A Concise MBF PhD Guide

SUMMARY
1: In the first year, a PhD student takes required coursework, passes the comprehensive exam, forms a dissertation committee, and has the 1st committee meeting.
2: In the second year a graduate student hosts the first committee meeting, agrees on a dissertation proposal topic, writes and defends the proposal, and passes qualifying exams. A successful qualifying exam admits the student to candidacy.
3: In the third year and every year thereafter, a student holds a committee meeting and provides an annual progress report to the committee. Committee chair and student should collaborate on a concise description of this meeting and the chair makes an annual summary to the Academic Committee (AC) of the student’s satisfactory progress.
4: To graduate, a student must be a PhD candidate and apply to graduate one semester prior to defending. The written dissertation should be made available to the dissertation committee four weeks prior to the oral defense. The announcement of defense that indicates that the committee tentatively approves of the dissertation must occur 2 weeks prior to the defense. The student must provide an oral presentation and defend the dissertation in public.
5: Documentation for committees, committee meetings, and description of progress must be provided to the MBF AC.
6: It is expected that a student will defend the PhD five years after entering the MBF graduate student program (four years if they hold a Master’s degree).
PREFACE
Graduate student education includes a close relationship between the advisor and student. The advisor is responsible for advising and supporting a student’s research. The graduate student is responsible for his/her education and becoming an independent scientist. The student’s dissertation committee plays an important role in the maturation and education of a graduate student. This committee is responsible for insuring the quality of research, evaluating student progress for candidacy, and approving the dissertation. This MBF Student Handbook is designed to aid students and faculty by stating the Program’s interpretations of RSMAS policy, and by stating specific Program requirements. It is ultimately the responsibility of each student and their advisor to meet all of the guidelines and requirements of the Program described in this document and the School stated in the RSMAS Graduate Handbook.

TIME LINE
Year 1: All required courses taken. Comprehensive exam passed at the end of spring semester. Student dissertation committee formed, have first committee meeting.
Year 2: Proposal written and defended, and qualifying exams passed.
Years 2-5: Annual meetings with the dissertation committee and submission of concise annual progress reports.

Doctorate in Marine Biology and Fisheries Degree (PhD)
The First Year
THE STUDENT’S DISSERTATION COMMITTEE
(Also see page 1 of the RSMAS Handbook)
A student’s dissertation committee is important to the student and to our academic institution because members of the committee both provide guidance and are the guardians of a program of excellence. A committee should be formed in the student’s first year and a first committee meeting must be held. Students should discuss with their advisors possible committee members. The committee must meet once per year to review the student's progress. A short summary of the meeting is sent to the RSMAS Graduate Studies Office (GSO) by the committee chair for addition to the student's file.

Importance of Faculty Participation:
Faculty active participation in a student’s dissertation committee is very important for a successful and excellent graduate program. The members of a dissertation committee are responsible for overseeing the student’s research, approving the proposal, and evaluating the student for candidacy (passing qualifying exam). The committee is responsible for the student’s development into an independent scientist and approving the student dissertation.

DISSERTATION COMMITTEE:
The dissertation committee will consist of no fewer than five members: the chair, who will be a member of the University Graduate Faculty, three members also from the Graduate Faculty, and one member from outside RSMAS (this can be a faculty member at UM or outside of the University).

REQUIREMENTS
The committee must meet at least once per year. The MBF Program AC requests copies of the approved appointment to Student’s Committee form, changes in the membership of the committee, and the annual progress report when they are forwarded to GSO.

COURSE INFORMATION AND REQUIREMENTS
(Also see page 1 of the RSMAS Handbook)
The faculty advisor and student should consider carefully how many credits to transfer, when the student enrolls in the MBF program with a Masters of Science degree in the discipline from another school (see page 20 of the RSMAS Handbook).
All students must maintain a GPA higher than 3.0 at all times. This is a requirement of the Graduate School (GS) and is checked each semester by GSO. A student whose GPA falls below 3.0 is automatically placed on
RSMAS academic probation. If the GPA is not increased to 3.0 in the subsequent semester, the student may be dismissed from the program.

