

UNIVERSITY OF MIAMI  
ROSENSTIEL  
SCHOOL of MARINE &  
ATMOSPHERIC SCIENCE

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# RSMAS GRADUATE STUDENT HANDBOOK



**ACADEMIC YEAR 2018-2019**

# INTRODUCTION

## About this Handbook

The Rosenstiel School of Marine and Atmospheric Science (RSMAS) Graduate Handbook (this document) is supplemental to the University of Miami (UM) [Graduate Student Handbook](#). From time to time it may be advisable for RSMAS to alter or amend its procedures or policies. Reasonable notice may be furnished to the RSMAS community of any substantive changes, but is not required.

## Student Responsibilities

It is the student's responsibility to be informed of all regulations and procedures documented in the UM, RSMAS, and individual Program Handbooks that are required to obtain their degree. In addition, all students are expected to uphold the highest standards of academic integrity by following the principles outlined in the [Graduate Honor Code](#). By accepting membership in the University community, all students acquire rights in, as well as responsibilities to, the whole University community in accordance with the [Student Rights and Responsibilities Handbook](#). The student also needs to be aware of important dates on the [Academic Calendar](#). Questions can be addressed to the director of the specific graduate program. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that they were not informed by an advisor or other authority.

## RSMAS Graduate Programs in 2018-2019

- U [Atmospheric Sciences \(ATM\)](#)
- U [Marine Biology and Ecology \(MBE\)](#)
- U [Marine Ecosystems and Society \(MES\)](#)
- U [Marine Geosciences \(MGS\)](#)
- U [Meteorology and Physical Oceanography \(MPO\)](#)
- U [Ocean Sciences \(OCE\)](#)

**Applied Marine Physics (AMP)** is no longer accepting new students. AMP students report to the AMP Program Director.

**Marine and Atmospheric Chemistry (MAC)** is no longer accepting new students. MAC students report to the OCE Program Director.

**Marine Affairs and Policy (MAF)** students report to the MES Program Director.

**Marine Biology and Fisheries (MBF)** students report to the MBE Program Director.

**Marine Geology and Geophysics (MGG)** students report to the MGS Program Director.

## Definitions

**GSO:** RSMAS Graduate Studies Office, which is under the supervision of the Associate Dean for Graduate Studies. Contact GSO with administrative questions.

## Important Websites

- U RSMAS Graduate Programs: <https://www.graduate.rsmas.miami.edu/graduate-programs/index.html>
- U RSMAS Forms and Handbooks: <https://www.graduate.rsmas.miami.edu/students/forms-guidelines-and-handbooks/index.html>
- U RSMAS Student Center Blackboard: <http://www.blackboard.miami.edu>
- U UM Graduate School: <http://grad.miami.edu/>
- U UM Academic Bulletin: <http://bulletin.miami.edu/>

*The University of Miami promotes advocacy and understanding of equal opportunity, affirmative action and diversity for faculty, staff and students in a work/learning environment. The University prohibits discrimination based on race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status. Please visit the website of [Workplace Equity and Performance](#) to view all equal opportunity and affirmative action regulations.*

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# ACADEMICS

## Degree Requirements: Doctor of Philosophy

The full requirements are specified in the [UM Handbook](#).  
Please read those prior to the supplementary information provided below.

The expected time to completion for a PhD degree is five years. A student in residence in the program beyond 8 years requires approval by the Program Director and Associate Dean.

### 1. Checklist and Academic Plan

Each student should follow the [Checklist for Defense and Graduation](#), which will guide the student through all the milestones that the student must complete in order to graduate from the Rosenstiel School. This begins with an [Academic Plan](#) that identifies the number of courses a student must take to graduate, according to the Program Handbook. This should be reviewed between the student and Program Director in the first semester.

### 2. Course Requirements

Each program sets their own requirements with regard to course and research credits, PGM 830 (where "PGM" is the program abbreviation), as stated in the Program Handbook, as long as a minimum of 60 total credits are taken. It is up to each program to determine, upon admission whether a student requires more course credits to fulfill the PhD requirements. PhD students entering with a Master's Degree from another accredited university may apply up to 24 course credits toward their PhD degree. Individual programs may require more course credits to remove deficiencies. Of the 36 remaining credits needed for the PhD, a minimum of 12 must be taken as research credits (PGM 830). All RSMAS students are required to take the Research Ethics Course (RSM 700).

PhD students with prior graduate coursework and have not earned a graduate degree may transfer up to 9 course credits (with grades of "B" or above) from another accredited institution with approval from the Program Director. Students must have an approved [Academic Plan](#) on file prior to completing the [Petition for Transfer of Credit](#) form from the Graduate School. Transfer credit will only be processed once the equivalent number of credit hours have been completed at UM.

Any student whose cumulative Grade Point Average (GPA) falls below 3.0 will receive written notice from their Program with copies to GSO stating that they are on academic probation. Any graduate student who receives this warning letter must meet the full standards of academic progress set forth by the University by the end of the subsequent semester. *Students who fail to meet the cumulative GPA requirement have failed to meet the satisfactory academic progress standards established by the university and are no longer eligible to receive any graduate assistantship, fellowship or tuition scholarship and are subject to dismissal from the school.*



### 3. Committee

The “Supervisory Committee” and “Dissertation Committee” described in the UM Graduate School Handbook are commonly known as the student’s “Committee” at RSMAS, and are normally the same committee. Specific requirements for committee formation are provided in the [UM Graduate School Handbook](#); individual programs may have additional requirements.

