

## Instructions and Helpful Information

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

#### 1. DEADLINES

- Master's thesis-bound students must submit a revised thesis committee as soon as their thesis composition changes.

#### 2. ACTIVE STATUS ENROLLMENT AND ACADEMIC STANDING REQUIREMENTS

- Current graduate enrollment and good academic standing of at least 3.00 cumulative GPA are required at the time of submission of revised thesis committee forms to UGS.
- 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. THESIS COMPOSITION REQUIREMENTS

- ✓ Thesis committees must have a minimum of a major professor and two additional members.
- ✓ The major professor must have expertise in the subject of the thesis.
- ✓ All FIU faculty who are members of the thesis committee must be members of the Graduate Faculty.
- ✓ Additional members may be appointed.
- ✓ For thesis committees including two co-major professors, please do make sure to indicate so accordingly.
- ✓ Non-FIU committee members must submit a full CV and complete the Commitment Form for Non-FIU committee members. Additionally, these individuals must understand the time commitment required to read the student's proposal, participate in annual progress meetings, attend the thesis defense, as well as the University's mandatory sign-offs on Data and Privacy attestation to access FIU online platforms.

#### 4. INSTRUCTIONS

- 1. From the dropdown menus, choose the role (i.e., major professor, co-major professor, or member) of the individual leaving or added. Type their names and obtain their signatures. Those leaving must also sign.
- 2. Make sure to obtain valid signatures, i.e., via DocuSign or Adobe.
- Note: If a major professor or co-major professor is changing roles to that of a thesis committee or vice versa, please make sure to select the corresponding role from the dropdown menu.



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ALL INFORMATION MUST BE TYPED

Name: PID:
Primary telephone: Email:
College: Academic Department:
Master's Degree Program:

INSTRUCTIONS: 1. Make sure to meet Thesis Composition Requirements. 2. In the dropdown menu, select the role of the member(s) leaving and/or member(s) added to the committee, type name(s) and obtain valid signature(s). 3. If adding a non-FIU thesis member, include the required Non-FIU Commitment Form and CV.

- The signatures of the member(s) leaving the committee affirm that the reason for their departure is not related to any concerns regarding time to degree, meeting academic standards or the quality of the thesis.

Leaving: Typed Name Signature Dept.

Leaving: Typed Name Signature Dept.

- The signatures of the member(s) added to the committee affirm that they have reviewed and approved the thesis proposal and agreed to serve on the committee, if applicable.

Added: Typed Name Signature Dept.

Added: Typed Name Signature Dept.

- As Major Professor/Co-Major Professors, my signature(s) below affirms that I am an expert in the subject matter of the proposed thesis. I understand my mentoring commitment to be continuous throughout the duration of this thesis.

STUDENT CHECKLIST: BEFORE SUBMISSION TO ACADEMIC DEPARTMENT, COLLEGE, AND UGS, CHECK THE FOLLOWING:
Current Enrollment in \_\_\_ graduate credits (graduate enrollment is required for submission to UGS)
Current cumulative GPA of at least 3.00.
If applicable, Non-FIU Commitment Form AND CV for Non-FIU thesis Committee member.

REQUEST MADE BY: Student Signature Date:

RECOMMENDED BY: Major Professor Signature Date:

RECOMMENDED BY: Chair/Program Director Signature Date:

APPROVED BY: Dean of College or School Signature Date:

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

FOR UGS OFFICE USE ONLY:
REVISED 01/2026 REVIEWED BY: Enrollment in \_\_\_ graduate credit (s) GPA of at least 3.0 \_\_\_