**REQUIRED COURSES**

Students are required to take 3 of the following 3 cr courses as required courses: MBF604 Biological Oceanography, MBF508 Biometrics, MBF515 Tropical Marine Ecology, MBF555 Graduate Physiology, MBF610 Physical Environment of Marine Organisms.

MBF602 Graduate Student Seminar is a 1 cr course for which registration is not required, however, throughout their tenure in the Program, every MBF graduate student is expected to attend all seminars every year they are an MBF student, and must give a talk in the series annually after the first year. Students arriving with an MS degree begin to give seminars in their first year.

**All RSMAS students are required to take the Research Ethics Course** (RSM 600; 0 cr)
The goal of the first year is to complete the majority of courses: 3 required courses and comprehensive exam, and address foundation knowledge areas for dissertation

**FALL:**

MBF 604 Biological Oceanography  
MBF 508 Biometrics  
MBF 515 Tropical Marine Ecology  
MBF 680 Scientific Communication  
Alternating year electives or other courses

**SPRING:**

MBF 610 Physical Environment of Marine Organisms.  
MBF 555 Graduate Physiology  
MBF other courses or research

Students should select courses in consultation with their advisor. The MBF AC is available for advice.  
First year students should use the first year courses to correct any knowledge deficit and to gain a foundation for research in their chosen specialty within MBF.

In every semester, students should be full-time enrolled via a combination of the balance of necessary course work and research activities. Full time status is achieved by either total 9 course cr, or 1 cr research (710 or 730).

**WAIVER OF THE REQUIRED COURSES:**

Any student who has successfully completed one or more equivalent courses at an accredited institution may petition the MBF AC to waive the requirement for enrolling in the relevant required course, so that the student may claim the course as a requirement met. This is accomplished by interview with the RSMAS course instructor, after which the instructor will send a recommendation memorandum to the MBF AC. Receiving course credits will be at discretion of the AC; for example, an undergraduate course in Biol Ocy can meet the requirement of the student having taken MBF604, but no course credit will be awarded toward the PhD degree; an elective may be taken in its place. If it is intended to use the course completed elsewhere as a core course for the MBF PhD program, the comprehensive exam for that course must be passed.

**COMPREHENSIVE EXAMINATION**

(Also see page 2 of the RSMAS Handbook)

By the end of the first year a written completion of the comprehensive examination is required of MBF students. This test is designed to evaluate knowledge in the required subjects.

**MBF COMPREHENSIVE EXAM FORMAT for MS and PhD Students**
The exam consists of 1 question from each of the 3 required classes. The comprehensive questions will each be administered immediately following the final test or other graded classroom component of the course, with one hour allotted for each question. RSM600 (Research Ethics) is required of all UM students, but does not include a comprehensive question.

Each comprehensives question will be written and graded by that class professor.
PROCEDURES FOR PASSING or FAILING THE MBF COMPREHENSIVE EXAM

Passing the exam requires 100% pass (P/F) on the comprehensive questions.
A single retake is possible at the discretion of the student’s committee and the program faculty.
A failed Comprehensive Exam with no endorsement to retake the exam will result in immediate dismissal from the MBF graduate program.
A failed retake of the Comprehensive Exam will also result in immediate dismissal from the MBF graduate program.

The Second Year
DISSERTATION PROPOSAL

The dissertation proposal is the foundation for qualifying exams and both must be completed by the end of the second year. (Also see page 3 of the RSMAS Handbook)

Students should approach the proposal in the same manner as they would a proposal for funding directed to a government agency. The first step in designing a research project is to formulate clearly stated hypotheses. Students are advised to "be specific and informative and avoid redundancies.” The following components are suggested.

