



2025-26
GRADUATE PROGRAM
DIRECTOR HANDBOOK



UNIVERSITY OF MIAMI
GRADUATE SCHOOL

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I. Introduction

Welcome to Graduate Program Directorship

Congratulations and welcome to your role as Graduate Program Director! As a Graduate Program Director, you are at the heart of our Graduate School's mission, serving as a mentor, advocate, and leader for students and faculty alike. Your role is critical not only in guiding academic success but also in fostering an environment where students can thrive, innovate, and engage deeply with their fields.

As you take on this position, know that the Graduate School is here to support you. We are committed to providing you with the resources, guidance, and collaboration opportunities you need to make a meaningful impact, much of which is contained in this Handbook. This journey will be both challenging and rewarding, filled with opportunities to shape our programs and empower the next generation of scholars and professionals.

Thank you for your dedication and enthusiasm. Together, we will continue to uphold the standard of excellence that defines our graduate community.

Nicole Leeper Piquero, Ph.D.
Interim Dean, The Graduate School

Purpose of the Handbook

The Graduate Program Director Handbook is an excellent resource for all Graduate Program Directors at the University of Miami. It can be used as a point of reference for both new and veteran Graduate Program Directors. The Handbook describes policies and procedures pertaining to the Graduate School and graduate study at the University of Miami as forth in the Academic Bulletin. It is vital for program directors to be aware of all policies, procedures, and deadlines. Although this Handbook contains general information, your students should also be aware of unique regulations and policies that directly pertain to their individual graduate programs, since many programs have additional requirements of their own, as well as their own handbook.

Key Roles and Responsibilities of a Graduate Program Director

As outlined in the Bylaws of the Graduate School, the Graduate Program Directors in each graduate program must be a member of the Graduate Faculty. In Ph.D. programs, the Graduate Program Directors must have earned a Ph.D. degree or an equivalent earned doctoral degree, with appropriate research experience.

Within each graduate program, the Graduate Program Director will oversee the program. The Graduate Program Directors' rights and duties include but are not limited to:

- Admission
- Retention
- Determination of progress toward degree
- Approval of degrees
- Program curriculum and course offerings
- Approval of changes in the program
- Approval of student committee membership
- Student advisors
- Thesis and dissertation directors

The Graduate Student Life Cycle and Using this Handbook

The graduate student life cycle encompasses several key phases, each marked by specific milestones and responsibilities for both the student and the program. The role of the Graduate Program Director is to provide oversight, guidance, and resources throughout these stages to ensure students succeed academically and professionally. This Handbook's format is presented through the lens of a graduate student's life cycle, from recruitment to post-graduation. It is recommended that beyond using the Table of Contents, using the "Find" feature and entering keywords for the topic you may be interested in will help you learn more about topics such as readmission, leave of absence, transfer of credit, etc. You may notice that this Handbook will link to outside sources. We encourage you to review the full policy or procedure when linked out of this Handbook.

Notice of Nondiscrimination

The University of Miami does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the University of Miami's Title IX Office, the U.S. Department of Education's Office for Civil Rights, or both. The University of Miami's Title IX Coordinator information is as follows:

Title IX Office

Maria Sevilla, Title IX Coordinator
6200 San Amaro Drive, Suite 230, Coral Gables, FL 33146
(305) 284-8624
titleixcoordinator@miami.edu
miami.edu/titleix

II. Pre-Admission and Recruitment

Graduate Program Marketing and Outreach

Graduate Program Directors play a vital role in ensuring their programs are appealing to high-quality applicants. To attract prospective students, the right combination of strategic outreach, strong promotional materials, and collaboration with the Graduate School is essential. Below are detailed strategies for each area.

Up-to-Date Admissions Representative Contact Information

The Graduate School has a comprehensive [list of Admissions Representatives](#) on the Graduate School website for all graduate areas at UM. If personnel changes occur, please email graduateschool@miami.edu to ensure the list is kept up to date.

Website and Social Media

Graduate Programs Directors should ensure that the graduate program's website is user-friendly, visually appealing, and provides detailed information on program highlights, faculty, research opportunities, funding options, and student success stories. In addition, you may use platforms like LinkedIn, X, Instagram, and Facebook to promote program updates, achievements, and events. Engaging with prospective students through these platforms builds visibility and accessibility. Contact your unit's Webmaster for assistance on updating your website and/or social media platforms.

Leverage Alumni and Current Students

Graduate Program Directors may want to feature alumni who have gone on to successful careers in various fields. Include testimonials on the program website and promotional materials to show the potential career outcomes for graduates. Engage current graduate students to serve as ambassadors by attending recruiting events, hosting information sessions, and sharing their experiences with prospective students. Peer-to-peer engagement is highly influential. In addition, highlight any mentorship opportunities that connect prospective students with alumni or current students. This can give applicants a clearer picture of the community they will be joining.

Open Houses and Webinars

Programs may host regular open houses or webinars where faculty, current students, and alumni can interact with prospective students. These sessions provide opportunities to highlight faculty research, the student experience, and department resources.

Collaborate with Undergraduate Institutions

Beyond collaborating with UM undergraduate programs and advisors, a Graduate Program Director may explore establishing relationships with institutions that are known to send students UM.

Interest Forms

Graduate Program Directors may consider creating an "Interest Form" where prospective students can provide their contact information to receive more information about the program. If using *Grad Slate*, programs can contact Enrollment Management Shelley Hoffman (shelley.hoffman@miami.edu) for assistance on creating an Interest Form.

Application Process

Admission into a graduate program at UM is selective and determined by each individual department/program. The Graduate School facilitates the application process and serves as a liaison between applicants and the program they are applying for. The Graduate School is not involved in admissions decisions.

Application Platform

The following schools and colleges use *Grad Slate* as their application portal:

- School of Architecture
- College of Arts & Sciences
- Miami Herbert Business School
- School of Communication
- School of Education and Human Development
- College of Engineering
- Miller School of Medicine (*Biomedical programs only*)
- Frost School of Music
- Rosenstiel School of Marine, Atmospheric, and Earth Science

Grad Slate offers a multitude of resources to help you become familiar with its features. Grad Slate is primarily supported by the University's Enrollment Management team. To gain access to Grad Slate, please contact Shelley Hoffman (shelley.hoffman@miami.edu). To access Grad Slate as an administrator, please visit this link: <https://applygrad.miami.edu/manage>.

Programs should refer to Grad Slate to applicants as the "*Application Portal*" prior to application submission and "*Status Portal*" post application submission.

The following schools and colleges use other application methods:

- Miller School of Medicine (Physical Therapy) – PTCAS
- Miller School of Medicine (Public Health) – SOPHAS
- School of Nursing and Health Studies - NursingCAS

Neither the Graduate School nor Enrollment Management provide support for the CAS applications.

Application Requirements and Deadlines

In addition to holding the baccalaureate degree from an institution accredited by SACSCOC or another regional accrediting body (or equivalent credential for international applicants), the applicant for admission to the Graduate School should have the prerequisite coursework required by the program to which they are applying. In general, those applying for graduate admission should have achieved an overall average grade of "B" or better (3.0 G.P.A. on a 4.0 scale). International students are required to give evidence of adequate knowledge of English through an English proficiency test score. UM faculty members above the rank of instructor are not eligible to apply for the doctorate at the UM. (Note: Faculty from the School of Nursing and Health Sciences and from the Physical Therapy program are permitted to pursue doctoral degrees in their home program/school.)

Below are the minimum requirements established by the Graduate School for the Admission Application:

1. The completed application form
2. Official transcripts of *all* college work, both undergraduate and graduate. Domestic or international applicants that have academic credits from or attended an international institution must have their educational credentials earned outside the United States verified by an approved international credentialing evaluation service. Each of the university's 11 schools and colleges has specific

procedures that must be followed by international applicants. Visit our International Applications page for more information.

3. International applicants whose native language is not English must take and submit official score reports from the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the Duolingo English Test (DET) in addition to any other required entrance examinations (e.g. GRE/GMAT). The TOEFL, IELTS, and DET scores are valid for 2 years after the test date.
4. Letters of recommendation
5. Other requirements, such as standardized entrance exams (e.g. GRE or GMAT)*, may be required/requested by individual programs. Contact the specific program to which you are applying for their requirements,

** Please note that if a standardized entrance exam score is required, the scores submitted must be recent (within five years). GRE and GMAT scores are only valid for 5 years after the test date.*

Materials submitted in support of an application cannot be released for other purposes nor returned to the applicant.

Application open and close dates are set by the individual programs. However, applications for a given semester must be closed at least one day prior to the start of the respective semester.

For information on the *Categories for Admission*, please visit the Graduate Admissions page in the Academic Bulletin: <https://bulletin.miami.edu/general-university-information/graduate-policies-and-procedures/admission/>.

Interviewing and Selection

While the Graduate School does not require interviews as part of the selection process, they are highly encouraged. Having an interview helps to further determine if the applicant's academic background, experience, and goals align with the program's strengths and expectations. It also allows programs to focus on the applicant's potential to contribute to ongoing research or initiate original work. To ensure fairness, if conducting interviews, programs should use the same general structure and questions for all applicants.

Graduate Program Directors should clearly define evaluation metrics when evaluating an applicant. Sample metrics may include academic readiness, fit with the program's research areas, overcoming adversity, and the applicant's motivation.

As a reminder, after the *Students for Fair Admissions* (SFFA) cases in 2023, the U.S. Supreme Court has prohibited race-conscious admissions. However, applicants can still discuss *personal experiences*, including those that are tied to race, ethnicity, or cultural background, as long as it is relevant to their academic journey or life experiences, but it should be noted that race itself cannot be the basis for an admissions decision. Thus, race and ethnicity information is hidden in our applications and in CaneLink pre-admission. However, when an applicant's race is apparent or disclosed during any form of communication (e.g., email, meeting, interview, etc.), it is important to remain focused on objective evaluation criteria. Ensure that factors like academic record, research potential, and interpersonal skills are the only elements considered. If an applicant brings up their race or ethnicity in the context of their academic journey (e.g., challenges they have faced or achievements they have made), listen respectfully, but ensure that any follow-up questions or discussion focus on the academic or professional relevance of their experiences. If an applicant shares personal experiences related to race (e.g., experiences of discrimination or community advocacy), ensure the discussion centers on the skills or lessons learned from those experiences rather than the racial or ethnic identity itself. Avoid any judgmental or discriminatory reactions or comments to an applicant's answers.

Every applicant for admission must be assured that all credentials are carefully studied to select appropriately qualified students. Each application for admission is examined by the members of the faculty responsible for the graduate program. The program informs each applicant of the decision. Programs may close admissions early because of limited capacity.

Advising Pre-Admitted Students

Communicating Expectations and Program Information

Graduate Program Directors must ensure that an applicant's expectations for the program are communicated and that they understand thoroughly the program's goals and outcomes. Applicants are to be informed of the program's curriculum in advance so that they understand the program's structure, length, total credits, core and elective courses, availability of tracks or concentrations, and tuition assistance (e.g., tuition waivers, scholarships, stipends, fellowships, etc.).

If there are staff members that meet with prospective students and applicants, they, too, must be well versed in discussing expectations, sharing program information, and providing information on any available financial assistance.

Understanding International Student Needs

All international students admitted to a program of full-time study at UM need to enter the U.S. on a student visa. To apply for an F-1 visa, international students must provide the U.S. Embassy or Consulate with a Form I-20 or DS-2019, passport, statement of funds, and other documents as required by the U.S. Embassy or Consulate. Depending on the country or region of origin, it may be difficult to obtain an appointment with a U.S. Embassy or Consulate. Graduate Programs Directors should take this into account when setting application deadlines and requesting an I-20. Please visit this [link](#) view estimated Global Visa Wait Times.

Requirements for the I-20 and DS-2019 Certificate of Eligibility:

1. Proof of financial support – Acceptable proof of financial support includes:

A. Student's Personal Funds

Provide a letter* from the student's bank, on bank letterhead, addressed to the University of Miami or a bank statement issued by their bank. Online printouts are not accepted.

B . Funds from the University of Miami

Provide a letter* from the University department sponsoring the student, on University letterhead, stating the exact dollar amount of assistance and specifying the type of assistance.

C. Funds from Family or Private Sponsor

i) Provide a letter* from a bank, on bank letterhead, addressed to the University of Miami. If not indicated on bank letter, provide a letter* from family or private sponsor indicating that the funds in the account will be used to support the student.

ii) Provide a bank statement issued by the bank. Online printouts are not accepted. If not indicated on bank statement, provide a letter* from family or private sponsor indicating that the funds in the account will be used to support the student.

D. Government or Agency Sponsor

Provide a letter* from the government or agency sponsoring the student, on their letterhead, addressed to the University of Miami.

** The letter must be signed or stamped and guarantee the availability of sufficient funds to cover tuition and fees, and living expenses for the duration of stay or one year. Funding documents must be no more than six months old. Documents in a language other than English must be accompanied by certified English translations. Notarized translations alone will not be accepted. Translations supplement, but do not replace, original documents. Please remember to submit both. Please note that tuition varies depending on the*

number of credits required by the program. For specific amount, consult with your graduate department. Please find an A-Z listing of programs [here](#).

