

Instructions and Helpful Information for M-2 Form

Master's Thesis Proposal (M-2)

1. DEADLINES

- M-2 is to be completed at least 1 semester before the anticipated graduation semester.
- Deadlines for submission of forms to the UGS are available at: <http://gradschool.fiu.edu/electronic-thesis-dissertation-deadlines.shtml>
 - Submit forms to the Academic units well before the deadline to allow sufficient time for approval and signature.
 - Ultimately, it is the student's responsibility to make sure forms are received by the University Graduate School on time and that all deadlines are met.

2. ACTIVE STATUS ENROLLMENT REQUIREMENTS

- Master's students are **required** to be enrolled in at least 1 graduate credit hour in the term in which they submit M-2.
 - M-2 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/documents/Continuous_Enrollment_Requirement_for_Dissertation_and_Thesis_Students.pdf

3. INSTRUCTIONS

- All information must be **typed**.
- If Applicable, prior to filing the abbreviated proposal with the UGS, the thesis committee should meet with the student for an oral defense of the full proposal.
- Type the names of the committee members and obtain their original signatures.
 - If one of the committee members is unavailable to sign, he/she can give the Department Chair written authorization to sign on his/her behalf.
- Complete checklist and attach documentation as needed.
 - Provide a copy of your class schedule to show proof of current enrollment in graduate credit hours:
 - Access: **my.fiu.edu** > Choose the Student Tab > Under "Academics" choose "Class Schedule" in the drop-box > Choose the arrow next to the drop-box to continue > Choose the current academic semester to continue > Show only the enrolled classes and "filter" > Click File > Print Preview > Pull drop-box which states "Only the selected frame" > Print the entire enrollment class schedule
 - Attach the abbreviated proposal (no more than 5 pages plus references in a scholarly style appropriate to the discipline) that clearly outlines background information related to the research topic, research question/hypotheses, methods, and statistics/analysis to be used. (Refer to Guidelines for prep of proposals available at: http://gradschool.fiu.edu/documents/Proposal_Guidelines.pdf)
 - Attach a copy of the Responsible Conduct of Research (RCR) certificate. (Instructions available at: <http://research.fiu.edu/rcr/index.html>)
 - If thesis involves human subjects, attach the IRB memorandum of approval. (Instructions available at : <http://research.fiu.edu/irb/index.html>)
 - If thesis involves vertebrate animal research, attach the IACUC memorandum of approval. (Instructions available at: <http://research.fiu.edu/iacuc/index.html>)
 - Attach authorization if one of the committee members has given consent for the Department Chair to sign on his/her behalf.
- Submit M-2 form and required documentation to Chair/Program Director and the Dean of the College for approval.
- Submit to the UGS for final approval.

4. ADDITIONAL INFORMATION

- It is understood that the thesis may evolve in directions quite different from the Thesis Proposal, and that the proposal is not intended to restrict the normal development of a research project. The thesis proposal is in no way a contract between the University and the student. Depending on the outcome of the research, the thesis may require substantially more work than anticipated at the stage of the thesis proposal. The termination of a line of research and the adoption of a substantially new thesis project will require the oral defense of a new proposal and approval of the proposal by the UGS.
- Any questions regarding IRB/IACUC procedures should be directed to your college IRB or IACUC representatives or to Christopher Grayson at 305-348-8379/ E-mail: irbiacuc@fiu.edu

- If your GPA is below 3.0, see your academic advisor in order to make a plan to raise your GPA above 3.0; you **cannot** graduate with a GPA below 3.0.
- To check the status of your form, please log on to my.fiu.edu, and check under the “To Do List” Section.

REMINDER:

- ❖ You must apply for graduation in the same semester in which you anticipate graduating. Please refer to <http://registrar.fiu.edu/index.php?id=85> for graduation deadlines.

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

Master's Thesis Proposal (M-2)

ALL INFORMATION MUST BE TYPED

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

Primary telephone _____ E-mail _____

INSTRUCTIONS: If applicable, prior to filing the proposal, the thesis committee should meet with the student for an oral defense of the proposal. The proposal must be accepted by the UGS at least one semester prior to graduation. It is understood that the thesis may evolve in directions quite different from the Thesis Proposal, and that the proposal is not intended to restrict the normal development of a research project. The thesis proposal is in no way a contract between the University and the student. Depending on the outcome of the research, the thesis may require substantially more work than anticipated at the stage of the thesis proposal. The termination of a line of research and the adoption of a substantially new thesis project will require the oral defense of a new proposal and approval of the proposal by the UGS.

Thesis Title _____

➤ **Signature below affirms that I have read and approved the full proposal and, if applicable, that I attended the oral proposal defense.**

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 _____ graduate credit hours
- ☐ Abbreviated proposal (no more than 5 pages plus references)
- ☐ Copy of Responsible Conduct of Research (RCR) training certificate
- ☐ 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)

Check one: ☐ No humans or vertebrate animal subjects ☐ IRB approval attached ☐ IACUC approval attached

REQUEST MADE BY: _____ Date _____
Student Signature

RECOMMENDED BY: _____ Date _____
Chair/Program Director Signature

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

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

FOR OFFICE USE ONLY:

REVIEWED BY: _____

☐ Enrollment in _____ graduate credit hours

☐ GPA of at least 3.0 _____