SUMMARY (1 page or less) describing the specific aims and the importance of the research,

PROJECT DESCRIPTION (15 pages) consisting of:
  1. Specific Aims. Provide a list of aims that state concisely and realistically what the research described in the proposal is intended to accomplish and/or what hypothesis is to be tested. Do not exceed one page.
  2. Significance and Background. Briefly sketch the background to the hypothesis, critically evaluate existing knowledge, and specifically identify how the research will advance the field. State concisely the importance of the research by relating the specific aims to long-term objectives.
  3. Progress Report/Preliminary Studies. This section provides an account of the investigator's preliminary studies pertinent to the research.
  4. Experimental Design and Methods. Should discuss in detail the experimental design and how these experiments address the specific aims. Should provide detailed procedures for those approaches or techniques that are novel or not well established.
  5. Provide a tentative sequence and timetable for the investigation. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.
  6. Literature Cited. List all publications cited in the proposal. Use a standardized format such as from a scientific journal in your field that includes all pertinent information such as the authors, title, and location of the work. Cited literature is not included in the 15-page limit.

Recommendation in the event of numerous revisions:
Numerous edits to the proposal by the committee should be avoided. The chair of the committee is primarily responsible for providing a sound document to the student’s dissertation committee. The committee is responsible for approving the proposal and experimental approach. If there are many questions concerning experimental design, a committee meeting should be held to discuss these problems.

PROPOSAL DEFENSE

The proposal defense provides the student and the committee the opportunity to more fully discuss the objective and methods of the proposed research. After the dissertation committee has had time to read and review the proposal, the student must defend his/her proposal. The student provides a presentation on the proposed work and the committee is given the opportunity to question the hypothesis, methods, and breadth of the research. If the written proposal was found to be sound and acceptable, the defense should be seen as an opportunity to enhance the student’s research. If the proposal research is in dispute, the defense should provide the student and committee an opportunity to fully discuss these problems and address approaches to overcome them. Finally, since the qualifying examination is based on scientific subjects necessary to do the proposed research, this meeting with the student’s committee is an excellent time to define the reading and type of information the
student needs to prepare for the qualifying exam.

QUALIFYING EXAMINATION
(Also see page 2 of the RSMAS Handbook)
At the end of the second year a written qualifying examination is required of all students admitted to the doctoral program. Having passed the qualifying exam and meeting all other requirements, a student becomes a candidate for a Ph.D. The purpose of the qualifying examination is to demonstrate that the MBF doctoral student has the necessary level of understanding and expertise in research and related fields to complete the dissertation research and to demonstrate the appropriate level of knowledge commensurate with earning a doctoral degree from RSMAS.

For MBF students, the qualifying examination should focus on the subject matter needed to complete the research proposed by the student. The topic areas to be covered by the written examination should be agreed upon by the student, chair, and the dissertation committee soon after the proposal defense. The student is strongly encouraged to discuss the specific topics with each member of the dissertation committee, well in advance of the examination, to clarify the expected questions. The committee is encouraged to provide specific reading or areas of knowledge they will test the student on. The qualifying exam is 4-5 partial days (4 hours per day) on questions written by their committee. It is the chair’s responsibility to provide the test and to have the student’s committee grade this in a timely manner. The scheduling of the exam sessions is the responsibility of the student's advisor, but in all cases the written portion of the examination shall be completed within one week. In the event of a failure, a student may be re-examined once upon the recommendation of the student's committee in consultation with the AC. If granted, the reexamination must be given before the end of the following semester. In addition, an oral qualifying examination may be required by the student's committee. However, the oral examination may not serve as a substitute for the written examination, which is a Graduate School requirement, with any oral exam used to verify or further test the student. The decision of passing or failing the qualifying examination rests with the dissertation committee. The qualifying examination (written and, if required, oral) must be successfully completed, as documented by the dissertation committee, before the student can be admitted to candidacy.

ADVANCEMENT TO CANDIDACY
(Also see page 3 of the RSMAS Handbook)
Students should advance to candidacy at the end of their second year but must advance at least one semester prior to defending and graduation. Advancement to candidacy requires the completion of all course work and passing qualifying exams.

The Degree
PhD students are expected to finish the PhD program in five years. Students are required to meet annually with their committee and provide a succinct one-page progress report. The chair is expected to provide a statement summarizing this committee meeting and the student’s progress.

