



# GRADUATE STUDENT **HANDBOOK**

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 UNIVERSITY OF MIAMI  
**GRADUATE SCHOOL**

2016 - 2017

## MESSAGE FROM THE DEAN

Graduate school at the University of Miami is a place where students gain proficiency in a specialty with the guidance of dedicated faculty in the presence of a community of world-class scholars. UM students are thought leaders and innovators whose accomplishments are showcased on a global stage. Our students represent the best and the brightest and their engagement with our faculty continues to elevate the University.

A handwritten signature in black ink, reading "Guillermo Prado". The signature is written in a cursive style with a large, stylized initial 'G'.

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## THE HANDBOOK

The Graduate Student Handbook is an excellent resource for graduate students at the University of Miami. The Handbook contains valuable information for graduate students that has been compiled into one comprehensive manual. It may be used as a point of reference for incoming and continuing students. This Handbook describes policies and procedures pertaining to the Graduate School and graduate study at the University of Miami. It is the student's responsibility to be aware of and comply with all policies, procedures and deadlines. Although the Handbook contains general information, students should be aware of regulations and policies that directly pertain to individual graduate programs, as many programs have additional requirements of their own, as well as a program handbook.

## ABOUT THE GRADUATE SCHOOL

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

### MISSION AND GOAL STATEMENT

The mission of the Graduate School is to promote graduate education, scholarship and research; to support individuals, departments and programs in the pursuit of excellence; to foster innovative, multidisciplinary, and interdisciplinary activities; and to maintain high ethical and academic standards in graduate studies. The standards of study and conduct in the Graduate School are high. They are not set and maintained by the Graduate School but rather by the faculty who determine the standards for their individual program. The Graduate School through its Council sets no course requirements for a degree. It does set certain general residence, grade and examination standards. Fundamentally, the Graduate School delegates responsibility to the student and his/her program. Within this broad responsibility the recommendation for the degree rests with the Committee.

### GRADUATE SCHOOL STAFF

Dean of the Graduate School	Dr. Guillermo ("Willy") Prado
Associate Dean	Dr. Tatiana Perrino
Director of Education	Dr. Tiffany Plantan
Executive Assistant to the Dean	Maria Torres
Senior Dissertation Editor	Doreen Yamamoto
Executive Director of Business Operations	Ana Paneda
Assistant Director of Graduate Programs	Tyrone Henry
Program Coordinator	R. Nicole Walker
Communications Specialist	Monique Meyer
Office Assistant	Rod Gibson

## ACADEMIC CALENDAR

[Click here to access the University of Miami Academic Calendar](#)

## GENERAL ACADEMIC REQUIREMENTS AND REGULATIONS

All graduate work (except for the master's degree in Law, J.D. in Law, and M.D. degree) at the University of Miami is under the direction of the Dean of the Graduate School and the Graduate Council.

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

Admission requirements are described in the Bulletin of the Graduate School, and may be obtained from the individual department or program. Information is also available at [www.miami.edu/grad](http://www.miami.edu/grad).

Application forms are distributed by and processed through the various Schools and Colleges. Visit the [apply online](#) page on the Graduate School's website for a list of online applications by program.

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

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

## TIME OF COMPLETION

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

## REGENCY/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 University of Miami program exceeds six years. On an individual basis, students may be permitted to validate over-aged credits by examination, with program approval.

## REGISTRATION

Graduate students can register on the first day of registration and through the registration period. For more information on registration, students should contact their respective School or College. See academic calendar for dates of registration periods at <http://www.miami.edu/index.php/registrar/calendar/>.

## FULL-TIME STUDY

The categories of full-time students include:

1. Graduate students taking eighteen or more graduate credits during the calendar year (nine credits in a regular semester, or 3 credits in a summer session).
2. Graduate teaching and research assistants taking sixteen or more graduate credits during the calendar year (eight credits in regular semester or 3 credits in a summer session).
3. Graduate students enrolled in any course numbered 800 or above, i.e., any 800-level course required for the completion of the degree.
4. All MBA for Executive and Professional students and Master of Science in Professional Management students are considered full-time.

In all cases, determination as to whether or not a student is in full-time study is the privilege of the Dean of the Graduate School.

The maximum number of credits allowed for full-time study is 12 for each semester and three for each summer session. Exception to this policy can only be made by the Dean of the Graduate School or his/her designee and requires a signed recommendation from the Program Director.

Full-time registration is required during the semester or summer session in which a candidate defends the thesis or dissertation. Students who wish to have this requirement waived must have a written request provided to the Graduate School by the Dean of their respective College or School. In this case the student must graduate within the same academic year.

No full-time faculty member may be a full-time student, whether or not working toward a degree. Nor may a full-time student be a full-time faculty member.

No full-time student will be a principal investigator in any grant or contract, whether in name or fact. And no principal investigator will be a full-time student.

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

## REQUIREMENTS FOR ADMISSION APPLICATION

1. The completed online application form.
2. Official transcripts of all college work, both undergraduate and graduate.
3. The official score report of the appropriate entrance examination.

GRE	All applicants must submit recent (within 5 years) Graduate Record Examination (GRE) scores which include: 1) the aptitude portion (verbal and quantitative); 2) the most relevant advanced test in the major field if required by the program. GRE scores are valid for 5 years after the test date.
GMAT	Applicants for the Master or Ph.D. of Business Administration, the Master of Professional Accounting, the Master of Science in Management Science (Operations Research/Applied Statistics), or Taxation must submit the Graduate Management Admissions Test (GMAT) scores. GMAT scores are valid for 5 years after the test date.
TOEFL/IELTS	International applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) and the GRE. TOEFL and IELTS scores are valid for 2 years after the test date.

4. Letters of recommendation sent directly to the Graduate Program Director of the academic program.
5. Other requirements may be required/requested by individual programs. Contact the specific program to which you are applying for their requirements, or for exemptions from the entrance examination.
6. Application fee of \$65.
7. All materials and the fee should be sent directly to the School or academic department as indicated on the application.

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

### GRADUATE TUITION AND FEES

[Click here to view Graduate Tuition and Fees](#)

[Student Health Insurance Fee](#)

### FINANCIAL ASSISTANCE

[Click here to view Graduate Financial Assistance Website](#)

## **COURSES OF STUDY AND DEGREE REQUIREMENTS**

### **THE DOCTORAL DEGREE**

**(For Ph.D., D.M.A., and Ed.D. candidates only)**

#### **Requirements**

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

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

#### **Registration**

To maintain status as a graduate student, registration in each fall and spring semester is required. Otherwise, admission lapses and permission to re-enter must be granted. Doctoral students for whom course work is no longer appropriate and who are engaged on their dissertation should consult the following section.