2. Copy of Passport

III. Admission and Onboarding

Formal Admission Process

Unofficial and Official Transcripts

Applicants must disclose on their application each institution they have attended, including those from which a credential was not earned. Upon disclosing each institution, the applicant will be required to upload the unofficial domestic transcript for each institution attended before the application is submitted. Application reviewers must independently review unofficial domestic transcripts to determine whether an applicant received transfer credits at an institution not listed on the application. Should this occur, then the program must request the applicant submit unofficial domestic transcripts from any institution omitted from the application.

If an applicant accepts an offer of admission, the program must provide a deadline prior to the beginning of the admitted semester by which all official domestic transcripts must be received. While conditional admission must not be offered, conditional enrollment may be offered.

Students who are awaiting degree awarding from their previous institution must first ensure that their degree has been awarded prior to requesting the official domestic transcript. If the degree has not been awarded prior to the start of the admitted semester, these students may be given a one-semester grace period to obtain their official domestic transcript with degree awarded. The program must place an "Academic Dean" Hold on these students' Canelink records to prevent subsequent enrollment until the official domestic transcript with degree awarded is provided. It is the program's responsibility to ensure receipt of the official domestic transcript with degree awarded prior to lifting the hold and allowing the student to enroll in a subsequent semester.

Suggested language, which has been vetted by General Counsel, to include on offer letters, financial award letters, and websites:

The University of Miami reserves the right to rescind any offer of admission and/or financial support if any discrepancies are found between your unofficial transcripts and official transcripts or if your final official transcripts do not confirm a Bachelor's degree awarded. (if your graduate program requires that an applicant also hold a Master's degree to be eligible for admission, this language should be modified accordingly).

International Transcripts and Evaluation

An international transcript is considered official if it issued directly to UM or to a National Association of Credential Evaluation Services (NACES) member and sent from the issuing institution directly to UM or to a NACES member. It cannot be issued to the applicant. Official transcripts from an international institution can be sent electronically or by mail to UM but cannot be hand-delivered even if in a sealed envelope. The NACES international evaluation will always have a section titled "U.S. Equivalent", "U.S. Equivalency" or similar where the foreign credential's U.S. equivalency is determined. This determination must clearly state that the credential is equivalent to U.S. Bachelor's degree in a institution in order to meet the eligibility requirement for graduate admission.

Notifying Applicants of Decision

All applicants should be notified of the decision of their application. If using *Grad Slate*, admissions decisions are done directly in the application portal. Once an applicant is admitted, they have the opportunity to either accept or deny the acceptance.

Graduate School Ph.D. Fellowships

Each Fall semester, the Graduate School notifies programs via email on how to submit their nominees for the various Graduate School Doctoral Fellowships: Dean Fellowship, University of Miami (UM) Fellowship, and Maytag Fellowship. Nominations are reviewed by four committees of UM faculty (selected by the Dean of the Graduate School) who will rank applicants. The four committees are based on academic areas: (1) Arts & Humanities, (2) Biological and Biomedical Sciences, (3) Physical Sciences, and (4) Social and Behavioral Sciences. Each Ph.D. program may nominate applicants for Dean's Fellowships, UM Fellowships, and Maytag Fellowships at the same time with no limit of nominees per program. Nominated applicants must be incoming first-year Ph.D. students who intend to begin graduate study at UM in the following Fall semester only. International applicants are eligible. See "Graduate School Fellowships and Scholarships" under VI. Financial Support and Assistantships for more information.

April 15 Resolution

UM participates in the Council of Graduate Schools' (CGS) "[Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistantships](#)" also known as the "April 15 Resolution." The deadline for acceptance of financial aid remains on April 15 at midnight in our time zone (ET). Participation in the resolution obliges us to allow admitted graduate students to consider all offers of financial support through April 15. Over 325 U.S. institutions offering graduate degrees have agreed to abide by this resolution. Your cooperation ensures that both student and program conduct their admissions in an ethical manner, and that they receive equal treatment and consideration in the financial support decision-making process.

Students who want to withdraw from an offer of acceptance of financial support must first inform the program that they are withdrawing or resigning from the offer of financial support that they previously had accepted. Applicants are not required to obtain a formal release from the program whose offer they accepted, either before or after the April 15 deadline. Once they have informed the program that they are withdrawing their acceptance of the offer, they then can accept any other offers.

Here are some important aspects of the April 15 Resolution:

- The April 15 deadline applies only to acceptance of an offer of financial support such as a graduate scholarship, fellowship, traineeship, or assistantship.
- It applies only to offers of financial support for the following academic year.
- Although you can send out your offers well before the deadline, prospective graduate students are under no obligation to respond to offers of financial aid prior to April 15.
- The April 15 Resolution only applies to offers of financial support for academic year offers beginning in Fall term. Admission to graduate programs that start in the Winter, Spring, or Summer terms are not bound by the resolution.
- Acceptance of an offer of financial support made after April 15 is conditional upon resignation by the applicant of any previously accepted offer. A formal release by the program is not required.
- All offers of financial support should include a copy of or link to the "April 15 Resolution": <https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution/>.

Some explanatory language should be included in all financial support letters. Below is an example of wording that you are free to use in your letter.

Please inform us in writing of your decision no later than April 15, 20XX. In accordance with the Council of Graduate Schools' (CGS) resolution, we will honor this offer until the April 15 deadline, after which point it will be rescinded unless you are informed in writing that the deadline for a decision has been extended. Although you are under no obligation to accept this offer prior to April 15, please let us know as soon as you have made a decision so that we may extend offers to other prospective students if possible. You may consider other offers of financial support; if you choose to accept another offer of financial support, you must first resign from your acceptance of our offer, either before or after April 15.

Enrollment Procedures and Timelines

Once all official transcripts and international evaluations (if applicable) have been received by UM, a graduate student may be enrolled for courses. Programs may allow students to register themselves to do the enrolling for them. Please note that students are automatically give an "Academic Advising Hold" in CaneLink each semester that will need to be lifted by the graduate program. If allowing students to register themselves, please ensure the student has been properly advised prior to allowing the student to enroll.

The Office of the Registrar publishes the [Academic Calendar](#) on their website up to one year in advance. The Academic Calendar provides the following important dates relevant to enrollment:

- Deadline for Readmission
- Classes Begin
- Last Day for Registration and to Add a Course
- Last Date for Plan/Program Changes
- Last Day to Drop a Course Without a "W"
- Last Day to Withdraw from Course/Semester

Orientation and Onboarding

New Graduate Student Orientation

At the beginning of both the Fall and Spring semesters, the Graduate School offers an orientation to introduce new students to graduate student life at UM. During New Graduate Student Orientation, representatives from various UM departments address the general audience about key academic and non-academic matters essential for incoming graduate students. New students can receive their 'Cane Card during the Graduate School's New Graduate Student Orientation.

Graduate International Student Orientation (ISO)

International Student Orientation (ISO) is a pre-orientation program sponsored by International Student and Scholar Services (ISSS) for all new and transfer University of Miami international students in F-1 and J-1 status. ISO is held at the beginning of each semester (August and January) and complements campus-wide orientation programs for incoming students by providing them with information and experiences that will assist in their transition to living and studying in the U.S. ISO is a wonderful opportunity for students to make new friends from around the world and get to know the ISSS team.

GradFest

The Graduate Student Association (GSA) hosts GradFest (a tabling event of University Resources for students) during the first few weeks of Fall classes.

Departmental or School/College Orientation

Individual departments or schools and colleges may offer a new graduate student orientation that is specific to their area. These specialized orientations may include meetings with faculty, advisors, and peers. In addition, it is an excellent opportunity to provide new students with your specific graduate program handbook and any policies and procedures related to the program.

Access to Student Resources

Once a student has an active 'Cane Card, it is programmed to have general access to University buildings and classrooms. Some areas, however, may be specific to your unit (e.g., labs, offices, etc.) and may require Access Control to grant the access.

Immunization Requirements

Per [Student Health Service](#), all new students are required to provide proof of immunization against:

- Measles, Mumps, and Rubella
- Tetanus, Diphtheria, and Pertussis
- Hepatitis B and Meningococcal Meningitis
- Flu shots are required during flu season (October through March) for all Nursing, Medical, and Physical Therapy students
- All **international students** must be screened for risk of tuberculosis by completing page two of the immunization form.

Students should also consider immunization against varicella (chickenpox).

The deadline to upload proof of immunizations is based on the semester for which a student was admitted:

- Fall: July 25
- Spring: December 15
- Summer: April 15

A student's registration may be canceled if they are not compliant with the University's immunization requirements. Forms will be processed within 48 hours of receipt, and immunization status can be verified via MyUHealthChart.com. For more information, please visit [Student Health Service](#).

Graduate School Policies, Procedures, and Trainings for New Students

1. Graduate Student Handbook

The Graduate Student Handbook is updated annually by the Graduate School and posted on the Graduate School website. Information on where to find the Graduate Student Handbook is disseminated at Fall and Spring New Graduate Student Orientations. The Handbook describes policies and procedures pertaining to the Graduate School and graduate study at the University of Miami that are set forth in the Academic Bulletin. It is the student's responsibility to be aware of and comply with all policies, procedures, and deadlines. Although the Handbook contains general information, students should be aware of regulations and policies that directly pertain to individual graduate programs, as many programs have additional requirements of their own, as well as the program's own handbook. Please note that program handbooks must not subvert Graduate School policies but can reinforce and be stricter than Graduate School policies.

2. Graduate Student Honor Code

All students are expected to read, understand and uphold the University of Miami Graduate Student Honor Code, which is the ethical blueprint for graduate studies throughout the University. It outlines the process for the investigation and determination of Honor Code violations. We expect that all students will uphold the highest standards of academic integrity by following the principles described

within the Honor Code. All students share responsibility to maintain the collegiality and integrity of the academic environment by reminding other students of their obligations in the event of potential misconduct.

3. Sexual Assault Prevention Training (Required)

As a member of the Canes community, we all have the responsibility to impact the lives of fellow Canes in positive and productive ways. The University of Miami is committed to assisting all of us in making intelligent choices regarding our own health and safety, as well as the health and safety of other students and the larger Canes community. All new/incoming graduate students are required to complete this training in their first semester of enrollment (Summer start students are enrolled with the Fall start students). Training registration information will be sent out to students via their official University of Miami e-mail with more information about the training requirements, access information, and deadlines when the modules are available. Students who do not complete the Sexual Assault Prevention Training by the established deadline will have a “Hold” placed on their account in CaneLink preventing any future enrollment. The Hold is automatically removed within 24 hours upon completion of the training.

4. Hazing Awareness & Prevention (Required)

Similarly to the Sexual Assault Prevention Training, all new/incoming graduate students are required to complete this training in their first semester of enrollment (Summer start students are enrolled with the Fall start students). Training registration information will be sent out to students via their official University of Miami e-mail with more information about the training requirements, access information, and deadlines when the modules are available. Students who do not complete the Hazing Awareness & Prevention training by the established deadline will have a “Hold” placed on their account in CaneLink preventing any future enrollment. The Hold is automatically removed within 24 hours upon completion of the training.

5. Teaching Assistant Training (Required)

All new/incoming doctoral (Ph.D./D.B.A./D.M.A./Ed.D.) students are required to complete this training in their first semester of enrollment, regardless of whether or not they hold a teaching assistantship that semester. Medical campus graduate students are not enrolled, nor are D.N.P. students. It is important to note that this training is broad in scope and is meant to complement the teaching assistant training provided by individual programs and departments. During this training, student will receive information on the following topics: (1) their role as a teaching assistant (definition, requirements, and responsibilities), (2) teaching resources, (3) academic policies and procedures, and (4) academic and campus resources.

IV. Financial Support and Assistantships

Graduate School Fellowships and Scholarships

The goal of the Graduate School's fellowship program is to encourage top admission applicants to enroll in our Ph.D. programs. The Graduate School also offers funding opportunities for current students.

Dean's Fellowship

The Dean's Fellowship is the most prestigious award offered by the Graduate School. The Dean's Fellowship carries with it a stipend in the amount of \$45,250 per academic year (for total stipend support in the amount of \$90,250). The Fellow's department may provide multi-year additional support in the form of a Graduate Student Assistantship which may entail some combination of teaching support (a Teaching Assistantship) or working on a research project (a Research Assistantship). The student must be enrolled at the University of Miami as a full-time student during the years the student is supported by the Dean's Fellowship.

Additionally, Dean's Fellows receive the following benefits during the two years of the fellowship:

1. \$3,000 in research travel reimbursements at a maximum of \$1,500 per year, for years covered by the Dean's Fellowship.
2. 100% healthcare subsidy (for years covered by the Dean's Fellowship) when the Fellow purchases the student health insurance offered through the University of Miami Student Health Center. Visit www.miami.edu/student-health for additional information. Please note that Fellows must inform the Graduate School of their intent to use the 100% subsidy prior to the first day of the Fall semester.
3. Special Recognition in printed/web media internal and external to the University.

In addition to the stipend and benefits listed above, the financial assistance package includes a full tuition waiver to cover the cost of the Fellow's coursework in the program and it is provided to the Fellow by their department. This tuition waiver is renewable annually for up to five years, conditional upon academic progress.

