



FLORIDA INTERNATIONAL UNIVERSITY

**OFFICE OF DOCTORAL PROGRAMS
DBA POLICIES, PROCEDURES,
AND OPERATIONS MANUAL**

Version 2.1 Effective June 2022

This document is the Official policies, procedures, and operations manual for the FIU Business DBA program. It is intended to help DBA students at FIU Business to successfully navigate DBA program studies and administration.

This manual is intended to complement the FIU University Graduate School's policies and procedures. It will be reviewed and revised annually.

For information on FIU University Graduate School policies and procedures, see: <http://gradschool.fiu.edu/>

All FIU Business DBA students have a responsibility to become familiar with these policies and are expected in all respects to adhere to them.



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Office of Doctoral Programs DBA Policies, Procedures, and Operations Manual

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Message from the Associate Dean

I am pleased to welcome you to FIU Business and present our DBA program handbook to you. The material contained herein will guide students in successfully experiencing a tremendous DBA experience.

Our mission at FIU business is simple: we strive to enhance the FIU College of Business and the university's research profile and overall reputation by creating outstanding DBA graduates who become leaders in advancing discipline-specific theory and evidence-based scholarship. We work tirelessly to prepare our DBA students to become world-class scholars and decision leaders in their respective research fields and knowledge expertise to achieve our mission. The result is a graduate dedicated to pursuing a lifelong scholarly career at leading professional organizations and prestigious research institutions worldwide.

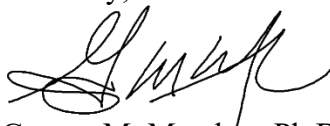
The achievement of a terminal degree in business is both demanding and challenging. A great deal of personal discipline, intensive work, and individual commitment is required of all involved. Our FIU Business DBA faculty are committed to excellence in business research, and each is a leading researcher and scholar within their chosen field of study. We immerse our students into the rigorous research environment of FIU Business such that each graduate is fully prepared to advance the body of knowledge within their knowledge domain. Further, our DBA students and graduates are essential to overall research activities and successes at FIU Business. Our DBA students and faculty work together in a collaborative research environment to address innovative solutions to disciplinary and inter-disciplinary research challenges.

I hope this manual will assist our DBA students in becoming conversant in the policies, procedures, and guidelines of the Office of DBA Programs at FIU Business and assist them in pursuing their ambitious research programs that advance our vision and mission.

Once again, on behalf of FIU Business and Florida International University, I welcome you to our DBA program.

All the best in your scholarly pursuits!

Sincerely,



George M. Marakas, Ph.D.
Associate Dean for Research and DBA Studies
FIU Business



DBA Program Overview

The FIU Business DBA Program emphasizes the development of excellence in applied research to ensure that graduates acquire the credentials necessary to complete terminal degree requirements and placement in academic institutions (where appropriate).

The Doctorate in Business Administration (DBA) concentration requires 75 credit hours (over a minimum of three years) of full-time study with one year of dissertation research and with a focus on applied research. A set of core or "tool area" business courses geared toward establishing the student's breadth of knowledge is required of all DBA candidates during the first two years of study.

For additional information regarding the FIU Business DBA program, see <https://business.fiu.edu/graduate/doctor-of-business-administration/index.cfm>

Mission and Vision

To serve our diverse student and alumni population; our multicultural business community; and the global community of scholars by advancing business knowledge and sharing expertise:

- We prepare our students to succeed as responsible business professionals, leaders, and global citizens in a dynamic, technology-driven business climate—creating a growing legacy for our alumni.
- We energize the business community through professional education, collaboration, and research – building competitive advantage for Greater Miami industries and providing qualified graduates for global, regional, and local corporations.
- We enrich the academic community through innovative research – nurturing our faculty's intellectual growth and developing the talents of exceptional future scholars.

Philosophy and Objectives

The Doctorate in Business Administration is a research-oriented academic terminal degree. Accordingly, the program strongly emphasizes research activity. At the same time, attention is directed to developing the skills conducive to excellence in the applied publishing communities.

Program goals and objectives include:

- To identify and recruit high-quality, talented DBA applicants with a demonstrated potential to become leaders in applied research communities.
- To provide the student with an in-depth conceptual knowledge of contemporary research issues and research paradigms.
- To provide the student with a sound conceptual understanding of a set of research tools and skills (e.g., econometrics, psychometrics, research design and methodology, programming simulation).
- To foster an understanding of the ethical issues involved in research and teaching and promote the attainment of the highest standards in the academic environment.

Key DBA Program Principles

- Our DBA students must appreciate and commit to the scientific foundations and evidence-based solutions to theoretical and applied problems.
- Our DBA students must be committed to their professional growth and development and high personal goals through their consistent efforts and collaborations with their faculty mentors.
- Our DBA students will identify a knowledge domain in which to develop expertise but are expected to be conversant in all fundamental areas of business administration.
- Our DBA students must develop and demonstrate excellent oral and written communication skills in professional and academic settings.

Recruitment and Admission¹

Identifying and attracting talented students in our DBA programs at the FIU Business is an essential investment toward building a world-class research environment. The DBA program at FIU business is highly competitive, and a limited number of applicants are admitted each year.

Applicant admissions to FIU Business DBA program should reflect a programmed and thoughtful recruitment process, including identifying prospects, encouraging applications, personalized contacts, and clear steps for selection, offers of admission, and related actions. The reputation of the FIU Business DBA program requires clear, consistent, and professional communication with all applicants.

Interview and Selection of DBA Program Candidates

DBA applicants are initially reviewed by Chapman recruiting and are assisted in preparing their application file for submission to university admissions. Once an applicant has been vetted regarding program requirements and file completeness, they are referred to the Director of ODP for a formal interview. They are recommended to university admissions for acceptance into the DBA program following a successful interview.

Commitment to Diversity, Equity, and Inclusion

As a member of the FIU community, the FIU Business ODP is committed to providing the highest quality educational experience to its students in a nurturing and supportive environment. In doing so, we are committed to ensuring that recruitment, instruction, and support are delivered in a manner that is reflective of diversity as it relates to gender, socioeconomic status, gender identity, race, ethnicity, physical and mental ability, nationality, military status, sexual orientation, spirituality, and cultural identity.

We are committed to building a community of DBA students and graduates that represents and embraces diverse cultures, backgrounds, and life experiences that reflect the multicultural nature of South Florida and our global society. Our goal is to build an intellectually vibrant climate that sustains the inclusiveness and engagement of our diverse community.

¹ The DBA recruitment process is handled by Chapman recruiting in cooperation with ODP.

