

Instructions and Helpful Information

Appointment of Thesis Committee (M-1)

1. DEADLINES

- The Thesis Committee (M1) is due at UGS at least two semesters BEFORE the anticipated graduation semester.
- 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 one graduate 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. THESIS COMMITTEE COMPOSITION REQUIREMENTS

- ✓ Thesis Committee must have a minimum of a major professor and two additional members who are members of the Graduate Faculty at FIU
- ✓ The major professor must have expertise in the subject of the thesis.
- For a list of approved Graduate Faculty, please check the UGS website, at <https://gradschool.fiu.edu/facultystaff/#facultylist>.
- Please refer to the Master's Thesis and Committee # 380.049, <https://policies.fiu.edu/files/784.pdf>.
 - ✓ If adding additional committee members that are non-FIU, these individuals must understand the time commitment required to read the master's student's proposal, participate in annual progress meeting and attend the thesis defense.
 - ✓ Non-FIU committee members must submit a CV and complete the Commitment Form for Non-FIU Committee Members.
- Thesis committee (M1) forms that do not meet minimum committee composition requirements will be returned to the academic college/department.

4. 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. Make sure to indicate the role of each member: member, major professor, co-major professor or non-FIU member.
4. If adding an additional non-FIU member, include their CV and completed Commitment Form for Non-FIU Committee Members.
5. Coordinate the approval of your M1 with your entire committee, graduate program director and academic college dean.
6. The completed documents and form are to be emailed by your academic college to ugs@fiu.edu.
7. Make sure to monitor the status of your thesis's committee at my.fiu.edu. It is the student's responsibility to ensure that completed forms are received on a timely manner at UGS.



Appointment of Thesis Committee (M-1)

INSTRUCTIONS: 1. The committee is comprised of at least three members of the Graduate Faculty at FIU. 2. The major professor must have expertise in the subject of the thesis. 3. Select the role of the members, type names and obtain valid signatures. 4. If adding a non-FIU member, include the required Non-FIU Commitment form and CV. 5. The fully signed form and pertinent documents (all PDF files) are due to UGS at least 2 semesters before the anticipated graduation semester. They are to be emailed by the academic college to ugs@fiu.edu.

ALL INFORMATION MUST BE TYPED

Name: PID:
Primary telephone: Email:
College: Dept/Graduate Program:

Thesis Title:

As Major Professor or co-major Professor, my signature below affirms that I am an expert in the subject matter of the student's thesis. I understand my mentoring commitment to be continuous throughout the duration of this thesis.

Major Prof.
Co-Major Typed Name Signature Dept.
Co-Major Typed Name Signature Dept.
Member Typed Name Signature Dept.
Member Typed Name Signature Dept.

STUDENT CHECKLIST: BEFORE SUBMISSION TO ACADEMIC DEPARTMENT, COLLEGE, AND UGS, CHECK THE FOLLOWING:
1. Thesis Committee meets the university's minimum thesis composition requirements.
2. If adding a non-FIU member, Non-FIU Commitment Form AND CV are attached or NA
3. Current Enrollment in graduate credits 4. Current cumulative GPA of at least 3.00:

REQUEST MADE BY: Student 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 02/2026 REVIEWED BY: Enrollment in graduate credit (s) GPA of at least 3.0