Nominated students must be incoming first-year Ph.D. students who intend to begin graduate study at the University of Miami in the Fall. International applicants are eligible. There is no limit to the number of nominations per program. Recommendations will be made by committees who will rank applicants (Arts & Humanities, Biological and Biomedical Sciences, Physical Sciences, and Social and Behavioral Sciences).

University of Miami (UM) Fellowship

The University of Miami (UM) Fellowship is one of the highest awards offered by the Graduate School. The University of Miami Fellowship carries with it a stipend in the amount of \$40,250 per academic year (for total stipend support in the amount of \$80,250). The Fellow's department may provide multi-year additional support in the form of a Graduate Student Assistantship which may entail some combination of teaching support (a Teaching Assistantship) or working on a research project (a Research Assistantship). The student must be enrolled at the University of Miami as a full-time student during the years the student is supported by the UM Fellowship.

Additionally, UM Fellows receive a 100% healthcare subsidy (for years covered by the UM Fellowship) when the Fellow purchases the student health insurance offered through the University of Miami Student Health Center. Visit www.miami.edu/student-health for additional information. Please note that Fellows must inform the Graduate School of their intent to use the 100% subsidy prior to the first day of the Fall semester.

In addition to the stipend and benefits listed above, the financial assistance package includes a full tuition waiver to cover the cost of the Fellow's course work in the program and it is provided to the Fellow by their

department. This tuition waiver is renewable annually for up to five years, conditional upon academic progress.

Nominated students must be incoming first-year Ph.D. students who intend to begin graduate study at the University of Miami in the Fall. International applicants are eligible. There is no limit to the number of nominations per program. Recommendations will be made by committees who will rank applicants (Arts & Humanities, Biological and Biomedical Sciences, Physical Sciences, and Social and Behavioral Sciences).

Maytag Fellowship

The Maytag Fellowship carries with it a stipend in the amount of \$30,000 per academic year. Maytag Fellowships are a one-year fellowship, renewable for no more than two years after the first year (for total stipend support in an amount no more than \$60,000). The Fellow's department may provide multi-year additional support in the form of a Graduate Student Assistantship which may entail some combination of teaching support (a Teaching Assistantship) or working on a research project (a Research Assistantship).

Additionally, Maytag Fellows receive a 100% healthcare subsidy (for years covered by the UM Fellowship) when the Fellow purchases the student health insurance offered through the University of Miami Student Health Center. Visit www.miami.edu/student-health for additional information. Please note that Fellows must inform the Graduate School of their intent to use the 100% subsidy prior to the first day of the Fall semester.

In addition to the stipend and benefits listed above, the financial assistance package includes a full tuition waiver to cover the cost of the Fellow's course work in the program and it is provided to the Fellow by their department. This tuition waiver is renewable annually for up to five years, conditional upon academic progress.

Nominated students must be incoming first year Ph.D. students beginning graduate study at the University of Miami in the Fall and who are in any of the following programs: atmospheric sciences, biochemistry and molecular biology, biology, chemistry, cellular physiology and molecular biophysics, marine biology and ecology, meteorology and physical oceanography, molecular cell and developmental biology, marine and atmospheric chemistry, mathematics, ocean sciences, physics, psychology, and counseling psychology. International applicants are eligible. There is no limit to the number of nominations per program. Recommendations will be made by a committee of representatives from the fellowship areas.

Assistantship Definitions

In definitions where the word "mainly" is used, "mainly" is defined as greater than 50%.

FE (Fellow)

Responsibilities do not include the provision of direct services to the University and require internal/external fellowship support.

RA (Research Assistant)

Responsibilities are mainly conducting research and/or assisting with research projects.

TA (Teaching Assistant)

Responsibilities are mainly teaching and/or assisting in the area of teaching.

GA (Graduate Assistant)

Responsibilities are mainly in professional support of University operations and programs. Graduate students should not be hired to perform clerical duties.

TR (Trainee)

Designated as such by specific federal guidelines which indicate a complex process wherein the trainee takes on an increasingly independent role in the selection, conceptualization, and execution of research projects under the supervision of an experienced mentor.

Managing Assistantships

Graduate students with appointments as RAs, TAs or GAs will be expected to work 20 hours per week with the exception of efforts directly required for dissertation research.

International students may work on campus provided the student is maintaining F1 status and does not work more than a total of 20 hours per week (including any off campus work the student may have been authorized to perform) while school is in session. Questions regarding work for international students should be directed to International Student and Scholar Services (ISSS).

Graduate students with Assistantships and Fellowships will be classified with the following designations. *(FE) Fellows, *(RA) Research Assistant, *(TA) Teaching Assistant, *(GA) Graduate Assistant, *(TR) Trainee. *Please contact the Graduate School for specific codes.

Current University of Miami employees who are also graduate students may not be awarded a paid graduate assistantship (TA/RA/GA) or a paid intramural graduate fellowship.

Requirements of Teaching Assistantships

1. Graduate Teaching Assistants who are the instructors of record and responsible for assigning grades in a course must have a Master's degree in the teaching discipline or 18 graduate credit hours in the discipline.
2. Graduate Teaching Assistants must be directly supervised by a faculty member in the teaching discipline, must attend regular in-service training provided by the Graduate School and/or provided by the specific graduate program, and must be reviewed by the supervising faculty member at least once a semester.
3. Graduate Teaching Assistants who have previous teaching experience and indication of competency may be exempted from Teaching Assistant training by the Graduate Program Director in the discipline. The Graduate Program Director must then notify the Graduate School of any exemptions that are granted.

Policy on Outside Employment for RA/TA/GA

A graduate student must have prior approval from the chair or advisor to work outside the department, since such activities might impede progress toward their degree. Any questions or concerns should be discussed with the Dean of the Graduate School.

1. A graduate student is allowed to supplement their stipend by tutoring undergraduate students in courses in which they have no direct responsibility at the time.
2. A graduate student who is teaching a class or lab of a multi-section course using a common syllabus and common exams may not tutor any student in any section of that course.
3. A graduate student, like any other member of the teaching faculty, may offer review sessions for their students to which they may invite students from other sections of the same course. The graduate student arranging such sessions may not under any circumstances take money from the students in attendance.
4. A graduate student may use their office for tutoring or may ask departmental permission to use a classroom or other appropriate university facility.
5. The graduate advisor or department chair may require a graduate student to limit their outside employment or tutoring activity if, in the view of the department, such activity is impeding the graduate student's academic progress or keeping them from fulfilling responsibilities within the department.

6. International students should clear their work instructions with International Student and Scholar Services. Questions regarding work for international students should be directed to International Student and Scholar Services (ISSS).

Budgeting and Financial Planning for Students

Helping Students Understand Tuition, Fees, and Stipends

Tuition and fees rates change each academic year. New estimated tuition and fee rates are generally available during the Spring. Final tuition and fees for the next academic year are available in the summer upon approval from the Board of Trustees. Tuition is billed per credit unless your program has designated Special Pricing through the Office of Financial Planning and Analysis. Special Pricing is available by program and by class.

GradSense

GradSense is a website designed to help students make an informed financial decision about graduate school. It demonstrates for students why they might consider graduate school, how to determine the cost and value of a graduate degree, how to fund their degree, and important information about money management.

GradSense can be a tool for current and prospective graduate students, especially in helping them understand the financial side of their educational journey. It's a thorough resource that aligns with your office's efforts to support students in making thoughtful, well-informed decisions.

Key Features of GradSense:

- Cost vs. Value of a Graduate Degree: Helps students assess the cost and value of a graduate degree on their career.
- Funding Options and Financial Aid: Offers guidance on finding and applying for financial assistance.
- Managing Finances: Provides practical tips on budgeting and managing money while in graduate school.
- Graduate School Decision-Making: Helps students determine if graduate school aligns with their long-term career goals.

How You Can Use GradSense:

- Share with Prospective Graduate Students: You can refer students to the GradSense website during counseling sessions, recruitment events, or informational meetings.
- Incorporate into Admissions Materials: Consider including GradSense as a recommended resource in your admissions packets, emails, and website.
- Support Students' Decision Process: Encourage students to use GradSense as part of their decision-making process when considering whether to pursue graduate education.

GradSense is free and available to anyone interested in learning more about the financial aspects of graduate education. GradSense is managed by the Council of Graduate Schools (CGS), with financial support from TIAA. The University of Miami is a member of CGS.

Resources for Financial Aid and Scholarships

Graduate students at UM are encouraged to explore all of the financial resources available to them. We advise students to begin (and not limit) their search with the following resources.

- **Graduate School Fellowships and Scholarships:** <https://www.grad.miami.edu/about/costs-fellowships-and-other-funding/fellowships,-financial-aid,-and-other-funding-opportunities/graduate-school-fellowships-and-scholarships/index.html>
- **Graduate Activity Fee Allocation Committee (GAFAC):** <https://gafac.miami.edu/>
- **External Fellowships and Scholarships:** <https://www.oae.miami.edu/prestigious-awards-and-fellowships/search-scholarship-listings/index.html>.
- **Loans:** <https://grad-prof.miami.edu/types-of-aid/loans/index.html>

Emergency Funds and Hardship Support for Students

Graduate School Cash Advance

The Graduate School may assist with emergency advances, limited to \$500. The student must have a demonstrated need (e.g., books, rent, meals). The student may only request one emergency advance per semester. The cash advance and the repayment must be made in the same semester. For eligibility and additional information, please visit this link: <https://www.grad.miami.edu/about/costs-fellowships-and-other-funding/fellowships,-financial-aid,-and-other-funding-opportunities/cash-advance/index1.html>.

ISSS Emergency Loan

ISSS offers short-term, small emergency loans of up to \$500 for international students who have F-1 and J-1 status who experience an unforeseen financial emergency. Approval is determined on a case-by-case basis. For more information, please email iss@miami.edu.

Supporting International Students

The Graduate School does not provide support for visa or immigration-related questions. Such questions should be directed to ISSS. Each international student has an ISSS advisor, determined by last name. The list of advisors can be found on this website: <https://iss.miami.edu/about/contact-us/index.html>.

For detailed information on procedures and policies for F-1 students, please visit this website: <https://iss.miami.edu/immigration-status/f-1/index.html>.

V. Academic Progress

Coursework and Credit Requirements

All graduate work (except for the School of Law degrees and M.D. degree) at the University of Miami is under the direction of the Dean of the Graduate School and the Graduate Council.

All graduate students at the University of Miami are subject to the general standards and requirements of the University and its various programs in regard to attendance, examinations, payment of fees and conduct, as well as to the specific requirements of the Graduate School. The graduate student is expected to assume the initiative in completing all requirements within the time specified.

To preserve its ideals of scholarship, conduct, and character, the Graduate School reserves the right and the student by their registration concedes the right to require the withdrawal of any student for any reason deemed sufficient by the Graduate School at any time.

Full-Time Study

The categories of full-time students include:

1. Graduate students taking 18 or more graduate credit hours during the calendar year (nine credit hours in a regular semester or six credit hours in a summer semester. In online programs, six credit hours in each regular semester and six credit hours during the summer.)
2. Graduate teaching and research assistants taking 16 or more graduate credit hours during the calendar year (eight credit hours in regular semester or six credit hours in a summer semester).
3. Graduate students enrolled in any course numbered 800 or above, i.e., any 800-level course required for the completion of the degree.
4. All M.B.A. for Executive and Professional students are considered full-time.

In all cases, determination regarding whether or not a student is in full-time study is the privilege of the Dean of the Graduate School. The maximum number of credit hours allowed for full-time study is 12 for each semester and six for each summer semester. Exception to this policy can only be made by the Dean of the Graduate School or their designee and requires a signed recommendation from the Graduate Program Director.

For thesis and dissertation students, full-time registration is required during the semester or summer session in which a candidate defends the thesis or dissertation. Students who wish to have this requirement waived must have a written request provided to the Graduate School by the Dean of their respective college or school, or the Dean's designee.

No full-time faculty member may be a full-time student, whether or not working toward a degree. Nor may a full-time student be a full-time faculty member. No full-time student will be a principal investigator in any grant or contract, whether in name or fact. And no principal investigator will be a full-time student.

Exceptions to these rules may be made in cases in which students are encouraged to apply individually for small research grants that are consistent with and contribute to their field of study and their dissertation work, and, in certain programs, in which students in a terminal degree status are obliged, as a part of their degree program, to teach as *de facto* faculty members. (Note: Faculty from the School of Nursing and Health Studies and from the Physical Therapy program are permitted to pursue doctoral degrees in their home program/school.)

Continuous Enrollment

To maintain status as a graduate student, registration in each fall and spring semester is required. Otherwise, admission lapses and readmission must be granted.

Overview of Degree Requirements

The standards of study and conduct in the Graduate School are high. They are not set and maintained by the Graduate School but rather by the faculty who determine the standards for their individual program. The Graduate School through its Council sets no course requirements for a degree. It does set certain general residence, grade and examination standards. Fundamentally the Graduate School delegates responsibility to the student and their program. Within this broad responsibility the recommendation for the degree rests with the Committee.

