

# ROSENSTIEL GRADUATE STUDENT HANDBOOK

2022-2023



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

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## About This Handbook

The Rosenstiel School of Marine, Atmospheric, and Earth Science Graduate 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 furnished to the Rosenstiel 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, Rosenstiel, 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 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 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.

## Rosenstiel Graduate Programs

-  Atmospheric Sciences (ATM)
-  Marine Biology and Ecology (MBE)
-  Environmental Science and Policy (EVR)
-  Marine Geosciences (MGS)
-  Meteorology and Physical Oceanography (MPO)
-  Ocean Sciences (OCE)

## About the Rosenstiel Graduate Studies Office

The Rosenstiel Graduate Studies Office (GSO) is under the supervision of the Associate Dean for Graduate Studies. GSO provides support for all Rosenstiel MS and PhD students. Contact GSO with administrative questions.

### GSO STAFF

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# ACADEMICS

## Degree Requirements: Doctor of Philosophy

The full requirements are specified in the Graduate School Student Handbook. Please read those prior to the supplementary information provided below. The expected time to completion for a PhD degree is five years.

### Rosenstiel Checklist and Academic Plan

Each student should follow the **Rosenstiel Checklist for Defense and Graduation**, which will guide the student through all the milestones they 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 complete to be eligible for graduation, according to the Program Handbook. This should be reviewed between the student and Program Director in the first semester. **Part I** should be reviewed and completed by the student and Program Director during the first semester; **Part II** must be completed at least one semester before expected graduation.

### 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. The Graduate School requires at least 24 credit hours in residence at UM. A minimum of 12 dissertation credit hours must be 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 at the discretion of the Graduate Program Director. Individual programs may require more course credits to remove deficiencies. All Rosenstiel 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** (electronic Graduate School form). Credit hour transferred is subject to the same recency rules as all other credit hour counted toward the degree, and is also subject to examination by the program.

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 do not 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.

## Committee

The “Supervisory Committee” and “Dissertation Committee” described in the Graduate School Student Handbook are commonly known as the student’s “Committee” at the Rosenstiel School and are normally the same committee. Specific requirements for committee formation are set by the Graduate School; individual programs may have additional requirements.

*“The dissertation committee is comprised of at least four members; this includes the committee chair (i.e. the primary research mentor/advisor), who may or may not be from the student’s program, department or school (this includes secondary appointments), and must be a permanent member of the Graduate Faculty. Of the remaining members, it is also required that two shall be members of the program or department of concentration, as well as permanent members of the Graduate Faculty, and one from outside the program or department of concentration. A program may require additional members. The duties of the dissertation committee are: 1. To consult with and to advise students on their research; 2. To meet, at regular intervals, to review progress and expected results; 3. To read and comment upon the draft dissertation; 4. To meet, when the dissertation is completed, to conduct the final oral examination and to satisfy itself that the dissertation is a contribution to knowledge and that it is written in lucid and correct English and submitted in approved form”.*

Once the Committee is formed (typically in the second year), the **Appointment to Student’s Committee form** should be completed, approved by all members and the Program Director, then submitted 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 submitted 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.

## Comprehensive Exam

A comprehensive examination may be required by the end of the first year. 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.

## Dissertation Proposal

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.



- i. tentative title
- ii. statement of the problem and objectives
- iii. methodology, including equipment and facilities required
- iv. timetable

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

## 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.

## 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. No student may receive the degree in the same semester or summer session in which they are admitted to candidacy. The student must be admitted to candidacy before the defense dissertation is scheduled.

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** for the Graduate School, in addition to the **Change to Student's Committee form** (Rosenstiel form).

## Dissertation Defense

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

The **Rosenstiel 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 **Rosenstiel Announcement of Defense form**. 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 **Rosenstiel Announcement of Defense**. In addition to the Rosenstiel Announcement of Defense form, the student must complete the Graduate School's **Defense Notice form** on their website.

The Committee Chair should notify GSO of the outcome of the defense via the **Completion of Defense form** and **Defense Rubric**.

