

UNIVERSITY OF MIAMI
GRADUATE SCHOOL



2019-2020
GRADUATE STUDENT
HANDBOOK

Message from the Dean

Welcome to the University of Miami! We are delighted that you decided to pursue your graduate education with us.

At the Graduate School, we are committed to your professional development, your intellectual growth, and your success. Our goal is to develop innovative scholars, inspiring educators, and transformative leaders that can be agents of change in our global community.

The Graduate School is also an advocate for graduate students on campus. Our commitment to you is that you have the very best graduate experience possible, and that you develop competencies that will serve you in any professional context. As such, we offer university-wide programming for graduate students on strengthening leadership; written and communication skills; excellence in pedagogy; and responsible conduct for research. We also foster opportunities for graduate students to learn about team science and on working with others across disciplines.

I encourage you to visit the Graduate School website, connect to our social media, review our calendar of events, and become an active member of the University of Miami Community.

Please feel free to email (graduateschool@miami.edu) or call (305-284-4154) my office if we can be of assistance during your time here. My staff and I welcome your feedback on ways to improve your graduate education experience.

I look forward to seeing you on campus.



Guillermo "Willy" Prado, Ph.D.
Dean of the Graduate School
University of Miami
August 2019



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HANDBOOK

The Graduate Student Handbook is an excellent resource for all graduate students at the University of Miami. It may be used as a point of reference for incoming and continuing students. 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 a program handbook.

Note: The content in this handbook is valid at the time of publication but is subject to change.

ABOUT THE GRADUATE SCHOOL

The Graduate School is the administrative body overseeing all master's and doctoral programs.

MISSION AND GOAL STATEMENT

The mission of the Graduate School is to promote graduate education, scholarship, and research; to support individuals, departments, and programs in the pursuit of excellence; to foster innovative, multidisciplinary, and interdisciplinary activities; and to maintain high ethical and academic standards in graduate studies.

The standards of study and conduct in the Graduate School are high. They are not set 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 the student's program. Within this broad responsibility the recommendation for the degree rests with the committee.

GRADUATE SCHOOL STAFF

Dean of the Graduate School	Guillermo "Willy" Prado
Associate Dean	Tatiana Perrino
Executive Director of Business Operations	Ana Paneda
Director of Education	Tiffany Plantan
Associate Director of Programs	Doreen Yamamoto
Manager of Programs	Laura Lopez
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Executive Assistant to the Dean	Mory Hernandez
Senior Administrative Assistant	Stephanie Gonzalez

ACADEMIC CALENDAR

The [Academic Calendar](#) is maintained by the University Registrar and is the official record of academic instruction. There is an academic calendar for each academic semester (fall, spring, summer) and for both on-campus and UOnline graduate programs. The academic calendar contains information on the first day of classes, readmission deadlines, registration and withdrawal deadlines, final exam periods, and more.

ACADEMIC BULLETIN

The University of Miami [Academic Bulletin](#) contains information on University policies, procedures, resources, academic programs, and courses. It is updated and published annually. It is the student's responsibility to review the contents of the Academic Bulletin, as it contains important information for graduate students that is not covered in this handbook.

GENERAL ACADEMIC REQUIREMENTS AND REGULATIONS

All graduate work (except for the master's degree in law, J.D. in law, 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 in the time specified.

Admission requirements are described in the [Academic Bulletin](#) of the Graduate School, and may be obtained from the individual department or program. Information also is available on the [Graduate School website](#).

Application forms are processed through the various schools and colleges. Visit the [Apply page](#) on the Graduate School's website for the application procedures for on-campus and online graduate programs.

Prospective students should note that "graduate study" means an integrated program of advanced, specialized study, based on an undergraduate major and/or adequate background, presupposing academic and personal maturity, and making much more than average demand upon the industry, initiative and scholarship of the student. The term must be distinguished from "post-graduation study" which means merely that courses, not necessarily of graduate level, are taken after the student has received a bachelor's degree.

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

TIME TO COMPLETION

Time to completion starts when a student begins any program in the Graduate School, whether it be a master's or doctoral program. All work must be completed within six years of the time of admission for those studying for the various master's degrees; and within eight years for those studying for doctoral degrees. For those admitted directly into a Ph.D. program without a master's degree in that field, work must be completed within eight years. Individual programs may set a shorter time period. Exceptions to the time to completion policy may be granted by the dean of the Graduate School at the request of the [graduate program director](#).

REGISTRATION

Graduate students can register on the first day of registration and through the registration period. For more information on registration, students should contact their respective school or college. Registration periods can be located in the [Academic Calendar](#).

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 as to 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 his/her 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.)

RECENCY/VALIDATION FOR OVER-AGED CREDITS

Graduate credit hours transferred from another university may not be applied toward a graduate degree at the University of Miami if their age at the time of acceptance into the University of Miami program exceeds six years. On an individual basis, students may be permitted to validate over-aged credit hours by examination, with program approval.

RESIDENCE REQUIREMENTS

MASTER'S STUDENTS

The minimum residence requirement for master's students 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.

DOCTORAL STUDENTS

Doctoral students must spend at least two consecutive semesters beyond the first year's graduate work, wherever taken, in full-time study at the University of Miami. With program approval, 1) one summer of full-time study in two sessions can be substituted for one semester of residence, or 2) full-time study for two successive summers can be substituted for two regular semesters. Residence requirements may be altered only by the dean of the Graduate School. (At least 24 credit hours must be taken in residence.)

TRANSFER OF CREDIT HOURS

MASTER'S STUDENTS

Upon recommendation of the major program and the approval of the Graduate School, a maximum of 6 credit hours of graduate credit hour, 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. 9 credit hours of graduate credit hour 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 hour must first be admitted to a graduate program at the University of Miami. The satisfaction of the requirements of another university does not relieve the student from the University of Miami's requirements. An official transcript of work to be transferred must be on file in the Graduate Office. 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 University of Miami 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 hour from another accredited institution may be transferred in partial satisfaction of the doctoral degree. Any student wishing to transfer credit hour must first be admitted to a doctoral program at the University of Miami. The satisfaction of the requirements of another university does not relieve the student from the University of Miami's requirements. Credit hour transferred is subject to the same recency rules as all other credit hour counted toward the degree, and is also subject to examination by the program. An official transcript of work to be transferred must be on file in the Graduate School. Credit hours that pertain to or have counted toward another degree cannot be transferred. No transferred credit hours are calculated into the University of Miami GPA.

GRADUATE GRADING

SCALE/QUALITY POINTS

Grade	Description
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 acceptable (U-unacceptable) 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 chairman, 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 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). 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.

An average of "B" (3.0) is required for a graduate degree, and no "D" credit 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 credits are calculated into the University of Miami GPA.

Quality points are awarded as follows:

Grade	Quality Points
A+	4.00
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70

Grade	Quality Points
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F	0.00

The quality point average is then determined by dividing the total of quality points earned by the total of credits attempted. The symbols "S," "W," and "I" are not counted as credit attempted.

WITHDRAWALS

Withdrawals, either from individual courses or from a graduate program, should be processed through the office of the dean of the school or 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 or 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 his/her school or college and has completed the necessary forms.

Students wishing to officially withdraw from the University of Miami must provide the Office of the Registrar notification of their intent to withdraw. Initial notification may be made in person, in writing, by fax, or by telephone. 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 Change of Course form. In some cases, students can complete the Change of Course form (hard copy or through the [CaneLink system](#)) without an approving signature. Change of Course forms must be submitted to the Office of the Registrar for final processing/review.

To officially withdraw from the M.B.A. Program or Master of Science in Professional Management program, students must inform the Office of Graduate Business Programs in writing prior to the beginning of a course/term. Tuition will be refunded on a prorated basis based on the number of class meetings attended. No tuition refund will be granted when class attendance has exceeded 50% of class meetings. For more information contact the Office of Graduate Business Programs, 305-284-2510, mba@miami.edu, Jenkins Building #221, Coral Gables.

Military Withdrawal

Tuition refunds of 100% are granted to students who withdraw due to military service, provided they do not receive credit hour for the course (see below under "Credit Hour for Courses After the 12th Week of the Semester").

If you receive federal financial aid and withdraw before you complete 60% of the semester, a prorated calculation will determine the amount of financial aid you have earned. It is based on the amount of time you were enrolled. This calculation is independent of any charges incurred at the University.

Credit Hour for Courses after the 12th Week of the Semester

The following statement of policy was adopted by action of the Academic Deans' Council April 14, 1967:

1. On recommendation of the dean of the school or college, students who withdraw after the 12th week of the semester because of official orders to active duty with the Armed Forces of the United States may be awarded credit in any course in which they have achieved a "C" or better up to the time of withdrawal. Instructors must certify that the student had achieved satisfactory accomplishment on the basis of 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).
2. Credit granted for a course under this policy should count toward graduation.
3. There should be no refund of tuition for courses for which credit has been granted. Refunds of courses not awarded credit should be on the same basis as complete withdrawals for military service.
4. The above recommendations are procedures for determining the awarding of credit and do not release the student from the usual withdrawal procedures.

Veterans and children of deceased or totally disabled veterans attending the University as students under the government's educational benefits bills must also clear their withdrawal with the main campus Veterans Affairs Officials in the Office of the Registrar.

GRADUATE REPEAT 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.

Please note that there is a repeat rule that applies specifically to graduate students in the Miami Business School. Refer to the [Academic Bulletin](#) for details.

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. Doctoral students for whom course work is no longer appropriate should consult their program for registration guidance.

LEAVE OF ABSENCE

Leave may be obtained by petition of the 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](#).

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. Contact the appropriate program office well in advance of registration. If additional college work has been completed elsewhere since the last enrollment at the University of Miami, 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 you are

an applicant for readmission and also an international student, please contact International Student and Scholar Services at iss@miami.edu and 305-284-2928.

