FIU University Graduate School

Final Electronic Thesis Approval

Master's thesis students must submit this form to complete their thesis requirements. The form includes:

- A non-exclusive license giving FIU permission to archive and distribute the electronic work.
- 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 Electronic Thesis Approval form after a final copy of the thesis is approved by the committee. Deadlines for submission of this form to the UGS are available at: http://gradschool.fiu.edu/calendar-deadlines/

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

CONTINUOUS ENROLLMENT REQUIREMENTS

Current graduate enrollment of at least 1 thesis credit is required at the time of submission of the Final ETD to UGS.

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

INSTRUCTIONS

a) All information must be typed.
b) Complete information and instructions on the ETD process can be found at: https://gradschool.fiu.edu/thesis-dissertation/
c) If applicable, Final Electronic Thesis Approval submissions must also include a copyright release from publishers if any part of the thesis has been published.
d) Submit Final Electronic Thesis Approval form and required documentation to Major Professor, Committee, Graduate Program Director or Department Chair, and the Dean of the College for approval. The academic college will submit the form to UGS via email for final review/approval.
e) After submission at UGS, you will receive an email with upload instructions for the final manuscript towards the end of the term.
f) A hard copy of the thesis manuscript **is not** required.

BINDING

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

Although the committee page (page ii) MUST be included in the thesis manuscript, submission of a physical committee page to UGS is NOT required.

Visit the UGS ETD page to view a list of binding companies that have experience working with academic manuscripts.

To check the status of your thesis forms, please log on to my.fiu.edu, click on the Tasks tile, and navigate to your selected thesis form under the "To Do List" section.

For questions regarding this form and the requirements, please contact UGS: (305) 348-2455 or etd@fiu.edu.

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BOTH PAGES MUST BE TYPED AND SUBMITTED WITH 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: _____ Major _____

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 thesis was approved.
4. I have made the suggested formatting changes per the UGS to my 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 September 2024

☐ Enrollment in _____ thesis credit hours ☐ GPA of at least 3.0 _____

☐ 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 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, 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 including the right to use in future works (such as articles or books) all or part of this thesis.

_____Date_____
Student Signature