

UNIVERSITY OF MIAMI
ROSENSTIEL
SCHOOL of MARINE &
ATMOSPHERIC SCIENCE



RSMAS GRADUATE STUDENT HANDBOOK



ACADEMIC YEAR 2015-16

INTRODUCTION

About this Handbook

The Rosenstiel School of Marine and Atmospheric Science (RSMAS) Graduate Handbook (this document) is supplemental to the University of Miami (UM) Graduate Handbook, available on <https://umshare.miami.edu/web/wda/grad/pdf/GraduateStudentHandbook.pdf>

Student Responsibilities

It is the student's responsibility to be informed of all regulations and procedures documented in the UM, RSMAS, and individual Program Handbooks that are required to obtain his/her degree. The student also needs to be aware of important dates in the UM 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 he/she was not informed by an advisor or other authority.

RSMAS Graduate Programs in 2015-16

Atmospheric Sciences (ATM)
Marine Ecosystems and Society (MES)
Marine Biology and Ecology (MBE)
Marine Geosciences (MGS)
Meteorology and Physical Oceanography (MPO)
Ocean Sciences (OCE)

Marine and Atmospheric Chemistry (MAC)- not accepting new students
Students in Marine Biology and Fisheries (MBF) report to the MBE Program Director.
Students in Marine Geology and Geophysics (MGG) report to the MGS Program Director.

University of Miami Academic Calendar

<http://www.miami.edu/index.php/registrar/calendar/>

Definitions

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

Important Websites

<http://www.rsmas.miami.edu/academics/graduate-programs/>
<http://www.rsmas.miami.edu/academics/graduate-programs/current-students/forms/>

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



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ACADEMICS

Degree Requirements: Doctor of Philosophy

The full requirements are given in the UM Handbook. Please read those prior to the supplementary information provided below.

The expected time to completion for a Ph.D. is 5 years. A student in residence in the program beyond 8 years requires approval by the program director and associate dean.

1. Checklist and academic plan

Each student should follow the checklist for defense graduation, which will guide the student through all the milestones that the student must complete in order to graduate from the Rosenstiel School. This begins with an Academic plan that identifies the number of courses a student must take to graduate, according to the program handbook. This should be reviewed between the student and program director in the first semester.

2. Course Requirements

Each program sets their own requirements with regard to course and research credits as stated in the Program Handbook, as long as a minimum of 60 credits are taken. Students entering with a Masters degree can transfer up to 24 credits. Students with prior graduate coursework can transfer course credits using the **Petition to transfer form**. In either case, students must fill out an **Academic Plan form** in the first semester in residence if they wish to transfer prior credit.

All RSMAS Ph.D. students are required to take Research Ethics Course (RSM 700).

If a student has been permitted to bypass the M.S. degree, 6 credits of PGM 810 will be converted to PGM 830 (where “PGM” is the program abbreviation).

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

3. Committee

The “Supervisory Committee” and “Dissertation Committee” described in the UM handbook are commonly known as the student’s “Committee” at RSMAS, and are normally the same committee.



Once the Committee is formed (typically in the second year), the “[Appointment to Student’s Committee](#)” form should be completed, signed by all members and the Program Director, and forwarded 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, before being forwarded to GSO. The Committee should meet at least annually to review the student’s progress, and the student and Committee should prepare a short report on progress and research directions.

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

4. Comprehensive Exam

A comprehensive examination is required **by the end of the third semester**. The exam can be written, oral or both. Each program determines the content and form of the examination, and establishes the test date for its students in a given year-class. GSO receives written notification of the results via a [form](#) completed 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. Students who fail the re-examination are subject to dismissal from the school.

5. Annual progress reports

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

6. Dissertation Proposal

The dissertation proposal, containing the following items, must be defended and approved by the student’s committee:

- a) tentative title
- b) statement of the problem and objectives
- c) methodology, including equipment and facilities required
- d) timetable

A [Proposal Approval Form](#) must accompany the proposal and be signed by the members of the student’s committee and Program Director.

