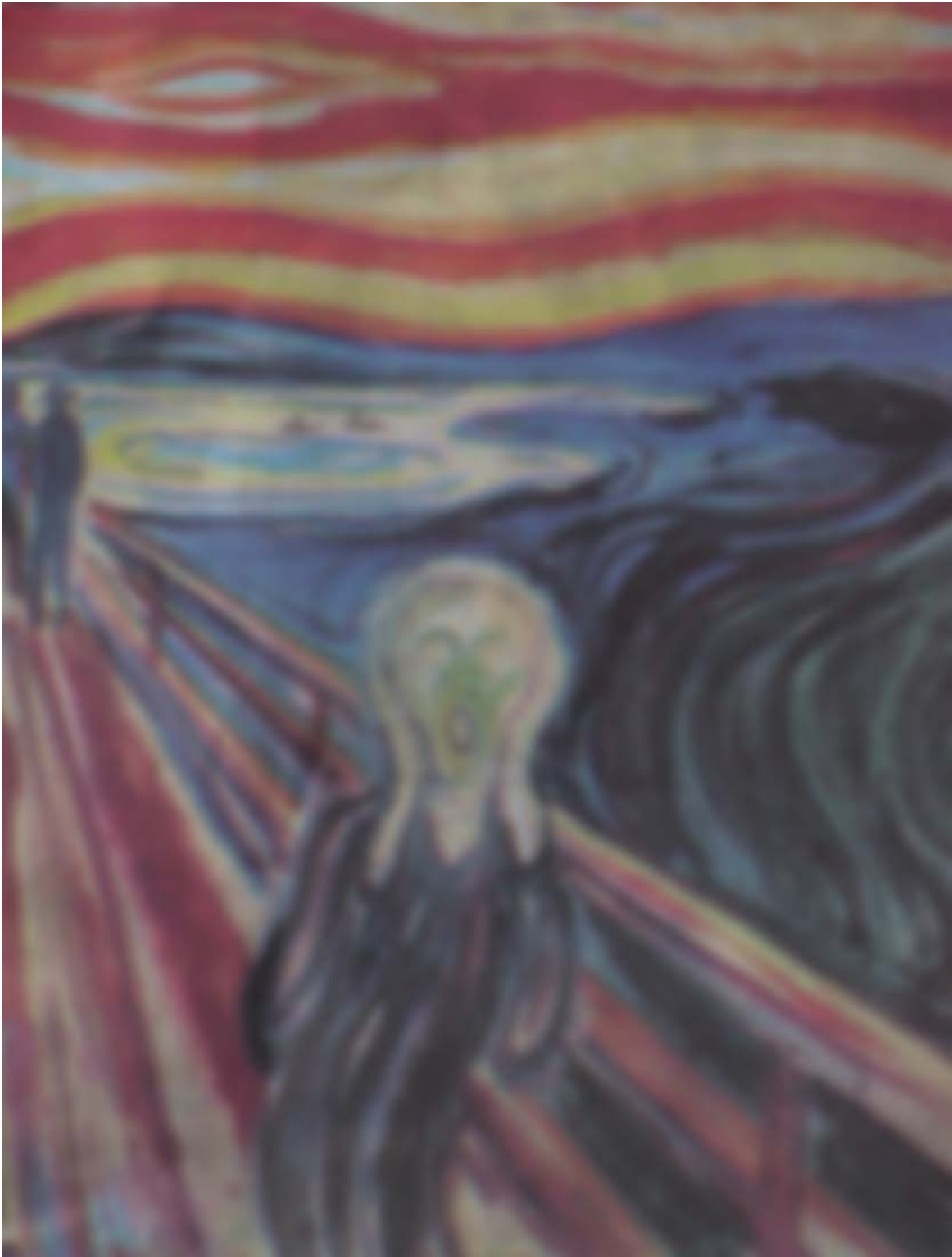


How to navigate graduation at FIU



Mo Donnelly - Assoc. Dean – Summer, 2019

If you have questions:

Ask GPD/GPS

Ask Mo (CASE)

Ask Mery Castro (CASE)

maureen.a.donnelly@gmail.com

mejiam@fiu.edu



ESSENTIAL Websites:

case.fiu.edu/academics/graduate

gradschool.fiu.edu

libguides.fiu.edu/etd

STEP 1: SELECT THE DEFENSE DATE

Consult your advisor/GPD to find out where defenses are normally held.

You need to select a defense date, time, and place. You must make a reservation for a room. Your dept. GPD can help you with this. The **department scheduler** must schedule your room. You need to tell them what what equipment you need.

The defense must be public, it must be advertised, and it must occur during normal business hours. No Holidays or weekends.





Make sure committee members have the rubrics required for the thesis & seminar:

(<http://cas.fiu.edu/documents/CASgradrubrics08-09.pdf>).



STUDENT LEARNING OUTCOMES

Make sure committee members have the rubrics required for the thesis & dissertation:

Defense Dates And Deadlines	Graduate School
 Travel Grant Application Apply now PDF - Word Document	 Important CASE Dates Important deadlines
 Thesis & Dissertation Rubrics Review rubrics	 Annual Review Download Annual Review

The rubrics evaluate CONTENT, WRITING, and ORAL COMMUNICATION. Indicators of performance are applied to your document and your defense. You can look at the rubrics to see what the expectations are for performance



FIU College of Arts & Sciences
GRADUATING GRADUATE STUDENT ASSESSMENT

Fall/Spring/Summer _____ Graduate Student: _____ Degree: _____ Faculty Member: _____

Rubric for the Assessment of Subject Content Knowledge

	Indicators of Subject Content Knowledge	Level of Achievement					Score
		1	2*	3	4**	5	
	Investigate & Research	Little inquiry; limited knowledge shown		Explores topic with curiosity; adequate knowledge from variety of sources displayed		Knowledge base displays scope, thoroughness, and quality	
2	Examine & Identify the problem/question	Does not identify or summarize the problem/ question accurately, if at all		The main question is identified and clearly stated		The main question and subsidiary, embedded or implicit aspects of a question are identified and clearly stated	
3	Analyzes & Synthesize: Identifies & evaluates the quality of supporting data/evidence; detects connections and patterns	No supporting data or evidence is utilized; separates into few parts; detects few connections or patterns		Evidence is used but not carefully examined; source(s) of evidence are not questioned for accuracy, precision, relevance and completeness; facts and opinions are stated but not clearly distinguished from value judgments		Evidence is identified and carefully examined for accuracy, precision, relevance, and completeness; facts and opinions are stated and clearly distinguished; combines facts and ideas to create new knowledge that is comprehensive and significant	
4	Constructs & Interprets: Identifies and evaluates conclusions, implications, & consequences; develops ideas	Combines few facts and ideas; needs more development; conclusions, implications; consequences are not provided		Accurately identifies conclusions, implications, and consequences with a brief evaluative summary; uses perspectives and insights to explain relationships; states own position on the question		Accurately identifies conclusions, implications, and consequences with a well-developed explanation; provides an objective reflection of own assertions	
						TOTAL	

*Exhibits most characteristics of '1' and some of '3'

**Exhibits most characteristics of '3' and some of '5'



STEP 2: DEVELOP THE TIMELINE

Figure out the timeline and due dates:

- 1. UGS - 3 weeks before defense**
- 2. CASE - 4 weeks before defense**
- 3. GPD - 5 weeks before defense*****



Defense Dates And Deadlines

Graduate School



Travel Grant Application

[Apply now](#)

[PDF](#) - [Word Document](#)



Important CASE Dates

[Important deadlines](#)



Thesis & Dissertation Rubrics

[Review rubrics](#)



Annual Review

[Download Annual Review](#)

Important Deadlines

Important Dates for Graduation, Thesis and Dissertation

Summer 2019

- Last Day to Register without a \$100 Late Fee: 5 May 2019
- Last Day to Pay Fees without a \$100 Late Fee: 14 May 2019
- Last Day to Apply for Graduation: 17 May 2019
- Last Day to Defend Thesis/Dissertation: 28 June 2019
- Last Day to Submit Final ETD & Document to CASE: 12 July 2019
- Last Day to Submit Final ETD to UGS: 19 July 2019