## **Dissertation Submission**

All graduating students must adhere to the Electronic Theses and Dissertations (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:

- **Certificate of Defense Approval**: This form is the student's proof of successful defense. Students must prepare and submit this form for committee members to electronically sign after the successful defense.
- **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.
- **ETD Availability Agreement Form**: This form informs the Graduate School of the availability option for the final manuscript in the UM Scholarly Repository.

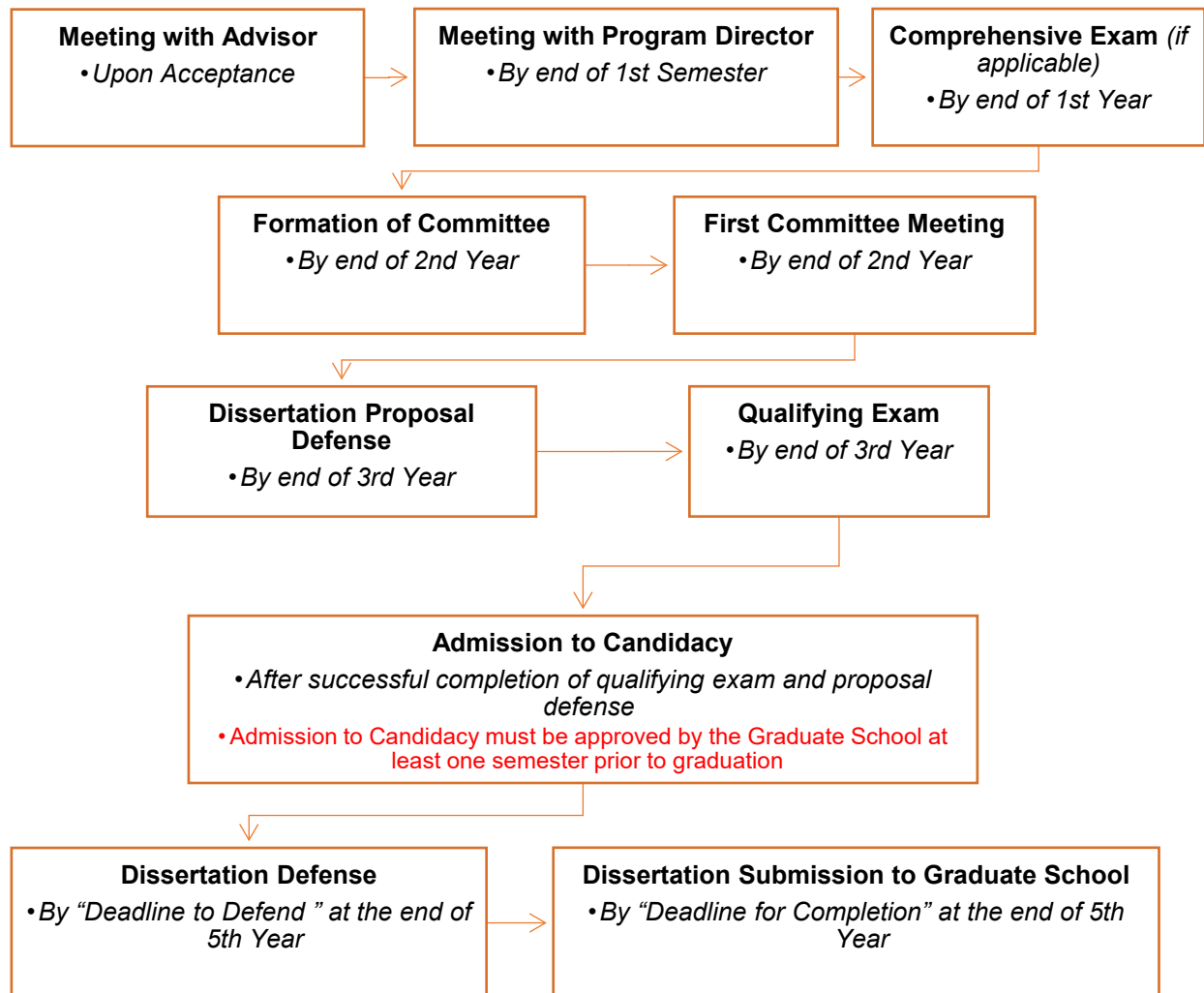
Additional requirements for PhD students are listed in the Graduate School's Student Handbook and ETD guidelines.