COURSES OF STUDY AND DEGREE (MASTER'S AND DOCTORAL) REQUIREMENTS

THE DOCTORAL DEGREE (For Ph.D., D.M.A., and Ed.D. candidates only)

Requirements

The Graduate School does not specify course requirements for the Ph.D. 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 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.

The specific course requirements for the Ph.D. are established by the major department or program which may require such additional graduate credit hours as it deems necessary. Such requirements will be found in the part of the bulletin that lists course offerings.

The 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 [graduate 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 composed 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. 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.

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. Some programs do not administer qualifying examinations during the summer months. Check with the [graduate program director](#) for specific program requirements.

Admission to Candidacy

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 the Ph.D./Ed.D./D.M.A. degree must complete the Application for Admission to Candidacy form, available on the [Forms page of the Graduate School website](#). If there are any changes to the doctoral committee after this form is submitted and processed, the Committee Composition Change Request Form, available on the [Forms page of the Graduate School website](#), must be submitted.

Final Examination

A final public oral defense of the dissertation is required. Refer to the [Academic Calendar](#) or the deadline regarding dissertation defense for each graduation. Graduate programs set the specific requirements and format of the defense. Please contact your [graduate program director](#) for details.

Dissertation, Doctoral Essay, or Lecture Recital Essay

A student must take a minimum of 12 credit hours of dissertation research except where otherwise stated. Not more than 12 credit hours of research may be taken in a regular semester, nor more than six in a summer session.

Ph.D., D.M.A., and Ed.D. degree students must defend their dissertation, doctoral essay, or lecture recital essay by the deadline specified in the [Academic Calendar](#) and on the [ETD website](#), upload one dissertation editor-approved PDF conforming in style to the standards set by the Graduate School to the ETD database, complete any online requirements, and submit the final three forms to the Graduate School in the semester the student wishes to graduate. Final forms

include one Certificate of Defense Approval form, one ETD Final Content Approval form, and one ETD Availability Agreement form. All three forms are available on the [Forms page of the Graduate School website](#).

All students are required to adhere to the following deadlines (and the requirements associated with these deadlines) posted on the [ETD website](#): 1) Deadline to defend the thesis, dissertation, or doctoral/lecture recital essay; 2) Deadline to submit the full draft of the thesis, dissertation, or doctoral/lecture recital essay draft for formatting review by the dissertation editor (Doreen Yamamoto, associate director of programs); 3) Deadline to produce the final PDF; and 4) Deadline for completion.

Candidates are well advised to have a final, acceptable typescript of the dissertation in the hands of each member of their committee a minimum of two weeks prior to the defense. It is recommended that students begin the process early in the semester by discussing with their advisors a suitable timetable for meeting the ETD deadlines. All information pertaining to the formatting and electronic guidelines for electronic thesis and dissertation submission can be located on the [ETD website](#). It is the duty of the student to acquire a copy of the formatting guidelines for preparing theses and dissertations and to conform to the requirements therein. All dissertations are also published by ProQuest/University Microfilms, Inc. The Graduate School encourages students to contact the dissertation editor (Doreen Yamamoto, associate director of programs) early in the semester at grad.dissertation@miami.edu if they have questions regarding any aspect of the ETD process.

The dissertation may be written in a language other than English at the recommendation of the dissertation committee and with the approval of the program and the Graduate School. Graduate School approval will be determined on a case-by-case basis. The dissertation chair will submit a memorandum from the department chair to the dissertation editor (Doreen Yamamoto, associate director of programs) together with the student's application for admission to candidacy explaining why it is both relevant and appropriate for the dissertation research to be written in a language other than English. Acceptable "relevant and appropriate" reasons for writing the dissertation in a language other than English include, but are not limited to: relevancy to research where presentation in a non-English language expands knowledge of that language; relevancy where the loss or weakening of the research's meaning and impact if primary data, e.g., interviews, are translated into English; or appropriateness where the majority of the bibliographic sources, references, and potential outlets for future publication are anticipated to be in that language other than English. Both the memorandum and the application for admission to candidacy form must be submitted to the Graduate School at the same time. In some cases upon review of the memorandum, the Graduate School may determine that the student will also be required to submit an English translation of the non-English dissertation. For all approved cases, an abstract in English should be included in the final dissertation.

THE 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.

Comprehensive Examinations

In most master's programs (and in 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.

Thesis

Decision as to the thesis subject must be approved by the program. The thesis committee will consist of not less than three members. The committee chair must be regular faculty from the student's program or department of concentration (this includes secondary appointments). In addition to the chair, one of the remaining members must also be regular faculty or have [graduate faculty](#) status in the student's program or department of concentration; the third 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 chair of the department and dean of the Graduate School. A program may require additional members.

The committee is nominated by the [graduate program director](#) of the program concerned. The duties of the thesis committee are similar to those of the dissertation committee. The student who presents a thesis must enroll for at least six credit hours of thesis. Ordinarily no more than six credit hours may be granted.

When a student has completed coursework, it is recommended that those students in programs requiring a thesis discuss with their advisor a suitable topic and form a committee per guidelines noted above.

Master's degree students who are required to write a thesis must defend their thesis by the date specified in the [Academic Calendar](#) and on the [ETD website](#), upload one dissertation editor-approved PDF conforming in style to the formatting standards set by the Graduate School to the ETD database, and submit the three final forms to the Graduate School on or before the last day of exams in the semester the student wishes to graduate. Final forms include one Certificate of Defense Approval form, one ETD Final Content Approval form, and one ETD Availability Agreement form. The forms are available on the [Forms page of the Graduate School website](#).

All students are required to adhere to the following deadlines (and the requirements associated with these deadlines) posted on the [ETD website](#): 1) Deadline to defend the thesis, dissertation, or doctoral/lecture recital essay; 2) Deadline to submit the full draft of the thesis, dissertation, or doctoral/lecture recital essay draft for formatting review by the dissertation editor (Doreen Yamamoto, associate director of programs); 3) Deadline to produce the final PDF; and 4) Deadline for completion.

It is the duty of the student to acquire a copy of the formatting guidelines for preparing theses and to conform to the requirements therein. It is recommended that students begin the process early in the semester by discussing with their advisors a suitable timetable for meeting these deadlines. The Graduate School also encourages students to contact the dissertation editor (Doreen Yamamoto, associate director of programs) early in the semester at grad.dissertation@miami.edu if they have questions regarding any aspect of the ETD process.

Final Examination

A final public oral defense of the thesis is required. However, no one but the members of the thesis committee may interrogate the candidate. In addition there may be required, if desired by the program, a final written integration examination to test the candidate's ability to integrate the whole graduate program and the thesis in relation to it. These examinations must be held at least two weeks prior to commencement.

ELECTRONIC THESES AND DISSERTATIONS (ETD)

Theses and dissertations are to be submitted electronically. Electronic Theses and Dissertations (ETD) is a technologically advanced program that allows graduate students to disseminate their ideas. ETD stores theses and dissertations in a format that is suitable for machine archives, allowing for worldwide retrieval. This program is a joint effort between the Graduate School and the University of Miami Libraries.

Master's thesis, Ph.D., Ed.D., and D.M.A. degree students must defend their thesis, dissertation, doctoral essay, or lecture recital essay by the date specified in the [Academic Calendar](#) and on the [ETD website](#), upload one dissertation editor-approved PDF of the final manuscript to the ETD database, and submit the final three forms to the Graduate School in the semester the student wishes to graduate.

All students are required to adhere to the following deadlines (and the requirements associated with these deadlines) posted on the [ETD website](#): 1) Deadline to defend the thesis, dissertation, or doctoral/lecture recital essay; 2) Deadline to submit the full draft of the thesis, dissertation, or doctoral/lecture recital essay draft for formatting review by the dissertation editor (Doreen Yamamoto, associate director of programs); 3) Deadline to produce the final PDF; and 4) Deadline for completion.

It is recommended that students begin the process early in the semester by discussing with their advisors a suitable timetable for meeting these deadlines. All information pertaining to the formatting and electronic guidelines for electronic thesis and dissertation submission can be located on the [ETD website](#). The Graduate School also encourages students to contact the dissertation editor (Doreen Yamamoto, associate director of programs) early in the semester at grad.dissertation@miami.edu if they have questions regarding any aspect of the ETD process.

Graduate students can elect to withhold download of their electronic thesis or dissertation for up to two years before the work is available for open access for download from the University of Miami's [Scholarly Repository](#). The metadata for all theses and dissertations regardless of the availability option elected (i.e., open access, UM campus only, or embargo) will be immediately available for viewing in the University's Scholarly Repository after the dissertation editor (Doreen Yamamoto, associate director of programs) has approved and released the thesis or dissertation to the repository. If embargo is elected by the student, the existence of the student's information page will appear in the Scholarly Repository right away, displaying title, defense date, abstract, committee, keywords, etc., but the PDF of the electronic thesis, dissertation, doctoral essay, or lecture recital essay will not be downloadable until the term of embargo elected has expired. After the elected embargo period has expired, the electronic thesis or dissertation will be released for open access in the Scholarly Repository. Students requesting embargo should carefully review the details of embargo election described in the ETD Availability Agreement form available on the [Forms page of the Graduate School website](#) to ensure they fully understand the terms of access for their embargoed work.

ETHICS, STUDENT RIGHTS AND RESPONSIBILITIES

Graduate students agree to abide by the [Graduate Student Honor Code](#).

The University of Miami expects all graduate students to adhere to the highest standards of ethics and academic integrity. All forms of academic fraud are strictly prohibited. These include, but are not limited to, plagiarism, cheating, collusion, falsification, violation of professional ethics, or misrepresentation of research data. Students certify that all work (whether an examination, dissertation, thesis, research paper, research project, form of creative expression, experimental data, or any other academic undertaking) submitted for evaluation, presentation, or publication meets these standards.