#### **The Supervisory and Dissertation Committees**

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

This committee is nominated by the chairperson of the program or department concerned. It is appropriate for the chairperson to consult with the student regarding the membership of the committee. The supervisory committee is empowered to plan the course of study for the student; to determine deficiencies, if any; to set language and other requirements; to request applicable transfer of credit where appropriate and to make up and administer the qualifying examination.

When the student is admitted to candidacy, a dissertation committee is formed. This may be the supervisory committee, but it may also be a committee formed anew to undertake the duties of advising and passing upon the dissertation. The dissertation committee is nominated by the department or program concerned, and

appointed by the Graduate Program Director and approved by department chair. As with the supervisory committee, it must be comprised of at least four members; this includes the committee chair, who must be Regular Faculty from the student's program or department of concentration (this includes secondary appointments). Of the remaining members, two members must be Regular Faculty or have Graduate Faculty status in the student's program or department of concentration (The Graduate Faculty directory can be found [here](#)) and one from outside the program or department of concentration. A department, program, or school or college 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.

The candidate is well advised to have a final, acceptable typescript of the dissertation in the hands of each member of his/her committee at a time reasonably in advance of the final defense of the work a minimum of two weeks prior to the defense.

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

One Dissertation Editor-approved PDF must be uploaded to the ETD database and final paperwork handed in to the Graduate School on or before the date specified in the academic calendar published each session, accompanied by one certificate of approval of doctoral dissertation defense, one signed signature page from the dissertation essay/doctoral essay/or lecture recital essay, and one ETD Availability Agreement form. It is the duty of the student to acquire a copy of the guidelines for preparing dissertations from the Graduate School website [here](#) and to conform to the requirements therein. All dissertations are also published by ProQuest/University Microfilms, Inc.

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

## **Qualifying Examinations**

A written qualifying examination is to be taken by each doctoral degree (Ph.D., D.M.A., D.N.P, D.P.T., Ed.D.) candidate at the time that the student and the Supervisory Committee deem appropriate. The school or major program may specify that its students must take an oral examination as well. In those cases, normally, the student shall pass the written examination before the oral examination is conducted. Upon completion of the examination process, the supervisory committee shall notify the Graduate School and the instructional school or program that the student has passed or failed the examination. A student who fails the examination will be given one opportunity to retake it with the permission of the supervisory committee. After a comprehensive exam is failed for a second time, the student is terminated from the program. Some programs do not administer qualifying examinations during the summer months. Check with the Graduate Program Director for specific program requirements.

## **Admission to Candidacy: Required for Doctoral Students**

When the student has met all requirements and passed the qualifying examinations, admission to candidacy for the degree is approved. No student may receive the degree in the same semester or summer session in which he or she is admitted to candidacy. The student must be admitted to candidacy before the defense of dissertation is scheduled.

## **Final Examination**

A final public oral defense of the dissertation is required. Refer to the academic calendar for the deadline regarding dissertation defense for each graduation. Graduate programs set the specific requirements and format of the defense. Please contact your Graduate Program Director for details.

## **Dissertation or Doctoral Essay**

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

Ph.D., D.M.A., Ed.D., or Lecture Recital degree students must defend their dissertation, doctoral essay, or lecture recital essay by the deadline specified in the academic calendar and upload one Dissertation Editor-approved PDF to the ETD database, submit final paperwork to the Graduate School and complete any online requirements by the last day of exams in the semester the student wishes to graduate. It is recommended that students begin the process early in the semester by discussing with their advisors a suitable timetable for meeting these deadlines. All information pertaining to the formatting and electronic guidelines for electronic thesis and dissertation submission can be found at [www.miami.edu/etd](http://www.miami.edu/etd). The Graduate School also encourages students to contact the Dissertation Editor early in the semester at [grad.dissertation@miami.edu](mailto:grad.dissertation@miami.edu) if they have questions regarding any aspect of the ETD process.

One Dissertation Editor-approved PDF conforming in style to the standards set by the Graduate School must be uploaded to the ETD database and final paperwork handed in to the Office of the Graduate School on or before the last day of exams in the semester the student wishes to graduate. It is the duty of the student to acquire a copy of the guidelines for preparing theses and dissertations and to conform to the requirements therein. Each dissertation must be accompanied by one certificate of approval of oral defense of thesis signed by all members of the Committee, one Signature page from the dissertation document signed by all

committee members, and one ETD Availability Agreement form signed by the student and Committee Chair. The forms can be downloaded from [www.miami.edu/etd](http://www.miami.edu/etd).

## **THE MASTER'S DEGREE**

The minimum residence requirement is two semesters in full-time study or the equivalent in part-time work. In practice, most students need at least three semesters, or two semesters plus summer work, to complete degree requirements.

### **Comprehensive Examinations**

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

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

### **Thesis**

Decision as to the thesis subject must be approved by the program. The thesis committee will consist of not less than three members. The committee chair must be Regular Faculty from the student's program or department of concentration (this includes secondary appointments). In addition to the chair, one of the remaining members must also be Regular Faculty or have Graduate Faculty status in the student's program or department of concentration; the third member can be an outside member. "Regular Faculty" are faculty having tenured or tenure-earning appointments of a program or department. A thesis or dissertation committee cannot be chaired by a person unless they hold a higher or equivalent degree as the candidate for the graduate degree. Exceptions to the committee composition may be approved by the chair of the department and Dean of the Graduate School. A department, program, or school / college may require additional members.

The committee is nominated by the Graduate Program Director of the department or program concerned. The duties of the thesis committee are similar to those of the dissertation committee. The student who presents a thesis must enroll for at least six hours of thesis credit. Ordinarily no more than six credits may be granted.

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

Master's degree students who are required to write a thesis must defend their thesis by the date specified in the academic calendar, upload one Dissertation Editor-approved PDF conforming in style to the formatting standards set by the Graduate School to the ETD database, complete any online requirements, and submit final paperwork to the Graduate School on or before the last day of exams in the semester the student wishes to graduate. It is the duty of the student to acquire a copy of the guidelines for preparing theses and dissertations and to conform to the requirements therein. Each thesis must be accompanied by one certificate of approval of oral defense of thesis signed by all members of the Committee, one Signature page from the thesis document signed by all members of the committee, and one ETD Availability Agreement form signed by the student and Committee Chair. The forms can be downloaded from [www.miami.edu/etd](http://www.miami.edu/etd). It is

recommended that students begin the process early in the semester by discussing with their advisors a suitable timetable for meeting these deadlines. The Graduate School also encourages students to contact the Dissertation Editor early in the semester at [grad.dissertation@miami.edu](mailto:grad.dissertation@miami.edu) if they have questions regarding any aspect of the ETD process.