[View 2019 Deadlines](#)

Important Deadlines

Important Dates for Graduation, Thesis and Dissertation

Summer 2019

- Last Day to Register without a \$100 Late Fee: 5 May 2019
- Last Day to Pay Fees without a \$100 Late Fee: 14 May 2019
- Last Day to Apply for Graduation: 17 May 2019
- Last Day to Defend Thesis/Dissertation: 28 June 2019
- Last Day to Submit Final ETD & Document to CASE: 12 July 2019
- Last Day to Submit Final ETD to UGS: 19 July 2019

[View 2019 Deadlines](#)

**THESE DEADLINES ARE HARD & FAST -- CASE WILL NOT ACCEPT LATE M-3 & D-5 FORMS.
WE WELCOME EARLY SUBMISSIONS!**

DEFENSES BETWEEN JAN 2 & JAN 10 2019 REQUIRE PETITIONS - UNIV. CLOSED

BETWEEN FALL 2018 & SPRING 2019 TERMS

**Date of
Defense** **Date M-3/D-5
is DUE to CASE**

Jan 2 2019 Dec 5 2018

Jan 3 2019 Dec 6 2018

Jan 4 2019 Dec 7 2018

Jan 7 2019 Dec 10 2018

Jan 8 2019 Dec 11 2018

Jan 9 2019 Dec 12 2018

Jan 10 2019 Dec 13 2018

Jan 11 2019 Dec 14 2018

FIRST FRIDAY IS FIRST LEGAL DEFENSE DATE IN SPRING 2019

Jan 14 2019 Dec 17 2018

Jan 15 2019 Dec 18 2018

Jan 16 2019 Dec 19 2018

Jan 17 2019 Dec 20 2018

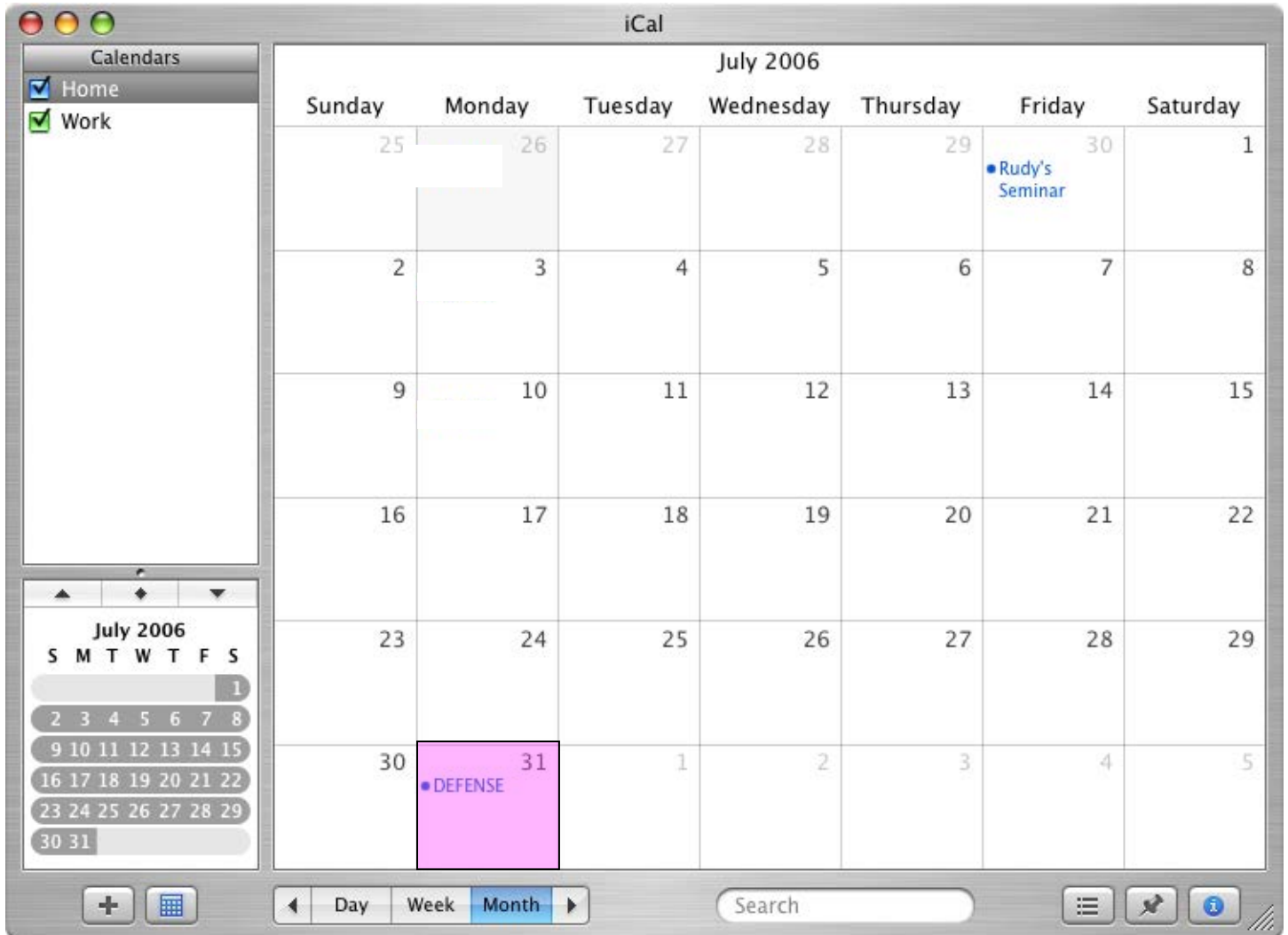
Jan 18 2019 Dec 21 2018

Jan 22 2019* Dec 21 2018

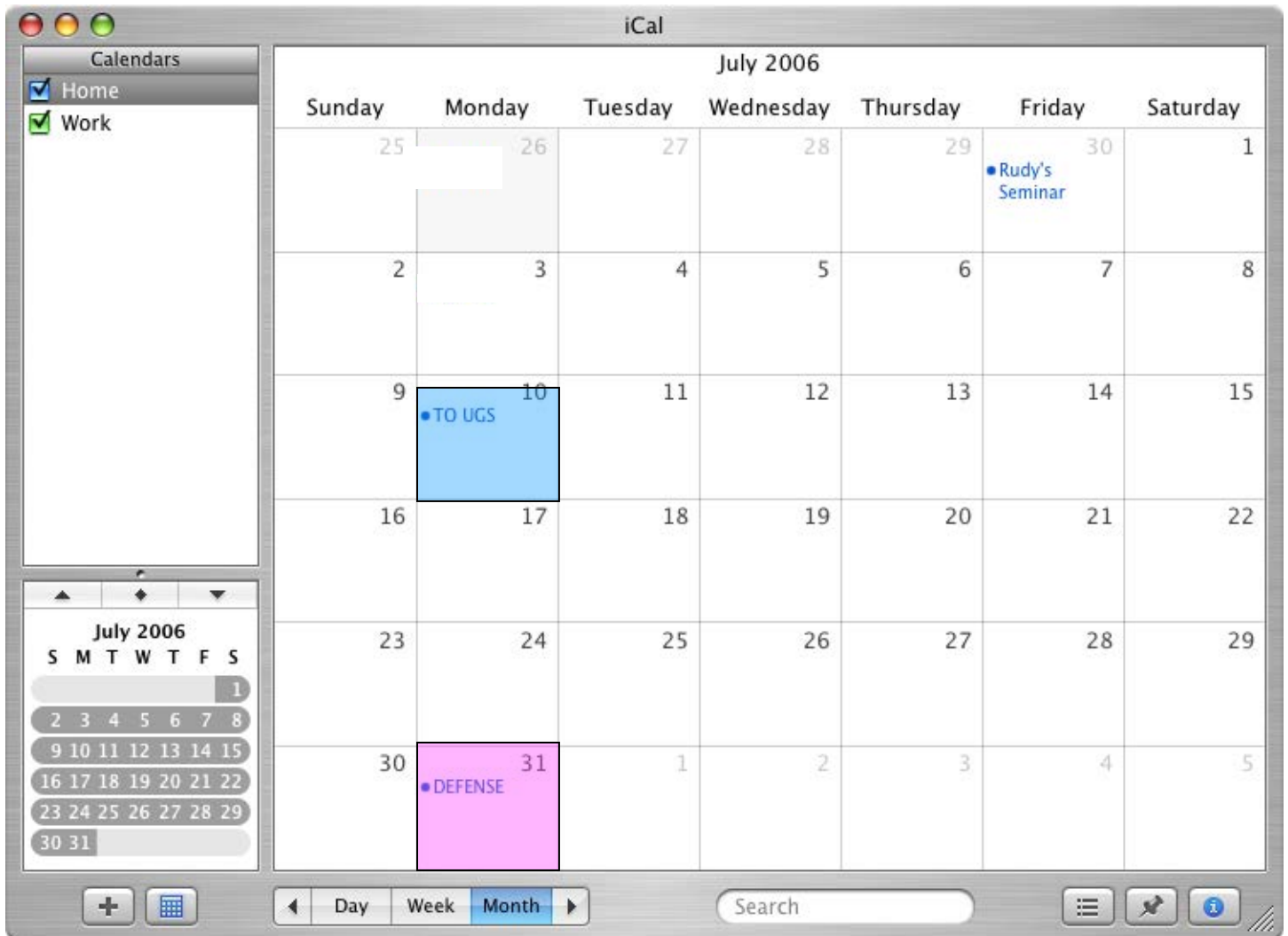
University Closed December 24-25, 2018 - Winter Break I