7. Qualifying Examination

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

8. Admission to Candidacy

Before being admitted to candidacy, a student must:

- a) have an approved committee on file in GSO
- b) pass the comprehensive exam
- c) submit and successfully defend the dissertation proposal
- d) pass the qualifying examination
- e) have a 3.0 average in all credits earned (a minimum of 12 credits although some programs may require more)
- f) remove all "I" or deficiencies

The application for [Admission to Candidacy](#) must be completed and turned in to GSO at least one semester prior to the expected semester of graduation.

9. Dissertation Defense

Students must be registered for research credits during the semester of defense. Defense must occur before the last day of the semester.

An [Announcement of Defense form](#), signed by all committee members, must be turned in to GSO by the student at least **14 days** prior to the defense date. The student is responsible for obtaining signatures from all Committee members and program director. Each Committee members must be given no less than 14 days to review material prior to signing the Announcement of Defense form. Thus, the student must provide the committee with a complete version of the dissertation **28 days** prior to the desired defense date. A Student Payroll End Date [form](#) (attached to the [Announcement of Defense form](#)), should also be submitted at the same time.

Students who wish to have their Defenses announced to the broader UM community should also fill out the University of Miami Graduate School defense notice form:

http://www.miami.edu/gs/index.php/graduate_school/current_students/electronic_theses_dissertations/before_you_defend/. Note that this ***cannot*** be used as a substitute for the RSMAS Announcement of Defense form.

The committee chair should notify GSO, in writing, of the outcome of the defense. The memorandum and assessment form are available [here](#).

10. Dissertation Submission

In addition to the regulations in the UM Handbook on submitting the dissertation to the UM Graduate School, an original [Certificate of Approval](#) form is required. This form must be signed by all members of the student's Committee, following which the student should take it to GSO at least one day prior to the end of the semester. GSO will then sign it prior to delivery to the UM Graduate School.

11. Summary of Ph.D. Degree Requirements and Timeline

	<u>REQUIREMENT</u>	<u>TYPICALLY COMPLETED</u>
A.	Major Advisor	Upon acceptance
B.	Committee	By end of 2 nd year
C.	First Committee Meeting	By end of 2 nd year
D.	Comprehensive Exam	By end of 3 rd semester
E.	Proposal	By end of 3 rd year
F.	Qualifying Exam	By end of 3 rd year
G.	Admission to candidacy	At least one semester prior to graduation

12. Graduation deadlines

Defense and dissertation submission deadlines are set by the Graduate school, and can be found at:

http://www.miami.edu/gs/index.php/graduate_school/current_students/electronic_theses_dissertations/

These are the deadlines that a student ***must*** meet in order to graduate within that semester. If these deadlines are not met the student is not guaranteed to graduate in that semester, and graduation may have to be deferred until the following semester.

13. Non-Fulfillment of Requirements

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

The above guidelines may be made more stringent by a program, dissertation advisor or committee, but they may not be made more lenient.

Degree Requirements: Master of Science

The full requirements are given in the UM Handbook. Please read those prior to the supplementary information provided below.

The expected time to completion for a M.S. is 2 years.

1. Checklist and academic plan

Each student should follow the checklist for defense graduation, which will guide the student through all the milestones that the student must complete in order to graduate from the Rosenstiel School. This begins with an Academic plan that identifies the number of courses a student must take to graduate, according to the program handbook. This should be reviewed between the student and program director in the first semester.

2. Course Requirements

All RSMAS M.S. students are required to take 24 graduate course credits, of which 18 must be taken at UM. All students are required to take the Research Ethics Course (RSM 700)

Students must sign up for 6 research credits (PGM 810) during their tenure (where “PGM” is the program abbreviation).

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

3. Committee

The “Thesis Committee” described in the UM handbook is commonly known as the student’s “Committee” at RSMAS. The other guidelines in this Handbook in regard to the Committee, given for Ph.D. students, also apply to M.S. students.