## Final Examination

A final public oral defense of the thesis is required. However, none but the members of the thesis committee may interrogate the candidate. In addition, there may be required, if desired by the program, a final written integration examination to test the candidate's ability to integrate the whole graduate program and the thesis in relation to it. These examinations must be held at least two weeks prior to commencement.

For specific information regarding the guidelines for the School of Business, the Miller School of Medicine, Rosenstiel School of Marine and Atmospheric Science (RSMAS) or the School of Law, please view the [Graduate Bulletin](#) or visit their respective websites.

- [School of Business](#)
- [Miller School of Medicine](#)
- [RSMAS](#)
- [School of Law](#)

## ELECTRONIC THESES AND DISSERTATIONS: GUIDELINES AND REQUIREMENTS

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

Master's thesis, Ph.D., Ed.D., or D.M.A. degree students must defend their thesis, dissertation or doctoral essay by the date specified in the academic calendar, upload a Dissertation Editor-approved PDF of the final manuscript to the ETD database, and submit final materials to the Graduate School by the last day of exams in the semester the student wishes to graduate. It is recommended that students begin the process early in the semester by discussing with their advisors a suitable timetable for meeting these deadlines. All information pertaining to the formatting and electronic guidelines for electronic thesis and dissertation submission can be found at [www.miami.edu/etd](http://www.miami.edu/etd).

The Graduate School also encourages students to contact the Dissertation Editor early in the semester at [grad.dissertation@miami.edu](mailto:grad.dissertation@miami.edu) if they have questions regarding any aspect of the ETD process.

## Electronic Theses and Dissertation (ETD) Embargo Policy

Graduate students can elect to withhold their electronic thesis or dissertation for up to two years before the work is available for download from the [University of Miami's Scholarly Repository](#). The metadata for all theses and dissertations regardless of the availability option elected (i.e., open access, UM campus only, or embargo) will be immediately available for viewing in the university's Scholarly Repository after the Dissertation Editor has approved and released the thesis or dissertation to the repository. If embargo is elected by the student, the existence of the student's information page will appear in the Scholarly Repository right away displaying title, defense date, abstract, committee, keywords, etc., but the PDF of the electronic

thesis or dissertation will not be downloadable until the term of embargo elected has expired. After the elected embargo period has expired the electronic thesis or dissertation will be released for open access in the Scholarly Repository. Students requesting embargo should carefully review the details of embargo election described in the ETD Availability Agreement form posted at [ETD Website](#) to ensure they fully understand the terms of access for their embargoed work.

## **GRADUATE GRADING**

### **Scale/Quality Points**

An average of B (3.0) is required for a graduate degree, and no “D” credit may be counted toward the degree. All work leading to the graduate degree and taken as a graduate student will be counted in computing the quality point average, including courses graded “D”.

No transferred credits are calculated into the University of Miami G.P.A.

[Click here to view more information about Grading](#)

\*Faculty Senate Legislation #85005(B)

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

### **WITHDRAWAL**

Withdrawals, either from individual courses or from a Graduate program, should be processed through the office of the Dean of the School/College of the student’s program. Students who wish to officially withdraw from joint or dual degree programs should consult the office of the Dean of the School or College for both disciplines. The date of withdrawal is that on which the student notifies the office of the Dean or the date of receipt of a letter requesting withdrawal. No withdrawal from the University is official until the student has consulted with the Dean of his/her school/college and has completed the necessary forms.

Students wishing to officially withdraw from the University of Miami must provide the Office of the Registrar notification of their intent to withdraw. Initial notification may be made in person, in writing, by fax, or by telephone. This notification will be recorded and used for notification purposes for the Federal Government. Repayment of any federal funds will be based on the date of notification.

Students must also follow the required process as set forth by their school/college for withdrawing from courses. This process often requires that a signature from a dean or the dean’s representative be obtained on a Change of Course form. In some cases, students can complete the Change of Course form (hard copy or through the myUM system) without an approving signature. Change of Course forms must be submitted to the Office of the Registrar for final processing/review.

In addition to the completion of the Change of Course form, students will be asked to complete a Withdrawal Checklist and a Withdrawing Student Survey. The Withdrawal Checklist provides students with a series of offices that need to be notified concerning their withdrawal.

To officially withdraw from the MBA Program or Master of Science in Professional Management program, students must inform the Office of Graduate Business Programs in writing prior to the beginning of a course/term. Tuition will be refunded on a prorated basis based on the number of class meetings attended. No tuition refund will be granted when class attendance has exceeded 50% of class meetings. For further information contact: Office of Graduate Business Programs, (305) 284-4643, e-mail: [mba@miami.edu](mailto:mba@miami.edu).

### **Military Withdrawal**

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

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

### **Credit for Courses after the 12th Week of the Semester**

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

1. On recommendation of the Dean of the school, students who withdraw after the 12th week of the semester because of official orders to active duty with the Armed Forces of the United States may be awarded credit in any course in which they have achieved a C or better up to the time of withdrawal. Instructors must certify that the student had achieved satisfactory accomplishment on the basis of previous work in the course by awarding an appropriate grade. Accomplishment of less than C should be entered on the permanent record as a withdrawal without prejudice (W).
2. Credit granted for a course under this policy should count toward graduation.
3. There should be no refund of tuition for courses for which credit has been granted. Refunds of courses not awarded credit should be on the same basis as complete withdrawals for military service.
4. The above recommendations are procedures for determining the awarding of credit and do not release the student from the usual withdrawal procedures.

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

Additional Information on Military Withdrawal is available at:  
<https://www6.miami.edu/registrar/MilitaryWithdrawalInfo.pdf>.

### **REPEATING COURSES**

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

## **ETHICS, STUDENT RIGHTS AND RESPONSIBILITIES**

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

The University of Miami expects all graduate students to adhere to the highest standards of ethics and academic integrity. All forms of academic fraud are strictly prohibited. These include, but are not limited to, plagiarism, cheating, collusion, falsification, violation of professional ethics, or misrepresentation of research data. Students certify that all work (whether an examination, dissertation, thesis, research paper, research project, form of creative expression, experimental data, or any other academic undertaking) submitted for evaluation, presentation, or publication meets these standards. Additionally, graduate students are expected to respect and appreciate the diversity of the community and to respect the rights of others, be they property, privacy, opinion, or expression. Students found to be in violation of these standards are subject to disciplinary actions by the students program and/or the Graduate School through the process described in the Graduate Student Honor Code. All graduate students are bound by the rules and regulations of the University of Miami that apply to them. The [Graduate Student Honor Code](#) can be reviewed on the Dean of Students website.