DISSERTATION
The written dissertation should be provided to the committee four weeks prior to the oral defense. The Announcement of Defense form, signed by all committee members, must be submitted to GSO 2 weeks before the intended defense. Details are on pp. 3-4 of the RSMAS handbook. Specific requirements for the format of the dissertations are set by GS. These guidelines are available in the GSO. Students must adhere to them strictly or risk rejection by GS. A student's final dissertation/thesis must be signed by all committee members and turned in to GS by the end of the subsequent full semester following the date of defense.

DEFENSE (SEE PP 3-4 OF THE RSMAS HANDBOOK)
MBF requires a public oral presentation of a PhD dissertation. The public presentation should occur only after the committee has been sufficient time to review the written dissertation. Students should consult closely with
their advisor and advisory committee members throughout the course of their studies to minimize any possibility for dissension at the defense.

Procedure if there is dissension on the acceptability of a thesis or dissertation:
Note that there is a School-wide policy on Academic Appeals. See page 18 of the RSMAS student handbook for a description of this procedure. Alternatively for MBF students, the following may be applied:
If during the final phase of evaluating a draft thesis/dissertation, or at the defense, a committee member refuses to approve the document, and this results in fewer than the requisite number of signatures, the following procedure can be followed:
The student and his or her advisor will recommend to the MBF AC a third party reviewer to read the document and render an opinion as to its acceptability. The MBF AC can approve or disapprove the reviewer, and if it disapproves, the student and advisor will recommend alternates until approval is obtained. The MBF AC can provide the student and advisor with acceptable suggestions as well. The reviewer should have expertise in the research area and preferably be a senior scientist. Once a reviewer has been approved, he or she will read the thesis/dissertation, attend the defense (if possible), and provide the MBF AC with a written evaluation. It is also expected that the MBF Academic Committee members will attend the defense if possible. The MBF AC will then render a decision regarding the acceptability of the thesis/dissertation, weighing all evidence including the reviewer's report. This decision will be conveyed to the Department Chair in the form of a recommendation, and depending on the requirements for committee composition, with either the chairperson or Associate Dean signing the document. Dissenting members of the Thesis/Dissertation Committee do not sign the document but may register a minority report.

Degree Progress, Warnings, Problems, and Academic Probation
The MBF AC monitors each student's progress each semester. The expected time to completion for degrees is as follows:
MS 2 to 2.5 years
PhD 4 years for students entering with an MS
5 years for student entering with a bachelor’s degree

REGENCY OF CREDIT
The Graduate School has a firm policy concerning the time elapsed since earning academic credits (see page 19 of the RSMAS Handbook). Students must complete all degree requirements within eight years, including leaves of absence. If the student remains for a Ph.D. after completing a M.S. at RSMAS, the date of entry is enrollment in the Ph.D. program, and credits from that time forward are the only ones affected by this policy. Credits are reinstated for four years after completion of the Qualifying Examination. For further information, students are urged to contact the Graduate School on the Coral Gables Campus.

ACADEMIC WARNING AND PROBATION
Students will not be allowed to enroll after the fall of their second year unless they have passed their comprehensive exams.
A student will not be allowed to enroll after the fall of the third year unless they have defended the proposal and passed the qualifying exam.
A student will not be allowed to enroll in fall of the 3rd or subsequent years unless they document the annual dissertation committee meeting.
If there is a problem with the student's progress, the student and advisor will be called to appear before the MBF AC to discuss the problem and possible solutions. If meeting with the AC does not solve the problem with the student's progress, the MBF AC can recommend that the student be dismissed from the University. Students and their advisors can at any time speak to any member of the AC about a situation that is causing delays in the student's progress. Confidentiality will be maintained as necessary and appropriate.

Resetting the timeline for degree completion
If a student falls significantly behind the schedule for a degree because of a major event such as a change of
advisor, change of research project, personal hardship, or other unforeseen events, the student and advisor may petition the MBF AC to "reset the clock" for completion of the degree. Recency of credit is unaffected by resetting the clock.