Doctoral Degree Requirements

The Graduate School does not specify course requirements for the Ph.D. degree. However, the Graduate School will not, ordinarily, approve the taking of the qualifying examination until the student has had a minimum of one continuous academic year of graduate work in courses, seminars, and directed or tutorial study. Sixty (60) credit hours beyond the baccalaureate degree are the minimum requirement for the Ph.D., and not less than half of the total credit hours must be in work open only to graduate students. At least 24 credit hours must have been taken in residence at the University of Miami. A minimum of 12 dissertation credit hours must be taken. Graduate students studying for the Ph.D. who have received their Master's degree in the same field must take at least 24 credit hours in residence at the University of Miami in doctoral status.

Master's Degree Requirements

A minimum of 30 credit hours of graduate coursework is required to earn a Master's degree. The minimum residence requirement is two semesters in full-time study or the equivalent in part-time work. In practice, most students need at least three semesters, or two semesters plus summer work, to complete degree requirements.

Transfer of Credit Hours

A graduate student wishing to transfer in graduate credits taken at another institution must complete the Petition for Transfer of Credit form. The program must have a recent official transcript on file for a petition to be approved. If credits were taken at an international institution, they must be verified by an approved international credentialing evaluation service (e.g. Josef Silny & Associates, Inc.).

Master's Students

Upon recommendation of the major program and the approval of the Graduate School, a maximum of six graduate credit hours, with grades of B or above, may be transferred from another accredited graduate institution, in partial satisfaction of a Master's degree requiring less than 36 credit hours. Nine graduate credit hours may be approved for transfer to a degree program requiring 36 credit hours or more. Work taken more than six years prior to transfer will not be accepted. All work transferred is subject to examination by the program. Any student wishing to transfer credit hours must first be admitted to a graduate program at UM. The satisfaction of the requirements of another university does not relieve the student from the UM's requirements. A recent official transcript of work to be transferred must be on file. Credit hours that pertain to or have been counted toward another degree cannot be transferred. Students enrolled in the Master of Business Administration program are not eligible for credit hour transfers. Exceptions must be approved by the Dean of the Graduate School. No transferred credit hours are calculated into the UM GPA.

Doctoral Students

Upon recommendation of the major program and the approval of the Graduate Program Director and Dean of the Graduate School, graduate credit hours from another accredited institution may be transferred in partial satisfaction of the doctoral degree. Any student wishing to transfer credit hours must first be admitted to a doctoral program at the UM. The satisfaction of the requirements of another university does not relieve the student from the UM's academic requirements. Credit hours transferred are subject to the same recency rules as all other credit hours counted toward the degree, and are also subject to examination by the program. A recent official transcript of work to be transferred must be on file. Credit hours that pertain to or have counted toward another degree cannot be transferred. No transferred credit hours are calculated into the UM GPA.

Tracking Academic Performance

This section covers minimum GPA requirements to be in good academic standing, grades and quality points, probations, and dismissals.

GPA Requirements

A grade point average of B (3.0) is required for a graduate degree, and no "D" credit hour may be counted toward the degree. All work leading to the graduate degree and taken as a graduate student will be counted in computing the quality point average, including courses graded "D". No transferred credit hours are calculated into the University of Miami GPA.

Grades and Quality Points

The same letter grades are used for graduate and undergraduate students, but with somewhat different meaning.

A	Excellent accomplishment
B	Good accomplishment
C	Fair, but below that expected of graduate students (C- is the lowest passing grade. Some programs may require higher standards.).
S	Symbol used for satisfactory (S- used for low satisfactory and U used for unsatisfactory) thesis, dissertation, practicum, and internship credit hour. It may be used for regular courses under special circumstances with the prior approval of the instructor, department chairperson, and the Dean of the Graduate School. The Graduate School considers a grade of "S" to indicate a minimum of a 3.0 GPA in a graduate course if a student has taken no prior coursework on the graduate level. A grade of "S" reflects that a student is in good academic standing.
D	Poor (not acceptable for credit hour toward the advanced degree)
F	Failure
W	Course dropped prior to the last day for withdrawing from classes as published in the official calendar of the university. Courses dropped after last date must have approval of Dean of the Graduate School. Credit hour can be earned only by successful repetition of the course.
I	Incomplete work in passing status with the instructor's permission to complete the course. (Not to be used for thesis or dissertation credit hours). To allow a student extra time to complete course work due to unusual circumstances, faculty may submit an Incomplete (I) grade on condition that the student: a. Has attended class and completed at least 50% of the course work; b. Has a passing grade or is in good standing in the course; c. Has corresponded with the faculty member to determine the work that must be submitted; d. Has agreed with the faculty member on a due date (no more than one year from the date the Incomplete grade is submitted). The "I" should be

	changed to a letter grade within one (1) calendar year after it is given, unless the Academic Dean of the student's primary school or college and the Dean of the Graduate School approve the delay. If the "I" is not changed within one year, credit hour can be earned only by successful repetition of the course. (Note: Fellowships and financial aid may be withdrawn if there is an excess accumulation of "I"s on a student's transcript).
NG	Symbol assigned by Enrollment Services indicating that the instructor has not yet reported the student's grade. For a student to receive credit hour for the course, the instructor must report a passing grade prior to the student's graduation. ²

Quality points are awarded as follows:

A+	4.00
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F	0.00

Graduate Grade Change Policy and Incomplete Grades

Faculty Senate Legislation [#2019-33\(B\)](#) created a Graduate Grade Change Policy as a formal policy and process to define and guarantee the integrity of the grading process. The following applies to all graduate students.

1. Letter Grades

- Grade changes may only be submitted after final grades have been posted to the official student record by the University Registrar.
- Only the faculty member of record may initiate the grade change process, except for instances of grade appeals.
- Grade changes may be submitted up to one calendar year from the date on which the course grade was posted.
- A grade change may be proposed only to correct a clerical or calculation error in the determination of a final grade.
- Grade change proposals must be approved by the chair of the department offering the course and by the Dean (or Dean's designee) of the School/College of the course department.
- The University Registrar will process the approved grade change and update the student record.

2. Incomplete Grades

To allow a student extra time to complete course work due to unusual circumstances, faculty may submit an Incomplete (I) grade on condition that the student:

- a. Has attended class and completed at least 50% of the course work;
- b. Has a passing grade or is in good standing in the course;
- c. Has corresponded with the faculty member to determine the work that must be submitted
- d. Has agreed with the faculty member on a due date (no more than a year from the date the Incomplete grade is submitted).

Graduate Incomplete grades are not fulfilled at the time of expiration are to remain frozen on the student's academic record. There is no impact to the student's GPA for frozen Incompletes.

Probation

At the end of every semester, graduate programs must check the GPA of each of their graduate students. Any student whose GPA falls below a 3.0 must be placed on probation. Graduate programs may place students on probation for failing to meet research requirements or earning Unsatisfactory "U" grades in courses graded S/U.

Probations are handled by the program. It is best practice to tell the student in person in the office (with witnesses, if you prefer) and hand them a letter (reflecting the same message discussed) and have them sign confirming receipt and understanding. A student should not be allowed to enroll until they have been provided the probation letter and until they have signed confirming receipt and understanding. The Graduate School typically recommends that probation letters include the following:

- Statement that the student is on academic probation because their GPA has dropped below a 3.00, they are not making satisfactory research progress, or other violation of the program handbook/policy.
- If the student can mathematically raise their GPA to the required 3.00 but only if certain grades are earned (i.e., A- or higher, only As), it should include a statement of the letter grades that the student needs to achieve in each course.
- Statement that if the student does not earn the required grade in each specified course, they will be dismissed from the program, as graduate students are required to achieve a minimum 3.00 GPA in order to receive a graduate degree.
- Statement that the student will be financially responsible for enrollment in these courses.
- Deadline of when the student needs to respond to the probation letter if not signed right away.
- State goals and/or milestones that need to be met while on probation which would result in making satisfactory progress to get out of probationary status.
- The letter should include lines for the student to print their name and sign and date the letter acknowledging their understanding of the letter.
- The letter should conclude that if no response is received by the designated deadline, that the student will inevitably default into discontinued status and that readmission cannot be guaranteed and it is unlikely that they would be readmitted.

Graduate Repeal Rule

A student may repeat a course in which a *failing grade* was earned, but the repetition of the course will not eliminate the previous grade from the record. A course may be repeated only once unless written authorization is provided by the Dean of the Graduate School. All grades are included in the computation of the quality point average. If a course in which an unsatisfactory grade (as determined by the program advisor) was earned is repeated and the repeat grade is a "C-" or higher, the number of credit hours required for graduation will be increased by the number of credit hours repeated.

FSSAC's Standard Academic Appeals Process (Grade Appeals)

The Faculty Senate Student Affairs Committee (FSSAC) hears undergraduate and graduate student grade appeals from all schools and colleges, except M.D. and J.D. programs.

Grounds for a grade appeal are:

- administrative or computational error in the calculation of a grade;

- the application of arbitrary or capricious grading standards that differed from those applied to other students in the course;
- the assignment of grades based on criteria beyond academic performance, including (but not limited to) violations of the University's Non-Discrimination policy, the University's anti-harassment or anti-retaliation policies, and other policies clearly defined in the Faculty Manual and/or University Bulletin; and
- substantial and unreasonable deviation from stated course requirements, policies, or grading criteria.

If the appeal is based on or related to a charge made by the student of discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age or handicap, a representative of the appropriate University office (such as the Office of Workplace Equity and Inclusion) will be contacted and, as appropriate, consulted in the appeal process.

Students should appeal in the following order:

- First, the faculty member or administrator responsible for the course, program, or activity.
- Second, the department chair, program chair, or other head of the pertinent academic unit, if any.
- Third, the Dean of the school or college or their designee offering the course, program, or activity. If the school, college or administrative unit has a committee constituted to hear student appeals, that committee must be consulted before proceeding to the next level.

For the full process, please see FSSAC's Standard Academic Appeals Process (Grade Appeals) in the [Academic Bulletin](#).

Dismissal

Dismissals are handled by the program. It is best practice to tell the student in person in the office (with witnesses, if you prefer) and hand them a letter (reflecting the same message discussed) and have them sign confirming receipt. The letter must come from the program as there are appeal levels that students have a right to. If a student wishes to appeal the dismissal, they must do so first with the program followed by the School or College. After a final determination is issued by School or College, the student may appeal to the Graduate School.

The Graduate School typically recommends that dismissal letters

1. Be as succinct as possible,
2. Be reviewed by the Associate/Vice Dean at the School or College, and
3. Include a brief statement with information and timelines for appeals within the School or College and the Graduate School. (The Graduate School's appeals process must be initiated within 30 days of the final appeal decision at the School or College level - see the "Graduate School Grievance Guidelines" in the Academic Bulletin at <http://bulletin.miami.edu/general-university-information/graduate-policies-and-procedures/academic-policies/>).

It is important to maintain all documentation on file. In addition to the distal Graduate School/FSSAC-level appeals processes and links, programs should specify in letters the more proximal next steps for the dismissed students (program/department appeals, school-level appeals) including timelines and contacts. Providing this information may reduce the amount of time students spend unnecessarily searching for contact people or reaching out ombudspersons or other high-level contacts.

Typically, a dismissal letter is sent to the student outlining the grounds of the dismissal and what policy/policies was/were violated. The Office of the Registrar should receive a memo (from the School/College or Dean of Students, depending on the case) stating that the student has been dismissed. Then the student's "status" in CaneLink will change to "Dismissed" which will prevent the student from enrolling in any courses. As stated before, the student may appeal the dismissal within the School/College. If the appeal is denied,

then the student has 30 days from the final decision at the School/College level to submit a grievance review request letter (specifying the allegations and grounds, along with their documentation) to the Graduate School, as the Graduate School does hear grievances related to “improper” dismissal.

If the dismissal decision made at the departmental level is overturned by either the School/College or Graduate School, the Office of the Registrar is notified to have the CaneLink status changed. ISSS should also be notified if the student is an international student. Finally, a student who has been dismissed from their graduate program may not be readmitted to that program.

Graduate School Grievance Guidelines

The Graduate Grievance Procedures provide an opportunity for the resolution of disputes involving graduate students in a fair and collegial manner. These Graduate Student Grievance Procedures supersede all prior such procedures in effect or formerly utilized at the graduate level. They do not supplant UM Students Rights & Responsibilities or any other published policy or procedure relating to graduate students.

The procedures set forth here are applicable to any of the following types of grievances by graduate students who are enrolled in any graduate program at UM, except exclusively in the M.D. and J.D. programs:

- grievances alleging improper dismissal or suspension from a graduate program;
- grievances alleging the improper withholding or termination of financial support of any kind;
- grievances alleging any other improper treatment, either substantive or procedural, of a graduate student by a faculty member, department or program, or university agency or administrator except:
 - allegations of improper evaluation of the quality and/or quantity of academic work (see UM Student Rights & Responsibilities);
 - allegations of unfair recommendation for employment or further graduate study;
 - allegations of discriminatory treatment arising from the student complainant’s age, race, gender, sexual preference, handicap, national origin, or religion. (Such allegations ordinarily are handled by Workplace Equity and Inclusion).
 - grade appeals

For the full guidelines, please see “Graduate School Grievance Guidelines” in the [Academic Bulletin](#).

