

# **How to navigate graduation at FIU**



**Mo Donnelly - Assoc. Dean – Summer, 2020**

**If you have questions:**

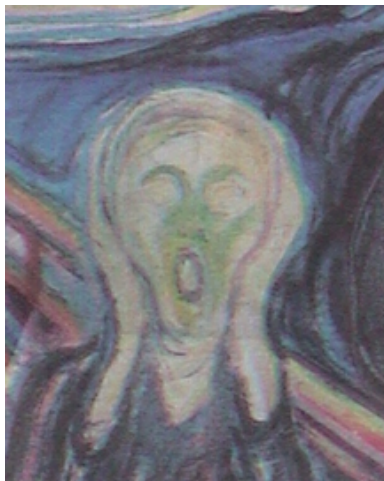
**Ask GPD/GPS**

**Ask Mo (CASE)**

**Ask Mery Castro (CASE)**

**maureen.a.donnely@gmail.com**

**mejiam@fiu.edu**

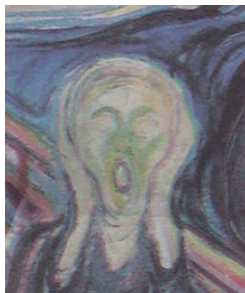


# **ESSENTIAL Websites:**

**<https://case.fiu.edu/about/resources/current-students/graduate-students/index.html> (go.fiu.edu/casegrad)**

**[gradschool.fiu.edu](https://gradschool.fiu.edu)**

**[libguides.fiu.edu/etd](https://libguides.fiu.edu/etd)**



## **STEP 1: SELECT THE DEFENSE DATE**

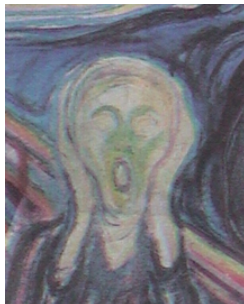
1. You need to select a defense date, time, and place. All defenses in Summer 2020 will be held remotely over Zoom.

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

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

**<https://case.fiu.edu/about/resources/current-students/graduate-students/index.html>. Send them the Word Document**

### **5. Explain Rubrics**



# College of Arts, Sciences & Education

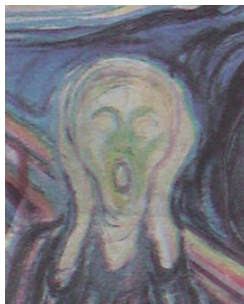
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## Graduate Student Resources

[Dates & Deadlines](#) [Forms](#) [Guides](#) [Education Assistantships](#)

Your contribution to our collective knowledge begins here. These helpful links will guide you through your graduate student career. Adhere to deadlines and consult your committee chair and graduate office contacts to prevent delays in graduation.



# College of Arts, Sciences & Education

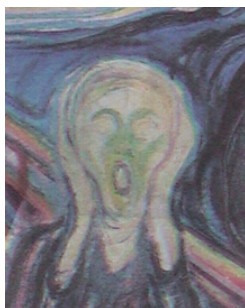
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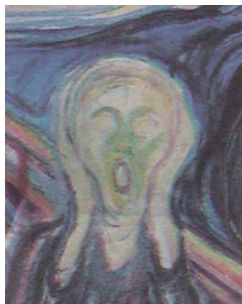
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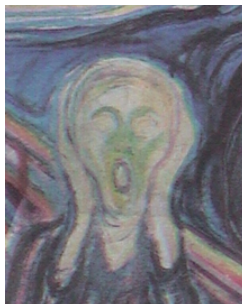
## Forms

- **Travel Grant Application** - to be submitted for the student by the department
  - [Travel Grant Application - PDF](#)
  - [Travel Grant Application - Word](#)
- **[Thesis/Dissertation Rubrics](#)**
- **[Annual Review](#)** - for master's students



## Forms

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FIU College of Arts & Sciences  
GRADUATING GRADUATE STUDENT ASSESSMENT

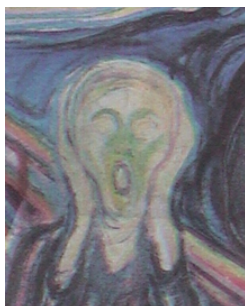
Fall/Spring/Summer \_\_\_\_\_ Graduate Student: \_\_\_\_\_ Degree: \_\_\_\_\_ Faculty Member: \_\_\_\_\_

Rubric for the Assessment of Subject Content Knowledge

	Indicators of Subject Content Knowledge	Level of Achievement				Score	
		1	2*	3	4**		5
	<b>Investigate &amp; Research</b>	Little inquiry; limited knowledge shown		Explores topic with curiosity; adequate knowledge from variety of sources displayed		Knowledge base displays scope, thoroughness, and quality	
2	<b>Examine &amp; Identify the problem/question</b>	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	<b>Analyzes &amp; Synthesize:</b> 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	<b>Constructs &amp; Interprets:</b> 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	
						<b>TOTAL</b>	