**ENTRY INTO THE PH.D. PROGRAM**

*Correcting Errors in Degree Program:*

Occasionally, a student who intended to enter the PhD program is registered as an MS student at the time of acceptance. To correct this error, a memorandum signed by the student's advisor is sent to GSO with a copy directed to the MBF AC. The same process is followed for PhD students who had intended to complete an MS degree.

*Entry into the PhD program after completion of the MS at RSMAS:*

Completion of the MS degree in MBF does not guarantee acceptance to the PhD program. If admission to the doctoral program is desired by the student, the thesis committee must recommend this at the time of the MS defense in the form of a memo to the MBF AC. The student must then complete a readmission form. Finally, there must be a faculty member with funds available to act as the student's advisor. It is recommended that this process be initiated at least three months in advance of the entry date desired.

**LEAVE OF ABSENCE**

(See page 18 of the RSMAS Handbook)

Any time the student is not registered at the University for a period of one or more semesters constitutes a leave of absence. All leaves must be approved in advance by the MBF AC via memorandum from the student's advisor or committee and indicating the advisor's approval. The readmission form must be approved by the MBF AC. Students are cautioned that the Recency of Credit rule set by the Graduate School continues during leaves of absence.

**FUNDING**

Most PhD students in the Department of MBF are supported by research assistantships and teaching assistantships. These types of support include tuition, stipend, and research funds. In addition, certain departmental, School or University Fellowships provide support of varying duration and composition. Research Assistants and Teaching Assistants are awarded tuition scholarships under the terms of current RSMAS policy. See GSO for any questions on this policy. Most fellowships/scholarships are available only to doctoral students. MBF-distributed scholarship funds are listed in appendices. Files of information on non-UM fellowships as well as a fellowship database are available from the MBF AC.

**STUDENT FILES**

(See page 20 of the RSMAS Handbook)

The MBF AC tracks the progress of MBF students. Thus it is useful if students filing relevant forms with GSO correspond with the AC about these submissions, as well.

**APPEALS AND CHANGES IN POLICY**

(See page 17 of the RSMAS Handbook)

The student may appeal any decision made by the MBF AC to the RSMAS Graduate AC, and, if necessary, subsequently to the Associate Dean for Graduate Education.

All students should be aware that there is no right to a degree, and that the MPS, MS, and PhD degrees are conferred only with approval of their graduate, thesis, or dissertation committees, respectively, and completion of all degree requirements issued by the Department, the School, and the University. The MBF AC recognizes that the guidelines for obtaining degrees will evolve in any healthy program. Any faculty member or student who has recommendations should contact the MBF AC.
Master of Science in Marine Biology and Fisheries Degree (MS)

Overview
This is intended as a full time, 2-year (21-24 mos) degree that includes a thesis equivalent to a single published scientific paper.
There will be a single advisor who is a member of the Graduate Faculty of the University who holds a faculty appt in the Department.
Requires 30 credits: 24 course credits (18 of which must be from UM) and 6 research credits (RES710, 730).
The first year of the 2-yr full time program will normally consist of 18 course credits over 2 semesters and 1 research credit for any semester in which enrollment in <9 credits, to reach full time student status. The third semester will normally consist of 6 course credits and 2 research credits; the 4th semester will consists of the balance of research credits required to reach 6.
The thesis research will begin during summer 1, continue at a reduced pace during the 3rd semester, and be completed during 4th semester.
Two funding models currently exist:
Stipend, tuition, insurance and research costs are borne by the advisor.
A self-funded MS for which no student stipend is required of the PI. Research costs of the thesis will be borne by the PI. Tuition and insurance are paid by the student.
Students may enter the program during fall or spring.

