

## Final Electronic Thesis or Dissertation (ETD) Approval

Doctoral and master's 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.

### 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/>

Submit form to the Academic units before the deadline to allow sufficient time for approval and signature. Ultimately, it is the student's responsibility to make sure the form is received by the University Graduate School on time.

### 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. Final ETD Approval form will not be processed without proof of current enrollment.

Further information regarding the UGS continuous enrollment policies is available at <http://policies.fiu.edu/files/783.pdf>.

### INSTRUCTIONS

- All information must be typed.
- Complete information and instructions on the ETD process can be found at: <http://libguides.fiu.edu/etd>
- Final ETD Approval submissions must also include the following:
  - Certificate of Completion from Survey of Earned Doctorates (Ph.D. only). Complete Survey at: <https://sed-ncses.org/>
  - For SACS accreditation purposes, submit a full version of your CV (this is different from the 2-page VITA in your dissertation) (Doctoral students only).
  - Copyright release from publishers if any part of the thesis or dissertation has been published.
- 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.
- Submit to the UGS for final approval.
- After submission, you will receive an email with upload instructions within a month of graduation.
- Hard copy of thesis or dissertation **is not** required.

### BINDING DISSERTATIONS

Some departments require their students to provide additional bound copies. Please check with your department to inquire if there are such requirements.

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](http://www.bocabookbinding.com)

Tel 407-654-0003 (Orlando based)

***International Assets***

[www.iadigitalprint.com](http://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](mailto:etd@fiu.edu). To check the status of your form, please log on to [my.fiu.edu](http://my.fiu.edu), and check under the "To Do List" Section.



