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)

___ 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.MIAMILEDU)

___ 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 thesis by the deadline must reapply.

___ 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.MIAMILEDU/ACADEMICS/GRADUATE-PROGRAMS/CURRENT-STUDENTS/FORMS/

***Reminder:  
Dr. Grosell must see the abstract 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

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: ______________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

* Submit thesis/dissertation 1 month prior to defense to committee chair. Submit form to GSO 2 weeks prior to defense.
MEMORANDUM

TO: Dr. Martin Grosell
    Associate Dean for Graduate Studies

FROM:

SUBJECT: Defense of Doctoral Dissertation

DATE:

The Ph.D 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>
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<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>Student's Name:</td>
<td>Student's UM ID:</td>
</tr>
</tbody>
</table>

| Rating of (circle one): | Master's Thesis | Doctoral Dissertation |

<table>
<thead>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge or 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 topic</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 well 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 flow</td>
</tr>
<tr>
<td>Overall quality (not necessarily average of 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 DOCTORAL
DISSERTATION (1 ORIGINAL REQUIRED)

TO BE FILLED IN BY STUDENT:  
(Please type/print)

Author’s Name: ________________________________________________

C#: __________________________________________________________

Title of Dissertation: ____________________________________________

TO BE FILLED IN BY COMMITTEE MEMBERS

This is to certify (1) that this dissertation has been approved by the committee;  (2) that the student has
satisfactorily passed the oral examination in defense of the dissertation 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:  ____________________________   PRINT NAME/DATE:  ____________________________

Chairperson:  _______________________________________________________________

Committee Member:  ___________________________________________________________

Committee Member:  ___________________________________________________________

Committee Member:  ___________________________________________________________

Committee Member:  ___________________________________________________________

Committee Member:  ___________________________________________________________

Ex-Officio Committee Member*  ____________________________________________

* Martin Grosell, RSMAS Associate Dean for Graduate Studies

TO BE FILLED IN BY DISSERTATION COORDINATOR

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

Signed:  ____________________________________________  Date  ________________

Dissertation Coordinator for the Graduate School

• The title needs to be legible this information is used for your official transcripts

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. 10/1/2012
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.
(Doug Tyrrell – SG 1st floor)
SIGNED: ___________________________ DATE: ______________

BUSINESS OFFICE: ID card has been returned/ SLAB lab keys has been returned.
(S/A 110)
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: ______________

MSGSO: No loans are outstanding.

SIGNED: ___________________________ DATE: ______________

OVER →
FORWARDING INFORMATION:

NAME: 

Last name

first name

m.i.

ADDRESS: 

City

State

Zip Code

HOME PHONE:  

HOME FAX:  

HOME E-MAIL:  

EMPLOYER: 

EMPLOYER ADDRESS: 

City

State

Zip Code

COUNTRY:  

EMPLOYER PHONE:  

EMPLOYER FAX:  

EMPLOYER E-MAIL:  

DATE OF GRADUATION:  

DEGREE:  

DIVISION:  

SPOUSE NAME:  

(if applicable)

Rev. 3/2012