



University Community (faculty, graduate students and University Graduate School administration)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
DOCTORAL DISSERTATION AND COMMITTEE	June 2012	380.030

POLICY STATEMENT (R*)

Dissertation Committee

Committee formation is initiated by mutual agreement between the student and the dissertation advisor. The committee appointments are made by the Dean of the University Graduate School on the recommendation of the department chair or program director and the dean of the appropriate School or College. The Dean of the University Graduate School shall have the authority to appoint an additional Graduate Faculty member to any dissertation committee.

The committee chairperson must have a specialized academic competence in the student’s major field of research, be tenured or tenure-earning and hold Dissertation Advisor Status. Graduate Faculty members with Dissertation Advisor Status who are not tenured or tenure-earning faculty at FIU may serve as co-chair of a dissertation committee but not sole chair. The committee must be selected so that the relevant emphases of the dissertation are fully represented.

Dissertation committees must have a minimum of four graduate faculty members. All members of the dissertation committee must be a member of the Graduate Faculty at FIU. All committees shall include one FIU graduate faculty member from outside of the degree program. Additional committee members, including affiliated faculty from outside the University, may participate on the committee provided they have Graduate Faculty standing at FIU or are recommended by the academic unit and approved by the Dean of the University Graduate School. A program may have more stringent requirements for committee membership provided they are incorporated and published in the program policies and provided to all students.

The composition of the dissertation committee may be changed if a committee member is no longer available to participate or if the student or chair of the committee believes there are valid reasons to add or replace a committee member. The committee change must be justified and all outgoing and incoming members must agree to be removed or added. Committee changes must be recommended by the committee chair, the program director and the dean of the appropriate School or College. Committee changes must be approved by the Dean of the University Graduate School.

Dissertation Proposal

A dissertation is a formal and systematic discourse or treatise advancing an original point of view as a result of research. Each doctoral degree student must submit a proposal to his/her dissertation committee. The dissertation proposal must be formal statement of the research plan and shall be appropriately referenced and conform to academic standards of writing in that discipline.

Before approval of the dissertation proposal, all students must complete a Responsible Conduct of Research Certification. Those students participating in projects that involve human or animal research must participate in required training and obtain relevant committee approvals, i.e., approval from the Institutional Review Board for the use of human subjects or the Institutional Animal Care and Use Committee for animals.

Following approval of the dissertation proposal by the committee chair and committee members, the proposal must be submitted for approval by the graduate program director or department chairperson and the dean of the appropriate school or college.

Dissertation and Dissertation Defense

Dissertations must conform to the standards of presentation as described in the *University Graduate School Thesis/ Dissertation Manual*.

Upon completion of a dissertation, the degree candidate will submit to the Dean of the University Graduate School a request for dissertation defense. This request must be approved by the committee chairperson, all other members of the committee and the Dean of the appropriate School or College.

This defense announcement is an invitation to members of the University community to observe and participate in the defense, thus the defense must be held on a business day during the regular term. The defense must occur at the time, date and place of the

announcement and all committee members must be in attendance. The defense announcement must be posted at least a week prior to the defense and will include at least the following information:

- a concise one page description of the dissertation;
- dissertation title;
- student's name;
- dissertation committee chairperson's name;
- School or College, and department; and
- date, time, and place of the defense.

Following the successful defense, as determined by a majority vote of the student's dissertation committee, the dissertation is forwarded to the dean of the appropriate School or College and to the Dean of the University Graduate School for their approval.

All dissertations submitted in fulfillment of requirements of doctoral degrees must conform to University guidelines. The required library copy must conform to University Graduate School guidelines.

HISTORY (R*)

Originally 5.3.2 RESEARCH COMMITTEE (effective 3/28/89); 5.3.3 COMMITTEE APPOINTMENTS (effective 3/28/89); 5.3.4 CHANGE OF COMMITTEE MEMBERS (effective 3/28/89); 7.1 DEFINITION (effective 3/28/89); 7.2 PROPOSAL (effective 3/28/89); 7.4 ENROLLMENT AND CREDIT HOURS: THESIS (effective 3/28/89); 7.4 APPLICATION FOR DEFENSE OF DISSERTATION OR THESIS (effective 3/28/89); 7.5 DISSERTATION AND THESIS APPROVAL PROCESS (effective 3/28/89); 7.6 STYLE (effective 2/28/89); 7.7.2 LIBRARY COPIES (effective 3/28/89) from *Graduate Policies and Procedures Manual*.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

University Graduate School
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

University Graduate School
Modesto A. Maidique Campus
11200 SW Eighth Street - PC 230
Miami, Florida 33199
Telephone: (305) 348-2455

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at www.policies.fiu.edu.

For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

***R = Required *O = Optional**