2023 - 2024

Master of Professional Science

STUDENT HANDBOOK

ROSENSTIEL SCHOOL OF MARINE, ATMOSPHERIC, AND EARTH SCIENCE

UNIVERSITY OF MIAMI
ROSENSTIEL SCHOOL of
MARINE, ATMOSPHERIC,
& EARTH SCIENCE

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INTRODUCTION

About This Handbook

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

Student Responsibilities

It is the student's responsibility to be aware of all regulations and procedures documented in the UM, Rosenstiel, and MPS 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 Student 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 MPS Program Director. 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.

About the Rosenstiel Master of Professional Science Office

The Rosenstiel Master of Professional Science (MPS) Office is under the supervision of the Associate Dean for Graduate Studies and provides support for all Rosenstiel MPS graduate students. All questions and concerns should be directed to the MPS Office by email or phone during hours of operation from Monday-Friday, 9:00 AM-5:00 PM (hours of availability may change during official university and office closures).

Contact Information

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MPS Departments and Tracks

Atmospheric Sciences (ATM)
- Broadcast Meteorology (BME)
- Climate and Society (CS)
- Weather Forecasting (WFC)

Marine Geosciences (MGS)
- Environmental Geology (NEW Fall 2024!)

Ocean Sciences (OCE)
- Applied Remote Sensing (ARS)
- Natural Hazards and Catastrophes (NHC)

Marine Biology and Ecology (MBE)
- Marine Mammal Science (MMS)
- Tropical Marine Ecosystem Management (TME)

Environmental Science and Policy (EVR)
- Aquaculture (AQU)
- Coastal Zone Management (CZM)
- Exploration Science (ESC)
- Fisheries Management and Conservation (FMC)
- JD/MPS Dual-Degree Program (JD/MPS)
- Marine Conservation (MCO)

MPS track information is available in the UM Academic Bulletin, including an overview of the track, admission requirements, learning outcomes, curriculum, and a sample Plan of Study. Some of this information and MPS Track Coordinators are featured on the MPS website under the *Degree Tracks* tab.

ACADEMIC REQUIREMENTS

DEGREE REQUIREMENTS

The full course of study and degree requirements for master's students are specified in the [UM Graduate School Student Handbook](#). Students must read the Graduate School Student Handbook prior to the supplementary program information provided below. Due to the accelerated nature of the program, MPS students typically complete their graduate studies in 12-18 months. All MPS students must complete their graduate degree within six (6) years.

REQUIRED ONLINE COURSES

RSM 700: Research Ethics

All Rosenstiel students are required to complete the Research Ethics course (RSM 700). This online, 0-credit course is offered via the [CITI Program](#) (not Blackboard). Each fall, the MPS Office will register all new/incoming MPS students for RSM 700, provide instructions for access, and announce a deadline for completion. This course must be completed during a student's first semester in the MPS program.

Students must successfully pass **two sections**:
1. **Responsible Conduct of Research (RCR)** course series within the relevant disciplinary background (e.g., Physical Sciences)
2. **Plagiarism** course series

RSM 700 is graded as either an S (Satisfactory) or I (Incomplete) and will post to a student's academic transcript. Failure to complete this course by the communicated deadline will result in a negative hold on the student's account that will prevent them from registering for courses the following semester. Successful completion of this course is a requirement for graduation.

Sexual Assault Prevention Training

All UM graduate students are required to complete the Sexual Assault Prevention Training. This online, 0-credit is course offered via a third-party platform. This course is administered by the [Graduate School](#), not the MPS Office. Each fall, the Graduate School registers all students and provides log-in instructions and deadlines for completion. This course must be completed during a student's first semester in the MPS program. No grade is given for this course, but successful completion is a requirement for graduation.

Failure to complete the required online courses will result in a negative hold (Academic Dean hold) on the student's account, which will block the MPS Office from registering the student for courses the following semester. Receiving an "Incomplete" grade for either online course will prevent final clearance for graduation.

CREDITS

Students must complete a total of **30 graduate-level credits** in good academic standing to earn the MPS degree. Of the 30 total credits, 24 must be course credits, and two (2) must be internship credits. The remaining four (4) credits may be either course credits or internship credits.

GRADE POINT AVERAGE (GPA)

Minimum GPA

Graduate students must maintain a minimum cumulative GPA of 3.0 to remain in good academic standing with the Graduate School and university. Students' final cumulative GPAs must be a minimum of 3.0 to graduate. A low GPA may affect a student's eligibility for federal student aid and scholarships.

Non-passing grades

Non-passing grades may affect a student's cumulative grade point average and eligibility for federal student aid and scholarships.

- **Letter Grades of "D" and "F"**: These grades are not acceptable for credit hours towards the advanced degree but are included in cumulative GPA calculations. 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 student's academic record. See "Graduate Repeat Rule" in the Graduate Student Handbook (pgs. 8-9).
- **Incomplete (I) Grades:** This grade implies incomplete coursework while in passing status. Receipt of an Incomplete grade indicates the instructor's permission to complete the course after the semester ends. Coursework must be completed no longer than one (1) calendar year after the Incomplete is assigned, or before the last day of the student's final semester in the program.
- **Unsatisfactory (U) Grades:** This is a non-passing grade on a Satisfactory/Unsatisfactory grading scale. An Unsatisfactory grade is not acceptable for credit hours towards the advanced degree and is not included in cumulative GPA calculations.
- **No Grade (NG):** Instructor has not reported the student's grade.

ACADEMIC PROBATION

A cumulative GPA below a 3.0 will result in placement on academic probation and a mandatory meeting with the MPS Program Director and may result in academic dismissal. Students on academic probation will receive a letter about a potential plan for academic improvement and completion of the degree. Students on academic probation are not eligible to enroll in courses/credits graded on the Satisfactory/Unsatisfactory (S/U) scale (e.g., boating, diving, etc.) and may not commence an MPS internship or enroll in internship credits.

As the MPS Office does not have access to student financial information, students receiving financial aid are strongly encouraged to consult with 'Canes Central regarding financial aid eligibility while on academic probation.

Academic Dismissal

Academic dismissal is at the discretion of the MPS Program Director, the Associate Dean of Graduate Studies, and the Graduate School. Students whose first cumulative GPA falls significantly below 3.0 may be subject to academic dismissal. Students on academic probation for two consecutive semesters may be subject to academic dismissal. Students who do not meet the minimum requirements detailed in their first academic probation letter may be subject to academic dismissal.

Grievance Process

Students who wish to appeal their academic dismissal may do so by submitting a grievance for improper dismissal from a graduate program. The Graduate School expects an appeal to have gone through the program or department and then the school's Academic Dean prior to it being heard by the Graduate School. To file an appeal:

- A written appeal letter must first be submitted to the MPS Program Director via email.
- If the appeal is denied by the MPS Program Director, the student may then submit an appeal letter to the Associate Dean via email.
- If the appeal is denied by the Associate Dean, the student may then file a written grievance review request with the Office of the Dean of the Graduate School. The request should describe the student's allegations and should clearly identify the individuals, programs, department, school, or university agency or administration against whom the grievance is brought. The student's written grievance review request must be filed within thirty (30) days of the final determination.

Students may refer to the Graduate Student Handbook (page 14) and the Academic Bulletin ("Graduate School Grievance Guidelines" and "Graduate Student Grade Appeal Process") for more information.

GRADUATE SCHOOL POLICIES AND PROCEDURES

The UM Graduate Student Handbook provides guidelines and policies for, but not limited to:

Time to Completion (pg. 3)

All work must be completed within six (6) years for master's programs.

Full-Time Study (pg. 4)

- Students enrolled in at least nine (9) graduate (600/700-level) course credits OR one (1) MPS internship credit (800-level) during the **fall** and **spring** semesters are considered full-time students. Enrolling in less than nine (9) graduate course credits without any internship credits is considered part-time.
- Students enrolled in six (6) graduate (600/700-level) course credits OR one (1) MPS internship credit (800-level) during the **summer** semester are considered full-time students. Enrolling in less than six (6) course credits without any internship credits is considered part-time.

