

ACADEMIC CALENDAR

2009-2010

FALL SEMESTER 2009

AUGUST 26, WEDNESDAY	CLASSES BEGIN
AUGUST 26, WEDNESDAY	LATE REGISTRATION FEES IN EFFECT
SEPTEMBER 4, FRIDAY	LAST DAY FOR REGISTRATION AND TO ADD A COURSE
SEPTEMBER 11, FRIDAY	LAST DAY TO DROP A COURSE WITHOUT A "W"
OCTOBER 9, FRIDAY	LAST DAY TO APPLY FOR GRADUATION FOR FALL
OCTOBER 30, FRIDAY	COURSES MAY NOT BE DROPPED AFTER THIS DATE
NOVEMBER 20, FRIDAY	LAST DAY TO DEFEND FOR FALL 2009 GRADUATION
DECEMBER 4, FRIDAY	CLASSES END
DECEMBER 16, WEDNESDAY	THESES/DISSERTATIONS/ INTERNSHIP REPORTS DUE IN GRADUATE SCHOOL OFFICE

SPRING SEMESTER 2010

JANUARY 19, TUESDAY	CLASSES BEGIN
JANUARY 19, TUESDAY	LATE REGISTRATION FEES IN EFFECT
JANUARY 27, WEDNESDAY	LAST DAY FOR REGISTRATION AND TO ADD A COURSE
FEBRUARY 3, WEDNESDAY	LAST DAY TO DROP A COURSE WITHOUT A "W"
MARCH 5, FRIDAY	LAST DAY TO APPLY FOR GRADUATION FOR SPRING, SUMMER I AND II 2010
APRIL 5, MONDAY	COURSES MAY NOT BE DROPPED AFTER THIS DATE
APRIL 16, FRIDAY	LAST DAY TO DEFEND FOR SPRING 2010 GRADUATION
APRIL 30, FRIDAY	CLASSES END
MAY 12, WEDNESDAY	THESES/DISSERTATION/ INTERNSHIP REPORTS DUE IN GRADUATE SCHOOL OFFICE

POLICY FOR TUITION SCHOLARSHIP FOR GRADUATE STUDENTS

All graduate students supported* 100% on research funds or fellowships will be given tuition scholarships if funds are available. The total tuition scholarships given will be up to the number of credits needed for the degree (30 credits for the MS except 36 for the MS in MAF and 60 credits for the Ph.D.) within a given period of time (see below). The suggested distribution of these scholarships for the Ph.D. is as follows:

	1st Semester	2nd Semester
First Year	9	9
Second Year	6	6
Third Year	5	5
Fourth Year	5	5
Fifth Year	5	5
Total	30	30

New Ph.D. students with an MS in the same field from another school will be credited with 24 credits for the degree and will be eligible for only 36 tuition scholarships. Each student is responsible for appropriate spacing of the courses needed for the degree.

In addition to the number of credits limit, the following time limits will apply to all RSMAS graduate students (excluding leave of absence time):

- 7 years for MS + PhD both from RSMAS
- 6 years for PhD entering with BS only
- 5 years for PhD entering with MS from another institution
- 3 years for MS entering with BS only

Beyond these limits, students are responsible for their own tuition. Special exceptions must be requested by the student and their advisor, with the endorsement from both the division academic representative and the division chair, and approved by the Associate Dean for Academic Affairs. Reasons for exceptions must be unusual and unexpected situations beyond the control of the student (i.e., failure of instruments, loss of data due to physical catastrophe, cancellation of planned research programs, prolonged absence of advisor due to sickness, maternity or death).

* The support of the student should be at the suggested school levels for the degree. Fractional coverage of a student will result in the appropriate fraction of tuition scholarships.

STUDENT RESPONSIBILITY

It is the students' responsibility to be informed of all regulations and procedures required to obtain his/her degree. The student should become especially familiar with the GRADUATE BULLETIN (<http://www.miami.edu/grad/bulletin/>), including:

1. The section presenting the requirements for the degree

and;
2. The offerings and requirements of the major department.

The student should consult his/her division concerning course requirements, deficiencies, the planning of a program, special regulations, etc. Divisions may have additional degree requirements that are not listed in the GRADUATE BULLETIN.

THIS HANDBOOK IS ISSUED AS AN INFORMAL AID TO STUDENTS PLANNING THEIR STAY AND CAREERS AT UM/RSMAS.

IT DOES NOT SUPPLANT THE GRADUATE STUDIES BULLETIN AND, IN CASES WHERE DISCREPANCIES ARE PERCEIVED TO EXIST, THE LANGUAGE AND THE INTENT OF THE BULLETIN SHALL PREVAIL. IN NO CASE WILL A REGULATION BE WAIVED OR AN EXCEPTION GRANTED BECAUSE A STUDENT PLEADS IGNORANCE OF THE REGULATION OR ASSERTS THAT HE/SHE WAS NOT INFORMED BY AN ADVISOR OR OTHER AUTHORITY.

WE SUGGEST THAT YOU TAKE TIME TO BECOME FAMILIAR WITH THE PERTINENT PORTIONS OF THE BULLETIN AS ONE OF YOUR FIRST ACTIONS AT RSMAS.

Student Handbook
2009-2010

Table of Contents

Degree Requirements:	1
Doctor of Philosophy Degree	1-5
Master of Science Degree	5-9
Master of Arts Degree	9-10
Master of Arts Degree in Marine Affairs	10-12
Master of Science Degree in Marine Affairs	12-15
J.D./M.A. Joint Degree	16
Auditing a Course	17
Clearance Procedure, Course Changes	17
Full-time Status, Grade Changes	17
Graduation	18
Academic Appeals Process	18
Leave of Absence	19
Post Baccalaureate (Non-Degree) Status	19
Publication of Thesis and Dissertation	20
Recency of Credit	20
Registration, Student Files, Forms	20-21
Transfer of Credit	22
Transfer of Major	22
Withdrawal	22
STUDENT HEALTH CENTER	22
Health Insurance	23
Immunization	24
Pharmacy	24
RSMAS Library	24
RSMAS Computer Facility	25
Honorary Awards	26-28
FINANCIAL AFFAIRS	28
Fellowships and Scholarships	28-30
S. Armistead Jones Student Merit Load Fund	30
Loan Funds	30
Employment	30
Career Planning and Placement	31
GENERAL INFORMATION	31
Student Organization – MSGSO	31
Diving Program	32
Equipment	32
Mail, Office Space	32
Room Reservations, Security	32-33
Student Boat Regulations	33-34
Directory of Administrative Office & Personnel	35
Directory of Division Chairs & Academic Representatives	36
Checklists	37-39

**ACADEMIC AFFAIRS
DEGREE REQUIREMENTS**

Doctor of Philosophy Degree

All students in all degree programs are required to demonstrate the ability to prepare and teach scientific material.

1. **Course Requirements** - All students are required to take the course and research credits given below:

Sixty credits are the minimum requirement for the Ph.D. and not less than half of the total credits must be in work only open to graduate students (600-level and above). At least twenty-four of the sixty credits must be course credits taken in residence at the University of Miami, and may include those course credits taken as part of the Masters of Science degree. A minimum of 12 dissertation credits is required by the University. Each division has the right to set their own requirements with regard to course and research credits as long as the minimum of 24 course and 12 research credits is satisfied. Students transferring into the school with a Masters of Science degree are normally given credit for twenty-four course credits if the degree is in the same discipline. However individual divisions may require further course credits to remove deficiencies.

All RSMAS students are required to take:

The Research Ethics Course (RSM 600)

At least one course, and preferably two, outside the division of residence

(exception: Ph.D. students entering RSMAS with an earned masters degree)

UNDER NO CIRCUMSTANCES WILL A STUDENT SEEKING A Ph.D. DEGREE BE GRANTED MORE THEN 60 TUITION SCHOLARSHIPS.

Once the student has completed 60 credits, he/she will be required to register for each succeeding semester in RES 750 for which no credit is awarded (minimum 1 credit charge), but which maintains his or her full-time status as a graduate student. If a student has been permitted to bypass the M.S. degree, 6 credits of RES 710 will be converted to RES 730.

2. **Committee** - A faculty advisor will be assigned to all new students by the divisional academic committee. As early in the first semester after admission as possible, the faculty advisor should begin discussions of research areas and interests with the students in an attempt to determine which faculty members would be most suitable as the chairman of the student's thesis/dissertation committee.

The student and prospective committee chairman should prepare a list of faculty members who would be willing to sit as members of the committee, and who would be expected to contribute expertise in areas related to the research to be

undertaken. The dissertation committee must consist of at least four members; this includes the committee chair, who shall be a member of the division as well as a regular member of the Graduate Faculty. Of the remaining members, it is also required that two shall be from the Graduate Faculty, and one member of each Ph.D. committee must have their primary affiliation outside of RSMAS and that member must also have a Ph.D. degree (outside of RSMAS, but not necessarily outside of the University. Adjunct and secondary appointments are both considered outside as long as their primary affiliation is not RSMAS). A department, program, school or college may require additional members.