4. Comprehensive Exam – as for Ph.D. students

5. Annual progress reports – as for Ph.D. students

6. Thesis Proposal – as for Ph.D. students

7. Pre-Defense

Before scheduling the defense, a student must:

- a) have an approved committee on file in GSO
- b) pass the comprehensive exam
- c) submit and successfully defend the thesis proposal
- d) have a 3.0 average in all credits earned (a minimum of 12 credits although some programs may require more)
- e) removed all “I” or deficiencies



8. Thesis Defense – as for Ph.D. students

9. Thesis Submission – as for Ph.D. students

10. Substitution of Publication for Thesis

With the approval of the student's Committee and the Program Academic Committee, a publication may be submitted in lieu of a thesis. The following regulations apply:

- a) The publication must be the work of the student (sole author) and not a joint effort with another person or persons.
- b) The work on which the publication is based must be a part of the student's graduate program for which appropriate graduate credit was granted.
- c) The publication must be published in a reputable, refereed journal.
- d) The student must have a thesis committee which shall be appointed in accord with, and function as prescribed in the UM Graduate Handbook. Regulations pertaining to the thesis shall hold for publications.

11. Summary of M.S. Degree Requirements and Timeline

	<u>REQUIREMENT</u>	<u>TYPICALLY COMPLETED</u>
A.	Major Advisor	By end of 1 st semester
B.	Committee	By end of 3 rd semester
C.	First Committee Meeting	By end of 3 rd semester
D.	Comprehensive Exam	By end of 3 rd semester
E.	Proposal	By start of 4 th semester

12. Graduation deadlines – as for Ph. D. students

13. Non-Fulfillment of Requirements – as for Ph.D. students

The above guidelines may be made more stringent by a program, dissertation advisor or committee, but they may not be made more lenient.

Master of Professional Science (MPS) Degree

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

AUDITING A COURSE

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

CLEARANCE PROCEDURE

When a student is leaving RSMAS--graduating, taking a leave of absence, or withdrawing--he/she must fill out a [Clearance Form](#). The form must be signed by the designated persons and returned to the Graduate Studies Office.

MPS students should use the Clearance form that can be found at: <http://mps.rsmas.miami.edu/forms/>

COURSE CHANGES

A student may add or drop classes each semester until the dates specified in the University Academic Calendar. The student should fill an ADD/DROP form at the Graduate Studies Office for MS and PhD students, and the MPS office for MPS students.

RSMAS GRADUATE FAMILY LEAVE POLICY

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

<http://www.rsmas.miami.edu/academics/graduate-programs/>

FULL-TIME STATUS

Effective Fall 2015 RSMAS tuition will be \$1,850 per credit hour and the categories for full-time study for RSMAS students will be:

- a) All PhD students and MS-2 students: graduate students taking 12 or more graduate credits per academic year
- b) All other students: graduate students enrolled in a minimum of 1 credit hour of Master thesis, Master of Professional Science internship, doctoral Dissertation research, or residency research (course 805, 810, 830,).

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

GRADE CHANGES

When a course for which a grade of incomplete has been recorded is completed, the grade must be changed by means of a Change of Grade form, available in GSO or the MPS Office. The course instructor must complete the form and return it to GSO or the MPS Office. An incomplete must normally be made up before the end of the following semester and within one calendar year. All incomplete grades must be taken care of before admission to candidacy and graduation.

GRADUATION

A student must apply for graduation during the semester in which he/she intends to graduate. This must be done either at registration or no later than the deadline specified on the [University Academic Calendar](#). Applications are completed on-line through Canelink.

A graduating student must obtain a Clearance Form available [online](#). (See CLEARANCE PROCEDURE)

If a student applies for graduation in a given semester and does not meet the deadline for submission of the thesis/dissertation/internship report, he/she must re-apply for graduation for the following semester.

Students must hand in their final thesis/dissertation within 3 months of their defense or within the recency of credit policy as stated in the [Graduate School Handbook](#) (lesser of the two)

ACADEMIC APPEALS AT THE ROSENSTIEL SCHOOL

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

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

- c. If there appears to be grounds for an appeal, the Ombudsperson will forward the appeal to the chairperson of the Faculty Senate Student Affairs Committee.