Transfer of Credit Hours (pg. 5)

- A maximum of six (6) graduate credit hours, with grades of "B" or above, may be transferred from another accredited graduate institution, in partial satisfaction of a master's degree requiring less than 36 credit hours.
- The student must be admitted to a graduate program at the university, submit a Petition for Transfer of Credit to the Graduate School, and provide an official transcript(s) of the work to be transferred must be on file with the Graduate Office.
- Work taken more than six (6) years prior to transfer will not be accepted. All work transferred is subject to examination by the program.
- Credit hours that pertain to or have been counted toward another degree cannot be transferred.

Graduate Grading: Scale/Quality Points (pg. 6)

- An average of "B" (3.0) is required for a graduate degree, and no "D" or "F" credit may be counted toward the degree.
- Courses graded on the alphabetic scale (A, A-, B+, etc.) are weighted to calculate GPA.
- The Quality Point average is determined by dividing the total number of quality points earned by the total number of credits attempted.
- Courses graded as Satisfactory/Unsatisfactory (S/U), Withdrawal (W), Incomplete (I), or No Grade (NG) are not calculated into the GPA. No transferred credited are calculated into the University of Miami GPA.

Continuous Enrollment (pg. 8)

Students who fail to maintain continuous enrollment during the fall and spring semesters must submit an Application for Readmission to the Graduate School by the deadline noted on the UM Academic Calendar. Students returning from a Leave of Absence (LOA) must request readmission well in advance of any deadline for readmission identified in the UM Academic Calendar. The student must contact the MPS Office in advance of registration deadlines for the intended return term. Please note that if additional college work has been completed elsewhere since the last enrollment at the University of Miami, an official transcript of this coursework will be required. Recency of credit hour rules will apply.

Ethics, Student Rights and Responsibilities (pg. 13)

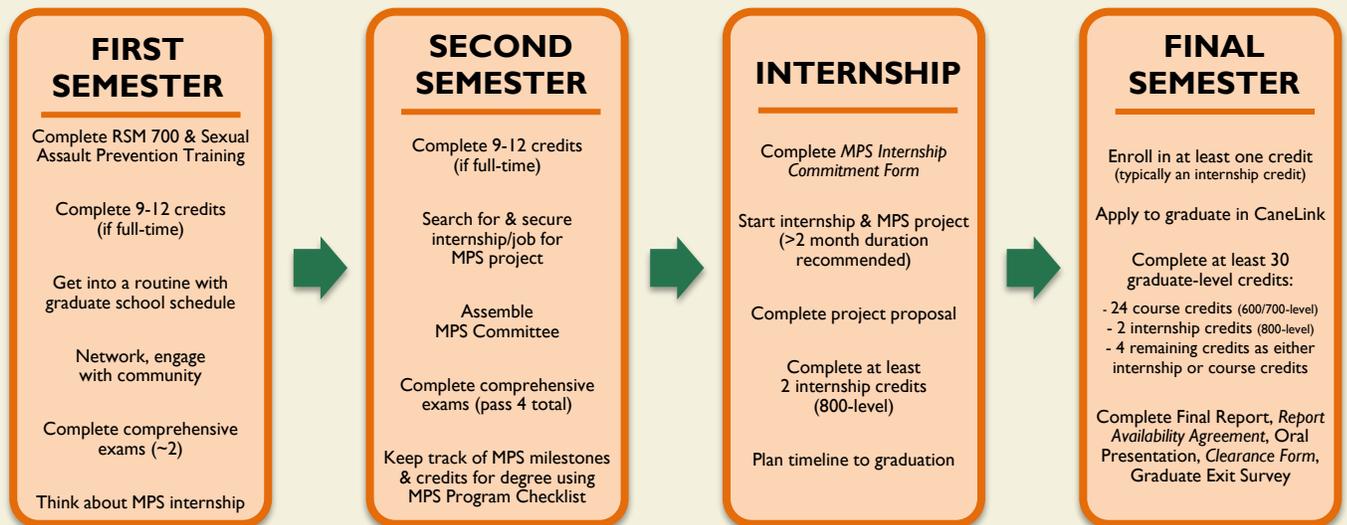Graduate students agree to abide by the Graduate Student Honor Code.

The above information summarizes commonly discussed policies enforced by the Graduate School. All Rosenstiel graduate students are responsible for reading and adhering to the full policies and procedures detailed in the UM Graduate Student Handbook and Graduate Student Honor Code.

PROGRAM REQUIREMENTS

MPS PROGRAM OVERVIEW

The schematic below represents a general overview of the typical academic pathway students follow and how the MPS degree requirements may be dispersed throughout the MPS program. Due to the flexibility of the MPS program, plans for academic study may vary. Students must acquire approval of their individual coursework and graduation timeline with their assigned Academic Advisor.

FIRST SEMESTER

Complete RSM 700 & Sexual Assault Prevention Training

Complete 9-12 credits (if full-time)

Get into a routine with graduate school schedule

Network, engage with community

Complete comprehensive exams (~2)

Think about MPS internship

SECOND SEMESTER

Complete 9-12 credits (if full-time)

Search for & secure internship/job for MPS project

Assemble MPS Committee

Complete comprehensive exams (pass 4 total)

Keep track of MPS milestones & credits for degree using MPS Program Checklist

INTERNSHIP

Complete *MPS Internship Commitment Form*

Start internship & MPS project (>2 month duration recommended)

Complete project proposal

Complete at least 2 internship credits (800-level)

Plan timeline to graduation

FINAL SEMESTER

Enroll in at least one credit (typically an internship credit)

Apply to graduate in CaneLink

Complete at least 30 graduate-level credits:
- 24 course credits (600/700-level)
- 2 internship credits (800-level)
- 4 remaining credits as either internship or course credits

Complete Final Report, *Report Availability Agreement*, Oral Presentation, *Clearance Form*, Graduate Exit Survey

MPS PROGRAM CHECKLIST

The MPS Program Checklist is a helpful resource for students to navigate and track the completion of their program milestones and degree requirements during their time in the MPS program. Students are encouraged to use this as a personal guide. The MPS Office does not require students to submit their checklist for graduation clearance. The checklist includes the following items:

✓ Submit admissions items listed in Acceptance Packet
✓ Complete and pass RSM 700: Research Ethics (online course)
✓ Complete and pass Sexual Assault Prevention Training (online course)
✓ Complete and pass 30 total graduate-level credits in good academic standing
  o Minimum of 24 course credits
  o Minimum of two (2) internship credits
  o Four (4) remaining credits to be used as either course credits or internship credits
✓ Maintain cumulative 3.0 GPA and no grades below a C-
✓ Complete and pass comprehensive exams (4)
✓ Review MPS Internship Prerequisites
✓ Submit *MPS Internship Commitment Form* and one-page summary
  o If applicable:Review the International Travel Checklist
✓ Submit MPS Project Proposal
✓ Apply for graduation in CaneLink
✓ Address graduation pre-clearance (facilitated by MPS Office)
✓ Check CaneLink for holds
✓ Submit MPS Final Report and *Report Availability Agreement* (RAA) Form

- ✓ Deliver Oral Presentation
- ✓ Complete Graduation Exit Survey
- ✓ Submit *Clearance Form*
- ✓ Pass final graduation clearance (facilitated by MPS Office and the Graduate School)

MPS MILESTONES

Comprehensive Exams

Students must successfully pass **four (4) comprehensive exams** during their time in residence. Comprehensive exams will be written and will be based on core course content. The overall evaluation for all four comprehensive exams is cumulative.

The MPS Director will collect the exam grades from course instructors at the end of each term and provide students with their Comprehensive Exam Final Report via email upon completion of the final comprehensive exam(s). Contact the MPS Director via email if you have completed and passed all four comprehensive exams but have not received your final report.

