

Florida International University
University Graduate School - PC-230 – Tel. (305) 348-2455, e-mail: ugs@fiu.edu
GRADUATE PACKET FOR DISSERTATIONS

IN THE PACKET ATTACHED, YOU WILL FIND THE FOLLOWING:

1. Graduate Student Checklist for Dissertation Preparation.
2. **Copies of FORMS "D1" through "D7". Forms are available at <http://gradschool.fiu.edu>.** All information **MUST** be typed.
3. **BE SURE TO CHECK ALL DEADLINES.** You can always get the latest deadlines by visiting the University Graduate School website at <http://gradschool.fiu.edu>
4. "SAMPLE DISSERTATION DEFENSE ANNOUNCEMENT" to be used when announcing oral defense of dissertation, attach to FORM "D5". The announcement **must** include the following components: purpose, methods, findings, and conclusion. It must be no longer than one page.
5. Form to take to the **Cashier's Office** when paying for microfilming fees.
6. Information on the **BINDING** of the dissertation for personal use, for committee members, etc.
7. **MICROFILMING IS MANDATORY FOR ALL DOCTORAL STUDENTS. COPYRIGHTING IS OPTIONAL.** Both ProQuest (formerly UMI) agreement form and the National Science Foundation (NSF) survey must be completed and brought to University Graduate School when filing your dissertation. The forms are available online at <http://gradschool.fiu.edu>
8. Information on Human Subjects and Animal Research.
9. Information on the ETD/Option (submitting an electronic version and one (1) hard copy version of the dissertation).

NOTES:

- i) The **REGULATIONS FOR THESIS AND DISSERTATION PREPARATION MANUAL** is available at <http://gradschool.fiu.edu>. It is the candidate's responsibility to follow the requirements in effect when the manuscript is filed. **Do not use dissertations previously filed for format and examples.**
- ii) In addition to these forms, **YOU MUST SUBMIT AN APPLICATION FOR GRADUATION TO THE REGISTRAR'S OFFICE (GRADUATION DEPARTMENT, PC130).** See deadline in the Academic Calendar.

INSTRUCTIONS ON FILING FORMS:

- | | |
|---|--|
| Form D1 | To be submitted at the time your committee is formed but no later than 4 semesters before the anticipated graduation term. |
| Form D2 | To be submitted after finishing coursework, as soon as results of candidacy examination's results are available and <u>BEFORE</u> registering for dissertation credits. |
| Form D3 | Attach a copy of proposal not to exceed five pages and submit no later than 3 semesters before the anticipated graduation term. |
| Form D4 | To be submitted for the first time within a year after Form D3 and at least yearly thereafter until the dissertation is completed. |
| Form D5,
Announcement
and copy of
Dissertation | MUST be submitted to the University Graduate School 3 WEEKS BEFORE THE DATE DEFENSE or by the deadline whichever date is the earlier. Attach a copy of the dissertation with D5 and email announcement to ugs@fiu.edu . |
| Form D6 | To be filed in the University Graduate School no later than two weeks after the defense. |
| Form D7 | To be filed in the University Graduate School after final copy of dissertation is approved. DOCTORAL STUDENTS MUST BRING THREE (3) COPIES OF THE DISSERTATION, RECEIPT OF MICROFILMING PAYMENT FROM THE CASHIER'S OFFICE, PROQUEST AGREEMENT FORM AND NSF SURVEY in a sturdy box. Tape a copy of the title page to the cover of the box.
ETD Option - See Information in this packet. |

DISSERTATIONS WILL NOT BE ACCEPTED UNLESS BROUGHT IN A STURDY BOX WITH A COVER.