Per the UM Graduate School Handbook:

*“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”.*

Once the Committee is formed (typically in the second year), the [Appointment to Student’s Committee](#) form should be completed, signed by all members and the Program Director, then forwarded to GSO. The Committee should meet at least annually to review the student’s progress, and the student and Committee should prepare a short report on progress and research directions. Proposed changes to the membership of a committee must be approved by the Committee Chair and must carry the endorsement of the Program Director. Approved changes to the Committee must be forwarded to GSO using the [Change to Student’s Committee](#) form.

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

### 4. Comprehensive Exam

A comprehensive examination may be required by the end of the third semester. Whether or not to host the exam, as well as the required content and format, is at the discretion of each program. The [Comprehensive Exam](#) form notifying GSO of the outcome must be submitted by the Committee Chair and approved by the Program Director.

In the event of a failure, a student may be re-examined once, upon the advice of the student’s advisor and/or Committee, and at the discretion of the Program Academic Committee with advice from the Comprehensive Exam Committee. If granted, the re-examination must be given before the end of the following semester.

### 5. Annual Progress Reports

A progress report, the template of which is distributed by the Program Director each year, should be completed by the student and submitted to their Committee Chair, following which it must be forwarded to the Program Director who will submit it to GSO. Annual progress reports should be filed in GSO by the end of the fall semester.

### 6. Dissertation Proposal and Proposal Defense

The dissertation proposal, containing the items listed below, must be defended and approved by the student’s Committee. The purpose of the proposal defense is to certify the readiness of the student to conduct dissertation research, as well as facilitate an open discussion regarding the objectives of the dissertation and the relevant experimental approach.

1. tentative title
2. statement of the problem and objectives
3. methodology, including equipment and facilities required
4. timetable

The Dissertation Proposal form must be approved and signed by the members of the student's Committee and Program Director. The completed form must be submitted to GSO with the approved copy of the proposal.

## **7. Qualifying Examination**

The written qualifying examination is normally administered around the time of the proposal defense. In addition, an oral qualifying examination may be required by the program or the student's Committee. The Committee will prepare and administer the written examination (and oral examination, if required) within the program guidelines. The [Qualifying Exam](#) form notifying GSO of the outcome must be submitted by the Committee Chair and approved by the Program Director.

## **8. Admission to Candidacy**

Before being admitted to candidacy, a student must:

- ✓ Have an approved committee on file in GSO
- ✓ Pass the comprehensive exam
- ✓ Submit and successfully defend the dissertation proposal
- ✓ Pass the qualifying exam
- ✓ Have a minimum 3.0 GPA in all credits earned
- ✓ Remove all incomplete grades or deficiencies

The [Application for Admission to Candidacy](#) must be completed and approved by the Graduate School at least one semester prior to the expected semester of graduation. If there are any changes to the student's Committee after this form is processed, the student must submit a [Committee Composition Change Request Form](#) in addition to the [Change to Student's Committee](#) form (RSMAS).

## **9. Dissertation Defense**

The defense must occur by the "[Last Day to Defend](#)" during the semester a student intends to graduate. Students must be enrolled for research credits during the semester of defense.

The [Announcement of Defense](#) form must be submitted to GSO at least 14 days prior to the defense date. The student is responsible for reserving the room and obtaining approvals from all Committee members and Program Director. Each committee member must be given no less than 14 days to review material prior to approving the Announcement of Defense. Thus, the student must provide the Committee with a complete version of the dissertation at least 1 month prior to the desired defense date. If a student is receiving a stipend, the Student Payroll End Date form should accompany the Announcement of Defense form. The Committee Chair should notify GSO of the outcome of the defense via the [Completion of Defense](#) form and [SACS Assessment Rubric](#).

## 10. Dissertation Submission

All graduating students must adhere to the ETD guidelines provided by the Graduate School. In addition to submitting an electronic copy of their manuscript to the UM Scholarly Repository, students must complete the following forms by the deadlines specified in the Academic Calendar:

1. [Certificate of Defense Approval](#): This form is the student's proof of successful defense. Students must prepare this form at least one before the defense date for committee members to electronically sign after the successful defense.
2. [ETD Final Content Approval Form](#): This form replaces the signed hard copy of the signature page to formally document the Committee's approval of the content in the final manuscript. Students must complete this form prior to uploading the final manuscript to the Scholarly Repository.
3. [ETD Availability Agreement Form](#): This form informs the Graduate School of the availability option for the final manuscript in the UM Scholarly Repository.

PhD students are also required to publish their manuscript with a second outlet, ProQuest/UMI Dissertation Publishing.

## 11. Summary of PhD Degree Requirements and Timeline

Requirement	Typically Completed
Meeting with Advisor	Upon Acceptance
Meeting with Program Director	By end of 1 <sup>st</sup> Semester
Comprehensive Exam <i>(if applicable)</i>	By end of 1 <sup>st</sup> Year
Formation of Committee	By end of 2 <sup>nd</sup> Year
First Committee Meeting	By end of 2 <sup>nd</sup> Year
Dissertation Proposal Defense	By end of 3 <sup>rd</sup> Year
Qualifying Exam	By end of 3 <sup>rd</sup> Year
Admission to Candidacy	After successfully completion of Qualifying Exam and Proposal Defense. <i>Admission to Candidacy must be approved by the Graduate School at least one semester prior to graduation.</i>
Dissertation Defense	By " <a href="#">Last Day to Defend</a> " at the end of 5 <sup>th</sup> Year
Dissertation Submission to Graduate School	By " <a href="#">Deadline for Completion</a> " at the end of 5 <sup>th</sup> Year

## 12. Graduation Deadlines

The [defense and submission deadlines](#) are set by the Graduate School. If any requirements are not met by the Deadline for Completion, the graduation date will be deferred to the following semester.