Additionally, graduate students are expected to respect and appreciate the diversity of the community and to respect the rights of others, be they property, privacy, opinion, or expression. Any student found to be in violation of these standards is subject to disciplinary actions by the student's program and/or the Graduate School through the process described in the Graduate Student Honor Code. All graduate students are bound by the rules and regulations of the University of Miami that apply to them.

GRIEVANCE PROCEDURES FOR GRADUATE STUDENTS

The Graduate School can provide guidance on addressing graduate student concerns or grievances. Grievance or appeals procedures vary depending on the nature of the concern. The University ombudsperson may also be consulted. It should be noted that the Graduate School expects an appeal to have gone through the program or department and then the school's or college's academic dean prior to it being heard by the Graduate School. For more information, please refer to the Academic Bulletin (see "Graduate School Grievance Guidelines" and "Graduate Student Grade Appeal Process" sections).

REQUIREMENTS FOR COMMENCEMENT AND GRADUATION

It is the responsibility of the student to apply for graduation through [CaneLink](#) during the student's final semester before the deadline date communicated by the Office of the Registrar. These dates are published in the [Academic Calendar](#).

Students who previously applied for graduation but did not receive the degree must repeat the application procedure. Deadlines for the commencement program are firm. Students may walk in the commencement ceremony, but the program will indicate "in progress" if information is missing. Students will be degree candidates until they have been cleared by the Graduate School.

Commencement ceremonies are held in May and December only. Those completing degree requirements during the fall, spring, or summer sessions may, if they wish, participate in the commencement ceremonies of the previous or following May or December. Doctoral students participating in the hooding ceremony and master's students marching in the commencement ceremony must have the approval of the graduate advisor, director, or appropriate person in the program to participate in the ceremonies.

Participation in graduation for students in all graduate programs is contingent upon the following:

1. The student must have met the requirements for their program.
2. The student must have a minimum of 3.00 cumulative grade point average; all students receiving master's degrees must have completed a minimum of 30 credit hours; all Ph.D., D.M.A., and Ed.D. students must have completed a minimum of 60 credit hours.
3. The student (Ph.D., D.M.A., and Ed.D. candidates) must be admitted to candidacy one semester prior to graduation.
4. The student may not have any outstanding debt including, but not limited to, tuition, fines, and fees. Tuition for the last semester of study must be paid in full by the beginning of the final semester.
5. The student must complete an electronic thesis or dissertation (ETD) according to the Graduate School's requirements and submit the final three forms, online surveys and agreements (if required) in the semester the student wishes to graduate. All students are required to adhere to the following deadlines (and the requirements associated with these deadlines) posted on the [ETD website](#): 1) Deadline to defend the thesis, dissertation, or doctoral/lecture recital essay; 2) Deadline to submit the full draft of the thesis, dissertation, or doctoral/lecture recital essay draft for formatting

review by the dissertation editor (Doreen Yamamoto, associate director of programs); 3) Deadline to produce the final PDF; and 4) Deadline for completion. It is recommended that students begin the ETD process early in the semester by discussing with their advisors a suitable timetable for completing the defense of their thesis or dissertation. Students should check the [Academic Calendar](#) for the defense deadline date set for the semester they wish to graduate. The Graduate School also encourages students to familiarize themselves with the ETD process posted on the [Graduate School website](#), or contact the dissertation editor (Doreen Yamamoto, associate director of programs) early in the semester at grad.dissertation@miami.edu if they have questions regarding any aspect of the ETD process.

CLEARANCE FOR DEGREE CONFERRAL

For the Graduate School to clear a student for graduation:

1. All original documents (official transcripts from previous degrees, GRE scores, etc.) must be on record in the Graduate School (except for M.B.A. students).
2. The Admission to Candidacy form must have been completed by the program at least one semester before graduation. The Graduate School does not require application to candidacy for master's, D.P.T., or D.N.P. degrees.
3. Student must defend the dissertation, doctoral essay, lecture recital essay, or thesis by the deadline specified in the [Academic Calendar](#) for the semester the student wishes to graduate.
4. Student must upload one dissertation editor-approved PDF of the dissertation, doctoral essay, lecture recital essay, or thesis, conforming in style to the standards set by the Graduate School, to the ETD database and submit the final three forms to the Graduate School in the semester the student wishes to graduate. All students are required to adhere to the following deadlines (and the requirements associated with these deadlines) posted on the [ETD website](#):
 - 1) Deadline to defend the thesis, dissertation, or doctoral/lecture recital essay; 2) Deadline to submit the full draft of the thesis, dissertation, or doctoral/lecture recital essay draft for formatting review by the dissertation editor (Doreen Yamamoto, associate director of programs); 3) Deadline to produce the final PDF; and 4) Deadline for completion.

GRADUATE TUITION AND FEES

Graduate Tuition and Fees for the current academic year are posted on the [Student Account Services](#) website. For more information, call 305-284-6430, email saccounts@miami.edu, or visit Room 158 of the Ashe Administration Building, Coral Gables.

FINANCIAL ASSISTANCE

The [Office of Student Financial Assistance and Employment](#) administers federal, state, private, and University financial assistance programs. This office awards financial assistance for Undergraduate and Graduate/Professional students and communicates with students mainly through the [CaneLink](#) system regarding any information needed in order to complete the financial aid process. For more information, call 305-284-6000, email gradprof.finaid@miami.edu, or visit the Advising Center on the second floor of the Whitten University Center, Coral Gables.

INSURANCE

HEALTH INSURANCE

Graduate students on the Coral Gables campus, medical campus, and marine campus are required to obtain adequate health insurance according to the insurance guidelines provided for domestic students and international students. All international students are required to be insured under the University student health insurance plan. Students in certain

graduate programs are not eligible to enroll in the University-sponsored student insurance plan. Visit the Student Health Service website for [a list of these programs](#). Students in online-only programs are exempt from the health insurance requirement and are not eligible for the student health insurance or Student Health Services.

The [Student Health Insurance Plan for 2019-2020](#) is offered by UnitedHealthcare. This plan is designed to be used in conjunction with the services of the [Student Health Service](#) and [Counseling Center](#). To obtain greatest benefits, students will need to utilize the Student Health Service first, where treatment will be administered or referral issued, except in the case of medical emergency, maternity, when away from campus or when the Student Health Service is closed. Spouses and dependents are encouraged to establish care with a UHealth or other UnitedHealthcare participating primary care provider by calling 305-243-2273 for UHealth providers or referring to myuhc.com for UHC providers. Please refer to the Dependent Coverage section for further information.

There are no co-payments for clinical and diagnostic services provided at the Student Health Service or Counseling Center. Co-payments and coinsurance may apply to services received elsewhere. Higher out of pocket costs apply when using out-of-network versus in-network providers. Coinsurance for in-patient care is lowest at UHealth Tower, and prescription drug copays are lowest at the Lennar Walgreens Pharmacy.

Students who do not want to enroll in the University's student health insurance plan for 2019-2020 and have alternative coverage must waive the University's student health insurance plan via miami.edu/waive. You will be required to provide proof of alternative, acceptable insurance coverage in order for the waiver to be accepted. See additional information provided on the Student Health Service website. If you do not waive the University's student health insurance plan, you automatically will be enrolled and charged the cost of the University's student health insurance plan. **All students, including those with limited out-of-state coverage and otherwise inadequate coverage, are encouraged to review their options carefully before choosing to waive the insurance charge.**

As in previous years, the Graduate School, in collaboration with the Office of the Provost, will provide an 80% subsidy for the University's student health insurance for graduate students who 1) have an active assignment for Fall 2019 as a Research Assistant (RA), Teaching Assistant (TA), Graduate Assistant (GA), Fellow or Trainee AND 2) who are enrolled in a terminal and eligible degree program on the Coral Gables campus (this includes Ph.D., D.M.A. and M.F.A. programs only). Both domestic and international students in such programs are eligible for the subsidy. NOTE: The 80% subsidy described herein does not apply to graduate students enrolled in School of Nursing and Health Studies programs, Rosenstiel School programs, or medical school programs. Students enrolled in online programs also are not eligible for this subsidy. Students in graduate programs not eligible to enroll in the University-sponsored student insurance plan are also not eligible for the health insurance subsidy.

SIGNING UP FOR THE HEALTH INSURANCE SUBSIDY

Coral Gables graduate students who meet the eligibility requirements for the 80% subsidy are required to sign up for the subsidy in [CaneLink](#) using the Student tab – Other Important Links section. Visit the Student Health Service website for [instructions](#). If the subsidy option does not appear on your CaneLink screen, please contact your academic department immediately to verify the status of your assignment and/or course enrollment. Once you sign up for the subsidy, this is an irrevocable election. Students who sign up for the 80% subsidy will be responsible for paying only the remaining 20%, which amounts to a total cost of \$711.20 for the period August 15, 2019, through August 14, 2020. This amount will be deducted from monthly paychecks (for RA/TA/GAs) or stipends (for Fellows and Trainees) in three equal installments: October (\$237.07), November (\$237.07), and December (\$237.07).

FALL GRADUATES

Students who are graduating at the end of the fall semester are advised to contact Student Health Service at studenthealth@miami.edu if they would like to cancel their insurance for the spring/summer semester.

DEPENDENT COVERAGE

Enrollment for dependent coverage is available through USI Insurance Services for both domestic and international students. You must first enroll in the University student health insurance plan and have an active policy with UnitedHealthcare in order to enroll your dependent(s). Dependent enrollment must be for the same coverage period as that of yourself, the graduate student. Dependent(s) must be enrolled within 14 days of the policy start date (with the exception of newborns). Domestic partners are not eligible for enrollment. Dependents are not eligible for patient care at the Student Health Service. The preferred method of enrollment is via phone (credit card payment options: MasterCard, VISA) by calling USI at 800-853-5899. Customer care representatives are available Monday through Friday, 8 a.m. to 5 p.m. PST. Please note that the dependent coverage is not subsidized, entirely or in part, by the University. You will be responsible for 100% of the cost of dependent coverage at the time of enrollment.