We expect FIU DBA program faculty, staff, and students to model these values and commit to recruiting, retaining, and supporting students, faculty, and staff who reflect the diversity of our global society.

Residency, Enrollment, and Employment

The requirement to complete a DBA degree program at FIU Business is 75 credit hours. A minimum of 24 credit hours of dissertation credits are required. All deviations from the minimum requirements must be approved by the ODP Director and the Associate Dean for Research and DBA Studies.

To be considered full-time, a DBA student must be registered for a minimum of nine credit hours during the academic semesters and three credit hours during the summer. Failure to maintain full-time enrollment status can result in program dismissal.

Upon advancement to candidacy, three credits is considered full time enrollment.

DBA Student Responsibilities

- The conscientious discharge of research or scholarship responsibilities.
- Compliance with all relevant federal, state, and municipal regulations and guidelines related to human subjects' research.
- Compliance with good scholarly and research practice.
- Open and timely discussion with an assigned faculty mentor regarding all facets of the research activities.
- Accurate and timely recording and documentation of research results.
- Prompt disclosure to the assigned faculty mentor regarding the possession and desire to distribute materials, software, copyrightable and potentially patentable discoveries derived from research made within the scope of university employment or research created with university support or made in the field or discipline in which the FIU employs the inventor.
- Collegial conduct towards members of the university.
- Compliance with all applicable policies and procedures of FIU, FIU Business, and the department/responsible unit.
- Conformance to responsible, ethical conduct standards in research, including taking all required training as prescribed by the department, FIU Business, and UGS.
- Compliance with all Human Subjects of Research requirements as outlined in the Belmont Report and the Institutional Review Board at FIU.
 - The Belmont Report
 - <http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html>
 - [FIU Institutional Research Board](#)
 - <http://research.fiu.edu/irb/>

Engagement in the Research Process and Academic Community

Following its vision and mission statement, the FIU Business ODP is committed to educating, training, and mentoring DBA students to generate and disseminate high-quality research that seeks to advance business theory and practice. As a part of a Carnegie R1 research university, FIU Business is devoted to creating and sharing knowledge.

Research is the scholarly community's primary activity, and published research is the currency by which academic institutions, units, and members are measured, ranked, and funded. All DBA students should thus strive for research excellence, independent thinking, and innovative ideas. They should pursue an influential research agenda that contributes to knowledge creation, focus on their personal growth as applied researchers, and disseminate their findings (whenever appropriate) in top-tier practitioner-scholar journals. All are expected to engage in high-profile research projects independently and with FIU Business faculty. In short, research is a critical part of a DBA student's academic experience.

Beyond their research agendas and developing expertise in a particular research area, all DBA students are expected to actively engage with faculty and fellow DBA colleagues in discussing, sharing, and developing the ideas of others, providing support to others, and supporting the FIU Business culture of research collaboration. Whenever possible, students should take advantage of any opportunity to cross traditional disciplinary lines to develop expertise in inter-disciplinary lines of research. Understanding how one's research area fits within the broader academic discipline and how the domain relates to other disciplines is a sign of a true literary scholar. FIU Business DBA students are encouraged to obtain an overall appreciation of other fields and inter-disciplinary work.

Active engagement in the research process goes beyond a DBA student's coursework (which is a means to an end) and includes scholarly discussions with faculty and DBA colleagues, attending research seminars and disciplinary conferences, and being immersed in the research environment of FIU Business. All DBA students are expected to enhance their written and oral communication skills to present and defend their research to different audiences, describe their hypotheses, findings, and implications, and prepare manuscripts for publication in conference proceedings and journals (whenever appropriate). A significant amount of personal effort and commitment is required to conduct scholarly research of publishable quality. All FIU Business DBA students are expected to exert the necessary efforts to undertake high-quality research.

[The Partnership between DBA Students and Faculty](#)

As part of the research vision of FIU Business and to support the ongoing nature of our DBA program, research-active faculty are expected to work closely with DBA students to push the frontier of business research by tackling pioneering business topics. While it is mainly the DBA student's responsibility to maintain satisfactory progress in their program in terms of coursework and actively engaging in research projects, faculty are equally responsible for ensuring the success of our DBA students and aiding them in attaining the necessary support, direction, and encouragement to succeed in the program. Mentoring is both formal and informal, as faculty mentors share advice, insights, and experiences to ensure the success of our DBA students in terms of research and job placement.

Successful mentoring of DBA students is a necessary commitment to the success of a DBA program. It is not a service obligation but rather a responsibility associated with having the resources and benefits of a DBA program.

[Conference Attendance and Presentations](#)

The FIU Business ODP strongly encourages and promotes research presentations at prestigious regional, national or international research conferences. Presenting their research output at academic

conferences gives all DBA students valuable experience and feedback on their research. It increases the likelihood of publication of such research in scholarly journals and successful placement at peer or aspirant academic institutions. Such activities also allow DBA students to network and develop professional relationships vital for collaborative research and improve their and FIU Business reputations.

Academic conferences are generally announced at least a year in advance; deadlines for submission of abstracts and papers for consideration are typically 6 - 9 months before the conference date. DBA students are encouraged to identify appropriate regional, national, and international academic and practitioner-scholar meetings and submit their research for publication in the conference proceedings and presentations during the conference. DBA students should consult with their professor or dissertation chair to ensure the quality of their submissions. Delivering an outstanding presentation at a conference is essential to enhance students' reputations.

DBA Student Networking

While the nature of any DBA program entails individual research, all DBA students are encouraged to interact with each other, both socially and professionally. Collegiality and collaboration in research are highly valued at FIU Business, and we actively encourage and support collaborations among all our DBA students. Accordingly, the ODP frequently sponsors social networking events, such as receptions at the beginning of the academic year and the end of each semester and other formal and informal social networking activities for DBA students. Commitment to research also entails working collegially with student peers and other colleagues in the broader academic community. Active engagement with other DBA students and participation in social networking activities sponsored by FIU Business are expected.

Business Doctoral Students Association (BDSA)

Business Doctoral Students Association serves as a forum for all FIU Business Ph.D. and DBA students to engage with each other, organize events and collaborate with faculty, and form a social community. Membership is free and automatic for all current FIU Business DBA students.

BDSA holds several events each academic year, including research symposia, conferences and luncheons, and other social activities that promote networking and camaraderie.

Program Leave of Absence

FIU Business and ODP recognize that many external forces can contribute to poor performance or an inability to manage the obligations of a DBA student. If a DBA student encounters such challenges, it is recommended to discuss them as soon as possible with the DBA Program Director.