A list of proposed committee members should be presented to the divisional academic committee for approval. If approved, an "Appointment to Students Committee" form should be completed, signed by all members, and forwarded to the Graduate Studies Office. Proposed changes in the membership of existing committees must be approved by the committee chairman and must carry the endorsement of the divisional academic committee, before being forwarded to the Graduate Studies Office.

The Committee should meet approximately once per semester to review the student's progress. A short report of what was discussed should be sent to the Graduate Studies Office by the committee chairman for addition to the student's file.

No student gains the right to be recommended for the degree simply by fulfilling requirements. This right is reserved for the student's Committee.

3. **Comprehensive Examination** - A comprehensive examination is required of all RSMAS students **by the end of the third semester**. The exam can be written, oral or both. Each division 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 committee and at the discretion of the faculty of the division. If granted, the re-examination must be given before the end of the following semester. The Graduate Studies Office should receive written notification of the examination results. *Students who fail the re-examination are subject to dismissal from the school.*
4. **Qualifying Examination** - A *written* qualifying examination is required of all students admitted to the doctoral program. The student's supervisory committee will normally prepare and administer the examination within the guidelines established by the faculty of the School and of each division. In the event of a failure, a student may be re-examined once upon the recommendation of the student's committee and at the discretion of the faculty of the division. If granted, the re-examination 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. *Students who fail the re-examination are subject to dismissal from the school.*

5. **Language** - Foreign language requirements are established by the student's division or committee. A student whose division requires a foreign language must take the Graduate Student Foreign Language Test (GSFLT), or pass a written and oral translation exam. A memorandum stating the outcome of the examination should be sent to the Graduate Studies Office by the examiners.
6. **Dissertation Proposal** - An outline of the dissertation covering the following must be approved by the student's committee and submitted to the Graduate Studies Office with a copy to the division academic committee.
 - a) tentative title
 - b) statement of the problem and objectives
 - c) methods of attacking the problem, including equipment and facilities required
 - d) timetable

A "Proposal Approval" form, available in the Graduate Studies Office, must accompany the proposal and be signed by the members of the student's committee.

7. **Admission to Candidacy** - Before being admitted to candidacy, a student must:
 - a) have an approved committee on file in Graduate Studies
 - b) successfully pass the comprehensive exam
 - c) successfully pass the qualifying examination
 - d) complete the language requirement, if any
 - e) submit the dissertation proposal
 - f) have a 3.0 average in all credits earned (a minimum of 12 credits although some divisions may require 24)
 - g) remove all "I" or deficiencies

An application for Admission to Candidacy is available from the Graduate Studies Office and must be completed one semester before the final session of work. The form must be returned to the Graduate Studies Office. ***NO STUDENT MAY RECEIVE HIS/HER DEGREE IN THE SAME SEMESTER IN WHICH THEY ARE ADMITTED TO CANDIDACY.***

8. **Dissertation Defense** - The student must be admitted to candidacy prior to the defense and registered in the semester that he/she defends. An "Announcement of Defense" form indicating the date, time, place and dissertation title, should be signed by all the committee members and

returned to the Graduate Studies Office at least 2 weeks prior to the defense. The committee chairman should notify the Graduate Studies Office, in writing, of the outcome.

9. **Dissertation Submission** - An original and two copies of the dissertation in approved form must be handed in to the Graduate School on the Coral Gables campus, on or before the date specified in the University Academic Calendar. Instructions regarding the proper format can be obtained from the Graduate Studies Office or the Graduate School. Each dissertation must be accompanied by three originals of the Certificate of Approval available from the Graduate Studies Office. The Associate Dean must sign off on the Certificate of Approval before it goes to the Graduate School. The student should therefore present the dissertation to the Graduate Studies Office at least a few days prior to the Academic calendar deadline. This form must be signed by all members of the student's committee and the RSMAS Associate Dean for Academic Affairs.

10. Summary of Ph.D. Degree Requirements and Time Limitations

	<u>REQUIREMENT</u>	<u>MUST BE COMPLETED</u>
A.	Major Advisor	By end of 1st semester
B.	Committee	In the 2nd semester
C.	First Committee Meeting	In the 2nd semester
D.	Comprehensive Exam	By end of 3 rd semester
E.	Proposal	By end of 2nd year
F.	Qualifying Exam	By end of 3rd year
G.	Language(if required)	Prior to Admission to Candidacy
H.	Admission to candidacy	At least one semester prior to graduation

11. Progress reports should be written by the student each semester and submitted to his/ her committee

12. Progress reports should be sent by the advisor/chairman to the Graduate Studies office each semester

The above requirements will be reviewed by the division academic committee.

13. It is expected that the total time to complete the requirements for the Doctor of Philosophy degree will normally be four years of full-time study from the date of receipt of the M.S. degree or, if the M.S. is by-passed, five years of full-time study from the date of admission with a bachelor's degree.

14. Students not fulfilling the above requirements must submit a written explanation, including a statement by the major advisor, to the division academic committee for review. The results of this interview will be

forwarded to the RSMAS Graduate Academic Committee.

15. Any student whose grade point average falls below 3.0 will receive written notice from his/her division with copies to the Graduate Studies Office stating that he/she is on academic probation. Any graduate student who receives this warning letter must meet the full standards of academic progress set forth by the university by the end of the subsequent semester. *Students who fail to meet the cumulative grade point average requirement have failed to meet the satisfactory academic progress standards established by the university and are no longer eligible to receive any graduate assistantship, fellowship or tuition scholarship and are subject to dismissal from the school.*
16. These guidelines may be made more stringent by an individual dissertation advisor or committee, but they may not be made more lenient.

Master of Science Degree

All students in all degree programs are required to demonstrate the ability to prepare and teach scientific material.

1. **Course requirements** - All students are required to take the course and research credits given below:

24 graduate course credits	Of which 18 must be taken at the University of Miami.
6 research credits	(RES 710) Once the student has completed the required six research credits, he/she must register for RES 720, for which no credit is awarded and no tuition scholarships given (minimum one credit charge), but maintains full-time status.

Students may not register for doctoral research credits until they are admitted into the Ph.D. program.

All RSMAS students are required to take:

The Research Ethics Course (RSM 600)

At least one course outside the division of residence (exception: MPO masters students are exempt from this requirement)

2. **Comprehensive Examination** - A comprehensive examination is required of all RSMAS students **by the end of the third semester**. The exam can

be written, oral or both. Each division 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 committee and at the discretion of the faculty of the division. If granted, the re-examination must be given before the end of the following semester. The Graduate Studies Office should receive written notification of the examination results. *Students who fail the re-examination are subject to dismissal from the school.*

3. **Thesis Committee** - A faculty advisor will be assigned to all new students by the divisional academic committee. As early in the first semester after admission as possible, the faculty advisor should begin discussions of research areas and interests with the student in an attempt to determine which faculty member would be most suitable as the chairman of the student's thesis committee.

The student and the prospective committee chairman should prepare a list of individuals who would be both willing to sit as members of the committee, and who could be expected to contribute expertise in areas related to the student's research. The thesis committee must consist of at least three members, one of whom must be a member of the Graduate Faculty of the University and one member must be from outside the division.

A list of proposed committee members should be presented to the divisional academic committee for approval. If approved, an "Appointment to Students Committee" form should be completed, signed by all members, and forwarded to the Graduate Studies Office. Proposed changes in the membership of an existing committee must be approved by the committee chairman, and must carry the endorsement of the divisional academic committee, before being forwarded to the Graduate Studies Office. The committee should meet approximately once per semester to review the student's progress. A short report from these reviews should be sent to the Graduate Studies Office by the committee chairman for addition to the student's file.

4. **Thesis Proposal** - An outline of the thesis covering the following items must be approved by the student's committee and submitted to the Graduate Studies Office, with prior acknowledgment by the division academic committee.
 - a) tentative title
 - b) statement of the problem and objectives
 - c) methods of attacking the problem, including equipment and facilities required
 - d) timetable

A "Proposal Approval" form, available in the Graduate Studies Office, must accompany the proposal and be signed by the members of the student's

committee, and the Division Academic Committee.

5. **Language** - Foreign language requirements, if any, are established by the student's division/committee.

6. **Pre-Defense** - Before scheduling the defense, a student must have:
 - a) an approved committee on file in Graduate Studies
 - b) successfully passed the comprehensive examination
 - c) completed the language requirements, if any
 - d) submitted the thesis proposal
 - e) a 3.0 average in all work undertaken as a graduate student (a minimum of 12 credits although some divisions may require 24)
 - f) removed all "I" or deficiencies
 - g) taken the GRE with satisfactory scores

7. **Thesis Defense** - The student must be admitted to candidacy prior to the defense and be registered in the semester that he/she defends. The student must complete the Announcement of Defense form stating the date, time, and place of defense, and title of the thesis, have all committee members sign, and submit it to the Graduate Studies Office at least two weeks prior to the event. The committee chairman should notify the Graduate Studies Office in writing of the outcome, and of the committee's recommendation regarding the student's suitability for acceptance into the Ph.D. program.