## **DISCIPLINARY AND GRIEVANCE PROCEDURES FOR GRADUATE STUDENTS**

Two types of procedures exist: Academic and Nonacademic. Procedures for handling disciplinary and grievance matters are handled by the Graduate Student Appeals Committee. Contact the Graduate School for details about the appeals process. The Graduate School expects an appeal to have gone through the program or department and then the School's Academic Dean prior to its being heard by the Graduate School. The University Ombudsperson may also be consulted. For more information, please refer to the [Academic Bulletin](#).

## **HONORS AND AWARDS**

### **AWARD OF ACADEMIC MERIT**

Students who obtain a 3.8 G.P.A. or better will receive an Award of Academic Merit from the Graduate School. The Award is posted on the transcript.

### **EXCELLENCE IN STUDENT LEADERSHIP AWARD**

This award is given annually by the Graduate School through the Butler Center for Service and Leadership. Nominations will be solicited from Graduate Program Directors at the beginning of the spring semester.

### **WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES**

The Graduate School solicits nominations for this award annually. Nominations are provided by Graduate Program Directors at the beginning of the spring semester.

Graduate Student Awards

Graduate Student Organization Award

Graduate Student Association Executive Award

Senate Award

Academic Award

Graduate Student Award

## REQUIREMENTS FOR COMMENCEMENT

It is the responsibility of the student to apply for graduation through myUM during the student's final semester before the date indicated on the Graduate School calendar and the Schedule of Classes.

These dates are published in the online [academic calendar](#). Students who previously applied for a diploma but did not receive the degree must repeat the application procedure. Deadlines for the commencement program are firm. Students may walk in the graduation ceremony, but the program will indicate "in progress" if information is missing. Students will be degree candidates until they have been cleared by the Graduate School.

Graduation ceremonies are held in May and December only. Those completing degree requirements during the fall, spring, or summer sessions may, if they wish, participate in the graduation ceremonies of the previous or following May or December. Students receiving a Ph.D., D.M.A., D.N.P., D.P.T., or Ed.D. degree that are participating in the hooding ceremony and all master's students marching in the graduation ceremony must have the approval of the graduate advisor, director, or appropriate person in the department/school to participate in the ceremonies.

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

1. The student must have met the requirements for their program.
2. The student must have a minimum of 3.0 cumulative grade point average;
3. The student (Ph.D., D.M.A. and Ed.D. candidates) must be admitted to candidacy one semester prior to graduation;
4. The student may not have any outstanding debt including, but not limited to, tuition, fines, and fees. Tuition for the last semester of study must be paid in full by the beginning of the final semester.
5. The student must complete an electronic thesis or dissertation (ETD) according to the Graduate School's requirements and submit all paperwork and complete any online requirements by the last day of exams in the semester the student wishes to graduate. It is recommended that students begin the ETD process early in the semester by discussing with their advisors a suitable timetable for completing the defense of their thesis or dissertation. Students should check the academic calendar for the defense deadline date set for the semester they wish to graduate. The Graduate School also encourages students to familiarize themselves with the ETD process at [www.miami.edu/etd](http://www.miami.edu/etd) or contact the Dissertation Editor early in the semester at [grad.dissertation@miami.edu](mailto:grad.dissertation@miami.edu) if they have questions regarding any aspect of the ETD process. (See dissertation section of the Ph.D. description.).

### Clearance for Degree Conferral

For the Graduate School to clear a student for graduation:

1. All original documents (transcripts from previous degrees, GRE scores, etc.) must be on record in the Graduate School (except for MBA students).
2. The Admission to Candidacy form must have been completed by the program at least one semester before graduation. The Graduate School does not require application to candidacy for master's, D.P.T., nor D.N.P. degrees.
3. The student must defend his/her thesis or dissertation no later than two weeks before the last day of class in the semester he/she wishes to graduate.

4. The student must submit his/her final, Dissertation Editor-approved thesis or dissertation with all corrections completed and final paperwork turned in to the Graduate School by the last day of exams in the semester he/she wishes to graduate for their clearance to be processed in time.

### **GRADUATE STUDENT ASSOCIATION (GSA)**

The primary function of the GSA is to promote effective graduate student participation in University affairs. The GSA serves as a liaison between graduate students, faculty, and the administration. In addition, the GSA exists as a forum to support and improve the quality of the graduate student environment at the University of Miami. The University of Miami GSA is an active member of the National Association of Graduate-Professional Students. All graduate students at the University of Miami are members of the GSA. Visit the GSA's [website](#) for more information.

### **GRADUATE COUNCIL**

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

### **INSURANCE**

#### **HEALTH INSURANCE**

The 2016-2017 health insurance plan is offered by United Healthcare (UHC). This plan is designed to be used in conjunction with the services of the Student Health Service and Counseling Center. To obtain greatest benefits, students will need to utilize the Student Health Service first, where treatment will be administered or referral issued; except in the case of medical emergency, maternity, when away from campus, or when the Student Health Service is closed. There is one rate tier for all students. For more information, visit the [Student Health Website](#). On that website you can view the health insurance brochure for 2016-2017. Eligible Coral Gables campus graduate students (RA/TA/GAs, Fellows, and Trainees who are enrolled in Ph.D., D.M.A. and M.F.A programs) are eligible for 80% towards the annual cost of the Student Health insurance plan. Students are eligible for 80% of the cost as long as they have a payroll assignment. To take advantage of this credit, select the payroll deduction option under the employee tab on myUM.

#### **Student Health Center and Summer Access - Health and Counseling Centers Fee**

The Health and Counseling Centers Fee is mandatory for [domestic graduate](#) students first enrolled in their current program in Fall 2010 or later (regardless of credit load), all International students, and all students participating in an off-campus program who are enrolled in the University-sponsored student insurance plan.

The Health and Counseling Centers Fee is optional for [domestic graduate](#) students who are enrolled in less than 9 credits hours, who were first enrolled in their current program prior to Fall 2010. Graduate students enrolled in a 700-level course are considered full time and, therefore, must pay the Health and Counseling Centers Fee.

Graduate students first enrolled in their current program prior to Fall 2010 were grandfathered under the old University Fee rules and are automatically charged the Health and Counseling Centers Fee for summer sessions when enrolled in five or more credit hours.

Continuing students who are not enrolled for the current semester or graduating seniors (who desire access for one additional week after graduation) may gain access to the services of the Student Health Center after paying the Health and Counseling Centers Fee. View the new [Student Health Insurance Brochure](#) for more information.