Jan 23 2019 Dec 26 2018

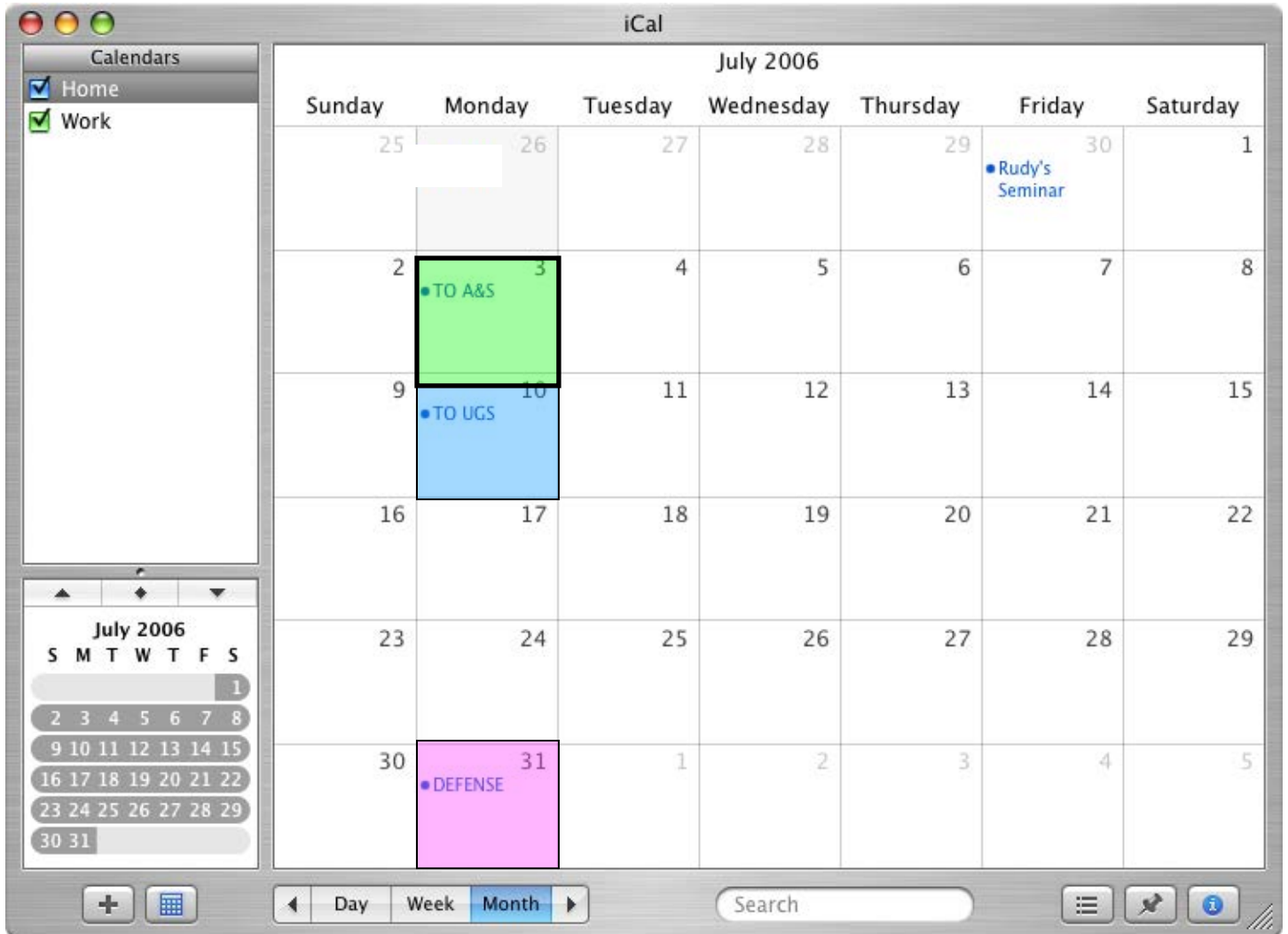
Defense Date



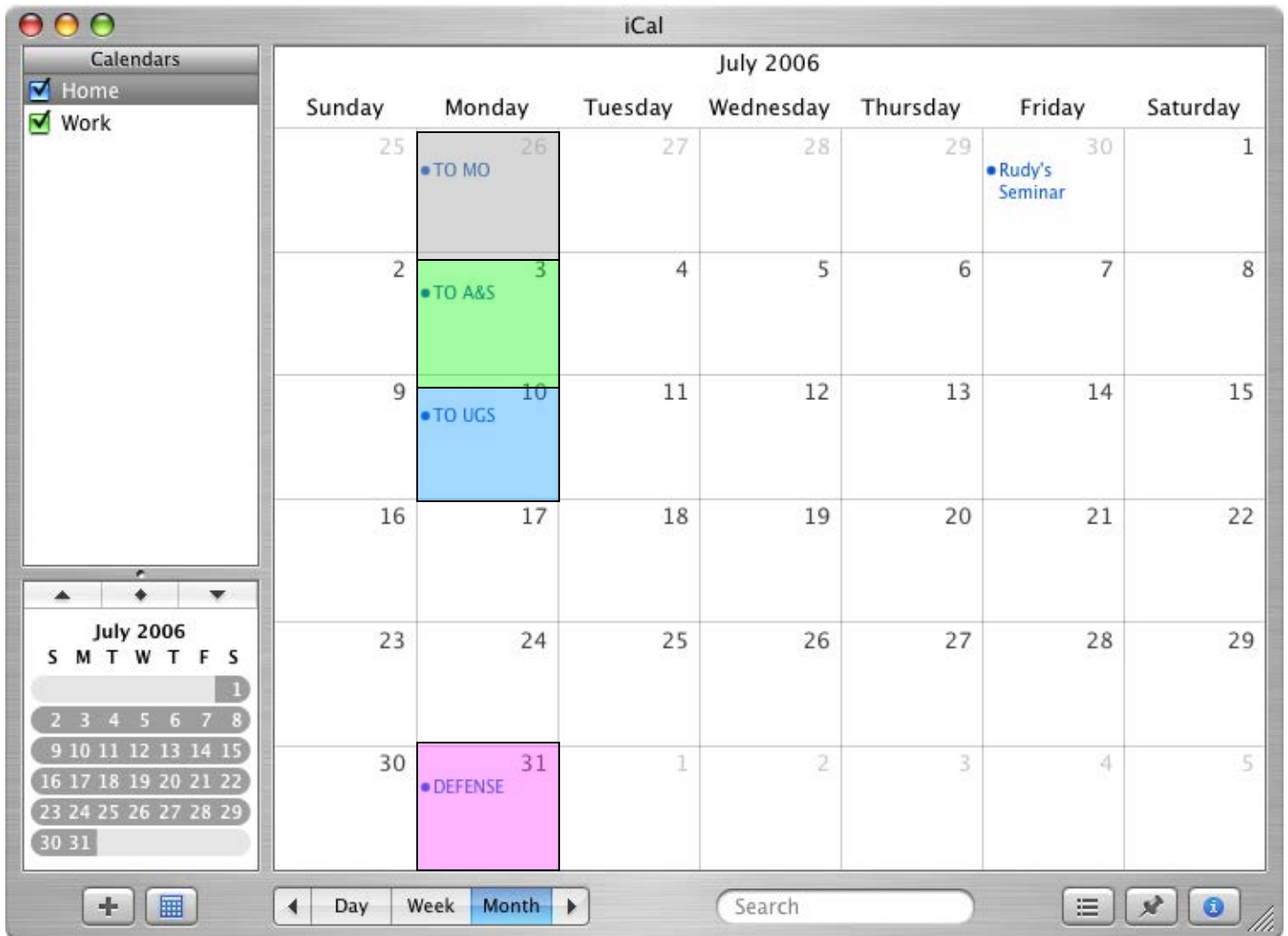
Due Date I - UGS



Date II - A & S



Date Due III - To GPD



STEP 3: APPLY FOR GRADUATION, ETC.

You need to apply for graduation online with Panthersoft. If you have applied before, you may need to go to the office and get reinstated.

The deadline for application is **17 MAY 2019**.

You need to make sure you have enough credits and fulfilled all requirements. Work with your GPD/GPS. You need to make sure you have no Incomplete grades on your transcript, fulfilled all requirements and your GPA is 3.0 or better.

You need to make sure you have enrolled or are enrolled in Defense Seminar *if required*.



PDA Check & Application for Graduation is a Panthersoft Function

[Favorites](#) [Main Menu](#) > [Self Service](#) > [Student Center](#)

Maureen's Student Center

Message				
		Date	Subject	Department
1	<input type="checkbox"/>	09/06/2017	PantherSoft Maintenance	Division of IT
2	<input type="checkbox"/>	08/25/2017	Federal Educational Rights and Privacy Act	Registration Office
3	<input type="checkbox"/>	08/25/2017	Economic Security Report and Florida SUS	Enrollment Services
4	<input type="checkbox"/>	08/23/2017	****IMPORTANT BALANCE DUE NOTIFICATION****	SF Cancellations
5	<input type="checkbox"/>	07/17/2017	Summer B & C 2017 grade rosters are now available	Registration Office

delete selected messages

SEARCH FOR CLASSES

NEW

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To Do List

Letter of Recommendation
[Sexual Assault Prevention 1](#)

more ▶

Enrollment Dates

[Open Enrollment Dates](#)

details ▶

Registrar Links

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[FLVC.org](#)
[Enrollment Verification](#)

Student Health Portal

Academics

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[Enroll](#)
[My Academics](#)

[MyCourseScheduler](#) **New**
[Scholarship Application](#)
[Repeat Charge Appeal](#)
[Repeat Eligible Courses](#) **New**

Deadlines URL

Upcoming Schedule

	Class	Schedule
	CRW 4110-B51 C (87394)	Mo 5:00PM - 7:40PM Academic Center One 226A
	CRW 4931-B51 O (78209)	Tu 5:00PM - 7:40PM Academic Center One 233

weekly schedule ▶

enrollment shopping cart ▶

other academic... ▶▶

Finances

My Account
[Account Inquiry](#)
[Direct Deposit](#)



You have no outstanding charges at this time.

Maureen's Student Center

Message				
		Date	Subject	Department
1	<input type="checkbox"/>	09/06/2017	PantherSoft Maintenance	Division of IT
2	<input type="checkbox"/>	08/25/2017	Federal Educational Rights and Privacy Act	Registration Office
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weekly schedule ▶

enrollment shopping cart ▶

other academic... ▶▶

Finances

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You have no outstanding charges at this time.



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Enrollment Dates

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Registrar Links

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[Enrollment Verification](#)

Academic Planner
Apply for Graduation
Class Schedule
Course History
Enrollment: Add
Enrollment: Drop
Enrollment: Edit
Enrollment: Swap
Exam Schedule
Grades
Panther Degree Audit
Pre-Professional Interest
Transcript: Request Official