### **13. Non-Fulfillment of Requirements**

Students not fulfilling the above requirements must submit a written explanation, including a statement by the major advisor, to the Program Academic Committee. In extreme cases, the student will be asked to appear before the Academic Committee. The results of this interview will be transmitted to the RSMAS Academic Committee.

**The above guidelines may be made more stringent by a program, Dissertation Advisor or Committee, but they may not be made more lenient.**

## **Degree Requirements: Master of Science**

The full requirements are given in the [UM Handbook](#).  
Please read those prior to the supplementary information provided below.

The expected time to completion for the MS degree is two years of full-time study.

### **1. Checklist and Academic Plan**

Each student should follow the [Checklist for Defense and Graduation](#), which will guide the student through all the milestones that the student must complete in order to graduate from the Rosenstiel School. This begins with an [Academic Plan](#) that identifies the number of courses a student must take to graduate, according to the Program Handbook. This should be reviewed between the student and Program Director in the first semester.

### **2. Course Requirements**

MS students are required to take a minimum of 30 credit hours, which consists of 24 graduate course credits (of which 18 must be taken at UM) and 6 research credits, PGM 810 ("PGM" is the program abbreviation). All RSMAS students are required to take the Research Ethics course (RSM 700).

MS students with prior graduate coursework may transfer up to 6 course credits (with grades of "B" or above) from another accredited institution with approval from the Program Director. Students must have an approved Academic Plan on file prior to completing the Petition for Transfer of Credit form from the Graduate School. Transfer credit will only be processed once the equivalent number of credit hours have been completed at UM.

Any student whose cumulative Grade Point Average (GPA) falls below 3.0 will receive written notice from their Program with copies to GSO stating that they are on academic probation. Any graduate student who receives this warning letter must meet the full standards of academic progress set forth by the University by the end of the subsequent semester. *Students who fail to meet the cumulative GPA requirement have failed to meet the satisfactory academic progress standards established by the university and are no longer eligible to receive any graduate assistantship, fellowship or tuition scholarship and are subject to dismissal from the school.*

### **3. Committee**

The "Thesis Committee" described in the UM handbook is commonly known as the student's "Committee" at RSMAS. Specific requirements for committee formation are provided in the [UM Graduate School Handbook](#); individual programs may have additional requirements. Per the UM Graduate School Handbook:

*“The committee chair must be Regular Faculty from the student’s program of concentration (this includes secondary appointments). In addition to the chair, one member must be Regular Faculty or have [Graduate Faculty](#) status in the student’s program 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”.*

The other guidelines in this Handbook in regard to the Committee, given for Ph.D. students, also apply to MS students.

**4. Comprehensive Exam**

A comprehensive examination may be required by the end of the second semester. Whether or not to host the exam, as well as the required content and format, is at the discretion of each program. The [Comprehensive Exam](#) form notifying GSO of the outcome must be submitted by the Committee Chair and approved by the Program Director.

**5. Annual Progress Reports – as for PhD Students**

**6. Thesis Proposal and Proposal Defense – as for PhD Students**

**7. Pre-Defense**

Before scheduling the defense, a student must:

- ✓ Have an approved committee on file in GSO
- ✓ Pass the comprehensive exam (if applicable)
- ✓ Submit and successfully defend the thesis proposal
- ✓ Have a minimum 3.0 GPA in all credits earned
- ✓ Remove all incomplete grades or deficiencies

**8. Thesis Defense – as for PhD Students**

**9. Thesis Submission – as for PhD Students**

**10. Summary of MS Degree Requirements and Timeline**

Requirement	Typically Completed
Meeting with Advisor and Program Director	By end of 1 <sup>st</sup> Semester
Formation of Committee	By end of 1 <sup>st</sup> Year
Comprehensive Exam <i>(if applicable)</i>	By end of 2 <sup>nd</sup> Semester
Thesis Proposal Submission	By end of 4 <sup>th</sup> Semester
Thesis Proposal Defense	Within 1 month of thesis proposal submission
Thesis Defense	By “ <a href="#">Last Day to Defend</a> ” in 5 <sup>th</sup> Semester
Thesis Submission to Graduate School	By “ <a href="#">Deadline for Completion</a> ”

**11. Graduation Deadlines – as for Ph. D. Students**

## **12. Non-Fulfillment of Requirements – as for PhD Students**

**The above guidelines may be made more stringent by a program, thesis advisor or Committee, but they may not be made more lenient.**

### **Degree Requirements: Master of Professional Science**

The degree requirements for MPS students are provided in the [MPS Student Handbook](#).

### **Additional Academic Information**

#### **Auditing a Course**

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

#### **Clearance Procedure**

When a MS or PhD student is leaving RSMAS (graduation, leave of absence, or withdrawal), they must fill out a [Clearance Form](#). The form must be signed by a representative from the listed offices and returned to GSO prior to the last day of the semester.

#### **Course Changes**

A student may add or drop classes each semester until the dates specified on the [Academic Calendar](#). MS and PhD students should complete the Drop/Add Form in the Graduate Studies Office. Course changes for MPS students should be processed by the MPS Office.