## Health Insurance Options for Students with Spouses and Children

### Option 1 - Florida KidCare and Florida Medicaid

For spouses and children who are U.S. citizens, there are low-cost programs available through Florida Medicaid and Florida KidCare. Florida Medicaid provides medical coverage for needy families, while Florida KidCare is the state's children's health insurance program for uninsured children under age 19. There are some exceptions to the U.S. citizen rule for Florida KidCare, which are listed below.

#### Florida KidCare - Examples of Non-Citizen Children Who May Be Eligible

- Children with Lawful Permanent Residence (for at least five years)
- Refugees
- Asylees
- Cuban and Haitian entrants
- Amerasians
- Canadian Indians
- Dependent children of Active Duty United States Military Personnel or veterans
- Children paroled into the United States for a year or more
- Children who have been battered or subjected to extreme cruelty by a U.S. citizen with approved Violence Against Women Act case
- Children victims of Human Trafficking certified by the Office of Refugee Resettlement
- Iraqi and Afghani Special Immigrant visa holders

### Option 2 - Medicaid for Non-Citizens

Non-citizens who are eligible for Medicaid apart from their citizenship status may be able to obtain Medicaid coverage for serious medical emergencies. Emergencies include emergency labor and the delivery of a child. Applicants must show proof from a medical professional stating that the treatment was provided as the result of an emergency condition as described above. Persons seeking benefits must also show proof verifying the dates care was provided. Non-citizens who are in the U.S. temporarily (i.e., tourists, students, business travelers, etc.) are not eligible for Emergency Medical Assistance. Visit [www.dcf.state.fl.us/ess/medicaid.shtml](http://www.dcf.state.fl.us/ess/medicaid.shtml) for more information.

### Option 3 - Private Insurance

Spouses and dependents who are not eligible for Medicaid or Florida KidCare may obtain coverage through private insurers as an alternative. Also, consider plans that offer short-term coverage.

Keep in mind that individual policies:

1. Usually require a Social Security number to enroll,

2. typically exclude pre-existing conditions,
3. offer "limited health plans" which provide access to office visits and other services, but exclude major illness and hospitalization (while some coverage is better than no coverage, "limited health plans" require careful consideration before purchase.), and
4. have premiums that are based on age, gender, and health factors (premiums may not always be less than the coverage through the University's student plan.)

## **DENTAL INSURANCE**

The Student Health Center does not endorse or sponsor any dental plan. Information regarding affordable dental coverage can be found at [www.DPBrokers.com](http://www.DPBrokers.com). Over 30 available discount plans can be found through this website. Students should enter their zip code to find participating dentists in their area. Please direct all inquiries to (800) 281-3205.

## **PARKING**

Parking on the University of Miami's Coral Gables campus is a privilege extended to those using the facilities of the University consistent with the terms of the University's Motor Vehicle Parking Code and other policies of the University as they are set or amended by the Provost. Parking privileges are extended only to those eligible members of the University community including trustees, faculty, administrators, staff, students, vendors, and visitors who have paid for, received, and properly displayed a current and valid UM parking permit. In consideration of being allowed to use the University's facilities for parking, the purchaser of a parking permit agrees to be bound by the rules set forth in the Motor Vehicle Parking Code, and agrees to pay to the University any fine or administrative charge assessed for non-compliance with this code. Students, faculty, employees, and staff may not park in visitor parking spaces, and UM parking permits are not valid at parking meters.

For more information on parking, visit Parking and Transportation online at [www.miami.edu/parking](http://www.miami.edu/parking). Annual permits are valid August 1, 2016 through August 15, 2017.

[Parking Permit Map](#)

## **HOUSING**

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

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

For more information about assistance with off-campus housing, e-mail [housing@miami.edu](mailto:housing@miami.edu) or visit the [Department of Housing and Residential Life website](#).

## NEIGHBORHOODS

### **Coral Gables**

Home to the University of Miami's main campus, Coral Gables is primarily a residential area. Students will often find houses, duplexes, apartment, condos, efficiencies, and guest cottages for rent. Coral Gables has low crime, quiet streets, and is home to some of Miami's best restaurants and quaint art galleries. There are several city bus routes that travel around the UM campus, including the Metrorail stop at University station. Consider [Red Road Commons](#) as an off-campus option. Red Road Commons is located on 57th Avenue (Red Road) between Ponce de Leon Blvd. and Levante Ave. The complex consists of 400 rental apartments. Visit [www.redroadcommons.com](http://www.redroadcommons.com) for more information.

### **Coconut Grove**

Just north of Coral Gables, lush Coconut Grove is typically a five to ten-minute commute to and from campus. "The Grove" is a great mix of shops, restaurants, parks, bars, clubs, and large annual festivals. There are houses, duplexes, apartments, and condos for rent. While scenic, parts of Coconut Grove have been known to be hubs for drug activity in southern and central Miami-Dade County. While this activity is limited to a few blocks, the University advises that students refrain from renting in Coconut Grove until they are better acquainted with the area. However, if students are familiar with the city, they will find a large selection of affordable accommodations for rent in safe, sometimes gated, areas.

### **South Miami**

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

### **Brickell/Key Biscayne**

These two adjacent towns are both high-end areas that are considered to be safe. Brickell is primarily a high-rise condominium and apartment-based area. It is approximately 10 minutes north of campus and can be an easy commute when traffic is low. Key Biscayne is off Brickell Avenue and is only accessible by the Rickenbacker Causeway. This area is known for its beaches and Crandon Park. There are many condos for rent on Key Biscayne, as there are on Brickell Avenue. However, these rentals tend to be more expensive because of the location.

### **Midtown/Downtown**

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

students research the areas in and around Downtown and Midtown before agreeing to move into one of the area's apartments. Students should select buildings with stringent security measures in place (i.e., security office and gates).

## **Kendall**

Kendall extends west from US-1 down Sunset Drive, Kendall Drive, and the Killian Expressway. It's a sprawling suburb of apartment complexes, housing subdivisions, and shopping centers. A large number of UM students live in the apartment complexes near Dadeland Mall. From Dadeland, students enjoy convenient access to the Metrorail and a 15- to 20-minute commute to campus on US-1. Rental rates further into Kendall are typically reasonable. The more west students are willing to go, the more likely they are to find higher quality apartments, in a relatively safe neighborhood, for lower cost. Keep in mind, however, that during peak traffic times, eastbound and westbound travel can take longer than anticipated.

## **South Beach**

The center of Art Deco design, nightlife, and culture in Miami-Dade County. Many students choose to live on South Beach for at least part of their academic careers to experience the area's unique lifestyle and environment. The commute can easily take thirty minutes by car at peak traffic times. Also, parking on South Beach can be difficult, as many apartment buildings do not have parking for their tenants. However, most people who live on South Beach have city-issued permits for street parking. Without a car, the commute to campus can take well over an hour.