Students typically complete all comprehensive exams during their first two semesters of coursework in the MPS program. Students decide how they want to distribute these exams during their time in residence (e.g., complete 3 exams in the fall and 1 in the spring, or complete 2 in the fall and 2 in the spring, etc.). Students select the courses for which they would like to take the comprehensive exam, but not all courses qualify (e.g., *Research Ethics, Scientific Small Boating or MOCC, Research Diving*). To take a comprehensive exam:

- Check the course syllabus to see if a comprehensive exam will be offered.
- If not listed in the syllabus, consult with the course instructor in a timely manner to determine whether their course offers a comprehensive exam.

Once a student requests to complete a comprehensive exam for a course, the student is committed to this request and must complete that exam; the student cannot rescind this request. In the event of a failure, a student may be re-examined at the instructor's discretion, or choose a different course's exam.

Students who require testing accommodations must notify the [Office of Disability Services](#) (ODS) by the established deadlines on their website.

Internship

Students are expected to complete an internship with an independent scientific project in collaboration with an approved agency, institution, or business, culminating in a Final Report and Oral Presentation. The goal of the internship phase of the program is to give students practical knowledge of their field of interest, while also teaching them skills to commence their professional career. Students choose the host organization, location, modality (in person, remote, or hybrid), and duration (>2 months) of their MPS internship.

Students must register for at least one (1) MPS internship credit per semester in which they are involved with the internship project. Students are responsible for seeking out and obtaining their own internships. The MPS Office offers support and resources throughout the year.

Internship Project

Students are required to complete a comprehensive, graduate-level internship project that demonstrates the skills gained during their time as an MPS student and an intern. Students will collaborate with their host organization and committee members to develop their project and determine a project timeline. The project may be either non-hypothesis-based or hypothesis-based, pre-determined by the host organization or developed in collaboration with the student.

Internship Organization Eligibility

Internship organizations can be national or international agencies, private corporations, non-governmental organizations (NGOs), or foreign governments. For internships with associated travel outside of the continental U.S., students must consult the **International Travel Checklist** and complete the International SOS travel details eight (8) weeks prior to departure.

Internships can be paid or unpaid by the organization, or students can complete the internship by formal participation in a university-sponsored program at any institution of higher education. Students may also complete the internship requirement by obtaining a part- time or full-time job that allows them to lead a project that can be used for their Final Report and Oral Presentation.

Minimum Requirements to Start an Internship
- ✓ Submission of all admissions items listed in Acceptance Packet
- ✓ Completion of RSM 700: Research Ethics
- ✓ Completion of Sexual Assault Prevention Training
- ✓ Completion of at least 12 graduate-level course credits in good academic standing
- ✓ Maintain a minimum cumulative GPA of 3.0 and address Incompletes (I), No Grades (NG), and all grades below a C- and/or a GPA below a 3.0
  - o A mandatory meeting with the course instructor and the MPS Director is required.
  - o **Students on Academic Probation are not eligible to enroll in internship credits**, as they are graded on the Satisfactory/Unsatisfactory (S/U) grading scale.
- ✓ Obtain approval from Committee Chair <u>and</u> the MPS Program Director
  - o Permission to begin an internship is indicated by obtaining signatures on the *MPS Internship Commitment Form*

Internship Committee

Students should begin assembling their internship committee at least two (2) weeks before beginning their internship. All MPS students must have a graduate committee of at least two (2) members:

1) A Committee Chair from the Rosenstiel School faculty
2) One outside committee member, who is typically the student's direct supervisor at the internship host organization

Each committee member should be an expert in the topic of their MPS internship project culminating in the Final Report and Oral Presentation.

If a student is completing an internship under the direct supervision of a Rosenstiel School faculty member who is also serving as the Committee Chair, this person must be indicated as the "Internship Supervisor" on the *MPS Internship Commitment Form*. In this case, the student must invite a second individual to serve as a committee member, as all MPS students need a <u>minimum of two (2) people</u> serving on their committee.

Students may add 1-2 additional committee members beyond the required two if deemed necessary. Active students at any institution (MS or PhD) <u>may not serve</u> as committee members.

Committee Roles and Responsibilities

<u>**Committee Chair**</u>
The Committee Chair must be an individual invited from the Rosenstiel School faculty. This person can be *different* from the student's assigned Academic Advisor and should be an expert in the student's MPS project topic. The Committee Chair acts as a resource to the student regarding career guidance and development of the internship project, Final Report, and Oral Presentation. The Committee Chair is the authority on deciding if the scope of the proposed project is satisfactory for the graduate degree. Students should identify their Committee Chair at least two (2) weeks before beginning their internship.

Internship Supervisor

The Internship Supervisor is typically the student's direct supervisor at the internship host organization. The Internship Supervisor is expected to oversee the daily responsibilities of the student during their internship. They are also expected to help define the scope of the project, assist with project development and execution, and assure that the project meets the organization's expectations, outcomes, and objectives.

All Committee Members

All committee members are expected to maintain regular communication with the student while participating in the internship to ensure progress and compliance with the expectations of the MPS program, university, and host organization. All committee members must review and approve the student's Project Proposal, Final Report, and Oral Presentation in a timely manner and attend the student's oral presentation during the student's last semester in residence.

Any problems that may arise with the internship that cannot be resolved by the committee should be brought to the attention of the MPS Office immediately.

MPS INTERNSHIP FORMS AND DOCUMENTS

Students must complete and submit all MPS internship forms and documents within the communicated deadlines as part of their program requirements for the MPS degree. All forms, templates, and documents can be located on the MPS website on the *Forms, Guidelines, and Handbooks* webpage and must be submitted to mps@earth.miami.edu for processing. If a student needs an extension on submitting any of these documents, they must contact the MPS Office via email as early as possible for consideration.

Forms, templates, and other documents are subject to change periodically based on program and university updates. Students will be notified of any updates and are responsible for using current versions of the forms and templates. The office will not accept outdated forms. To prevent this, students are encouraged to download documents from the MPS website at the time of completion and are responsible to apply any document updates between the time of download and submission.

MPS Internship Commitment Form and One-Page Summary

Commitment Form
The *MPS Internship Commitment Form* solidifies the student's committee and internship host organization and is due *two (2) weeks before commencing an internship*. The student and all committee members must read and acknowledge the information on this form by applying their signatures. All signatures must be collected on the same document.

One-page Summary
Students must meet with their committee members to draft a one-page outline summarizing the student's proposed project highlighting the timeline, goals, expectations, and objectives of the MPS internship project. The summary can be written in paragraph or bullet-point format. Students must attach the summary to the *MPS Committee Internship Commitment Form* in PDF format.

International Travel Checklist
If the student's internship will take place outside of the continental U.S., they must refer to the International Travel Checklist at least *eight (8) weeks before departure*. This step ensures that students are assessing their international travel risk, obtaining authorization for travel to countries or regions with travel advisories, obtaining program and financial approvals, booking travel and medical appointments, registering their itineraries with International SOS, etc. Students do not need to submit this checklist to the MPS Office but are responsible for the information to be in compliance with the University of Miami's International Travel Policy.

Project Proposal

A detailed synopsis of the internship project is required as a formal proposal no later than *one (1) month after the internship start date*. Templates and guidelines are available on the *Forms, Guidelines, & Handbooks* webpage under "Proposal and Report Writing Resources." All committee members must review, edit, and approve of the student's proposal by providing their signatures on the title page of the document. Completed proposals must be submitted to the MPS Office (mps@earth.miami.edu) in PDF format.

Final Report and Report Availability Agreement (RAA)

Final Report

The Final Report is due during a student's *final term in the program before the semester ends*. The Final Report is not a summary of involvement in the internship, but rather, a graduate-level comprehensive paper detailing the process and results of the internship project. Templates and guidelines are available on the *Forms, Guidelines, & Handbooks* webpage under "Proposal and Report Writing Resources." Copies of the final, approved report should be distributed as follows:

- One electronic copy with the fully signed title page (PDF format only) submitted to the MPS Office
- One electronic copy to each member of the student's committee.
- One electronic copy to the internship host organization at their request.