Curriculum
Semesters 1-2 (~9 course credits/term)
Three courses from core course offerings: Fall is MBF515 (TrMarEcol), MBF604 (BioOc), MBF08 (Biomty); Spring is MBF610 (PhysMarEnv), MBF555 (GrPhysiol)
RSM600 (Research Ethics, reqd of all UM students)
plus electives
1 research credit for any term in which enrollment falls below 9 cr.
Semesters 3-4
Balance of course credits from electives.
≥1 research credit for any term in which enrollment falls below 9 cr.
Goal is to complete 24 course credits and 6 research credits by end of 4th term*
*some of the research credits can be taken during summer 2, if research continues

Comprehensive exam
To be completed at the conclusion of the 3 required core courses.

Committee
Formation at end of semester 1. Consists of 3 members: Advisor within the Department who is a member of the Graduate faculty, plus 1 RSMAS member, plus 1 member from outside MBF or outside RSMAS. Of these latter 2, one must be Graduate Faculty such that the committee has ≥2 Graduate Faculty members.
First committee meeting during 2nd semester.
Proposal
Written and defended before semester 3 (Committee meeting #2)

Thesis
Preliminary research executed summer 1 (for some students this will precede 1st Committee meeting)
Research Semester 3
Research Semester 4
Thesis written and defended after Semester 4.
Master of Professional Science Degree

COURSE REQUIREMENTS
24-27 graduate course credits. All students are required to complete 24 – 27 course credits. Within each track, there are compulsory classes and electives. Coursework is multi-disciplinary and thus will be accepted from multiple departments.

3-6 internship credits. Completion of an internship with an approved agency, institution, or business, culminating in a formal report.

ADVISOR AND MENTOR
The latest information is at http://mps.rsmas.miami.edu/internship/ and related links.

Students will be assigned an academic advisor during their first semester in residence. The advisor must hold an appointment in the Department representing the student’s track selection. This advisor will offer guidance regarding University expectations, coursework, registration, program details, and graduation requirements. At the beginning of the first semester, the student and the academic advisor will establish the curriculum to be followed, based on the track selected and the student's personal and professional goals. Each student will also identify and request the involvement of a faculty mentor, who will act as a resource to the student regarding career guidance and the selection of an appropriate internship. The faculty mentor should be someone whose research and work interests the student, and his or her role as a mentor should be confirmed no later than the end of the first semester. Though RSMAS faculty members are preferred to take on the role as mentors, individuals from approved agencies, institutions, or businesses may also fulfill this role.

COMMITTEE
All MPS students must have a graduate committee of at least 3 members. This committee will include your academic advisor and two mentors, one internal mentor (i.e. faculty mentor) and one “outside” member. The “Appointment to Student Committee” form is due during the second semester in residence.

COMPREHENSIVE EXAMINATION
A comprehensive examination is required of all MPS students after completing at least 18 course credits and prior to beginning an internship. The exam will be written and will be based on the material covered in each student’s courses. Each Department determines the content and form of the examination and establishes the test date for its students in a given year-class, according to general School guidelines. In the event of a failure, a student may be re-examined once, upon the advice of the student's advisor and at the discretion of the faculty of the Department. If granted, the re-examination must be given before the end of the following semester. The GSO should receive written notification of the examination results. Students who fail the re-examination are subject to dismissal from the school.

PRE-INTERNSHIP
Before being allowed to begin an internship, a student must:

a) submit the “Internship Agreement” Form, highlighting the timeline, goals, expectations, and objectives of the internship
b) have the internship approved by your committee and the Internship Supervisor
c) complete at least 12 credits, with a minimum grade point average of 3.0
d) remove all "I"s or deficiencies

INTERNSHIP
Each student will be required to complete an internship with an organization engaged in some activity associated with marine and/or atmospheric science and identify an Internship Supervisor. Such organizations can be national or international agencies, private corporations, or foreign governments with clearly defined marine-oriented programs or activities. Internships can be either paid or unpaid by the organization, or interns can complete the internship by formal participation in a University sponsored program in some area of marine science. A detailed synopsis of a proposed contribution to the hosting organization is required as a formal proposal, preferably before the internship begins, but no later than 2 weeks after the start date. The internship
The internship proposal will include: an introduction to the topic (i.e. a literature review), a statement of the problem, the purpose of the study, methods and materials (i.e. the proposed activities and analyses), a timeline, and plans for disseminating the information. An internship proposal template and guidelines will be provided. In addition, a strict requirement for the completion of the MPS degree is an oral presentation, preferably offered to the hosting organization, and a detailed report. Institutions may release an intern before the end of the proposed time commitment, and an intern may also terminate the position with an institution at any time, provided there are significant reasons not to proceed. In either case, due process will include a conference with the intern, the supervisor, and the student’s academic committee members. The resolution of any problems should occur during this meeting. However, should the problems continue, or are deemed to be irreparable/irrevocable, the internship may be terminated, and the plans for the involved student will be reevaluated by the student’s committee.

