per credit for New Students (Admitted and Enrolled Fall 2006 and after) \$73.97 per credit for Continuing Students (Admitted and Enrolled before Fall 2006 )
<b>Per Semester Fees</b> (Health, Athletics, and Parking)	\$194.39 for Fall \$194.39 for Spring \$188.27 for Summer
<b>Photo ID</b>	\$10 each year in Fall semester or first term of enrollment
<b>Orientation Fee for new Students only</b>	\$35.00
<b>Lab, Online and Special Course Fees</b>	Some classes have associated fees which are in addition to the regular tuition and, therefore, are not covered by the waiver.

### Amount GA Pays Each Semester

(based on above per credit fees and per semester fees; does NOT include tuition plus, lab, or online course fees)

#### Total for New Students (Admitted and Enrolled Fall 2006 and after)

Fall Payment = \$885.60\* (9 credits x \$75.69 plus \$194.39 semester fees and \$10 Photo fee)

Spring Payment = \$875.60\*\* (9 credits x \$75.69 plus \$194.39 semester fees)

Summer Payment = \$642.41\*\* (6 credits x \$75.69 plus \$188.27 semester fees)

\*add \$35 orientation fee if first term of enrollment; \*\*add \$10 photo fee and \$35 orientation fee if first term of enrollment

#### Total for Continuing Students (Admitted and Enrolled before Fall 2006)

Fall Payment = \$870.12 (9 credits x \$73.97 plus \$194.39 semester fees and \$10 Photo fee)

Spring Payment = \$860.12 (9 credits x \$73.97 plus \$194.39 semester fees)

Summer Payment = \$632.09 (6 credits x \$73.97 plus \$188.27 semester fees)

### Health Insurance Deductions

GA's portion (25%) of the insurance premium will be deducted from their paycheck

<b>Annual</b> premium total = \$600.75	
<b>Fall only</b> premium total = \$205.25	(deducted over 6 pay periods; \$34.21 each check)
<b>Spring only</b> premium total = \$206.75	(deducted over 6 pay periods; \$34.46 each check)
<b>Summer only</b> premium total = \$188.75	(deducted over 4 pay periods; \$47.19 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 September 17, 2015. Students must fill out the Graduate Assistant insurance waiver form on [www.gallagherstudent.com/FIU](http://www.gallagherstudent.com/FIU).

## 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 three-year award package to the fellow, which includes two years of stipend support from the Graduate School and one additional year of funding support from the graduate program. The Presidential Fellowship, whether administered as a fellowship or as an assistantship, also provides a tuition waiver and health insurance. A recipient of a Presidential Fellowship receives a stipend of \$30,000 per twelve

months for three years, provided that the student makes excellent progress in his/her degree program. The UGS will provide a tuition fee waiver for 24 credits and health insurance for all 3 years of the fellowship

**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. **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 \$8,300 for 1 term. 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.

**DYF/Dissertation Year Fellowship:** Dissertation Year Fellowships (DYFs) 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 DYF three times per year. DYFs provide a stipend of \$16,600 for 2 semesters, or \$8,300 per term. 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.

### **Additional Student Funding Opportunities**

**McKnight Doctoral Fellowships:** The McKnight Doctoral Fellowship program is designed to address the under-representation of African American and Hispanic faculty at colleges and universities in the state of Florida by increasing the pool of citizens qualified with Ph.D. degrees to teach at the college and university levels. As a by-product, it is expected that employment opportunities in industry will also be expanded. The McKnight Graduate Fellowship award will provide you with a tuition waiver, individual health insurance, and an annual stipend for five consecutive academic years (three years in the form of a \$12,000 annual stipend provided by the Florida Education Fund and the final two years in the form of a Graduate Assistantship provided your academic unit) with annual renewal contingent upon your satisfactory performance and progress towards your doctoral degree. For the first three years of the fellowship, FIU's University Graduate School (UGS) is pleased to offer a \$10,000 annual enhancement for McKnight Fellows. Please be aware that acceptance of this \$10,000 annual enhancement precludes the fellow from holding any other employment during the first three years of the fellowship and requires full-time enrollment. Full-time enrollment for doctoral students means enrolling in 9 credits for each fall and spring semester and 6 credits for the summer semester. Please refer to the Florida Education Fund for details on how to apply: <http://www.fefonline.org/mdf.html>