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

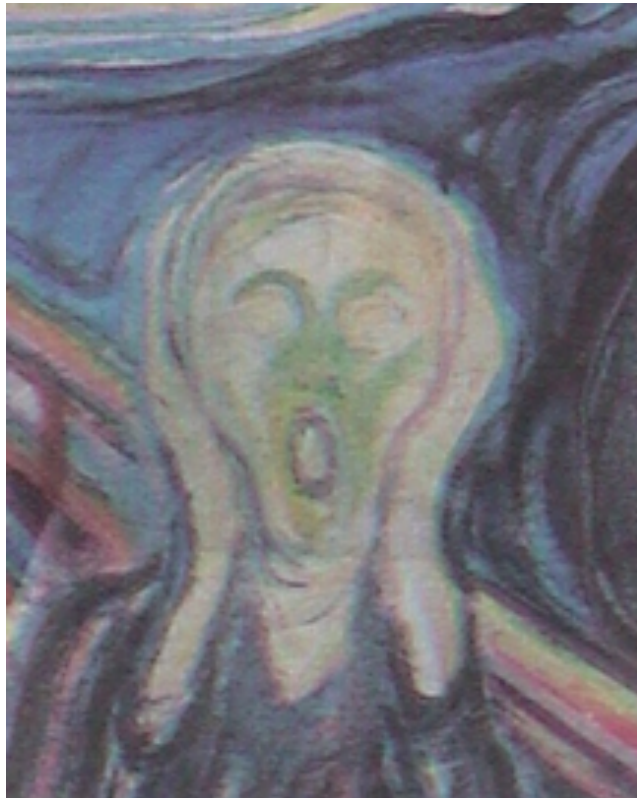
\*\*Exhibits most characteristics of '3' and some of '5'



## **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\*\*\***



# College of Arts, Sciences & Education

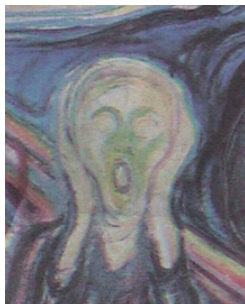
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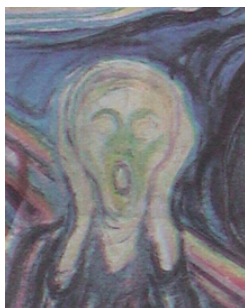
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## **Summer 2020**

- Last Day to Register without a \$100 Late Fee: May 10, 2020
- Last Day to Pay Fees without a \$100 Late Fee: May 20, 2020
- Last Day to Apply for Graduation: May 15, 2020
- Last Day to Defend Thesis/Dissertation: July 2, 2020
- Last Day to Submit Final ETD & Document to CASE: July 17, 2020
- Last Day to Submit Final ETD to UGS: July 24, 2020

**ETD due CASE 17 July 2020**

**DEFENSES BETWEEN APR 27 AND MAY 14, 2020 REQUIRE PETITIONS - UNIV. CLOSED  
BETWEEN SPRING 2020 & SUMMER 2020 TERMS**

Apr 27 2020	Mar 30 2020
Apr 28 2020	Mar 31 2020
Apr 29 2020	Apr 1 2020
Apr 30 2020	Apr 2 2020
May 1 2020	Apr 3 2020
May 4 2020	Apr 6 2020
May 5 2020	Apr 7 2020
May 6 2020	Apr 8 2020
May 7 2020	Apr 9 2020
May 8 2020	Apr 10 2020
May 11 2020	Apr 13 2020
May 12 2020	Apr 14 2020
May 13 2020	Apr 15 2020
May 14 2020	Apr 16 2020
May 15 2020	Apr 17 2020
May 18 2020	Apr 20 2020
May 19 2020	Apr 21 2020
May 20 2020	Apr 22 2020
May 21 2020	Apr 23 2020
May 22 2020	Apr 24 2020

**FIRST FRIDAY IS FIRST LEGAL DEFENSE DATE IN SUMMER 2020**

# Defense Date

The image shows a screenshot of the iCal application window. The window title is "iCal". On the left side, there is a sidebar with a "Calendars" section containing "Home" and "Work" calendars, both of which are checked. Below this is a monthly navigation view for July 2006, showing a grid of days from 1 to 31. The main area of the window displays a monthly calendar grid for July 2006. The days of the week are labeled at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The dates are arranged in a grid. Several events are visible as blue dots with text labels: "TO MO" on Monday, July 24; "TO A&S" on Monday, July 24; "TO UGS" on Monday, July 24; "Rudy's Seminar" on Friday, July 28; and "DEFENSE" on Sunday, July 30. The "DEFENSE" event is highlighted with a pink background. At the bottom of the window, there is a navigation bar with buttons for "Day", "Week", and "Month" (which is currently selected), a search field, and several utility icons.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26 • TO MO	27	28	29	30 • Rudy's Seminar	1
2	3 • TO A&S	4	5	6	7	8
9	10 • TO UGS	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30 • DEFENSE	31	1	2	3	4	5

# Due Date I - UGS

The screenshot shows the iCal application window for July 2006. The main calendar grid displays the following events:

Day	Event
Monday, July 10	TO UGS
Monday, July 31	DEFENSE

The left sidebar contains a 'Calendars' panel with 'Home' and 'Work' checked. Below it is a month view for July 2006 with days 1 through 31 listed. The bottom of the window features navigation buttons for 'Day', 'Week', and 'Month' (selected), a search bar, and utility icons for list view, refresh, and help.