**Florida International University
Graduate Student Checklist for Dissertation Preparation**

Dissertation checklist

- Obtain the *Regulations for Thesis and Dissertation Preparation Manual* and the graduate packet at <http://gradschool.fiu.edu>

Form D1 – Appointment of Dissertation Committee

- Text and names where signatures are to be affixed should be neatly typed
- Sign form
- Obtain signatures of Major Professor, Committee Members, Graduate Program Director/ Department Chairperson, and Academic Dean

► SUBMIT FORM D1

Form D2 – Program for Doctoral Degree and Application for Candidacy

- Text and names where signatures are to be affixed should be neatly typed
- Sign form
- Obtain signatures of Major Professor, Graduate Program Director/Department Chairperson who are certifying that student met requirements for doctoral candidacy examination.

► SUBMIT FORM D2

Form D3 – Doctoral Dissertation Proposal

- Text and names where signatures are to be affixed should be neatly typed.
- Obtain signatures of Major Professor, Committee Members, Graduate Program Director and Academic Dean.
- Attach proposal (not to exceed five pages) that clearly outlines background information related to the research topic, purpose of the research, significance of the study, methods, and statistics and analysis to be used.
- If dissertation involves human subjects or animal research attach a copy of the IRB or IACUC memorandum of approval.

► SUBMIT FORM D3

Form D4 – Dissertation Committee Report of Annual Dissertation Progress Conference

- Text and names where signatures are to be affixed should be neatly typed.
- Meet with committee members to assess dissertation progress.
- Submit for the first time within a year after Form D3 and at least yearly thereafter until the dissertation is completed.

► SUBMIT FORM D4

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

- Text and names where signatures are to be affixed should be neatly typed.
- Obtain signatures of Major Professor, Committee Members, Graduate Program Director, and Academic Dean.
- Attach a copy of the dissertation.
- Attach copy of defense announcement prepared in accordance with Regulations Manual format (including date, time and venue). The announcement should clearly state the purpose of the research, methods, findings, and conclusion.
- Email announcement to ugs@fiu.edu

► SUBMIT FORM D5

Form D6 – Dissertation Defense Report

- Text and names where signatures are to be affixed should be neatly typed.
- Obtain signatures of Major Professor, Committee Members, and Academic Dean
- Revisions noted in space provided (if any)

► SUBMIT FORM D6

Form D7 – Final Approval of Dissertation

- Text and names where signatures are to be affixed should be neatly typed
- Submit final copies of dissertation to Major Professor, Committee Members, and Academic Dean for approval and obtain their signatures

Along with Form D7, bring to the University Graduate School:

- Three copies of approved final manuscript (loose leaves) in covered box
- ProQuest agreement completed and signed
- Receipt of payment of fees for microfilming (and copyrighting, if desired) from the Cashier's Office

- Survey of Earned Doctorates completed

**UNIVERSITY GRADUATE SCHOOL BULLETIN
ANNOUNCEMENT**

Florida International University
University Graduate School

Doctoral Dissertation Defense

Abstract

Risk Factors of Coronary Heart Disease and Correlates of Type 2 Diabetes
among Cuban Americans

by

Subrata D. Nath

The differences in the risk factors of coronary heart disease (CHD) and the predictors of type 2 diabetes were investigated among Cuban Americans with (N=79) and without (N=80) type 2 diabetes using a cross-sectional study design. Data on socioeconomic status, smoking, physical activity, dietary intake, and angina symptoms were collected using validated standardized questionnaires. Anthropometrics and blood pressure (BP) were recorded. Glucose, glycated hemoglobin, lipid profile, homocysteine, and C-reactive protein were assessed in fasting blood.

Diabetics reported a significantly higher rate of angina symptoms than non-diabetics (P=0.008). After adjusting for age and gender, diabetics had significantly (P<0.001) higher mean waist circumference and mean systolic BP than non-diabetics. There was no significant difference in nutrient intakes and physical activity levels between the groups. After adjusting for age and gender, diabetics had significantly (P<0.001) higher mean serum levels of triglycerides and homocysteine than non-diabetics. In contrast, diabetics had significantly (P<0.01) lower levels of high-density lipoprotein cholesterol (HDL-C) than non-diabetics. In multiple linear regression, several modifiable lifestyle habits were the independent predictors of these CHD risk factors.