**McNair Graduate Fellowship:** The FIU McNair Graduate Fellowship was created to encourage promising undergraduate McNair Scholars to pursue their graduate education at Florida International University. The UGS will award a limited number of FIU McNair Graduate Fellowships to McNair Scholars based on a nomination from their graduate program. To be considered for the fellowship a student must be fully admitted to a master's or doctoral



degree program at FIU for the semester the student is applying for. Preference will be given to students who are entering a doctoral program. FIU McNair Graduate Fellowships for doctoral students provide four years of support with a \$23,000 annual stipend plus a tuition waiver and individual health insurance. The University Graduate School will provide the support for the first two years in the form of a fellowship. The academic department will continue to provide the same level of support during the 3rd and 4th years through a (0.5 FTE) teaching or research assistantship. Students may not receive other FIU fellowships or fellowships from outside agencies during the first two years of the award. FIU McNair Graduate Fellowships for master's students provide a \$15,000 stipend for the first year, plus a tuition waiver and individual health insurance. In the second year, the student's academic department will continue the same level of support by providing the student a (0.5FTE) graduate or research assistantship. Students may not receive other FIU fellowships or fellowships from outside agencies during the first year of the award.

**GEM Fellowship:** Funded by the National GEM Consortium. Provides graduate fellowships to MS and Ph.D. students, coupled with paid summer internships. For additional information, please visit [www.gemfellowship.org](http://www.gemfellowship.org).

**Note:** Presidential Fellows, Doctoral Evidence Acquisition (DEA), Dissertation Year Fellows (DYF), McKnight Fellows, and McNair Fellows are also included in the Graduate Assistant Health Insurance Program.

**Scholarships offered through the FIU Office of Scholarships and Fellowships** (formerly University-Wide Scholarships): graduate-level scholarships are published on an annual basis for the following academic year at <https://ugrad.fiu.edu/scholarships/Pages/Opportunities.aspx>.

For updated information on graduate funding, please visit our website at: <http://gradschool.fiu.edu/graduate-funding.shtml>

## **Funding Support: Department**

### **UGS Funding for Enhancement of Research Colloquium/Seminars**

#### **Purpose**

The University Graduate School (UGS) will provide small grants 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; and/or 3) enhancement of existing colloquium/seminars specifically by increasing opportunities for graduate students to interact with visiting scholars.

#### **Eligibility**

- PhD-granting units at Florida International University.
- 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**

Grant proposals for the support of colloquium/seminar series should be emailed to Magnolia Hernandez at [mehernan@fiu.edu](mailto:mehernan@fiu.edu). The proposal deadline is June 1st. Funding decisions will be made by the UGS leadership team by June 30th. It is expected that all Colloquium funds provided by UGS for '15-'16 will be spent by June 1<sup>st</sup>, 2016.

#### **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.
- **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**
- 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.

### **Disbursement of Funds**

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

### **Reporting of Graduate Student Benefits, Deadline (June 1)**

By June 1, each sponsoring unit must submit a 1-2 page report 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 (see sample evaluation attached).
- 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.

### **UGS Support for Enhancement of Doctoral Student Recruitment**

#### **Purpose**

The University Graduate School (UGS) is pleased to announce its initiative to assist doctoral programs to recruit highly-qualified Ph.D. students. UGS will make recruiting money available for each academic unit with a doctoral program. In response to your requests to accommodate the diverse recruiting needs of the units, potential uses of these funds include but are not limited to the following:

- Recruitment efforts targeted toward potential Presidential Fellows
- Travel for highly-qualified **admitted** Ph.D. students to visit campus (the department is responsible for travel arrangements)
- Advertisements
- Direct mailings
- Purchase of mailing lists/e-mail lists
- Host open houses or other on-campus recruiting event(s)
- Host recruitment events at local industries, employers, professional societies, etc.
- Internet-based conferencing with prospective students
- Travel for faculty to recruit at conferences or universities
- OPS support for recruiting efforts

This initiative for enhancement of recruitment is being supported with non-recurring funds, such that these funds may not be available in subsequent academic years. Units should plan accordingly.

### **Eligibility**

Ph.D.-granting units at Florida International University. Several Ph.D.-granting units within a College/School may submit a combined proposal. Exceptions can be made for Master's program on a case by case basis.