Withdrawals

To officially withdraw from the University graduate students must go through the office of the Dean of the School/College of the student’s program. Students who wish to officially withdraw from joint or dual degree programs should consult the office of the Dean of the School/College for both disciplines. The date of withdrawal is that on which the student notifies the office of the Dean or the date of receipt of a letter requesting withdrawal. No withdrawal from the University is official until the student has consulted with the Dean of their school/college and has completed the necessary forms.

The graduate program will then provide the Office of the University Registrar official notification via a written notification (email is fine) or by submitting a Drop/Add form. This notification will be recorded and used for notification purposes for the Federal Government. Repayment of any federal funds will be based on the date of notification.

Students must also follow the required process as set forth by their school/college for withdrawing from courses. This process often requires that a signature from a Dean or the Dean’s representative be obtained on a Drop/Add form. The Drop/Add form must be submitted to the Office of the University Registrar for final processing/review.

Graduate Withdrawal Date Appeal Process

If a student was unable to attend classes during a semester due to a serious accident or illness, and this prevented them from notifying the University of their withdrawal in a timely manner, a [Graduate Withdrawal Date Appeal Form](#) can be submitted for consideration by the appeals committee. This is for a complete withdrawal from all courses for a semester, not for individual course withdrawals. Appeals are submitted AFTER a student completes the official withdrawal process for the semester with their graduate program and the Office of the University Registrar. Appeals must be submitted to the Office of the University Registrar within 30 calendar days from the date of withdrawal from the University. If the appeal is being submitted for a prior semester, it must be submitted within 30 calendar days of the last day of the end of the semester in question. Only one term may be appealed for a particular incident.

Military Withdrawal

- Students who need to withdraw from a semester due to official orders to active duty with the Armed Forces of the United States must provide a copy of their official written orders when submitting the request to withdraw.
- Students who withdraw after the 12th week of the semester because of these official orders may either be awarded credit hour (CR) or an academic grade for any course in which they have achieved a C or better up to the time of withdrawal. Instructors must certify that the student has achieved satisfactory accomplishment based on previous work in the course by awarding an appropriate grade. Accomplishment of less than C should be entered on the permanent record as a withdrawal without prejudice (W).
- Credit hours granted for courses under this policy should count toward graduation.
- There should be no refund of tuition for courses for which credit hours have been awarded. Refunds for courses not awarded credit hours should be on the same basis as complete withdrawals for military service.
- The above recommendations are procedures for determining the awarding of credit hours and do not release the student from the usual withdrawal procedures.

Leave of Absence

Leave may be obtained by petition of the Graduate Program Director followed by the approval of the Dean of the Graduate School. Leave of Absence officially stops the time to completion clock. The Petition for Leave of Absence form may be found on the Graduate School [website](#). Graduate students seeking to return to graduate study following an approved leave of absence must submit the Graduate School's Application for Readmission by the University's deadline. Applicants will be considered for readmission only after the application has been reviewed and approved by the Graduate School. If a student will not be returning from an approved leave of absence by the expected return date on the approved Petition or Leave of Absence form, they must submit a new Petition for Leave of Absence form. Please note that student health insurance, if applicable, may be impacted by a leave and the student is responsible for contacting Student Health Service for guidance. If the student does not return by the expected return date on the Petition for Leave of Absence form their University of Miami Information Technology (IT) access (e.g. email, cloud storage, library access, etc.) may be lost.

Readmission

Students who have not been continuously enrolled must request readmission and adhere to the readmission deadlines outlined in the [Academic Calendar](#). Students returning from a Leave of Absence must request readmission. Students should contact program well in advance of registration. If additional college work has been completed elsewhere since the last enrollment at UM, an official transcript of this will be required. Recency of credit hour rules will apply. The application for readmission to the Graduate School may be found on the Graduate School [website](#). If a student is an applicant for readmission and also an international student, they should also contact International Student and Scholar Services at iss@miami.edu and (305) 284-2928.

Comprehensive/Qualifying Exams and Milestones

Comprehensive Examinations

In most Master's programs (and some doctoral programs) a comprehensive examination, either written, oral, or both, is a requirement. When the thesis is not a part of the program, an examining board, at least one of whose members must be a regular member of the Graduate Faculty, will be appointed by the program.

A student failing the comprehensive examination may be allowed one opportunity to retake it if the student's committee so advises. The re-examination may not be taken during the same semester or summer session, and must be taken within one calendar year.

Qualifying Examinations

A written qualifying examination is to be taken by each doctoral degree candidate in all doctoral programs, with the exception of Physical Therapy, at the time that the student and the supervisory committee deem appropriate. The major program may specify that its students must take an oral examination as well. In those cases, normally, the student shall pass the written examination before the oral examination is conducted. Upon completion of the examination process, the supervisory committee shall notify the Graduate School and the instructional school or program that the student has passed or failed the examination. A student who fails the examination will be given one opportunity to retake it with the permission of the supervisory committee. After a qualifying exam is failed for a second time, the student is terminated from the program.

Admission to Candidacy Milestone

When the student has met all requirements and passed the qualifying examinations, admission to candidacy for the degree is approved. No student may receive the degree in the same semester or summer session in which they are admitted to candidacy. The student must be admitted to candidacy before the defense of dissertation is scheduled. A graduate student who has been admitted to candidacy for a Ph.D./D.B.A./D.M.A./Ed.D. degree must complete the Application for Admission to Candidacy form found on the Graduate School's Forms webpage: <https://www.grad.miami.edu/policies-and-forms/forms/index.html>. If there are any changes to the doctoral committee after this form is submitted and processed the first time, the student must submit a Committee Composition Change Request Form.

Research and Dissertation/Thesis Guidance

Supervisory and Dissertation Committees

A supervisory committee is usually appointed when a student is formally admitted to a doctoral program. For the dissertation/doctoral essay/lecture recital essay committee a student needs no less than four members. The committee chair must be Regular Faculty from the student's program of concentration (this includes secondary appointments). In addition to the chair, two members must be Regular Faculty or have Graduate Faculty status in the student's program of concentration. The fourth member must be an outside member. "Regular Faculty" are faculty having tenured or tenure-earning appointments of a program or department. A thesis or dissertation committee cannot be chaired by a person unless they hold a higher or equivalent degree as the candidate for the graduate degree. Exceptions to the committee composition may be approved by the Program Director (or Chair of the Department) and Dean of the Graduate School. A department, program, or school/college may require additional members.

This committee is nominated by the chairperson of the program concerned. It is appropriate for the chairperson to consult with the student regarding the membership of the committee. The supervisory

committee is empowered to plan the course of study for the student; to determine deficiencies, if any; to set language and other requirements; to request applicable transfer of credit hour where appropriate and to make up and administer the qualifying examination.

When the student is admitted to candidacy, a dissertation committee is formed. This may be the supervisory committee, but it may also be a committee formed anew to undertake the duties of advising and passing upon the dissertation. The dissertation committee is nominated by the department or program concerned, and appointed by the Graduate Program Director and approved by the Department Chair. The dissertation committee is comprised of at least four members; this includes the committee chair (i.e. the primary research mentor/advisor), who may or may not be from the student's program, department or school (this includes secondary appointments), and must be a permanent member of the Graduate Faculty. Of the remaining members, it is also required that two shall be members of the program or department of concentration, as well as permanent members of the Graduate Faculty, and one from outside the program or department of concentration. See Faculty Senate legislation 2017-13B. A program may require additional members. The duties of the Dissertation Committee are:

1. To consult with and to advise students on their research;
2. To meet, at regular intervals, to review progress and expected results;
3. To read and comment upon the draft dissertation;
4. To meet, when the dissertation is completed, to conduct the final oral examination and to satisfy itself that the dissertation is a contribution to knowledge and that it is written in lucid and correct English and submitted in approved form.

No student gains the right to be recommended for the degree simply by fulfilling requirements. This right is reserved to the student's committee. Changes of committee members must be approved by the Graduate Program Director and submitted to the Graduate School.

VI. Student Advising and Student Resources

The Academic Bulletin and Academic Advising Responsibilities

Graduate Program Directors and Academic Advisors have the responsibility of helping students navigate institutional policies. The [Academic Bulletin](#) contains information on University policies, procedures, resources, academic programs, and courses. It is updated and published annually. It is the Graduate Program Director's responsibility to review the contents of the Academic Bulletin, as it contains important information for that is not covered in this handbook.

Graduate programs are to ensure proper academic advising is done prior to enrolling in classes. Programs are to create a plan of study for each individual student to ensure students understand credit and course requirements for each semester. The plan of study is to be revisited during each academic advising session to ensure compliance and satisfactory progress.

The program may also want to review a student's Degree Progress Report (DPR) in CaneLink with the student. Requirements in the DPR are automatically satisfied as courses are completed. In the event of course substitutions or transfers of credit for external institutions, programs are required to update the DPR accordingly. For questions on reviewing and updating the DPR, please contact the University Registrar at univregister@miami.edu.

Addressing Academic and Personal Challenges

In case of an emergency or a concern about the safety of yourself, a student, or others, please contact University of Miami Police Department at 305-284-6666 or call 911.

For our students to be successful and be given the best opportunity for a bright future, it is important to prioritize their own well-being. We know that the challenges and stress that come with graduate school can be unexpected, and our students may not always know how to rise above every obstacle they face.

We should encourage our students to take advantage of the many academic, mental, and physical health programs and services offered. Doing so will equip them with the necessary dynamic resiliency, coping, and conflict management skills to address personal and interpersonal challenges in life.

Managing Student-Faculty Relationships and Conflicts

Graduate Program Directors play a crucial role in fostering positive and productive relationships between students and faculty. Effective management of these relationships requires promoting open communication, mutual respect, and understanding of academic expectations and boundaries. Graduate Program Directors should encourage faculty to provide clear, constructive feedback and support students' academic and professional growth, while also empowering students to communicate openly about their goals and concerns.

When conflicts arise, the Graduate Program Director should act as a neutral mediator, guiding both parties toward constructive solutions. This may involve holding meetings, clarifying misunderstandings, or referring to University policies for further support if needed. Addressing issues promptly helps maintain a collaborative and respectful academic environment.

Camner Center for Academic Resources

The Camner Center is open to all students for help in all subject areas. Students may schedule an appointment to meet with a personal tutor. The Camner Center also offers disability services. For more information, call 305-284-2800, email tutoring.arc@miami.edu, or visit the Student Services Building, Second Floor, Coral Gables.

The Office of Disability Services (ODS)

The ODS provides academic resources and support to ensure that students with documented disabilities are able to access and participate in the opportunities available at the University of Miami. ODS is the primary University office responsible for the coordination of auxiliary aids and services for students with disabilities.

ODS provides academic accommodations and support to ensure that students with disabilities are able to access and participate in the opportunities available at the University of Miami. Individuals with disabilities must request academic accommodations through ODS. Accommodations are determined on a collaborative and case-by-case basis and are based on the documentation provided by the individual. ODS staff will work collaboratively with students to determine what academic adjustments and educational auxiliary aids are reasonable to ensure that students with disabilities are not subject to discrimination.

All students seeking accommodations for a disability must register through ODS by the deadline. The following deadline dates apply for all requests for academic accommodations through ODS:

Semester	Deadline
Fall Semester	June 1
Spring Semester	December 1
Summer Semester	Six weeks prior to first day of class

Students should register as soon as possible so that ODS has sufficient time to receive and review the necessary documentation and coordinate reasonable accommodations. To register, students are to schedule an appointment with ODS at 305-284-2374 or email disabilityservices@miami.edu. ODS is located in the Student Services Building, Second Floor. Before a determination is made regarding a request for accommodations, the student must complete the proper forms and submit current, appropriate, and full documentation of the disability as required by ARC.

Academic Technologies

Academic Technologies is focused on the teaching and learning side of IT. They work closely with faculty and students on projects related to teaching and learning. The Academic Technologies unit is responsible for functions such as computer labs, classrooms, lecture capture, student technology support, instructional design, learning platforms, and exploring and developing technologies that enhance online and technology-enriched courses. The unit is divided into the following teams:

- [Chief Academic Technology Officer](#)
- [Learning Innovation and Faculty Engagement](#)
- [Learning Platforms](#)
- [Student Support Services](#)

Counseling Center

The University of Miami Counseling Center (UMCC) is part of the Division of Student Affairs at the University of Miami (UM). UMCC provides high quality counseling, outreach and psychoeducation to UM students. The interdisciplinary clinical staff at UMCC includes psychologists, clinical social workers, mental health counselors, psychiatrists, and psychiatric nurses. Students can come to the UMCC for treatment for a variety

of difficulties, including depression, anxiety, adjustment to campus, and relationship problems. Students can also seek services when experiencing mental health crises that require psychological and psychiatric intervention. Emergency services are available 24/7, including on-call counseling (305-284-5511, option 2 if after hours).

Canes Care for Canes

Canes Care for Canes is a call to our community to look out and stand up for one another. By aiming to achieve a campus community where all Canes respect and support each other, every member of our community will know that they belong. If you know a fellow 'Cane in need, take action now by [submitting your concern](#)—anonymously if you choose—to get them the help and support they need to be successful.