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 the Graduate Studies or MPS Office. A leave is normally granted for up to one year. When the student wishes to return, he/she must submit an [Application for Re-admission](#) to the Graduate Studies Office. A student taking a leave of absence must complete a [Clearance Form](#). (SEE CLEARANCE PROCEDURE)

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 publications to such journals while you are a student. These 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 chair and committee is to act as reviewers of your thesis or dissertation and provide advice in what can be a confusing business of submitting a paper to a journal. Some of the problems you might encounter in terms of the latter are response to reviewer's comments, co-authorship questions, proper format, and choice of journal. These matters should be discussed with your committee chair, committee and other faculty as you prepare a manuscript and during the review process.

RECENCY OF CREDIT

All work must be completed within four years of the time of admission to graduate work, for those studying for the various master's degrees; and within six years for those studying for the doctoral degrees with a master's degree in the field. For those admitted directly into a Ph.D. program without a master's degree in the field, all work must be completed within eight years. Exceptions may be granted by the Dean of the Graduate School at the request of the Graduate Program Director.

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 ten years. RSMAS course credits cannot be more than six years old **at the time of graduation** for those studying for the master's degree; and no more than eight years old for those studying for the doctoral degree. Validation of over-aged credits is possible only by successful examination in the pertinent course material, and with the endorsement of the student's committee. Academic credits that are part of a degree are not transferable.

REGISTRATION

Registration is required of all RSMAS students during all semesters, unless a leave of absence has been requested and approved. It is important that all students receiving a fellowship, or being paid as research or teaching assistants, be registered as full-time (9+ course credits or 1 research credit) students. **All students (excluding self funded students) must register for a minimum of 12 credits per 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, he/she will be dropped from the student rolls. Should this occur, the student will be required to again submit a formal application for admission to the Graduate School and his/her credentials will be reviewed along with those of all other applicants according to the admissions criteria in effect at that time.

STUDENT FILES

Since the student's official file is kept in the Graduate Studies 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 Graduate Studies or MPS Office.

All of these forms are available through the Graduate Studies Office [website](#) and the MPS website (<http://mps.rsmas.miami.edu/forms/>) (Unless otherwise stated, no forms should be downloaded from the Graduate School website as RSMAS sometimes uses different forms).

EDUCATIONAL TRAINING PROGRAM (TEACHING ASSISTANTS)

RSMAS PhD students are expected to be a Teaching Assistant (TA) for two courses while pursuing their degree. A training session and two teaching opportunities are offered as courses in educational training (I, II and III). The mandatory TA program will include training of new TAs, evaluation of their performance, and recognition of excellence. The goal is to make the experience as valuable as possible for the TA, the faculty, and the students taking our courses. The following are specific requirements of RSMAS TAs:

- Register for Educational Training courses
- Complete online TA training (the graduate school will contact TAs by email before the start of the academic year)
- Foreign students must pass a 'Speak test' (the graduate school will contact TAs by email before the start of the academic year)
- Complete RSMAS TA training workshop
- Meet with faculty **BEFORE** the beginning of the semester to discuss duties/expectations (preferably before TA training)
- Attend first day of class to be introduced to students
- Set up and maintain consistent office hours. Add your name, contact information, and office hours (location/time) to the course syllabus.
- Spend on average 12-15 hours/week on class-related duties.
- The student must have a minimum of 2 significant teaching opportunities during the semester. If more than 2 teaching opportunities are offered to the TA, the faculty instructor must be present and provide feedback for these activities. This could be a lecture, a discussion section, or a lab.
- Perform an end-of-semester evaluation of their experience in the course.

RSMAS TA Excellence awards will be given out annually in the categories of undergraduate lecture, undergraduate lab, and graduate course. Faculty nominations for these awards are solicited each semester, and awards will be given at the end of the academic year.

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 upon written petition by the student and with the approval of his/her committee. Petition for Transfer of Credit can be found [here](#). Complete the form and bring it to the GSO or MPS office to process with the Graduate School. In no case will credit be transferred until the student has completed, with grades of "B" or above, an equivalent number of course credits at the University of Miami. Transfer credits will be limited to 6 for the M.P.S. and M.S. student, and 9 for the Ph.D. student. Note that transfer credits will count toward the total tuition scholarships made available.