#### **RSMAS Graduate Family Leave Policy**

RSMAS recognizes that life events such as illness, becoming a parent, or caring for an ill family member can interrupt a student's academic career. To accommodate such events, RSMAS provides Graduate Student Family leave, which provides paid leave for a period of up to twelve weeks and 'stops the clock' on academic milestones. Further details can be found at: <http://www.rsmas.miami.edu/academics/graduate-programs/>

#### **Full-Time Status**

Effective Fall 2018, RSMAS tuition will be \$2,030 per credit hour and the categories for full-time study for RSMAS students will be:

- a) All PhD students and MS students funded by RSMAS: graduate students taking 12 or more graduate credits per academic year
- b) All other students: graduate students enrolled in a minimum of 1 credit hour of Master's Thesis, Master of Professional Science Internship, Doctoral Dissertation research, or residency research (course 805, 810, 830) or 9 total course credits.

Note that international students must register for at least 1 research credit every semester in order to remain in full-time status.

## **Grade Changes**

When a course for which a grade of incomplete has been recorded is completed, the grade must be changed by means of a Change of Grade form. The course instructor must complete the form and return it to GSO or the MPS Office. An incomplete grade should be changed to a letter grade within one (1) calendar year after it is given, unless the Academic Dean 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. Fellowships and financial aid may be withdrawn if there is an excess accumulation of "I"s on a student's transcript.

## **Graduation**

A student must apply for graduation during the semester in which they intend to graduate. Applications must be submitted online through CaneLink by the deadline specified on the [Academic Calendar](#). If a student applies for graduation and does not meet the [Deadline for Completion](#), they must reapply for graduation for the following semester. A graduating student must submit a [Clearance Form](#) to GSO prior to the last day of the semester.

## **Academic Appeals at the Rosenstiel School**

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

1. A student appeal of a faculty or administrative action must be addressed through the following sequence of personnel:
  - a. The Faculty Advisor or Committee Chair.
  - b. The Program Director or administrative superior (e.g. Department Chair). The Chair or Director may refer the matter to a Program Academic Committee for their input.
  - c. The Dean or Associate Dean of the school. The Dean or Associate Dean may refer the matter to the School Graduate Academic Committee.
  
2. If the student, after conferring with the appropriate faculty and/or administrators, perceives the outcome unjust, she/he may contact the School Ombudsperson.
  - a. The School Ombudsperson (Associate Dean) will review the merits of the appeal, attempt to resolve the matter and advise the student as to whether the case warrants further review.
  - b. When bringing a case before the Ombudsperson, the student must place in writing all matters relating to the appeal, including:
    - 1) an appeal letter clearly stating the conditions as seen by the student, offering a rationale for appeal, and any other evidence she/he wishes to be examined.
    - 2) documents of support (examinations, term papers, syllabi, medical documentation of illness, etc.)
    - 3) all written decisions of individual faculty, administrators, departments, programs, administrative units, college or school committees, and deans.
    - 4) the Ombudsperson will determine whether any additional preliminary information is required.
  - c. If there appears to be grounds for an appeal, the Ombudsperson will forward the appeal to the Dean of the Graduate School.

### **Leave of Absence**

A student who wishes to take a leave of absence must submit a request in writing, approved by the student's Committee, to the Program Academic Committee. The Committee sends the request along with its recommendation to GSO. A leave is normally granted for up to one year. When the student wishes to return, they must inform GSO in writing and receive prior approval from the Program Director and Associate Dean prior to completing the [Application for Readmission](#) from the Graduate School. A student requesting a leave of absence must complete a [Clearance Form](#).

### **Publication of Thesis and Dissertation**

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

### **Recency of Credit**

Refer to the [UM Graduate School Handbook](#) for the relevant policies.



### **Validation for Over-Aged Credits**

Graduate credits transferred from another university may not be applied toward a graduate degree at the University of Miami if their age at the time of acceptance into the program exceeds six years. RSMAS course credits cannot be more than six years old **at the time of graduation** for those studying for the master's degree; and no more than eight years old for those studying for the doctoral degree. Validation of over-aged credits is possible only by successful examination in the pertinent course material, and with the endorsement of the student's Committee and program approval.

### **Registration**

Registration is required of all RSMAS students during all semesters, unless a leave of absence has been requested and approved. It is important that all students receiving a fellowship, or being paid as research or teaching assistants, be registered as full-time students (9+ course credits or 1 research credit). **All students (excluding self-funded students) must register for a minimum of 12 credits per academic year: Spring (4 credits), Summer I (2 credits), Summer II (2 credits), Fall (4 credits).**

Should a student fail to register and not be on approved leave, they will be dropped from the student rolls. Should this occur, the student will be required to again submit a formal [Application for Readmission](#) to the Graduate School and their credentials will be reviewed along with those of all other applicants according to the admissions criteria in effect at that time.

### **Student Files**

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

**All milestone forms are available through the [Graduate Studies Office](#) website and the [MPS Office](#) website. Unless otherwise stated, forms should not be downloaded from the Graduate School website as RSMAS sometimes uses different forms.**

### **Educational Training Program (Teaching Assistants)**

All RSMAS PhD students are required to be a Teaching Assistant (TA) for two semesters while pursuing their degree. A training session and two TA opportunities are offered as courses in educational training (RSM 771, RSM 772, RSM 773). The TA program includes training of new TAs, evaluation of TA performance, and recognition of excellence. The goal is to make the experience as valuable as possible for the TA, the faculty, and the students taking our courses. The following are specific requirements of RSMAS TAs:

- Register for and complete RSMAS TA training workshop, RSM 771
- Register for Educational Training courses: RSM 772 and RSM 773
- Review TA Resources listed on Blackboard for RSM 771
- Refer to guidelines provided with the TA appointment letter

RSMAS TA Excellence awards will be given out annually. Faculty nominations for these awards are solicited each semester, and awards will be given at the end of the academic year.