Report Availability Agreement (RAA)

The *Report Availability Agreement (RAA)* form is required to finalize report submissions to the university's scholarly repository, Scholarship@Miami, and the Rosenstiel School Library. This portal preserves and provides access to selected research and scholarly works prepared by faculty, students, and staff of the University of Miami.

Report Availability Agreements must be submitted at the *same time as the submission of the Final Report*. This document must be submitted as a separate PDF attachment, not merged to the student's Final Report document. Students must discuss with their Committee Chairs and Internship Supervisors which availability option should be selected for their Final Report. All signatures must be collected on one form.

Oral Presentation

All students are required to deliver an oral presentation with a visual component in the *final semester of their program*. This is a professional scientific presentation based on the contents of their MPS project as written in their Final Report.

Students must deliver their presentations within a 20-minute timeframe. This duration includes 15 minutes to present and five (5) minutes for a question-and-answer session from the committee and other attendees at the end of the presentation. All presentations must include a visual component (e.g., PowerPoint, Prezi, etc.) and may not be scheduled until all committee members have edited at least one draft of the Final Report. The PowerPoint (or equivalent) must be reviewed and edited by the Committee Chair, and all committee members must attend the presentation either in person (i.e., on the Rosenstiel campus) or virtually (i.e., Zoom).

MPS Symposium

The MPS Office hosts a symposium at the end of every fall and spring semester for graduating students. Students are provided with information and instructions once they have submitted their application for graduation in CaneLink and the graduation application period closes for the semester. Once provided with instructions by the MPS Office, students must consult with their committee to choose an available date and time offered to participate in the symposium. All committee members must be present for their students' presentations. The Rosenstiel community is invited to attend this event, and students may extend invitations to external welcomed guests.

Private Presentations

Depending on the nature of the research, students may be required by their committee to deliver their presentation independently in a private setting. This is true for students with projects containing confidential information that may not be shared publicly. Exceptions to participation in the symposium must be approved in advance by the MPS Program Director and Committee Chair of the student's committee. Students must give one-month advanced notice (via email) to the MPS Program Director if they cannot participate in the symposium. Students who are excused from participation in the MPS Symposium are still required to host an oral presentation for all members of their committee before the last day of their final semester in the program.

Independent Presentations

Students graduating in the summer or those with projects of a confidential nature must deliver an independent presentation before the last day of their graduating semester. The MPS Office does not host a symposium during the summer semester. Therefore, students must consult with their committees to schedule and organize their presentation on a date that all committee members can attend. Students are responsible for creating their own virtual event and/or reserving a room on campus.

Students must notify the MPS Office *one month before the last day of their final semester* of their intent to deliver an independent presentation. Students will then be given instructions to set up their virtual meeting or reserve a room on campus and prompted to provide information for the MPS Office to create their presentation announcement.

Graduation Exit Survey

The Graduation Exit Survey is an online Qualtrics survey due the *last week of a student's final semester*. This provides students the opportunity to provide alumni forwarding information, share honest and constructive feedback about their student experience and the program, and offer suggestions for future improvement. Students are encouraged to take their time to fill this out thoughtfully within the last two (2) weeks of their program. The link to the survey is included in the *Clearance Form*.

Clearance Form

Students must complete and submit the *Clearance Form* to the MPS Office during the *last week of their final semester*. This form confirms that the student does not owe any money, equipment, books, or other debts to offices at the Rosenstiel School. All students must complete this form regardless of ever utilizing the services or resources from the listed offices. This form also requires students to turn in their 'Cane Card (student ID), which will revoke access to campus and university resources.

Students must contact each office listed on the form in the order that they appear to collect the respective signatures before submitting the form to mps@earth.miami.edu. The MPS Office will sign the form last after the student has completed the Graduation Exit Survey and returned any borrowed equipment or lockers from the MPS lounge. Students are encouraged to email this form to the respective offices to collect digital signatures; students are not required to return to campus to collect handwritten signatures. All signatures must be collected on one form.

> To be in good academic standing with the MPS Office and cleared for graduation, students must complete and submit the required internship forms and documents to the MPS Office within the aforementioned deadlines. If students have any issues completing these forms, they are encouraged to contact the MPS Office for assistance.

ACADEMIC ADVISING AND COURSE REGISTRATION

ACADEMIC ADVISOR

Students will be assigned an Academic Advisor before their first semester in residence. The advisor will hold an appointment in the department representing each student's MPS track. During the academic advising periods for each semester, the student and the Academic Advisor will establish the curriculum to be followed, based on the student's personal and professional goals and MPS track requirements. The role of the Academic Advisor is to:

- Offer guidance regarding university and track policies and expectations, coursework, program details, and graduation requirements
- Suggest coursework and approve the *Course Request Form* for every semester the student is registered in the program and *Add/Drop Form* for schedule changes
- Act as a resource for initial career guidance and selecting appropriate internships
- Share relevant advice, resources, and contacts in their professional network

COURSE REGISTRATION

All graduate students must register for enrollment (part-time or full-time) every fall and spring semester in their graduate program to maintain continuous enrollment. Students are not required to register during the summer by the Graduate School. However, if an MPS student is commencing their internship, or is involved in any aspect of their internship project, they must register for at least one (1) MPS internship credit. Students must be registered for the final semester that they intend to graduate to maintain "active student" status. Active student status is achieved by enrolling in a minimum of one (1) graduate-level credit. This credit can be either an internship or a course credit. Students cannot apply to graduate if they are not registered during their final semester in the program.

The MPS Office performs all academic registration processes for MPS students (e.g., adding/dropping courses and credits). Students are not permitted to self-register for classes, and an Academic Advising hold is placed on every student's account to prevent unauthorized changes. Written approval from a student's Academic Advisor via a signature on a *Course Request Form* or *Add/Drop Form* is required for adding/dropping any course(s). Some courses may require instructor permission, and the student must submit written approval from the course instructor to registration@earth.miami.edu. Graduate courses offered outside of the Rosenstiel School must be approved in advance by the student's Academic Advisor, the course instructor, and the MPS Program Director. Students can access registration forms (i.e., *Course Request Form, Add/Drop Form*) and course schedules on the MPS website under the *Registration Resources* webpage.

Students are responsible for regularly checking their CaneLink to confirm their enrollment in their requested course(s) and credits each semester. Students must review their schedules in CaneLink after each registration change. If a student believes there is an error, they must notify the Rosenstiel Graduate Registration Team immediately via email (registration@earth.miami.edu).

Students must adhere to internal registration deadlines communicated by the MPS Office as well as the deadlines outlined by the University Registrar in the UM Academic Calendar. These deadlines are important for add/drop dates, financial aid and tuition waivers, track priority course registration, tuition reimbursements from dropped courses, etc.

HOLDS

Holds can be placed onto students' accounts for various reasons. Some serve as identifiers that show students belong to specific groups and do not impact students negatively (e.g., International Students, Veterans Affairs, etc.), while others prompt action and may prevent students from registering, ordering transcripts, and receiving diplomas. Students are responsible for regularly checking their CaneLink to remedy any negative holds that may be applied. It is the students' responsibility to take the required actions to prevent and/or remove such holds so they avoid any negative consequences.

Academic Advising Hold

The Academic Advising hold is administered by the MPS Office and remains on a student's account throughout their time in the program until graduation. This hold blocks enrollment activity (adding/dropping courses/credits) and is intended to prevent unauthorized changes to a student's schedule, and changes that could affect a student's tuition bill and/or full-time/part-time student status. The MPS Office has access to remove and apply this hold around registration periods. However, other UM offices and Academic Advisors do not have the authority to remove this hold.