Students that receive a master's degree from another university are normally given credit for 24 course credits. Individual programs may require more course credits to remove deficiencies. It is up to each program to determine, upon admission, whether a transfer student requires more course credits for meeting the Ph.D. requirements. Of the 36 remaining credits needed for the Ph.D., a minimum of 12 must be taken as research credits (830).

TRANSFER OF PROGRAM

A student is free to transfer into a different graduate program as long as they will be able to fulfill the requirements of the program at the degree level they are seeking (M.S. or Ph.D.), 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.
- 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 ref@rsmas.miami.edu in order to be added/removed from the appropriate program mailing lists.

Notes:

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

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

WITHDRAWAL

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

STUDENT HEALTH

STUDENT HEALTH CENTER

The Student Health Center is a modern, on-campus, 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 University Fee, are eligible for care at the Health Center. The spouse of the student may pay a Health Center Fee and become eligible for care at the 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.

The Student Health Center is located at:

5513 Merrick Drive, Coral Gables, FL 33146, across from the Lowe Art Museum. Telephone (305) 284-5927; fax (305) 284-4905; insurance and immunization information (305) 284-1632

Please refer to their website: <http://www.miami.edu/student-health>

After hours assistance available at 305-284-9100

Emergency assistance:

http://www.miami.edu/sa/index.php/student_health_center/general_information/#Emergency

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

HEALTH INSURANCE

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

IMMUNIZATION

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

PHARMACY

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

The telephone number is (305) 284-5922; fax (305) 284-4883. The hours of operation during the Fall and Spring semesters are from 9:00 a.m. to 5:30 p.m., Monday through Friday. During the winter break, spring break, and summer sessions, the pharmacy is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. The pharmacy is closed on Saturdays, Sundays, and on University holidays.

RESOURCES AND FACILITIES

RSMAS LIBRARY

The RSMAS Library serves the research and teaching needs of the faculty, students and staff of the School and the University of Miami. The Library is open to the public for research only. Over sixty percent of the journals are in electronic format. In addition to journals and books, library holdings also include reports from private, state, federal, and international agencies and organizations. Other

library holdings include several thousand maps and nautical charts, atlases, expedition reports, and rare books. The online catalog, IBISWEB, provides access to the resources of the University of Miami Libraries as well as the holdings of the RSMAS Library; through university-wide resource sharing, RSMAS Library patrons are able to access hundreds of databases and thousands of electronic journals and books.

The RSMAS Library website is a gateway to the Library's collections and services: <http://www.library.miami.edu/rsmaslib/>

The Library is closed on official University holidays.

Computers: The Library is a wireless network environment. Several computer workstations are available for use.

RSMAS COMPUTER FACILITY (RCF)

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

Computing at RSMAS is grounded in a modern glass-fiber based campuswide network providing both glass-fiber and Cat5 (twisted pair) ports in all offices and labs. Each port can be supported by an individually switched 100 Mbit/second Ethernet link. In some areas, Gigabit Ethernet is available. Wireless network services are available around the campus. External network connections to the Internet include an OC-3 (with 155 Mbits/second) connection to the commercial Internet and a 10 Gigabit Ethernet connection to the Florida and National Lambda Rails connecting to Internet2 as well. These high-speed research and education networks are nationwide networks connecting high-end research and educational institutions across the country, and some deployment world-wide. Individuals and research programs provide their own computers for their programs. RSMAS has well over 300 high-end UNIX Workstations, Tru64 Alphas, Intel/AMD variants, Apple, Silicon Graphics and Sun workstations as computing platforms. Program group expertise includes multi-terabyte disk storage facilities, large environmental and satellite remote sensing databases, and extensive graphics output capabilities. The local computer facility provides assistance in configuring and operating the hardware on the network infrastructure present on campus. They also manage several UNIX workstation clusters to support communications and document preparation for students.

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:

https://umshare.miami.edu/web/wda/grad/pdf/gst_honor_code_2015_2016.pdf

A copy of these policies is provided to new students at orientation.