A formal leave of absence, if deemed necessary, can be granted to a DBA student to assist in facilitating a return to normalcy and capability to continue in the DBA program successfully. All program leave of absence requests should be directed to the ODP for processing.

It must be understood that any leave of absence will impact any funding or stipends being paid to the student.

Monitoring Student Progress

All FIU Business DBA students must complete the Annual Student Evaluation and Mentoring Plan each academic year. Students with an approved D5 on file which will graduate by the end of the spring term are exempt from filing the form. All other DBA students must file the form by the deadline. Failure to do so results in a hold placed on your enrollment, and your program cannot continue until the annual evaluation has been completed and the hold lifted.

The deadline for completing the annual evaluation is April 1st of each year. The FIU Business ODP must conduct additional processing before forwarding to UGS, and the entire process must be completed with UGS no later than May 30th of each year. As such, all DBA students must adhere to the April 1st deadline to avoid any problems with program continuation.

Access to your annual evaluation form can be found at my.fiu.edu under your Student Environment in the Tasks tile.

Detailed information and instructions for the annual evaluation can be found at <https://gradschool.fiu.edu/students/DBA-annual-student-evaluation/>

Besides the formal annual evaluation, all DBA faculty are expected to continuously monitor and discuss their student's development throughout the academic year to ensure sufficient progress. The DBA program is an investment toward enhancing FIU Business' overall reputation, and all involved parties must ensure that our DBA students maintain excellence throughout the program.

Grade Requirements

All DBA students must maintain at least a grade point average of 3.0 or higher and not receive more than two grades of C+ or worse or more than one grade of F. Failure to maintain the grade requirements can result in remedial action, academic probation, or program dismissal.

DBA Qualifying Examination

A qualifying examination in the form of a supervised research project held between Years 1 and 2 of DBA coursework is required. Successful matriculation of the qualifying examination is required for clearance to second-year coursework and possibly continuation in the program.

DBA students will complete a supervised summer research project as their qualifying exam. As above, successful completion of the summer research project and submission of the required write-up by the established deadline is required for continuation in the program.

Retention in the DBA program is contingent on students passing the qualifying examination. Failure to pass the qualifying examination may not constitute an outright dismissal from the program, but it is a significant cause for concern.

DBA students who fail the summer project qualifying exam will not be allowed to register for second year coursework and will be delayed in their progress until the project is successfully completed. They will return to second year coursework with the next cohort.

Advancement to Candidacy and Dissertation

The dissertation is the culmination of the DBA student's program of study. It is intended to be an original applied, empirical contribution to the candidate's field of study. It is viewed as a rite of passage where DBA students must clearly demonstrate their acquired skills and competencies necessary to produce high quality research. A minimum of 18 hours of dissertation credits must be taken during this sequence, and the completed dissertation must be successfully defended.

Dissertation Candidate Responsibilities

The candidate is expected to actively prepare the dissertation process from the onset of the dissertation coursework phase of the program. Candidates are responsible for choosing a topic, submitting proofread drafts of materials to the Chair, preparing adequately for meetings, thoroughly reviewing all dissertation policies and procedures, and communicating regularly with the Chair via email, phone, or other communication modalities. The candidate is expected to maintain a respectful and professional attitude always.

Candidates are expected to maintain contact with the Chair throughout the dissertation process to ensure that the research and writing adhere to the agreed-upon plan and timeline. As the project is the candidate's responsibility, s/he must frequently keep the Chair informed of progress such that the required progress reports can be completed by the Chair and submitted on time to the FIU Business ODP. The candidate should contact the Chair in the event of any significant changes in their personal or professional life which may interfere with program completion and agreed-upon deadlines.

The Dissertation Committee

The purpose of the candidate's dissertation committee is to guide the development of the dissertation and prepare the student for graduation and gainful entrance to the professorate or a high-level professional endeavor.

The dissertation committee functions to:

- advise the candidate in all academic and research matters
- formulate a program of study
- approve the dissertation proposal
- review program progress on the dissertation research
- administer the defense of the dissertation
- render final approval of the dissertation

The dissertation committee consists of an FIU Business faculty member, holding Dissertation Advisor Status (DAS) with UGS, serving as the dissertation committee Chair (Chair), and three or more additional faculty members – the exclusive selection of which discretion and responsibility of the candidate. The Chair should have a demonstrated competence in academic and scholarly research.

DBA candidates will be assigned by the ODP Director to a dissertation chair and committee at the end of their second year of coursework.

The FIU Business ODP and UGS must approve committee members who are not faculty members at FIU. The dissertation chair must submit a curriculum vita for the non-FIU member and a memo describing the non-FIU member's role on the dissertation committee. A signed copy of the non-FIU commitment form from the University Graduate School is also required with the memo and CV. Upon ODP approval, the curriculum vita should be attached to Form D-1 (formation of a dissertation committee). ***External committee members, whether they are FIU faculty or not, cannot Chair a dissertation committee. External committee members cannot be related, by blood or marriage, to either the student or faculty in the disciplinary concentration.***

If additional committee members do not have FIU Graduate Faculty status, these individuals must understand the time commitment required to read the DBA student's proposal, participate in annual progress meetings, and attend the dissertation defense. Non-FIU Graduate Faculty committee members must submit a CV and complete the Commitment Form for Non-FIU Committee Members. These documents must be submitted with a D-1 form. The UGS must approve Non-FIU Graduate Faculty.

Dissertation Committee Roles and Responsibilities

Dissertation Chair Responsibilities

The dissertation chair for all DBA committees is responsible for guiding the candidate to produce doctoral level, applied research scholarship in their proposed topic area. The DBA dissertation chair will be selected by the FIU Business Director of ODP based on content expertise, research acumen and experience, and a positive relationship with the DBA program.

The Dissertation Chair's responsibilities include:

- Being familiar with current FIU UGS dissertation policies and procedures.
- Advising the candidate through the final defense of the dissertation.
- Guiding the candidate to set a realistic timeline for completion of the dissertation.
- Ensuring the candidate will complete all dissertation requirements and graduate by the date set forth for the candidate's cohort.
- Responsibly assigning the candidate a grade for dissertation credit each semester based on performance and adherence to learning objectives and assigned responsibilities.
- Guiding the candidate toward achieving a high technical and ethical quality in the dissertation research.
- Guiding the candidate in selecting methods/procedures for data collection and analysis.
- Assisting the candidate in the dissertation proposal defense process.
- Assisting the candidate in navigating the IRB approval process.
- Assisting the candidate in data collection and analysis.
- Submit monthly progress reports for each candidate under their charge.
- Preparing the candidate for the defense process.

