

## Instructions and Helpful Information

### Master's Thesis Proposal (M-2)

#### 1. DEADLINES

- The Master's Thesis Proposal (M-2) is due at UGS at least one semester 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 1 graduate credit and good academic standing of at least 3.00 cumulative GPA are required at the time of submission 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. INSTRUCTIONS

1. All information must be typed.
2. Current enrollment is required at the time of submission to UGS.
3. Important: Note that your thesis committee might require a more detailed proposal. Therefore, it is important to consult with your major professor and the entire thesis committee regarding their requirements.
4. This proposal is intended for submission to UGS. Please copy and paste the questions in Section I and address them accordingly to ensure clarity and order when completing your master's thesis proposal to the UGS.
5. Attach your thesis proposal based on the questions in Section I.
6. Type the names of the entire thesis committee and obtain their valid signatures, i.e., via DocuSign or Adobe.
7. Coordinate the approvals of these documents with your entire committee, academic department and college.
8. The completed documents and form are to be emailed by your academic college to [ugs@fiu.edu](mailto:ugs@fiu.edu).
9. Make sure to monitor the status of your thesis's proposal at [my.fiu.edu](http://my.fiu.edu).

#### 4. ADDITIONAL INSTRUCTIONS

1. MFA in Creative Writing students: Make sure to follow instructions as listed.
2. All other master's thesis-bound students make sure to follow the instructions and complete Sections I and II.

### Master's Thesis Proposal (M-2)

The thesis proposal is due at UGS at least one semester prior to the defense of the entire thesis draft.

Before submitting your thesis proposal to the UGS, make sure to obtain the approval of your entire thesis committee. If applicable, as determined by your academic department's procedures, the thesis committee should meet with the student for an oral defense of the proposal.

Be advised that your thesis proposal must be approved by the thesis committee, academic department, college, and UGS before you can begin your research project. The committee-approved research project must meet responsible conduct of research (RCR) standards, including those governing attribution, authorship, research integrity, originality, and, if applicable, responsible use of artificial intelligence (AI).

We understand that the thesis may evolve in directions quite different from the thesis proposal, and that the proposal is not intended to restrict the normal development of a research project. The thesis proposal is in no way a contract between the University and the student. Depending on the outcome of the research, the thesis may require substantially more work than anticipated at the stage of the thesis proposal. The termination of a line of research and the adoption of a substantially new dissertation project will require the oral defense of a new proposal and approval of the proposal by the UGS.

ALL INFORMATION MUST BE TYPED

Name: \_\_\_\_\_ PID: \_\_\_\_\_  
 Primary telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 College: \_\_\_\_\_ Dept/Graduate Program: \_\_\_\_\_  
 Thesis Proposal Title: \_\_\_\_\_

**Instructions for MFA Creative Writing only:** 1) Attach your 1-page proposal and click the box below to confirm, 2) Attach a copy of your RCR and select box A, in Section II.

*My program is the MFA in Creative Writing and I have attached my 1-page thesis proposal.*

**Instructions for all other master's thesis-bound:** Please complete Sections I and II.

**Section I** - Answer the questions listed in the boxes below and add your attachment to this form. Please confirm by clicking the check box below.

*My thesis proposal addressing items 1-4 below is attached.*

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|---|
| 1. <b>Introduction/Statement of Problem and Aims. In no more than 250-words:</b> Provide a brief summary of the significance of the project in non-specialist language.   |
| 2. <b>Research Question(s)/Objectives/Hypothesis. In no more than 250-words:</b> Describe your research objectives, questions, and/or hypotheses. Do include the general approaches to be used and address them.  |
| 3. <b>Methods/Experimental Design/Techniques for Research Question(s)/Objective/Hypothesis. Most significant section and biggest component part of the thesis proposal.</b><br><br>A) Describe in detail your planned research design and analysis,<br>B) Include what type of data will be collected,<br>C) Include how they will be collected, and<br>D) Include any field, laboratory and/or data analysis methodology to be conducted |
| 4. <b>Timeline to degree completion/Schedule of work.</b> Include milestones such as data collection, chapter writing, editing, and defense timeline. Make sure to include months/year for each milestone.  |