Since these funds are intended for *enhancement* of Ph.D. recruitment, there is an expectation that Ph.D.-granting units have also committed resources to these activities. Each proposal should have a cost-sharing commitment from the department and/or the College/School.

### **Amount of Support**

Awards are up to \$5,000 per unit.

### **Deadlines**

The proposal deadline is **June 1**. Funding decisions will be made by the UGS leadership team by June 30<sup>th</sup>. It is expected that all Recruitment funds provided by UGS for the '15-'16 AY will be spent by June 1, 2016.

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

- Requests should be submitted **to Director Louis Farnsworth**— in person: PC 230; by email: farnswor@fiu.edu; or by fax: 305-348-3433 - with the attached Proposal Cover Sheet.
- **Proposal Cover Sheet (attached)**
- E&G account number to which the funds should be transferred if awarded. (Although the UGS is not opposed to supporting recruitment plans that include social activities, be cognizant that E&G funds cannot be used to buy concession items such as food or beverages).
- Additional Ph.D.-granting units(s) and/or programs (e.g., M.S. programs) that would potentially benefit from recruitment efforts.
- Outline of overall 2014-2015 recruitment plan for the Ph.D. program.
- Portion of the recruitment plan for which funds are being requested.
- Estimated Budget: Expenses. Specifics of cost sharing commitment.

### **Disbursement of Funds**

Funds will be disbursed to the unit submitting the application upon approval of program proposal by UGS. (Programs will not be required to submit invoices to UGS for payment.) Funds will not be disbursed until the previous year report, if applicable, has been submitted and approved by UGS.

### **Limitations on student travel/usage of funds**

Airfare is limited to travel within the domestic US and US territories, and no more than 2 nights of lodging may be provided. Funds for an individual candidate are not to exceed \$1,000. Funds *cannot* be used for concession items including food/drink.

### **Reporting Requirement Deadline (June 1<sup>st</sup> )**

Departments receiving funds from this initiative must submit a 1-page report to UGS which details both the activities and the outcomes of the UGS-supported recruiting effort(s) by June 1<sup>st</sup>.

### **Commencement Information**

Commencement ceremonies are held each semester. Students and guests should check the Commencement website at <http://commencement.fiu.edu/> to find commencement dates, times, and procedures. Each commencement ceremony lasts approximately two hours. In order to participate, the student 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 Intelliworks link provided by University Graduate School. The guest tickets are purchased from my.fiu.edu. Important: PhD and EdD students must RSVP with the University Graduate School, DPT students must RSVP with the Physical Therapy Department, and DNP students must RSVP with the Doctor of Nursing Practice Department in order to participate in the 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](mailto:pinesbks@fiu.edu) for ordering deadlines. Regalia can no longer be rented for students.

### **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, GC355 (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. Complete ISSS information is available at:

<http://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.

## **Responsible Conduct of Research and Scholarship**

### **Ethical Scholarship**

FIU is committed to achieving the highest standards of integrity in scientific research and scholarship. 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 will provide workshops and training to researchers and scholars in the FIU community to assist them 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.
- ✓ *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.

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 conduct.

### **Responsible Conduct of Research (RCR) Training Course and Exam**

FIU graduate students who file thesis and dissertation proposals with the Research University Graduate School (RUGS) 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 FIU Office of Research Integrity (ORI) webpage at: <http://research.fiu.edu/rcr/index.html>.

## **Thesis and Dissertation Forms**

### ***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/electronic-thesis-dissertation-deadlines.shtml>

**Note:** In order to process any of the M or D forms, graduate students must be enrolled in the term in which the form is submitted to the UGS.

### ***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. The major professor must be an expert in the subject of the thesis and at least two of the committee members must be from the unit offering the graduate program. 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. See the UGS webpage to check graduate and dissertation faculty. Please visit <http://gradschool.fiu.edu/faculty-staff-grad-das-faculty.shtml>

**It is the responsibility of the program director 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/documents/NonFIUcommitmentMemo\\_am.pdf](http://gradschool.fiu.edu/documents/NonFIUcommitmentMemo_am.pdf).

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. This proposal is a formal statement of the research plan and should be presented in a thorough and appropriate academic format. There are several sample proposals available on the UGS Website at: <http://gradschool.fiu.edu/electronic-thesis-dissertation.shtml>

If IRB, IACUC, and/or IBC approval is needed, the approval memo must be submitted along Form M2. Additionally, RCR Training Certification is required for all graduate students filing Form M2.