## **STUDENT RESOURCES**

### **Academic Resource Center (ARC)**

The ARC is open to all students for help in all subject areas. Students only need to schedule an appointment to meet with a personal tutor. The ARC also offers disability services. Hours of service are from 8:30 a.m. to 5 p.m., Monday through Friday. Contact the ARC at (305) 284-2800 or e-mail [tutoring.arc@miami.edu](mailto:tutoring.arc@miami.edu) and [disabilityservices@miami.edu](mailto:disabilityservices@miami.edu).

### **Dean of Students Office**

The mission of the Dean of Students Office is to foster the personal development of students by providing a range of programs and services that create an optimal learning and living environment. The [Graduate Honor Code](#) and the [Student Rights and Responsibilities Handbook](#) are two methods in which the University encourages ethical behavior in all its students. The Graduate Honor Council is a student organization which investigates violations of the Graduate Honor Code and decides appropriate action. The Dean of Students Office also oversees the University Chaplains Association, which consists of various campus ministries to serve the spiritual needs of students. For more information on these and other services offered by the Dean of Students Office, call (305) 284-5353 or visit [www.miami.edu/dean-students](http://www.miami.edu/dean-students).

### **William J. Sandler Jr., Center for Alcohol and Other Drug Education**

The Sandler Center sponsors PIER 21, a comprehensive Prevention, Intervention, Education, and Referral program focusing on alcohol and other drug use, misuse and dependency. By working in partnership with all

members of the campus community, the Center strives to promote healthy lifestyles, educate students about high-risk behavior and increase awareness. For more information, call (305) 284-6120 or visit [online](#).

### **The Butler Center for Volunteer Service and Leadership Development**

The Butler Center for Volunteer Service and Leadership Development provides numerous opportunities for involvement on campus, within the community and elsewhere. Event types and duration vary greatly and differ per organization and semester. Volunteer service is encouraged and facilitated by the Service and Leadership Center. Opportunities for leadership training and skill development are available. For detailed information about specific organizations or about the Center, call (305) 284-8828 or visit the Center [online](#).

### **Student Activities and Student Organizations**

Besides enjoying the beautiful campus, getting involved is perhaps the easiest thing to do at UM. With over 280 organizations, there is a club for every interest. In addition to participating in club activities, students can also join a programming board such as Hurricane Productions or the Homecoming Executive Committee. These and other programming boards are responsible for choosing the movies and concerts that are available on campus, planning homecoming events, and much more. In addition to student organizations, UM athletic events are a popular choice. Go [online](#) to learn more about UM's student organizations. Call (305) 284-6399 for a calendar of all events.

### **Office of Multicultural Student Affairs**

The Office of Multicultural Student Affairs offers a reliable support system for African American, Hispanic American, Asian American and Native American students. Some of the services the department offers are academic development, advising and advocacy. The Multicultural Student Affairs office also offers a searchable database of scholarships and fellowship opportunities to graduate students. For more information, e-mail [multiculturalstudentaffairs@miami.edu](mailto:multiculturalstudentaffairs@miami.edu), call (305) 284-2855, or visit [www.miami.edu/msa](http://www.miami.edu/msa).

### **Department of International Student and Scholar Services (ISSS)**

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

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

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

ISSS also works closely with the Council of International Students and Organizations (COISO), the umbrella organization for all international students groups at UM, in highlighting the diversity of the University community and in planning cultural events and activities on campus, including International Week and United Nations Day. In addition, the department also advises the Model UN Club and the Model UN Team. For more information, e-mail [iss@miami.edu](mailto:iss@miami.edu), call (305) 284-2928, or visit [www.miami.edu/iss](http://www.miami.edu/iss).

### **Graduate Activity Fee Allocation Committee (GAFAC)**

The GAFAC oversees the distribution of the unallocated portion of the Graduate Activity Fee to individuals and groups of students throughout the school year. Any graduate student at the University of Miami who has paid the Graduate Activity Fee for all enrolled semesters, current and previous, may apply for GAFAC funding (except for Law, Medical, and Rosenstiel School students). Part time students or Doctoral students taking only dissertation credits who wish to apply for GAFAC funding must request to be charged the Graduate Activity Fee when enrolling since the fee will not automatically appear. Students may apply for funding only once during the same academic year. All applications must be submitted before the event for which the funds being requested occurs. For more information, e-mail [gafac@miami.edu](mailto:gafac@miami.edu), call (305) 284-4922, or visit [www.miami.edu/gafac](http://www.miami.edu/gafac).

### **Preparing Future Faculty (PFF)**

The Preparing Future Faculty (PFF) program at the University of Miami seeks to educate graduate students about career opportunities and expectations in the professoriate and prepare these aspiring students for a future in academe. PFF is open to all graduate students, who can either be nominated by their Graduate Program Director or a faculty member, or can nominate themselves. For more information, please contact Dr. Tatiana Perrino, Associate Dean of the Graduate School, at [tperrino@miami.edu](mailto:tperrino@miami.edu), or your Graduate Program Director. E-mail [preparingfuturefaculty@miami.edu](mailto:preparingfuturefaculty@miami.edu) to learn more.

### **Career Development**

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

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

Career Expos and events are open to all students and alumni and range from general events to major-specific fairs. CAREER EXPO is held twice a year and is inclusive of all industries and majors. Special Career Fairs are held for interested students in accounting, architecture, education, nursing and health sciences, non-profit, government, and green careers.

CaneZone is a management system where students can access internships, jobs, on-campus recruiting information, career programs, and companies/organizations attending Careers Expos and Fairs. Students can only access these additional online resources by activating and logging into their CaneZone account.

## **Ziff Graduate Career Services Center**

The center provides business students with exposure to Fortune 1000 organizations across the country. Ziff's goal is to maximize students' career opportunities with networking and information events throughout the year. Students may also access the center's job postings, which feature positions locally and nationally. In an effort to ensure that the best positions are available to UM's MBA students, the Ziff Center's staff also maintains relationships with recruiters from top companies.

## **Dining Services**

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

## **Wellness Center**

The University of Miami Wellness Center, established in 1996, is a top-quality facility, including a range of programs and classes for all fitness levels. The Center boasts a variety of intramural and club sports, group exercise classes and instructional classes that promote healthy living. Personal trainers are available. The center is open Mondays through Thursdays from 6 a.m. to 12 a.m., Fridays from 6 a.m. to 11 p.m., and weekends from 8 a.m. to 10 p.m. For more information, call (305) 284-8500.