# Date II - A & S

The screenshot shows the iCal application window for July 2006. The main calendar grid displays the following events:

Day	Event
Monday, July 3	• TO A&S
Monday, July 10	• TO UGS
Monday, July 31	• DEFENSE

The sidebar on the left shows the 'Calendars' section with 'Home' and 'Work' checked. Below it is a month navigation view for July 2006, showing the days of the week (S M T W T F S) and the dates 1 through 31. The bottom toolbar includes a search field and navigation buttons for Day, Week, and Month views.

# Date Due III - To GPD

The screenshot shows the iCal application window for July 2006. The interface includes a sidebar with a 'Calendars' list containing 'Home' and 'Work', and a monthly navigation view at the bottom left. The main calendar grid displays the following events:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26 • TO MO	27	28	29	30 • Rudy's Seminar	1
2	3 • TO A&S	4	5	6	7	8
9	10 • TO UGS	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 • DEFENSE	1	2	3	4	5

Navigation controls at the bottom include a view selector (Day, Week, Month), a search field, and standard window management icons.

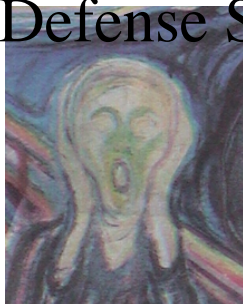
## STEP 3: APPLY FOR GRADUATION, ETC.

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 **15 MAY 2020**.

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

delete selected messages

SEARCH FOR CLASSES

NEW

DELEGATE YOUR ACCESS

### Holds

Special Student

details ▶

### To Do List

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

more ▶

### Enrollment Dates

[Open Enrollment Dates](#)

details ▶

### Registrar Links

[FIU Home Page](#)  
[FLVC.org](#)  
[Enrollment Verification](#)

### Academics

[Search Plan](#)  
[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.**

### Student Health Portal

## Maureen's Student Center

Message				
		Date	Subject	Department
1	<input type="checkbox"/>	09/06/2017	<a href="#">PantherSoft Maintenance</a>	Division of IT
2	<input type="checkbox"/>	08/25/2017	<a href="#">Federal Educational Rights and Privacy Act</a>	Registration Office
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delete selected messages

## Academics

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

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

Deadlines URL

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[weekly schedule](#) ▶

[enrollment shopping cart](#) ▶

other academic... ▶▶

## Finances

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

You have no outstanding charges at this time.

SEARCH FOR CLASSES

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Special Student

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

[more](#) ▶

## Enrollment Dates

[Open Enrollment Dates](#)

[details](#) ▶

## Registrar Links

- [FIU Home Page](#)
- [FLVC.org](#)
- [Enrollment Verification](#)

## Student Health Portal



## Maureen's Student Center

Message				
		Date	Subject	Department
1	<input type="checkbox"/>	09/06/2017	<a href="#">PantherSoft Maintenance</a>	Division of IT
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[more ▶](#)

**Enrollment Dates**

[Open Enrollment Dates](#)

[details ▶](#)

**Registrar Links**

[FIU Home Page](#)  
[FLVC.org](#)  
[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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[weekly schedule ▶](#)

[enrollment shopping cart ▶](#)

## Finances

**My Account**  
Account Inquiry

You have no outstanding charges at this ..



### Maureen's Student Center

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		Date	Subject	Department
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more ▶

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[Open Enrollment Dates](#)

details ▶

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 URL

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weekly schedule ▶

enrollment shopping cart ▶

#### Finances

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	<a href="#">Reminder: Spring 2016 grade rosters</a>	Registration Office
2 <input type="checkbox"/>	04/19/2016	<a href="#">Spring 2016 grade rosters are now available</a>	Registration Office
3 <input type="checkbox"/>	03/24/2016	<a href="#">Action Required - Clear Browser Cache</a>	Division of IT

delete selected messages

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### Academics

- [Search](#)
- [Plan](#)
- [Enroll](#)
- [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](#) ▶

**To Do List**  
No To Do's.

**Enrollment Dates**  
[Open Enrollment Dates](#)  
  
[details](#) ▶

Apply for Graduation



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

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### 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

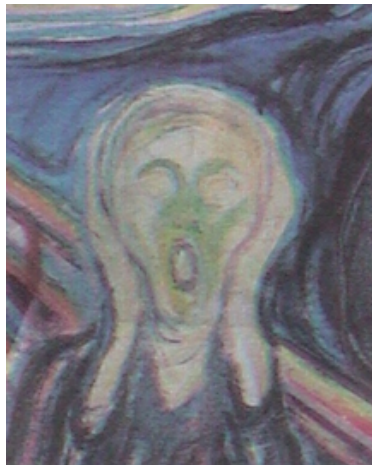
Cum GPA  $\geq$  3.0

\*\*\*Cum Credit (PhD)  $>$  60

## **STEP 4: DEFENSE DEADLINES**

The last day to defend  
for SUMMER 2020 is:

**2 JULY 2020**

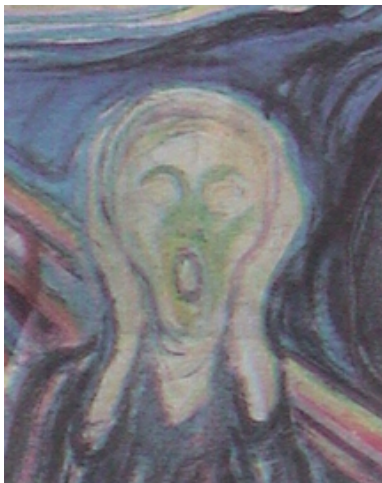


## **STEP 5: THESIS TO COMMITTEE**

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>**

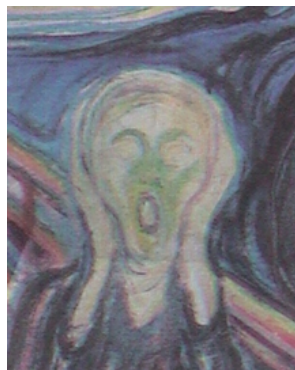


# Page ii – Signature Page & Forms

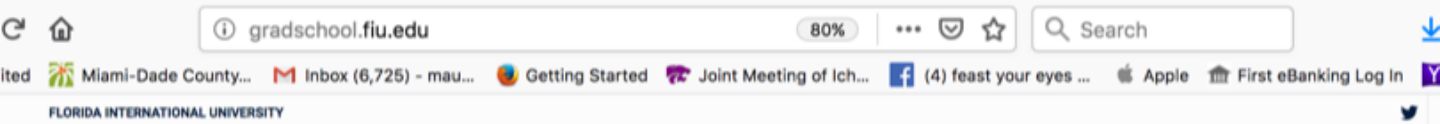
Prepare Page ii (no signatures)

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

**MAKE SURE UGS FORMS ARE CURRENT!!**



# gradschool.fiu.edu



University Graduate School

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## Student Spotlight

Doctoral biology student Aaron Hogan, a graduate fellow with the US Department of Energy, is conducting research at Oak Ridge National Laboratory in Tennessee.

[Learn about Aaron's Work at ORNL](#)





# University Graduate School

- About
- Students**
- Graduate Funding
- Professional Development
- Faculty/Staff
- Admissions

- Forms
- Deadlines
- Policies & Procedures
- Thesis & Dissertation
- Commencement
- Student and Alumnus Spotlight
- Academic Resources
- Graduate Program Directors
- Get Involved



**Students**

# FIU University Graduate School

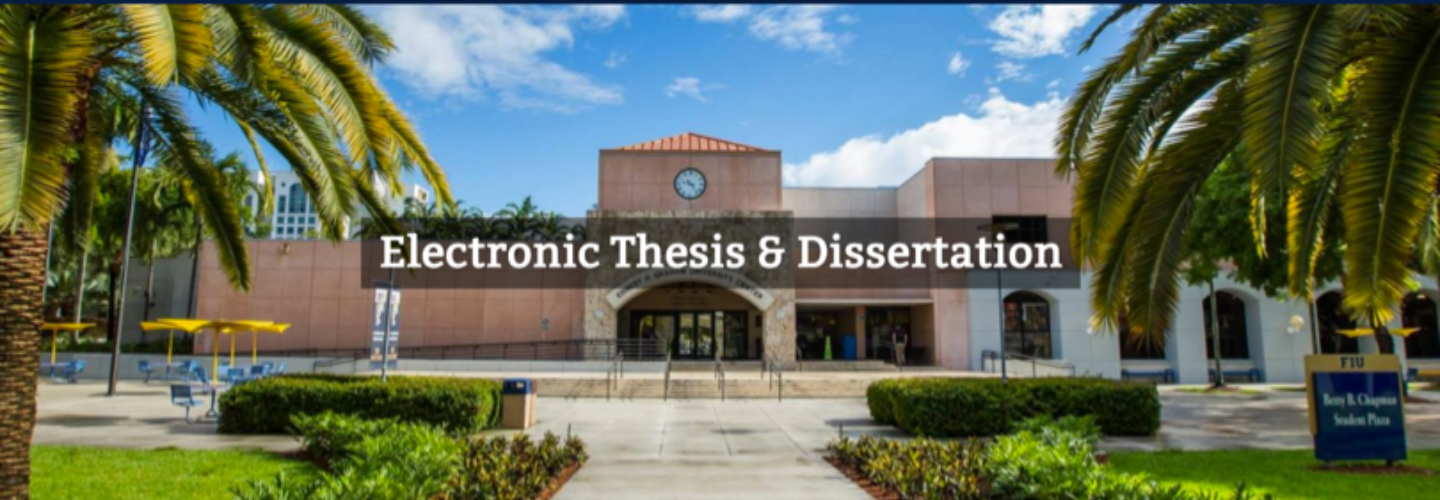
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- Get Involved