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

Once a thesis of suitable quality for presentation to the committee has been written, the student, in conjunction with the major professor and committee, should select a date for the public defense. The calendar of thesis defense deadlines is available on the UGS website:

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

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. All committee members must attend the defense. If a committee member is unable to physically be present at the Defense, a Petition for Exception to Graduate Requirements Form to attend via technological means (i.e. video conference) can be submitted to UGS prior to the Defense, by no later than 4 days prior to your defense date.

The announcement is usually very similar or identical to the abstract in the thesis itself. There is a space limitation for the abstract and the announcement may need to be edited appropriately to fit in the available space. The announcement/abstract should briefly describe the research project and the results obtained. A reader of the announcement should be able to understand what was accomplished. 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/documents/Graduate\\_Packet\\_For\\_Theses.pdf](http://gradschool.fiu.edu/documents/Graduate_Packet_For_Theses.pdf)

**Note:** A draft of the thesis should accompany the thesis announcement submitted to the UGS

### **Final Electronic Thesis & Dissertation (ETD) Approval Form**

Doctoral and master's thesis students must submit this form to complete their thesis/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/electronic-thesis-dissertation-deadlines.shtml>. Enrollment of at least 3 dissertation credit hours OR 1 thesis credit hour is required in the term that the student submits this form. Final ETD Approval form will not be processed without proof of current enrollment. Further information regarding the UGS continuous enrollment policies is available at: <http://gradschool.fiu.edu/policies-procedures.shtml>



## **Doctoral Forms**

### **Appointment of Dissertation Committee (Form D1)**

Committees are required to have at least four members: the major professor, and three other graduate faculty members (all members must have Graduate Faculty status). Additionally, the major professor must hold Dissertation Advisor status and 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>). Two of the remaining three committee members must be from within the unit offering the graduate program and one must be from outside the department or school, but still hold graduate faculty status. Additional committee members may be appointed consistent with the program's rules.

**It is the responsibility of the program director to check that the committee composition meets these requirements as well as any additional requirements of the program** (e.g. fifth committee member or outside members). All signatures on the appointment of dissertation 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/documents/NonFIUcommitmentMemo\\_am.pdf](http://gradschool.fiu.edu/documents/NonFIUcommitmentMemo_am.pdf). 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 (Form D2)**

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 form D3, the Doctoral Dissertation Proposal) and coursework). Before submitting the candidacy form (Form D2) 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 form must be submitted to UGS by no later than one week before classes begin.**

### **Doctoral Dissertation Proposal (Form D3)**

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. This proposal is a formal statement of the research plan and should be presented in a thorough and appropriate academic format. There are several sample proposals available on the UGS website at: <http://gradschool.fiu.edu/electronic-thesis-dissertation.shtml>.

If IRB, IACUC, and/or IBC approval is needed, the approval memo must be submitted along Form D3. Additionally, RCR Training Certification is required for all doctoral students filing Form D3.

## **Preliminary Approval of Dissertation and Request for Oral Defense (Form D5)**

Once a dissertation of suitable quality for presentation to the committee has been written, the student in conjunction with the major professor and committee should select a date for the public defense. The calendar of dissertation defense deadlines is available on the UGS website at: <http://gradschool.fiu.edu/electronic-thesis-dissertation-deadlines.shtml>.

All doctoral candidates must defend their dissertation 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.

All committee members must attend the defense. If a committee member is unable to physically be present at the Defense, a Petition for Exception to Graduate Requirements Form to attend via technological means (i.e. video conference) can be submitted to the UGS prior to the Defense.

The announcement is usually very similar or identical to the abstract in the dissertation itself. There is a space limitation for the abstract and the announcement may need to be edited appropriately to fit in the available space. The announcement/abstract should briefly describe the research project and the results obtained. A reader of the announcement should be able to understand what was done and what was accomplished. 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/downloads/Dissertation\\_Packet.pdf](http://gradschool.fiu.edu/downloads/Dissertation_Packet.pdf)