DENTAL AND VISION INSURANCE

Dental and vision coverage is offered through UnitedHealthcare for both domestic and international students. Visit the Student Health Service website to view the [Dental and Vision Guide](#). Enrollment in the University-sponsored health insurance plan is not required to purchase this combined dental/vision coverage. Students who are enrolled in the University-sponsored health insurance plan who enroll in dental/vision coverage may also enroll their dependent(s). Although University of Miami optometry services are not currently participating in this plan, they may participate in the near future. Updates will be posted as soon as participation arrangements are finalized. UM Oral Medicine does participate in the plan, and appointments can be made at 305-243-CARE. More information is available at welcometouhc.com/umiami. Please note that the dental and vision plans are not subsidized, entirely or in part, by the University. All questions regarding the new dental and vision plan, should be directed to UHC's customer service (Dental) 1-888-877-2780 and (Vision) 1-800-638-3120.

HEALTH CARE

STUDENT HEALTH CENTER

The [Student Health Center](#) provides primary and specialty care as well as pharmacy services for all eligible students. The Health Center offers vaccinations, like the flu shot and TB, throughout the year for all students. University insurance plan information is also available at the center. Appointments are not necessary, but may be made at [mystudenthealth](#), and many of the services are free of charge. For more information, call 305-284-9100, email studenthealth@miami.edu, or visit at 5555 Ponce de Leon Blvd., Coral Gables.

IMMUNIZATIONS

All students must provide the Student Health Center proof of immunization against measles, mumps, and rubella before matriculation. All new students must provide proof of immunization against hepatitis B and meningococcal meningitis or sign a waiver declining these immunizations. An immunization form must be completed and returned to Student Health Services prior to arrival on campus. All international students must be screened for tuberculosis by completing page two of the immunization form. Immunization information must be entered at [mystudenthealth](#) prior to faxing or mailing the form to the Student Health Service for verification. Immunization compliance can also be verified at [mystudenthealth](#). Students in online-only programs are exempt from the immunization requirement.

BREATHE FREELY

The University of Miami is a smoke-free campus.

BE SMOKE FREE

The resources listed below are available to assist students with their efforts to quit smoking:

Smoking Cessation Program

The University of Miami's [BeSmokeFree](#) smoking cessation program offers FREE Quit Smoking Now classes at both the Medical and Coral Gables Wellness Centers. The classes offer comprehensive resources for smokers interested in quitting. For further details or to register for the BeSmokeFree program, call 305-243-2847.

Smoking Cessation Services

Medical providers at the Student Health Center are also available to offer assistance with smoking cessation. Assistance is available to all students eligible to receive care at Student Health Center, and smoking cessation aids (nicotine replacement and other medications) are offered free of charge to students currently enrolled in the UnitedHealthcare insurance plan. Appointments can be scheduled online at [mystudenthealth](#) (please select smoking cessation as the appointment reason).

Quit Line

The State of Florida Quit Line offers free counseling, nicotine patches, gum and more. Additional information is available 24 hours a day, seven days a week at 1-877-U-CAN-NOW.

COUNSELING CENTER

The [Counseling Center](#) provides short-term individual therapy, group counseling, crisis counseling, and psychiatric services. Groups for graduate students are routinely offered. The center also provides outreach and consultation services.

The [After-Hours Line](#) can be accessed by calling 305-284-5511. There is no charge for counseling for currently enrolled students who have paid the Health and Counseling Center fee. Psychiatric appointments are covered by University student health insurance or for an additional charge. Graduate students who are currently enrolled at the University and have paid the Health Center and Counseling Center fee are eligible for covered counseling services.

Special note: Graduate students wanting to receive services during the summer must be enrolled for summer or fall classes and have paid the Health Center and Counseling Center fee. Graduate students are strongly encouraged to check with their department about their enrollment status in order to ensure ongoing services are not interrupted or to begin new service during the summer. For more information, call 305-284-5511 or visit 5513 Merrick Drive, Coral Gables.

GRADUATE SCHOOL POLICY ON CHILDCARE ACCOMMODATION

The Graduate School recognizes that doctoral students receiving a stipend from a fellowship, teaching or research assistantship may require a paid leave of absence due to pregnancy or the need to care for a new child. The process to secure the leave should follow the steps described below:

1. Graduate students must apply for a leave using the leave of absence form. This form, available on the [Forms page of the Graduate School website](#), should be submitted one semester before the intended start of the leave, if at all possible.

2. The length of the paid leave of absence should not exceed a total of three months. Any student requesting a longer period of leave may be granted an unpaid leave of absence.
3. Any accommodations and funding required during the leave must be provided by the academic home school/college, department or program. This is particularly important if the student is the recipient of a research assistantship from a federal grant (NSF, NIH, DOE, DoD, etc.) or an external fellowship without maternity/paternity leave stipulations, since a student cannot keep receiving stipend payments from these sources during the leave of absence.
4. Requests to extend the leave of absence beyond three months can be made only due to medical reasons during the leave period and require the submission of proper documentation. Any leave extensions may be granted as unpaid leaves of absence.
5. The time spent on leave of absence due to childcare accommodation will not count against the student's academic time-to-completion in the corresponding graduate program.
6. During the graduate tenure a given student can only benefit once from this policy.
7. On a case-by-case basis, the Graduate School may consider two doctoral students for co-parenting the same child and the conditions of the accommodation will vary. Requests can be directed to the dean of the Graduate School.
8. Any other cases not contemplated in this document should be directed for consultation by the dean of the Graduate School.

Once a student returns from an approved leave, the student will need to submit an application for readmission form, available on [Forms page of the Graduate School website](#).

STUDENT RESOURCES

NURSING MOTHERS ROOMS

The University of Miami provides Nursing Mothers Rooms to support nursing mothers returning to work, school, or campus. Each room provides private space where nursing mothers are welcome to express milk or nurse during their time on campus. All rooms are equipped with a comfortable chair, a small table, and an electrical outlet. To locate the Nursing Mothers Rooms across the campuses, [use the interactive map](#). A PDF version of this map is available [here](#).

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

The mission of the [Division of Student Affairs](#) is to work collaboratively with students, faculty, and staff to provide a multitude of services, programs, and community centers which support the academic mission of the University and enhance student learning. For more information, call 305-284-4922, email ypsa@miami.edu, or visit Room 244 of the Ashe Administration Building, Coral Gables.

UNIVERSITY OMBUDSPERSON AND UNIVERSITY TROUBLESHOOTER PROGRAM

The University [ombudsperson](#) facilitates a voluntary 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. 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.

DEAN OF STUDENTS OFFICE

The mission of the [Dean of Students Office](#) is to foster the personal development of students by providing a range of programs and services that create an optimal learning and living environment. The [Graduate Student Honor Code](#) and the [Student Rights and Responsibilities Handbook](#) are two methods in which the University encourages ethical behavior in all

of its students. The Graduate Honor Council is a student organization which investigates violations of the Graduate Honor Code and decides appropriate action. The Dean of Students Office also oversees the University Chaplains Association, which consists of various campus ministries to serve the spiritual needs of students. For more information on these and other services offered by the Dean of Students Office, call 305-284-5353, email doso@miami.edu, or visit Room 2250 of the Whitten University Center, Coral Gables.

TITLE IX OFFICE

The [University's Title IX Office](#) works to prevent, stop, and address sexual misconduct across all campuses and for all University community members. Sex- or gender-based discrimination is wrong. It is illegal. It will not be tolerated. The University of Miami is committed to maintaining a safe and secure environment, free from any form of sexual misconduct, including sex- or gender-based discrimination, dating violence, domestic violence, sexual assault, or stalking. To learn more about Title IX, policies and procedures, education and awareness efforts, and how to report misconduct, review the Title IX Office [website](#), call 305-284-8624, email titleixordinator@miami.edu, or visit Suite 100 of the Gables One Tower.

CAMNER CENTER FOR ACADEMIC RESOURCES (ARC)

The [ARC](#) is open to all students for help in all subject areas. Students only need to schedule an appointment to meet with a personal tutor. The ARC also offers disability services. For more information, call 305-284-2800, email tutoring.arc@miami.edu, or visit Room 2400 of the Whitten University Center, Coral Gables.

THE OFFICE OF DISABILITY SERVICES (ODS)

The ARC 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, schedule an appointment with ODS at 305-284-2374 or email disabilityservices@miami.edu. ODS is located in Whitten University Center 2400. 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.

SANDLER CENTER FOR ALCOHOL AND OTHER DRUG EDUCATION

The Sandler Center sponsors [PIER 21](#), a comprehensive Prevention, Intervention, Education, and Referral program focusing on alcohol and other drug use, misuse and dependency. By working in partnership with all members of the campus community, the center strives to promote healthy lifestyles, educate students about high-risk behavior, and increase awareness. For more information, call 305-284-6120, email pier21@miami.edu, or visit Room 2250 of the Whitten University Center, Coral Gables.

THE WRITING CENTER

The [Writing Center](#) offers free, one-on-one assistance with all types of writing concerns. The center supports students in any stage of the writing process, from brainstorming to final revisions. To schedule a consultation, call 305-284-2956 or book an appointment [online](#).