8. **Thesis Submission** - One unbound copy of the thesis, in approved form on proper paper must be deposited with the Graduate School, Coral Gables campus, on or before the date specified in the University Academic Calendar. Instructions regarding proper form, etc., can be obtained from the Graduate Studies Office, or from the Graduate School. The thesis must be accompanied by three copies of the Certificate of Approval signed by all members of student's committee and the RSMAS Associate Dean for Academic Affairs. Since the Associate Dean must sign off on the Certificate of Approval before it goes to the Graduate School, the student should plan to present the thesis to the Graduate Studies Office at least a few days prior to the Academic calendar deadline.

9. **Substitution of Publication for Thesis** - With the approval of the student's committee and the divisional academic committee, a publication may be submitted in lieu of a thesis. The following regulations apply:
 - a) The publication must be the work of the student (sole author) and not a joint effort with another person or persons.
 - b) The work on which the publication is based must be a part of the student's graduate program for which appropriate

- graduate credit was granted.
- c) The publication must be published in a reputable, refereed journal.
 - d) The student must have a thesis committee which shall be appointed in accord with, and function as prescribed in the Graduate Bulletin. Regulations pertaining to the thesis shall hold for publications.

10. **MS Bypass** - Students should check with their divisional academic committee for the appropriate bypass procedures. If a M.S. bypass is approved by the Divisional Academic Committee, written notice must be forwarded to the Graduate Studies Office.

11. Summary of MS Degree Requirements and Time Limitations

REQUIREMENTS

MUST BE COMPLETED

A. Major Advisor	By end of 1st semester
B. Committee	In the 2nd semester
C. First committee meeting	In the 2nd semester
D. Comprehensive Exam	By end of 3rd semester
E. Proposal	Beginning of 4th semester
H. Progress reports written by the student for his/her committee.	Each semester
I. Progress report sent by the advisor/chairman to the Graduate Studies Office	Each semester

The above requirements will be reviewed by the division academic committees.

- 12. Given the above time requirements, a student should complete the M.S. in two years from the date of admission to the program.
- 13. Students not fulfilling the above requirements must submit a written explanation, including a statement by the major advisor, to the division academic committee. In extreme cases, the student will be asked to appear before the division academic committee. The results of this interview will be transmitted to the RSMAS Academic Committee.
- 14. Any student whose grade point average falls below 3.0 will receive written notice from his/her division, and copied to the Graduate Studies Office, stating that he/she is on academic probation. Any graduate student who receives this warning letter must meet the full standards of academic progress by the end of the subsequent semester. *Students who fail to meet the cumulative grade point average requirement have failed to meet the*

satisfactory academic progress standards established by the university and are no longer eligible to receive any graduate assistantship, fellowship or tuition scholarship and is subject to dismissal from the school.

15. These guidelines may be made more stringent by an individual thesis advisor or academic division, but they may not be made more lenient. Each division also has a number of special requirements for their students. For example, most divisions require their students to attend and participate in a seminar program. These additional requirements can be obtained from the divisional academic representative.

Master of Arts Degree
(all divisions EXCEPT Marine Affairs and Policy)

1. **Course Requirements** - All students are required to take the course credits given below:

24 graduate course credits	All of which must be taken at the University of Miami. The length of the program will be one full year, 12 credits per semester.
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6 research credits	6 credits of Advanced Studies or Research (RES 705) during the summer sessions, for a total of 30 credits.
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All RSMAS students are required to take:

The Research Ethics Course (RSM 600)

At least one course outside the division of residence (exception: MPO masters students are exempt from this requirement)

2. **Committee** - The M.A. student's committee will consist of at least three members. The chair, with at least one member coming from outside the division and one member from the Graduate Faculty of the University.
3. **Comprehensive Examination** – A comprehensive examination is required of all RSMAS students **by the end of the third semester**. The exam can be written, oral or both. Each division 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 committee and at the discretion of the faculty of the division. If granted, the re-examination must be given before the end of the following

semester. The Graduate Studies Office should receive written notification of the examination results. *Students who fail the re-examination are subject to dismissal from the school.*

4. The M.A. degree is awarded upon passing the comprehensive exam, completion of all course work with at least a 3.0 GPA, and successfully completing the internship or research paper. The criteria for the research paper is set by the divisions.

Master of Arts Degree in Marine Affairs

1. **Course Requirements** - All students are required to take the course and internship credits given below:

27 graduate course credits	All students will be required to take 18 credits of MAF courses, one course (3 cr) outside the division and 6 cr of electives
3 internship credits	completion of an internship with an approved agency, institution, or business culminating in a formal report.

All RSMAS students are required to take:

The Research Ethics Course (RSM 600)

At least one course outside the division of residence

2. **Committee** - The student will form the supervisory committee during his/her first semester in residence. The committee must consist of at least three members, one of whom is a member of the Graduate Faculty of the University. The committee chairman and at least one member must hold an appointment in the Division of Marine Affairs. One member must be from outside the division. An approved member of an organization participating in the internship program may be designated as an ad hoc member of the committee. At the beginning of the first semester, the student and the committee will establish the curriculum to be followed, based on the student's written statement of interest.
3. **Comprehensive Examination** – A comprehensive examination is required of all MAF students after completing at least 18 course credits and prior to beginning an internship. The exam can be written, oral or both. Each division 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 committee and at the

discretion of the faculty of the division. If granted, the re-examination must be given before the end of the following semester. In no case will a student be allowed to begin an internship prior to passing the comprehensive examination. The Graduate Studies Office should receive written notification of the examination results. *Students who fail the re-examination are subject to dismissal from the school.*

4. **Pre-Internship** - Before being allowed to begin an internship, a student must:

- a) have an approved committee on file in Graduate Studies
- b) completed at least 18 credits with a minimum grade point average of 3.0
- c) pass the comprehensive examination
- d) take the GRE with satisfactory scores
- e) remove all "I" or deficiencies

5. **Internship** - Each student will be required to complete an internship with an organization engaged in some activity associated with marine affairs. Such organizations can be national or international agencies, private corporations, and 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. An internship proposal must be submitted to the division for approval before the internship can begin.

6. **Internship Report** - The final grade will be based on a written report. Seven copies of the final approved report should be distributed as follows:

- One copy for the Division of Marine Affairs
- One copy to each of the three committee members
- One copy to the RSMAS Library
- Two copies to the Graduate Studies Office

The report must be accompanied by three originals of the Certificate of Approval signed by all members of the student's committee and the RSMAS Associate Dean for Academic Affairs. Instructions and forms are available in the Graduate Studies Office.

7. **Residency** - Residency will be limited to 24 months within a continuous 30-month period. A student who has not completed all requirements for graduation within this time period will be required to petition the division for continuation.

Master of Science Degree in Marine Affairs

All students in all degree programs are required to demonstrate the ability to prepare and teach scientific material.

1. **Course requirements** - All students are required to take the course and research credits given below:

30 graduate course credits	of which 12 must be chosen from MAF core courses, 12 from courses of the science division that granted admission and 6 graduate level courses pre-approved by the academic advisor.
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6 research credits	(RES 710) Once the student has completed the required six research credits, he/she must register for RES 720, for which no credit is awarded (minimum 1 credit charge), but which maintains full-time status as a graduate student.
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All RSMAS students are required to take:

The Research Ethics Course (RSM 600)

At least one course outside the division of residence

2. **Comprehensive Examination** – A comprehensive examination is required of all RSMAS students **by the end of the third semester**. The exam can be written, oral or both. Each division 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 committee and at the discretion of the faculty of the division. If granted, the re-examination must be given before the end of the following semester. The Graduate Studies Office should receive written notification of the examination results. *Students who fail the re-examination are subject to dismissal from the school.*
3. **Thesis Committee** - A faculty advisor will be assigned to all new students by the divisional academic committee. As early in the first semester after admission as possible, the faculty advisor should begin discussions of research areas and interests with the student in an attempt to determine which faculty member would be most suitable as the chairman of the student's thesis committee.

The student and the prospective committee chairman should prepare a list of individuals who would be both willing to sit as members of the committee, and who could be expected to contribute expertise in areas related to the student's research. The thesis committee must consist of at least three members: two co-chairs, one from MAF and one from the science division, and one other from MAF. At least one member must be on the regular Graduate Faculty of the University.

A list of proposed committee members should be presented to the divisional academic committee for approval. If approved, an "Appointment to Students Committee" form should be completed, signed by all members, and forwarded to the Graduate Studies Office. Proposed changes in the membership of an existing committee must be approved by the committee chairman, and must carry the endorsement of the divisional academic committee, before being forwarded to the Graduate Studies Office. The committee should meet approximately once per semester to review the student's progress. A short report from these reviews should be sent to the Graduate Studies Office by the committee chairman for addition to the student's file.