Dean of Students Office

Case management services are available to help all students navigate challenges while at the University of Miami including challenges related to mental health, physical health, social adjustment, and other issues. Graduate Program Directors may refer to case management for mental health issues, concerns about substance abuse, history of suicidal thoughts or behaviors, appears to have an eating disorder or disordered body image, ongoing serious illness impacting daily living activities, current hospitalization, or death of family member or close friend. To report a concern to the Dean of Students Office, call 305-284-5353 and ask to speak with the Associate Dean and Social Worker or Case Manager.

University Ombudsperson and University Troubleshooter Program

The University [Ombudsperson](#) facilitates a process to open communication between students and members of the University community in order to resolve concerns and issues. Their role is to listen to students' concerns, investigate the facts surrounding the matter, and make objective recommendations to achieve an effective resolution. With respect to grade appeals, the academic ombudsperson is a required step for students availing themselves of that process. University troubleshooters are [faculty members](#) and [administrators](#) who provide assistance to students seeking help with academic and administrative matters. For more information, call 305-284-4922, email ombudsperson@miami.edu, or visit Room 244 of the Ashe Administration Building, Coral Gables.

Wellness Center

The University of Miami Herbert Wellness Center is a top-quality facility, including a range of programs and classes for all fitness levels. The center boasts a variety of intramural and club sports, group exercise classes, and instructional classes that promote healthy living. Personal trainers are available.

VII. Professional and Personal Development

Supporting Student Involvement and Professional/Career Development

Graduate Program Directors play a crucial role in encouraging student involvement, which significantly enhances the graduate experience. By fostering participation in academic, professional, and social activities, Graduate Program Directors help students build networks, develop leadership skills, and gain practical experience beyond the classroom. Involvement also strengthens a sense of community, reducing feelings of isolation and promoting well-being. We encourage you to learn more about the different opportunities and resources below and share them with your students.

Dissertation Writing Group

The mission of the [Dissertation Writing Group \(DWG\)](#) is to provide doctoral students with an expanded network of support to encourage completion of the dissertation writing process. The DWG is open to doctoral students from all programs, and is a joint effort sponsored by the Graduate School, the UM Writing Center, and UM Libraries.

Graduate Student Association

The University of Miami's Graduate Students' Association (GSA) is a student-governed body committed to promoting effective graduate student participation in University affairs, advocating on behalf of the UM graduate student body, and improving the quality of life for all UM graduate and medical students. The GSA serves as the liaison between the graduate student body and the administration. Since their creation in 1969, they have been supporting the graduate student population. The GSA has 3 branches:

1. The **Executive Board** of the GSA is comprised of nine elected graduate students responsible for the day-to-day operations of the GSA.
2. The **Senate** is comprised of graduate students who represent all departments at UM and vote on matters pertaining to the welfare of the graduate student body. With a seat open for one or more students from every department/Program (all graduate degree types: PhD., Master's, etc), the senators for the GSA represent the students from their programs and relay concerns to the GSA.
3. **Committees** are chaired by a senator or an executive board member and are open to all graduate students to join. The committees work on specific areas of advocacy.

Graduate Student Organizations

There are over two dozen Graduate Student Organizations (GSOs) at UM. During GradFest, held by the GSA during the Fall semester, graduate students have the opportunity to learn more about the various GSOs and receive information about starting their own. For more information on GSOs, contact GSA via this link:

<https://um-gsa.org/contact-us/>.

Graduate + Postdoctoral Research Symposium

The Graduate School and the Office of Postdoctoral Programs hosts the Annual Graduate + Postdoctoral Research Symposium during the Spring semester on the Coral Gables Campus. This half-day symposium showcases transformative scholarly research from graduate students and postdoctoral fellows across disciplines at the University. The symposium includes a keynote speaker, poster and oral presentations, and TED-like talks. Students, postdocs, faculty, and staff from all campuses are invited to attend. All graduate students and postdoctoral fellows were encouraged to apply for one of three participation formats: poster presentation, oral presentation, or TED-like Talk.

Teaching Academy

The [Teaching Academy](#) introduces doctoral students and postdoctoral fellows interested in academic teaching careers to best practices, tools, and resources that promote teaching excellence. It provides opportunities to build teaching skills through in-class exercises, between-session experiences and assignments, and instructor and mentor *feedback*. The goal is to help teaching fellows prepare deliverables for a teaching portfolio so they are competitive for teaching positions in academia.

Three Minute Thesis (3MT®) Competition

The Three Minute Thesis (3MT®) Competition celebrates the exciting research conducted by graduate students around the world. Developed by the University of Queensland in 2008, this interdisciplinary competition is now in more than 200 higher education institutions around the globe. The competition cultivates students' academic, presentation, and research communication skills, contributing to students' professional development. Presenting in a 3MT® Competition increases students' capacity to succinctly summarize their research in three minutes using language comprehensible to a non-specialist audience.

Competitors have a maximum of three minutes to present their research and are allowed one PowerPoint slide with no movement or sounds. No other resources or props may be used. Monetary prizes are awarded to first-place, runner-up and the people's choice award.

The Graduate School hosts this annual competition during the fall semester in collaboration with the Graduate Student Association.

Toppel Career Center

The Toppel Career Center focuses primarily on assisting graduate students with their industry job searches. However, please remember to keep in mind the importance of working with your respective academic department for tailored career support related to your discipline.

Beyond Graduate School

Provided by the Toppel Career Center, [Beyond Graduate School](#) is a one-of-a-kind, online platform that helps Master's students make the most out of their investment and build their careers. From video lessons on career exploration, to writing application materials, to interviewing and negotiating for that next career step — Beyond Graduate School helps Master's students through each stage of their job search.

Beyond the Professoriate

Provided by the Toppel Career Center, [Beyond the Professoriate's Career Training Platform](#) is an online professional development tool where postdocs and doctoral students can explore career options and learn job search strategies. Through two programs of study (Academic Careers and Professional Careers), students are empowered to make informed decisions about their career path and learn successful job search strategies from other PhDs.

Writing Retreat

Hosted by the Graduate School, the Writing Retreat brings graduate students and postdoctoral fellows from all disciplines together for intensive days of dedicated writing time and support toward completing the dissertation or other manuscripts. The Writing Retreat is also a platform for reflection and discussion about the writing process, which can help students improve writing skills and develop a regular writing routine. The event begins with an orientation and welcome session, followed by dedicated writing time. There are three retreats per academic year (Spring, Summer, and Fall).

VIII. Dissertation/Thesis Defense and Submission

The Electronic Theses and Dissertations (ETD) database submission program is a joint effort between the Graduate School and the University of Miami Libraries. Master's theses and dissertations/doctoral essays are stored in electronic form in the [Scholarship@Miami](#) digital archive and are made available online for worldwide retrieval. All graduating doctoral (Ph.D./D.B.A./D.M.A./Ed.D.) students with a dissertation/doctoral essay/lecture recital essay requirement and all graduating Master's students with a thesis requirement at UM are required to submit an electronic copy of their dissertation/doctoral essay/lecture recital essay or Master's thesis for inclusion in the ETD institutional repository.

Registration Requirement

For thesis and dissertation students, full-time registration is required during the semester or summer session in which a candidate defends the thesis or dissertation. Students who wish to have this requirement waived must have a written request provided to the Graduate School by the Dean of their respective college or school, or the dean's designee.

Thesis/Dissertation Defense Preparation and Deadlines

Electronic Thesis and Dissertation (ETD) Deadlines

To support thoughtful planning and alleviate logistical hurdles, our Graduate School publishes [Electronic Thesis & Dissertation \(ETD\) defense and submission deadlines](#) three semesters in advance.

This allows students and programs the opportunity to align the defense preparation, formatting reviews, and final submissions with graduation timelines. Programs can also synchronize advising and resource allocation accordingly. Since committee members have various commitments, knowing deadlines well in advance helps students schedule defenses at times when committee members are available.

Students must meet several specific deadlines per semester:

- Deadline to Defend
- Deadline to Submit Full Draft for Formatting Review
- Deadline for Producing Final PDF & Submitting Required Forms
- Deadline for Completion, including uploading the final PDF and ensuring all forms are signed

Graduate program directors and committee chairs should encourage students to work backward from graduation, coordinating with their committee in identifying optimal defense dates. **Missing any deadline automatically pushes a student's graduation to the next semester.**

Special note on Summer defenses: Due to the limited availability of some faculty during the summer months, special consideration must be given for students requesting to defend and graduate in the Summer as it may result in missed deadlines.

Defense Notice Form

When a student has decided upon a firm defense date, time, and location, please have the student submit the Defense Notice Form [here](#). All students must notify Graduate School of the defense date by filling out the Defense Notice Form and submitting it to the Graduate School before the day of defense. Defenses can be in-person only, virtual only, or hybrid (in-person **and** virtual). The Defense Notice Form should clearly specify whether the defense will be in-person, virtual, or hybrid (in-person **and** virtual). A student's defense notice can be viewed by accessing the "[Upcoming Thesis and Dissertation Defenses](#)" section located in the Events section of the Graduate School website.

Pre-defense Formatting Review

If a student wants to get a head start on formatting issues, an optional pre-defense formatting review from the Sr. Editor is available upon request by e-mailing the draft to grad.dissertation@miami.edu. Students who request the pre-defense formatting review typically send the draft to the Sr. Editor at the same time the draft is sent to committee members for review before the defense date, usually two weeks before the defense date. Drafts can be sent as (1) one Word file of the entire manuscript; (2) the entire manuscript separated into no more than 4 Word files; (3) one PDF of the entire manuscript (preferred).

Graduate School Submission Guidelines for Theses/Dissertations

Students submitting their final electronic thesis or dissertation (ETD) to the Graduate School must manage deadlines and many details, so knowing ahead of time what to expect can help students plan and make the process easier to navigate.

A full summary of how to submit a final ETD to the Graduate School can be found on the Graduate School website: <https://www.grad.miami.edu/electronic-thesis-and-dissertation/etd-process/index.html>.

ETD Writing Resources Workshop

Knowing the requirements that graduate students must fulfill in order to complete the electronic thesis and dissertation (ETD) submission process is key to a successful graduate studies experience. Students join representatives from the Graduate School, UM Libraries, and the Writing Center for presentations about on-campus research and writing resources and the online submission process. Topics include:

- Graduate School ETD requirements
- Research resources and digital support for the final PDF in the Library
- Available tutoring and resources at the Writing Center

Workshops are offered at the beginning of the Fall and Spring semesters.

Formatting Reviews

The final PDF must be formatted per Graduate School formatting requirements. Those formatting requirements can be downloaded and printed from our [website](#). Students can send their draft to the Sr. Editor for formatting reviews by e-mail at grad.dissertation@miami.edu, as a PDF (preferred) or in up to four separate Word files. If the file is too large to send by e-mail, students are to send the Sr. Editor a link to the document in Dropbox or other cloud storage provider. The Sr. Editor will review the draft and send comments for formatting revisions back to the student via e-mail. Pre-defense draft reviews are optional.

Three Required Forms

The following three forms are required to complete every final thesis or dissertation submitted to the Graduate School: the Certificate of Defense Approval form, ETD Final Content Approval form, and ETD Availability Agreement form. Each form must be e-signed by all required signees and received by the Graduate School before the student will be given permission to upload the final PDF in the Scholarship@Miami institutional repository. The Sr. Editor will check to confirm the three forms are on file at the Graduate School before sending the permission-to-upload e-mail(s) to the student. All signatures on the three forms are collected electronically via the Dynamic Forms system; the student initiates and manages the completion of the three forms.

1. Certificate of Defense Approval Form

Students are to prepare this form the day after their defense. The Certificate of Defense Approval can be accessed in the Forms section of our website. Students are to fill in the name and e-mail address of each of their committee members and the Graduate Program Director. Each committee member will receive notification that they must electronically sign the form to confirm the successful defense of the thesis, dissertation, doctoral essay, or lecture recital essay the student has defended. This form, when electronically signed by all committee members and the Graduate Program Director, is the proof that the defense was successfully passed. Required signees should sign the form after the defense has taken place.

2. Electronic Thesis and Dissertation (ETD) Final Content Approval Form

(NOTE: The ETD Final Content Approval form replaces the function of the signed hard copy of the Signature page from the thesis or dissertation, which previously was collected to document the committee's approval of the final content of the ETD.) Every thesis, dissertation, doctoral essay, or lecture recital essay must have the final content approved by each member of the committee. The ETD Final Content Approval Form documents the committee's approval of the final content of a student's document. Students are to fill in the name and e-mail address of each of their committee members and Graduate Program Director. Each committee member will receive notification that they must electronically sign the form to confirm their approval of the final thesis, dissertation, doctoral essay, or lecture recital essay. This form, when electronically signed by all committee members will transmit to the Graduate Program Director. When signed by all required individuals, the form is the student's proof that the committee approved the final document.

3. Electronic Thesis and Dissertation (ETD) Availability Agreement Form

This form informs the Graduate School of the online availability option the student and their main advisor have selected for the final PDF online. When a student has produced a final PDF that's been approved by the Sr. Editor, the student should discuss with their main advisor which online availability option to select for their thesis or dissertation before completing this form. The two availability options are (1) Open Access and (2) Embargo. The student is to fill in their name and e-mail address and the main advisor's name and e-mail address so they can both e-sign the form.

