

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
 - ✚ Instructions on how to obtain the iThenticate full report can be found at <https://research.fiu.edu/cyberinfrastructure/applications/ithenticate/>. The full report will yield a highlighted and marked manuscript that may include flagged sections, along with an abbreviated summary of percentages at the end of the 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.

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INSTRUCTIONS: 1. The fully signed form and pertinent documents (all PDF files) are due to UGS at least 3 weeks before the proposed date of the defense or the UGS deadline, whichever is earlier. They are to be emailed by the academic college to ugs@fiu.edu. 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.

ALL INFORMATION MUST BE TYPED

Name: _____ PID: _____
 Primary telephone: _____ Email: _____
 Proposed Oral Defense Date: _____ Time: _____ Campus Name: _____
 Building Name: _____ Room: _____

Thesis Title: _____

Thesis Committee (Names and roles below must match the approved committee on file with UGS)

Major Prof.	_____		
Co-Major	Typed Name	Signature	Date
Member/ Co-Major	Typed Name	Signature	Date
Member	Typed Name	Signature	Date
Member	Typed Name	Signature	Date

➤ **My signature above affirms that I have read the thesis and find it provisionally acceptable and its defense announcement is an accurate abstract of it. The major professor(s) attest(s) that the content is original work and that, if applicable, have reviewed and approved the responsible use of artificial intelligence (AI).**

STUDENT CHECKLIST: SUBMISSION ATTACHMENTS

1. Thesis manuscript in standard UGS format	2. Thesis Defense Announcement in standard UGS format
3. iThenticate report (to be provided to student by major professor(s))	
4. Current Enrollment in thesis credit(s)	5. Current cumulative GPA of at least 3.00

REQUEST MADE BY: _____ Date: _____
Student Signature

RECOMMENDED BY: _____ Date: _____
Chair/Program Director Signature

APPROVED BY: _____ Date: _____
Dean of College or School Signature

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

FOR UGS OFFICE USE ONLY:

REVISED 03/2026 REVIEWED BY: _____ Enrollment in _____ graduate credit (s) GPA of at least 3.0 _____