

This document was prepared by Dr. Hadi Amini to provide Ph.D. students with a roadmap through their program. Please note that students are expected to follow the requirements laid out in the Graduate Student Booklet and the instructions in the booklet take precedence over this document: [Graduate-Student-Booklet-2018.pdf \(fiu.edu\)](https://gradschool.fiu.edu/documents/Graduate-Student-Booklet-2018.pdf). Students are advised to review this roadmap document and the FIU UGS policies carefully (link below). While this may take a few hours, it will provide a general idea of the Ph.D. procedures at FIU and ensure that a student will not miss important deadlines: GRADUATE PACKET FOR DISSERTATIONS (PC230, MM Campus – Tel. (305) 348-2455, E-Mail: ugs@fiu.edu)
https://gradschool.fiu.edu/documents/Dissertation_Packet.pdf

0- Start Your Ph.D. Program.

- a. The Ph.D. program requires 75 credits beyond the bachelor's degree. The number of courses that you need to take will differ if you have transferable credits from a previous master's degree. If you already have a master's degree, you need to request a transfer of your courses (reach out to the graduate advisor for this process).

1- Fulfill the core course requirement. Currently, this consists of completing three specific core courses. A common practice is to take one core course per semester; however, you may decide to take two core courses in one semester to complete the requirements for qualifying exam. If you already have an advisor, make sure to discuss which courses to take and when for each semester.

- a. It is crucial to have the overall GPA of at least **3.3** to ensure your assistantship will sustain.
- b. In case your overall GPA for your core courses falls below **3.4**, you will need to take the written qualifying exam as well as an oral qualifying exam. The subject area for the written exam will be determined by the grade of the core course(s). Maintaining a core GPA of **3.4** or above will waive the written portion of the qualifying exam.

2- Submit your D1 form (Dissertation Committee). The D1 document is used to form your dissertation committee. Submitting the D1 form before completion of the core courses (or latest during the semester when you take the last core course) has two advantages: (1) You will be able to interact sooner with your committee members (and benefit from their feedback and interactions); (2) Your qualifying exam committee (see next item) will be a subset of your dissertation committee. To submit the D1 form (and other forms afterwards), you go to [my.fiu.edu](https://my.fiu.edu/tasks/to-do-list/diss-committee)>tasks>to-do list>Diss Committee and follow the instructions there. To ensure timely processing and avoid return of your form by UGS, please comply with the following: In addition to your Ph.D. advisor, there must be at least two faculty with Graduate Faculty Status from Computer Science (KFSCIS as their primary affiliation), one FIU faculty from another FIU department (e.g., ECE, Civil Engineering, Biomedical Engineering, etc.), and one other member from the Computer Science area (this can be a faculty from within or outside of FIU). **In total, your**

committee must consist of 5 members (including your advisor). Before reaching out to a faculty member to join your committee, always discuss this first with your advisor!

- 3- **Qualifying Exam (QE).** Once you complete your core courses, if the grades meet the school's requirements, you are eligible to take the Ph.D. qualifying exam. If the written portion is required, it must be taken and passed prior to the oral portion of the exam. The oral exam consists of two major components: (1) A technical paper drafted by you (discuss the details of the paper with your Ph.D. advisor); (2) A 20–30-minute presentation followed by Q&A from the qualifying exam committee (including your Ph.D. advisor).
- 4- **Submit your D2 form (Advancing to Candidacy).** Once you completed all required courses (including core and elective courses, transferred courses, and research credits), and you successfully passed the Ph.D. qualifying exam, you are eligible to advance to candidacy by submitting this form. **You need to have completed 60 credits: consisting of 9 core credits, 21 CS-specific electives, and 30 free electives.**
- 5- **Ph.D. Dissertation Credits.** You can now enroll in 3 credits of Ph.D. dissertation each semester; to defend your thesis, you will need at least 15 dissertation credits.
- 6- **Submit your D3 form (Ph.D. Dissertation Proposal).** Once you and your advisor agree that you are ready to make your Ph.D. proposal, you will prepare for an oral presentation of your proposed thesis work and submit this form.
- 7- **Submit your D5 form (PhD Defense).** Once you and your advisor agree that your research is ready to be defended, you need to reach out to your Ph.D. dissertation committee to submit the D5 form and write a draft of your Ph.D. dissertation. You need to follow a few important steps:
 1. If you are using LaTeX for your PhD dissertation, add this to the chapters that are based on your published work to ensure copyright compliance: `\footnote{This chapter is an edited version of the author's previous work published in \cite{yourpaper} \copyright 2022 Publisher's Name.}`.
 2. Before starting the D5 signature process, you need to finalize the Ph.D. defense date and time and prepare the Ph.D. defense announcement.
 3. The entire package should be delivered to the FIU UGS no later than 3 weeks before the scheduled date, i.e., you should finalize all signatures and send them to the CEC Dean's office no later than 4 weeks before the scheduled date for the Dean's approval.
 4. Once you successfully defended your Ph.D., you will need to address the Ph.D. committee's feedback, revise the Ph.D. dissertation accordingly, and request their approval before the ETD (uploading the final Ph.D. dissertation's digital copy to UGS). Note that you will also need to work with your advisor to use the university's iThenticate software to check for overlap with prior work. You cannot do that by yourself; your advisor will have to do that, but your advisor may request to make changes to your thesis to avoid plagiarism concerns.
- 8- **Congratulations, you are almost done!** You will hear back from FIU regarding the graduation ceremony and information needed to receive your PhD Degree!

Note: As of June 2022, FIU has transitioned the approval process of D1-D5 [note that D4 does not exist] to a fully online format using my.fiu.edu; once the student submits the form online, faculty will receive a notification from no-reply@fiu.edu requesting online approval of the form.

Graduate Student D forms Checklist:

Form D1 – Appointment of Dissertation Committee

To be submitted at the time your committee is formed but no later than 4 semesters before the anticipated graduation term.

Form D2 – Program for Doctoral Degree and Application for Candidacy

To be submitted after finishing coursework, as soon as results of candidacy examination's results are available and **BEFORE** registering for dissertation credits. Please check with your academic unit whether form D3 is part of your candidacy examination. If so, it must be submitted concurrently with form D2.

Form D3 – Doctoral Dissertation Proposal

Attach a copy of proposal not to exceed five pages and submit no later than 3 semesters before the anticipated graduation term.

Form D5 – Preliminary Approval of Dissertation and Request for Oral Defense

MUST be submitted to the University Graduate School 3 WEEKS BEFORE THE DATE DEFENSE or by the deadline whichever date is the earlier. Attach a copy of the dissertation with D5 and email announcement in *Word* format to ugs@fiu.edu.

ETD option: a) Uploading final dissertation in Word format to the Digital Commons Library, b) Signed ETD approval form, c) Signed Signature page ii, d) Cashier's receipt for microfilming, e) ProQuest Agreement Form, f) Completed NSF Survey (only for PhD students). Please see our website for detailed information about the ETD option: <http://gradschool.fiu.edu/ETDOption.html>.

Hard copies option: a) Submit three full copies of the dissertation (2 on good paper, 1 on regular paper), b) Three signed Signature page ii on good paper, d) Cashier's receipt for microfilming, e) ProQuest Agreement Form, f) Completed NSF Survey (only for PhD students). These must be submitted in a sturdy box with a lid. Tape a copy of the title page to the cover of the box. **DISSERTATIONS WILL NOT BE ACCEPTED UNLESS BROUGHT IN A STURDY BOX WITH A COVER.**