## **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 Rosenstiel Graduate 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.***

## SUMMARY OF PHD DEGREE REQUIREMENTS & TYPICAL COMPLETION TIMELINE





## Degree Requirements: Master of Science

The full requirements are given in the Graduate School Student 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.

### Rosenstiel Checklist and Academic Plan

Each student should follow the **Rosenstiel Checklist for Defense and Graduation**, which will guide the student through all the milestones they 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. **Part I** should be reviewed and completed by the student and Program Director during the first semester; **Part II** must be completed at least one semester before expected graduation.

### Course Requirements

MS students are required to take a minimum of 30 total credit hours, which consists of 24 graduate course credits (of which 18 must be taken in residence at UM) and 6 research credits, PGM 810 ("PGM" is the program abbreviation). All Rosenstiel 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. Credit hours that pertain to or have been counted toward another degree cannot be transferred. Work taken more than six years prior to transfer will not be accepted; all work transferred is subject to examination by the program. 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.

### Committee

The "Thesis Committee" described in the Graduate School Student Handbook is commonly known as the student's "Committee" at the Rosenstiel School. Specific requirements for committee formation are set by the Graduate School; individual programs may have additional requirements.

***"The thesis committee will consist of not less than three members. The committee chair must be Regular Faculty from the student's program or department of concentration (this includes secondary***

*appointments). In addition to the chair, one of the remaining members must also be Regular Faculty or have Graduate Faculty status in the student's program or department of concentration; the third member must be an outside member. "Regular Faculty" are faculty having tenured or tenure-earning appointments of a program or department. A thesis or dissertation committee cannot be chaired by a person unless they hold a higher or equivalent degree as the candidate for the graduate degree".*

Once the Committee is formed (typically by the end of the first year), the **Appointment to Student's Committee form** should be completed and approved by the Committee and the Program Director, then submitted to GSO. 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 submitted to GSO using the **Change to Student's Committee form**.

## Comprehensive Exam

A comprehensive examination may be required by the end of the first year. 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.

## Thesis Proposal

The thesis 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 thesis research, as well as facilitate an open discussion regarding the objectives of the thesis and the relevant experimental approach.

- i. tentative title
- ii. statement of the problem and objectives
- iii. methodology, including equipment and facilities required
- iv. timetable

The **Thesis Proposal Form and Rubric** must be approved 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.

## Pre-Defense

Before scheduling the defense, a MS 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

## Thesis Defense

The defense must occur by the **Deadline to Defend** during the semester a student intends to graduate. Students must be enrolled for research credits during the semester of defense.

The **Rosenstiel 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 **Rosenstiel Announcement of Defense form**. 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 Rosenstiel Announcement of Defense. In addition to the **Rosenstiel Announcement of Defense form**, the student must complete the Graduate School's **Defense Notice form** for their website.

The Committee Chair should notify GSO of the outcome of the defense via the **Completion of Defense form** and **Defense Rubric**.

## Thesis Submission

All graduating students must adhere to the Electronic Theses and Dissertations (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:

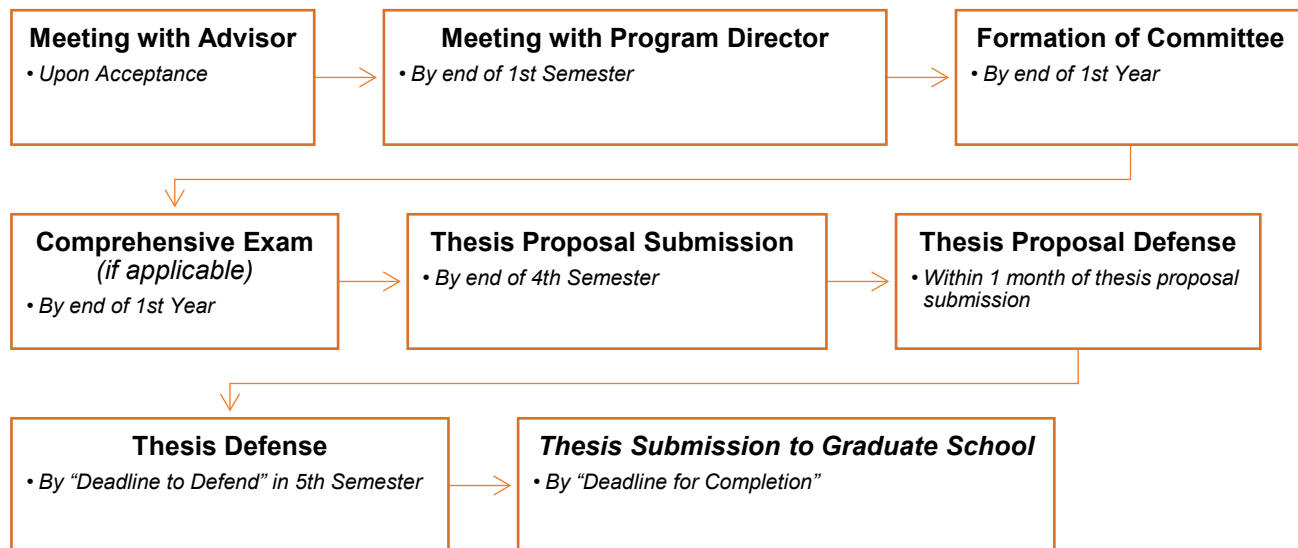
- **Certificate of Defense Approval**: This form is the student's proof of successful defense. Students must prepare and submit this form for committee members to electronically sign after the successful defense.
- **ETD Final Content Approval Form**: This form replaces the signed hard copy of the signature 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.
- **ETD Availability Agreement Form**: This form informs the Graduate School of the availability option for the final manuscript in the UM Scholarly Repository.

## 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 Rosenstiel Graduate Academic Committee.

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

## SUMMARY OF MS DEGREE REQUIREMENTS & TYPICAL COMPLETION TIMELINE



## Additional Academic Information

### Full-Time Status

Effective Fall 2022, Rosenstiel tuition will be \$2,310 per credit hour and the categories for full-time study for Rosenstiel students will be:

- All PhD students and MS students funded by the Rosenstiel School: graduate students taking 12 or more graduate credits per academic year
- All other students: graduate students enrolled in a minimum of 1 credit hour of Master of Professional Science Internship (PGM 805) Master's Thesis research (PGM 810), Doctoral Dissertation research (PGM 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.

### Registration

Registration is required of all funded Rosenstiel students during every semester 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.

### 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 and submit the form to the Graduate Studies Office. Course changes for MPS students should be processed by the MPS Office.

### Auditing a Course

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

### 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 electronic form via CaneLink. 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.

### 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](#). Additional forms required by the Graduate School can be accessed through their [website](#).

## Annual Progress Reports

The annual progress report is distributed by the Program Director each spring semester. It should be completed by the student and their Committee Chair/Advisor, then forwarded to the Program Director who will submit it to GSO.

## Graduation Requirements & Deadlines

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](#). The [defense and submission deadlines](#) are set by the Graduate School. 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.

In order to be cleared for graduation, the student must satisfy the minimum degree requirements set by the Program and Graduate School; fulfill all milestones noted on the Rosenstiel Checklist for Defense and Graduation; and complete the ETD Process by the identified deadlines. The Clearance Form must be completed by the student then returned to GSO prior to the last day of the semester.

## Rosenstiel school Graduate Family Leave Policy

Rosenstiel 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, Rosenstiel provides Graduate Student Family leave, which provides paid leave for a period of up to twelve weeks and 'stops the clock' on academic milestones.

## 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**.

## Readmission

Students who have not been continuously enrolled in the required semesters must request readmission and adhere to the readmission deadlines outlined in the Academic Calendar. Students returning from a Leave of Absence must request readmission. Please contact GSO prior to completing the [Application for Readmission](#) from the Graduate School.

## Withdrawal

A student who wishes to withdraw from Rosenstiel must notify the GSO or MPS Office in writing. A **Clearance Form** must also be completed.



## Clearance Form

When a MS or PhD student is leaving the Rosenstiel School (e.g., 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.

## Recency of Credit

Refer to the [UM Graduate School Student 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. Rosenstiel 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.