Transcript: View Unofficial
Transfer Credit: Report
What-if Report
[other academic...](#)

[delete selected messages](#)

[Deadlines](#) [URL](#)

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What-if Report
other academic...

other academic...

[Deadlines](#) [URL](#)

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	CRW 4931-B51 O (78209)	Tu 5:00PM - 7:40PM Academic Center One 233

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My Account

[Account Inquiry](#)



You have no outstanding charges at this

Maureen's Student Center

Message				
		Date	Subject	Department
1	<input type="checkbox"/>	05/09/2016	Reminder: Spring 2016 grade rosters	Registration Office
2	<input type="checkbox"/>	04/19/2016	Spring 2016 grade rosters are now available	Registration Office
3	<input type="checkbox"/>	03/24/2016	Action Required - Clear Browser Cache	Division of IT

delete selected messages

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To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

[details](#)

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[My Academics](#)

[MyCourseScheduler](#) **New**
[Scholarship Application](#)
[Repeat Charge Appeal](#)
[Repeat Eligible Courses](#) **New**

Deadlines URL

This Week's Schedule

	Class	Schedule
	CRW 2001-U02A C (55322)	TuTh 2:40PM - 6:00PM Deuxieme Maison 144

[weekly schedule](#)

[enrollment shopping cart](#)

Apply for Graduatio



Maureen Donnelly

go to ... ▾ >>

Search

Plan

Enroll

My Academics

Apply for Graduation

Select Program and Degree

Select the academic program in which you wish to apply for graduation by clicking on its description. Non-degree and certificate programs are not eligible for degree application. Please consult with your advisor regarding certificate processing.

Select an Academic Program

Academic Program Non-degree Undergrad Special **Career** Undergraduate

Major Non-Degree Seeking Student

Search **Plan** **Enroll** **My Academics**

go to ... ▾ >>

Amanda Quillen

go to ...

Search

Plan

Enroll

My Academics

Apply for Graduation

Submit Confirmation



Congratulations! You have passed basic milestones necessary to be considered for graduation processing. This does not guarantee your graduation; however, the application will now be forwarded to your academic department for certification.

Student must be enrolled in term for which he/she is applying for graduation: PASSED

Admit term must be different than the graduation term: PASSED

Cumulative GPA must be greater than or equal to 3.0: PASSED

Cumulative Credits greater or equal to 60: PASSED

Four criteria must be met to process application for graduation:

Enrolled in current semester

Admit Term not equal to Grad Term

Cum GPA ≥ 3.0

***Cum Credit (PhD) > 60

STEP 4: DEFENSE DEADLINES

The last day to defend
for Spring 2019 is:

28 June 2019



STEP 5: THESIS TO COMMITTEE

The version you turn in to the University must be in the proper, final University Format. Copyright release.

The formats are all explained at the UGS website.

<http://gradschool.fiu.edu/electronic-thesis-dissertation.shtml>



Page ii – Signature Page & Forms

Prepare Page ii (no signatures)

Signatures are no longer required, but page ii is required. It must conform to UGS guidelines

MAKE SURE UGS FORMS ARE CURRENT!!