4. **Thesis Proposal** - An outline of the thesis covering the following items must be approved by the student's committee and submitted to the Graduate Studies Office, with prior acknowledgment by the divisional academic committee.
 - a) tentative title
 - b) statement of the problem and objectives
 - c) methods of attacking the problem, including equipment and facilities required
 - d) timetable

A "Proposal Approval" form, available in the Graduate Studies Office, must accompany the proposal and be signed by the members of the student's committee, and the Divisional Academic Committee.

5. **Language** - Foreign language requirements, if any, are established by the student's division/committee.
6. **Pre-Defense** - Before scheduling the defense, a student must have:
 - a) an approved committee on file in Graduate Studies
 - b) successfully passed the comprehensive examination
 - c) completed the language requirements, if any
 - d) submitted the thesis proposal
 - e) had a 3.0 average in all work undertaken as a graduate student
 - f) removed all "I" or deficiencies
 - g) taken the GRE with satisfactory scores

7. **Thesis Defense** - The student must complete the Announcement of Defense form stating the date, time, and place of defense, and title of the thesis, have all committee members sign, and submit it to the Graduate Studies Office at least two weeks prior to the event. The committee chairman should notify the Graduate Studies Office in writing of the outcome, and of the committee's recommendation regarding the student's suitability for acceptance into the Ph.D. program.
8. **Thesis Submission** – One unbound copy of the thesis, in approved form on proper paper, must be deposited with the Graduate School, Main Campus, on or before the date specified in the University Academic Calendar. Instructions regarding proper form, etc., can be obtained from the Graduate Studies Office, or from the Graduate School. The thesis must be accompanied by three copies of the Certificate of Approval signed by all members of student's committee and the RSMAS Associate Dean for Academic Affairs. Since the Associate Dean must sign off on the Certificate of Approval before it goes to the Graduate School, the student should plan to present the thesis to the Graduate Studies Office at least a few days prior to the Academic calendar deadline.
9. Summary of MS Degree Requirements and Time Limitations

REQUIREMENTS

MUST BE COMPLETED

A. Major Advisor	By end of 1st semester
B. Committee	In the 2nd semester
C. First committee meeting	In the 2nd semester
D. Comprehensive Exam	By the end of 3rd semester
E. Proposal	Beginning of 4th semester
H. Progress reports written by the student for his/her committee.	Each semester
I. Progress report sent by the advisor/chairman to the Graduate Studies Office	Each semester

The above requirements will be reviewed by the division academic committees.

10. Given the above time requirements, a student should complete the M.S. in two years from the date of admission to the program.
11. Students not fulfilling the above requirements must submit a written explanation, including a statement by the major advisor, to the division academic committee. In extreme cases, the student will be asked to appear before the division academic committee. The results of this interview will be transmitted to the RSMAS Academic Committee.

12. Any student whose grade point average falls below 3.0 will receive written notice from his/her division, and copied to the Graduate Studies Office, stating that he/she is on academic probation. Any graduate student who receives this warning letter must meet the full standards of academic progress by the end of the subsequent semester. *Students who fail to meet the cumulative grade point average requirement have failed to meet the satisfactory academic progress standards established by the university and are no longer eligible to receive any graduate assistantship, fellowship or tuition scholarship and are subject to dismissal from the school.*

13. These guidelines may be made more stringent by an individual thesis advisor or academic division, but they may not be made more lenient. Each division also has a number of special requirements for their students. For example, most divisions require their students to attend and participate in a seminar program. These additional requirements can be obtained from the divisional academic representative.

Joint J.D./M.A. in Marine Affairs Degree

The University of Miami School of Law and the Rosenstiel School of Marine and Atmospheric Science offer a joint degree program in law and marine affairs and policy. Upon completion of this program, a student earns the Juris Doctor degree from the School of Law and a Master of Arts in Marine Affairs from RSMAS.

Students who apply for the joint J.D./M.A. program must apply to both the School of Law and to RSMAS, Division of Marine Affairs and Policy. Prospective students must achieve a qualifying score on the Law School Admissions Test (LSAT) and on the General Graduate Record Exam (GRE) for admission to the respective schools. An applicant must notify both schools that he or she is applying for the joint J.D./M.A. program and, in order to remain in the joint program, must meet the minimum standards of both schools.

The joint degree program saves a student 12 credits over wholly separate degrees. An individual would complete 82 courses (rather than the normal 88) in law courses and 24 credits (rather than the normal 30) in marine affairs and policy courses for a total of 106 credits, in order to receive the J.D. and M.A. degrees.

The student's work in the joint degree program, whether connected with a course, seminar or individual research project at the School of Law or the Rosenstiel School, must result in a substantial research project of publishable quality in marine law or policy or in related scientific issues. Students may use their required upper-class research papers at the School of Law to fulfill this requirement.

AUDITING A COURSE

An audited course carries no credit and does not appear on the student's transcript.

A student who wishes to audit a course must obtain an Authorization to Audit form from the Graduate Studies Office. The form must be completed and signed by the student and the course instructor. The student must present the form at the Bursar's Office and pay the audit fee.

CLEARANCE PROCEDURE

When a student is leaving RSMAS--graduating, taking a leave of absence, or withdrawing--he/she must obtain a Clearance Form from the Graduate Studies Office. The form must be signed by the designated persons and returned to the Graduate Studies Office.

COURSE CHANGES

A student may add or drop classes each semester until the dates specified in the University Academic Calendar.

FULL-TIME STATUS

Effective August 2009, RSMAS tuition will be \$1480.00 per credit hour and the categories for full-time study for RSMAS students will be:

- a) graduate students taking 9 or more graduate credits
- b) graduate students enrolled in a minimum of 1 credit hour of Master's thesis, Master's of Arts internship, doctoral Dissertation research, or residency research (course 705, 710, 720, 730, and 750).

Foreign students are required to be full-time.

GRADE CHANGES

When a course for which a grade of incomplete has been recorded is completed, the grade must be changed by means of a Change of Grade form, available in the Graduate Studies Office. The course instructor must complete the form and return it to the Graduate Studies Office. An incomplete must be normally made up before the end of the following semester and within one calendar year. All incomplete grades must be taken care of before admission to candidacy and graduation.

GRADUATION

A student must apply for graduation during the semester in which he/she intends to graduate. This must be done either at registration or no later than the deadline specified on the University Academic Calendar. Applications are completed on-line through myUM. A user ID and password are required to access myUM. If you do not have these, log on to <http://www.miami.edu/myUM> and follow the instructions to create or change your password. A graduating student must obtain a Clearance Form from the Graduate Studies Office. (See CLEARANCE PROCEDURE)

It is not necessary that the domestic student register in the semester he/she plans to graduate if all that remains is completion of any post-defense revisions of the thesis/dissertation. International students must be registered in the semester they graduate. *All students must be registered in the semester that he/she defends.*

If a student applies for graduation, his/her name is automatically deleted from the student rolls. If the student does not graduate and intends to register for the next semester, or plans to do Ph.D. work after completion of the M.S., he/she must fill out an Application for Readmission.

If a student applies for graduation in a given semester and does not meet the deadline for submission of the thesis/dissertation/internship report, he/she must re-apply for graduation for the following semester.

ACADEMIC APPEALS AT THE ROSENSTIEL SCHOOL

The possibility exists that conflicts may develop between students with their advisors, professors, or administrators at the school. This document outlines the methods of appeal for an academic matter at the Rosenstiel School. When a student seeks to appeal an academic matter at the School she/he must follow steps in the order below:

1. A student appeal of a faculty or administrative action must be addressed through the following sequence of personnel:
 - a. The faculty advisor or committee chair.
 - b. The division/program chair/director or administrative superior. The chair or director may refer the matter to a divisional academic committee for their input.
 - c. The dean or associate dean of the school. The dean or associate dean may refer the matter to the School Graduate Academic Committee.
2. If the student, after conferring with the appropriate faculty and/or

administrators, perceives the outcome unjust, she/he may contact the School Ombudsperson.

- a. The School Ombudsperson (Associate Dean) will review the merits of the appeal, attempt to resolve the matter and advise the student as to whether the case warrants further review.
- b. When bringing a case before the Ombudsperson, the student must place in writing all matters relating to the appeal, including:
 - 1) an appeal letter clearly stating the conditions as seen by the student, offering a rationale for appeal, and any other evidence she/he wishes to be examined.
 - 2) documents of support (examinations, term papers, syllabi, medical documentation of illness, etc.)
 - 3) all written decisions of individual faculty/administrators departments/programs/administrative units, college or school committees, and deans.
 - 4) the Ombudsperson will determine whether any additional preliminary information is required.
- c. If there appears to be grounds for an appeal, the Ombudsperson will forward the appeal to the chairperson of the Faculty Senate Student Affairs Committee.