Final ETD Submission

Submission of Final Thesis/Dissertation

Post-defense, a student's thesis, dissertation, doctoral essay, or lecture recital essay may undergo several iterations of formatting review before a manuscript is deemed final, so students should factor that in when planning the amount of time post-defense stage might take. The final file(s) will be converted into one final PDF of the entire manuscript that must be approved by the Graduate School for upload to the Scholarship@Miami ETD repository. Upon successful creation of the final PDF, students will receive a "Permission-to-Upload" email from the Sr. Editor.

Survey of Earned Doctorates (Ph.D., D.B.A., D.M.A., and Ed.D. Students only)

Ph.D., D.B.A., D.M.A., and Ed.D. students must complete the SED Survey online, sed-ncses.org. Information about the survey will be included in the permission-to-upload e-mail doctoral students receive from the Sr. Editor after an approved final PDF has been produced. The SED Survey is administered by an independent organization that collects information about every student in the U.S. who receives a doctoral degree. Students should be sure to cc the Graduate School when completing the SED Survey so a confirmation e-mail that the SED Survey was completed is sent to the Graduate School. A forwarded copy of the e-mail confirmation the student receives from SED upon completion will also be accepted. The SED Survey is one of two required surveys doctoral students must complete before the ETD will be approved by the Graduate School.

UM Exit Survey (Ph.D., D.B.A., D.M.A., and Ed.D. Students only)

Ph.D., D.B.A., D.M.A., and Ed.D. students must complete the UM Exit Survey online before the ETD will be approved by the Graduate School. The Sr. Editor will send a separate e-mail containing the link to access the UM Exit Survey at the same time the permission-to-upload email is sent.

IX. Graduation Requirements and Commencement

Graduation Application Process and Deadlines

The Fall Commencement Ceremony held in December is intended for students completing their degree requirements in the Fall semester. The Spring Commencement Ceremonies held in May are intended for students completing their degree requirements during the current Spring or upcoming Summer semester.

Each student who meets a certain threshold of earned credits will receive an email inviting them to apply for graduation by the designated deadline. Those who miss the deadline **will not** be allowed to participate in the current commencement ceremonies and will have to participate in the following commencement ceremonies.

Students should apply to graduate via CaneLink during the appropriate semester, regardless of intent to participate in the commencement ceremony to verify important information regarding graduation and diplomas. CaneLink can only be used during the semester of the students is are eligible to complete the degree.

Students who wish to participate in a commencement ceremony that does not correspond with their actual graduation date should complete the [Participant Registration Form](#).

Note: Applying for graduation and/or participation in the commencement ceremony in no way implies or ensures a student's graduation. Graduation is dependent upon the successful completion of degree requirements.

For more information, please visit the Office of Commencement's [website](#).

Doctoral Student Records

Doctoral candidates for the degrees Ph.D., D.B.A., D.M.A., Ed.D., D.N.P., and D.P.T. will have biographical information listed in the commencement program book. Details may include their current degree being earned at the University of Miami, major, and dissertation or final project title (if applicable). To ensure the accuracy of the information printed in the program book students should carefully review the details included in their application for graduation in CaneLink. If any information is missing or incorrect, the program is responsible for updating the records before submitting the application for graduation.

Doctoral Hooding Process

Doctoral candidates are hooded on stage during the commencement ceremony. The Graduate School designates the faculty hooders for all candidates. Graduates will proceed to the stage where they will be hooded by the preselected faculty hooders.

Dissertation Advisors may walk with their candidate(s) and stand next to them as the designated hooders hood each graduate. Dissertation Advisors who wish to participate and escort a doctoral candidate must [RSVP](#). Faculty who wish to participate on their own may [RSVP](#) as General Faculty.

Degree Conferral and Awarding

The degree conferral process is initiated when a graduate student applies for graduation in CaneLink. Once a graduate student applies for graduation, the student's graduate department must review and approve the application to then be reviewed by the Graduate School. The Graduate School then reviews and clears approved graduate students for degree conferral. Degrees are then awarded by the Office of the Registrar.

Graduation Clearance

A few weeks prior to the end of the semester, the Graduate School will email all departments/programs the list of students (in the form of a spreadsheet) who applied to graduate for that semester. This list is downloaded by the Graduate School directly from CaneLink. This graduation clearance email will contain specific steps for ensuring that the proper graduation clearance procedures are followed.

Once the graduate department/program approves a student's application for graduation and the list of approved students is sent to the Graduate School, their file must be reviewed and cleared by the Graduate School. The Graduate School reviews student files after final grades are released for the semester. This review process can take several weeks. Once the Graduate School has reviewed and cleared the student's file, the degree will be conferred by the Graduate School. The Graduate School then requests that the Office of the Registrar award the degree. After the degree is awarded by the Office of the Registrar, the student is considered as having graduated from their program.

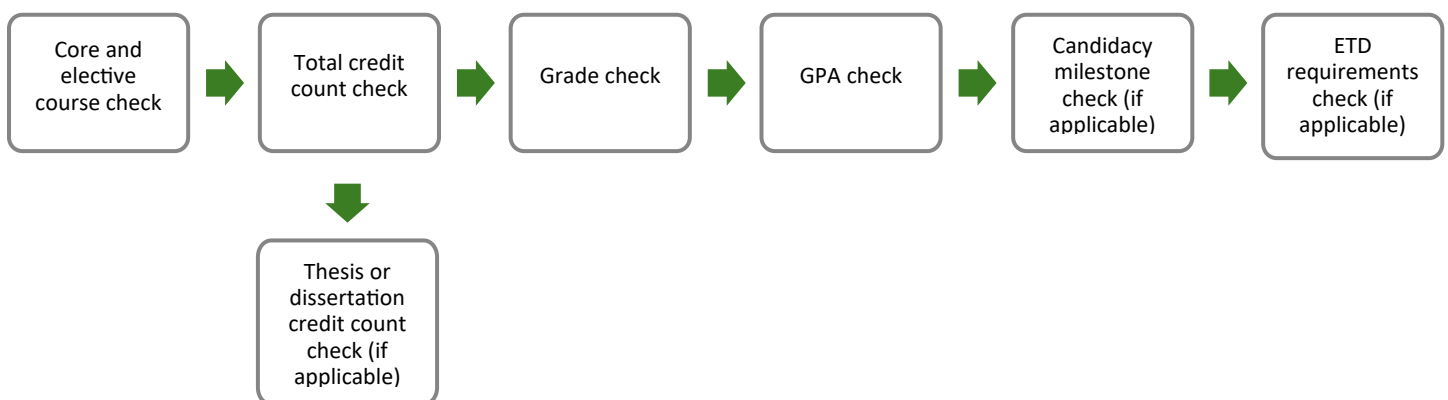
If after the Graduate School reviews a student's file and there are any issues (e.g., missing admissions documents, missing grades, GPA or credit issues, etc.), the Graduate School will communicate this directly to the program. The program is responsible for correcting the issue(s) directly with the student without Graduate School involvement.

Graduation Clearance Checklist

(STEP 1) STUDENT RECORD CHECK

Each graduate program is responsible for confirming that its students have successfully fulfilled all curriculum and degree requirements (refer to the [Academic Bulletin](#))

Overview



Master's Students

1. Satisfactorily completed the core and elective courses required of the degree.
2. Earned 30 graduate credits or more, depending on degree requirements as stated in the [Academic Bulletin](#).
3. Satisfactorily completed a minimum of 6 thesis credits ([for thesis track degrees only](#)).
4. Changed grades from IP (in progress), NG (no grade), and/or I (incomplete) to the final letter grade for courses that count towards the degree. Incomplete (I) grades for courses that do not count towards the degree requirements may remain frozen on the student's record.
5. Achieved a minimum 3.0 cumulative graduate GPA (rounding up not allowed).

Doctoral Students

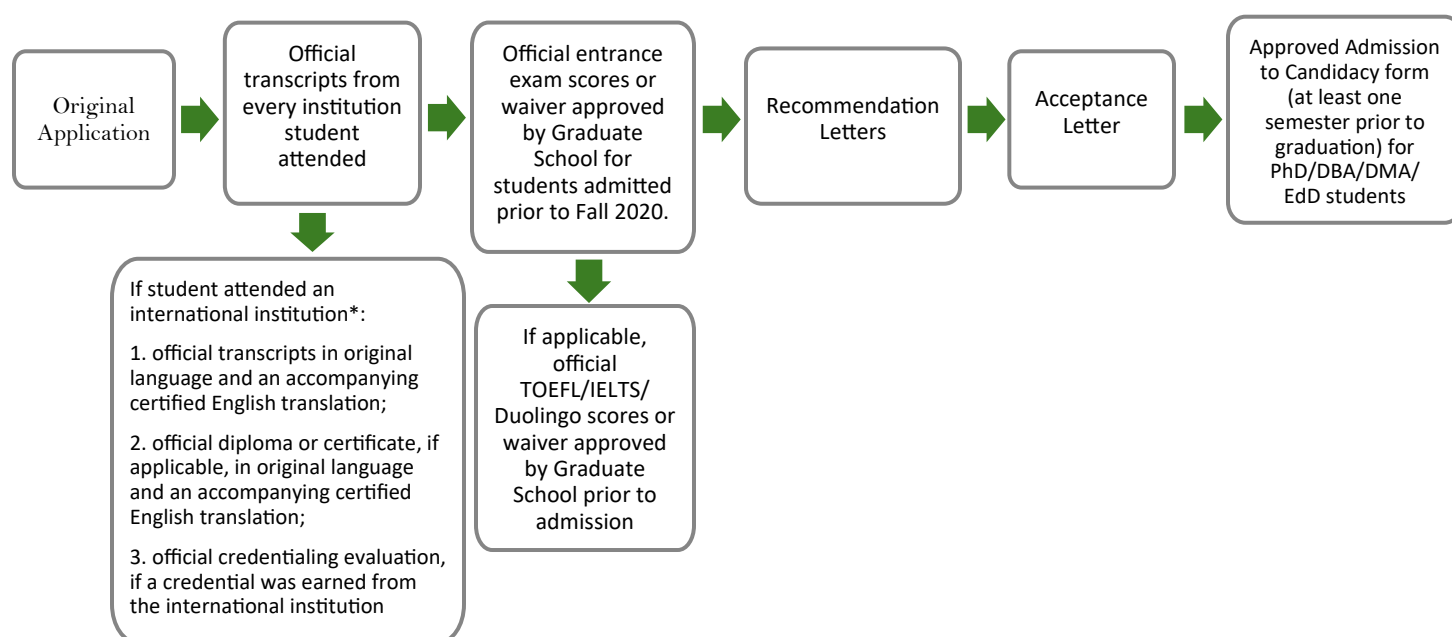
1. Satisfactorily completed the core and elective courses required of the degree.
2. Earned 60 graduate credits or more, depending on degree requirements, as stated in the [Academic Bulletin](#).
3. Admitted to candidacy a minimum of one semester prior to clearance semester (excludes DNP, DPT, and Ed.D. in Applied Learning Sciences degrees).
4. Satisfactorily completed a minimum of 12 dissertation credits (excludes DNP, DPT, and Ed.D. in Applied Learning Sciences degrees).
5. Changed grades from IP (in progress), NG (no grade), and/or I (incomplete) to the final letter grade for courses that count towards the degree. Incomplete (I) grades for courses that do not count towards the degree requirements may remain frozen on the student's record.
6. Achieved a minimum 3.0 cumulative graduate GPA (rounding up not allowed).

Certificate Students

1. Satisfactorily completed the core and elective courses (if applicable) required of the certificate as stated in the [Academic Bulletin](#).
2. Changed grades from IP (in progress), NG (no grade), and/or I (incomplete) to the final letter grade for courses that count towards the degree. Incomplete (I) grades for courses that do not count towards the degree requirements may remain frozen on the student's record.
3. Achieved a minimum 3.0 cumulative graduate GPA (rounding up not allowed).
4. If the student is earning a certificate as part of another degree, please ensure that the certificate academic plan (stack) is reflected in CaneLink.

STEP 2) UPLOAD STUDENT DOCUMENTS IN ONBASE

Overview of Documents Required for Clearance



The program is responsible for uploading the documents required by the Graduate School for degree clearance into Hyland Unity Client OnBase (OnBase). See screenshot examples below on how to upload these required documents to OnBase. Once logged into OnBase, select the Import button. In the Document Type Group drop down menu, select Graduate School Records.

