

## Instructions and Helpful Information for M-1r Form

### Appointment of Revised Thesis Committee (M-1r)

#### 1. DEADLINES

- M-1r is to be completed as soon as revised committee is formed.

#### 2. CONTINUOUS ENROLLMENT REQUIREMENTS

- Master's students are **required** to be enrolled in at least 1 graduate credit hour in the term in which they submit M-1r.
  - M-1r 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 committee must be 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.
- From the drop down menu, choose the role (major professor, co-major professor or member) of the committee member leaving the committee. Type and obtain original signatures from members leaving the committee.
- From the drop down menu, choose the role (major professor, co-major professor or member) of the committee member being added. Type the names of the committee members, obtain their original signatures, and select their status from the drop down menu to verify that they hold Graduate Faculty Status.
  - List of graduate faculty is available at: [gradschool.fiu.edu/facultystaff/#/facultylist](https://gradschool.fiu.edu/facultystaff/#/facultylist). Note that any individual currently associated to FIU as an employee must have GF status to serve on thesis 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, a brief statement of expertise related to the student's project, and confirmation of commitment of time. These documents must be submitted with M-1r 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. M1r forms that do not meet minimum committee composition requirements will be returned to the major professor.
- 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-1r form and required documentation to Major Professor, Chair/Program Director and the Dean of the College for approval.
- Submit hardcopy form 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](https://my.fiu.edu) and check under the "To Do List" Section.
- Please note that if a major professor or co-major professor is changing roles to that of a thesis committee member or vice versa, please make sure to select the corresponding role from the drop down menu.