Negative Holds

Negative holds like Financial, Academic Dean, Social Security, Financial Responsibility etc., are applied by other university offices and may affect other student services (e.g., blocking access to transcripts, release of diploma, etc.). Instructions for removing holds can be found through CaneLink by clicking on the hold. **The MPS Office does not have the authorization to lift these holds.** Failure to remove negative holds administered from offices outside of the MPS Office will block enrollment activity on your account (adding/dropping courses/credits), and other functions including readmission to the Graduate School and graduation. Visit the 'Canes Central FAQ page about holds for instructions to view and release holds.

GRADUATION

To be considered for the conferral of the MPS degree, students must apply for graduation in CaneLink during the assigned application period each fall and spring semester. The application period for graduation opens once in the fall for fall graduation (December) and once in the spring for both spring (May) and summer (August) graduation. Students must apply during the application period in CaneLink. Deadlines and dates are published in the UM Academic Calendar.

Once a student successfully applies to graduate in CaneLink during their final semester in the program, the MPS Office will conduct a graduation pre-clearance process. This confirms that graduation applicants will have satisfied the MPS degree requirements (e.g., earned credits, GPA, milestones, paperwork, etc.) by the last day of their final semester. The graduation pre-clearance process is detailed in the MPS Program Checklist.

GRADUATION PREREQUISITES AND APPLYING TO GRADUATE

Graduation Prerequisites

To qualify for graduation during the final semester they intend to graduate, students must:
- Be registered for at least one (1) graduate-level credit to maintain active student status during their final semester in the program
- Apply to graduate in CaneLink within the designated application period(s) outlined in the UM Academic Calendars. Notifying the MPS Office of their intent to graduate will not suffice or substitute the graduation application required in CaneLink
- Be on track to earn a minimum of the following by the last day of their final semester:
  - 30 credits (including a minimum of 24 graduate-level courses and a minimum of 2 MPS internship credits) for the advanced degree
  - 3.0 cumulative GPA
- Anticipate completing all MPS degree requirements before the last day of their final semester

Graduation Application

The application periods for graduation opens once in the fall and spring semesters according to the UM Academic Calendars (dates subject to change by the Office of the Registrar):

- **Fall graduation** (December): application period open from September to October
- **Spring graduation** (May): application period open from February to March
- **Summer graduation** (August): application period open from February to March.

There is no separate summer graduation application period. ***Summer graduates must apply for graduation during the spring semester***. Students must email the MPS Office immediately if they missed the graduation application deadline and did not submit an application in CaneLink. Students who miss the graduation application deadline will not be permitted to participate in the UM Commencement Ceremony.

GRADUATION PRE-CLEARANCE PROCESS (MPS OFFICE)

Students who apply to graduate will have their file reviewed by the MPS Office to ensure that all degree requirements will be completed by the end of the student's final semester in the program. The MPS Office will email students directly to identify which milestones and degree requirements are complete/incomplete with a personalized checklist. This itemized checklist contains a list of items to review and complete to be in good standing with the program and satisfy the graduation requirements. Students who apply for graduation but fail to complete the requirements by the last day of their final semester in the program will not be cleared to graduate.

Graduating students will receive two pre-clearance notices from the MPS Office: a first notice after the graduation application period closes and a final notice after final semester grades are released. While awaiting these notices, students are highly encouraged to navigate their program milestones and degree requirements with the [MPS Program Checklist](#).

Students who apply for graduation but fail to complete the requirements by the conclusion of the pre-clearance process may be subjected to the following actions by the Graduate School:

- Delay graduation to a future term
- Apply for readmission to the Graduate School
- Register for an additional internship credit

It is at the discretion of the Graduate School which actions are taken when your degree requirements are completed, and your student file is submitted for final review.

GRADUATION CLEARANCE (UM GRADUATE SCHOOL)

Once a student is cleared by the MPS Office, the MPS Office will submit the student's file in a batch to the Graduate School for the final graduation clearance. Once the Graduate School approves a student's file, their office will notify the Office of the University Registrar to post the student's degree and release the diploma. The MPS Office will notify students when their files are under review by the Graduate School and when their degrees have been awarded.

Diploma release can occur up to three (3) months after the student's file is sent to the Graduate School. Any delayed completion of degree requirements by the student will result in the delay of graduation clearance process, therefore, delaying the release a student's degree/diploma.

GRADUATION CEREMONIES

Students are invited to participate in celebratory graduation events at the end of their final semester in their graduate program. Participation in these ceremonies is not an indication of successful completion of the MPS program, nor does it indicate the degree was awarded by the Graduate School. The Commencement Ceremony at the Coral Gables campus and the Convocation Ceremony at the Rosenstiel School campus are optional celebratory events and do not confirm conferral of students' graduate degrees.

Students will complete their RSVP for the UM Commencement Ceremony and can order graduation regalia during the graduation application process. If a student would like to walk in a Commencement Ceremony before or after their graduation date, they must complete a [Participant Form](#) during the outlined deadlines. More information about Commencement can be found on the [Commencement Office's website](#). Students who apply to graduate will receive an invitation via email from the Graduate Studies Office (GSO) to participate in the Rosenstiel Convocation Ceremony.

DEFERRING GRADUATION TO A FUTURE TERM

If a student will not complete the MPS degree requirements by the last day of the semester they intend to graduate, they must email the MPS Office to review their options. Students should consult with their committee to determine if deferring graduation to a future term is recommended. If the student chooses to defer graduation:

- **From fall to spring OR summer to fall**: The student must contact the MPS Office immediately to notify the staff of their decision to defer graduation. The MPS Office will contact the Office of the Registrar to request that the student be removed from the graduation list. Once approved, the student must register for the next semester before the last day to register/add a class for that term and apply to graduate again in the following semester (even if they applied to graduate in a past semester).
- **From spring to summer**: The student must contact the MPS Office immediately to notify the staff of their decision to defer graduation. There is no application period during the summer term, so the MPS Office must contact the Office of the Registrar to request to move the student from the spring to summer graduation list. The student must register for the summer semester before the last day to register/add a class that term.

Contact Chelsea Begnaud at clb240@miami.edu with any questions or concerns regarding graduation.

STUDENT RESOURCES

MPS PROGRAM RESOURCES

MPS Milestone Meetings

The MPS Office hosts monthly Milestone Meetings throughout the fall and spring semesters. These meetings are structured to guide students through their accelerated graduate program by providing program updates, deadlines, reminders, etc., that are relevant to all students during the various stages of their graduate studies. The information is delivered through this format to benefit students by helping them achieve success, prioritize milestones, remain on track with completing degree requirements, and reduce stress by providing information in digestible increments.

Attendance is expected for all active, enrolled students. If a student cannot attend a meeting, they are still responsible for reviewing/completing any materials discussed during the meetings.

MPS Office Drop-In Hours

The MPS Office offers drop-in hours during specified times throughout the academic year. The purpose of this service is to allow students the opportunity to have their questions or concerns addressed quickly in the MPS Office or via Zoom. Participation does not require an appointment, but there may be a queue that requires students to wait to for a meeting. The waiting room allows the MPS Office staff to keep conversations private and focused on the individual.

Students are welcome to discuss topics such as: coursework, tips for adjusting to graduate school, program timelines, professional/personal goals, professional development, degree requirements, internship credit distribution, graduation, program suggestions, conflicts or concerns or anything else that may be on their mind. Students may schedule individual appointments with staff outside of advertised drop-in hours to allow for longer discussions.

ROSENSTIEL CAMPUS RESOURCES

Rosenstiel School Campus Safety

The Rosenstiel School Campus Safety Department provides a safe and secure environment for all members of our campus community. Operating 24 hours a day, 365 days a year, the Rosenstiel School Campus Safety Department is composed of a highly dedicated and passionate team of professional (non-sworn) Campus Safety Officers. In addition to department staff, each student, employee, and visitor plays a critical role in ensuring the safety and security of the community by reporting suspicious or unusual activity immediately to the Campus Safety Department.