### **Instructional Support Students (ISS)**

RSMAS MPS and self-funded MS students are sometimes provided with the opportunity to work as a paid Instructional Support Student (ISS) for a course, for one semester. The following are specific requirements of ISS TAs:

- Complete RSMAS TA training workshop, RSM 771
- Refer to guidelines provided with the ISS appointment letter

### **Transfer of Credit**

Graduate course credits with grades of "B" or above may be transferred from other accredited institutions to the University of Miami to meet graduate degree requirements with the approval of the Program Director. Students must have an approved [Academic Plan](#) on file prior to completing the [Petition for Transfer of Credit](#) form from the Graduate School. A maximum of 6 credit hours may be transferred into a MS and MPS degree programs, and a maximum of 9 credit hours may be transferred into the PhD degree program. Credit hours that pertain to or have been counted toward another degree or taken more than six years prior to transfer will not be accepted. Transfer of credit hours will only be processed once the equivalent number of credit hours have been completed at the University of Miami.

### **Transfer of Program**

A student is free to transfer into a different graduate program as long as they will be able to fulfill the requirements of the program at the degree level they are seeking (MS or PhD), and the transfer is approved by the Program Director of that program.

The necessary steps are as follows:

- 1) Student discusses program transfer with Advisor. Student and Advisor review the Handbook of the program they wish to transfer into.
- 2) Student e-mails Program Director of the program they wish to transfer into, identifying any areas where they may not be able to satisfy the requirements in the Program Handbook.
- 3) If the Program Director and Academic Committee approve, the Program Director then signs the **Graduate Program Transfer Form** (request form from GSO).
- 4) Student completes the **Graduate Program Transfer Form** by obtaining signatures from the Advisor and Program Director of their original program, and turning the form into GSO for signature by the Associate Dean. The form remains in the student's file in GSO.
- 5) GSO scans and sends the student (electronically) the Graduate Program Transfer Form as official confirmation that the transfer has been completed.
- 6) Student notifies the Program Director of both the old and new programs, and also [rcf@rsmas.miami.edu](mailto:rcf@rsmas.miami.edu) in order to be added/removed from the appropriate program mailing lists.

Notes:

- a) In many cases, there will be flexibility at the discretion of the Academic Committee of the program that the student will be transferring into.
- b) In the new program, the student will follow the guidelines of the version of the Program Handbook that is current at the time of transfer.
- c) The transfer needs to be completed **at least one semester before graduation**. In other words, a student cannot transfer into a program and then graduate in the same semester.

The Graduate Studies Office can notify the Graduate School, and (if applicable) International Student Services ([www.miami.edu/iss](http://www.miami.edu/iss)) of the change and assist in the preparation of the appropriate paperwork for immigration.

### **Withdrawal**

A student who wishes to withdraw from RSMAS must notify the Graduate Studies Office or MPS Office in writing. A [Clearance Form](#) must also be completed.



# STUDENT HEALTH CENTER

## Student Health Center

5513 Merrick Drive

Coral Gables, FL 33146

**Phone:** (305) 284-9100

**Fax:** (305) 284- 4098

**Email:** [studenthealth@miami.edu](mailto:studenthealth@miami.edu)

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

## Health Insurance

**Phone:** (305) 284-1652

**Fax:** (305) 284-4905

All students should have adequate medical-surgical-hospital insurance to pay for major illnesses, accidents, surgery, psychiatric emergencies, and for off campus emergency room care. All students and scholars are required to enroll in the University sponsored health insurance program. Domestic students with alternative health insurance coverage may request a waiver by submitting an Insurance Waiver Request via CaneLink. All international students are required to enroll in the University sponsored health insurance program. All new students taking six or more credits per semester will be required to obtain adequate health insurance. The annual premium for the health insurance plan offered through the Student Health Service will be added to each student's fee. Any questions regarding the health insurance requirement should be referred through the Student Health Service.

## Immunization

**Phone:** (305) 284-5933

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

### **Pharmacy**

**Phone:** (305) 284-5922

**Fax:** (305) 284-4883

The Pharmacy is located on the second floor of the Health Center. Students and their spouses may have their prescriptions filled at the pharmacy. Prescription charges are often lower than at local drug stores. The pharmacy accepts many third party prescription cards. Prescriptions written by out-of-town and off-campus physicians can usually be filled. Over-the-counter medications, vitamins and minerals, nutritional supplements, and condoms are also available. Prescription renewals can be filled by calling the automated refill line at (305) 284-5922.

The hours of operation during the Fall and Spring semesters are from 9:00a.m. to 5:30p.m., Monday through Friday. During the winter break, spring break, and summer sessions, the pharmacy is open from 9:00a.m. to 5:00p.m., Monday through Friday. The pharmacy is closed on Saturdays, Sundays, and on University holidays.

### **Counseling Center**

**Phone:** (305) 284-5511

The UM Counseling Center offers mental health treatment and promotes the personal well-being of students through comprehensive mental health services. It provides short-term, time limited individual, couples, and group counseling, coordination of care services, and psycho-educational outreach programming and consultation. Emergency services and limited career and psychological testing are also available. Psychiatric services are available to those under the care of a UM Counseling Center counselor.

