CHECKLIST FOR DEFENSE
(Refer to your copy of the student handbook for further information)

___ TAKE RESEARCH ETHICS

___ APPOINTMENT TO STUDENT COMMITTEE*

___ TAKE AND PASS COMPREHENSIVE EXAM
(Administered by the division)

___ THESIS PROPOSAL APPROVAL FORM* AND COPY OF YOUR PROPOSAL

___ ANNOUNCEMENT OF DEFENSE *(TURNED IN TO GSO 2 WEEKS PRIOR TO DEFENSE)

___ DEFENSE MEMO *(SIGNED BY ALL COMMITTEE MEMBERS UPON SUCCESSFUL COMPLETION AND SUBMITTED TO GSO)

___ ASSESSMENT FORM OF DEFENSE

CHECKLIST FOR GRADUATION

___ APPLICATION FOR GRADUATION – COMPLETED ON-LINE THROUGH CaneLink
all students who have applied for graduation before and fail to submit their thesis by the deadline must re-apply.

___ ELECTRONIC THESIS AND DISSERTATIONS (ETD)
After you have successfully defended, make any changes recommended by your committee in addition to those requested by the Dissertation Editor. Submit a revised, post-defense draft to the Dissertation Editor one week after your defense for another review. Several iterations of review at this stage of the process may be needed before a manuscript is deemed final, so factor into your planning the amount of time this step might take.

___ CERTIFICATE OF APPROVAL (1) *- ONE COPY WITH ORIGINAL SIGNATURE OF ALL COMMITTEE MEMBERS TURNED IN TO GSO WITH A COPY OF ABSTRACT FOR ACADEMIC DEAN APPROVAL PRIOR TO DEADLINE AS STATED IN THE ACADEMIC CALENDAR

___ CLEARANCE FORM*

*RSMAS FORMS AVAILABLE ONLINE @ WWW.RSMAS.MIAMI.EDU/ACADEMICS/GRADUATE-PROGRAMS/CURRENT-STUDENTS/FORMS/

***Reminder:
Dr. Clement must see the abstract, the email from the graduate school that allows you to upload and sign the Certificate of Approval BEFORE it can be taken to the Graduate School on Main Campus.

* Please make sure to use ALL RSMAS forms. You will need to follow the ETD websites checklist in addition to ours.
ANNOUNCEMENT OF DEFENSE
To be submitted with the Student Payroll End Date Form

STUDENT NAME:_________________________________________________________________

THESIS/DISSertation
TITLE:_____________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

DEGREE/DIVISION:________________________________________________________

DATE:______________________________________________________________

TIME:______________________________________________________________

PLACE:______________________________________________________________

COMMITTEE MEMBERS:
I have read and approve the above thesis/dissertation as substantially complete and ready for the oral defense scheduled above.

PRINT NAME                  SIGNATURE
Chair:________________________  ________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

UNIVERSITY OF MIAMI
ROSENSTIEL
SCHOOL of MARINE & ATMOSPHERIC SCIENCE
**STUDENT PAYROLL END DATE**

*To be submitted with the Announcement of Defense form*

STUDENT NAME: ________________________________________________

DEFENSE DATE: _______________________________________________

END DATE FOR SALARY: _________________________________________

Note that it is the responsibility of the faculty advisor to alert the Graduate Studies Office and the Office of Research Administration about changes to this end date. If a special check is required the fee ($100) will be charged to the advisors FPF account.

The student cannot be paid beyond the last day of the semester in which they graduate.

ADVISOR: ________________________________________________

SIGNATURE: ________________________________________________

DATE: _______________________________________________________

Cc:
RSMAS Business office
Office of Research Administration
Student file
MEMORANDUM

TO: Dr. Amy Clement
Associate Dean for Graduate Studies

FROM:

SUBJECT: Defense of Master’s Thesis

DATE:

The Master’s candidate, ________________________________,

successfully defended his/her thesis on ________________________________.

The following committee members were present (signature required):

<table>
<thead>
<tr>
<th>Print name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
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Choose one option, A or B:

A. This student is / is not planning to pursue a Ph.D. at this time.

B. The committee does / does not recommend for the Ph.D. program at RSMAS
**To be completed by chair after defense**

<table>
<thead>
<tr>
<th>Program:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Name:</strong></td>
<td><strong>Student's UM ID:</strong></td>
</tr>
<tr>
<td>Rating of (circle one): Master's Thesis Doctoral Dissertation</td>
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</tr>
</tbody>
</table>