**Note:** A draft of the dissertation should accompany the dissertation announcement submitted to the UGS

## **Final Electronic Thesis & Dissertation (ETD) Approval Form**

Doctoral and master's thesis students must submit this form to complete their thesis/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/CalendarDeadlines.html>. Enrollment of at least 3 dissertation credit hours OR 1 thesis credit hour is required in the term that the student submits this form. Final ETD Approval form will not be processed without proof of current enrollment. Further information regarding the UGS continuous enrollment policies is available at <http://gradschool.fiu.edu/gpm/>

## **Graduate Student Checklists**

A graduate student checklist for M forms is available on the UGS website at: [http://gradschool.fiu.edu/documents/Graduate\\_Packet\\_For\\_Theses.pdf](http://gradschool.fiu.edu/documents/Graduate_Packet_For_Theses.pdf)

A graduate student checklist for D forms is available on the UGS website at: [http://gradschool.fiu.edu/documents/Graduate\\_Packet\\_For\\_Dissertations.pdf](http://gradschool.fiu.edu/documents/Graduate_Packet_For_Dissertations.pdf)

## Annual Student Evaluation and Mentoring Plan

In order to promote timely progress toward the degree and a culture of mentorship, the UGS has implemented the Annual Student Evaluation and Mentoring Plan form.

The Annual Student Evaluation and Mentoring Plan is required of all doctoral students on an annual basis until they successfully complete their program. The annual submission deadline is May 30. If the student does not have an approved D-1 form on file with UGS, only the graduate program director's or designated advisor's evaluation and signature are required, as well as the GPD/Chair and Academic Dean Signatures. If the student does have an approved D-1 form on file, all committee members' signatures are required.

Please note that those students who have an approved D5 on file and are expected to graduate the spring semester prior to the May 30 deadline are exempted from filing this form at UGS. Furthermore, students who have fewer than 18 graduate credits by the end of the spring term are also exempted from filing the form.

## Graduation

Students apply for graduation on-line through their PantherSoft account, and the Graduation Office in the Office of the Registration initiates a graduation check.

**Note:** All graduate students must be enrolled in graduate level credit(s) the semester in which they apply for graduation.

## Electronic Theses & Dissertations (ETD) Option

Since spring 2012, the University Graduate School has only accepted ETD submissions. This means that after students submit the Final ETD Approval form, they will upload a Microsoft Word file (or PDF for LaTeX users) 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. NOTE: Students still submit a hardcopy draft to the University Graduate School with their M3/D5.

The ETD Coordinator holds ETD Workshops and one-on-one consultation sessions every semester, and students should be urged to go to utilize these services before and/or while writing their manuscripts. However, you can request a workshop from the ETD 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, including a link for students to register for workshops:

<http://libguides.fiu.edu/etd>

Keep in mind that students should use Microsoft Word to write their manuscripts. We also support LaTeX. Other word processors can be problematic, and it's difficult to support myriad programs while ensuring high quality digital preservation. Therefore, students must use Word (or LaTeX). Every student is entitled to a free copy of Microsoft Office: <http://it.fiu.edu/software/index.shtml>

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 ETD Guide (linked above) and the Preparation Manual [http://gradschool.fiu.edu/documents/Manual\\_Regulations.pdf](http://gradschool.fiu.edu/documents/Manual_Regulations.pdf)

For questions about the ETD resources, process, format, or submission please contact the ETD Coordinator.

## **UGS Supported Initiatives and 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 Magnolia Hernandez in the University Graduate School: [mehernan@fiu.edu](mailto:mehernan@fiu.edu) or 305-348-1905.

### **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 GSFC 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](mailto:gpsc@fiu.edu)

### **Student Government Association (SGA)**

The SGA is the governing student body at FIU and advocates for all students at the university. Graduate students can hold senator and other positions within the SGA. For more information on getting involved with the SGA, students can contact 305-348-2121 or go to: <http://sga.fiu.edu/>.

### **Center for Excellence in Writing (CEW)**

The CEW offers individual consultations about any writing students do throughout their years at FIU. Whether brainstorming, drafting, revising or polishing, writing consultants can assist students with most written projects. The CEW also programs several workshops throughout the year specific to graduate students. For more information, please visit their website: <http://writingcenter.fiu.edu/> or call (MMC) 305-348-6634 or (BBC) 305-919-4036.