Dissertation Committee Member Responsibilities

Committee member's responsibilities include:

- In cooperation with the dissertation Chair, advising (as necessary) the candidate through the final defense of the dissertation.

- Provide subject matter expertise as requested by the Chair.
- Reading drafts and providing meaningful feedback at each defense stage of the dissertation process.
- Guiding the candidate in selecting methods/procedures for data collection and analysis.
- Assisting the candidate in data collection and analysis as requested by the Chair.
- Corresponding with the Chair and candidate for clarification/resolution of methodological issues during the dissertation process.

All members of the candidate's committee share responsibility in ensuring that the candidate produces high-quality scholarship. Committee members are responsible for reading manuscripts within an agreed-upon time frame as requested by the dissertation Chair, suggesting substantive editorial changes, and providing the rationale for their support and critiques. Committee members who perceive major flaws that are likely to result in a candidate's unsuccessful defense should immediately discuss these concerns with the dissertation committee chair.

Academic Honor Policy

FIU fosters the intellectual exchange of ideas, knowledge, and experience as an academic community. It is the responsibility of the University to provide a safe and stimulating environment in which scholarship and personal growth may occur. The desired effect is that students will take advantage of this environment to develop intellectually and participate as responsible, contributing citizens of our community. Being a contributing student also comes with a responsibility to adhere to the Student Conduct and Honor Code (Code). The ultimate responsibility for knowing University requirements and regulations rests with the student, regardless of institutional or program affiliation. Nothing in this Regulation should be interpreted to abridge the right of any member of the University community of rights granted under the United States or Florida Constitution or any other applicable law including, but not limited to, the freedom of expression protected by the First Amendment. Those charged with and found responsible for violations of the Code will be subject to appropriate action as outlined. Please refer to the Office of Student Conduct & Conflict Resolution (SCCR) website at <https://conduct.fiu.edu> and https://acs.fiu.edu/initiatives/success-courses/student_conduct_and_honor_code.pdf.

FIU Business DBA students are expected to adhere to the highest standards of integrity in every aspect of their lives. Honesty in academic matters is part of this obligation. Academic integrity is the adherence to those particular values regarding life and work in an academic community. Code violations may lead to suspension or expulsion from the University if a determination of responsibility has been made. These sanctions will be determined based on the severity of the incident and prior violations of the Code. The safety and well-being of our community is the University's foremost concern. FIU has zero-tolerance for acts that compromise the safety and well-being of the university community members. It is the policy of the University that acts of harassment and violence will not be tolerated. Any act of intimidation, the threat of violence, or act of violence committed against other members of the University when committed within the Code's jurisdiction is prohibited. Any Student or Student Organization found responsible for violating this standard will be subject to discipline, including expulsion pursuant to the Code.

Academic integrity is an essential characteristic for successful research and teaching careers. It is founded on honesty, the reliability of data and research methodology, and confidentiality. All DBA

students should adhere to this characteristic in learning and research. They should not knowingly misrepresent data or their origin. Names of co-authors and collaborators represent their actual contribution and are not added or deleted without their permission. DBA students should be true to reporting results, not act in gross negligence in collecting and analyzing data, and not selectively report or omit data for deceptive purposes.

All DBA students must adhere to the FIU Institutional Review Board (IRB) policies protecting human or animal subjects. Students should refer to FIU's IRB policies when conducting human-related experiments or survey research. Furthermore, DBA students should not take or release the ideas or data of others that were shared with the legitimate expectation of confidentiality.

IRB Training Requirements

Federal Regulations require that key personnel in studies involving human subjects undergo training to improve research subject safety. Key personnel are all individuals responsible for the design and conduct of the study. This includes the PI, Co-PI's, Supervisors, and other personnel who will be interacting with the human subject or handling data (even if they do not interact with the human subjects). All dissertation Chairs and dissertation candidates are required to complete all required IRB training and obtain IRB approval for any human subject's data collection effort before dissertation proposal defense.

Current IRB requirements can be found at: <https://research.fiu.edu/irb/>

As of January 2, 2013, FIU will only accept human subject training through the Collaborative IRB Training Initiative (CITI). This new requirement applies to all new IRB protocol submissions and adds project personnel onto an existing IRB-approved protocol. Investigators with active IRB protocols will need to ensure that all project personnel have satisfied this new IRB training requirement when submitting for their next IRB continuing review.

Required CITI IRB Online Training for All Researchers (Initial Training). To complete the necessary training and for more information, go to the FIU Research website at <http://www.citiprogram.org>

Dissertation Committee Appointment (Form D-1)

No later than 60 days following the successful completion of the comprehensive examination, form D-1 should be completed by the candidate and submitted to the FIU Business Office of DBA Programs immediately upon formation of a dissertation committee. All D-forms require the ODP Director's signatures, the Associate Dean for the Chapman Graduate School, and ample time should be allotted to collect these signatures. It is highly recommended that the candidate begins inviting faculty to serve as Chair or as a member of his or her committee in the semester prior to the first administration of the comprehensive examination to avoid delays in the filing of form D-1. Regardless of the situation, form D-1 must be filed no later than four semesters before the anticipated graduation term.²

² DBA students will have their forms administered by the FIU Business ODP.
FIU Business Office of Doctoral Programs

The composition of a dissertation committee may need to be changed during a candidate's program of study. If this should become necessary, the candidate must submit the D-1r form to the FIU Business ODP following discussion and approval from the candidate's dissertation chair.

Advancement to Candidacy (Form D-2)

Form D-2 must be submitted to the Graduate School no later than five business days before the first day of classes and must be on file and approved by the Graduate School by the first day of classes in the term in which the candidate advances to DBA candidacy. Candidates will not be allowed to register for dissertation credits without an approved form D-2 on file at the University Graduate School.

A graduate student is not a candidate for the DBA degree until granted formal admission to candidacy by completing Form D-2 (Program for Doctoral Degree and Application for Candidacy). This form requires signatures from the candidate's dissertation committee chair, the Director for ODP, and the Dean of the University Graduate School. Approval is based on:

- Completion of coursework specified in the Program of Study
- Successful completion of the Comprehensive Examination
- Completion of the Quantitative Skills Requirement (if required by the departmental degree of concentration).

Dissertation Proposal (Form D-3)

A dissertation is required of all candidates for the DBA degree. It must conform to the format outlined in the Regulations for Thesis and Dissertation Preparation Manual available to students online from the Graduate School:

http://gradschool.fiu.edu/documents/Graduate_Packet_For_Dissertations.pdf

The primary objective of the dissertation proposal and proposal defense is to ensure that the candidate is ready to proceed with a theoretical or empirical research-oriented dissertation. Careful thought must be given to specific details and complete plans of the research task, design, and methodology.