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<tr>
<th>Rating Scale and Explanations</th>
<th>1 = Unacceptable</th>
<th>2 = Poor</th>
<th>3 = Average/Acceptable</th>
<th>4 = Very Good</th>
<th>5 = Exceptional</th>
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</thead>
<tbody>
<tr>
<td>Knowledge of the discipline</td>
<td>Error(s) in exposition of the field and/or omission of key source(s)</td>
<td>Minor errors, omissions, and/or lack of synthesis</td>
<td>Adequate and accurate exposition of key sources</td>
<td>Good coverage and synthesis of key sources plus additional relevant material</td>
<td>Thorough review and excellent synthesis of sources including some obscure but relevant ones</td>
</tr>
<tr>
<td>Appropriate methodology</td>
<td>Errors in methodology selection and/or use</td>
<td>Minor methodological errors and/or omissions</td>
<td>Methodology applied correctly and adequately; appropriate documentation</td>
<td>Methodology applied correctly, explained clearly, and documented well</td>
<td>Mastery of finer points of methodology plus elegant application and/or supplementary approaches</td>
</tr>
<tr>
<td>Application of knowledge and methodology to original research topic</td>
<td>Discipline and methodology not referenced/applied well</td>
<td>Some links to discipline knowledge and methodology but not clearly integrated with research</td>
<td>Adequate connection between knowledge of discipline and use of methodology and research</td>
<td>Clear exposition of relationship or disciplinary knowledge and methodology to original research</td>
<td>Insightful references to sources and application of methodology to excellent research topic</td>
</tr>
<tr>
<td>Critical thinking</td>
<td>Muddled presentation with errors in reasoning and/or without much analysis and synthesis</td>
<td>Reasoning sometimes confused, simplistic, and/or not clearly explained</td>
<td>Adequate reasoning, explanation of assumptions, and supporting evidence</td>
<td>Clear reasoning with organized presentation of evidence, assumptions and conclusions</td>
<td>Clear and organized argument that represents sound, original and complex thought</td>
</tr>
<tr>
<td>Effective written communication</td>
<td>Writing generally unclear with consistent errors and/or poor organization</td>
<td>Writing sometimes unclear with weak organization and/or grammatical errors</td>
<td>Writing clear concise, and organized with minor or no grammatical errors</td>
<td>Writing generally error-free with clear organization and depth</td>
<td>Elegant writing with fully developed arguments clear organization and correct grammar</td>
</tr>
<tr>
<td>Effective oral communication</td>
<td>Presentation generally unclear, with poor organization and/or marred by distracting mannerisms or language</td>
<td>Presentation sometimes unclear, with weak organization, and/or some distracting mannerisms or language</td>
<td>Presentation organized to convey main points of thesis/dissertation clearly and without distractions</td>
<td>Articulate presentation with clear organization and professional language</td>
<td>Elegant, confident, and engaging presentation with clear organization and now</td>
</tr>
<tr>
<td>Overall quality (not necessarily average or earlier ratings)</td>
<td>Unacceptable</td>
<td>Poor</td>
<td>Average/acceptable</td>
<td>Very Good</td>
<td>Exceptional</td>
</tr>
</tbody>
</table>

**Comments:**
UNIVERSITY OF MIAMI GRADUATE SCHOOL  
CERTIFICATE OF APPROVAL OF MASTERS THESIS  
(1 ORIGINAL REQUIRED)  

TO BE COMPLETED BY STUDENT:  (PLEASE TYPE)  

Author’s Name:  

C#:  

Title of Thesis:  


TO BE COMPLETED BY COMMITTEE MEMBERS  

This is to certify (1) that this thesis has been approved by the committee; (2) that the student has satisfactorily passed the oral examination in defense of the thesis on ; and (3) that credit should be given as follows, with a grade of "S":  

(Please have committee members' names typed/printed next to or below their signature)  

SIGN:  

NAME/DATE:  

Chairperson:  

Name:  

Name:  

Name:  

Name:  

Name:  

Name:  

Ex-Officio Committee Member*  
* RSMAS Graduate Studies  

TO BE FILLED IN BY DISSERTATION COORDINATOR  

This thesis has been examined and found to be complete and suitable for binding.  

Signed:  

Dissertation Coordinator for the Graduate School  

Date  

STUDENT MUST SEND ANY CHANGES/REVISIONS WITHIN 3 MONTHS FROM THIS DATE. This memo will be held in advisors office until all revisions are done. Any extensions will be granted on a case by case basis.  

Rev. 07/2014
PLEASE FILL OUT BOTH SIDES OF THIS FORM AND RETURN TO GRADUATE STUDIES

RSMAS STUDENT CLEARANCE FORM

NAME: _______________________________ DATE: __________

Last name   First name   M.I.

STUDENT #: ___________________________ DIV: __________ MA  MS  PHD
(circle one)

CHAIR: ___________________________ EXPECTED DATE OF DEPARTURE: __________

In order to be cleared for graduation you must have each department sign and date this form.

LIBRARIES: All books and documents borrowed have been returned, or satisfactory arrangements have been agreed upon.

RSMAS LIBRARY
SIGNED: ___________________________ DATE: __________

RICHTER LIBRARY
SIGNED: ___________________________ DATE: __________

DIGITAL PRINT FACILITY (PRINT SHOP): Duplicating charges have been paid, or an acceptable dept. schedule has been agreed upon.

(SG 1st floor)
SIGNED: ___________________________ DATE: __________

FACILITIES: ID card has been returned/ SLAB lab keys have been returned.
SIGNED: ___________________________ DATE: __________

DIVISION: All keys have been returned.
SIGNED: ___________________________ DATE: __________

TEACHING EQUIPMENT/TA Parking Passes: All teaching equipment/TA parking passes has been returned.
(Graduate Studies Office)
SIGNED: ___________________________ DATE: __________

OVER →
FORWARDING INFORMATION:

NAME:  

ADDRESS:  

HOME PHONE:  HOME FAX:  

HOME E-MAIL:  

EMPLOYER:  

EMPLOYER ADDRESS:  

COUNTRY:  

EMPLOYER PHONE:  EMPLOYER FAX:  EMPLOYER E-MAIL:  

DATE OF GRADUATION:  

DEGREE:  

DIVISION:  

SPOUSE NAME:  

Rev. 7/2014