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[Deadlines](#)

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[Thesis & Dissertation](#)

[Commencement](#)

[Graduate Program
Directors](#)

[Get Involved](#)

Stu

NPR rece
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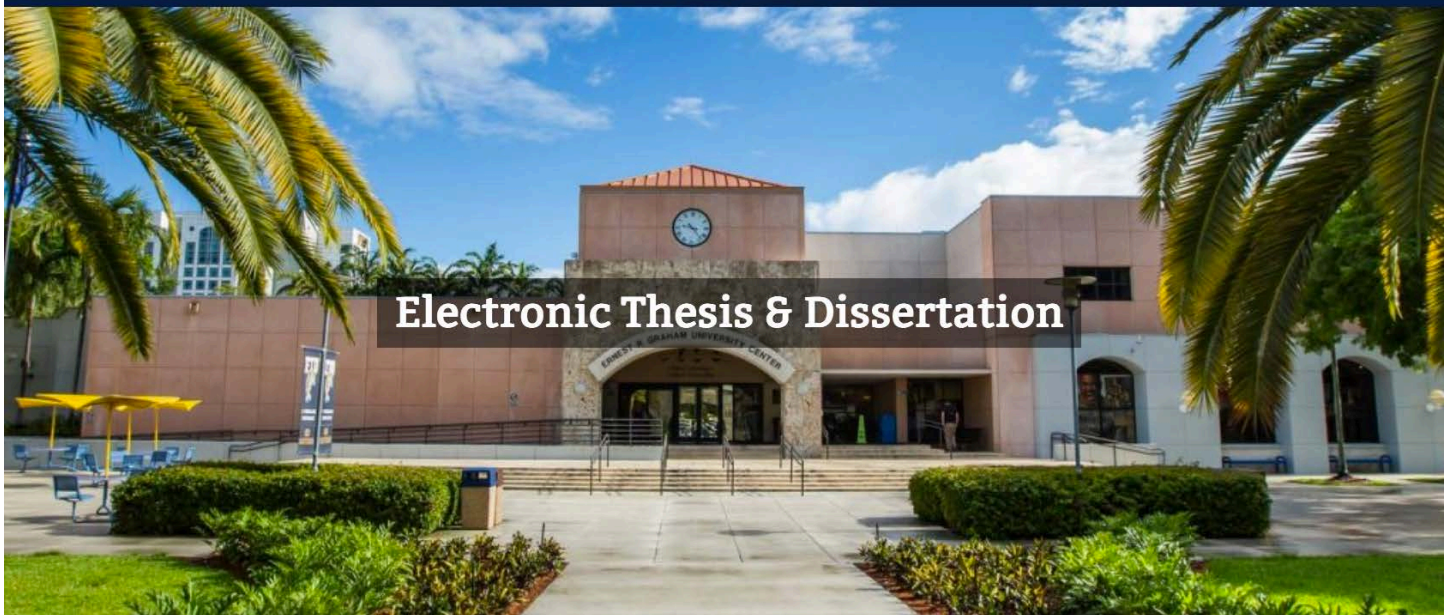
Learn a

Listen to Chintan's NPR Interview

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ble effects of Medicaid





Main Formatting and Instruction Guides

The [ETD GUIDE](#) and [ETD PREPARATION MANUAL](#) (PDF) complement each other and both should be utilized. The guide contains video tutorials, downloadable templates, important information on research standards and copyright, while the Manual explains the dissertation and thesis process and formatting requirements in more depth.

ETD Guide

Detailed Guide through the ETD process

home

[what's in the etd guide?](#)

[quick links](#)

[about fiu etds](#)

[before writing](#)

[formatting](#)

[while writing](#)

[after writing](#)

what's in the etd guide?

Inside this guide, you will find the information you need to correctly format your ETD manuscript according to UGS formatting guidelines.

quick links

etd coordinator



Brandie Course

[Email Me](#)

Contact:

305.348.3292

Most detailed resource for ETD creation.



[Common Error Checklist](#)

Use this checklist to ensure that your document conforms to UGS formatting guidelines. It can give you an idea of what UGS looks for in a well formatted document.

DEADLINES

List of deadlines for M and D forms.

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home

about fiu etds

before writing

formatting

formatting overview

formatting rules

formatting overview
and rules

spacing and margins

page order

template library

while writing

after writing

faq and feedback

more help

formatting overview

Incorrectly formatted documents require a lot of student and administrative time, as they must be evaluated by our staff, sent back to the student, then re-evaluated by the UGS staff. Most theses and dissertations range from 30-300 pages, so it's important that the formatting rules are followed.

Start with the [ETD PREPARATION MANUAL](#), then use this guide and its tutorials as a supplement. I also suggest having a look at the Common Error Checklist and the ETD Workshop Slides. The Common Error Checklist is the same checklist that is used to evaluate your D5/M3 draft and the final version of your ETD manuscript. The PowerPoint slides are from the ETD portion of the Graduation workshop held by UGS each semester.



Common Error Checklist

Use this checklist to ensure that your document conforms to UGS formatting guidelines. It can give you an idea of what UGS looks for in a well formatted document.



ETD Workshop Slides

The ETD portion of the Spring 2017 UGS Graduation Workshop

formatting rules

Title Page	Signature Page	Copyright Page (Optional)	Dedication Page (Optional)
Acknowledgments Page (Optional)	Abstract Page(s)	Table of Contents	
List of Tables, Figures, Symbols, Abbreviations and Acronyms, Plates	Rules for Body of Text		
References, Footnotes, etc	Inserting Images, Charts, & Equations	Vita	LaTex Documents

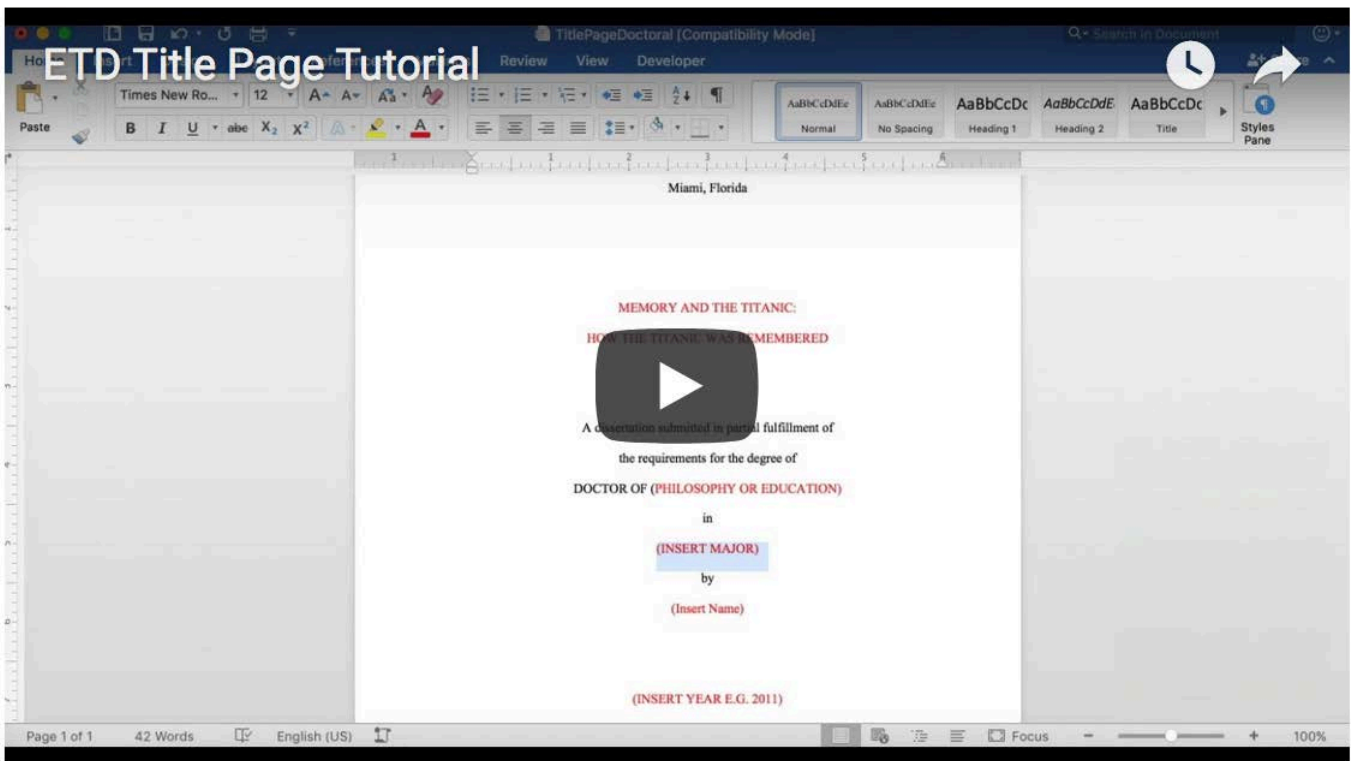
1. The title for the thesis or dissertation should include meaningful keywords descriptive of the subject and content to facilitate its location on a subject index. This is particularly important for doctoral candidates, since titles are the basis for computer searches. "Catchy" titles should be avoided. A thesis concerning "The Purchasing Power of Teenage Girls," for example, would be difficult to locate if titled "Susie Needs A New Wardrobe."