**Center for the Advancement of Teaching**

The Academy for the Art of Teaching is dedicated to providing FIU's Teaching Community---full-time faculty, adjuncts, and graduate teaching assistants--with resources and support needed to encourage the highest quality of teaching and learning throughout the university. Through individual, group, and campus-wide programming, the Academy keeps the teaching community abreast of pedagogical developments, maintains and provides a wide array of resources on teaching and learning, and supports teachers in enhancing their teaching. Please visit the Academy's website for more information: <https://ugrad.fiu.edu/cat/Pages/Home.aspx>.

**UM/FIU Exchange Program**

FIU doctoral students (PhD and EdD) and master's students admitted to the LACC programs have the opportunity to complete up to six 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 and fees for the courses they take at the University of Miami (i.e. they will only be assessed regular FIU tuition and fees). For more information about the UM/FIU exchange program, please contact Karla Ortega at [ortegak@fiu.edu](mailto:ortegak@fiu.edu). Interested students can find more information and the program application at [http://gradschool.fiu.edu/documents/FIU-UM\\_Exchange\\_Application.pdf](http://gradschool.fiu.edu/documents/FIU-UM_Exchange_Application.pdf).

**Appendix A: TOEFL Exempt Countries**

<b>TOEFL Exempt Countries</b> Admissions applicants from these countries are not required to submit the TOEFL exam	
Antigua and Barbuda Australia Bahamas Barbados Belize Bermuda Botswana Brunei Darussalam Canada Cayman Islands Christmas Island Dominica Eritrea Falkland Islands (Malvinas) Fiji Gambia Ghana Grenada Guam Guyana Ireland Jamaica Kenya Kiribati Liberia Malawi Malta Marshall Islands Mauritius	Micronesia, Federated States Montserrat Namibia New Zealand Nigeria Papua New Guinea Philippines Rwanda Saint Helena Saint Kitts and Nevis Saint Lucia Seychelles Sierra Leone Singapore South Africa St Vincent and the Grenadines Swaziland Tanzania, United Republic of Trinidad and Tobago Uganda United Kingdom United States Vanuatu Virgin Islands (British) Virgin Islands (U.S.) Zambia Zimbabwe

## Appendix B: 10% Conditional Admissions Policy for Master's Applicants FAQ's

### Who is eligible for the 10% conditional admission policy?

Only Master's applicants whose upper-division undergraduate coursework GPA (UG60) does not meet the minimum 3.0 university requirement and any other unit-specific admission requirement (as specified in the Graduate Catalog) including GRE score requirements.

### When can we start admitting applicants based on the 10% policy?

You can begin admitting Master's applicants based on the 10% policy for Spring 2015.

### Can we use the 10% policy to admit doctoral applicants?

No. This policy applies to the admission of Master's applicants only.

### What admissions requirements are eligible under the 10% policy?

- i) GPA is below the minimum 3.0 university requirement
- ii) any other unit-specific admission requirement (as specified in the Graduate Catalog) including GRE score requirements

### What admission requirements are ineligible under the 10% policy and therefore still require a petition to UGS for exception to the graduate requirements?

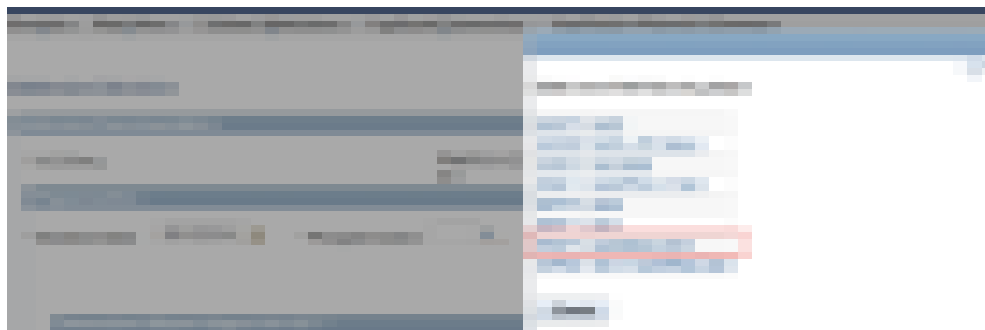
- i) applicant does not meet the TOEFL requirement
- ii) applicant has graduated from any non-accredited institution
- iii) applicant has not earned the equivalent of a US Bachelor's degree

### Can we admit international F-1 Student Visa applicants under the 10% conditional admission policy?

Yes, you can admit international F-1 applicants under this policy. However, international students must still meet the minimum TOEFL score. UGS urges caution in admitting international students into the 10% pool because, unlike domestic students, they only have one semester to meet their condition since they must register for 9 credits to be full time.

