

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>ACADEMIC POLICY</b>

<b>Subject/Title:</b> Graduate Thesis Committee
<b>FPU Policy Number:</b> FPU-5.0123AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> May 20, 2016
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Academic Affairs
<b>Initiating Authority:</b> Provost

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all graduate students who have chosen to or are required to complete a thesis and their thesis committees at the University.

**B. POLICY STATEMENT:**

In order to complete a thesis, a student must have a Graduate Thesis Committee (“the Committee”). The Committee must be comprised of at least three faculty members. The Chair of the Committee must be an expert in the subject matter of the proposed thesis and a faculty member. At least one Committee member should represent a field outside of the student’s major field. Industry partners may also serve as members of the Committee. The Committee: approves the student’s course of study plans for research; supervises the research and any comprehensive qualifying exams; and reads and approves the thesis for content and format.

**C. PROCEDURES:**

- a) **Student Selects Committee Chair and Develops Thesis Proposal.** To form a graduate thesis committee, the student first selects a Chair. The Chair serves as the student’s committee supervisor and thesis sponsor. The Chair helps the student develop his/her thesis proposal and select the Committee members.
- b) **Complete Thesis Committee Form and Get Approvals.** To form a graduate thesis committee, the student must complete and submit the following documents to the Committee Chair, Committee members, the Graduate Program Coordinator for the student’s respective program or major, and the Provost or his/her designee for approval:
  - i. A Thesis Committee Form
  - ii. A copy of the student’s transcript
  - iii. A thesis proposal that includes:
    1. An abstract that provides a brief description of the problem statement and expected solution;
    2. A survey of current literature regarding the problem statement that demonstrates why the problem statement is important and how it aligns with the student's research interest and course of study;
    3. A list of deliverables; and

4. An expected schedule of when the student will complete each deliverable.
- c) **Submit Form to Registrar.** The student must submit the approved Thesis Committee Form to the Office of the University Registrar. The Office of the University Registrar must receive the completed Thesis Committee Form prior to the student registering for thesis credit hours.
- d) **Changing the Committee Membership.** To make changes to the members of the graduate thesis committee:
- i. A student must complete and submit a new Thesis Committee Form to the Committee Chair, Committee members on the revised Committee, the Graduate Program Coordinator for the student's respective program or major, and the Provost or his/her designee for approval and signature.
  - ii. After obtaining signatures and approvals, the student must submit the new Thesis Committee Form to the Office of the University Registrar.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: FPU-5.0123AP	
Initiating Authority	Date
Policies & Procedures Committee Chair	Date
Vice President of Academic Affairs	Date
President/Designee	Date
Approved by FPU BOT, if required	Date
<p><b>EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL</b></p>	