

HANDBOOK

Graduate Programs

Moss Department of Construction Management

Florida International University

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Overview

This handbook provides essential information about the MS graduate program in the Moss Department of Construction Management at Florida International University, from coursework, requirements for thesis, important forms and resources to perform successfully in our programs. It also summarizes most important policies and procedures of our MS graduate program.

MSCM curriculum

Credit Requirements

Students seeking to obtain a Master of Science in Construction Management have a choice of either a thesis or a non-thesis option. Students have to complete 30-36 semester hours including thesis.

- Students with a Bachelor of Science (BS) degree in Construction Management, Construction Science, or Construction Engineering must complete at least 30 semester hours to graduate.
- Students with a BS degree in Engineering or a BA degree in Architecture must complete at least 33 semester hours to graduate.
- All other students with undergraduate degrees in disciplines such as business, accounting, finance, etc. must complete at least 36 semester hours to graduate.

The thesis option consists of a minimum of 24-30 semester hours of course work and 6 semester hours of thesis. The non-thesis option consists of 30-36 semester hours of course work and may include up to 6 semester hours of independent studies. A student shall not register for masters thesis without first having received the approval from his/her thesis supervisor and the Chair of the Department. A student may not register for independent studies without the approval of his/her advisor, and the Chair of the Department.

Special Student

In exceptional cases, students wishing to enroll in courses during the application process may do so as a special student (non degree seeking). No more than 12 semester credits of work taken as a special student can be applied towards graduation. No courses with a grade lower than a “B”, earned as a special student, will be included in the masters program upon admission. Students taking courses under the special student designation should consult other sections of this handbook for pertinent regulations covering the special student status.

Coursework Requirements

Graduate credit is awarded for courses numbered 5000 and above. The work in the major field must be in courses numbered 5000 or above. For work outside the major, up to two courses numbered 4000-4999 may be taken provided they are part of a plan of study approved by the student’s supervisory committee or the Department Graduate Committee, whichever is applicable, and prior approval is obtained from the Chair of the Department. Approval must be obtained in writing prior to the student registering for such a course.

Students with deficiencies in the areas designated as equivalent related fields will be required to take and successfully complete (with a grade of “C” or above or with “P” grade, if applicable) 3000 and 4000 level courses in Construction Management in order to provide the proper foundation for advanced courses. Students who have a BS degree in business, finance, accounting, management, industrial engineering, mechanical engineering, etc. have to complete the following undergraduate prerequisite courses (or equivalent). If the undergraduate degree is in Architecture or Civil Engineering, then students have to complete 33 graduate credits and may or may not be required to take undergraduate prerequisite courses. Exemption(s) to prerequisite courses can be given by the Graduate Program Director of the Moss School of Construction, Infrastructure and Sustainability if deemed appropriate. The pre-requisite courses are:

Course	Name	Credits
BCN 1272	Plans Interpretation (Blueprint Reading)	3
BCN 2210	Construction Materials	3
BCN 3727	Construction Sitework and Equipment	3

These courses or equivalent can also be taken at a community college or another university. Some of these prerequisite courses may also be available online at FIU or other locations. (At FIU these courses are not available on a Pass/Fail basis). Applicants should contact the Graduate Program Director for preapproval of courses from other institutions.

The program of course work for a masters degree must be approved by the student’s advisor, supervisory committee (if thesis option), and Department Chair. No more than six credits from a previous masters degree program may be applied toward a second masters degree. These credits are applied only with the written approval of the Department Chair, the Dean of the College of Engineering and Computing, and the University Graduate School.

Grades

The Moss Department of Construction Management requires a minimum cumulative grade point average of 3.0 in all courses taken towards a masters degree. The minimum acceptable grade for any work attempted as a graduate student is a “C.”

Grades of Incomplete

A grade of “I” (Incomplete) may be granted, at the option of the Instructor, upon approval by the Department Chair, to a student who, due to serious, documented, and verifiable extenuating circumstances beyond his/her control is unable to complete the work required to obtain a grade for a course.

A student wishing to receive an incomplete (“I” grade) must meet with his/her professor and sign an agreement outlining what work must be completed to receive the final grade and when this work is due. Failure of the student to either complete the work required by the agreement or not meet the deadline prescribed in the agreement will result in the grade reverting to a grade of “F” (failing grade).