Form D-3 should be submitted to the Director for ODP when the dissertation proposal has been developed and approved by the candidate's dissertation committee. **Form D-3 should typically be submitted within a semester following the submission of form D-2 but no later than three semesters before the anticipated graduation date. Summer term is counted as a semester.**

It is expected that a DBA student who is progressing satisfactorily should be able to defend their dissertation proposal and file form D-3 no later than three months following advancement to candidacy but in no case less than two semesters before the anticipated graduation date as stated above.

If the candidate's research involves human subjects, the research (including all protocols and instruments) must be approved by the Institutional Review Board (IRB). IRB approval is the candidate's responsibility, and failure to obtain approval prior to the conduct of the research or collection of data is grounds for charges of academic misconduct. See <http://research.fiu.edu/irb/>

for the details and requirements associated with the approval process.

Each candidate must present and defend their proposal before the dissertation committee (the proposal defense). Final authority for approval or disapproval of the proposal will rest with the committee members, and unanimous consent must be obtained. Once the dissertation proposal is approved, the candidate may proceed to complete the dissertation under the coordination and guidance of the committee chair.

Following the dissertation proposal defense, the dissertation chair and the committee members shall either:

- Accept the proposal as presented and make specific requests to the DBA student for the completed dissertation.
- Accept the proposal, subject to modifications to be incorporated into the final dissertation, clearly noted at the time of defense and agreed upon by the dissertation committee.
- Reject the proposal. In this case, a new dissertation proposal must be developed, and a new dissertation defense should be scheduled.

It is at the discretion of the dissertation committee to reject a dissertation proposal. Failure to successfully defend the proposal within a reasonable period from the date of passing the preliminary examination constitutes a lack of satisfactory academic progress. It could be a basis for termination from the Ph.D. program.

The dissertation committee chair is required to jointly provide the DBA student with a written statement that identifies the necessary modifications that must be made for the dissertation to be considered acceptable.

The accepted dissertation proposal and the required modifications communicated to the DBA student by the dissertation committee specify what is expected for the student's dissertation. A copy of this statement and the accepted dissertation proposal (which may include the necessary modifications) must be filed with the FIU Business ODP Director within thirty days following the date of the defense. Students should remain in close consultation with their chair and committee members to ensure that the required modifications meet their requirements requests. In general, formal approval of the proposal by the student's dissertation committee is, in essence, a mutual commitment of both the committee and the student to proceed with the theoretical development and research methodology as proposed, without significant alteration.

Once advanced to candidacy, candidates must be continuously enrolled in at least three credits each term, including summer term, until they graduate.

Time to Complete DBA Degree

The statute of limitations for completion of the DBA degree is nine calendar years from the date of initial admission into the program although it is expected that the candidate will complete all requirements for the degree within the allotted three-year period for the program. It is understood that the candidate is expected to maintain a positive relationship with their dissertation chair and committee members regardless of any delays in the completion of the DBA degree program. Failure to do so could result in the faculty becoming unavailable or unwilling to participate in the

candidate's dissertation activities. Further, a minimum of three dissertation credits must be enrolled until the dissertation defense is completed or the statute of limitations for the DBA degree is exceeded.

Required Contact with Dissertation Committee

The FIU Business DBA program requires each DBA candidate to meet regularly with their dissertation committee after Form D-1 has been filed. The DDPD must submit a completed Annual Student Evaluation and Mentoring Plan form to the Director for ODP following the annual meeting of the dissertation committee. The dissertation Chair must complete the Performance Summary and Future Goals sections with input from the committee members. If a committee member cannot attend physically, they may participate via video or telephone conference and can then send an email to the dissertation Chair authorizing him/her to sign the form. Failure to actively conduct these required annual meetings and submit the necessary form can result in the candidate being terminated without recourse from the FIU Business DBA program.

UGS Summary Dissertation Proposal

The FIU UGS requires filing a 5-page summary dissertation proposal to be prepared and filed with the D3 form. This summary document is also required to be attached to all IRB applications. It is the responsibility of the student and dissertation chair to ensure this summary is an accurate representation of the larger dissertation proposal document and is congruent with any representations made as a result of an IRB application. Failure to maintain the integrity of this summary proposal will result in a delay in IRB approval and can result in delays related to UGS approval for graduation.

Specific guidelines for the format and content of the summary proposal can be found at https://gradschool.fiu.edu/documents/Proposal_Guidelines.pdf

The Dissertation Defense (Form D-5 and ETD)

After all committee members' preliminary approval of the dissertation and completion of all other prescribed work for the DBA degree, the candidate will give a public presentation. The dissertation committee will also provide the candidate with a final oral examination. The examination will be based primarily on the dissertation research and related topics. The dissertation defense is a university requirement and must be scheduled and held to comply with university deadlines. The University Graduate School publishes their deadlines for the last date of submission of Form D-5 on their website:

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

A copy of the near-final draft of the dissertation, a copy of the defense seminar announcement, and a completed form D-5 must be filed with the Director for ODP **four weeks** before the defense date as the University Graduate School deadline is **three weeks** before the defense. Thus, the student who does not comply with these deadlines will be forced to reschedule the defense on a new date, which may require enrolling in another term and a delay in graduation plans.

Upon successful defense of the dissertation by the candidate, committee members may provide suggested changes in the content of the final document. Should a candidate fail the dissertation defense, a second defense may be allowed, on the recommendation of the dissertation committee.

If re-examination is necessary, the examination must be held within one year from the first examination date. The dissertation chair is expected to ensure that the dissertation is ready for defense before scheduling the formal defense.

When all required changes to the dissertation document have been completed to the satisfaction of the candidate's committee, one paper copy of the final version of the dissertation must be submitted to the Director for ODP with the accompanying Electronic Thesis and Dissertation (ETD) form. The ETD form includes a review and acceptance section with signatures of the candidate, dissertation Chair(s), committee members, Director for ODP, Dean of College or School, and Dean of University Graduate School. The FIU Business ODP will copy the form and submit the dissertation to the Graduate School. Final ETD approval will not be processed without evidence of current enrollment.

Requirements as to format and submission of the final dissertation document and associated ETD can be found at <https://gradschool.fiu.edu/thesis-dissertation/>

The DBA degree is awarded following the successful defense of the completed dissertation and all graduation requirements.

