

Instructions and Helpful Information for M-1 Form

Appointment of Thesis Committee (M-1)

1. DEADLINES

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

2. ACTIVE STATUS REQUIREMENTS

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

3. INSTRUCTIONS

- All information must be **typed**.
- It should be understood that all thesis committee members are appointed by the Dean of the University Graduate School on the recommendation of the unit.
 - The thesis committee is comprised of at least three members of the Graduate Faculty (GF), at least two of whom must be from the unit offering the graduate program.
 - The major professor must have expertise in the subject of the thesis.
- If there is a co-major professor being designated, please complete name and signature in the line assigned for the co-major professors only.
- Type the names of the committee members, obtain their original signatures, and confirm they are members of FIU's Graduate Faculty. After confirming GF status, check the "Verified" boxes next to each name.
 - List of graduate faculty is available at: <http://gradschool.fiu.edu/facultystaff/#facultylist>. Note that any individual currently associated to FIU as an employee must have GF status to serve on dissertation committees.
 - If additional committee members **do not** have FIU Graduate Faculty status, these individuals must understand the time commitment required to read the master's student's proposal, participate in annual progress meetings and attend the thesis defense. Non-FIU Graduate Faculty committee members must submit a CV and complete the Commitment Form for Non-FIU Commitment Members. These documents must be submitted with M-1 form. Non-FIU Graduate Faculty must be approved by the UGS.
 - It is the responsibility of the student and academic unit/college to ensure that the proposed committee meets the University's minimum committee composition requirements. M1 forms that do not meet minimum committee composition requirements will be returned to the major professor.
- Original signatures from all committee members are required on M-1 form.
- Complete checklist and attach documentation as needed.
 - Provide a copy of your class schedule to show proof of current enrollment in graduate credit hours:
 - Access: **my.fiu.edu** > Choose the Student Tab > Under "Academics" choose "Class Schedule" in the drop-box > Choose the arrow next to the drop-box to continue > Choose the current academic semester to continue > Show only the enrolled classes and "filter" > Click File > Print Preview > Pull drop-box which states "Only the selected frame" > Print the entire enrollment class schedule
- Submit M-1 form and required documentation to Chair/Program Director and the Dean of the College for approval.
- Submit to the UGS for final approval.

4. ADDITIONAL INFORMATION

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