Graduation

In order to be eligible to graduate the student must have successfully completed his/her plan of study as established with the student's graduate advisor, his/her supervisory committee (if applicable), and the Department Chair. This includes completion of all applicable graduate course work with an overall minimum grade point average of 3.0. A student choosing the thesis option must also have submitted a complete masters thesis, whose format, content, and presentation must be acceptable to and approved by his/her graduate advisor, supervisory committee, Department Chair, College Dean, and the Dean of the University Graduate School.

Students should contact an advisor at least one semester prior to their projected graduation and request a review of their file. At the start of the final semester the student is required to complete an Application for Graduation (online application). If for any reason a student fails to graduate in the semester after applying for graduation, the student must reapply for graduation and enroll for at least one graduate credit.

It is the student's responsibility to ascertain that all requirements for graduation, as stated in the University Catalog and in the Department Program sheets, have been met.

Foundation Courses

Students (CM majors) requiring 30 credit hours to graduate are not allowed to take any of the foundation courses to count towards their MSCM degree. Students requiring 33 credit hours to graduate must take at least three courses (9 credits) from the foundation courses listed below – unless exempted by the Graduate Program Director. Students requiring 36 credits to graduate must take at least four courses (12 credits) from the list of foundation courses given below – unless exempted by the Graduate Program Director. The foundation courses, whether three or four, must be taken with the approval of the Graduate Program Director.

List of foundation courses

Course	Name	Credits
BCN 5618	Fundamentals of Construction Estimating	3
BCN 5645	Construction Economic Analysis	3
BCN 5728	Principles of Construction Scheduling	3
BCN 5766	Codes and Regulations	3
BCN 5746	Construction Legal Environment	3

Construction Management Electives

Depending on the academic background of the student, the balance of 30-36 credits is to be taken from the list below. Thesis students may take up to 6 credits of BCN 6971, and all students may take up to 6 credits of BCN 5905 (see note below).

List of Construction Management Electives

Course	Name	Credits
BCN 5585	Sustainable Construction	3
BCN 5589	Hazard Mitigation	3
BCN 5622	Advance Planning and Simulation for Construction	3
BCN 5626	Construction Cost Analysis & Control	3
BCN 5716	Productivity in Construction	3
BCN 5735	Hazardous Materials & Waste in Construction	3
BCN 5738	Construction Safety Management	3
BCN 5741	Construction Claims	3
BCN 5747	Construction Law Case Studies	3
BCN 5749	Advanced Construction Documentation	3
BCN 5755	Construction Financial Management	3
BCN 5771	Management & Marketing of Const. Services	3
BCN 5772	Management of Construction Organizations	3
BCN 5774	Topics in International Construction	3
BCN 5784	Construction Information Systems	3
BCN 5792	Total Quality Management and Planning in Construction	3
BCN 5905	Directed Independent Studies ¹	1-3
BCN 5906	Special Topics	3
BCN 6473	Systems Approach for Housing Planning	3
BCN 6642	Value Engineering in Construction	3
BCN 6775	Decision & Risk Analysis in Construction	3
BCN 6785	Advanced Estimating and Bidding Strategy	3
BCN 6795	Automation in Construction	3
BCN 6796	Construction Failures	3
BCN 6910	Supervised Research ¹	1-3
BCN 6916	Developments in Construction Technologies	3
BCN 6935	Graduate Seminar	3
BCN 6971	Thesis ¹ (Total of 6 credit hours spread over at least two consecutive terms with 3 credit hour in each)	3

¹Note: A student shall not register for BCN 5905, BCN 6910, or BCN 6971, without the approval of his/her advisor, and the Department Chair. Not more than 3 credit hours of BCN 5905 or BCN 6971 may be taken in any one semester.

Transfer of credit

Only graduate (5000 - 7999) level work to the extent of two courses, totaling not more than six semester hours, earned with a grade of 'B' or better may be transferred from another institution, or from post-baccalaureate work at the University except as noted otherwise in this handbook. Credits transferred from other universities may be applied toward meeting the degree requirements but the grades earned will not be computed in the student's grade point average. Acceptance of transfer of credit requires approval of the Department Program Director, College Dean, and the University Graduate School.

Petitions for transfer of credit for a masters degree should be made during the student's first term of enrollment in the masters program.

Master of Science in Construction Management/Juris Doctor Joint Degree Program

Florida International University (College of Engineering and Computing and College of Law) offers a joint degree program culminating in both a Juris Doctor degree, awarded by the College of Law, and a Master of Science in Construction Management (MSCM) degree, awarded by the College of Engineering and Computing.