1. Original application – upload into the “Application (Master’s)” document type for Master’s students, upload into the “Application (Doctoral)” document type for doctoral students, and upload into the “Application (Certificate)” document type for certificate students.
2. Official transcripts from all previous institutions attended, even if a credential (e.g. certificate, bachelor’s, Master’s, or doctoral degree) was not earned at that institution (e.g. if a student transferred graduate credits from Miami Dade College to Florida International University, we need official transcripts from Miami Dade College and Florida International University) – upload into the “Transcripts (Degree Conferred).” Official transcripts from prior institutions where a degree was earned must state the name of the degree and the date awarded.
 - If a student attended an international institution and earned a degree, an official international credentialing evaluation (conducted by an approved [National Association of Credential Evaluation Services \(NACES\) member](#)) must be filed in OnBase, along with copies of the documentation that was submitted for evaluation (official transcripts, diploma or certificate, if applicable, and the English certified translations of transcripts, certificates, and diploma, if applicable). In cases where the credentialing evaluation was completed before the student graduated from that undergraduate or Master’s institution, the evaluation should say something like: “Upon graduation with the degree of Master of Arts in Music from Peking University in July 2018, the applicant will have the equivalent of the U.S. degree of Bachelor of Music earned at a regionally accredited institution of higher education in the United States.” A second evaluation is not needed as long as the final official transcript and diploma (both documents in the original language and with a certified English translation, if applicable) are received directly from the international institution, and these documents verify that the degree listed as “expected” on the international evaluation was indeed awarded to the student and the date it was awarded. For students who attended an international institution but did not earn a degree and instead had those credits transfer to a domestic U.S. institution, an international credentialing evaluation is not needed; however, official transcripts in the original language and translated to English from the international institution are still required.
 - * **Special note on China:** Official transcripts both in English and Chinese must be filed in OnBase. However, no copy of the original/official diploma is needed if the institution also provides (1) a Degree Certificate or (2) a Certificate of Graduation that **specifically** states the degree awarded and the date the degree was awarded. If the Certificate of Graduation has no mention of the degree awarded along with the award date, a Degree Certificate must be requested. These documents must also be provided both in English and Chinese.*
 - If an international credentialing evaluation was previously completed by Nancy Ortiz in the Office of International Admissions, a second evaluation may not be required, as long as the evaluation completed by Nancy clearly states the equivalency of each degree the student earned. The evaluation must be accompanied by final official transcripts showing the name and date of the degree awarded, diplomas, and, if applicable, English translations.
3. Official entrance exam score report(s) (GRE, GMAT, MCAT, etc.) – upload into the “Entrance Exam Scores” document type.
 - Entrance exam scores (GRE, GMAT, MCAT, etc.) are only required for students admitted prior to Fall 2020.
 - If the Graduate School approved an entrance exam waiver for an applicant prior to admission, the waiver must be uploaded to the “Exam Waiver” document type.
4. If applicable, official English proficiency exam score report(s) (TOEFL, IELTS, or Duolingo English Test) – upload into the “Entrance Exam Scores” document type.
5. Letters of recommendation submitted at the time of application – upload into the “Letter of Recommendation” document type.
6. Acceptance letter (must state program of study, intended start semester, and intended degree) – upload into the “Decision Letter (Accept or Deny)” document type.

7. Approved Application for Admission to Candidacy Form for doctoral students, excluding DNP, DPT, and Ed.D. in Applied Learning Sciences degrees – upload into the “Admission to Candidacy” document type.

Please do not instruct students to contact Graduate School to check on the status of their graduation clearance. Departments/programs should liaise between the student and the Graduate School. Any student who contacts the Graduate School for a status on their graduation clearance will be directed to contact their department/program.

Degree Status

Students may verify that their degree has been awarded by logging into CaneLink. Then, under the Student/Academic tab, they can select Degree Information under Graduation Information. If the student's degree is not displayed under “Degrees Previously Earned”, then the student's degree has not yet been awarded. Students must contact their department regarding the status of their degree.

Diploma

After the Graduate School confers a student's degree, the Office of the Registrar will award the degree. The Graduate School does not process, issue, or mail diplomas. Diplomas are typically mailed within 14-21 days of the degree being awarded by Office of the Registrar. Students must ensure their diploma address in CaneLink is correct. On the Office of the Registrar website, students may update the diploma name, track the status of mailed diplomas, and order a diploma replacement. If a student's degree has been awarded, but they have not received their diploma and believe they should have, the student should contact Canes Central. Please note, diplomas are not issued for certificate programs.

Exit Surveys and Alumni Relations

Exit Surveys

Programs are encouraged to create exit surveys that are given prior to the students departing campus. Exit interviews provide valuable insights into the student experience, helping Graduate Program Directors assess the effectiveness of their programs, identify strengths, and uncover areas for improvement. These interviews offer graduates a platform to share feedback on academic quality, support services, faculty engagement, and overall satisfaction. This feedback can inform strategic decisions, enhance program offerings, and improve retention and recruitment efforts. Moreover, exit interviews can strengthen alumni relationships by showing that the institution values student perspectives, encouraging ongoing engagement and support.

Building and Maintaining Alumni Networks

The mission of Development and Alumni Relations is to promote relationships with and seek financial support from the University's key audiences, to serve the alumni, and to build the University's brand to enhance its reputation and visibility. Encourage your students to become active alumni and to keep their information up to date. They can disclose and update their information by completing this [form](#).

University of Miami Alumni Association

Founded in 1930, the University of Miami Alumni Association is UM's connection to more than 181, 531 alumni. Governed by a volunteer Board of Directors, the UM Alumni Association is committed to encouraging lifelong education, providing quality services and programming, and assisting in the continued development and enhancement of the University of Miami.

Promoting Continued Engagement with the Program

Engaging and connecting with the alumni of your program is critical for enhancing the program's reputation and network. Alumni who stay engaged with the program may serve as ambassadors and their successes reflect well on the program, attracting prospective students. In addition, alumni networks provide current students and recent graduates with professional connections, mentorship, and career opportunities resulting in job placements, internships, and collaborations.

Consider inviting your alumni to participate in program/department socials, recruitment events, or as guest lecturers or panelists. Their involvement will enrich the academic experience of current students and build a strong sense of community within the program.

X. Program Management and Continuous Improvement

Changes to Graduate Education at the University of Miami

Changes to existing courses, curriculums, programs, departments, school/colleges, degrees, certificates, and policies, as well as newly proposed programs, departments, school/colleges, degrees, certificates, and policies, are required to follow the University's governance process of review and approval.

[Click here](#) for an overview of various types of proposals that must be submitted to the Graduate Council. Some items require a vote by the members of the Graduate Council, whereas other items are considered notification items only. This list is not all-inclusive. If you have questions about whether or not an item needs to be reviewed by the Graduate Council, contact the Graduate School.

Proposal Processes and Procedures

Proposers develop and submit a proposal through the University's Curriculum Information Management System (CIM). [Click here to develop and submit a proposal through CIM](#). Before beginning your proposal, you may want to connect with Dr. Patty Murphy at pattymurphy@miami.edu in University Accreditation for guidance and CIM support.

The [University Accreditation website](#) has guidelines for proposers, flowcharts, and CIM liaisons listed by school/college.

Once submitted, the proposal will move through an online workflow of review and/or approval at various levels. Once a proposer develops a proposal, it must undergo a formal review and approval process at the University before the item being proposed is implemented.

For proposals related to graduate education at the University, the following are the minimum approvals that are required (some proposal require additional approvals):

1. School/College Council
2. University Accreditation
3. **Graduate Council***
4. General Welfare Committee
5. Faculty Senate
6. President
7. Registrar
8. Board of Trustees (if applicable)

*When the proposal is routed to the Graduate Council through the online workflow, the proposer will be contacted by the Graduate School to present the proposal at a Graduate Council meeting. Following the Graduate Council meeting, the proposal will either be sent back in the workflow for edits or moved forward in the workflow to the next step of the review/approval process.

Graduate Course Levels

Courses in the 600 through 800 are open only to graduate students. 800-level are meant to only be for doctoral dissertation/equivalent processes. 800-level courses should follow a standard numbering system:

- 830 – Pre-candidacy Dissertation
- 840 – Post-candidacy Dissertation
- 850 – Research in Residence

Graduate Program Reviews

The Graduate School regularly performs evaluative reviews of all graduate programs. Each doctoral program and stand-alone Master's program will undergo an Academic Graduate Program Review on a seven-year cycle initiated by the Graduate School. If a program offers both doctoral and Master's degrees, both degrees will be reviewed simultaneously during the same review process.

The purpose of these reviews is to maintain and enhance the quality of graduate programs at the University of Miami. The reviews are designed to comprehensively evaluate the effectiveness and rigor of the programs, to offer suggestions to help strengthen and sustain the quality and integrity of our degree programs and to provide guidance for administrative decisions in ways to support the continuous improvement of program quality. Program reviews are essential to strategic planning, faculty governance as well as supporting the accreditation process.

While the main focus of the review is on the graduate program, the review process requires a more thorough analysis of the academic unit as a whole. This wholistic academic review will allow for not only the assessment of the specific graduate program undergoing review but more importantly to examine it within the broader context of the academic unit taking into account all the complementary educational offerings and priorities identified by the academic unit.

The review process is coordinated by the Graduate School and involves the academic unit undergoing review and the Dean of the school of college in which the unit is located, a selected review team, Graduate Council, and the provost. The Graduate School will send final notification of the outcome of the review to both the Office of Assessment and Accreditation and the Faculty Senate.

For more information on Graduate Program Reviews, please visit our [website](#).

Graduate Program Assessment

Facilitated by the Office of University Accreditation, annual assessment is completed at the program or unit level. Assessment is an annual process, broken down into two parts, assessment plans and assessment reports.

Each cycle, programs and units must submit an assessment plan that details which measures they will use to assess their learning/operational outcomes and performance targets. At the end of each cycle, the assessment report includes a summary and analysis of assessment findings for each measure, strengths & weaknesses, and changes as a result of assessment.

Taskstream is the University's web-based system for academic assessment and reporting. Through Taskstream, programs and units can edit and submit annual assessment plans and reports, view reviewer comments, and view prior submissions. To login, visit miami.edu/taskstream. For step-by-step instructions, visit the Office of University Accreditation's [resource page](#). If you need access to Taskstream, please reach out to assessment@miami.edu.

Closures, Suspensions, and Inactivations

The federal government requires colleges and universities to get approval prior to closing a program, which includes temporarily or permanently suspending admission of new students into a program. (Note: A failed recruitment effort, or failure to enroll a sufficient number of new students for a cohort or to meet an enrollment threshold, does not constitute suspending admission as long as you plan to continue actively recruiting for the next admission cycle.)

To close, suspend admission into, or inactivate an academic program, you need to go to the program's CIM page and complete the [Program Closure Form](#). You will be required to include information on how you are going to "teach out" the program. That is, how you are going to provide current students with the coursework they need to complete their degrees.

Please note that you cannot stop admitting new students or remove the program from the website or any admission materials until you are notified to do so by the Office of University Accreditation.

[NOTE: Program proposals are public information. Do not include student names or confidential information in the proposal.]

XI. Contacts and Resources

Important Contacts

Graduate School

1252 Memorial Drive
Ashe Building, Room 235
Coral Gables, Florida 33146
(305) 284-4154
graduateschool@miami.edu

Camner Center of Academic Resources

1307 Stanford Drive
Student Services Building, Second Floor
Coral Gables, FL 33146
(305) 284-2800
umarc@miami.edu

Canes Central

1307 Stanford Drive
Harold Long Jr. and H.T. Smith Student Services Building
1st Floor
Coral Gables, FL 33146
(305) 284-IBIS (4247)

Counseling Center

1307 Stanford Drive
Student Services Building, Suite 305
Coral Gables, FL 33146
(305) 284-5511

Dean of Students Office

1306 Stanford Dr.
Whitten University Center #2250
Coral Gables, FL 33146
(305) 284-284-5353
doso@miami.edu

Office of Disability Services

1307 Stanford Drive
Student Services Building, Second Floor
Coral Gables, FL 33146
(305) 284-2800
disabilityservices@miami.edu

Employee Relations

Jessica Pacheco, Executive Director
(305) 284-3064
jessica.pacheco@miami.edu

Office of Financial Assistance*

Wendi Owens, Director

w.owens@miami.edu

**Please do not have students contact Wendi Owens directly. Students with financial assistance inquiries should contact Canes Central.*

Office of the Registrar

1306 Stanford Drive

The University Center, Room 1230

Coral Gables, FL 33146

(305) 284-2294

univregistrar@miami.edu

International Student and Scholar Services (ISSS)

1306 Stanford Drive

Whitten University Center, Suite 2275

Coral Gables, FL 33146

(305) 284-2928

isss@miami.edu

Title IX Office

6200 San Amaro Drive, Suite 230

Coral Gables, FL 33146

(305) 284-8624

titleixcoordinator@miami.edu

Toppel Career Center

5225 Ponce De Leon Blvd.

Coral Gables, FL 33146

(305) 284-5451

toppel@miami.edu

University Ombudsperson

1252 Memorial Drive

Ashe Building, Room 244


Coral Gables, Florida 33146

(305) 284-4922

ombudsperson@miami.edu

University Handbooks, Guides, and Policies

- [Academic Bulletin](#)
- [Graduate Grade Appeals and Grievance Process \(visual\)](#)
- [Graduate Student Handbook](#)
- [Graduate Student Honor Code](#)
- [Guidance for Pregnant and Parenting Students](#)
- [IP Tech Transfer Policies](#)
- [Sexual Misconduct and Sex- or Gender- Based Discrimination Policy](#)
- [Student Rights and Responsibilities Handbook](#)



University of Miami Graduate School

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F 305-284-5441

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