THE BUTLER CENTER FOR SERVICE AND LEADERSHIP

The [Butler Center for Service and Leadership](#) provides numerous opportunities for involvement on campus, within the community, and elsewhere. Event types and duration vary greatly and differ per organization and semester. Volunteer service is encouraged and facilitated by the center. Opportunities for leadership training and skill development are available. For detailed information about specific organizations or about the center, call 305-284-8828, email leadandserve@miami.edu, or visit Room 204 of the Shalala Student Center, Coral Gables.

STUDENT ACTIVITIES AND STUDENT ORGANIZATIONS

Besides enjoying the beautiful campus, getting involved is perhaps the easiest thing to do at the University. With over 280 [organizations](#), there is a club for every interest. In addition to participating in club activities, students can also join a programming board such as Hurricane Productions or the Homecoming Executive Committee. These and other programming boards are responsible for choosing the movies and concerts that are available on campus, planning homecoming events, and much more. In addition to student organizations, athletic events are a popular choice. For more information, call 305-284-6399, email saso@miami.edu, or visit Room 206 of the Shalala Student Center, Coral Gables.

GRADUATE STUDENT ASSOCIATION (GSA)

The primary function of the GSA is to promote effective graduate student participation in University affairs. The GSA serves as a liaison between graduate students, faculty, and the administration. In addition, the GSA exists as a forum to support and improve the quality of the graduate student environment at the University of Miami. The University of Miami GSA is an active member of the National Association of Graduate-Professional Students. All graduate students at the University of Miami are members of the GSA. Visit the GSA website for more information. To contact the GSA, call 305-284-6750, or email gsa@miami.edu.

GRADUATE ACTIVITY FEE ALLOCATION COMMITTEE (GAFAC)

GAFAC oversees the distribution of the unallocated portion of the Graduate Activity Fee to individuals and groups of students throughout the school year. Any graduate student at the University of Miami who has paid the Graduate Activity Fee for all enrolled semesters, current and previous, may apply for GAFAC funding (except for law, medical, and Rosenstiel School students). Part-time students or doctoral students taking only dissertation credits who wish to apply for GAFAC funding must request to be charged the Graduate Activity Fee when enrolling since the fee will not automatically appear. Students may apply for funding only once during the same academic year. All applications must be submitted before the event for which the funds being requested occurs. For more information, call 305-284-4922, email gafac@miami.edu, or visit Room 244 of the Ashe Administration Building, Coral Gables.

OFFICE OF MULTICULTURAL STUDENT AFFAIRS

The [Office of Multicultural Student Affairs](#) offers a reliable support system for students. Some of the services the department offers are academic development, advising and advocacy. The Multicultural Student Affairs office also offers a searchable database of scholarships and fellowship opportunities to graduate students. For more information call 305-284-2855, email multiculturalstudentaffairs@miami.edu, or visit Room 2300F of the Whitten University Center, Coral Gables.

DEPARTMENT OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

The mission of the [ISSS](#) is to provide support services for international students, scholars (faculty and researchers) and observers. Every year, approximately 2,725 international students (undergraduate and graduate), scholars (professors and researchers), and observers from more than 110 countries representing every region of the world study, teach, conduct research, and observe at the University of Miami.

ISSS assists international students and scholars with the unique challenges as well as opportunities internationals encounter while pursuing their academic goals at UM. Some of the support services provided by ISSS include:

- Immigration advising
- Orientation
- Employment information and authorization
- Federal income tax filing
- Advising regarding personal and adjustment problems
- Advocacy
- Liaison (sponsors, governments)

ISSS also works closely with the Council of International Students and Organizations (COISO), the umbrella organization for all international student groups at the University, in highlighting the diversity of the University community and in planning cultural events and activities on campus, including International Week and United Nations Day. In addition, the department also advises the Model UN Club and the Model UN Team. For more information, call 305-284-2928, email iss@miami.edu, or visit Room 2275 of the Whitten University Center, Coral Gables.

CAREER DEVELOPMENT

The [Toppel Career Center](#) assists undergraduate students, graduate students, and alumni in formulating their career plans and in pursuing graduate/professional school as well as full-time and internship opportunities.

It is the intent and desire of the University of Miami and the Toppel Career Center to provide equal employment opportunities for students and graduates regardless of race, color, national origin, religion, gender, sexual orientation, age or disabilities.

Career Expos and events are open to all students and alumni and range from general events to major-specific fairs. CAREER EXPO is held twice a year and is inclusive of all industries and majors. Special Career Fairs are held for interested students in accounting, architecture, education, nursing and health sciences, non-profit, government, and green careers. For more information, call 305-284-5451, email toppel@miami.edu, or visit 5225 Ponce de Leon Blvd., Coral Gables.

ZIFF GRADUATE CAREER SERVICES CENTER

The Ziff Graduate Career Services Center provides business students with exposure to Fortune 1000 organizations across the country. The Ziff Center's goal is to maximize students' career opportunities with networking and information events

throughout the year. Students may also access the center’s job postings, which feature positions locally and nationally. In an effort to ensure that the best positions are available to the University’s M.B.A. students, the Ziff Center’s staff also maintains relationships with recruiters from top companies. For more information, call 305-284-6905, email ziffinfo@miami.edu, or visit 5250 University Dr., Coral Gables.

WHITTEN UNIVERSITY CENTER

The Whitten University Center, or the UC as it is commonly called, is centrally located on the Coral Gables campus and contains many essential resources.

- The University Bookstore carries all textbooks for classes offered at the University, as well as study guides, books, apparel, school supplies, and more. Call 305-284-4101 or visit the bookstore just to explore.
- Other services offered at the UC include a Ticketmaster box office and post office. For more information on these and other services, call the UC at 305-284-2318.

TEXTBOOKS

Textbooks can be purchased at the [University Bookstore](#) located at the Whitten University Center. Textbooks can also be purchased through the bookstore website. Book Horizons, located across from the Coral Gables campus, also sells textbooks. Additionally, [amazon.com](https://www.amazon.com) is a great source of new and used textbooks. For rare and out-of-print books, try [alibris.com](https://www.alibris.com).

COMPUTING RESOURCES

Dell and Apple offer University of Miami students educational discounts on computers and accessories. These two systems have been approved by the University of Miami because they are compatible with the University Network. Dell desktop and laptop computers can be purchased from the [University Bookstore](#). For more information, call 305-284-4104, email miami@bkstr.com, or visit the bookstore in the Whitten University Center.

COPIES AND PRINTING

[UPrint](#) is available to students at the Coral Gables campus. UPrint has many important features that can benefit the printing services you receive. UPrint provides the advantages of convenience, security, and sustainability. This is a “green initiative,” which helps to conserve paper.

UPrint provides several services, including:

- Printing in black and white
- Printing in color
- Copying in black and white
- Copying in color
- Scanning with Global Scan (this service is free and allows students to scan any document and send it via email)

LIBRARIES

The University provides a plethora of options when it comes to library usage and services. Combined, the libraries hold:

- 3 million volumes
- 245,000 electronic books
- 74,000 electronic and print serials

- 3 million microforms
- 300 electronic databases with desktop access
- Federal Government documents depository

[Creative Studio](#): Formally known as the Digital Media Lab, located in Room 118 of the Richter Library at the Coral Gables campus, they provide expert support and consultation in the use of digital audio, video, and graphic design technology.

[Otto G. Richter Library](#): On the Coral Gables campus, the University of Miami's main library and largest in the system houses collections to serve disciplines in the arts, humanities, social sciences, and physical sciences. The library offers several services and benefits to students, such as: audiovisual equipment loans, large format and 3D printing, research data services, seminars, workshops and more. All are accessible to graduate students at the University.

[Louis Calder Memorial Library](#): Located on the medical campus, the Louis Calder Memorial Library provides informed resources in support of the University of Miami Miller School of Medicine.

[Marine and Atmospheric Science Library](#): Located on the Rosenstiel School campus, this is one of the foremost marine science libraries in the United States. The library's mission is to serve, support, and enhance the learning, teaching, and research of the Rosenstiel School of Marine and Atmospheric Science.

[The Mary and Edward Norton Library of Ophthalmology](#): Located in the Bascom Palmer Eye Institute, this library is one of the world's most comprehensive collections of ophthalmic wisdom.

Visit the [UM Libraries website](#) for more information or call 305-284-3233.

'CANE CARD AND CANEID

The ['Cane Card](#) is an on-campus student identification card. Students, faculty, and staff must present a government issued photo ID such as a driver's license or passport when acquiring their card. The 'Cane Card provides access to on-campus student residences, the [Otto G. Richter Library](#), computer laboratories, the swimming pool, the [Patti and Allan Herbert Wellness Center](#) (for those who purchase a membership), and other facilities where access has been granted.

The 'Cane Card is also used to control lending privileges at the library, access to athletic and other events (fee required), the purchase of discounted Metrorail tickets, UPrint services, and meal plan privileges. All University of Miami students, faculty, and staff are required to carry their 'Cane Cards for identification purposes while on campus.

- Lost or stolen 'Cane Cards should be reported to the 'Cane Card office at 305-284-3096 during the week or canecard.pic@miami.edu.
- Lost or stolen cards may also be reported to security 24/7 at 305-284-6666.
- After being reported stolen or lost, a card will be deactivated to prevent unauthorized use.
- Lost or stolen cards will be replaced for a \$20 fee (fee waived upon proof of police report).
- Damaged cards will be replaced for free upon exchange of the original damaged card.
- For all issues with 'Cane Express accounts, call Student Services at 305-284-6430.

A CaneID is a username/password authentication process that provides access to multiple UM Information Technology systems and services via one username and password. Your CaneID Password safeguards your access privileges on many UM systems and should only be known to you. If you suspect your password has been discovered or revealed to others,

change your password. CaneID Authentication Service (CAS) is a login service that allows you to access multiple password-protected Web services on a central authentication server.

CAMPUS ENTERTAINMENT

Weekdays, weekends – there is always something happening at the University of Miami.