Formulae, symbols, superscripts, Greek letters, acronyms, and abbreviated forms in general MUST be spelled out (e.g., $K_3Mn(CN)_6$ is written Potassium Manganicyanide; MMPI is written Minnesota Multiphasic Personality Inventory; TESL is written Teaching English as a Second Language). Bolding is NOT allowed, while quotes are allowed for signaling another work (E.g. "Title of an Article"), and italics is allowed only for Latin and formulas.

2. The major in which the candidate is earning the degree must be written as the approved University major in the FIU Graduate Catalog. For example, FIU awards a degree of Master of Science in Biology, not a

Title Page Template (Doctoral)

Title Page Template (Master)



formatting rules

Title Page	Signature Page	Copyright Page (Optional)	Dedication Page (Optional)
Acknowledgments Page (Optional)	Abstract Page(s)	Table of Contents	
List of Tables, Figures, Symbols, Abbreviations and Acronyms, Plates	Rules for Body of Text		
References, Footnotes, etc	Inserting Images, Charts, & Equations	Vita	LaTeX Documents

- THE SIGNATURE PAGE MUST BE INCLUDED IN THE ETD MANUSCRIPT.
- IN THE ETD, THE SIGNATURE PAGE WILL NOT HAVE SIGNATURES.
- IF YOU PLAN TO HAVE YOUR MANUSCRIPT BOUND (OPTIONAL), SUBMIT A SIGNED, PHYSICAL SIGNATURE PAGE WITH YOUR FINAL ETD APPROVAL FORM.

The signature page is always page ii of the manuscript, and it is the first page on which a number appears (ii appears 1/2 to 3/4 inch from the bottom of the page). Every page from this page on is numbered. The preliminary pages are in Roman numerals (i, ii, iii), and the body text pages are in Arabic numerals (1, 2, 3).

The candidate's name as recorded by the FIU Office of Registration and Records appears on the signature page. The name should be the same as that which appears on the first page of the abstract, the title page,

 Thesis: 3 Committee Members

 Thesis: 4 Committee Members

 Thesis: 5 Committee Members

 Dissertation: Co-Major Professors and Two Committee Members

 Dissertation: Co-Major Professors and Three Committee Members

 Dissertation: Co-Major Professors and Four Committee Members

Unlocking the Templates

You may need to unlock these templates to copy and paste them into your document or change the font type to match the rest of your document.

Windows Instructions

1. Click File --> Info --> Protect Document --> Restrict Editing. The Restrict Editing pane will open on the right side of the page.
2. Click Stop Protection at the bottom of the Restrict Editing pane.



Mac Instructions

In the Mac version of Word, you'll need to make sure the Developer tab is visible before you can unlock the templates:

1. Click the Word menu.
2. Click Preferences.
3. In the Authoring and Proofing Tools section, click View.
4. In the Ribbon section, select the Show Developer Tab check box.
5. Click the Developer tab, then Protect Form.

Michael R. Heithaus – Dean College of Arts, Sciences and Education

To: Dean Michael R. Heithaus ☐ choose the name of dean of your college/school
College of Arts, Sciences and Education ☐ choose the name of your college/school

This dissertation, written by type your full name here, and entitled type the title of your dissertation here, having been approved in respect to style and intellectual content, is referred to you for judgment.

We have read this dissertation and recommend that it be approved.

type the name of committee member here

type the name of committee member here

type the name of committee member here

type the name of committee member here

Date of Defense: type date of defense here (month day, year). Example: August 8, 2001

The dissertation of type your full name here is approved.

choose the name of dean of your college/school Dean Michael R. Heithaus
choose the name of your college/school College of Arts, Sciences and Education

Andrés G. Gil
Vice President for Research and Economic Development
and Dean of the University Graduate School

Florida International University, 2016

To: Dean Brian Schriner choose the name of dean of your college/school
College of Architecture and the Arts choose the name of your college/school

This thesis, written by type your full name here, and entitled type the title of your thesis here, having been approved in respect to style and intellectual content, is referred to you for judgment.

We have read this thesis and recommend that it be approved.

type the name of committee member here

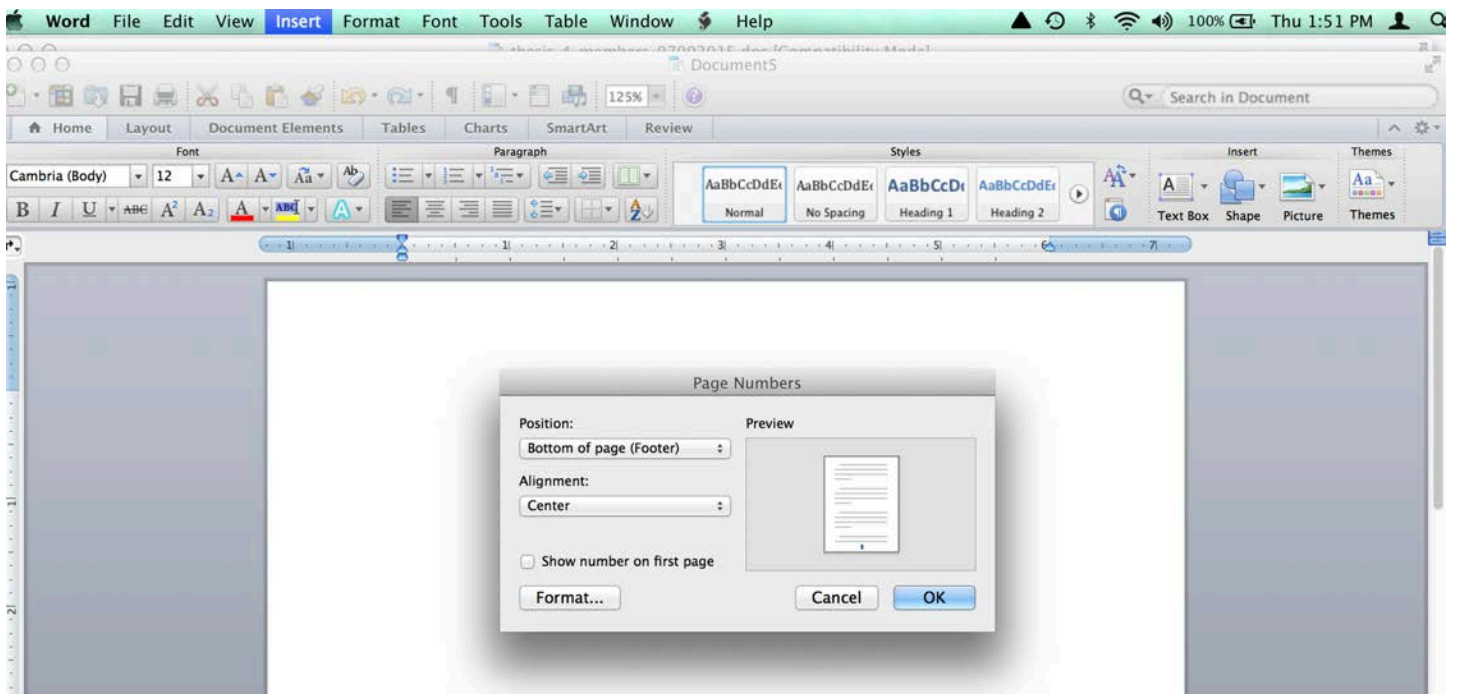
type the name of committee member here

type the name of committee member here

type the name of major professor here, Major Professor

Title page does not have a page number

Click the box to delete page number



STEP 6: DEFENSE ANNOUNCEMENT

Once the details are finalized, you need to prepare the defense announcement.