Petitions

The UGS sets strict deadlines for each D-form, and any change in the deadline will result in a lengthy approval process. In addition, the Director for ODP and Associate Dean for Research and DBA Studies must approve this petition once a candidate uploads a statement with their justification for submitting the form late. Once submitted to UGS, the Dean reviews the petition and decides whether it is approved or denied. Students are encouraged to meet all the deadlines for D-forms as there is a penalty for missing any such deadline. If a petition is submitted for a late D-form, \$500 of travel funding may be deducted from the candidate's development account at the discretion of the Director for ODP.

Deadlines for Theses and Dissertations are posted on the University Graduate School website. Dates are always available for the next two academic years.

Graduation

The candidate's responsibility is to ascertain that all requirements have been met and that every deadline is observed. The interactive Program of Study form should be updated regularly. The form should be completed, signed, and submitted to the Director for ODP upon fulfillment of all requirements.

A candidate denied graduation must resolve any deficiencies needed for graduation and reapply for graduation.

A candidate must be registered for the term in which the degree is received. The degree will be awarded providing the following conditions have been met:

- 1) The required application for graduation has been properly submitted
- 2) Recommendation of the faculty of the FIU Business concentration area awarding the degree has been formally made

- 3) Certification by the Dean of the College of Business and Dean of Graduate Studies that all requirements of the degree being sought have been completed
- 4) A GPA meeting the candidate's departmental DBA program requirements but no less than 3.0 (on a 4-point scale)
- 5) Residency requirements and time limits have been met
- 6) Satisfactory completion and defense of a DBA dissertation
- 7) Receipt of the dissertation by FIU Library

If the degree is not awarded for any reason, the candidate must reapply for graduation in a subsequent semester. The Registrar shall notify the candidate and FIU Business if graduation is not approved for any reason.

Only those DBA candidates who have completed all requirements for the degree may participate in the commencement ceremonies and receive the diploma.

Academic Grievance

FIU Business DBA students who believe they have a basis for an academic grievance should make an appointment with the Associate Dean for Research and Doctoral Studies to discuss their concerns. All discussions will be held in the strictest confidence and reviewed without prejudice. Any FIU DBA student uncomfortable discussing their concerns with the Associate Dean can contact the FIU Student Ombudsman via email at ombuds@fiu.edu. In most cases, the Associate Dean can serve as an advocate on behalf of the student to ensure a fair and equitable resolution can be found.

All DBA students have the right to adjudicate academic grievances concerning academic matters within FIU Business fairly and expeditiously. This right, however, should not be abused. The formal presentation of an academic grievance is a serious action and should only be brought forth when the situation warrants doing so.

Academic grievances are defined as:

- Arbitrary and capricious awarding of grades
 - Some grading basis other than performance in the course
 - Resorting to unreasonable standards different from those that were applied to other students in that course
 - A substantial, unreasonable, and unannounced departure from the instructor's previously articulated standards
- Unprofessional conduct by a professor that affects adversely either the student's ability to satisfy academic expectations, whether in the classroom, a field setting, a laboratory, or other settings or the student's actual performance.
- Inappropriate or inadequate academic advising concerning requirements not published in official university documents
- Irregularities in the implementation of policies or procedures in grievance hearings at the college or school level

Program Termination and Academic Misconduct

Certain circumstances may lead to a DBA student or candidate being dismissed from the FIU Business DBA program. Those circumstances may include:

- 1) Falling out of GPA compliance two consecutive semesters
- 2) Failure to maintain continuous enrollment
 - a. Nine credit hours minimum for Fall and Spring
 - b. Six credit hours minimum during Summer
 - c. Three credit hours minimum once the student has advanced to candidacy
- 3) Failure to meet conditional admission requirements
- 4) The student is not making satisfactory progress as reflected by unresolved unsatisfactory status on the Departmental Annual Review
- 5) Student Academic or Research Misconduct/Illegal, Fraudulent, or Unethical Behavior
- 6) Other serious issues as determined by the FIU Business Director for ODP or the degree concentration area

To remain in good academic standing, DBA students must maintain a DBA GPA as set by each department of concentration (with a minimum of 3.0). Failure to maintain good academic standing will result in placement on academic warning, probation, or dismissal. A DBA student whose cumulative DBA GPA falls below 3.0 will be placed on notice, indicating academic difficulty. On notification, a DBA student whose cumulative DBA GPA remains below 3.0 in the following semester will be dismissed. The student has ten working days to appeal the dismissal decision. A DBA student will not be dismissed prior to attempting a minimum of 12 hours of coursework as a DBA student.

DBA students who fail to complete the summer research project by the assigned deadline successfully will be deferred for continuation in the program until the fall of the following year. Failure to complete the summer research project by the end of the deferral period will result in dismissal from the program.

After a DBA student is advanced to candidacy, continuous registration for at least three dissertation credit hours each term (including the summer term) is required until the dissertation requirement is fulfilled. Any DBA student who finds it necessary to be excused from registration must formally request a leave of absence from the graduate program.

Poor performance evaluations by a major professor or assigned faculty mentor can result in dismissal from the FIU Business DBA program. Students and candidates are bound by the student and academic conduct codes as described in the FIU Student Handbook and the FIU Office of Student Conduct.

<https://studentaffairs.fiu.edu/get-support/student-conduct-and-academic-integrity/index.php>

University policies outline acts of student misconduct, which are expressly prohibited and violate University rules and regulations. These include such actions as disruptive conduct, threatening behavior toward faculty or fellow students, theft or unauthorized possession, vandalism, hazing, falsification of records, harassment, and assault. Once a student has been charged with a code violation, they have three options:

- 1) Administrative disposition, whereby the student may accept responsibility and a sanction is imposed by the judicial administrator.
- 2) A formal administrative hearing.
- 3) A formal hearing before the University Judicial Committee.

The format for the formal hearings, the appeals procedures, and possible disciplinary sanctions are all outlined in the Student Handbook and may include dismissal. Separate policies and procedures govern academic misconduct. Academic misconduct (i.e., academic dishonesty) includes but is not limited to cheating, plagiarism, falsification of academic records, bribery to gain an academic advantage, and misuse of computer services, including the unauthorized appropriation of another's program(s). Disciplinary penalties for academic misconduct range from counseling to expulsion from the University. Allegations of academic misconduct are handled through the Office of Student Conduct as outlined in the Student Handbook. Faculty are strongly encouraged to refer all such conduct to the Office of Student Conduct to ensure a fair investigation and adjudication on behalf of students and faculty.

It is important to note that any violation of acceptable student conduct or academic dishonesty must be reported to the Director for ODP and the Office of Student Conduct. FIU Business maintains a zero-tolerance policy in this regard.