Under this joint degree program, a student can obtain expertise in both fields (construction and law) in significantly less time than it would take to obtain both degrees if pursued consecutively.

Essential criteria relating to this joint degree program are as follows:

1. Candidates for the program must meet the entrance requirements for and be accepted by both Colleges. Both Colleges must be informed by the student at the time of application to the second program that the student intends to pursue the dual degree.
2. The joint degree program is not open to students who have already earned one degree.
3. For law students, enrollment in the MSCM program is required no later than the completion of 63 credit hours in the J.D. program. For MSCM students, enrollment in the J. D. program is required no later than the end of the first semester after beginning the MSCM program. (A summer session is counted as a full semester.)
4. The College of Engineering and Computing will allow 9 credit hours of law courses to be credited toward both the MSCM and J.D. degrees. These [9] credit hours of law classes will be in lieu of the three elective courses required for the MSCM degree. Foundation courses must be completed as required and explained in the catalog and cannot be substituted with any College of Law courses. The students must have a minimum GPA of 3.0 in each of the three law courses for inclusion in their MSCM degree program. Reciprocally, law students may receive 9 hours of credit toward the satisfaction of the J. D. degree for courses taken in the MSCM curriculum upon completion of the MSCM degree curriculum with a grade point average of 3.0 or higher. These 9 credit hours of construction management courses will be in lieu of electives required for the J.D.
5. A student enrolled in the joint degree program may begin the student's studies in either College, but full-time law students must take the first two semesters of law study consecutively and part-time law students must take the first three semesters of law study consecutively. Students enrolled in the MSCM program must be enrolled at least in one course in any given semester during his/her entire course of study. Students admitted to one College but electing to begin study in the other College under the combined degree program may enter the second College thereafter without once again qualifying for admission so long as they have notified the second College before the end of the first week of the first semester in the second College and are in good academic standing when studies commence in the second College.
6. A student enrolled in the joint degree program can receive either degree if the student has satisfied all of the requirements for that degree.

Supervisory Committee

Students who choose the thesis option should request the appointment of a supervisory committee as soon as possible after admission into the program, but in no case later than the second semester of graduate study. Supervisory committees for graduate degree programs are nominated by the student's graduate advisor and approved by the Department Chair, College Dean, and the Dean of the University Graduate School. The student's proposed plan of study must be approved, in writing, by the student's graduate advisor, the supervisory committee and the Department Chair.

Masters Thesis

A student choosing the thesis option must, as part of his/her plan of study, prepare a written proposal of the thesis work planned. This proposal must adhere to all University and School regulations concerning format and content. Once this proposal is approved, in writing, by the student's graduate advisor, his/her supervisory committee, the Department Chair, and the College Dean, the student will be permitted to register for masters thesis. The student must be enrolled in at least one thesis credit hour the semester the proposal is submitted to the University Graduate School.

Examination

A final oral examination, which is primarily a defense of the thesis research, is required for thesis masters candidates. A passing grade must be obtained in order to qualify for graduation. The examination will be administered by his/her supervisory committee.

Instructions and Helpful Information for M-1 Form

Appointment of Thesis Committee (M-1)

1. DEADLINES

- M-1 is to be completed at the time your committee is formed but no later than 2 semesters before the anticipated graduation semester.
- Deadlines for submission of subsequent forms to the UGS are available at: <http://gradschool.fiu.edu/electronic-thesis-dissertation-deadlines.shtml>.
 - Submit forms to the Academic units well before the deadline to allow sufficient time for approval and signature.
 - Ultimately, it is the student's responsibility to make sure forms are received by the University Graduate School on time and that all deadlines are met.

2. ACTIVE STATUS ENROLLMENT REQUIREMENTS

- Master's students are required to be enrolled in at least 1 graduate credit hour in the term in which they submit M-1.
 - M-1 form will not be processed without proof of current enrollment. The form will be returned to the major professor.
- Further information regarding the UGS graduate active and full-time policies is available at: <https://policies.fiu.edu/files/759.pdf>.

