

Instructions and Helpful Information

Preliminary Approval of Thesis and Request for Oral Defense (M-3)

1. DEADLINES

- The Preliminary Approval of Thesis and Request for Oral Defense (M-3) is due at UGS at least **3 WEEKS BEFORE** the date of the defense or by the UGS deadline (whichever date is the earliest).
- Check your internal departmental deadlines with your committee, academic department/college, as those are earlier.

2. ENROLLMENT REQUIREMENTS AND ACADEMIC STANDING REQUIREMENTS

- Current graduate enrollment of at least 1 thesis credit and good academic standing of at least 3.00 cumulative GPA are required at the time of submission.
- Further information regarding the UGS graduate enrollment and graduate academic standing policies is available at <https://policies.fiu.edu/files/758.pdf>, <https://policies.fiu.edu/files/759.pdf>, and <https://policies.fiu.edu/files/783.pdf>.

3. INSTRUCTIONS

1. All information must be typed.
2. Type the names of the entire thesis committee and obtain their valid signatures, i.e., via DocuSign or Adobe.
3. Prior to defending your thesis, your major professor(s) must run your thesis manuscript for content, excluding bibliography and preliminary pages, through iThenticate
4. Complete checklist and provide the following in PDF files:
 - Thesis manuscript in standard UGS format
 - Thesis Defense Announcement in standard UGS format
 - iThenticate report
5. Coordinate the approvals of these documents with your entire committee, academic department and college.
6. The completed documents and form are to be emailed by your academic college to ugs@fiu.edu.
7. If approved by UGS, you will receive an email with the approval.
8. Make sure to monitor the status of your approvals.

4. ADDITIONAL INFORMATION

- Synchronous participation of all committee members and the student are required. Although physical presence is strongly encouraged for all committee members, synchronous participation by telephone/video conference is allowed for all members, except the major professor(s) and the student, who must both be physically present for the entire duration of the defense at an FIU location. Under special circumstances, they can participate via telephone/video conference upon approval by the Dean of the UGS, with an approved UGS e-petition.
- The final examination committee will consist of all members of the thesis committee and any other members of the Graduate Faculty as may be appointed by the Dean of the UGS.