Students

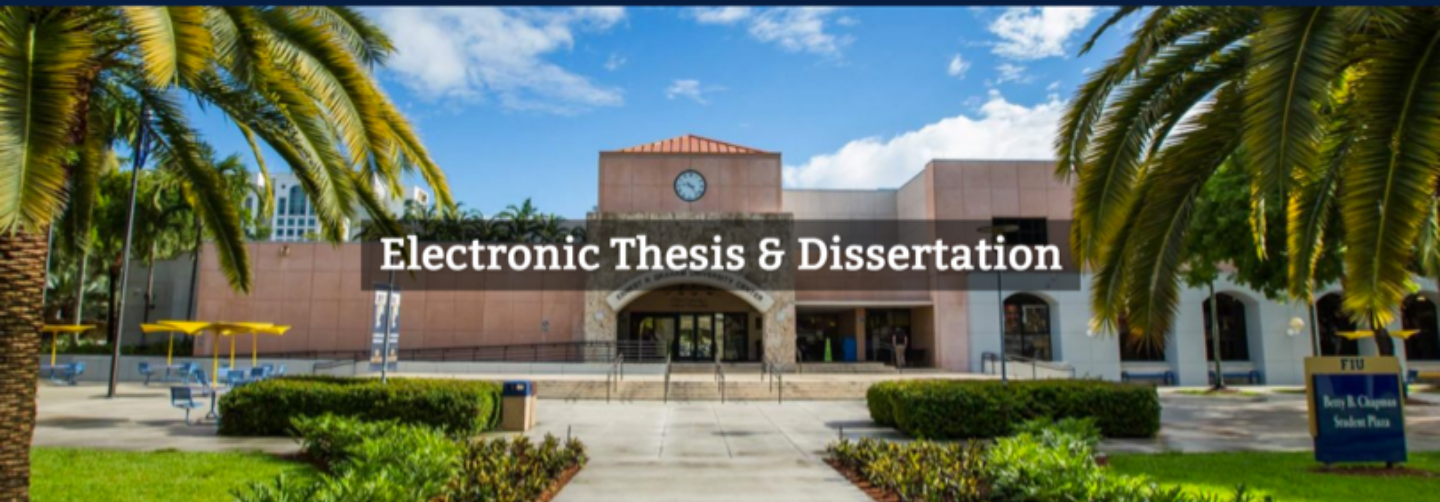




## Electronic Thesis & Dissertation

### Main Formatting and Instruction Guides

The online [ETD GUIDE](#) and [ETD PREPARATION MANUAL](#) are two useful resources that you should consult as you prepare your ETD manuscript. The guide and the manual complement each other, and both should be utilized. The online ETD guide contains video tutorials, downloadable Word templates, and important information on research standards and copyright, while the ETD Preparation Manual explains the ETD process and formatting requirements in more depth.



## Electronic Thesis & Dissertation

### Main Formatting and Instruction Guides

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# 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](#)
- [defense information](#)

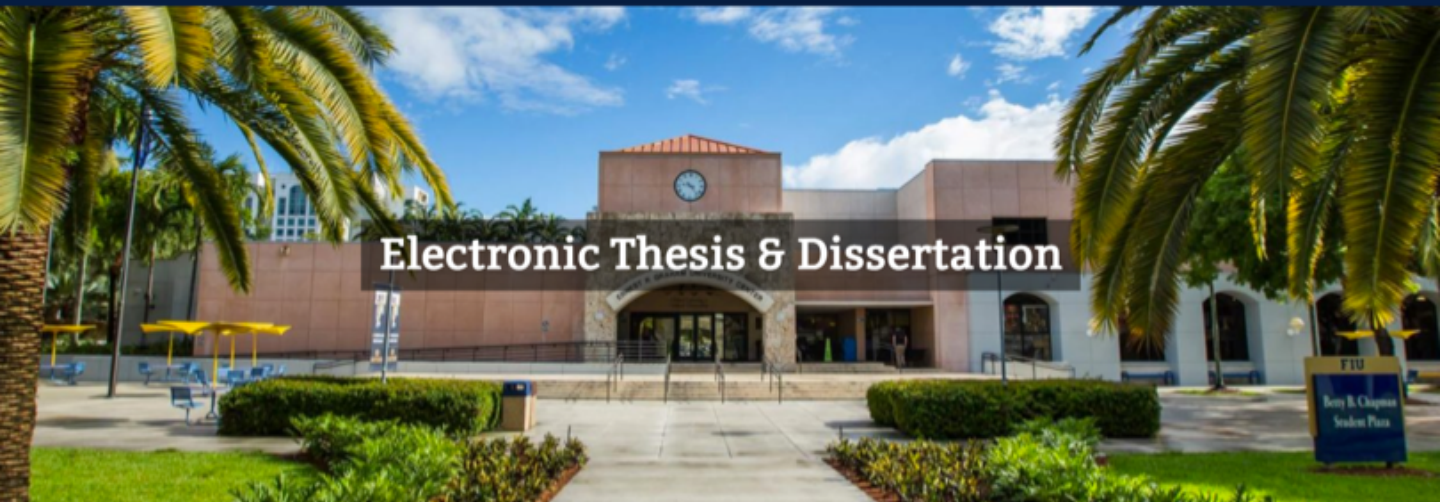
## what's in the etd guide?

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

## quick links

[ETD PREPARATION MANUAL](#)





## Electronic Thesis & Dissertation

### Main Formatting and Instruction Guides

The online [ETD GUIDE](#) and [ETD PREPARATION MANUAL](#) are two useful resources that you should consult as you prepare your ETD manuscript. The guide and the manual complement each other, and both should be utilized. The online ETD guide contains video tutorials, downloadable Word templates, and important information on research standards and copyright, while the ETD Preparation Manual explains the ETD process and formatting requirements in more depth.



gradschool.fiu.edu/3d-flip-book/2019-2020-etd-p

80%



Search



Miami-Dade County...



Inbox (6,725) - mau...



Getting Started



Joint Meeting of Ich...



(4) feast your eyes ...