3. INSTRUCTIONS

- All information must be **typed**.
- It should be understood that all thesis committee members are appointed by the Dean of the University Graduate School on the recommendation of the unit.
 - The thesis committee is comprised of at least three members of the Graduate Faculty (GF), at least two of whom must be from the unit offering the graduate program.
 - The major professor must have expertise in the subject of the thesis.
- If there is a co-major professor being designated, please complete name and signature in the line assigned for co-major professors only.
- Type the names of the committee members, obtain their original signatures, and confirm they are members of FIU's Graduate Faculty. After confirming GF status, check the "Verified" boxes next to each name.
 - List of graduate faculty is available at: <http://gradschool.fiu.edu/faculty-staff-grad-dasfaculty.shtml>. Note that any individual currently associated to FIU as an employee must have GF status to serve on dissertation committees.
 - If additional committee members do not have FIU Graduate Faculty status, these individuals must understand the time commitment required to read the master's student's

proposal, participate in annual progress meetings and attend the thesis defense. NonFIU Graduate Faculty committee members must submit a CV and complete the Commitment Form for Non-FIU Commitment Members. These documents must be submitted with M-1 form. Non-FIU Graduate Faculty must be approved by the UGS.

- It is the responsibility of the student and academic unit/college to ensure that the proposed committee meets the University's minimum committee composition requirements. M1 forms that do not meet minimum committee composition requirements will be returned to the major professor.
- Original signatures from all committee members are required on M-1 form.
- Complete checklist and attach documentation as needed.
 - Provide a copy of your class schedule to show proof of current enrollment in graduate credit hours:
 - Access: **my.fiu.edu** > Choose the Student Tab > Under "Academics" choose "Class Schedule" in the drop-box > Choose the arrow next to the drop-box to continue > Choose the current academic semester to continue > Show only the enrolled classes and "filter" > Click File > Print Preview > Pull drop-box which states "Only the selected frame" > Print the entire enrollment class schedule
- Submit M-1 form and required documentation to Chair/Program Director and the Dean of the College for approval.
- Submit hardcopy form to the UGS for final approval.

4. ADDITIONAL INFORMATION

- If your GPA is below 3.0, see your academic advisor in order to make a plan to raise your GPA above 3.0; you **cannot** graduate with a GPA below 3.0.
- To check the status of your form, please log on to my.fiu.edu, and check under the "To Do List" Section.

Instructions and Helpful Information for M-2 Form

Master's Thesis Proposal (M-2)

1. DEADLINES

- M-2 is to be completed at least 1 semester before the anticipated graduation semester.
- Deadlines for submission of forms to the UGS are available at:
<http://gradschool.fiu.edu/calendardeadlines>
 - Submit forms to the Academic units well before the deadline to allow sufficient time for approval and signature.
 - Ultimately, it is the student's responsibility to make sure forms are received by the University Graduate School on time and that all deadlines are met.

2. ACTIVE STATUS ENROLLMENT REQUIREMENTS

- Master's students are required to be enrolled in at least 1 graduate credit hour in the term in which they submit M-2.
 - M-2 form will not be processed without proof of current enrollment.
- Further information regarding the UGS continuous enrollment policies is available at:
<https://policies.fiu.edu/files/783.pdf>

3. INSTRUCTIONS

- All information must be **typed**.
- If Applicable, prior to filing the abbreviated proposal with the UGS, the thesis committee should meet with the student for an oral defense of the full proposal.
- Type the names of the committee members and obtain their original signatures.
 - If one of the committee members is unavailable to sign, he/she can give the Department Chair written authorization to sign on his/her behalf.
- Complete checklist and attach documentation as needed.
 - Provide a copy of your class schedule to show proof of current enrollment in graduate credit hours:
 - Access: **my.fiu.edu** > Choose the Student Tab > Under "Academics" choose "Class Schedule" in the drop-box > Choose the arrow next to the drop-box to continue > Choose the current academic semester to continue > Show only the enrolled classes and "filter" > Click File > Print Preview > Pull drop-box which states "Only the selected frame" > Print the entire enrollment class schedule
 - Attach the abbreviated proposal (no more than 5 pages plus references in a scholarly style appropriate to the discipline) that clearly outlines background information related to the research topic, research question/hypotheses, methods, and statistics/analysis to be used.

(Refer to Guidelines for prep of proposals available at:
http://gradschool.fiu.edu/documents/Proposal_Guidelines.pdf)

- Attach a copy of the Responsible Conduct of Research (RCR) Completion Report. (Instructions available at: <http://research.fiu.edu/rcr/index.html>)
 - If thesis involves human subjects, attach the IRB memorandum of approval. (Instructions available at : <http://research.fiu.edu/irb/index.html>)
 - If thesis involves vertebrate animal research, attach the IACUC memorandum of approval. (Instructions available at: <http://research.fiu.edu/iacuc/index.html>)
 - Attach authorization if one of the committee members has given consent for the Department Chair to sign on his/her behalf.
- Submit M-2 form and required documentation to Chair/Program Director and the Dean of the College for approval.
 - Submit to the UGS for final approval.