LEAVE OF ABSENCE

A student who wishes to take a leave of absence must submit a request in writing, approved by the student's committee, to the division academic committee. The committee sends the request, along with its recommendation, to the Graduate Studies Office. A leave is normally granted for up to one year. When the student wishes to return, he/she must submit an Application for Re-admission to the Graduate Studies Office. A student taking a leave of absence must complete a Clearance Form. (SEE CLEARANCE PROCEDURE)

POST BACCALAUREATE (NON-DEGREE) STATUS

A limit of 12 semester hours may be earned by a non-degree student. However, all those wishing to take courses for graduate credit, whether or not they wish to become a candidate for a degree, must complete formal application procedures. (SEE GRADUATE BULLETIN, ADMISSIONS).

PUBLICATION OF THESIS AND DISSERTATION

A major portion of your graduate education involves mastering the art of preparing your scientific work for publication. The thesis or dissertation required in most degree programs is meant to assure competence is gained in this area. It is also important that the research in your thesis or dissertation be submitted to national or international journals for publication. You are encouraged to submit publications to such journals while you are a student. These publications are one of the most important, if not the single most important factor, in your future as a scientist. One of the major responsibilities of your chairman and committee is to act as reviewers of your thesis or dissertation and provide advice in what can be a confusing business of submitting a paper to a journal. Some of the problems you might encounter in terms of the latter are response to reviewer's comments, co-authorship questions, proper format, and choice of journal. These matters should be discussed with your chairman, committee and other faculty as you prepare a manuscript and during the review process.

RECENCY OF CREDIT

All work must be completed within four years of the time of admission to graduate work, for those studying for the various master's degrees; and within six years for those studying for the doctoral degrees with a master's degree in the field. For those admitted directly into a Ph.D. program without a master's degree in the field, all work must be completed within eight years. Exceptions may be granted by the Dean of the Graduate School at the request of the Graduate Program Director.

VALIDATION FOR OVER-AGED CREDITS

Graduate credits transferred from another university may not be applied toward a graduate degree at the University of Miami if their age at the time of acceptance into the program exceeds ten years.

RSMAS course credits cannot be more than six years old **at the time of graduation** for those studying for the master's degree; and no more than eight years old for those studying for the doctoral degree. Validation of over-aged credits is possible only by successful examination in the pertinent course material, and with the endorsement of the student's committee. Academic credits that are part of a degree are not transferable.

REGISTRATION

Registration is required of all RSMAS students during the regular (Fall and Spring) semesters, unless a leave of absence has been requested and approved. It is important that all students receiving a fellowship, or being paid as research or teaching assistants, be registered as full-time (9 course credits or 1 research credit) students. Summer registration is not required, however, domestic students will have FICA and Medicare taxes withdrawn from their check if not enrolled.

Should a student fail to register, and not be on approved leave, he/she will be dropped from the student rolls. Should this occur, the student will be required to again submit a formal application for admission to the Graduate School and his/her credentials will be reviewed along with those of all other applicants according to the admissions criteria in effect at that time.

STUDENT FILES

Since the student's official file is kept in the Graduate Studies Office, it is important that the file be kept up to date with regard to the student's progress toward the degree. If the necessary forms documenting the student's progress are not on file, problems may arise when the student applies for admission to candidacy, wants to defend the thesis/dissertation, applies for graduation, etc. Since certain requirements must be fulfilled before other steps can be taken, it is essential that the proper forms be sent to the Graduate Studies Office, with copies to the division academic committee.

All of these forms are available through the Graduate Studies Office (no forms should be downloaded from the Graduate School website as RSMAS sometimes uses different forms):

- Admission to Candidacy
- Announcement of Defense
- Appointment to Student's Committee
- Certificate of Approval
- Change of Grade Form
- Change of Course
- Clearance Form
- Comprehensive and Qualifying Exam Results
- Course Changes
- Guidelines for Dissertation and Thesis
- Memo of Defense
- Petition for Transfer of Credit
- Petition for Transfer of Major/Degree
- Readmission Form
- Request for Transcript of Record
- Request for Computer Time
- Thesis/Dissertation Proposal

When there is no specified form, a memo should be sent to the Graduate Studies Office by the student's committee chairman.

TRANSFER OF CREDIT

Graduate course credits, with grades of "B" or above, may be transferred from other accredited institutions to the University of Miami to meet graduate degree requirements upon written petition by the student and with the approval of his/her

committee. Forms are available from the Graduate Studies Office. In no case will credit be transferred until the student has completed, with grades of "B" or above, an equivalent number of course credits at the University of Miami. Transfer credits will be limited to 6 for the M.S. student, and 12 for the Ph.D. student. Note that transfer credits will count toward the total tuition scholarships made available.

Students that receive a masters degree from another university are normally given credit for 24 course credits. Individual divisions may require more course credits to remove deficiencies. It is up to each division to determine, upon admission, whether a transfer student requires more course credits for meeting the Ph.D. requirements. Of the 36 remaining credits needed for the Ph.D., a minimum of 12 must be taken as research credits (730).

TRANSFER OF MAJOR

A student who wishes to transfer from one major to another must submit to the Graduate Studies Office a memorandum from his/her academic advisor or committee chairman stating his/her approval to the transfer. An international student who wishes to transfer his/her major must pick up a Transfer of Major/International Students Form from the Graduate Studies Office. International students who have a change of major or degree status (i.e., MS to Ph.D. must report to International Student Services immediately (Bldg. 21-F, Coral Gables Campus) to prepare the appropriate paperwork for immigration. This is solely the responsibility of the student.

WITHDRAWAL

A student who wishes to withdraw from RSMAS must notify the Graduate Studies Office in writing. A Clearance Form must also be completed. (SEE CLEARANCE PROCEDURE)

STUDENT HEALTH CENTER

The Student Health Center is a modern, on-campus, ambulatory (outpatient) medical center. Through its staff of qualified and licensed physicians, physician assistants, and nurse practitioners, it is available to diagnose and treat minor injuries, and new or ongoing illnesses. Services include family or general practice, routine (not all) laboratory services, x-ray, pharmacy services, advice on health-related issues, and referral to medical specialists when necessary. Specialty clinics include women's health, allergy, optometry, and orthopedic clinics. All full-time graduate students, and all other students who have paid the University Fee, are eligible for care at the Health Center. The spouse of the student may pay a Health Center Fee and become eligible for care at the Health Center. Many services are provided at no charge. All medical records are confidential, are not part of the University records and will not be released without the patient's permission or court order.

The Student Health Center is located at 5513 Merrick Drive, Coral Gables, FL 33146, across from the Lowe Art Museum. Telephone (305) 284-5927; fax (305) 284-4905; insurance and immunization information (305) 284-1632

Hours of operation:

Fall and Spring Semesters:

Mondays, Tuesdays, Wednesdays, and Fridays - **8:30AM to 5:00PM**

Thursdays - **9:00AM to 5:00PM**

Sundays - **noon to 4:00PM**

University / Coral Gables Campus Holidays - **Closed**

After hours assistance available at 305-284-9100

Winter break, Spring break, and Summer Sessions :

Monday through Friday - **9:00AM to 4:30PM**

Weekends and University/ Coral Gables Campus Holidays - **Closed**

(After hours assistance available at 305-284-9100)

If you have a sudden, severe illness or serious accident and you are on campus, contact the Department of Public Safety at 284-6666 or dial 911. If you live off campus, dial 911 for emergency transport. The charges for all off campus emergency care and ambulance service are the responsibility of the patient.

HEALTH INSURANCE

All students should have adequate medical-surgical-hospital insurance to pay for major illnesses, accidents, surgery, psychiatric emergencies, and for off campus emergency room care. All students and scholars are required to enroll in the University sponsored health insurance program. Domestic students with alternative health insurance coverage may request a waiver by submitting an Insurance Waiver Request via myUM (<http://www/miami.edu/myUM>) by September 1. All international students are required to enroll in the University sponsored health insurance program.

All new students taking six or more credits per semester will be required to obtain adequate health insurance. The annual premium for the health insurance plan offered through the Student Health Service will be added to each student's fee. Any questions regarding the health insurance requirement should be referred through the Student Health Service.

IMMUNIZATION

All new students are required to provide proof of immunization against measles, mumps and rubella, and all international students are required to submit proof of a tuberculosis (TB) test at least 12 months prior to registration by completing an [immunization compliance form](#) **prior to arrival on campus**. Students who do not comply with these requirements will not be able to register for subsequent semesters. A \$50.00 processing fee will be charged for any form received after the start of the semester. Forms will be processed within 48 hours of receipt, and immunization status can be verified via myUM.

PHARMACY

The Pharmacy is located on the second floor of the Health Center. Students and their spouses may have their prescriptions filled at the pharmacy. Prescription charges are often lower than at local drug stores. The pharmacy accepts many third party prescription cards. Prescriptions written by out-of-town and off-campus physicians can usually be filled. Over-the-counter medications, vitamins and minerals, nutritional supplements, and condoms are also available. Prescription renewals can be submitted online via myUM.