## 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. Credit hours that pertain to or have been counted toward another degree cannot be transferred. No transferred credit hours are calculated into the University of Miami GPA

## Program Transfers

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-support@earth.miami.edu](mailto:rcf-support@earth.miami.edu) in order to be added/removed from the appropriate program mailing lists.

*Notes: In many cases, there will be flexibility at the discretion of the Academic Committee of the program that the student will be transferring into. 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. 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.*

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

## **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.

## **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 they 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, they 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 they wish 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.

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

All Rosenstiel 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 Rosenstiel TAs:

- Register for and complete Rosenstiel 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

Rosenstiel 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)**

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

# STUDENT HEALTH & WELLNESS RESOURCES

## Student Health Center

5513 Merrick Drive

Coral Gables, FL 33146

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

**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.

## Student Health Insurance

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

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 to the Student Health Service.

## Immunizations

**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. Immunization forms will be processed within 48 hours of receipt, and immunization status can be verified via MyUHealthChart.com.

## Student Counseling Center

Student Services Building, Suite 305

1307 Stanford Drive

Coral Gables, FL 33146

**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-Friday 8:30am-5:00pm. During spring/summer/winter breaks, the hours are Monday-Friday 8:30am-5:00pm.

### *Student Well-Being Resources*

To help students understand the eight dimensions of well-being and access the many programs and services offered at the University of Miami, the Division of Student Affairs Healthy 'Cane Network assembled a collection of on-campus, off-campus, and online well-being resources at [miami.edu/well-being](http://miami.edu/well-being).



### Sexual Assault Resource Team (SART)

**SART Hotline:** (305) 798-6666

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. SART is available throughout the year, 24 hours a day, 7 days a week. The service is available to all genders.

## RESOURCES & FACILITIES

### Rosenstiel School Library

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

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

One of the foremost marine science libraries in the United States, 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 our patrons with a place for group and individual study and discovery; by teaching our users research skills and techniques; and by acquiring and maintaining collections and resources pertinent to the needs of the Rosenstiel School community.

### *Rosenstiel Library Policies*

The Rosenstiel School Library use [policies](#) are designed to provide a safe, comfortable, and functional facility that meets the needs of its patrons.

### *Rosenstiel Library Hours and Room Reservations*

The Rosenstiel Library is closed on official University holidays. The hours of operation vary by semester. Refer to the [website](#) for more information.

There are study rooms and meeting rooms available at the Rosenstiel Library. You may request a meeting room through the Library by calling (305) 421-4060, or by e-mail: [rsmaslibrary@miami.edu](mailto:rsmaslibrary@miami.edu). Study rooms can be reserved through their [website](#).

### Rosenstiel Computer Facility (RCF)

**Phone:** (305) 421-4028

**Email:** [rcf-support@earth.miami.edu](mailto:rcf-support@earth.miami.edu)

The Rosenstiel 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.

### *UM-Rosenstiel Email Accounts*

All communication from the Graduate Studies Office (GSO) will only be sent to the UM/Rosenstiel email account. Students should plan to check their UM/Rosenstiel email daily for important Rosenstiel and University communication. It is not advisable to forward your emails from your UM account to any personal email account.



## **Multimedia Equipment Rental**

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

## **Office of Emergency Preparedness & Campus Safety**

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

**Cell:** 305-710-7991 (Primary)

**Office:** 305-421-4766 (Secondary)

The Rosenstiel Campus Safety Department is dedicated to providing a safe and secure environment for all members of our campus community. Operating 24 hours a day, 365 days a year, the Rosenstiel 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 our community by reporting suspicious or unusual activity which should be immediately reported to the Campus Safety Department by calling (305) 710-7991.

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

**FOR IMMEDIATE ASSISTANCE, CALL CAMPUS SECURITY:  
(305) 710-7991 OR (305) 421-4766.**

## **AWARDS, PRIZES AND FELLOWSHIPS**

- Funds for all awards must be used while the recipient is a student at Rosenstiel 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 Rosenstiel 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 Rosenstiel 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 master's 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 Rosenstiel 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 [Rosenstiel Alumni Fellowship](#), and the Captain Harry Vernon 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.

### ***Rosenstiel 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 Rosenstiel (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 Rosenstiel. Recently funded activities include a Career Development Workshop and a Proposal Writing Workshop (a program manager from NSF was funded to visit Rosenstiel 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.