Send this announcement to the GPD and the GP Secretary, and to CASE (mejiam@fiu.edu). UGS also needs it when you submit M-3/D-5 (paper & electrons).

Post paper copies around the buildings of the department two weeks before defense.



UNIVERSITY GRADUATE SCHOOL BULLETIN ANNOUNCEMENT

Florida International University

University Graduate School

Master's Thesis Defense

Abstract

The Immunobiology of Commercial Shark Cartilage

by

Liza Merly

Shark cartilage natural products are currently sold as dietary supplements marketed as therapeutic agents in the treatment of diseases such as cancer and arthritis. Whether oral ingestion of shark cartilage can prevent or combat these conditions will largely depend on its ability to modulate immune function. Based on preliminary data from our laboratory, indicating that commercial preparations of shark cartilage could induce the production of certain cytokines *in vitro*, the present study was undertaken to test the hypothesis that shark cartilage contains immunomodulators that can affect immune responses such as cytokine/chemokine induction, proliferation, chemotaxis, phagocytosis, and complement activation.

Results show that an acid extract of shark cartilage contains the highest level of cytokine induction activity when compared to alkaline and organic extracts. This extract was fractionated and active pooled fractions were identified as containing components anionic in nature and ranging in molecular size from 24-60 kDa. Results also indicate that shark cartilage extract significantly induces leukocyte proliferation at 24 hours and can up-regulate leukocyte metabolic activity.

The most dramatic result of the present study was that shark cartilage induced the production of several potent Th1-type, inflammatory cytokines such as TNF- α , IFN- γ , IL-2, IL-1 β , and IL-8 under our experimental conditions. SCAE treatment also appears to inhibit or, at least, does not promote the production of TGF- β 1, a potent regulator of inflammatory responses. This suggests that SCAE may potentially induce a largely unregulated inflammatory response. This result is critical to consumers taking shark cartilage as treatment for a variety of diseases whose pathology includes inflammation. Future studies should aim to characterize the *in vitro* response observed in this study further and should include *in vivo* studies on the effect of shark cartilage on immune function.

Date: November 17, 2004

Time: 10:30-1:30 p.m.

Place: University Park, WC130

Department: Biological Sciences

Major Professor: Dr. Sylvia Smith



To finish.....

1. Get Copyright Release from Journals. Get the instructions to authors from journals if format is odd. You must show UGS proof of format if you use journal formats.
2. The committee members must sign M3/D5 (says the documents is defensible). Proxy signatures are OK but need an EMAIL.
3. The document, form, and announcement are due to the GPD. GET DEADLINE FROM DEPT. GPD.
4. Materials are read by me in CASE.
5. Post the announcement & send announcement to GPD & GP secretary & UGS.

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

Preliminary Approval of Thesis and Request for Oral Defense (M-3)

ALL INFORMATION MUST BE TYPED

Name _____ PID _____
[Last] [First] [Middle]

Primary telephone _____ E-mail _____

Proposed Oral Defense Date, Time and Place _____

INSTRUCTIONS: This form must be submitted to the UGS at least **3 weeks** before the proposed date of the defense or the UGS filing deadline, whichever date is earlier. THE DEFENSE will be delayed if the announcement does not conform to the UGS standard. 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.

Thesis Title _____

➤ **My signature below affirms that I have read the thesis and find it provisionally acceptable. In addition, I attest that the defense announcement is an accurate abstract of the thesis.**

Major Prof. _____
Typed Name Signature Date

Member/
☐ Co-Major _____
Typed Name Signature Date

Member _____
Typed Name Signature Date

Member _____
Typed Name Signature Date

Member _____
Typed Name Signature Date

Checklist of items that student MUST attach to form before submission to Unit and Deans for approval.

- ☐ Proof of current enrollment in _____ thesis credit hours
- ☐ If one of the committee members is unavailable to sign, he/she can give the Department Chair authorization to sign on his/her behalf. (Attach authorization)
- ☐ One hard copy of the Thesis in standard UGS format
- ☐ One electronic copy of the Thesis ready for uploading for formatting review
- ☐ One hard copy of the Thesis Defense Announcement in standard UGS format

Confirm: ☐ An electronic version of the thesis defense announcement has been sent to ugs@fiu.edu

PLEASE NOTE: To upload the electronic version of the thesis, you will receive an email with instructions to submit through Digital Commons once your M3 and pertinent documents are received by UGS.

REQUEST MADE BY: _____ Date _____
Student Signature

APPROVED 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 Signature

FOR OFFICE USE ONLY:

REVIEWED BY: _____

- ☐ Enrollment in _____ thesis credit hours
- ☐ GPA of at least 3.0 _____

Preliminary Approval of Dissertation and Request for Oral Defense (D-5)

Name _____ PID _____
 [Last] [First] [Middle]
 Primary telephone _____ E-mail _____ Ed.D. ☐ Ph.D. ☐
 Proposed Oral Defense Date, Time and Place _____

Dissertation Title _____

Major Prof.	Typed Name	Signature	Date
Member/ <input type="checkbox"/> Co-Major	Typed Name	Signature	Date
Member	Typed Name	Signature	Date
Member	Typed Name	Signature	Date
Member	Typed Name	Signature	Date

- ☐ Proof of current enrollment in _____ dissertation credit hours
- ☐ If one of the committee members is unavailable to sign, he/she can give the Department Chair authorization to sign on his/her behalf. (Attach authorization)
- ☐ One hard copy of the Dissertation in standard UGS format
- ☐ One electronic copy of the Dissertation ready for uploading for formatting review
- ☐ One hard copy of the Dissertation Defense Announcement in standard UGS format

PLEASE NOTE: To upload the electronic version of your dissertation, you will receive an email with instructions to submit through Digital Commons once your D5 and pertinent documents are received by UGS.

REQUEST MADE BY: _____ Date _____
 Student Signature

APPROVED 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 Signature

REVIEWED BY: _____

☐ Enrollment in _____ dissertation credit hours

☐ GPA of at least 3.0 _____

Preliminary Approval of Dissertation and Request for Oral Defense (D-5)

Proposed Oral Defense Date, Time and Place

Dissertation Title

Member	Typed Name	Signature	Date
--------	------------	-----------	------

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

Hi Student,

Congratulations on finishing your thesis and having two of your chapters published.

The "How to Graduate - Spring 2019" is posted on the college website (case.fiu.edu/academics/graduate). I will post a revised version on 9 May 2019. I'm giving the How to Graduate Seminar on 8 May 2019.

Please send an electronic version of your defense announcement to Mery Castro (mejiam@fiu.edu) so we can post it on the CASE website and University Webmail site.

Please pay attention to the following deadlines for **SUMMER 2019** graduation.

UGS now requests a PDF of the version you submitted with the D5 once it moves to UGS from CASE. We also require a PDF version of your document because of the TurnItIn requirement. UGS does e-mark up. They will inform you when your document is ready for pick up by email. You will work with **Brandi Course** at UGS. Double sided documents with the D5/M3 are fine.

I look to document over to ensure that it is actually defensible; if there is a problem, I will contact you via email & phone. Make sure the M3/D5 has “live” contact info.

Your committee may require additional changes to the document before the final version is submitted. The M3/D5 version is not a draft; follow format rules. Be proud of your work.



Writing Tips:

1. Avoid “This/These/It” - be specific.
2. Avoid the use of Due to -- Rent is Due, your Thesis is Due, your dissertation is Due -- everything else is the result of something, because of something, or the consequence of something.
3. Avoid “based on” - usually you mean on the basis of. The verb “to base” is overworked.
4. Sentences begin and end with words - not symbols, numerals, abbreviations, or acronyms**
5. Avoid contractions in formal writing.
6. Watch Comparatives (more than ?, less than ?, equal to what?, better than what).
7. Avoid starting sentences with conjunctions.
8. Datum is; data are
9. i.e., and e.g., always take a comma
10. et al. is abbreviation for et alia (al. takes a period). Et cetera is abbreviated with etc. – it also takes a period.
11. Avoid Orphan Headings – need one line of text per heading.
12. Read it out loud—your ears are good editors!