- The [Cosford Cinema](#) shows current and old movie releases. The 240-seat theater is available for instructional and public exhibitions. Sneak-peeks are shown periodically.
- The [Maurice Gusman Concert Hall](#) hosts a myriad of performances, ranging from orchestra, to classical, to jazz and chorus. It is also used by students for recording and other musical projects.
- The Concert on the Green is a public annual spring series usually consisting of two concerts. It is a wonderful way to relax and enjoy good music and company.
- The [Jerry Herman Ring Theatre](#) is a venue hosting numerous stage dramas and musicals.

We encourage students to regularly check the [‘Canes Calendar](#) for upcoming events.

DINING SERVICES

Well-situated [dining options](#) are located throughout campus. The Hurricane Food Court, Wellness Center Juice Bar, Subway, and Starbucks are among the various convenient food and beverage choices available. Specific meal plans ranging from five to 20 meals per week are available to all students, regardless of housing. For more information on dining services, call 305-284-3584.

PATTI AND ALLAN HERBERT 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. For more information, call 305-284-8500, email wellnesscenter@miami.edu, or visit 1241 Dickinson Drive, Coral Gables.

UHEALTH FITNESS AND WELLNESS CENTER

The [UHealth Fitness and Wellness Center](#) is a 60,000 square foot health facility located on the Clinical Research Building’s ninth floor on the medical campus. The center features state-of-the-art fitness equipment, as well as group exercise classes and offers support from personal trainers and wellness coaches. For more information, call 305-243-7600 or email medwellness@med.miami.edu.

DEPARTMENT OF PARKING AND TRANSPORTATION SERVICES

There are several options to ease transportation around and between the campuses. Visit the [Department of Parking and Transportation Services’ website](#) or call 305-284-3096 for information regarding purchasing student parking permits and campus shuttle service, as well as maps for campus parking.

Cars on campus

Parking on the University of Miami’s Coral Gables campus is a privilege extended to those using the facilities of the University consistent with the terms of the University’s Motor Vehicle Parking Code and other policies of the University as they are set or amended by the Provost. Parking privileges are extended only to those eligible members of the University community including trustees, faculty, administrators, staff, students, vendors, and visitors who have paid for a valid [UM parking permit](#). In consideration of being allowed to use the University’s facilities for parking, the purchaser of a parking permit agrees to be bound by the rules set forth in the Motor Vehicle Parking Code, and agrees to pay to the University

any fine or administrative charge assessed for non-compliance with this code. Students, faculty, employees, and staff may not park in visitor parking spaces, and UM parking permits are not valid at parking meters. For more information, call at 305-284-3096 or visit Suite 100 of the McKnight Building in the Coral Gables campus.

Bicycles

The University of Miami is recognized as a bike-friendly university by the League of American Bicyclists. Bike racks are located throughout campus. To protect yourself against bicycle theft, lock your bike with a high quality lock whenever leaving it unattended. It is also helpful to register the bike with the campus police at 305-284-6666 to assist with theft recovery. UMPD issues one free, u-style bicycle lock to all students at the time of registration. For more information visit the [UBike website](#).

Hurry 'Canes Shuttle Service

The University of Miami operates the [Hurry 'Canes Shuttle](#) during the fall and spring semesters. The shuttle fleet is equipped with state-of-the-art wheelchair accessible buses, is available free of charge to all University students, faculty, staff, and visitors, and serves most major campus buildings, parking lots, and the University Metrorail station (see below for Metrorail information). Hurry 'Canes Shuttle facilitates use of perimeter parking lots, and provides a convenient means of traversing campus without using a personal vehicle. It also transports students between the Coral Gables and marine campuses.

Zipcar

Zipcar is a car-sharing program that provides the flexibility and convenience of having a car without actually owning or leasing a vehicle. The Zipcar program is designed to save students money, reduce greenhouse emissions, and preserve green space on campus. Once a Zipcar member, drivers can reserve a vehicle for a few hours or an entire day. Parking is free for Zipcars on the Coral Gables campus. For more information visit the [Zipcar page](#) on the Parking and Transportation website.

HOUSING AND RESIDENTIAL LIFE

The [Department of Housing and Residential Life](#) provides assistance to students, staff, and faculty with identifying off-campus housing options. A web-based search engine of community listings and information about off-campus apartment complex listings is available along with other resources such as:

- Individual consultations and appointments
- Over-the-phone guidance
- Knowledge of the greater Miami area and specific neighborhoods where students typically reside
- Roommate search assistance

For more information about assistance with off-campus housing, call 305-284-4505, email housing@miami.edu, or visit 1211 Dickinson Drive, Coral Gables.

NEIGHBORHOODS

CORAL GABLES

Home to the University of Miami's main campus, Coral Gables is primarily a residential area. Students will often find houses, duplexes, apartments, condos, efficiencies, and guest cottages for rent. Coral Gables has quiet streets and is home to some of Miami's best restaurants and quaint art galleries. There are several city bus routes that travel around the Coral Gables campus, including the Metrorail stop at University station.

Consider Red Road Commons as an off-campus option. Red Road Commons is located on 57th Avenue (Red Road) between Ponce de Leon Blvd. and Levante Ave. The complex consists of 400 rental apartments.

COCONUT GROVE

Just north of Coral Gables, lush Coconut Grove is typically a 10-minute commute to and from campus. "The Grove" is a great mix of shops, restaurants, parks, bars, clubs, and large annual festivals. There are houses, duplexes, apartments, and condos for rent.

SOUTH MIAMI

Located minutes south of the Coral Gables campus, South Miami sprawls across US-1 in a combination of residential and commercial areas. The busy downtown area, centered east of US-1 at Sunset Drive and Red Road, has several restaurants and shops, as well as The Shops at Sunset Place, an outdoor mall with many well-known stores, restaurants, and a movie theater. A variety of affordable residential options extend from the periphery of downtown, as well as to the west of US-1. There are bus routes serving South Miami that connect with the South Miami Metrorail station (one station south of the University station) and also travel along Red Road, one of the University's perimeter roads.

KENDALL

Kendall extends west from US-1 down Sunset Drive, Kendall Drive, and the Killian Expressway. It is a sprawling suburb of apartment complexes, housing subdivisions, and shopping centers. A large number of University of Miami students live in the apartment complexes near Dadeland Mall. From Dadeland, students enjoy convenient access to the Metrorail. Keep in mind that during peak traffic times, eastbound and westbound travel can take longer than anticipated.

BRICKELL/KEY BISCAYNE

These two adjacent towns are both high-end areas. Brickell is primarily a high-rise condominium and apartment-based area. Key Biscayne is off Brickell Avenue and is only accessible by the Rickenbacker Causeway. This area is known for its beaches and Crandon Park. There are many condos for rent on Key Biscayne, as there are on Brickell Avenue. However, these rentals tend to be more expensive because of the location.

MIDTOWN/DOWNTOWN

North of Brickell, Midtown/Downtown is home to the American Airlines Arena, Bayside, the Miami Design District, and the Adrienne Arsht Center for the Performing Arts. Students living in the downtown/midtown area are centrally located to some of Miami's main attractions. South Beach, Brickell, the University, and Miami International Airport are all within a short driving distance. However, because downtown is home to several nightclubs, students considering this area should be aware of the potential for noise.

WYNWOOD

Wynwood is an up-and-coming neighborhood in Miami, located north of Downtown and Overtown. Previously an industrial area, it has several new residential developments, many in renovated warehouses now covered with colorful murals. The

neighborhood offers plenty of entertainment selections with art galleries, restaurants, bars, and local festivals. The Hurry 'Canes Shuttle offers transportation to Wynwood on Saturdays from the Stanford Circle Stop during most of the year.

SOUTH BEACH

The center of Art Deco design, nightlife, and culture in Miami-Dade County. Many students choose to live on South Beach for at least part of their academic careers to experience the area's unique lifestyle and environment. Parking on South Beach can be difficult, as many apartment buildings do not have parking for their tenants. However, most people who live on South Beach have city-issued permits for street parking.

LIVING IN MIAMI

ACTORS' PLAYHOUSE AT THE MIRACLE THEATRE

The [Actors' Playhouse at the Miracle Theatre](#) is located on Miracle Mile. It is one of the regional theatres in the Miami area and presents critically acclaimed drama and musical theatre. Ask about discounts for students aged 25 and under. Student rush tickets are available, based on availability. The Actors' Playhouse also sells a six-show season subscription package for students. Subscriptions are presold for the upcoming season. To purchase tickets or a package, bring your 'Cane Card and driver's license.

ADRIENNE ARSHT CENTER FOR THE PERFORMING ARTS

The [Adrienne Arsht Center for the Performing Arts](#), commonly known as The Arsht Center, is located on Biscayne Boulevard in Downtown Miami. Completed in 2006, The Arsht Center is the third largest performing arts center in the United States. With state-of-the-art performance facilities, the Adrienne Arsht Center offers South Florida audiences the best and most diverse theater, music, and dance—with a dedication to entertain, challenge, and educate all segments of the community.

ART DECO HISTORIC DISTRICT

The buildings located in the Art Deco Historic District reflect the architecture of the 1930s. This area contains boutique, pastel-colored hotels that reflect the area's restoration to its former beauty. This classic Miami Beach architecture is famous all over the world. The Art Deco Welcome Center is located at 1200 Ocean Drive. The Miami Design Preservation League offers several different tours to visitors who want to explore the Art Deco District.

BAYSIDE MARKETPLACE

The [Bayside Marketplace](#) is a shopping mall located in Downtown with a variety of stores and dining options. Overlooking Biscayne Bay, Bayside Marketplace is adjacent to Bayfront Park and in walking distance to the America Airlines Arena. The mall offers onsite paid parking and metered street parking. It is also easily accessible via the Metromover from the Bayfront Park stop.