Multivariate logistic regression analyses showed that increased age, male gender, larger waist circumference, lack of acculturation, increased intake of percent calories from protein, and higher serum levels of triglycerides were the independent risk factors for diabetes among the study participants. In contrast, increased intake of fiber and moderate alcohol consumption conferred protection against diabetes.

The study concluded that Cuban Americans with diabetes have a greater number of CHD risk factors compared to those without diabetes. Several modifiable lifestyle factors are associated with the risk of diabetes. Culturally sensitive public health measures are needed to reduce the burden of diabetes and CHD in this high-risk minority population.

Date: November 22, 2004
Time: 10.00 a.m.
Place: University Park, GL 220

Department: Dietetics and Nutrition
Major Professor: Dr. Fatma G. Huffman



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ETD (Electronic Thesis/Dissertation) OPTION

CHOOSING THIS OPTION ALLOWS DOCTORAL STUDENTS TO SUBMIT **ONE** COMPLETE COPY OF THE DISSERTATION ON 25% COTTON PAPER.

Here is a link where you can view some of the previously submitted dissertations: <http://etd.fiu.edu/ETD-db/ETD-browse/browse>

Submitting your Dissertation Electronically, through ETD Project at FIU, <http://etd.fiu.edu/>

1. Follow UGS Guidelines at <http://etd.fiu.edu/ETD-db/guidelinespage.htm> for information on the ETD creation and submission
2. The ETD signature page for your committee members to sign (in HTML or PDF version)
<http://etd.fiu.edu/ETD-db/approvalform.html> HTML version
<http://etd.fiu.edu/ETD-db/approvalform.PDF> PDF version
3. After your final dissertation is reviewed and approved by UGS, we will notify you via e-mail. At this time you may convert your final dissertation document into a PDF file.

IMPORTANT: The entire document must be in one and only one PDF file. The preliminary pages, the various chapters, the references, the appendices and the vita need to be combined into one PDF file.

4. To upload file, follow instructions at <http://etd.fiu.edu/ETD-db/submittingetd.html>
5. The login link is at <http://etd.fiu.edu/ETD-db/ETD-submit/login>
Keep in mind that you can create your own username and password.
6. Once your file is uploaded, UGS will notify you and your major professor by email that your ETD copy was received. If there is any problem, you will be given instructions on how to correct and resubmit. After your ETD is accepted for placement on the library server, you will be notified.

ETD Option Checklist:

1. Submit **ONE** complete copy of the dissertation on 25% cotton paper. After your final dissertation is reviewed and approved by UGS, we will notify you via e-mail and you can up-load the PDF file.
2. Fully completed and signed Form D-7 with your dissertation, including signature page ii (on 25% cotton paper, watermarked, 20 or 24 pounds). Must be submitted in a sturdy box, with cover. You can use the box in which the paper comes in.
3. Completed and signed Proquest Dissertation Agreement Form, which can be retrieved at http://www.fiu.edu/ugs/PDF_forms/proquestdisspub.pdf
4. Cashier's Receipt for required microfilming (payment for copyrighting and the open access are optional), memo retrieved at http://www.fiu.edu/ugs/PDF_forms/discashi.01.pdf
5. Completed and signed Survey of Earned Doctorate, which can be retrieved at http://gradschool.fiu.edu/downloads/SED07_08.pdf



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IRB/IACUC APPROVAL

FIU Institutional Review Board (IRB) must approve all research projects involving human subjects and the FIU Institutional Animal Care and Use Committee (IACUC) must approve all projects involving animal research conducted by anyone affiliated with the University, including graduate students, before such research begins.

In an effort to assure compliance with these policies, we are requesting that all graduate students whose thesis or dissertation involves human subjects or animal research attach a copy of the IRB or IACUC memorandum of approval when submitting Form M2 (Master's Thesis Proposal) or Form D3 (Doctoral Dissertation Proposal) to this office. As usual the student should also include his or her proposal with the form.