The UM Counseling Center staff consists of experienced professionals from the fields of mental health counseling, psychology, social work, and psychiatry. It is also a training site accredited by the American Psychological Association for doctoral interns in professional psychology. It values a campus climate that provides a safe and optimal learning environment for all students. In keeping with this mission, the Counseling Center is committed to providing leadership in areas of diversity that include but are not limited to LGBT populations, international student populations, first generation college students, and cultural/ethnic minority student populations.

The hours of operation during the fall and spring semesters are as follows: Monday, Wednesday, and Friday 8:30am-5:00pm and Tuesday and Thursday 8:30am-7:00pm. During spring/summer/winter breaks, the hours are Monday-Friday 8:30am-5:00pm.

### **EMERGENCY ASSISTANCE**

[http://www.miami.edu/sa/index.php/student\\_health\\_center/general\\_information/#Emergency](http://www.miami.edu/sa/index.php/student_health_center/general_information/#Emergency)

If you have a sudden, severe illness or serious accident and you are on campus, contact UM Police: (305) 284-6666, or RSMAS Campus Security: (305) 710-7991, or dial 911. If you live off campus, dial 911 for emergency transport. The charges for all off-campus emergency care and ambulance services are the responsibility of the patient.

## **Sexual Assault Resource Team (S.A.R.T.)**

**Phone/Hotline:** (305) 798-6666

<http://www.miami.edu/itsonus>

S.A.R.T. is a telephone resource line for University of Miami students administered by the [Counseling Center](#). If you have been sexually battered, assaulted, or molested, recently or in the past, you may talk, anonymously, to a trained volunteer about it. The telephone resource line is also available to those seeking information or support regarding these issues. S.A.R.T is available throughout the year, 24 hours a day, 7 days a week. The service is available to all genders.



# RESOURCES & FACILITIES

## **RSMAS Library**

**Phone:** (305) 421-4060

The RSMAS Library serves the research and teaching needs of the faculty, students and staff of the School and the University of Miami. The RSMAS Library is open to the public for research only. Over sixty percent of the journals are in electronic format. In addition to journals and books, library holdings also include reports from private, state, federal, and international agencies and organizations. Other library holdings include several thousand maps and nautical charts, atlases, expedition reports, and rare books. The online catalog, IBISWEB, provides access to the resources of the University of Miami Libraries as well as the holdings of the RSMAS Library; through university-wide resource sharing, RSMAS Library patrons are able to access hundreds of databases and thousands of electronic journals and books. The RSMAS Library website is a gateway to the Library's collections and services: <http://www.library.miami.edu/rsmaslib/>

## **RSMAS Library Policies**

The RSMAS Library use policies are designed to provide a safe, comfortable, and functional facility that meets the needs of its patrons.

- All UM students, faculty, administrators, and staff are required to carry their Cane Card. Other authorized users must present appropriate documentation and photo identification upon request.
- Children 12 years old and under must be accompanied and supervised by an adult at all times. Due to the absence of filtering software on University computers, children are not allowed to use the library computer workstations.
- The use of cell phones is prohibited inside the Library facility.
- Food and drinks are generally permitted in the RSMAS Library. Patrons are asked to cooperate with this policy by discarding containers and reporting spills immediately. Food and drinks are not allowed at the computers workstations or in the Rare Book Room.
- The RSMAS Library is a wireless network environment. Several computer workstations are available for use.
- Copy Machines are available in the library for self-service at .10 cents per page. Scanning is also available on our copy machines.
- The RSMAS Library is a smoke-free facility. The use of all tobacco products is prohibited in the Library. An ash receptacle is located on the outside breezeway.

## **RSMAS Library Hours**

The RSMAS Library is closed on official University holidays. The [hours of operation](#) vary by semester.

## **RSMAS Computer Facility (RCF)**

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

Use of the University of Miami's computing systems and network is a privilege that carries numerous obligations. By using the University of Miami's computers and network, students agree to abide by the policies set forth by the [Graduate Student Honor Code](#). A copy of these policies is provided to new students at orientation.

### **Equipment**

Laptops, projectors, pointers and other AV equipment are available for 24-hour rental in the GSO. Please verify with GSO if you need any equipment for longer rental. Advanced reservations for equipment are also accepted by email: [gso@rsmas.miami.edu](mailto:gso@rsmas.miami.edu)

### **Fitness Center At RSMAS**

Membership to the Fitness Center is open to the Rosenstiel campus defined as students, full-time or permanent part-time faculty and staff and their spouses and dependents.

### **Career Planning and Placement**

The [Toppel Career Planning and Placement Center](#) is a 6,000-square-foot, state of the art facility located on the Circle at the end of Stanford Drive on the Coral Gables campus. The center is designed to especially meet your career development and placement needs. They assist in matching the staffing needs of employers with students who are seeking permanent employment. Their professionals aggressively develop employer contacts and make career opportunities available to qualified students and alumni. There is also the Career Resource Library which is the venue for career development workshops, career forums, and other employer-sponsored functions. These are organized and presented throughout the year to help you decide on careers, engage in critical networking activities, and prepare for the important process.