Apple



FI

FLORIDA INTERNATIONAL UNIVERSITY



University Graduate School

[About](#) [Students](#) [Graduate Funding](#) [Professional Development](#) [Faculty/Staff](#) [Admissions](#)

**Formatting and Regulations  
Manual for Electronic  
Theses and Dissertations  
(ETD)**

**2019 - 2020**



# Brandie Course

## 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.

### COPYRIGHT, FAIR USE, & PUBLISHING GRADUATE WORKS SLIDES

home
about fiu etds
before writing
<b>formatting</b>
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."

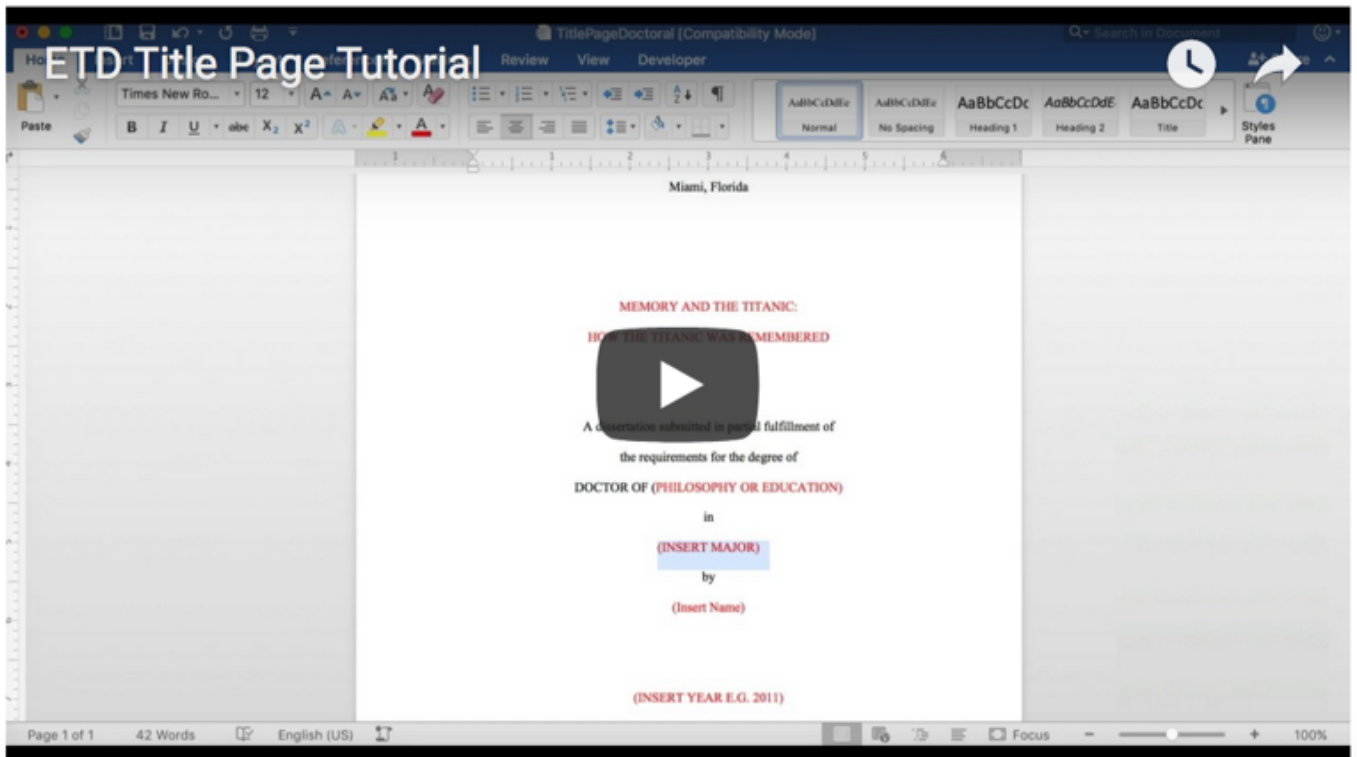
Formulae, symbols, superscripts, Greek letters, acronyms, and abbreviated forms in general **MUST** be spelled out (e.g.,  $K_3Mn(CN)_6$  is written Potassium Manganicyanide; MMPI is written Minnesota Multiphasic Personality Inventory; TESL is written Teaching English as a Second Language). Bolding is **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)



ETD Title Page Tutorial

Review View Developer

Miami, Florida

MEMORY AND THE TITANIC:  
HOW THE TITANIC WAS REMEMBERED

A dissertation submitted in partial fulfillment of  
the requirements for the degree of  
DOCTOR OF (PHILOSOPHY OR EDUCATION)  
in  
(INSERT MAJOR)  
by  
(Insert Name)

(INSERT YEAR E.G. 2011)

Page 1 of 1 42 Words English (US) Focus 100%

## formatting rules

Title Page	<b>Signature Page</b>	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:  choose the name of dean of your college/school  
 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 Schriener** 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**