### Can we still admit students under the previous conditional 2 term admission policy?

No. The condition 2 term admission policy is being replaced by the 10% policy. When you enter your admission recommendation in PantherSoft, you will no longer see the option for 2TRM. Instead, you will see the option of TENP.



### What happens to those applicants we have already admitted under the conditional 2 term policy for Spring 2015 term or future terms?

You may keep them as conditional 2 term admits or, if you want to switch their admission to the new policy, send the name/s to your graduate admissions evaluator. The evaluator will contact these students to request their permission to cancel the 2 term admission and reissue their admission letter under the new 10% policy.

**How will I ensure, as GPD/Chair of my program, that we do not exceed the 10% limit?**

The GPD/Chair should estimate the total number of applicants that will be admitted in the program based on previous years' admissions numbers and current needs. Based on this estimate, the GPD/Chair should admit applicants under the 10% policy in real time (for every 10 applicants admitted, 1 can be admitted under the 10% policy).

**Who will monitor the number of applicants admitted under this mechanism?**

Both the unit and UGS will be responsible for tracking the number of students admitted under this mechanism. The tracking will occur in real time: for every 10 applicants admitted during a given academic year, one applicant will be allowed to be admitted under this mechanism. UGS will provide the departments with an on-demand query which tracks the 10% admission pool.

**Can I exceed the 10% this year for our program and make up for the difference next year?**

No. The 10% allowance applies to the total number of applicants admitted in one academic year.

**If we reach our 10% limit, can we petition UGS to fully admit applicants who should be admitted using the 10% policy?**

No. UGS will not accept petitions for full admission of applicants who qualify for the 10% policy.

**If we admit less than the 10% limit, can we use the remaining slots for the next year?**

No. The 10% limit applies to the total number of applicants admitted in one academic year and cannot be rolled over to the next year.

**What is the definition of "academic year" in terms of the semesters?**

For Board of Governor's reporting purposes, we consider the academic year to start in the summer and end in the spring of the following year. For example, the 2015-16 academic year is defined as Summer 2015, Fall 2015 and Spring 2016.

**Will UGS still need petitions requesting exceptions to any of our admissions criteria?**

Yes, petitions will still need to be submitted for the following criteria, which are not eligible under the 10% policy:

- i) applicant does not meet the TOEFL requirement
- ii) applicant has graduated from any non-accredited institution
- iii) applicant has not earned the equivalent of a US Bachelor's degree

**Do those admissions approved through petitions count toward the 10% pool?**

No. They are not counted in the 10% pool. The petition process justifies a full admission to the program and therefore is not considered a conditional admission.

**We typically have fewer than 10 students admitted each year. How does this 10% policy benefit us?**

Units that admit fewer than 10 students per academic year will be allowed to admit 1 student under this policy.

**What conditions do students admitted under the 10% policy need to meet in order to be fully admitted?**

The student must earn a 3.0 GPA upon completion of their first 9 graduate credits within one year of being admitted, i.e. within 3 consecutive semesters. In the case of International F-1 students, however, they only have one semester to meet their condition since they must register for 9 graduate credits to meet the full time requirement.

**How does UGS determine if the student has met the condition to be fully admitted to the university?**

Every semester after grades are posted, the graduate admissions evaluator for your program will run a report to see who has reached the 9 credit milestone and whether the student's GPA in graduate coursework meets the 3.0 requirement. If the student has taken more than 9 graduate credits in the semester, the total of all graduate credits taken will be counted towards the GPA requirement.

**What is the timeframe for students to meet the conditional admission requirement?**

Students have three consecutive semesters, one year, to meet the requirement, except for international students who only have one semester since they must be full-time and, therefore, be enrolled in 9 graduate credits.

**What courses can be taken to satisfy the conditions for admitting students?**

Only graded graduate courses will be taken into consideration. Even if the student takes Pass/Fail courses, the 9 credits must be from graded graduate courses.



**For students who do not meet the condition to be fully admitted and are subsequently dismissed, can the department petition UGS to have the student reinstated for the next semester?**

No, UGS will not consider petitions to have the student reinstated.

**Who do I contact if I have further questions?**

Please contact your graduate admissions evaluator.