### **Diving Program**

#### **Training & Authorization**

All persons diving under the auspices of UM/RSMAS must be authorized to do so by the UM Diving Safety Officer (DSO) and Diving Control Board (DCB), in accordance with the University of Miami/RSMAS diving policies contained in the UM/RSMAS Diving Safety Manual (DSM). Contact the [Dive Office](#) for more information:

<http://www.rsmas.miami.edu/resources/dive-office/>

#### **Eligibility for Certification**

To be eligible for scientific diver training and authorization at the University of Miami a person must be a current student, staff, or faculty **AND have a need to dive** as part of their schooling, research, or work for the University. Previously untrained divers must apply for and pass the Research Diver Program at RSMAS before certification.

### **Student Boat Regulations**

Contact [Marine Operations](#) for information regarding boat usage by students:

<http://www.rsmas.miami.edu/resources/marine-department/>

# AWARDS, PRIZES AND FELLOWSHIPS

<https://www.graduate.rsmas.miami.edu/students/awards/index.html>

- Funds for all awards must be used while the recipient is a student at RSMAS and prior to the end of the award (exceptions noted below).
- Travel and publication costs related to the award may be reimbursed up to six months after graduation as long as the date of the expenditure is within the award period.
- Capital equipment and/or computer purchases must be made six months prior to the end of the award or six months prior to graduation, whichever comes first
- Some additional restrictions on availability of funds may apply (see specific award description for details).

## Outstanding PhD Dissertation (F. G. Walton Smith Prize)

This prize, created by the Office of the Dean of Faculties of the University in honor of Dean Emeritus F.G. Walton Smith, is awarded to the RSMAS doctoral student displaying the most original piece of research in marine and atmospheric science. It consists of a \$1,500 check and a plaque. The candidate must have successfully defended the dissertation and submitted final signed copies to the Graduate Studies Office by the summer deadline for submission according to the Academic Calendar. Students who have met these requirements since the previous year's deadline are eligible for this award. The recipient of the prize will be chosen by the RSMAS Graduate Academic Committee. One nomination is requested from each graduate program. Pertinent supporting materials should include:

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

## Outstanding MS Thesis

This prize is awarded every two years in recognition of a student's achievement at the Masters level for the outstanding thesis in marine and atmospheric science. The prize consists of a \$1,000 check and a plaque. The candidates for this award must have defended their thesis and submitted final, signed copies to the Graduate Studies Office prior to the deadline for nominations. Students who have met these requirements since the previous year's deadline are eligible for this award. One nomination is requested from each program. Pertinent supporting materials include:

1. Copy of the thesis
2. One letter from the student's advisor.
3. Vita

## Best Student Publication

The Best Student Publication (also known as the Millero Prize) is awarded annually to a Rosenstiel School student whose single or first-authored peer-reviewed publication is original and significant enough to merit special recognition as an outstanding publication in Marine and Atmospheric Science. The student can be in any of the B.A., B.S., M.P.S., M.S. or Ph.D. programs. The prize consists of a check in the amount of \$1,000 and a plaque.

Self-nominations can be submitted by any student who is in full-time residence at the time of

nomination. The nominated publication must reflect research conducted at the Rosenstiel School, and it must be published or in press during the calendar year of the nomination. The nomination package should consist of a PDF copy of the publication and a short statement from the student author that explains (1) how the paper relates to the research they have conducted at Rosenstiel, (2) the student's role in the research if the paper has multiple authors, and (3) the significance of the contribution to the field. If the paper has not yet been published, proof that the paper has been officially accepted and is in press is required. The Rosenstiel School Graduate Academic Committee will make the final selection.

The call for self-nominations is typically announced by the Graduate Studies Office in October with a November deadline.

### **Mary Roche Fellowship**

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

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

The final selection of the fellow, based on academic and scientific excellence, is made by the RSMAS Academic Committee. One nomination is requested from each program and should include the following information on the candidate: (1) CV, (2) recommendation from students' advisor including ship experience and relevant research, and (3) a one-page description of the research activity and budget to be supported by the requested funds.

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

### **Fellowships and Scholarships**

The Rosenstiel School has several types of other fellowships and scholarship that may vary from year to year depending on funding. These include the [RSMAS Alumni Fellowship](#), the [Captain Harry Vernon Scholarship](#), and the [YCMBT Circle of Friends Memorial Scholarship](#).

All applicants who are accepted for admission are considered for a limited number of University-funded Fellowships. The primary criterion for eligibility is scholastic achievement. Applicants are also encouraged to seek non-university Fellowships, such as those offered by their local civic organizations or by federal agencies such as the National Science Foundation.

## **RSMAS Graduate Career Development Fund**

The call for applications is typically announced by the Graduate Studies Office in October for a November deadline (fall award) and in March for an April deadline (spring award).

**For MPS Students:** Full or partial support for activities related to the development of professional skills related to the student's course of study or internship, or to the broader goals of the program or across RSMAS (see below). Up to \$2,500 is available in each of the Fall and Spring semesters. The application comprises (1) a maximum 1-page proposal on the goals of the activity including a budget and description of how the funds will be used, (2) a maximum 2-page CV, and (3) a letter of support from your advisor.



**For MS and PhD Students:** Full or partial support to develop broad activities of interest to the graduate student community at RSMAS. Recently funded activities include a Career Development Workshop and a Proposal Writing Workshop (a program manager from NSF was funded to visit RSMAS and speak at the workshop). Other potential examples include a distinguished lecturer who speaks broadly to the marine and atmospheric science fields, a community outreach activity, and workshops on communication, negotiation, mentoring, data management, or policy. For inspiration, some examples of successful community activities can be found on <http://www.as.miami.edu/seeds/programs/you-choose/> (these are generally for faculty, but many of the same issues are relevant for students). Collaborative activities between students are encouraged. Up to \$2,500 is available in each of the Fall and Spring semesters. The application comprises (1) a maximum 1-page proposal on the goals of the activity including a budget and description of how the funds will be used, (2) a maximum 2-page CV including peer-reviewed publications, and (3) a letter of support from your advisor.