Email: campussafety@earth.miami.edu
Cell: 305-710-7991 (Primary; emergency number)
Office: 305-421-4766 (Secondary)
Website: https://www.earth.miami.edu/about-us/administration/campus-safety/index.html
Other Relevant Links:

- *Campus Parking* – Parking information and application for parking permits
- *Hurry 'Canes Shuttle – Rosenstiel Shuttle Schedule*
- *UM Parking & Transportation*

Rosenstiel Computing Services (RCF)

The University of Miami's Information Technology (UMIT) department provides the Rosenstiel School Computing Facility (RCF) to support research and administrative computing for faculty, students, and staff at the Rosenstiel School campus. We provide standard network services, machine room space, and computer support for a variety of networked desktop, workstation, and server-class computers which are used for graduate student education, research, and administration.

Email: rcf-support@rsmas.miami.edu
Phone: (305) 421-4028
Website: https://www.earth.miami.edu/about-us/administration/information-technology/
Other Relevant Links:

- *UM Information Technology (UMIT)*
- *New to UM - Access Systems by Your Role*
- *Services and Products*

Rosenstiel Diversity, Equity, and Inclusion Committee (DEIC)

The Diversity, Equity, and Inclusion Committee (DEIC) is charged with promoting an environment in which every member of the Rosenstiel community is valued and developing the appropriate programs to fulfill the commitment to caring for the diverse faculty, staff, and student bodies. The committee enhances awareness in the Rosenstiel community on diversity, equity and inclusion issues toward eliminating biases resulting from gender, ethnicity or sexual orientation.

Email: diversity-committee@earth.miami.edu
Website: https://diversity.earth.miami.edu/index.html
Other Relevant Links:

- *UM Standing Committee on Diversity, Equity, and Inclusion*

Rosenstiel Facilities & Operations

Students can contact Rosenstiel Facilities & Operations regarding their 'Cane Card, large spills or issues in the MPS lounges, or put in work orders for campus-sponsored events (if affiliated with a student organization/committee and permission is granted by a UM staff or faculty member).

If students lose or damage their 'Cane Card, they must make an appointment with the Rosenstiel Facilities & Operations Office as soon as possible. Students must have their 'Cane Card on their person at all times while on university property. Students must return their 'Cane Card to this office during the final week of their last semester in the program.

Email: facilities@earth.miami.edu
Phone: 305-421-4066
Website: http://fo.fop.miami.edu/about/our-team/our-zones-and-shops/rosenstiel/rsmas/index.html
Submit Service Requests: https://miami.webtma.com

Rosenstiel School Library

The Rosenstiel School of Marine, Atmospheric, and Earth Science Library's mission is to serve, support, and enhance the teaching, learning and research of the Rosenstiel School community. The Rosenstiel School Library carries out this mission by providing their patrons with a place for group and individual study and discovery; by teaching users research skills and techniques; and by acquiring and maintaining collections and resources pertinent to the needs of the Rosenstiel School community.

Email: rsmaslibrary@miami.edu
Website: https://www.library.miami.edu/rsmaslib/
Other Relevant Links:

- *University of Miami Libraries*
- *UM Scholarly Repository*
- *Data & Visualization Services*
- *GIS Resources*
- *Writing Center*
- *UPrint*

Rosenstiel Outreach

The Rosenstiel School of Marine, Atmospheric, and Earth Science Outreach Program works in tandem with faculty to bridge the University to the general public and all of the communities of South Florida. Outreach at the Rosenstiel School aids faculty with science proposals and with synergetic partnerships with science museums and South Florida school districts.

Email: heidi.vanbuskirk@earth.miami.edu
Website: https://www.earth.miami.edu/community-and-giving/outreach/index.html

UNIVERSITY OF MIAMI RESOURCES

Academic Resources

Camner Center for Academic Resources

The Camner Center offers a multitude of resources for every constituent of the UM community: students, parents, faculty, staff, and administrators. Their goal is to provide resources to help promote success and advance potential. The Center houses the Office of Disability Services (ODS) and offers tutoring services and appointments with learning specialists.

Contact Information: https://camnercenter.miami.edu/contact-us/index.html
Website: https://camnercenter.miami.edu/index.html

Dean of Students Office

The mission of the Dean of Students Office is to cultivate the intellectual, social, emotional, spiritual, and ethical development of students at the University of Miami by providing and overseeing a range of programs that create an optimal living and learning environment. Their programs and services include student support, student conduct, Honor Council, and more.

Contact Information: https://doso.studentaffairs.miami.edu/about/contact/index.html
Website https://doso.studentaffairs.miami.edu/index.html
Other Relevant Links:

- 🤙 *Report a Concern*
- 🤙 *Veterans Resource Center*
- 🤙 *Sexual Misconduct Resources*

The Graduate School

The Graduate School is the central advocate for campus-wide graduate programs and provides strategic leadership for growth and quality. Furthermore, the Graduate School is a resource for graduate students, providing guidance for program offerings, admissions guidelines, dissertation editing and electronic submission, and career preparation.

Contact Information: https://www.grad.miami.edu/about/contact-us/index.html
Website https://www.grad.miami.edu/index.html
Other Relevant Links:

- 🤙 *Policies and Forms*
  - *Petition for Transfer of Credit*
  - *Petition for Leave of Absence*
  - *Application for Readmission to the Graduate School*
  - *Application for Time to Degree Extension*
- 🤙 *Graduate Student Handbook*
- 🤙 *Student Rights and Responsibilities Handbook*
- 🤙 *Graduate Student Honor Code*
- 🤙 *Academic Integrity*

Human Subjects Research Office (HRSO)

The Human Subject Research Office (HSRO) provides administrative support to UM's Institutional Review Boards (IRBs). The UM IRBs review all human research conducted under the auspices of the University of Miami (UM). The UM IRBs are composed of faculty and staff from both UM, as well as representatives from the local community. Priority is placed on having diversity of membership in gender, race, ethnicity, and sufficient representation of both scientific and non-scientific expertise.

The function of the IRBs is to ensure adherence to all federal, state, local, and institutional regulations concerning the protection of human subjects in research. All human research conducted by UM faculty, staff, and students must receive IRB review and approval prior to commencement. Rosenstiel students who plan to conduct research involving human subjects must first go through the IRB process.

Phone: 305-243-3195
Email: hsro@miami.edu
Website: https://hsro.uresearch.miami.edu/index.html
Other Relevant Links:

- 🤙 *HSRO Virtual Office Hours*

International Student and Scholar Services (ISSS)

The International Student and Scholar Services Office (ISSS) facilitates enrollment, retention, and graduation for international students and ensures successful experiences for international scholars (faculty and researchers) by providing information, services, acclimation, and culturally relevant activities.

Contact Information: https://isss.miami.edu/about/isss-team/index.html
Website: https://isss.miami.edu/

Office of Academic Advancement (OAE)

The Office of Academic Enhancement (OAE) fosters a community of support for students that emphasizes academic excellence, campus engagement, and professional development with a core focus on serving underrepresented and first-generation populations. The OAE introduces students to campus resources, advocates for and mentors students, and connects students with faculty and campus partners.

Contact Information: https://www.oae.miami.edu/about-us/contact-us/index.html
Website: https://www.oae.miami.edu/

Office of Disability Services (ODS)

The Office of Disability Services provides academic accommodations and support to ensure that students with disabilities can access and participate in the opportunities available at the University of Miami. Students can request accommodations on their website.

Website: https://camnercenter.miami.edu/disability-services/index.html

Office of the University Registrar

The Office of the Registrar is charged with the overall responsibility for activities relating to course registration, students' academic records, course scheduling and enrollment and academic systems maintenance.

Contact Information: https://registrar.miami.edu/general-information/contact/index.html
Website: https://registrar.miami.edu/index.html
Other Relevant Links:

- *Academic Calendars*
- *Academic Bulletin*
- *Veterans Services*

Ombudspersons and University Troubleshooters

The Ombudsperson and University Troubleshooter program was established to open channels of communication between students and the University community by providing an identifiable person to listen to student concerns. Their objective is to connect students to faculty and administrators who will listen, answer questions, interpret policies/procedures, and provide guidance on the appropriate steps to consider for a resolution. The Ombudsperson for Rosenstiel Graduate Programs is Dr. Brian Soden (bsoden@miami.edu).

