



University Community (faculty, graduate students and University Graduate School administration)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
MASTER'S THESIS AND COMMITTEE	June 2012	380.049

POLICY STATEMENT (R*)

Thesis Committee

The thesis committee guides development of the thesis and must be selected so that the relevant emphases of the thesis are fully represented. The committee chairperson must have a specialized academic competence in the student's major field of research.

Committee formation is initiated by mutual agreement between the student and the thesis advisor. The committee appointments are made by the Dean of the University Graduate School on the recommendation of the department chair or program director and the dean of the appropriate School or College. The Dean of the University Graduate School shall have the authority to appoint an additional Graduate Faculty member to any thesis committee.

The thesis committee must have a minimum of a committee chairperson and two additional members who are members of the Graduate Faculty at FIU. To chair a thesis committee, an individual must be a member of the Graduate Faculty and employed by Florida International University. A member of the Graduate Faculty who is not employed by Florida International University may serve as co-chair of a thesis committee. Additional committee members, including affiliated faculty from outside the University, may participate on the committee as recommended by the academic unit and approved by the Dean of the University Graduate School. A program may have more stringent requirements for committee membership provided they are incorporated and published in the program policies and provided to all students.

The composition of the thesis committee may be changed if a committee member is no longer available to participate or if the student or chair of the committee believes there are valid reasons to add or replace a committee member. The committee change must be justified and all outgoing and incoming members must agree to being removed or added. Committee changes must be recommended by the committee chair, the program director and the dean of the appropriate School or College. Committee changes must be approved by the Dean of the University Graduate School.

Thesis Proposal

A thesis is a formal and systematic discourse or treatise advancing an original point of view as a result of research. Each thesis student must submit a proposal to his/her thesis committee. The thesis proposal must be formal statement of the research plan and shall be appropriately referenced and conform to academic standards of writing in that discipline.

Before approval of the thesis proposal, all students must complete a Responsible Conduct of Research Certification. Those students participating in projects that involve human or animal research must participate in required training and obtain relevant committee approvals, i.e., approval from the Institutional Review Board for the use of human subjects or the Institutional Animal Care and Use Committee for animals.

Following approval of the thesis proposal by the committee chair and committee members, the proposal must be submitted for approval by the graduate program director or department chairperson and the dean of the appropriate school or college.

Thesis and Thesis Defense

Theses must conform to the standards of presentation as described in the *University Graduate School Thesis/ Dissertation Manual*.

Upon completion of a thesis, the degree candidate will submit to the Dean of the University Graduate School a request for thesis defense. This request must be approved by the committee chairperson, all other members of the committee and the Dean of the appropriate School or College.

This defense announcement is an invitation to members of the University community to observe and participate in the defense, thus the defense must be held on a business day during the regular term. The defense must occur at the time, date and place of the announcement and all committee members must be in attendance. The defense announcement must be posted at least a week prior to the defense and will include at least the following information:

- a concise one page description of the thesis;
- thesis title;
- student's name;
- thesis committee chairperson's name;
- School or College, and department; and
- date, time, and place of the defense.

Following the successful defense, as determined by a majority vote of the student's thesis committee, the thesis is forwarded to the dean of the appropriate School or College and to the Dean of the University Graduate School for their approval.

All theses submitted in fulfillment of requirements of master's degrees must conform to University guidelines. The required library copy must conform to University Graduate School guidelines.

HISTORY (R*)

Originally 5.3.2 RESEARCH COMMITTEE (effective 3/28/89); 5.3.3 COMMITTEE APPOINTMENTS (effective 3/28/89); 5.3.4 CHANGE OF COMMITTEE MEMBERS (effective 3/28/89); 7.1 DEFINITION (effective 3/28/89); 7.2 PROPOSAL (effective 3/28/89); 7.4 ENROLLMENT AND CREDIT HOURS: THESIS (effective 3/28/89); 7.4 APPLICATION FOR DEFENSE OF DISSERTATION OR THESIS (effective 3/28/89); 7.5 DISSERTATION AND THESIS APPROVAL PROCESS (effective 3/28/89); 7.6 STYLE (effective 2/28/89); 7.7.2 LIBRARY COPIES (effective 3/28/89) from *Graduate Policies and Procedures Manual*.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

University Graduate School
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

University Graduate School
Modesto A. Maidique Campus
11200 SW Eighth Street - PC 230
Miami, Florida 33199
Telephone: (305) 348-2455

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at www.policies.fiu.edu.

For any questions or comments, the "Document Details" view for this policy online provides complete contact information.

***R = Required *O = Optional**