FIU University Graduate School

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

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 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.
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.
e) Submit to the UGS for final approval.
f) After submission, you will receive an email with upload instructions for the final manuscript towards the end of the term.
g) 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
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.

FIU University Graduate School

Final ETD Approval

BOTH PAGES MUST BE TYPED AND SUBMITTED WITH ORIGINAL SIGNATURES

Student's Name _____ PID_____
[Last] [First] [Middle]

Primary telephone _____ E-mail _____

College _____ Dept/Graduate Program _____

Semester for which Application for Graduation was submitted: _____

Degree: ◯ Master's ◯ Doctoral

Dissertation or Thesis Title:_____

_____

By signing below, I (we) acknowledge the following:

1. The document has been reviewed and accepted by the student's advisory committee.
2. The final oral defense by the student was successful.
3. The final dissertation/thesis was approved.
4. I have made the suggested formatting changes per the UGS to my dissertation/thesis.

REQUEST MADE BY: _____
Student **(Must also complete and sign Page 2)** Signature Date

APPROVED BY: _____
Major Professor **(Please Sign Page 2)** Signature Date

APPROVED BY: _____
Co-Major Professor **(Please Sign Page 2)** Signature Date

APPROVED BY: _____
Committee Member Signature Date

APPROVED BY: _____
Committee Member Signature Date

APPROVED BY: _____
Committee Member Signature Date

APPROVED BY: _____
Committee Member Signature Date

APPROVED BY: _____
GPD/Department Chair Signature Date

APPROVED BY: _____
Dean of College or School Signature Date

APPROVED BY: Andrés G. Gil
Dean of the University Graduate School Signature Date

FOR OFFICE USE ONLY Revised February 2020

☐ Enrollment in _____ dissertation/thesis credit hours ☐ GPA of at least 3.0 _____ ☐ Survey Completed

☐ All forms submitted ☐ All signatures included REVIEWED BY: _____

Publishing & Embargo Options (Required)

We agree that the above-mentioned document be placed in the ETD archive with the following publishing and/or embargo options:

Embargo Options

Note: An embargo should only be selected for pending patents or for copyright agreements with third parties. An embargo will restrict access worldwide (including FIU campuses).

Do you require an embargo due to a pending patent or copyright issue?

No- Publish immediately

Yes – We would like access to the full text of my work to be delayed for the following period of time:

_____ 6 month embargo _____ 1 year embargo _____ 2 year embargo

_____ Permanent embargo with Sample (MFA only)

For non-MFA embargos, only your citation and abstract will be available to the public. At the end of your chosen embargo period, the embargo will be automatically lifted through DigitalCommons.

_____Date_____
Student Signature

_____Date_____
Major Professor Signature

_____Date_____
Co-Major Professor Signature

Student Agreement (Required)

I hereby certify that:

- If appropriate, I have obtained and attached a written permission statement from the owners of each third party copyrighted matter to be included in my thesis or dissertation allowing distribution as specified below.
- The version I submitted is the same as that approved by my advisory committee.

I hereby grant to Florida International University and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis, or dissertation, in whole or in part in all forms of media, now or hereafter known.

I retain all other ownership rights to the copyright of the thesis or dissertation including the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

_____Date_____
Student Signature

Doctoral Students Only (Optional)

The University Graduate School will submit your dissertation (in full-text) to ProQuest's Dissertations & Theses Database. Submissions to this database ensure your research is visible to other researchers via myriad commercial databases. Any embargo that you wish to apply to your DigitalCommons ETD will apply to the ProQuest submission.

By signing below, you agree that you have reviewed and accepted ProQuest's terms available at: http://libguides.fiu.edu/content.php?pid=233174&sid=2464966

_____Date_____
Student Signature