Website: https://ombuds.studentaffairs.miami.edu/who-can-help/meet-the-ombudspersons/index.html

Toppel Career Center

The Toppel Career Center helps students along their path to career success. They offer resources to help students solidify their interests or skills, prepare for interviews, or make connections that will benefit their career. While geared towards serving the undergraduate population at UM, graduate students may find resources focused on resume, cover letter, and interview preparation helpful. Students can also take advantage of their professional headshot photo booth, career services platform called Handshake, identity-based resources, and more.

Website: https://hireacane.miami.edu/index.html

Diversity, Equity, and Inclusion Resources

LGBTQ Student Center (LGBTQIA+)

The Center provides a **H**olistic approach to **E**ducating and creating **A**wareness around issues of gender, sexuality, and identity using **R**estorative practices that **T**ransform (H.E.A.R.T.) the lives of our students and the greater Miami community. There are numerous ways for students to get involved, including the IBIS Mentorship program, the IBIS Ally Network, GradOUT, and various volunteer opportunities.

Contact Information: https://lgbtq.studentaffairs.miami.edu/about-us/contact-us/index.html
Website: https://lgbtq.studentaffairs.miami.edu/

Office of Multicultural Student Affairs (MSA)

The Office of Multicultural Student Affairs (MSA) strives to coordinate services and programs that challenge, motivate, and support ethnically diverse students in their development at the university. They also seek to bring issues of diversity and multiculturalism to the foreground of campus conversation by sponsoring programs that celebrate cultural differences and highlight similarities that connect people. They hope to engage in dialogue regarding issues of personal and collective notions of race, ethnicity, and culture while providing a safe and supportive environment for students to freely share their thoughts.

Contact Information: https://msa.studentaffairs.miami.edu/about/contact-us/index.html
Website: https://msa.studentaffairs.miami.edu/

Financial Resources

'Canes Central

'Canes Central is where students can access core business operations—registration and records, student accounts, billing and payment, and financial aid—in an easy, efficient, and centralized way. Students can search for information and FAQs under the "Get Help With…" search engine, open a virtual ticket by Submitting a Case, walk in, schedule an appointment, or contact their office by phone. The MPS Office does not have access to student financial information.

Contact Information: https://canescentral.miami.edu/contact/index.html
Website: https://canescentral.miami.edu/index.html

Graduate Professional Financial Assistance

Students can locate and submit a Loan Revision Request Form if their financial situation changes (e.g., registering for more courses/credits after loan disbursement).

Website: https://grad-prof.miami.edu/resources/index.html

Office of Student Accounts

The Office of Student Accounts provides all financial information of a student's account during their enrollment at the University of Miami. They are responsible for billing, payments and account adjustments, issuing student refunds, and distributing student educational tax data.

Website: https://osas.miami.edu/index.html
Other Relevant Links:
- *Tuition and Fees Information*
- *Cost of Attendance*
- *Fee Descriptions*
- *Wellness Center Fee Waiver*
- *Health Insurance Waiver*
- *Tuition Drop/Withdrawal Credit Schedule* *("Tuition Refund Schedule")*

Student Employment (Job X Portal)

To identify job opportunities that best fit student interests, skills, and class schedules, search for part-time jobs on **JobX**, the University's student employment job posting system containing both on- and off-campus job listings. The number of part-time jobs available will increase as each semester begins.

Website: https://finaid.miami.edu/student-employment/find-a-student-job/index.html

Health, Wellness, and Safety Resources

Counseling Center

The University of Miami Counseling Center (UMCC) provides high quality counseling, outreach, and psychoeducation to students. The interdisciplinary clinical staff at UMCC includes psychologists, clinical social workers, mental health counselors, psychiatrists, and psychiatric nurses. Students can go to the UMCC for treatment for a variety of difficulties, including depression, anxiety, adjustment to campus, and relationship problems. Students can also seek services when experiencing mental health crises that require psychological and psychiatric intervention. Finally, students are welcome to contact the UMCC to learn about mental health issues and to educate themselves on a wide range of topics focused on well-being and preventative measures.

UMCC offers individual and group therapy, psychiatric services, workshops and outreach programs, and consultation services as part of our overall mission to address the mental health needs of UM students. UMCC clinicians participate in comprehensive efforts to address mental health emergencies on campus and are called upon to provide their knowledge and expertise on such matters.

Phone: 305-284-5511
Website: https://counseling.studentaffairs.miami.edu/index.html
Other Relevant Links:

- *Schedule an Appointment*
- *Emergency Services*
- *Sexual Assault Resource Team (SART)*
  SART 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. We are available throughout the year, 24 hours a day, 7 days a week. Our service is available to all genders. **SART Hotline**: 305-798-6666

Office of Emergency Management

The Office of Emergency Management is charged with centralizing the coordination of university-wide efforts to mitigate against, prepare for, respond to, and recover from all types of emergencies that may threaten or impact the University. To remain successful in their efforts, every member of the community needs to participate in the process and each action remains a key part to enhancing our collective preparedness for emergencies.

To stay informed during an emergency, students should register for the University of Miami Emergency Notification Network (ENN). ENN is the comprehensive communications solution that allows the University to quickly disseminate an urgent message through multiple communication mediums. If there is a condition which significantly threatens the health and safety of persons on campus or impacts normal campus operations, university officials will warn the campus community using one or more of the following methods: text messages and voice messages to cell phones, apps, website banners, webpages, hotlines, social media, etc.

Phone: 305-284-8005
Website: https://prepare.miami.edu/
Other Relevant Links:

- *Emergency Notification Network (ENN)*
- *Hurricane Preparedness*
- *Important Phone Numbers*
- *University Emergency Guide*

Student Health Center

Students who have paid the mandatory Health and Counseling Centers Fee are eligible to receive care at the UM Student Health Service. Students are not required to have the university-sponsored health insurance plan to utilize the services of Student Health. Many services are provided at no charge and charges for other services can be

submitted for payment to most insurance companies.

The Health & Counseling Centers Fee is mandatory for undergraduate, graduate, and law students, and all students participating in an off-campus program who are enrolled in the University-sponsored student insurance plan regardless of credit load.

Contact Information: https://studenthealth.studentaffairs.miami.edu/general-information/contact-information/index.html
Website: https://studenthealth.studentaffairs.miami.edu/index.html
Other Relevant Links:

- *Appointment Scheduling through MyUHealthChart*
- *Immunizations*
- *New Student Information*
- *New Student FAQs*
- *Student Health Insurance*

Herbert Wellness Center (Student Gym & Recreation)

Designed to be one of the finest centers in the nation for recreational sports, fitness, and wellness education programs, the Patti & Allan Herbert Wellness Center affirms the University of Miami's commitment to a well-rounded educational environment.

Contact Information: https://wellness.studentaffairs.miami.edu/about/contact-us/index.html
Website: https://wellness.studentaffairs.miami.edu/

Title IX Office

Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. This law protects people (students, employees, and others) from discrimination based on sex in educational programs or activities that receive federal financial assistance. Covered Persons at educational institutions are protected by Title IX — regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin — in all aspects of the institution's educational programs and activities.

Contact Information: https://titleix.miami.edu/contact-us/index.html
Website: https://titleix.miami.edu/index.html
Other Relevant Links:

- *Get Help Resource*
- *Report Misconduct*
- *Sexual Assault Resource Team (SART)*

University Police (UMPD)

University Police (UMPD) supports the University's mission through proactive community-policing efforts and 24/7 patrol by highly skilled and experienced officers. UMPD also offers continuous crime prevention and safety programming for the University community.