The telephone number is (305) 284-5922; fax (305) 284-4883. The hours of operation during the Fall and Spring semesters are from 9:00 a.m. to 5:30 p.m., Monday through Friday. During the winter break, spring break, and summer sessions, the pharmacy is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. The pharmacy is closed on Saturdays, Sundays, and on University holidays.

RSMAS LIBRARY

The RSMAS Library serves the research and teaching needs of the faculty, students and staff of the School and the University of Miami. The Library is open to the public for research only. The Library holds more than 125,000 volumes and has 537 current journals through subscription, gift, or exchange. Over sixty percent of the journals are in electronic format. In addition to journals and books, library holdings also include reports from private, state, federal, and international agencies and organizations. Other library holdings include several thousand maps and nautical charts, atlases, expedition reports, and rare books. The online catalog, IBISWEB, provides access to the resources of the University of Miami Libraries as well as the holdings of the RSMAS Library; through university-wide resource sharing, RSMAS Library patrons are able to access hundreds of databases and thousands of electronic journals and books.

The RSMAS Library website is a gateway to the Library's collections and services: <http://www.library.miami.edu/rsmaslib/>

Library Hours—Regular Semester: The Library is open Monday through Thursday from 8:30 A.M. until 9:00 P.M., Fridays from 8:30 A.M. until 5:00

P.M., Saturdays from 1:00 P.M. until 5:00 P.M. and Sundays from 1:00 P.M. until 9:00 P.M. Summer Hours: The Library is open from 8:30 A.M. until 5:00 P.M., Monday through Friday.

The Library is closed on official University holidays.

Computers: The Library is a wireless network environment. Several Apple and PC workstations are available for use.

RSMAS COMPUTER FACILITY (RCF)

The RSMAS Computer Facility (RCF) provides a diverse set of computing infrastructure and application support. Computing support is commonly provided by RCF staff to support network connectivity (Internet and E-mail) and common applications support (Microsoft, Matlab, etc.). Additionally, many research groups provide access and support to high end computing platforms to support research as needed.

Computing at RSMAS is grounded in a modern glass-fiber based campuswide network providing both glass-fiber and Cat5 (twisted pair) ports in all offices and labs. Each port can be supported by an individually switched 100 Mbit/second Ethernet link. In some areas, Gigabit Ethernet is available. Wireless network services are available around the campus. External network connections to the Internet include an OC-3 (with 155 Mbits/second) connection to the commercial Internet and a 10 Gigabit Ethernet connection to the Florida and National Lambda Rails connecting to Internet2 as well. These high-speed research and education networks are nationwide networks connecting high-end research and educational institutions across the country, and some deployment world-wide. Individuals and research programs provide their own computers for their programs. RSMAS has well over 300 high-end UNIX Workstations, Tru64 Alphas, Intel/AMD variants, Apple, Silicon Graphics and Sun workstations as computing platforms. Program group expertise includes multi-terabyte disk storage facilities, large environmental and satellite remote sensing databases, and extensive graphics output capabilities. The local computer facility provides assistance in configuring and operating the hardware on the network infrastructure present on campus. They also manage several UNIX workstation clusters to support communications and document preparation for students.

Use of the University of Miami's computing systems and network is a privilege that carries numerous obligations. By using the University of Miami's computers and network, students agree to abide by the policies set forth by the University (see Student Rights and Responsibilities at <http://www.miami.edu/grad/>). A copy of these policies is provided to new students at orientation.

HONORARY AWARDS

Koczy Fellowship - This fellowship, in honor of the late Dr. Fritz Koczy, is intended to support a doctoral candidate in his/her final year to enable the student

to work on his/her dissertation without any obligation. To be eligible, a student must have been admitted to candidacy for the Ph.D. The fellowship consists of a 12-month stipend totaling \$18,000.00 and a full tuition scholarship for the Fall and Spring semesters (9 credits/semester). It is awarded to a student so that he/she can devote full-time effort to his/her research. Given this stated purpose of the fellowship, sources of support which conflict with that goal should be relinquished by the recipient. This includes any teaching assistantship, or a research assistantship. A student can be nominated only once for the fellowship in his/her academic career.

The final selection of the Fellow, based on academic and scientific excellence, is made by the RSMAS Graduate Academic Committee. The recipient is expected to present a school-wide seminar on his/her research interest.

One nomination is requested from each division, and should include the following information on the candidate:

1. Statement on content and significance of dissertation research
2. Teaching/research positions held
3. Professional activities
4. Vita
5. Publications

Nominations for the Koczy Fellowship are due in the month of May.

Smith Prize - This prize, created by the Office of the Dean of Faculties of the University in honor of Dean Emeritus F.G. Walton Smith, is awarded to the RSMAS doctoral student displaying the most original piece of research in marine and atmospheric science. It consists of a \$3,000.00 check and an appropriate certificate. The candidate must have successfully defended the dissertation and submitted final signed copies to the Graduate Studies Office by the April deadline for submission according to the Academic Calendar. Students who have met these requirements since the previous year's deadline are eligible for this award. In the case where a student has left the RSMAS campus, travel arrangements will be made to bring the recipient to the campus for the presentation of the award. The recipient of the prize will be chosen by the RSMAS Graduate Academic Committee, and is expected to present a school-wide seminar on his/her research interest. One nomination is requested from each division. Pertinent supporting materials should include:

1. Copy of the dissertation
2. One letter (one page limit) of recommendation from the students committee written and signed by the chairperson and/or committee members
3. Vita
4. In addition, the nominee's chair shall submit a list of three individuals from outside the school who would be capable of commenting on the

quality of the dissertation research. These individuals may already be familiar with the student's work, but cannot be outside members of the committee. From this list, the RSMAS Academic Committee will solicit one external review of the dissertation for use in the final selection process.

Nominations for the Smith Prize are due in the month of June.

Dean's Prize - This prize is awarded annually in recognition of a student's achievement at the masters level for the outstanding thesis in marine and atmospheric science. The prize consists of \$1,500 and an appropriate certificate. The candidates for this award must have defended their thesis and submitted final, signed copies to the Graduate Studies Office prior to the deadline for nominations. Students who have met these requirements since the previous year's deadline are eligible for this award. In the case where a student has left RSMAS, travel arrangements will be made to bring the recipient to the campus for the presentation of the award. The recipient will present a School-wide seminar on his/her thesis research. One nomination is requested from each division. Pertinent supporting materials include:

1. Copy of the thesis
2. One letter (one page limit) of recommendation from the student's committee written and signed by the chairperson and/or committee members.
3. Vita

Nominations for the Dean's Prize are due in the month of August.

Frank J. Millero Prize -

The Frank J. Millero Prize for Best Student Publication

- 1) Originally created in 2006 by the Office of the Dean in honor of long-serving Rosenstiel Associate Dean for Academic Affairs, Professor Frank J. Millero.
- 2) The Millero Prize is awarded annually to a Rosenstiel School Ph.D. student whose single or first-authored peer-reviewed publication is original and significant enough to merit special recognition as an outstanding publication in the field of Marine and Atmospheric Science.
- 3) The prize consists of a check in the amount of \$2500 and a plaque.
- 4) Self-nominations can be submitted by any Ph.D. student who is in full-time residence at the time of nomination. The nominated publication must reflect research conducted at the Rosenstiel School. The nomination package should consist of a copy of the publication (either a reprint or pdf file) and a short statement from the student author that explains (1) how the paper relates to the

Ph.D. research they have conducted at Rosenstiel, (2) the student's role in the research if the paper has multiple authors, and (3) the significance of the contribution in general terms. If the paper has not yet been published, proof that the paper has been officially accepted and is in press is required. An individual publication can only be nominated once for consideration. The Rosenstiel School Graduate Academic Committee will make the final selection.

FINANCIAL AFFAIRS

ROSENSTIEL FELLOWSHIP

This Fellowship may be awarded to new students solely on the basis of merit. It carries a stipend of \$14,880 (masters level) / \$16,400 (doctoral level), for eight months, plus an 18 credit tuition scholarship for the Fall and Spring semesters.

While there are no duties attached to this Fellowship, a student must be enrolled as a full-time student and maintain a cumulative average of 3.0 or better.

ROYAL CARIBBEAN INTERNATIONAL/CELEBRITY CRUISES OCEAN FUND SCHOLARSHIP:

The Ocean Fund was established in 1996 to support marine conservation organizations in their efforts to preserve the ecosystems of the world's oceans. Royal Caribbean International and Celebrity Cruises, the two brands of Royal Caribbean Cruises Ltd., have become partners with scientists, educators and conservationists in seeking ways to protect marine life and its fragile habitats. The mission of the Ocean Fund is to support efforts to restore and maintain a healthy marine environment, minimize the impact of human activity on this environment, and promote awareness of ocean and coastal issues and respect for marine life. Ocean Fund grants are made to a variety of non-profit groups and institutions whose activities are directly related to marine conservation. This includes initiatives in research, education and innovative technologies. In a 2004 pledge to the University of Miami Rosenstiel School, the RCCL announced that:

TWO student scholarships per year will be awarded.