## **Office of the Vice President for Student Affairs**

The Office of the Vice President for Student Affairs serves as a resource to graduate students. The mission of the Division of Student Affairs is to work collaboratively with students, faculty, and staff to provide a multitude of services, programs, and community centers which support the academic mission of the University and enhance student learning. For more information, call (305) 284-4922 or visit the office located in room 244 of the Ashe Building.

## **University Ombudsperson and University Troubleshooter Program**

The University Ombudsperson facilitates a voluntary process to open communication between students and members of the University community in order to resolve concerns and issues. Their role is to listen to students' concerns, investigate the facts surrounding the matter, and make objective recommendations to achieve an effective resolution. University Troubleshooters are faculty members and administrators who provide assistance to students seeking help with academic and administrative matters. Call (305) 284-4922 to submit concerns.

## **University Center**

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

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

## Student Disability

The Academic Resource Center (ARC) provides academic resources and support to ensure that students with documented disabilities are able to access and participate in the opportunities available at the University of Miami.

All students seeking accommodations for a disability must register with the ARC. Students should register as soon as possible so that the office has sufficient time to receive and review the necessary documentation and coordinate reasonable accommodations.

To register, schedule an appointment with the ARC at (305) 284-2374 or e-mail [disabilityservices@miami.edu](mailto:disabilityservices@miami.edu). Before a determination is made regarding a request for accommodations, the student must complete the proper forms and submit current, appropriate, and full documentation of the disability as required by ARC.

## Textbooks

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

## Computing Resources

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

## Copies and Printing

UPrint is a new UM service. This printing solution is available to students at the Coral Gables campus. This is the University's first step towards an enterprise-wide wireless printing solution and will allow the University to better understand the printing requirements of the community.

UPrint has many important features that can benefit the printing services you receive. UPrint provides the advantages of convenience, security, and sustainability. This is a "green initiative," which helps to conserve paper.

UPrint provides several services, including:

- Printing in black and white
- Printing in color
- Copying in black and white
- Copying in color

- Scanning with Global Scan (this service is free and allows students to scan any document and send it via e-mail)

Graduate students may print and copy for free (100-page limit per student) at the GSA office located on 5606 Merrick Drive in suite 21-T. To contact the GSA, e-mail [gsa@miami.edu](mailto:gsa@miami.edu) or call (305) 284-6750.

## Libraries

Otto G. Richter Library on the Gables campus, the University of Miami's main library and largest in the system, houses collections to serve disciplines in the arts, humanities, social sciences, and physical sciences. Smaller libraries are devoted to architecture, business, law, marine science, medicine, music, ophthalmology and psychiatry. All are accessible to graduate students at UM.

Combined, the libraries hold:

- 3 million volumes
- 245,000 electronic books
- 74,000 electronic and print serials
- 3 million microforms
- 300 electronic databases with desktop access
- Federal Government documents depository

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

## Cane Card and CaneID

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

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

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

A CaneID is a username/password authentication process that provides access to multiple UM Information Technology systems and services via one username and password. Your CaneID Password safeguards your

access privileges on many UM systems and should only be known to you. If you suspect your password has been discovered or revealed to others, change your password. CaneID Authentication Service (CAS) is a login service that allows you to access multiple password-protected Web services on a central authentication server. Visit the Cane Card [website](#) for more information.

## **Campus Entertainment**

Weekdays, weekends – there is always something happening at UM.

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

## **HEALTH CARE**

### **Counseling Center**

The Counseling Center provides short-term individual therapy, group counseling, crisis counseling and psychiatric services. Groups for graduate students are routinely offered. The center also provides outreach and consultation services. The After-Hours Line can be accessed by calling (305)-284-5511. Appointments are covered by the student health fee. Psychiatric appointments are covered by UM student health insurance or for an additional charge. UMCC is also an accredited doctoral training site and doctoral students in Psychology. The center is open weekdays from 8:30 a.m. to 5 p.m. and some evenings during the Fall and Spring semesters. Graduate students who have paid the health fee and currently enrolled, are eligible for services. Special note: Graduate students wanting to receive services during the summer must demonstrate that they have paid the health fee and enrolled for the summer or upcoming fall semester. Please check with your department at the end of spring semester to verify your enrollment status. Contact the center at (305) 284-5511 for more information or visit our website at [www.miami.edu/counseling-center](http://www.miami.edu/counseling-center).

### **Student Health Center**

The Student Health Center provides primary and specialty care as well as pharmacy services for all eligible students. The Health Center offers vaccinations, like the flu shot and TB, throughout the year for all students. University insurance plan information is also available at the center. Appointments are not necessary and many of the services are free of charge. They are open from 8:30 a.m. to 5 p.m. Mondays, Tuesdays, Wednesdays and Fridays and from 9 a.m. to 5 p.m. on Thursdays. Contact the Health Center by phone at (305) 284-5927 or by e-mail at [studenthealth@miami.edu](mailto:studenthealth@miami.edu). Visit the website at [www.miami.edu/student-health](http://www.miami.edu/student-health).

### **Immunization**

All students must provide the Student Health Center proof of immunization against measles, mumps, and rubella before matriculation. All new students must provide proof of immunization against hepatitis B and

meningococcal meningitis or sign a waiver declining these immunizations. An immunization form must be completed and returned to Student Health Services prior to arrival on campus. All international students must be screened for tuberculosis by completing page two of the immunization form. Immunization information must be entered at [mystudenthealth.miami.edu](http://mystudenthealth.miami.edu) prior to faxing or mailing the form to the Student Health Service for verification. Immunization compliance can also be verified at [mystudenthealth.miami.edu](http://mystudenthealth.miami.edu).

## **Breathe Freely!**

As of August 1, 2014 the University of Miami is a smoke-free campus.

## **Be Smoke Free**

Students enrolled in the University of Miami student insurance plan will be asked to self-report whether they are smokers via myUM. Those who self-designate as a smoker, and those who fail to provide the smoker designation information will be charged the \$50 surcharge per semester.

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

### **Smoking Cessation Program**

The University of Miami's BeSmokeFree smoking cessation program offers FREE Quit Smoking Now classes at both the Medical and Gables Wellness Centers. The classes offer comprehensive resources for smokers interested in quitting. For further details or to register for the BeSmokeFree program, call (305) 243-7606.

### **Smoking Cessation Services**

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

### **Quit Line**

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

## **LIVING IN MIAMI**

### **Actors' Playhouse at the Miracle Theatre**

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

## **Adrienne Arsht Center for the Performing Arts**

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

## **Art Deco Historic District**

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

## **CocoWalk/Coconut Grove**

CocoWalk is located in Coconut Grove. Because of its proximity to campus, the Grove is a popular hangout for University students. CocoWalk has a large variety of bars, nightclubs, restaurants, and other types of entertainment, such as a movie theater and a comedy club, that appeal to a wide range of tastes.