COCONUT GROVE

Because of its proximity to the Coral Gables campus, [Coconut Grove](#) is a popular hangout for University students. This neighborhood has a large variety of bars, nightclubs, restaurants, and other types of entertainment, such as a movie theater, that appeal to a wide range of tastes.

EVERGLADES NATIONAL PARK

The [Everglades National Park](#) is the largest natural park in Miami. It is the largest subtropical wilderness in the United States and is home to several different rare and endangered species. Visitors can participate in different activities such as camping, boating, hiking, bike riding, and airboat rides. Guided tours are also available.

FAIRCHILD TROPICAL BOTANIC GARDEN

[Fairchild](#), the largest botanical garden in the U.S., is an 83-acre botanical garden located in Coral Gables. Its mission is to save tropical plant diversity and the garden is one of the premier conservation and education-based gardens in the world. It hosts such popular events as the International Orchid Festival in March, the International Mango Festival in July, the Holiday Music in the Garden in December, and Moonlight Musicales, which is scheduled in cooler months and allows guests to spend a romantic evening in the garden while listening to live music.

OLYMPIA THEATER

The [Olympia Theater](#) at Gusman Center for the Performing Arts was built in 1926 as a silent movie palace. It first achieved notoriety for being the first air-conditioned building in the south. The restored theater is home to films, live performances, social affairs, and community events.

KEY BISCAYNE

[Crandon Park](#) and [Bill Baggs Cape Florida State Park](#) are worth a visit. They offer great beaches and lots of space. The beach at Crandon Park is a two-mile, white sand, lagoon style beach. Also at Crandon Park is an amusement center and the Crandon Park Beach Gardens, which has tame lakes and lush tropical forests.

MARY BRICKELL VILLAGE

[Mary Brickell Village](#) is an outdoor shopping and dining area located on South Miami Avenue in the heart of Brickell. Mary Brickell Village is home to an eclectic mix of different types of restaurants, bars, boutiques, and businesses. Metered and valet parking are available. This area is also accessible via the Metrorail and the Metromover.

BRICKELL CITY CENTRE

Inaugurated in 2016, [Brickell City Centre](#) is mixed-use development spanning nine acres and five blocks in Brickell. It houses high-end retail stores and restaurants, two 43-story luxury residential towers, two additional office towers, a 352-room hotel and a cinema. Brickell City Centre is located between 7th and 8th Streets on both sides of South Miami Avenue and east of South Miami Avenue on the north side of 7th Street. It has onsite paid parking and metered street parking. The Metromover has a designated stop at Brickell City Centre, conveniently dropping commuters off on the third level of the complex.

MIRACLE MILE

[Miracle Mile](#) is located in the heart of Coral Gables. It is the section of Coral Way between Le Jeune Road and Douglas Road. Miracle Mile is known for its wide variety of specialty boutiques, shops, and restaurants. It is a short driving distance from the Coral Gables campus and is pedestrian friendly.

PÉREZ ART MUSEUM MIAMI

The [Pérez Art Museum Miami](#) is dedicated to showcasing modern and contemporary, international art from the 20th and 21st centuries. Formerly known as Miami Art Museum, the Pérez Art Museum opened a new building in 2013, which is now a state-of-the-art model for sustainable museum design. It is located in Downtown Miami, overlooking Biscayne Bay and adjacent to the Phillip and Patricia Frost Museum of Science, connected through the Museum Park. Admission is free every first Thursday and second Saturday of the month and students with a valid University ID enjoy a discounted admission rate on all other days. The Pérez Art Museum offers onsite paid parking and metered street parking. The Metromover has a designated stop at Museum Park.

PHILLIP AND PATRICIA FROST MUSEUM OF SCIENCE

The [Phillip and Patricia Frost Museum of Science](#) is a science museum, planetarium, and aquarium. The museum offers an experiential setting with interactive exhibitions to explore science, technology, engineering and math. Miami-Dade County residents receive a 15% off discount on Total Experience tickets with proof of residency. It is located in Downtown Miami, overlooking Biscayne Bay and adjacent to the Pérez Art Museum, connected through the Museum Park. The museum offers onsite paid parking and metered street parking. The Metromover has a designated stop at Museum Park.

SOUTH BEACH

South Beach is the southernmost part of Miami Beach. It is a popular destination for many UM students. South Beach is home to many different nightclubs, excellent restaurants, and shops. Typically, students drive to South Beach.

THE SHOPS AT SUNSET PLACE

[The Shops at Sunset Place](#) is located across from the University of Miami and is a frequent destination for University students. This open-air mall houses several different stores and entertainment, such as a movie theater, GameWorks, a bowling alley, and several restaurants. The Shops at Sunset Place is located at the intersection of Red Road (SW 57th Avenue), a perimeter road of UM and US-1.

VENETIAN POOL

The Coral Gables [Venetian Pool](#) is one of Miami's most unique attractions. It is listed on the National Register of Historic Places. It was created from a coral rock quarry in 1923 and is fed daily with cool spring water. The 820,000-gallon pool is surrounded by Venetian architecture. The grottos, island, coral caves, and two waterfalls make this a historic treasure worth visiting. Ask about discounts for Coral Gables residents if you are planning to live in the area.

VIZCAYA MUSEUM AND GARDENS

[Vizcaya](#) is a national historic landmark. Constructed by industrialist James Deering in 1916, Vizcaya is noteworthy for its adaptation of European traditions to Miami's unique subtropical landscape. The estate is an estimated 50 acres, with 10 acres dedicated to the botanical gardens. The museum holds ancient artifacts, as well as furniture and art from the 15th-19th centuries. Vizcaya is open year round.

ZOO MIAMI

[Zoo Miami](#) is the largest and oldest zoo in Florida and is located in southwest Miami-Dade. The climate allows the zoo to keep many animals from all over the world, including those from Africa and Asia. The zoo was one of the first free range zoos where exhibits are completely cage free. White tigers, Cuban crocodiles, komodo dragons, lions, bears, and elephants can all be seen at the Zoo Miami.

TRANSPORTATION AROUND THE CITY

MIAMI METRORAIL

Extending from Kendall to Medley, the Metrorail is Miami-Dade County's rail system that serves a north-south route. If you live close to a Metrorail station, or to a bus that can get you to a station, the Metrorail can take you directly to the University Coral Gables campus (via the University station, south of the University's Stanford Drive entrance). It is also a fast and economical way to get to the medical campus (via the Civic Center station). You can pay each time you ride or you can purchase college student Metrorail passes and monthly Metrorail parking permits at the ticket window on the first floor of the Whitten University Center on the Coral Gables campus. You must have your 'Cane Card (student ID) with you to purchase these special passes. For more information visit the [Metrorail page](#) on the Parking and Transportation website.

MIAMI METROMOVER

The Metromover is a free electrically powered, fully automated people mover system provided by the city of Miami. It services the neighborhoods of Brickell and Downtown through three different routes. The Metromover connects with several Metrorail stations and Metrobus stops. For more information on routes and schedules, visit the [Metromover website](#).

MIAMI METROBUS

In addition to the Metrorail, the Metrobus system of Miami-Dade Transit offers convenient bus routes, which crisscross Miami-Dade County daily. Many buses connect with the Metrorail, and the cost is included in the college student Metropass. Several bus routes travel on Ponce de Leon Boulevard, which borders the southern end of the Coral Gables campus. Copies of bus route maps are available at the Information Desk on the first floor of the Whitten University Center, at the University Metrorail station information desk, as well as online. For more information visit the [Metrobus page on the Parking and Transportation website](#).

MIAMI TROLLEY

The Miami Trolley is a free transportation service provided by the city of Miami. The trolley has 10 different routes throughout the city, servicing the areas of Coconut Grove, Brickell, Little Havana, Downtown, and the Health District around the medical campus, among others. It connects with several Metrorail stations and Metrobus stops. For more information on routes and schedules, visit the [Miami Trolley website](#).

CORAL GABLES TROLLEY

The Coral Gables Trolley is a free transportation service provided by the city of Coral Gables. The trolley has several stops at points of interest around Ponce de Leon Blvd. and Miami Metrobus stops. It also includes a stop at a Miami Metrorail Station. For more information on route and schedule, visit the [Coral Gables Trolley website](#).

MIAMI INTERNATIONAL AIRPORT

[Miami International Airport \(MIA\)](#) is the closest airport to the University of Miami. Several major airlines fly out of the Miami International Airport. The airport is most easily accessible by taxi or by public transit. Metrobus route 57, which travels along 57th Avenue (Red Road), goes directly to the airport on weekdays. The Metrorail orange line (northbound) provides transportation from the University station to MIA. Shuttle service to the airport is available through several companies. Browse the websites of reputable companies to schedule a pick-up.

FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT

[Fort Lauderdale-Hollywood International Airport \(FLL\)](#) is another option for those who are flying into or out of the South Florida area. While this airport is further from the Coral Gables campus, flight rates tend to be more reasonable than flights in/out of MIA. Major airlines and discount airlines service this airport. The commute to the Fort Lauderdale airport can easily take 45 minutes by car. Shuttle service is available for travelers.

TRI-RAIL

Tri-Rail's 22 commuter rail stations connect Miami-Dade, Broward, and West Palm Beach. Tri-Rail services the area around the Fort Lauderdale airport and connects directly with the Metrorail at no additional cost. For more information visit the [Tri-Rail page](#) on the Parking and Transportation website.

BRIGHTLINE

Brightline offers a discount for passes in the first year. Please visit their [website](#) for more information on discounts, routes and directions to the nearest location.