#### International Light Tackle Tournament Association Inc.

- Amount Available: \$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.*

#### David Rowland Endowed Fellowship

- Amount Available: \$7,000
- *The amount distributed for spending to this fund shall be used for as a research fellowship in Marine Biology and Living Resources.*

### ***Cornelia Lowerre Memorial Scholarship***

This endowed scholarship, in honor of the late Cornelia Lowerre, is intended to provide scholarship assistance to graduate students at the Rosenstiel School with demonstrated financial need. The award is expected to provide 2 or 3 credit tuition waivers per year, depending on funds available.

To be eligible, graduate students must be currently enrolled at the Rosenstiel School and demonstrate financial need. Students currently receiving a stipend and/or tuition assistance from the Rosenstiel School are not eligible. MPS students awarded merit-based tuition waivers at the time of admission still qualify for this award. This fund is meant to provide support for students who have explored all other financial options.

The application includes a maximum 1-page statement indicating your personal reasons for requesting this scholarship. Student financial circumstances will vary and therefore you should be somewhat specific on how this financial support may impact your personal financial needs. If you have applied for FAFSA, please indicate whether you accepted some or all of the aid awarded to you. Students who declined federal student aid may still apply for this award.

The final selection of the scholarship will be determined by the Rosenstiel Graduate Academic Committee.

*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 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 the Rosenstiel School. For Academic Year 2022-23, the standard salary for PhD students is \$35,100. 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 Rosenstiel.

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

### Loans

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

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

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](#).

## GENERAL INFORMATION

### Student Organizations & Outreach

#### [Marine Science Graduate Student Organization \(MSGSO\)](#)

**Email:** [msgso@earth.miami.edu](mailto:msgso@earth.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 Rosenstiel 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. Students can email MSGSO for more information on how to volunteer for MSGSO events, committees, or purchase Rosenstiel merchandise.

#### [Student Travel Fund \(STF\)](#)

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

STF is a graduate student run committee that awards money to Rosenstiel graduate students for travel to present at scientific conferences and conduct research. For more information, please visit the STF website:



## **Student-Led Evaluation & Development Committee (SLED)**

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

SLED 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 campus and developing tools for the administration to use in order 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 professional and academic development of the Rosenstiel graduate student body. On a biannual basis, this committee coordinates a Rosenstiel Student-Mentor Relationship survey. On an annual basis, this committee coordinates the Rosenstiel Outstanding Mentor Award. Eligible recipients of this award are faculty or staff members who display excellent mentoring qualities via student recommendations. The committee is made of student representatives from the different departments.

## **Diversity, Equity, and Inclusion Resources**

### **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 with developing the appropriate programs to fulfill the commitment to caring for the diverse faculty, staff and student bodies. The committee enhances the awareness among the Rosenstiel community on diversity, equity and inclusion issues toward eliminating biases resulting from gender, ethnicity or sexual orientation.

### **Office of Multicultural Student Affairs (MSA)**

MSA strives to coordinate services and programs that challenge, motivate, and support ethnically diverse students in their development at the University of Miami. They 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 us to each other. They 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.

### **LGBTQ Student Center (LGBTQIA+)**

The Center provides a Holistic approach to Educating and creating Awareness around issues of gender, sexuality, and identity using Restorative practices that Transform the lives of students and the greater Miami community. There are plenty of ways for you to get involved, including the IBIS Mentorship program, the IBIS Ally Network, GradOUT and various volunteer opportunities.

### **Office of Academic Enhancement (OAE)**

The Office of Academic Enhancement 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.

### **Office of Disability Services (ODS)**

The Office of Disability Services provides academic accommodations and support to ensure that students with disabilities are able to access and participate in the opportunities available at the University of Miami.

## Student Resources for Reporting Concerns/Grievances

### Report a Concern

Visit the [Dean of Students website](#) for various reporting forms and additional resources.

### Ombudspersons & 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 Academic Troubleshooter for Rosenstiel Graduate Programs is Dr. Brian Soden ([bsoden@miami.edu](mailto:bsoden@miami.edu)). Learn more about Ombudspersons and University Troubleshooters [here](#).