Seminar Presentation & the rest of it.....

1. Practice, practice, practice (6Ps).
2. Bring all forms (ETD final form) & signature pages to the defense (UGS & you).
3. Make sure committee members have the rubrics (CASE website).
4. MP submits Rubrics to GPD not CASE
5. Defend; make committee members sign forms & complete rubrics (University & Department & document pages).
6. Make sure you have final ETD signature form and sign both pages.
7. **MAKE SURE FORMS ARE CURRENT**

Final Electronic Thesis or Dissertation (ETD) Approval

Doctoral and master's thesis students must submit this form to complete their thesis/dissertation requirements. The form includes:

- A non-exclusive license giving FIU permission to archive and distribute the electronic work.
- A section that allows doctoral students to allow the University Graduate School to post their dissertations to ProQuest's ETD and subject databases (free service).
- Embargo options.
- Review and Acceptance section with signatures of student, major professor(s), committee members, Graduate Program Director or Department Chair, Dean of College or School, and Dean of University Graduate School.

DEADLINES

Complete the Final ETD Approval form after a final copy of the dissertation is approved by the committee. Deadlines for submission of this form to the UGS are available at: <http://gradschool.fiu.edu/electronic-thesis-dissertation-deadlines.shtml>

Submit form to the Academic units before the deadline to allow sufficient time for approval and signature. Ultimately, it is the student's responsibility to make sure the form is received by the University Graduate School on time.

CONTINUOUS ENROLLMENT REQUIREMENTS

Enrollment of at least 3 dissertation credit hours OR 1 thesis credit hour is required in the term that the student submits this form. Final ETD Approval form will not be processed without proof of current enrollment.

Further information regarding the UGS continuous enrollment policies is available at <http://gradschool.fiu.edu/policies-procedures.shtml>

INSTRUCTIONS

- All information must be typed.
- Complete information and instructions on the ETD process can be found at: <http://libguides.fiu.edu/etd>
- Final ETD Approval submissions must also include the following:
 - ☐ Certificate of Completion from Survey of Earned Doctorates (Ph.D. only). Complete Survey at: <https://sed.norc.org/doctorate/showRegister.do>
 - ☐ For SACS accreditation purposes, submit a full version of your CV (this is different from the 2-page VITA in your dissertation) (Doctoral students only).
 - ☐ Copyright release from publishers if any part of the thesis or dissertation has been published.
- Submit Final ETD Approval form and required documentation to Major Professor, Committee, Graduate Program Director or Department Chair, and the Dean of the College for approval.
- Submit to the UGS for final approval.
- After submission, you will receive an email with upload instructions within a month of graduation.
- Hard copy of thesis or dissertation **is not** required.

BINDING DISSERTATIONS

Some departments require their students to provide additional bound copies. Please check with your department to inquire if there are such requirements.

Although the signature page ii **MUST** be in the ETD, submission of physical signature page ii to UGS is **NOT** required. However, you may submit signed, physical copies for binding for your own records, if you choose.

Listed below are binding companies that have agreed to provide special pricing for binding personal copies:

Boca Bookbinding, Inc.
www.bocabookbinding.com
Tel 407-654-0003 (Orlando based)

International Assets
www.iadigitalprint.com
Tel 305-421-4184 (Miami based)

For questions regarding this form and the requirements, please contact UGS: (305) 348-2455 or ugs@fiu.edu. To check the status of your form, please log on to my.fiu.edu, and check under the "To Do List" Section.

Final ETD Approval

BOTH PAGES MUST BE TYPED AND SUBMITTED WITH ORIGINAL SIGNATURES

Student's Name _____ PID _____
[Last] [First] [Middle]

Primary telephone _____ E-mail _____

College _____ Dept/Graduate Program _____

Semester for which Application for Graduation was submitted: _____

Degree: ☐ Master's ☐ Doctoral

Dissertation or Thesis Title: _____

By signing below, I (we) acknowledge the following:

1. The document has been reviewed and accepted by the student's advisory committee.
2. The final oral defense by the student was successful.
3. The final dissertation/thesis was approved.
4. I have made the suggested formatting changes per the UGS to my dissertation/thesis.

REQUEST MADE BY: _____
Student (Must also complete and sign Page 2) Signature Date

APPROVED BY: _____
Major Professor (Please Sign Page 2) Signature Date

APPROVED BY: _____
Co-Major Professor (Please Sign Page 2) Signature Date

APPROVED BY: _____
Committee Member Signature Date

APPROVED BY: _____
Committee Member Signature Date

APPROVED BY: _____
Committee Member Signature Date

APPROVED BY: _____
Committee Member Signature Date

APPROVED BY: _____
GPD/Department Chair Signature Date

APPROVED BY: _____
Dean of College or School Signature Date

APPROVED BY: _____
Dean of the University Graduate School Signature Date

FOR OFFICE USE ONLY

Revised Jan 2014

☐ Enrollment in _____ dissertation/thesis credit hours ☐ GPA of at least 3.0 _____ ☐ Survey Completed
☐ All forms submitted ☐ All signatures included REVIEWED BY: _____

Publishing & Embargo Options (Required)

We agree that the above-mentioned document be placed in the ETD archive with the following publishing and/or embargo options:

Embargo Options

Note: An embargo should only be selected for pending patents or for copyright agreements with third parties. An embargo will restrict access worldwide (including FIU campuses).

Do you require an embargo due to a pending patent or copyright issue?

- ☐ No- Publish immediately
- ☐ Yes – We would like access to the full text of my work to be delayed for the following period of time:
- ☐ 6 month embargo ☐ 1 year embargo ☐ 2 year embargo
- ☐ Sample: Permanent embargo (MFA only)

During this time, for non-MFA embargos, only your citation and abstract will be available to the public. At the end of your chosen embargo period, the embargo will be automatically lifted through DigitalCommons.

_____	_____	Date _____
Student	Signature	
_____	_____	Date _____
Major Professor	Signature	
_____	_____	Date _____
Co-Major Professor	Signature	

Student Agreement (Required)

I hereby certify that:

- If appropriate, I have obtained and attached a written permission statement from the owners of each third party copyrighted matter to be included in my thesis or dissertation allowing distribution as specified below.
- The version I submitted is the same as that approved by my advisory committee.

I hereby grant to Florida International University and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis, or dissertation, in whole or in part in all forms of media, now or hereafter known.

I retain all other ownership rights to the copyright of the thesis or dissertation including the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

_____	_____	Date _____
Student	Signature	

Doctoral Students Only (Optional)

The University Graduate School will submit your dissertation (in full-text) to ProQuest's Dissertations & Theses Database. Submissions to this database ensure your research is visible to other researchers via myriad commercial databases. Any embargo that you wish to apply to your DigitalCommons ETD will apply to the ProQuest submission.

By signing below, you agree that you have reviewed and accepted ProQuest's terms available at:
<http://libguides.fiu.edu/content.php?pid=233174&sid=2464966>

_____	_____	Date _____
Student	Signature	

EMBARGO

If you wish to have a permanent embargo on the thesis/dissertation, you must submit a petition to graduate requirements.



After you finish the revisions.....

Get the revisions to UGS as soon as you can after the defense to speed the process along.



After you finish the revisions.....

Bindery: D&B (Hialeah)

305.885.5215

Boca Book Binding:

[http://](http://www.bocabookbinding.com/)

www.bocabookbinding.com/

<http://www.lulu.com>

<http://www.phdbookbinding.com>



Document Deadlines.....

Final ETD form and final documents are due:
Check with GPD

Final ETD form and final documents due to
CASE on **12 July 2019.**

We will call you when your packet is ready for
pick up or we can deliver complete packets.

Final ETD form and final documents are due to
UGS on **19 July 2019.**

*****YOU MUST SUBMIT A FINAL PAPER
COPY TO CASE – ON REGULAR PAPER
WITH FINAL ETD FORM*****





Questions?