SAFETY

SECURITY ESCORT PATROL

The University of Miami provides security escorts to students. Security escorts are security supervisors, security officers, and student security patrol officers. While the services are free, you may be asked to present your 'Cane Card. On the Coral Gables campus, The Sergeant Sebastian Escort Service is offered every evening from 6 p.m. to 12 a.m. If you require a security escort please call 305-284-6666 or use any of the emergency Blue Light Phones on campus. On the marine campus you can request a walking safety escort by calling 305-710-7991. On the medical campus, the Public Safety Department provides walking safety escorts to and from all campus locations, including the Metrorail station. This service is available 24 hours a day, 365 days a year. To request a safety escort, call 305-243-7233 or 305-243-SAFE.

EMERGENCY NOTIFICATION NETWORK

The University's Emergency Notification Network (ENN) is a comprehensive communications solution that allows the University to quickly disseminate an urgent message through multiple communication mediums including: voice messages to cell, home, and office phones; text messages to cell phones; email messages; emergency notification sirens; and public address and loudspeaker messages in some dormitories and other buildings. For more information on ENN, visit the [Emergency Preparedness website](#).

STAY STRATEGY

After extensive research among peer institutions, the University of Miami Police Department has recommended the "STAY in Place" approach as the best safety practice. The key components of the STAY strategy are:

- S** Secure your area, lock doors and windows, close blinds, prevent suspect from accessing victims.
- T** Take cover, hide, and stay out of sight.
- A** Advise others so that they can take steps to protect themselves; await further information.
- Y** You must take measures to protect your safety. Police will be busy with the actual response to the incident and will not be able to direct your personal actions unless you are actively involved.

Under the STAY strategy, all buildings and organizational units would use existing emergency plans and access to shelter-in-place options will be emphasized. It is expected that a large number of people would seek shelter-in-place in classrooms and major buildings on the campuses. Any decision to lock down buildings would be made on an individual and localized basis within the framework of overall incident management.

HURRICANE PREPAREDNESS

Due to the location of the University, the annual hurricane season is a time to be prepared at home and at the University. Should a storm threaten South Florida or some other emergency threaten the University, members of the University community should continually monitor the UM Emergency Preparedness page for updated information. In addition, employees and students will receive the Storm Alert email newsletter. The UM Emergency Information Hotline (800-227-0354) is also available as another resource for information, questions, or concerns. Students, faculty, and staff can visit the recover site after a storm to notify the University of any changes in status.

BLUE LIGHT PHONES

Blue Light Phones provide a direct link to assistance in case of an emergency. Located throughout the University of Miami campus, they may be used to report emergencies, request a security escort, report suspicious persons or activities, or to obtain general information. To use a Blue Light Phone, press the call button, using the phone as you would any other speaker phone. When a dispatcher answers, inform the dispatcher of the nature of the situation or emergency.

IMPORTANT PHONE NUMBERS

When dialing from a Coral Gables campus phone, do not dial the area code 305-and prefix 284. Simply dial 8 and the four digit line number ####. For the medical campus, dial 6 and the four digit line number. For the marine campus, dial 5 and the four digit line number.

Emergency Services

Campus Police	305-284-6666
Coral Gables Police	305-442-1600
Crime Prevention	305-284-1105
Emergency Information Hotline	800-227-0354
Emergency Police, Fire and Rescue	911
Fire and Rescue	305-442-1600
Security Escorts at Coral Gables Campus	305-284-6666
Security Escorts at Marine Campus	305-710-7991
Security Escorts at Medical Campus	305-243-7233
Sexual Assault Response Team Hotline (SART)	305-798-6666
UM Police (quick dial)	*711
UM Police Business Office	305-284-3075 or 8-6666 from any Blue Light phone

WEBSITE INDEX

Academic Bulletin bulletin.miami.edu

Academic Calendar miami.edu/index.php/registrar/calendar

Academic Troubleshooters

ombuds.studentaffairs.miami.edu/who-can-help/academic-troubleshooters/index.html

Actors' Playhouse at the Miracle Theatre actorsplayhouse.org

Administrative Troubleshooters

ombuds.studentaffairs.miami.edu/who-can-help/administrative-troubleshooters/index.html

Adrienne Arsht Center for the Performing Arts arshtcenter.org

Bayside Marketplace baysidemarketplace.com

BeSmokeFree Smoking Cessation Program wellness.med.miami.edu/be-smoke-free

Bill Baggs Cape Florida State Park floridastateparks.org/park/Cape-Florida

Brickell City Centre brickellcitycentre.com

Brightline gobrightline.com

Butler Center for Service and Leadership serveandlead.studentaffairs.miami.edu/index.html

Camner Center for Academic Resources (ARC) camnercenter.miami.edu

'Cane Card pt.ref.miami.edu/other-services/cane-card/index.html

CaneID it.miami.edu/a-z-listing/identity-management

CaneLink canelink.miami.edu

'Canes Calendar news.miami.edu/events/index.html

Cosford Cinema cosfordcinema.com

Commencement miami.edu/sa/index.php/commencement

Coral Gables Trolley coralgables.com/index.aspx?page=325

Counseling Center miami.edu/counseling-center

Crandon Park miamidade.gov/parks/crandon.asp

Dean of Students Office miami.edu/dean-students

Department of Housing and Residential Life hrl.studentaffairs.miami.edu/index.html

Department of International Student and Scholar Services (ISSS) miami.edu/issss

Dining Options and Services business-services.miami.edu/departments/auxiliary-services/dining-services/index.html

Division of Student Affairs division.studentaffairs.miami.edu/index.html

Emergency Preparedness prepare.miami.edu

ETD – Electronic Thesis and Dissertation grad.miami.edu/electronic-thesis-and-dissertation/index.html

Everglades National Park nps.gov/ever/index.htm

Fairchild Tropical Botanic Garden fairchildgarden.org

Financial Assistance grad-prof.miami.edu/index.html

Forms (Graduate School) grad.miami.edu/policies-and-forms/forms/index.html

Fort Lauderdale-Hollywood International Airport (FLL) broward.org/airport/Pages/Default.aspx

Graduate Activity Fee Allocation Committee (GAFAC)
miami.edu/sa/index.php/graduate_activity_fee_allocation_committee_gafac

Graduate Faculty grad.miami.edu/graduate-education/graduate-faculty/index.html

Graduate program director Listing grad.miami.edu/graduate-education/graduate-program-directors/index.html

Graduate School grad.miami.edu

Graduate Student Association (GSA) um-gsa.org

Graduate Student Honor Code grad.miami.edu/policies-and-forms/index.html

Hurry 'Cane Shuttle Service pt.ref.miami.edu/campus-transportation/hurry-cane-shuttle/index.html

Jerry Herman Ring Theatre as.miami.edu/ringtheatre

Libraries library.miami.edu

Mary Brickell Village marybrickellvillage.com

Maurice Gusman Concert Hall
facilities.frost.miami.edu/performance-halls/maurice-gusman-concert-hall/index.html

Metrobus pt.ref.miami.edu/campus-transportation/metrobus/index.html

Metromover miamidade.gov/transit/metromover.asp

Metrorail pt.ref.miami.edu/campus-transportation/metrorail/index.html

Miami Business School bus.miami.edu

Miami International Airport (MIA) miami-airport.com

Miami Trolley miamigov.com/trolley

Miracle Mile shopcoralgables.com

myStudentHealth mystudenthealth.miami.edu

Nursing Mothers Rooms my.hr.miami.edu/benefits-and-wellness/work-life/nursing-mothers/nursing-mothers-map/index.html

Office of Disability Services (ODS) camnercenter.miami.edu/disability-services/index.html

Office of Financial Assistance and Employment grad-prof.miami.edu/index.html

Office of Multicultural Student Affairs miami.edu/msa

Office of the Registrar miami.edu/index.php/registrar

Office of the Vice President for Student Affairs
division.studentaffairs.miami.edu/about-us/Office-of-the-VP/index.html

Olympia Theater olympiatheater.org

Ombudsperson ombuds.studentaffairs.miami.edu

Otto G. Richter Library library.miami.edu

Parking and Transportation pt.ref.miami.edu

Patti and Allan Herbert Wellness Center wellness.studentaffairs.miami.edu

Pérez Art Museum Miami pamm.org

Phillip and Patricia Frost Museum of Science frostscience.org

Pier 21 – Sandler Center for Alcohol and Other Drug Education

miami.edu/sa/index.php/dean_of_students/alcohol_other_drug_education/about_the_center

Scholarly Repository scholarlyrepository.miami.edu

Student Account Services miami.edu/finance/index.php/student_account_services/tuition_and_fees

Student Activities and Student Organizations miami.edu/sa/index.php/student_life/student_organizations

Student Health Service miami.edu/student-health

Student Rights and Responsibilities Handbook

miami.edu/sa/index.php/policies_and_procedures/student_rights_responsibilities

Title IX titleix.miami.edu

The Shops at Sunset Place shopsunsetplace.com

The Writing Center as.miami.edu/writingcenter

Toppel Career Center hireacane.miami.edu

Tri-Rail pt.ref.miami.edu/campus-transportation/tri-rail/index.html

UBike pt.ref.miami.edu/campus-transportation/ubike/index.html

UHealth Fitness and Wellness Center wellness.med.miami.edu

University Bookstore bkstr.com/miamistore/home

University Libraries library.miami.edu

UPrint studentsupport.it.miami.edu/uprint

Venetian Pool coralgables.com/index.aspx?page=167

Vizcaya Museum and Gardens vizcaya.org

Ziff Graduate Career Services Center

bus.miami.edu/academic-programs/mba-specialized-masters/career-services/index.html

Zipcar pt.ref.miami.edu/campus-transportation/zipcar/index.html

Zoo Miami zoomiami.org

The graphic design features a large orange triangle on the left side, a dark green triangle on the right side, and a white background. Three diagonal lines (one grey, one dark green, one orange) cross the white background from the bottom left towards the top right.

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