Any questions regarding IRB/ IACUC procedures should be directed to your college IRB/ IACUC representative or to Christopher Grayson at (305) 348-2494/ E-mail: irbiacuc@fiu.edu. Application and other materials can be obtained from <http://www.fiu.edu/~dsrt/human/index.htm>. Information regarding IACUC approval can be obtained from <http://www.fiu.edu/~dsrt/animal/index.htm>



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ENROLLMENT IN THESIS OR DISSERTATION CREDIT HOURS

A student working on a thesis or dissertation needs to be continuously enrolled (including the summer term) until he or she submits the manuscript to our office for approval. Master's students need to be enrolled for at least 1 thesis credit hour and doctoral students need to be enrolled for at least 3 dissertation credit hours.

Doctoral students must register for dissertation credit hours after advancing to doctoral candidacy by filing D2 (Program for Doctoral Degree and Application for Candidacy) in our office. Master's students are required to be enrolled in thesis credit hours in the term in which they submit M2 (Master's Thesis Proposal) to the University Graduate School and in subsequent terms.

Graduate Policy and Procedure Manual

<http://www.fiu.edu/~ugs/gpm/>

Thesis/Dissertation Enrollment Regulation

<http://www.fiu.edu/~ugs/gpm/gradsec7.htm>



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INFORMATION ON BINDING YOUR THESIS/DISSERTATION

Two copies of the thesis or dissertation that you submit to the University Graduate School will be professionally bound and placed at the University Library. One copy is placed on the library stacks and the other is kept in the archives. Note that the Library covers the cost of binding for these two copies.

Some departments require their students to provide additional bound copies. Please check with your department to see if there are such requirements. In addition, most students also want to bind a number of copies for personal use.

In the past, the University Graduate School has assisted students with the processing of departmental and personal copies of their thesis; however, space limitations and logistics prevent us from continuing to do this.

For your convenience we are listing two companies that have agreed to provide special pricing for binding personal copies. These two companies have provided samples of the finished products. These samples are kept in the University Graduate School office and are available for your inspection.

There might be other companies in the area who are willing to provide this service so feel free to shop around. Also, soft binding is available through the copy center on campus.

Note: Neither FIU nor the University Graduate School are responsible for the work of either binding company.

Binding Companies:

Dobbs and Brodeur, Inc.
Contact: Anthony Lloret
1030 East 14th Street
Hialeah, Fl 33010
Tel 305-885-5215
Fax 305-882-0407

Boca Bookbinding, Inc.
Contact: Walt Hahn/Ellen
2712 Rew Circle
Ocoee, Fl 34761-2990
Tel (407) 654-0003
Fax (407)654-2552



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Price: \$35.00 ea. Plus shipping cost

Price: \$25.00 ea. Plus shipping cost

M E M O R A N D U M

TO: Cashier's Office

DATE: _____

FROM: Allison McComb, University Graduate School

SUBJECT: PAYMENT FOR MICROFILMING AND/OR
COPYRIGHTING OF THESIS/DISSERTATION

STUDENT NAME: _____
Last First Initial

Student PantherSoft # _____

PantherSoft Department ID: 28 0000 701 **Fund:** 491 **Program:** 83 **Class:** 1
PantherSoft Account: 619099

INSTRUCTIONS TO STUDENTS: Take this form to Cashier's. Pay the appropriate amount. Save your receipt to submit to the University Graduate School in PC 230 together with three (3) copies of your dissertation, or two (2) copies of your thesis and your completed D – 7 or M – 5 form.

_____ DOCTORAL DISSERTATION

_____ Microfilming: (Publishing)	(\$65.00)	REQUIRED
_____ Copyrighting:	(\$55.00)	OPTIONAL
_____ Open Access Option	(\$160.00)	OPTIONAL

TOTAL: _____

_____ MASTER'S THESIS

_____ Microfilming Only:	(\$55.00)	OPTIONAL
_____ Copyrighting and Microfilming:	(\$120.00)	OPTIONAL
_____ Open Access Option	(\$150.00)	OPTIONAL

TOTAL: _____

PRICES ARE SUBJECT TO CHANGE