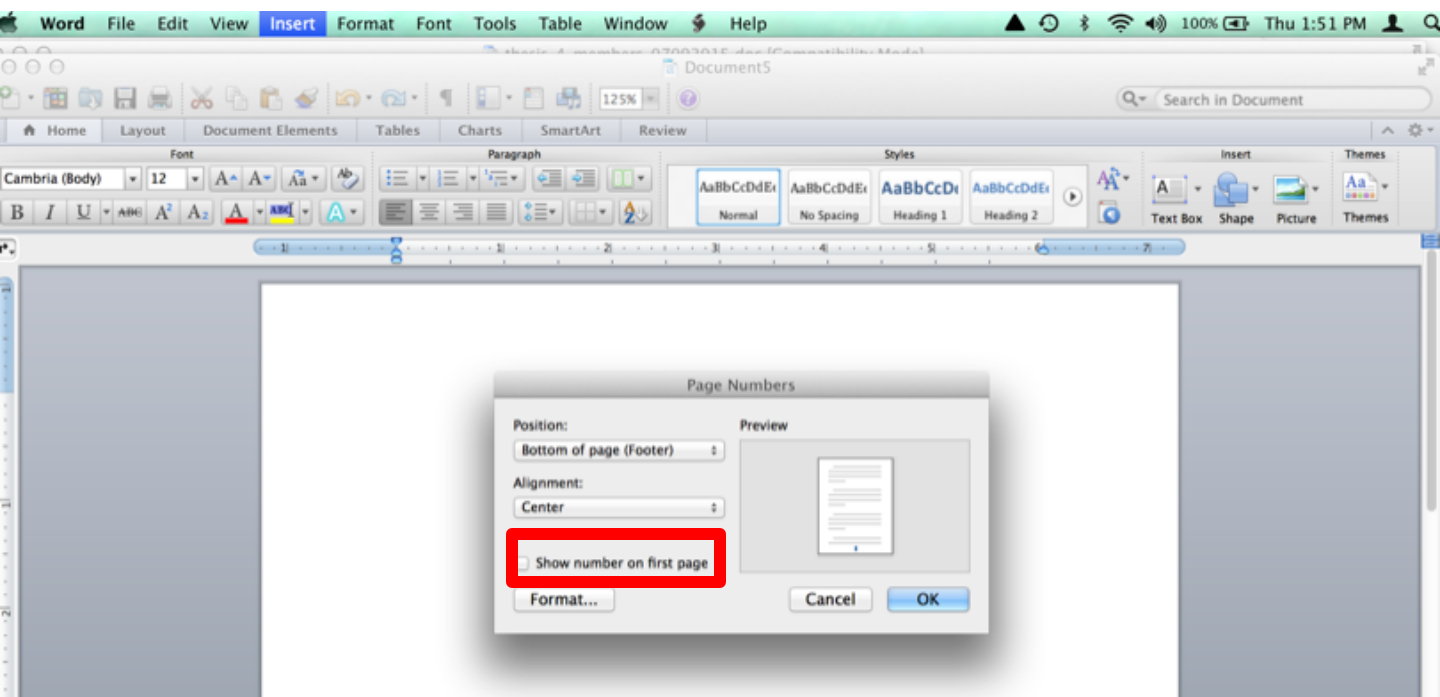
\_\_\_\_\_  
**type the name of committee member here**

\_\_\_\_\_  
**type the name of major professor here, Major Professor**

Title page does not have a page number



Click the box to delete page number

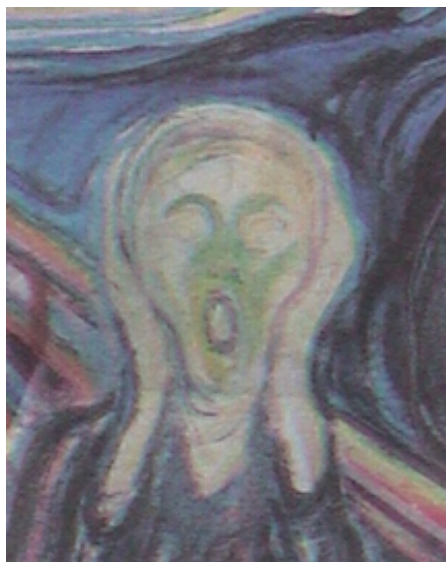


## **STEP 6: DEFENSE ANNOUNCEMENT**

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](mailto:mejiam@fiu.edu)). UGS also needs it when you submit M-3/D-5.

Announce the defense over your departmental list servers.



# 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- $\alpha$ , IFN- $\gamma$ , IL-2, IL-1 $\beta$ , and IL-8 under our experimental conditions. SCAE treatment also appears to inhibit or, at least, does not promote the production of TGF- $\beta$ 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).
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. Share the defense with your department.

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](mailto: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 \_\_\_\_\_

FLORIDA INTERNATIONAL UNIVERSITY  
UNIVERSITY GRADUATE SCHOOL

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

ALL INFORMATION MUST BE TYPED

Name \_\_\_\_\_ PID \_\_\_\_\_  
                    [Last]                                      [First]                                      [Middle]

Primary telephone \_\_\_\_\_ E-mail \_\_\_\_\_ Ed.D.  Ph.D.

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 final examination committee will consist of all members of the dissertation committee and any other members of the Graduate Faculty as may be appointed by the Dean of the UGS.

Dissertation Title \_\_\_\_\_

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

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 \_\_\_\_\_ 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

**Confirm:**  An electronic version of the dissertation defense announcement in Word has been sent to [ugs@fiu.edu](mailto:ugs@fiu.edu)

**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

**FOR OFFICE USE ONLY:**

REVIEWED BY: \_\_\_\_\_

- Enrollment in \_\_\_\_\_ dissertation credit hours
- GPA of at least 3.0 \_\_\_\_\_

**FLORIDA INTERNATIONAL UNIVERSITY  
UNIVERSITY GRADUATE SCHOOL**

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

**ALL INFORMATION MUST BE TYPED**

Name \_\_\_\_\_ PID \_\_\_\_\_  
                     [Last]                                      [First]                                      [Middle]

Primary telephone \_\_\_\_\_ E-mail \_\_\_\_\_ Ed.D.  Ph.D.