## **Everglades National Park**

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

## **Fairchild Tropical Botanical Garden**

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

## **Gusman Center for the Performing Arts**

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

## **Key Biscayne**

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

### **Mary Brickell Village**

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

### **Zoo Miami**

Zoo Miami is the largest and oldest zoo in Florida. The climate allows the zoo to keep many animals from all over the world, including those from Africa and Asia. The zoo was one of the first free range zoos where exhibits are completely cage free. White tigers, Cuban crocodiles, komodo dragons, lions, bears, and elephants can all be seen at the Zoo Miami. It is open 9:30 a.m. - 5:30 p.m. daily and is located in southwest Miami-Dade.

### **Miracle Mile**

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

### **South Beach**

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

### **The Shops at Sunset Place**

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

### **Venetian Pool**

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

### **Vizcaya Museum and Gardens**

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

## **SAFETY**

### **Security Escort Patrol**

The University of Miami provides security escorts to students. Security escorts are security supervisors, security officers, and student security patrol officers. While the services are free, you may be asked to present your Cane Card. The Sergeant Sebastian Escort Service is offered every evening from 6 p.m. to 12 a.m. on the Coral Gables campus. This service is provided on an on-call basis through the University of Miami's Office of Public Safety. If you require a security escort please call (305) 284-6666 or use any of the emergency Blue Light Phones on campus.

### **Emergency Notification Network**

UM's Emergency Notification Network is a comprehensive communications solution that allows the University to quickly disseminate an urgent message through multiple communication mediums including: voice messages to cell, home, and office phones, text messages to cell phones, e-mail messages, emergency notification sirens, and public address, and loudspeaker messages in some dormitories and other buildings.

### **S.T.A.Y. Strategy**

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

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

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

### **Hurricane Preparedness**

Due to the location of the University, the annual hurricane season is a time to be prepared at home and at the University. Should a storm threaten South Florida or some other emergency threaten the University, members of the UM community should continually monitor the UM Emergency Preparedness page for updated information. In addition, employees and students will receive the Storm Alert e-mail newsletter. The Hurricane

Hotline (305-284-6666) is also available as another resource for information, questions, or concerns. Students, faculty and staff can visit the recover site after a storm to notify the University of any changes in status.

### **Blue Light Phones**

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

## **TRANSPORTATION**

### **Miami Metrorail**

Extending from Kendall to Medley, the Metrorail is Miami-Dade County's rail system that serves a north-south route. If you live close to a Metrorail station, or to a bus that can get you to a station, Metrorail can take you directly to the University (via the University station, south of the Stanford Drive entrance to UM). It is also a fast and economical way to get to the Medical Campus. You can pay each time you ride or you can purchase college student Metrorail passes and monthly Metrorail parking permits at the Ticketmaster window on the first floor of the Whitten University Center. You must have your 'Cane Card (student ID) with you to purchase these special passes, and purchases are cash only.

### **Miami Metrobus**

In addition to the Metrorail, Miami-Dade Transit offers convenient bus routes, which crisscross Miami-Dade County daily. Many buses connect with the Metrorail, and the cost is included in the college student Metropass. Several bus routes travel on Ponce de Leon Boulevard, which borders the southern end of University of Miami's main campus. Copies of bus route maps are available at the Information Desk on the first floor of the University Center, at the University Metrorail station information desk, as well as online.

### **Bicycles**

Bike racks are located throughout campus. To protect yourself against bicycle theft, lock your bike with a high quality lock whenever leaving it unattended. It is also helpful to register the bike with the campus police at (305) 284-6666 to assist with theft recovery. UMPD issues one free, u-style bicycle lock to all students at the time of registration.

### **Miami International Airport**

Miami International Airport (MIA) is the closest airport to the University of Miami. Several major airlines fly out of the Miami International Airport. The airport is most easily accessible by taxi or by public transit. Metrobus route 57, which travels along 57th Ave. (Red Road), goes directly to the airport on weekdays. Shuttle service to the airport is available through several companies. Browse the websites of reputable companies to schedule a pick up.

## **Fort Lauderdale-Hollywood International Airport**

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

## **Tri-Rail**

Tri-Rail's 22 commuter rail stations connect Miami-Dade, Broward, and West Palm Beach. Tri-Rail services the area around the Fort Lauderdale airport and connects directly with the Metrorail at no additional cost.

## **Cars on Campus**

Freshmen who reside on campus are not permitted to have cars on campus. All other students, including residents and commuters, are permitted to purchase permits to park their cars on campus. Visit the Department of Parking and Transportation Services' website or call (305) 284-3096 for information regarding permits and campus shuttle service, as well as maps for campus parking.

## **Zipcar**

Zipcar is a car-sharing program that provides the flexibility and convenience of having a car without actually owning or leasing a vehicle. The Zipcar program is designed to save students money, reduce greenhouse emissions, and preserve green space on campus. The annual membership fee is \$50, and rental rates are \$8 to \$9 per hour and gas and insurance are included. Once a Zipcar member, drivers can reserve a vehicle for a few hours or an entire day. Parking is free for Zipcars on the Coral Gables campus.

## **Shuttle Service**

The University of Miami operates the Hurry 'Cane Shuttle during the fall and spring semesters. The shuttle fleet, including the bio-diesel fueled Optima buses, is equipped with state of the art wheelchair accessible buses, is available free of charge to all University students, faculty, staff, and visitors, and serves most major campus buildings, parking lots, and the University Metrorail station. Hurry 'Cane Shuttle facilitates use of perimeter parking lots, and provides a convenient means of traversing campus without using a personal vehicle. Students can track the arrival of shuttles online at [www.umshuttles.com](http://www.umshuttles.com).

## IMPORTANT PHONE NUMBERS

When dialing from a Coral Gables campus phone, do not dial the area code (305) and prefix 284. Simply dial 8 and line number ####. For the Medical Campus, dial 6 and the line number. For the Marine Campus, dial 5 and the line number.

### **Emergency Services**

Campus Police (305) 284-6666

Coral Gables Police (305) 442-1600

Crime Prevention (305) 284-1105

Emergency Police, Fire and Rescue 911

Fire and Rescue (305) 442-1600

Police Escort Service (305) 284-6666

Security Escorts (305) 284-6666

Sexual Assault Response Team Hotline (SART) (305) 798-6666

UM Police (quick dial) \*711

UM Police Business Office (305) 284-3075 -- 8-6666 from any Blue Light phone

Graduate School (305) 284-4154

Office of Financial Aid (305) 284-5212