Plagiarism

All FIU Business DBA students are forbidden from plagiarizing or helping other students plagiarize. Plagiarism is the unacknowledged use of another person's words, ideas, facts, or work, as explained below.

Words

When using a phrase, a sentence, or longer passages that someone else wrote or spoke, DBA students must surround the copied language with quotation marks and indicate the proper source and citation. Under no circumstances should a student resort to closely paraphrase someone else's written or spoken language and pass it off as their own. When in doubt, it is always recommended to provide the correct citation. Before submission, any questions should be referred to the DDPD or appropriate professor.

Ideas and Facts

When discussing an idea other than your original thoughts, it must be acknowledged by naming the source. Some facts are commonly known, undisputed information, and it may not be necessary to name such sources. However, their origin must be duly credited when using ideas or facts that are not widely known.

Work

In all course assignments, DBA students are expected to conduct their original work and not submit work from another course without the specific agreement of the professor. The professor may allow DBA students to cooperate with others, but all DBA work should be independent and original unless expressly authorized.

Examinations

Unless specifically instructed otherwise, it is assumed that all examinations at the DBA level are “closed book, closed notes, closed references, and an open mind.”

All charges of academic misconduct involving FIU Business DBA students, including plagiarism, must be reported by the DDPD to the Associate Dean for Research and DBA Studies as soon as possible following the determination of an infraction. Once a review of the charges is conducted, a decision will be made regarding corrective action or referral to the Office of Student Conduct and Academic Integrity (SCAI). If it is determined that a referral is appropriate, the DDPD will be responsible for its filing and follow-up.

Detail information regarding SCAI can be found at <https://dasa.fiu.edu/all-departments/student-conduct-and-academic-integrity/>

Program Re-admission

A period of at least one academic year must elapse after the date of dismissal before an application for admission will be accepted for consideration. In applications for re-admission to the same program or admission to another program, admission criteria shall include consideration of previous performance at the graduate level in addition to the standard admission requirements. A student who has been dismissed for failure to make sufficient progress toward degree completion or for non-compliance with the continuous enrollment policy may apply for re-admission at any time before their time limit for degree completion. Re-admission of all DBA students will require approval by the Director for ODP, the Associate Dean for Research and Doctoral Studies, and the Dean of the University Graduate School.

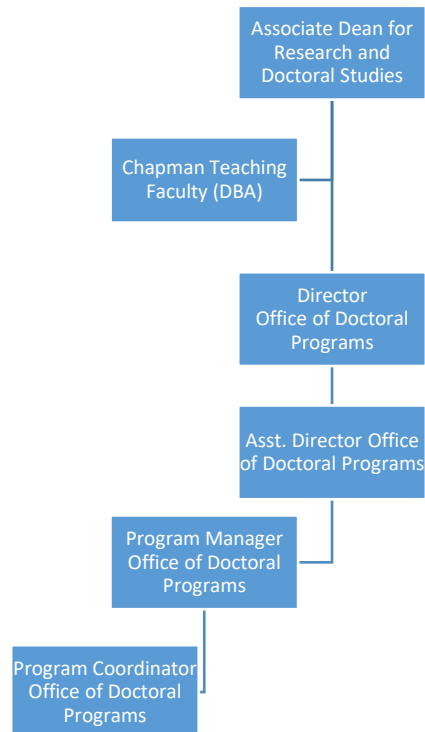
FIU Business Doctoral Program Operations

FIU Business Office of Doctoral Programs

The Office of DBA Programs (ODP) is responsible for all aspects of doctoral programs governance, administration, and delivery within the FIU College of Business and Chapman Graduate School.

The ODP Director (ODPD), appointed by and reporting to the Associate Dean for Research and DBA Studies, represents FIU Business in all transactions related to FIU Business DBA programs within the College of Business and, when so directed by the Associate Dean, with the University Graduate School and the University as a whole. The ODP Director is the direct supervisor for all employees assigned to the office and represents the Associate Dean for Research and Doctoral Studies regarding supervision and oversight of adjunct and visiting faculty assigned to the FIU Business DBA program.

Office of Doctoral Programs Structure



Associate Dean for Research and Doctoral Studies

The Associate Dean for Research and Doctoral Studies (ADR) is responsible for providing leadership, management, and support for all doctoral program activities, oversight of the Office of Doctoral Programs, and all internally and externally funded research initiatives within FIU Business. This position reports directly to the Dean of the FIU College of Business.

The responsibilities of the ADR include:

- Enact strategies and programs to enhance the funded and unfunded research climate and

opportunities within FIU Business for faculty, staff, and students.

- Manage implementation of all FIU Business grant and contract-sponsored research programs.
- Manage the development of a research cluster focused on innovation in business administration research.
- Review and approve (as appropriate) FIU Business research-related faculty and staff grant and contract proposals.
- Manage relationships and serve as liaison with the FIU University Graduate School and the Office of the Vice-President for Research on behalf of the FIU Business Office of the Dean, faculty, and staff.
- Serve as a resource and facilitator for FIU Business faculty and staff preparing for or actively writing research grants, having operational questions concerning funded grants, or encountering problems or difficulties with grant-related activities.
- Evaluate grant and contract progression and indirect benefits to FIU Business. Provide periodic grant reporting to the Office of the Dean.
- Work with the FIU Business Director of Finance and Human Resources to prepare the annual College research awards request and to allocate such funds as are allotted.
- Oversee regular assessment of the quality of the doctoral programs using quantitative metrics and descriptive narrative for all required University accreditation reports.
- Evaluate and recommend changes to the doctoral program curriculum and degree requirements.
- Coordinate and supervise all activities related to the Chapman Center for Engaged Management and Evidence-Based Solutions.
- Manage and supervise all personnel assigned within the College to the Office for the Associate Dean for Research and Doctoral Studies or the Office of Doctoral Programs.
- Serve as direct supervisor for all Chapman teaching faculty assigned to the FIU Business DBA program.
- Manage implementation and oversight of professional development, mentoring, and job coaching for faculty and staff related to research activities within FIU Business.
- Advise and consult regarding the personnel needs of the College when specifically requested by the Office of the Dean:
 - Faculty (tenure/tenure-track and adjunct)
 - Supportive Professional Staff
- Review and resolve personnel issues related to research activities within FIU Business, in conjunction with Human Resources and other agencies, both on and off-campus.
- Communicate with the University Provost Office on research-related personnel matters when so instructed or authorized by the Office of the Dean.
- Review and approve research-related professional development requests (i.e., travel requests).
- Review research-related diversity, equity, and inclusion issues and initiatives collaboratively with the FIU Business Office of the Dean and others within the College to develop responses and initiatives to enhance climate and morale.
- Review and approve all College recommendations for DBA student admission/rejection.
- Oversee nomination of Ph.D. students for FIU Business and University Graduate School fellowships such as Presidential, DEA, and DYF.
- Serve as initial advisor and continuing advocate for all FIU Business DBA students.
- Oversee all FIU Business DBA student registration procedures and verify enrollments.