4. ADDITIONAL INFORMATION

- It is understood that the thesis may evolve in directions quite different from the Thesis Proposal, and that the proposal is not intended to restrict the normal development of a research project. The thesis proposal is in no way a contract between the University and the student. Depending on the outcome of the research, the thesis may require substantially more work than anticipated at the stage of the thesis proposal. The termination of a line of research and the adoption of a substantially new thesis project will require the oral defense of a new proposal and approval of the proposal by the UGS.
- Any questions regarding IRB/IACUC procedures should be directed to your college IRB or IACUC representatives or to Christopher Grayson at 305-348-8379/ E-mail: irbiacuc@fiu.edu
- If your GPA is below 3.0, see your academic advisor in order to make a plan to raise your GPA above 3.0; you cannot graduate with a GPA below 3.0.
- To check the status of your form, please log on to my.fiu.edu, and check under the “To Do List” Section.

REMINDER:

- ❖ You must apply for graduation in the same semester in which you anticipate graduating. Please refer to <http://registrar.fiu.edu/index.php?id=85> for graduation deadlines.

Instructions and Helpful Information for M-3 Form

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

1. DEADLINES

- M-3 must be submitted to the UGS at least **3 WEEKS BEFORE** the date of the defense or by the UGS deadline (whichever date is the earliest).
- The Defense will be delayed if the announcement format does not conform to the UGS standard.
- Deadlines for submission of forms to the UGS are available at:
<http://gradschool.fiu.edu/calendar-deadlines/>.
 - Submit forms to the Academic units well before the deadline to allow sufficient time for approval and signature.
 - Ultimately, it is the student's responsibility to make sure forms are received by the University Graduate School on time and that all deadlines are met.

2. CONTINUOUS ENROLLMENT REQUIREMENTS

- Master's students are **required** to be enrolled in at least 1 thesis credit hour in the term in which they submit M-3.
 - The M-3 form will not be processed without proof of current enrollment.
- Further information regarding the UGS continuous enrollment policies is available at:
<https://policies.fiu.edu/files/783.pdf>.

3. INSTRUCTIONS

- All information must be **typed**.
- The final examination committee will consist of all members of the thesis committee and any other members of the Graduate Faculty as may be appointed by the Dean of the UGS.
- Type the names of the committee members and obtain their original signatures.
 - If one of the committee members is unavailable to sign, he/she can give a departmental Faculty/Staff (proxy for a person) written authorization to sign on his/her behalf.
- It is expected that all committee members will be present for the thesis defense. It is possible for one committee member to attend via video conference or teleconference technology, however prior approval must be obtained from the UGS through a Petition for Exception to Graduate Requirements. Please contact your academic unit to initiate this process.
- Prior to defending a thesis, your major professor must run the document for content, excluding bibliography and preliminary pages, through Turnitin. The similarity report from Turnitin is required as part of the checklist items below.
- Complete checklist and attach documentation as needed.
 - Provide a hard copy of class schedule to show proof of current enrollment in thesis credit hours:

- Access: **my.fiu.edu** > Choose the Manage Classes tile > Choose Class Schedule
 - Attach written authorization if one of the committee members has authorized a departmental Faculty/Staff (proxy for a person) to sign on his/her behalf.
 - Provide a hard copy of the entire Thesis in standard UGS format. This hard copy is typically used by your academic deans to make any content suggestions they may have.
 - Provide an electronic version to the UGS of the same Thesis submitted with your M3 in standard UGS format.
 - This electronic version is used for formatting review. To submit your electronic version, you will receive instructions via email to upload to Digital Commons once your M3 and pertinent documents are received by the UGS.
 - Regarding UGS format guidance, please refer to Regulations for Thesis and Dissertation Preparation Manual available at: http://gradschool.fiu.edu/documents/Manual_Regulations.pdf
 - Be sure to include the following in the thesis copy:
 - Signature page (unsigned). Be advised that you must use one of the thesis approval page templates at <http://libguides.fiu.edu> (see example signature page below).
 - Title Page (mandatory), Abstract (mandatory), Table of contents (mandatory), List of tables (mandatory for 5 or more tables), List of figures (mandatory for 5 or more figures), References (mandatory), Copyright Page (optional and only include if paying for this service), Dedication (optional), Acknowledgments (optional), Appendices (optional).
 - Provide a hard copy of the Thesis Defense Announcement in standard UGS format. (See Additional Information and example)○ Provide an electronic version of the thesis defense announcement to the UGS as a Word document. Send to ugs@fiu.edu
 - OPTIONAL: Attach the first page of the Similarity report ran by your major professor. This first page only includes the title of your dissertation, name of your major professor, submission date, etc.
 - OPTIONAL: Attach the page titled “originality report” which is found within the Similarity report ran by your major professor. This page of the originality report shows the percentage ranges of the Similarity Index, Internet Sources, etc.
- Submit M-3 form and required documentation to Chair/Program Director and the Dean of the College for approval.
 - Submit hardcopy form to the UGS for final approval.