1. Each division will be allowed to nominate two (2) candidates.
2. The fellowship funds will be used to support the annual stipend. The Rosenstiel School and the identified faculty advisor will be responsible for the tuition (up to 18 credits for the full academic year).
3. The funds will be used to support NEW incoming students.
4. The RSMAS Graduate Academic Committee will select the candidates from

the nominees presented by the divisions.

5. Nominations (and vote) will be done immediately following the selection of UM and Maytag Fellows (February).

MARY ROCHE FELLOWSHIP - This fellowship, in honor of the late Mary Roche, is intended to enable outstanding graduate students to pursue their at-sea research and prepare them to become the scientists of tomorrow. Mary was a graduate student in Marine and Atmospheric Chemistry, earning her masters degree in 1999 and working on her Ph.D. at the time of her death in 2001. Mary's love of the sea and the time spent on its wondrous waters, was more than a job or part of an educational program, it was a passion. From the Antarctic to waters close to home, she studied, traveled, and explored the ocean's inner workings. Her family, through an endowment fellowship fund, has given a lasting reminder of her commitment to the Rosenstiel School and the sea.

To be eligible, the student's research must entail some time at sea. The award is expected to be approximately \$10,000 each year, contingent upon the funds available from the endowment. The fellowship may be used to cover educational/ research-related expenses including stipend, tuition, travel, and books. It will be awarded to one student each year and a student will only be allowed to receive this fellowship once in his/her academic career.

The final selection of the fellow, based on academic and scientific excellence, is made by the RSMAS Academic Committee. The recipient will receive the award recognition at the annual School-Wide Awards Ceremony in November.

One nomination is requested from each division and should include the following information on the candidate: (1) CV, (2) recommendation from students' advisor, and (3) a report on the candidate's ship experience and relevant research.

At the end of the fellowship, the recipient will be expected to provide a one-page summary of his/her research work and time spent at sea. At the time of the award, the recipient should send a thank-you letter to the family of Mary Roche.

FELLOWSHIPS AND SCHOLARSHIPS

The Rosenstiel School has several types of other fellowships and scholarship that may vary from year to year depending on funding. These include the RSMAS Alumni Fellowship, the Captain Harry Vernon scholarship, the YCMBT Circle of Friends Memorial scholarship, the Captain Bob Lewis Scholarship Fund, the Donald P. deSylva Memorial Award, the Edwin S. Iversen Student Award for Aquaculture, the Arthur Myrberg Scholarship Fund and the Richard Skop Memorial Fund.

All applicants who are accepted for admission are considered for a limited number of University-funded Fellowships. The primary criterion for eligibility is scholastic achievement. Applicants are also encouraged to seek non-university

Fellowships, such as those offered by their local civic organizations or by federal agencies such as the National Science Foundation.

S. ARMISTEAD JONES STUDENT MERIT LOAN FUND

This fund is used to provide loans to deserving students to assist them in their studies in Marine and Atmospheric Sciences. RSMAS students desiring a loan from the fund should request that their Committee Chairman or Academic Advisor write a letter of recommendation to the Associate Dean and send it for endorsement via the Chairperson of the Academic Committee of their Division. Academic merit and financial need are the only basis for making distributions from the fund and all applications must address these items in order to be considered. First-year students are not eligible.

LOAN FUNDS

There are several types of student loans available through federal agencies to graduate students who are U.S. citizens. Inquiries concerning these loan funds should be directed to:

Office of Financial Assistance Services
University of Miami
305-284-5212
ofas@miami.edu
<http://www.miami.edu/financial-assistance/>

EMPLOYMENT

Employment opportunities at the Rosenstiel School include research assistantships and teaching assistantships. Teaching assistantships are usually available only to advanced graduate students, but research assistantships are available to new, as well as advanced students. Since the number of research assistantships is directly related to research in progress, it is often difficult to predict employment chances in advance. Students should check with the faculty advisor assigned at the time of admission.

Job opportunities are also offered by the University's College Work-Study program and other student employment programs. Inquiries concerning these work opportunities should be directed to:

Student Employment Office
University of Miami
305-284-6641
ose@miami.edu
<http://www.miami.edu/student-employment/>

CAREER PLANNING AND PLACEMENT

The Toppel Career Planning and Placement Center is a 6,000-square-foot, state of the art facility located on the Circle at the end of Stanford Drive on the Coral Gables campus.

The center is designed to especially meet your career development and placement needs. They assist in matching the staffing needs of employers with students who are seeking permanent employment. Their professionals aggressively develop employer contacts and make career opportunities available to qualified students and alumni. There is also the Career Resource Library which is the venue for career development workshops, career forums, and other employer-sponsored functions. These are organized and presented throughout the year to help you decide on careers, engage in critical networking activities, and prepare for the important process.

GENERAL INFORMATION

STUDENT ORGANIZATION - MSGSO

The sponsored activities of the Marine Science Graduate Student Organization (MSGSO) promote a community atmosphere among students, faculty and administration rarely available at large universities. Students have direct input in the operation of the School through voting positions on various committees. The activities of MSGSO include regularly scheduled sports events, management and operation of an on-campus lounge/bar, **the annual student auction**, and frequent school-wide social functions. Service activities include course evaluations, production of an annual student research directory, seminar programs, coordination of a student health insurance program, a short-term loan fund, and a **student travel fund**.

The Student Travel Fund serves as a source of financial support for RSMAS students presenting research results at scientific meetings, completing masters internships, or embarking on certain types of degree related travel. The fund is administered by the Student Travel Fund Committee (STFC), which consists of one student representative from each division at RSMAS. The fund is supported by money raised through the MSGSO auction and an annual gift from the RSMAS administration. The availability of funds is dependent on the success of the auction. Student participation in fund raising events is necessary to ensure the continuation of these funds. PLEASE consider donating your time to MSGSO.

DIVING PROGRAM

Certification - All persons diving under the auspices of RSMAS must be certified by the Diving Officer. Eligibility for Certification - Previously untrained divers must apply for and pass the Research Diver Program at RSMAS before

certification.

Levels of Certification - contact the Dive Officer for information.

EQUIPMENT

Audio-visual and research equipment is made available to students and faculty through the Graduate Studies Office.

MAIL

Every student has a mailbox located in his/her division. This is primarily for interoffice mail and professional correspondence and journals. Personal mail and magazines should be sent to the local home address.

Outgoing business mail, in regular-sized envelopes, may be placed in one of the interoffice mailboxes located in various places around the campus. Oversized envelopes must have an account number written in the upper right-hand corner. Personal mail should not be sent through the RSMAS mail system.

OFFICE SPACE

Each division assigns office space to students. Check with your division secretary regarding space, keys, furniture, telephone, etc.

ROOM RESERVATIONS

RSMAS classrooms may be reserved for seminars or meetings by calling the Graduate Studies Office at 421-4155. You ***must*** submit your reservation in writing to gso@rsmas.miami.edu.

SECURITY

The campus gates are open Monday through Friday from 7:30 a.m. to 6:00 p.m. At other times, the gate can be opened with a magnetic card. Your RSMAS student ID will also be your access card.

STUDENT BOAT USE PROCEDURES

The Office of Graduate Studies provides a limited amount of funding to help offset the cost of small boat rentals for students (no funding is available for gasoline charges). Students must follow these procedures in order to qualify for funding:

1. The RSMAS Graduate Academic Committee will be the governing body for allocation of funds. They will review requests twice per year, once in August for the fall semester and once in January for the spring and

summer semesters.

All requests should be submitted at least one week prior to the scheduled Academic Committee meeting (3rd Wednesday of every month).

2. Where possible, students should schedule shared use.
3. Students must present their requests in writing to the academic committee indicating:
 - a. how many boat days will be needed for that semester
 - b. a letter from their advisor indicating the need for boat time as necessary for the research and how much money they are able to contribute
 - c. a detailed explanation of the research to be done as justification for small boat usage and the area(s) where this research will be conducted
4. If your request is approved by the academic committee, you must then follow the **STUDENT BOAT REGULATIONS** as detailed below.