- Continuously monitor FIU Business DBA students' progress towards the degree.
- Review and, if appropriate, endorse any individual exceptions requested to DBA degree requirements or milestones.
- Approve and submit all documents related to successful completion of DBA degree requirements.
- Forward to all DBA students such announcements periodically sent from the Office of Doctoral Programs and University Graduate School.
- Approve course assignment of all teaching faculty for the Doctorate in Business Administration (DBA) program.
- Supervise and assign all faculty teaching assignments for faculty dedicated to the DBA program.
- Review and approve all FIU Business DBA program requests for transfers of graduate credit, leaves of absence, or time extensions.
- Review and administer all probationary conditions for any FIU Business DBA student in academic difficulty or violation of DBA program requirements and expectations.
- Create new innovative faculty initiatives related to research and other delivery methods for courses, conferences, and symposia.
- Propose new research-related space utilization requirements and adhere to internal and external agencies' policies and procedures.
- Develop and lead research-focused innovative initiatives within the Chapman Graduate School and FIU Business.
- Work with department chairs, directors, and other leaders within the FIU Business and the University to identify research-related innovation opportunities and provide leadership to move from ideas to implementation.

Office of Doctoral Programs Director

The ODP Director is responsible for all management and oversight of all doctoral programs and operations within FIU Business. This position reports to the FIU Business Associate Dean for Research and Doctoral Studies.

The responsibilities of the ODP Director include:

- Supervise personnel assigned to FIU Business ODP.
- Regularly assess the quality of the FIU Business doctoral programs using quantitative metrics and descriptive narratives for all required University accreditation reports.
- Evaluate and recommend changes to the doctoral program curriculum and degree requirements to the Associate Dean for Research and Doctoral Studies.
- Coordinate and supervise all activities related to the Chapman Center for Engaged Management and Evidence-Based Solutions.
- Oversee all FIU Business DBA student registration procedures and verify enrollments.
- Continuously monitor FIU Business DBA students' progress towards the degree.
- Review and, if appropriate, endorse any individual exceptions requested to DBA degree requirements or milestones.
- Approve and submit all documents related to completing DBA degree requirements.

- Forward to all DBA students such announcements periodically sent from the Office of DBA Programs and University Graduate School.
- Approve course assignment of all teaching faculty for the Doctorate in Business Administration (DBA) program.
- Supervise and assign all faculty teaching assignments for faculty dedicated to the DBA program.
- Review and approve all FIU Business DBA program requests for transfers of graduate credit, leaves of absence, or time extensions.
- Review and administer all probationary conditions for any FIU Business DBA student in academic difficulty or violation of DBA program requirements and expectations.
- Data collection, calculation, and periodic dissemination of all concentration KPIs.

The ODP Director must hold a DAS designation with UGS and the rank of Associate Professor with tenure or above.

ODP Program Manager

The Program Manager (PM) for ODP is responsible for all administrative operations for doctoral programs. The PM reports directly to the ODP Director.

The responsibilities of the PM include:

- Direct supervision of all subordinates assigned to ODP.
- Processing of all FIU Business Ph.D. admissions.
- Set up of all FIU Business Ph.D. GA contracts.
- Management of all FIU Business Ph.D. developmental funds accounts and processing all development disbursement requisitions.
- Processing and filing of all FIU Business Ph.D. D-forms with UGS.
- Monitoring compliance of all FIU Business Ph.D. students with UGS required deadlines.
- Ensuring all required Declaration and Certification of Finances (DCF) documents are on file for international Ph.D. students; requesting processing of Ph.D. DCF documents with the Office of International Student and Scholar Services (ISSS).
- Processing FIU Business Ph.D. stipends and tuition waivers each semester; ensure continued compliance and qualification.
- Supervise all aspects of monthly DBA residency, including catering, cleaning, parking, and technical support.
- Processing of all petition requests for FIU Business Ph.D. students.
- Review of Ph.D. graduation certifications for completeness and compliance.
- Assist AD in preparation and submission of all DBA program budgets annually.
- Submission of POI's (person of interest) request for Ph.D. students who are awarded DEA/ DYF fellowship
- Administrative support to the Associate Dean for Research and DBA Studies.
- Assist ODP Director in ODP daily operations and supervision of ODP employees.
- Oversee management of all FIU Business Ph.D. GA contracts.

- Oversee management of all FIU Business Ph.D. developmental funds accounts and processing all development disbursement requisitions.
- Processing FIU Business Ph.D. travel authorizations for approval; completing and filing all required expense reports.
- Manage processing and filing of all FIU Business Ph.D. D-forms with UGS.
- Monitoring compliance of all Homeland Security requirements for international Ph.D. students who advance to candidacy; submitting required documents as necessary.
- Issuance of all required documentation to Social Security for international Ph.D. students.
- Issuance of course enrollment permission numbers each semester to all FIU Business Ph.D. students.
- Management of all DBA course scheduling and instructor assignments each semester.
- Review of Ph.D. graduation certifications for completeness and compliance.
- Management and update for all FIU Business DBA program websites.
- Preparation and submission of all DBA program budgets annually.

ODP Program Coordinator

The Program Coordinator (PC) for ODP is responsible for all administrative operations for the FIU Business doctoral program and general administrative operations as assigned by the ODP Program Manager. The PC reports directly to the ODP Program Manager.

The responsibilities of the PM include:

- Processing of all FIU Business DBA admissions.
- Processing and filing of all FIU Business DBA D-forms with UGS.
- Monitoring compliance of all FIU Business DBA students with UGS required deadlines.
- Ensuring all required Declaration and Certification of Finances (DCF) documents are on file for international DBA students; requesting processing of DBA DCF documents with the Office of International Student and Scholar Services (ISSS).
- Monitoring compliance of all Homeland Security requirements for international DBA students who advance to candidacy; submitting required documents as necessary.
- Processing of course registration each semester for all DBA students
- Management of monthly DBA residency aspects, including catering, cleaning, parking, and technical support as directed by the ODP PM.
- Management of all DBA course scheduling and instructor assignments each semester.
- Processing of all petition requests for FIU Business DBA students.
- Review of DBA graduation certifications for completeness and compliance.