**INTERNSHIP REPORT**
The final grade (pass/fail) will be based on a written report and an oral presentation. The internship report is not a summary of involvement but rather a contributory assessment of the experience, including developmental insight and a summary of any research performed. Seven copies of the final approved report should be distributed as follows:
- One electronic copy for the representative Department (MBE, OCE, MES)
- One electronic copy to each member of your committee
- One copy for the representative agency, institution, or business (electronic and/or hard copy at their request)
- One electronic copy to the RSMAS Library
- One electronic copy on a CD to GSO
The report must be accompanied by one original of the Certificate of Approval signed by the Academic Advisor and the RSMAS Associate Dean for Academic Affairs. Instructions and forms are available in GSO.

**CONFERENCE**
Though not mandatory, MPS students are strongly encouraged to attend a scientific conference during their academic residency at RSMAS.

**RESIDENCY**
For full-time students, residency will be limited to 24-months within a continuous 30-month period. A student who has not completed all of the requirements for graduation within this time period will be required to petition the division for continuation. Graduate coursework and associated credits completed at RSMAS are valid for a maximum of 5 years. If a student does not graduate within 5 years of starting the MPS program; they must be reevaluated for enrollment and continuation.

**TRANSFER OF CREDITS**
A total of 6 credits may be transferred into the MPS degree program from an outside institution, provided that those credits did not result in the conferral of another degree and were completed within 5 years of the start date of the MPS program. However, all courses must be evaluated by the academic advisor and approved by the instructor of the equivalent RSMAS class prior to transfer/acceptance.

**UNIVERSITY OF MIAMI CREDITS TAKEN AS AN UNDERGRADUATE**
If pursuing an MPS degree in MBE, you may complete 6 credits of required coursework while in residence as an undergraduate. However, none of those credits can fulfill undergraduate graduation requirements.

**DISTINCTION BETWEEN MPS & MS**
Students in the MPS degree program must complete a 3-6 month internship and execute an internship and submit a written report for approval by their committee. Students in the MS program must execute and write a MS thesis, which is an original research project synthesized into a manuscript comparable in scope and content to a peer-reviewed journal publication. The thesis may be conducted as part of research conducted at RSMAS or another academic institution, or as part of a collaborative effort with a federal, state, local, or non-governmental agency, or a private institution.
TRANSFER FROM MPS TO MS
Students may request to be considered for transfer from the MPS program into the MS program. These requests must be submitted PRIOR to the start of the second semester and/or before the completion of 12 graduate course credits. Transfers from the MPS to the MS will not be considered after students have completed 12 or more credits.

Appendix
MBF GRADUATE FACULTY 2014-2015*
Ault, Jerald
Babcock, Elizabeth
Baker, Andrew
Bakun, Andrew
Brand, Larry
Crawford, Douglas
D’Allesandro, Evan
Die, David
Ehrhardt, Nelson
Fieber, Lynne
Glynn, Peter
Grosell, Martin
Hitchcock, Gary
Langdon, Chris
Lirman, Diego
McDonald, Danielle
McManus, John
Oleksiak, Margie
Ortner, Peter
Richardson, Jill
Schmale, Michael
Serafy, Joseph
Smith, Sharon L.
Thomas, Gary
Wood, Chris

*For a list of University Graduate Faculty, see
http://www.miami.edu/gs/index.php/graduate_school/current_students/graduate_faculty_list_by_department/