STUDENT BOAT REGULATIONS

1. Prerequisites for use of student boat:
 - a. Completion of a safe-boating course, or proof of boating certification.
 - b. Demonstration of ability to safely operate boat and knowledge of chart use and local areas. These skills must be approved by the dock master in advance of using the student boat.
2. Boat Check-Out Procedure:
 - * Present (at least one week in advance) the **Student Boat Trip Slip** form to the dockmaster. Your name will then be placed on the boat schedule.
 - * **The Student Boat Trip Slip** must be completed with the following information:
 - a. list of personnel and principal scientist
 - b. departure time
 - c. route
 - d. return time (no later than 1630)
 - e. dive plan, if SCUBA planned
 - f. objectives and areas of operation
 - * You must have authorizing signature of the Graduate Studies Director and student advisor on the **Student Boat Trip Slip** prior to submitting to the dockmaster.
3. General Boat Regulations
 - a. There must be at least two persons on board for each trip. If SCUBA diving is planned, at least one qualified boat operator must be on board while at least two divers are in the water.
 - b. Boat operator is responsible for obtaining weather conditions prior to departure. Dock master may restrict use according to weather conditions.

4. Boat Misuse

- * Misuse of boat will result in loss of boating privileges.
- * Return after scheduled time will result in loss of privileges.
- * Length of loss of boat privileges will be determined by the marine operations department.
- * No alcoholic beverages permitted on board.

5. Boat Return Procedure

- * All boats must be returned with a full tank of gas.
- * Raise and rinse motor (leave up)
- * Wash down boat and trailer, air, and stow all gear in student boat box.
- * Return keys to dockmaster.
- * Report any equipment malfunction, failure, or damage to dockmaster.

6. Boat Equipment

An emergency repair kit will be placed on board. It will include spare parts and hand tools. Also included will be the boat registration and marine organism-collecting permit. Standard equipment will include anchor, anchor line, boat paddle and life preservers for all crewmembers.

DIRECTORY OF ADMINISTRATIVE OFFICERS AND PERSONNEL

Dean	Dr. Roni Avissar	421-4000
Associate Dean for Academic Affairs	Dr. Larry C. Peterson	421-4155
Associate Dean for Research	Dr. Robert Cowen	421-4016
Associate Dean for Infrastructure	Dr. Hans Graber	421-
Assistant Dean for Advancement	Rose Mann	421-4061
Director Graduate Studies	Susan MacMahon	421-4155
Administrative Assistant to Dean	Jennifer Roshaven	421-4000
Librarian Associate Professor	Lisa Fish	421-4021
Manager, Marine Operations	Richard Kniffin	421-4832
Facilities Manager	Ray Alfonso	421-4787
Dive Officer	Rick Gomez	421-4107
Executive Director, Finance	Lawrence Smith	421-4080
Director, RSMAS Computing Facility	Mike Anderson	421-4027
Auxiliary Services Receiving/Mailroom/Shipping	Efrain Aranda	421-4101
CIMAS Director	Dr. Peter Ortner	421-4619

**DIRECTORY OF DIVISION CHAIRS
AND
ACADEMIC REPRESENTATIVES**

AMP		
Division Chairman	Dr. Hans Graber	421-4952
Academic Rep.	Dr. Will Drennan	421-4798

MAC		
Division Chairman	Dr. Anthony Hynes	421-4922
Academic Rep.	Dr. Rana Fine	421-4722

MAF		
Division Chairman	Dr. David Letson	421-4083
Academic Rep.	Maria Estevanez	421-4012

MBF		
Division Chairman	TBA	421-4177
Academic Rep.	Dr. Martin Grosell	421-4623

MGG		
Division Chairman	Dr. Peter Swart	421-4661
Academic Rep.	Dr. Chris Harrison	421-4610

MPO		
Division Chairman	Dr. Peter Minnett	421-4104
Academic Rep.	Dr. Tamay Ozgokmen	421-4053



RSMAS Ombudsperson	Dr. Larry Peterson	421-4692
		421-4155



RSMAS SEXUAL HARASSMENT COMMITTEE

Chair	Dr. Fernando Moreno	421-4055
Member	Dr. Su Sponaule	421-4624
Member	Dr. Robert Cowen	421-4023

CHECKLIST FOR DEFENSE for M.S. DEGREE
(refer to your copy of the student handbook for further information)

- ___ APPOINTMENT TO STUDENTS COMMITTEE *
- ___ TAKE AND PASS COMPREHENSIVE EXAM
(administered by your division)
- ___ THESIS PROPOSAL APPROVAL FORM * AND COPY OF PROPOSAL
- ___ PREDEFENSE COPY OF DISSERTATION SENT TO DISSERTATION
EDITOR (10 DAYS PRIOR TO DEFENSE – SEE ETD INSTRUCTIONS AT
HTTP://ETD.LIBRARY.MIAMI.EDU
- ___ 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)

CHECKLIST FOR GRADUATION

- ___ APPLICATION FOR GRADUATION - COMPLETED ON-LINE THROUGH
myUM BY DEADLINE ON ACADEMIC CALENDAR
All students who have applied for graduation before and fail to submit their
thesis by the deadline must reapply.
- ___ ELECTRONIC THESES 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 (3) * - THREE (3) COPIES WITH
ORIGINAL SIGNATURES OF ALL COMMITTEE MEMBERS TURNED IN
TO GSO WITH A COPY OF THE THESIS/DISSERTATION FOR
ACADEMIC DEAN APPROVAL PRIOR TO DEADLINE AS STATED IN
THE ACADEMIC CALENDAR
- ___ CLEARANCE FORM *

* FORMS AVAILABLE IN THE GRADUATE STUDIES OFFICE

***** Reminder:**

- A. Dr. Peterson must see the thesis and sign the Certificates of Approval
BEFORE it can be taken to the Graduate School on Main Campus.

CHECKLIST FOR DEFENSE for PHD DEGREE
(refer to your copy of the student handbook for further information)

- ___ APPOINTMENT TO STUDENTS COMMITTEE *
- ___ TAKE AND PASS COMPREHENSIVE EXAM *
(administered by your division)
- ___ DISSERTATION PROPOSAL APPROVAL FORM* AND COPY OF PROPOSAL
- ___ TAKE AND PASS QUALIFYING EXAM *
- ___ ADMISSION TO CANDIDACY *
- ___ PREDEFENSE COPY OF DISSERTATION SENT TO DISSERTATION EDITOR (10 DAYS PRIOR TO DEFENSE – SEE ETD INSTRUCTIONS AT [HTTP://ETD.LIBRARY.MIAMI.EDU](http://ETD.LIBRARY.MIAMI.EDU))
- ___ 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 * (COMPLETED BY COMMITTEE CHAIR ON THE DAY OF DEFENSE)

CHECKLIST FOR GRADUATION

- ___ MUST HAVE BEEN ADMITTED TO CANDIDACY AT LEAST ONE SEMESTER BEFORE GRADUATION
- ___ APPLICATION FOR GRADUATION - COMPLETED ON-LINE THROUGH myUM BY DEADLINE ON ACADEMIC CALENDAR
All students who have applied for graduation before and fail to submit their dissertation by the deadline must reapply.
- ___ ELECTRONIC THESES 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 (3) * - THREE (3) COPIES WITH ORIGINAL SIGNATURES OF ALL COMMITTEE MEMBERS TURNED IN TO GSO WITH A COPY OF THE DISSERTATION FOR ACADEMIC DEAN APPROVAL PRIOR TO DEADLINE AS STATED IN THE ACADEMIC CALENDAR
- ___ CLEARANCE FORM *

* FORMS AVAILABLE IN THE GRADUATE STUDIES OFFICE

***** Reminder:**

- A. Dr. Peterson must see the dissertation / thesis and sign the Certificates of Approval

BEFORE it can be taken to the Graduate School on Main Campus.

**CHECKLIST FOR M.A. (INTERNSHIP OR RESEARCH REPORT)
(refer to your copy of the Student Handbook for further information)**

- ___ APPOINTMENT TO STUDENTS COMMITTEE *
- ___ TAKE AND PASS COMPREHENSIVE EXAM *
(administered by your division)
- ___ SUBMIT INTERNSHIP PROPOSAL FOR APPROVAL TO YOUR DIVISION

CHECKLIST FOR GRADUATION

- ___ APPLICATION FOR GRADUATION - COMPLETED ON-LINE THROUGH myUM BY DEADLINE ON ACADEMIC CALENDAR
All students who have applied for graduation before and fail to submit their thesis by the deadline must reapply.
- ___ CERTIFICATE OF APPROVAL (3) * - THREE (3) COPIES WITH ORIGINAL SIGNATURES OF ALL COMMITTEE MEMBERS TURNED IN TO GSO WITH A COPY OF THE INTERNSHIP REPORT FOR ACADEMIC DEAN APPROVAL PRIOR TO DEADLINE AS STATED IN THE ACADEMIC CALENDAR
- ___ PDF VERSION OF INTERNSHIP OR RESEARCH REPORT ON CD
Turned in to Graduate Studies Office when submitting report
- ___ CLEARANCE FORM *

* FORMS AVAILABLE IN THE GRADUATE STUDIES OFFICE

***** Reminder:**

- A. Dr. Peterson must see the INTERNSHIP REPORT and sign the Certificates of Approval **BEFORE** it can be taken to the Graduate School on Main Campus.