4. ADDITIONAL INFORMATION

➤ THESIS DEFENSE ANNOUNCEMENT

- The announcement should be prepared in accordance with the template available on the next page and at: <http://gradschool.fiu.edu/thesis-dissertation/>.

- It should include the date, time, and venue and should be no longer than one page.
- The abstract, part of the announcement, should be written in a scholarly style appropriate to the discipline.
- See example announcement on following page.
- AFTER APPROVAL OF YOUR DEFENSE
 - Thesis hard copy – You will receive an email instructing you to pick up your hard copy thesis draft from the UGS office. This email will also include confirmation that your defense was approved.
 - Thesis electronic copy – After the formatting review of the electronic version of your dissertation has been completed, you will receive feedback regarding formatting edits via email. This email will contain a Common Error Checklist with a list of formatting edits that must be corrected. Furthermore, you will receive a copy of your electronic dissertation file with the formatting edits marked throughout your document.
- If your GPA is below 3.0, see your academic advisor in order to make a plan to raise your GPA above 3.0.; you cannot graduate with a GPA below 3.0
- To check the status of your form, please log on to my.fiu.edu, and check under the “To Do List” Section.

REMINDER:

- ❖ You must apply for graduation in the same semester in which you anticipate graduating. Please refer to <https://onestop.fiu.edu/> for graduation deadlines.

Form ETD: Final Electronic Thesis or Dissertation (ETD) Approval

Doctoral and masters thesis students must submit this form to complete their thesis/dissertation requirements. The form includes:

- A non-exclusive license giving FIU permission to archive and distribute the electronic work.
- A section that allows doctoral students to allow the University Graduate School to post their dissertations to ProQuest's ETD and subject databases (free service).
- Embargo options.
- 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.

1. DEADLINES

Complete the Final ETD Approval form after a final copy of the dissertation is approved by the committee. Deadlines for submission of this form to the UGS are available at:

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

Submit form to the Academic units before the deadline to allow sufficient time for approval and signature. The final EDT must be submitted to the Dean's office at least one week before the UGS deadline. Ultimately, it is the student's responsibility to make sure the form is received by the University Graduate School on time.

2. CONTINUOUS ENROLLMENT REQUIREMENTS

Enrollment of at least 3 dissertation credit hours OR 1 thesis credit hour is required in the term that the student submits this form. The final ETD Approval form will not be processed without proof of current enrollment. Further information regarding the UGS continuous enrollment policies is available at: <https://policies.fiu.edu/files/783.pdf>

3. INSTRUCTIONS

- a) All information must be **typed**.
- b) Complete information and instructions on the ETD process can be found at: <http://libguides.fiu.edu/etd>.
- c) Final ETD Approval submissions must also include copyright release from publishers if any part of the thesis or dissertation has been published.
- d) Submit Final ETD Approval form and required documentation to Major Professor, Committee, Graduate Program Director or Department Chair, and the Dean of the College for approval. The EDT form must be submitted to the Dean's office at least one week before the deadline for UGS to allow time for its review.
- e) Submit hardcopy form to the UGS for final approval.
- f) After submission, you will receive an email with upload instructions within a month of graduation. Hard copy of thesis or dissertation **is not** required.