EQUIPMENT

Audio-visual and research equipment is made available to students and faculty through the Graduate Studies Office.

FITNESS CENTER AT RSMAS

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

CAREER PLANNING AND PLACEMENT

The Toppel Career Planning and Placement Center is a 6,000-square-foot, state of the art facility located on the Circle at the end of Stanford Drive on the Coral Gables campus.

The center is designed to especially meet your career development and placement needs. They assist in matching the staffing needs of employers with students who are seeking permanent employment. Their professionals aggressively develop employer contacts and make career opportunities available to qualified students and alumni. There is also the Career Resource Library which is the venue for career development workshops, career forums, and other employer-sponsored functions. These are organized and presented throughout the year to help you decide on careers, engage in critical networking activities, and prepare for the important process.

DIVING PROGRAM

Certification - All persons diving under the auspices of RSMAS must be certified by the Diving Officer. Eligibility for Certification - Previously untrained divers must apply for and pass the Research Diver Program at RSMAS before certification. Levels of Certification - contact the Dive Officer for information.

STUDENT BOAT REGULATIONS

Contact the Marine Operations department for more information about Student boat usage:

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

AWARDS, PRIZES AND FELLOWSHIPS

<http://www.rsmas.miami.edu/academics/graduate-programs/honorary-awards/>

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

KOCZY FELLOWSHIP - The new model for supporting RSMAS PhD students includes two years full stipend and tuition support from RSMAS with the remaining support coming from their advisor. What is now RSMAS, started out as a Marine Biological Laboratory under the direction of our first dean Dr. F.G. Walton Smith. In the 1960s and early 1970s the vision, energy, and connections of Dr. Fritz Koczy were key to establishing the physical sciences at RSMAS. This prize of \$5,000.00, in honor of the late Dr. Fritz Koczy, is intended to provide support for a doctoral

candidate in their final year. The funds can be used by students to participate in “activities related to finishing up their PhD (e.g., professional meetings related to their research — including meetings outside of the United States, software purchase, etc)”. To be eligible, a student must have been admitted to PhD candidacy. A student is permitted to apply for the Koczy Prize only once in their academic career. Final selection of the recipient, based on academic and scientific excellence, is made by the RSMAS Graduate Academic Committee.

One nomination is requested from each program, and should include the following information from the candidate: (1) statement on content and significance of dissertation research; (2) teaching/research positions held; (3) professional activities; (4) vita; (5) publications. The advisor must nominate the student with a brief nomination letter included with the nomination package. The brief letter should be a standard letter of reference attesting to the student’s independence, significance and scope of their work, contribution to other fields/projects etc.

SMITH PRIZE - This prize, created by the Office of the Dean of Faculties of the University in honor of Dean Emeritus F.G. Walton Smith, is awarded to the RSMAS doctoral student displaying the most original piece of research in marine and atmospheric science. It consists of a \$3,000.00 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. In the case where a student has left the RSMAS campus, travel arrangements will be made to bring the recipient to the campus for the presentation of the award. The recipient of the prize will be chosen by the RSMAS Graduate Academic Committee. One nomination is requested from each program. Pertinent supporting materials should include:

1. Copy of the dissertation
2. One letter (one page limit) of recommendation from the students committee written and signed by the chairperson and/or committee members
3. Vita
4. In addition, the nominee's chair shall submit a list of five individuals from outside the school who would be capable of commenting on the quality of the dissertation research. These individuals may already be familiar with the student's work, but cannot be outside members of the committee. From this list, the RSMAS Academic Committee will solicit one external review of the dissertation for use in the final selection process.

DEAN'S PRIZE - This prize is awarded annually in recognition of a student's achievement at the Masters level for the outstanding thesis in marine and atmospheric science. The prize consists of \$1,500 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. In the case where a student has left RSMAS, travel arrangements will be made to bring the recipient to the campus for the presentation of the 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



FRANK J. MILLERO PRIZE – *(Students self nominate)*

The Frank J. Millero Prize for Best Student Publication

Originally created in 2006 by the Office of the Dean in honor of long-serving Rosenstiel Associate Dean for Academic Affairs, Professor Frank J. Millero. The Millero Prize is awarded annually to a Rosenstiel School Ph.D. student whose single or first-authored peer-reviewed publication is original and significant enough to merit special recognition as an outstanding publication in the field of Marine and Atmospheric Science. The prize consists of a check in the amount of \$2500 and a plaque.