Contact Information: https://umpd.miami.edu/contact-us/index.html
Website: https://umpd.miami.edu/

> The offices, departments, and information listed above are only a few of the services and resources the university provides. Additional information can be found by searching the University of Miami's website at https://welcome.miami.edu/.

STUDENT INVOLVEMENT, ENGAGEMENT, AND OUTREACH

Listed below are a few common organizations that Rosenstiel graduate students join and serve. This is not an exhaustive list of student engagement and involvement organizations. For more university involvement opportunities, visit the Office of Student Affairs [Student Activities & Student Organizations page](#).

Marine Science Graduate Student Organization (MSGSO)

The sponsored activities of the Marine Science Graduate Student Organization (MSGSO) promote a community atmosphere among students, faculty, and administrative staff that is rarely available at large universities. MSGSO oversees fundraising for the Student Travel Fund (STF), as well as distributing STF points to students by providing volunteering opportunities around campus and during events. MSGSO activities include selling Rosenstiel merchandise, holding school-wide social functions, and organizing the annual Student Auction. The auction collects donations from businesses all over the Miami region and is the primary source of travel funding available to students through STF. Students can email MSGSO for more information on how to volunteer for MSGSO events, committees, or purchase Rosenstiel merchandise.

Email: msgso@earth.miami.edu
Website: https://graduate.earth.miami.edu/students/student-organizations/msgso/index.html
Other Relevant Links:

- ### *Student Travel Fund (STF)*
  STF is a graduate student-run committee that awards money to Rosenstiel graduate students for travel to present at scientific conferences, participate in MPS internships, and conduct research. Students may volunteer to acquire STF points, which will allow them to apply for funding during the outlined application periods.

- ### *Sustainability Initiative*
  The Sustainability Initiative at Rosenstiel School is a student-run group that focuses on environmental awareness and community. They are comprised of students, faculty, and staff engaging in various outreach and campus activities that help strengthen the intersection of science and sustainability.

- ### *Seeking Equity and Success (SEAS)*
  Seeking Equity and Success (SEAS) is a marine science graduate school organization that was founded after the murder of George Floyd to be a safe space for discussions. The organization is devoted to increasing racial diversity in the sciences and offers a diversity scholarship to support SEAS members who identify as individuals from historically excluded groups. They host monthly meetings and conversations, which are advertised to the community via email.

- ### *Student Auction Committee*
  The Rosenstiel School Auction Committee hosts the annual Student Auction every spring to raise funds for Rosenstiel graduate students. Proceeds from the auction go directly towards helping students travel to conferences and internships, both nationally and internationally, enabling them to share the exciting research going on at UM with the broader scientific community. This is made possible by generous donations from local businesses, who donate goods or services to be auctioned off to raise money to support student travel. Contributing to the event also benefits businesses, as the auction draws a large audience from throughout the UM community every year, giving participating donors exposure to hundreds of attendees.

Student-Led Evaluation & Development Committee (SLED)

The Student-Led Evaluation & Development (SLED) Committee is a student-led group that represents the academic interests of graduate students at the Rosenstiel School. The primary focus of SLED is evaluating the state of mentorship on the Rosenstiel School campus and developing tools and resources for the administration to use to effect broad and long-lasting impacts on the programmatic success of student-mentor relationships. This committee is also charged with having a role in facilitating the professional and academic development of the Rosenstiel School graduate student body.

Website: https://graduate.earth.miami.edu/students/student-organizations/sled/index.html

MPS Professional Development Committee

The MPS Professional Development (MPS PD) Committee is a student-led group that represents the academic and professional interests of MPS students at the Rosenstiel School. The committee is comprised of MPS students, alumni, and staff. The committee's mission is to enhance the MPS program and overall student experience based on student feedback. This committee works closely with the MPS Office to develop programming, offer resources, and create opportunities for constructive student feedback. This committee also represents the MPS student body as a part of the SLED committee.

Email: mps@earth.miami.edu

Mental Health Ambassadors (MHA)

The Rosenstiel School Mental Health Ambassadors (MHA) group is comprised of Rosenstiel graduate students who work in collaboration with the UM Counseling Center and the Rosenstiel Graduate Studies Office (GSO). Ambassadors in this group receive training from the UM Counseling Center staff to be able to offer peer support, conduct needs assessments for the campus, deliver informational sessions and events, and provide connections and access to university resources.

Email: mha@rsmas.miami.edu
Website: https://graduate.earth.miami.edu/students/student-organizations/mental-health-ambassadors/index.html

GradOut

GradOUT is a graduate student leadership organization that provides an inclusive space for LGBTQ+ students and allies.

Email: gradoutum@gmail.com
Sign up for email list: https://bit.ly/gradout22
Instagram: @gradout
Website: https://miami.campuslabs.com/engage/organization/go

Students for Students Outreach Program

Graduate students from all departments of Rosenstiel School prepare interactive lessons for various demographics (elementary school, middle school, high school, and the general public) on a topic related to their research or marine, atmospheric, and earth science in general.

Website: https://www.earth.miami.edu/engagement-and-giving/outreach/students-for-students-outreach-program/index.html

'Canes on 'Canes

The Rosenstiel School's 'Canes on 'Canes outreach program was founded in 2014 and is comprised of knowledgeable and enthusiastic graduate and undergraduate students. They have developed a series of presentations to help educate the public about the science of hurricanes and hurricane preparedness. The content is informative, thorough, and can be crafted to a specific audience and length.

Website: https://hurricanes.earth.miami.edu/outreach/index.html

Rosenstiel School Student Propeller Club

The Propeller Club is an organization that connects Rosenstiel students with the maritime community. Membership grants students access to local networking events, scholarships, internship opportunities, and more.

Email: edalessandro@earth.miami.edu
Website: https://propellerclub.us/

Graduate Students' Association (GSA)

The Graduate Students' Association (GSA) is a student-governed body committed to promoting effective graduate student participation in university affairs, advocating on behalf of the UM graduate student body, and improving the quality of life for all UM graduate and medical students. With over 5,000 graduate students in 60 doctoral programs and 110 master's programs across our three major campuses (Coral Gables, Miller School of Medicine, and the Rosenstiel School), the GSA serves as the liaison between the graduate student body and the administration. Rosenstiel graduate students can apply to serve as a GSA senator to represent the Rosenstiel School.

Contact Information: https://um-gsa.org/contact-us/
Email: gsa@miami.edu
Website: https://um-gsa.org/

Black Graduate Student Association (BGSA)

The Black Graduate Student Association (BGSA) aims to provide an interdisciplinary space for graduate students of African descent or those interested in African/Black culture. We strive to connect the Black community with each other and resources throughout all three campuses, and create a network with all Black gradate organizations, faculty, and alumni.

Email: bgsa.studentorg@miami.edu
Website: https://miami.campuslabs.com/engage/organization/bgsa

SCUBA Club

The SCUBA Club invites scuba enthusiasts to join their organization. This club organizes discounted diving trips every weekend at locations ranging from Northern Florida to the Florida Keys. They also offer discounted certification classes, from the basic Open Water to more advanced classes such as Nitrox, Rescue, and Divemaster. Visit http://www.umscuba.com and our Facebook page for more details.

Email: umscuba@gmail.com
Website: https://miami.campuslabs.com/engage/organization/scuba-club

Marine Mammal Rescue Team (MMRT)

The Marine Mammal Rescue Team (MMRT) is a volunteer organization that trains participants to respond to marine mammal strandings in the South Florida area. MMRT aims to enrich student life through promoting firsthand experience in the field of marine science through rescue, rehabilitation, and/or release of marine mammals, and through educational and outreach experiences to promote awareness of issues affecting both captive and wild marine mammals and to expand the members' knowledge of marine mammals.

Email: mmrtcanes@gmail.com
Website: https://miami.campuslabs.com/engage/organization/marine-mammal-rescue-team

MPS students are responsible for information communicated from the MPS Office and any university offices. Any questions or concerns can be submitted to the MPS Office at mps@earth.miami.edu.