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 final examination committee will consist of all members of the dissertation committee and any other members of the Graduate Faculty as may be appointed by the Dean of the UGS.

Dissertation Title \_\_\_\_\_

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

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

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- 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)
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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 \_\_\_\_\_ dissertation credit hours

GPA of at least 3.0 \_\_\_\_\_

Hi Student,

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

The "How to Graduate – SUMMER 2020" is posted on the college website

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

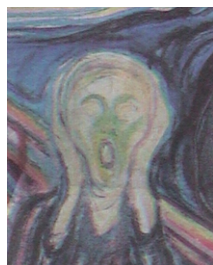
Please pay attention to the following deadlines for **SUMMER 2020** graduation.



We need an electronic version of the dissertation or thesis as does UGS. You will work with **Brandi Course** at UGS

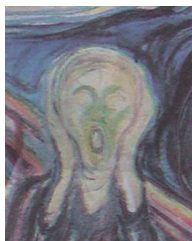
I look to document over to ensure that it is actually defensible; if there is a problem, I will contact you via email & phone. Make sure the M3/D5 has “live” contact info.

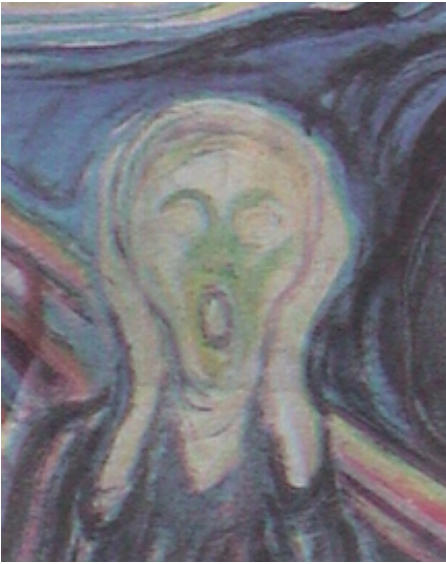
Your committee may require additional changes to the document before the final version is submitted. The M3/D5 version is not a draft; follow format rules. Be proud of your work.



## 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. Make sure committee members have the rubrics (CASE website).
3. MP submits Rubrics to GPD not CASE.
4. Defend. Circulate the form to your Major Prof & Committee members.
5. Make sure you have final ETD signature form and sign both pages.
6. Move the final ETD packet to the GPD.
7. I need a final electronic copy of the dissertation to look at one more time for format.
8. **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](http://www.bocabookbinding.com)  
Tel 407-654-0003 (Orlando based)

**International Assets**  
[www.iadigitalprint.com](http://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](mailto:ugs@fiu.edu). To check the status of your form, please log on to [my.fiu.edu](http://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: \_\_\_\_\_  
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   Committee Member                      Signature                      Date

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APPROVED BY: \_\_\_\_\_  
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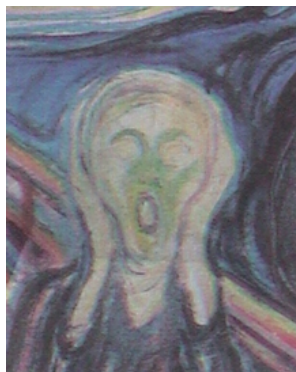
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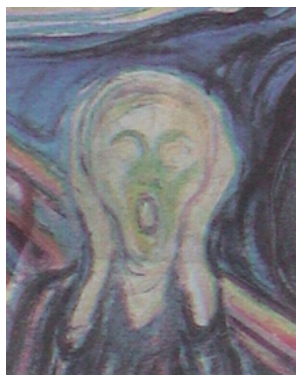
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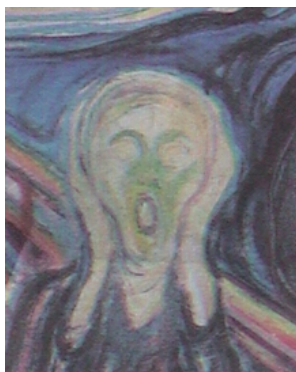
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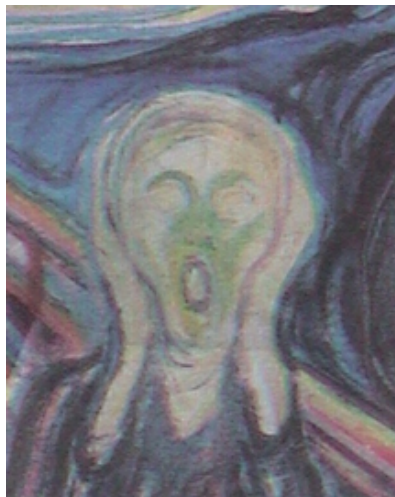
## **Document Deadlines.....**

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

Final ETD form and final documents due to  
CASE on **17 July 2020.**

i will look the document over for any format  
errors and I will move the Final ETD package  
to UGS for you.

Final ETD form and final documents are due to  
UGS on **24 July2020.**





**Questions?**