4. BINDING DISSERTATIONS

Moss Department of Construction Management does not require the students to provide additional bound copies. Although the signature page ii MUST be in the ETD, submission of physical signature page ii to UGS is NOT required. However, you may submit signed, physical copies for binding for your own records, if you choose. Listed below are binding companies that have agreed to provide special pricing for binding personal copies:

Boca Bookbinding, Inc.

www.bocabookbinding.com

Tel 407-654-0003 (Orlando based)

International Assets

www.iadigitalprint.com

Tel 305-421-4184 (Miami based)

For questions regarding this form and the requirements, please contact UGS: (305) 348-2455 or etd@fiu.edu. To check the status of your form, please log on to my.fiu.edu, and check under the “To Do List” Section.

Students Contracts

Research Assistant (RA) contracts are initiated by the faculty member with the available research funding (i.e., the PI of the research grant). Teaching Assistant (TA) and Graduate Assistant (GA) contracts are initiated by the Chair/GPD according to the available departmental funding. RA and TA/GA contracts are prepared by the Program Administrative-Coordinator. After approval by Chair and PI/supervisors, contracts are referred to the Dean Office for execution. Appointment is contingent upon full-time enrollment (9 graduate credits in Fall and Spring; 6 graduate credits in Summer) and satisfactory academic and work performance (GPA of 3.0 or higher). Eligibility for contracts will be discussed on individual basis for students with a GPA below 3.3 (GPD and adviser).

It is required by UGS that students under RA and TA/GA contracts read/sign the Graduate Assistant Employment Agreement (<http://gradschool.fiu.edu/wp-content/uploads/2018/07/GA-Employment-Agreement-Form-Fall-2018.pdf>). The signed document must be provided to the Program Administrative-Coordinator by the deadline specified in the form. All students under contracts are mandatorily required to complete online the Sign-On packet available at <https://hr.fiu.edu/employees-affiliates/new-employee/>. The students will receive email notifications about the status of the applications. To be under a contract, the student should have a GPA of at least 3.0. The department will have to petition for any exception.

Tuition Waiver: Tuition waiver will be requested on the contract whenever available by the GPD. The tuition waivers for TAs/GAs are approved by the Dean Office. Students not on contract will not get a waiver. Tuition waivers for RAs must be included in the research grants. Exceptions for RA tuition waivers from the CEC should be approved by the Dean Office.

Stipend: TA/GA stipends are defined by the university. RA stipends are defined by the PI of the research grant based on the requested budget. Payments are bi-weekly and based on the FIU payroll calendar (<https://hr.fiu.edu/payroll-calendars-schedules/>).

Department Administration

Jose A. Faria, PhD



Moss Endowed Chair

Office: EC 2914
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Mohamed ElZomor, PhD



Assistant Professor and Graduate
Program Director

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List of Forms

Departmental Program Sheet

<https://schoolofconstruction.fiu.edu/wp-content/uploads/2017/06/Masters-Revised-2017.pdf>

University Graduate School – Student Forms

<http://gradschool.fiu.edu/students/#studentforms>

- Graduate Packet For Theses
<http://gradschool.fiu.edu/wp-content/uploads/2017/08/GraduatePacketForTheses08282017.pdf>
- Form M-1 Appointment of Thesis Committee
<http://gradschool.fiu.edu/wp-content/uploads/2018/03/M-1-Instructions-and-Form-03192018.pdf>
- Non-FIU Commitment Form (to be used with the M-1 where applicable)
http://gradschool.fiu.edu/documents/NonFIUcommitmentMemo_am.pdf
- Form M-1r Appointment of Revised Thesis Committee
<http://gradschool.fiu.edu/wp-content/uploads/2018/03/M-1r-Instructions-and-Form-03192018.pdf>
- Form M-2 Master's Thesis Proposal
<http://gradschool.fiu.edu/wp-content/uploads/2018/03/M-2-Instructions-and-Form-03192018.pdf>
- Form M-3 Preliminary Approval of Thesis and Request for Oral Defense
<http://gradschool.fiu.edu/wp-content/uploads/2019/02/M-3-Instructions-and-Form-02282019-1.pdf>
 - M3 Submission Instructions
<http://gradschool.fiu.edu/d5m3submission/>
- Final ETD Approval Form (PDF) Approval of defense, thesis, and electronic submission of thesis
http://gradschool.fiu.edu/wp-content/uploads/2019/05/Final_ETD_Approval_Form05312019.pdf
 - Final ETD Process
<http://gradschool.fiu.edu/the-final-etd-process/>
- Change of Graduate Degree Form and Procedures
http://gradschool.fiu.edu/documents/StudentForms/ChangeofGraduateDegreeFormandProcedure_s052017.pdf