Self-nominations can be submitted by any Ph.D. student who is in full-time residence at the time of nomination. The nominated publication must reflect research conducted at the Rosenstiel School. The nomination package should consist of a copy of the publication (either a reprint or pdf file) and a short statement from the student author that explains (1) how the paper relates to the Ph.D. 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 in general terms. If the paper has not yet been published, proof that the paper has been officially accepted and is in press is required. An individual publication can only be nominated once for consideration. The Rosenstiel School Graduate Academic Committee will make the final selection.

MARY ROCHE FELLOWSHIP - This 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 masters 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 his/her academic career.

The final selection of the fellow, based on academic and scientific excellence, is made by the RSMAS Academic Committee. The recipient will receive the award recognition at the annual School-Wide Awards Ceremony in Spring.

One nomination is requested from each program and should include the following information on the candidate: (1) CV, (2) recommendation from students' advisor, and (3) a report on the candidate's ship experience and relevant research.

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

FELLOWSHIPS AND SCHOLARSHIPS

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

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

RSMAS GRADUATE CAREER DEVELOPMENT FUND

Application: We have expanded the RSMAS graduate research fund to include career development activities for graduate students. While this fund will continue to provide partial support for Doctoral and Masters related independent research, we also welcome applications for activities that will enhance the career prospects for our graduate students. This may include activities related to development of professional skills in scientific research (e.g. oral or written communication, management, budgets, negotiation, mentoring... etc), and serve the individual student as well as the RSMAS community. Some examples of activities follow (but are not limited to these):

- Hold community workshops
- Hosting collaborators or outside speakers at RSMAS
- Novel research topic (independent of the advisor's projects)

We note that many of these activities could be supported by the student's advisor. Here we encourage proposals for activities that do not have that support. Proposals should state explicitly why funds from the school are being requested, rather than being obtained from the advisor.

Applications consist of:

1. A maximum one page description of the project, including a detailed budget for the requested support.
2. A maximum two page CV including peer-reviewed publications
3. A maximum one page letter of support from your advisor including an explanation of why (full) support for the proposed activities is not available.

PLEASE NOTE THAT FUNDS MUST BE SPENT BY 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), 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.

FINANCIAL INFORMATION

FUNDING MODEL FOR M.S. AND PH.D. STUDENTS

All M.S. and Ph.D. students under the conventional model are supported by a stipend and tuition, which is provided by their advisor and RSMAS. The stipend in Academic Year 2015-16 is \$29,131 with a maximum of \$32,000 for PhD students, and the minimum for supported MS students is \$23,700/year. Students on Fellowships may have a different funding model.

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

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

LOAN FUNDS

There are several types of student loans available through federal agencies to graduate students who are U.S. citizens. Inquiries concerning these loan funds should be directed to:

Office of Financial Assistance Services
University of Miami
305-284-3115
gradprof.finaid@miami.edu
http://www.miami.edu/index.php/office_of_financial_assistance/

EMPLOYMENT

Job opportunities are also offered by the University's College Work-Study program and other student employment programs. Inquiries concerning these work opportunities should be directed to:

Student Employment Office
University of Miami
305-284-6641
ose@miami.edu
<http://www.miami.edu/index.php/ose>

GENERAL INFORMATION

STUDENT ORGANIZATION - MSGSO (msgso@rsmas.miami.edu)

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

MAIL

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

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

OFFICE SPACE

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

SECURITY

The campus gates are open Monday through Friday from 7:30 a.m. to 6:00 p.m. At other times, the gate can be opened with a magnetic card. Your RSMAS student ID will also be your access card. Call Security at 305 421-4766 or 305 710-7991 for assistance.





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