**Please note that funds must be spent within a year of the award.**

**Selection Criteria:** The Graduate Academic Committee and the Associate Dean of Graduate Studies will perform the evaluation and selection of applications. Selection criteria include degree of independence of project (as assessed by the letter of support and the research description) for MPS students OR degree of benefit to the School for MS and PhD students, scientific and/or career development merit of project, timing of student milestone achievement(s) and publications in the peer-reviewed literature.

**Award Reporting:** The student is expected to write a summary of the activities and accomplishments within one month after the completion of the project.

## **International Light Tackle Tournament Association Inc. and David Rowland Endowed Fellowships**

Both fellowships listed in the table below are available to support activities within the descriptions listed. Students can self-nominate each Spring, and there is no limit to the number of applicants per program.

1. A one-page description of the research activity and budget to be supported by the requested funds. This description must address how the research aligns with the restriction for the fellowship in question.
2. A two-page CV including a list of peer-reviewed publications
3. A one-page letter of support from your advisor

**Evaluation:** Students in good standing (current on all milestone requirements) will be given priority. In addition to the research description and the letter of support from the advisor, student publications weighed according to time in the program will be considered.

<b>International Light Tackle Tournament Association Inc.</b>
<b>Amount Available:</b> \$2,500
The amount distributed for spending to this fund shall be used for tuition and/or research projects and/or other purposes to enable the student to pursue their graduate studies. The funds shall be awarded to aid graduate studies in Marine Science from ILLTA member countries.
<b>David Rowland Endowed Fellowship</b>
<b>Amount Available:</b> \$7,000
The amount distributed for spending to this fund shall be used for as a research fellowship in Marine Biology and Living Resources.

In addition to these awards, the Rosenstiel School may offer fellowships and scholarships that vary from year to year depending on funding.



# FINANCIAL INFORMATION

## Funding Model for MS and PhD Students

All MS and PhD students under the conventional funding model are supported by a salary and tuition, which is provided by their advisor and RSMAS. The salary in Academic Year 2018-19 is \$29,724 with a maximum of \$34,000 for PhD students, and the minimum for supported MS students is \$25,212/year. Students on Fellowships may have a different funding model.

For NSF Graduate Student Research Fellowships, the Cost of Educational allowance (currently \$12K/Yr) will be put towards tuition (\$6,250) with the rest (\$5,750) being made available to the student for research expenses, administered by the Graduate Studies Office (note that health insurance is an allowable expense for this category). Cost of Educational allowance funds can roll over from year to year, but must be used while the student is at RSMAS.

Cost of Educational Allowance Funds must be used while the student is in residence at RSMAS, but dissertation related travel can be charged up to 6 months after graduation. Capital equipment purchase must be made 6 months prior to graduation.

## Loan Funds

There are several types of student loans available through federal agencies to graduate students who are U.S. citizens. Inquiries concerning these loan funds should be directed to the [Office of Financial Assistance Services](#).

**Phone:** (305) 284-3115

**Email:** [gradprof.finaid@miami.edu](mailto:gradprof.finaid@miami.edu)

## Employment

Job opportunities are also offered by the University's College Work-Study program and other student employment programs. Inquiries concerning these work opportunities should be directed to the [Student Employment Office](#).

**Phone:** (305) 284-6641

**Email:** [ose@miami.edu](mailto:ose@miami.edu)

# GENERAL INFORMATION

## Student Organization - MSGSO

**Email:** [msgso@rsmas.miami.edu](mailto:msgso@rsmas.miami.edu)

The sponsored activities of the [Marine Science Graduate Student Organization \(MSGSO\)](#) promote a community atmosphere among students, faculty and administration rarely available at large universities. MSGSO is in charge of raising money for the Student Travel Fund (STF), as well as distributing STF points to students by providing volunteering opportunities around campus and during events. Activities of MSGSO include selling RSMAS merchandise, holding school-wide social functions, and organizing the student auction. An annual student auction may be held, in which donations are collected from businesses all over the Miami region and is the primary source of travel funding available to students through STF.

## Mail

MS and PhD students have mailboxes located in their department. This is primarily for interoffice mail and professional correspondence and journals. Personal mail and magazines should be sent to the local home address.

Outgoing business mail, in regular-sized envelopes, may be placed in one of the interoffice mailboxes located in various places around the campus. Oversized envelopes must have an account number written in the upper right-hand corner. Personal mail should not be sent through the RSMAS mail system. Call (305) 421-4101 if you need assistance.

## Office Space

Each department assigns office space to MS and PhD students. Check with your department administrative assistant regarding space, keys, furniture, telephone, etc. MPS students have a lounge and lockers.

## Security

The campus gates are open Monday through Friday from 7:30am to 6:00pm. At other times, the gate can be opened with your RSMAS student ID.

**For assistance, call Campus Security: (305) 421-4766 or (305) 710-7991.**



**University of Miami  
Rosenstiel School of Marine and Atmospheric Science  
Graduate Studies Office**

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At the U, we transform lives  
through teaching, research,  
and service.