

## Final Approval of Dissertation

### Signatory Approvals

Students must adhere to all deadlines but are encouraged to file for approval as early in the semester as possible. Deadlines are found on the FIU *Academic Year Calendar* or the University Graduate School website *University Graduate School*

The final Dissertation document must follow the dissertation *Regulations* exactly. The Dissertation document includes a signature page printed on bond paper. Template formats of the signature page are found on the *Signature Page Template*

The Chair of the Dissertation Committee is responsible for certifying that the final version of the Dissertation contains all revisions requested by the Committee, as well as those suggested by the Dean.

Prior to submission of final copies, students should submit a complete draft of the Dissertation to the Office of the University Graduate School to check format. This informal check usually takes at least two working days, so the student should allow enough time before the deadline for submission of final copy. After this informal check, the candidate must make the corrections suggested before bringing the final copies to the University Graduate School.

### Submission to the University Graduate School

Once all changes have been made and approved, the student must submit the following to the Office of the University Graduate School:

- **Form D-7 Final Approval of Dissertation.** To obtain a copy of the form, see FIU *Graduate Student Forms*. Signatures on the form include the Dissertation Chairperson, the Associate Dean of the CNHS, the Dean of the CNHS, and finally, the Dean of the University Graduate School. The document must be submitted to the Dean of the CNHS for approval before being submitted to the Dean of the University Graduate Program. The Dean of the University Graduate School must be the very last signatory.
- **Three (3) copies of the final Dissertation document on bond paper.** The final copies of the Dissertation must be delivered in a sturdy box with a cover. The manuscript should NOT be brought bound, stapled, folded or hole-punched. Personal information such as telephone or social security numbers on box should NOT be included. A copy of the title page should be taped to the cover of the box. The manuscript must be filed in person. Under no circumstances will a manuscript be accepted through the mail. The Dean of the University Graduate School will notify the student when the Dissertation has been approved in its final form.
- **Proquest (UMI) Dissertation Agreement.** All doctoral students are required to publish their Dissertation through University Microfilms International (UMI) Dissertation Publishing. The abstract of the Dissertation is published in *Dissertations Abstracts International*. The student must complete the Proquest (UMI) Agreement form. To obtain copy of the Proquest Agreement, see FIU *Graduate Student Forms* and then **Proquest Dissertation Agreement Form**. The student must pay the fees at the FIU

Cashier's Office (Fill out the ***Cashier Form for Payment of Microfilming and Copyright***) and present a copy the Cashier's receipt.

- **Survey of Earned Doctorate.** All doctoral students must fill out the Survey of Earned Doctorate. To obtain copy of the survey, see FIU ***Graduate Student Forms*** and then ***Survey of Earned Doctorate (SED)***. Instructions for completing the SED are also available on the same page. The completed survey must be presented when the final approval form and Dissertation copies are submitted.

### **Electronic Theses and Dissertations Project**

The University Graduate School allows dissertations to be submitted in electronic form. To obtain information on the advantages of electronic submission, see ***Electric Submission*** A student preparing an ETD will still need to submit one hard copy of his/her dissertation for the University Library.

### **Copyrighting**

The need to register copyright depends on the nature of the materials and on the candidate-author's plans for future publication or revision of the manuscript. Copyrighting the Dissertation is recommended, not required.

The candidate wishing UMI to file the application for registration of a claim of copyright on his or her behalf fill must out the appropriate section of the University Microfilms International agreement, sign the authorization on the back of the agreement, pay the required fee to the FIU Cashier's Office (Fill out the ***Cashier Form for Payment of Microfilming and Copyright***), and present a copy of the receipt along with final approval form and Dissertation copies.

To obtain more information on copyrighting, see ***FIU Regulations for Thesis/Dissertation Preparation Manual*** and then ***US Copyright Office*** or ***Copyright Crash Course*** by Professor Georgia Harper, University of Austin.

### **Binding**

Doctoral students must bring three copies of the dissertation to the University Graduate School. Students do not have to pay binding fees for the copies sent to the University Library. The third copy is mailed to University Microfilms International for microfilming.

Students desiring to have personal copies of their dissertation bound by a professional book binder need to make their own arrangements. The University Graduate School has a list of binding companies that provide this service. However, students are free to work with any company they choose.