



# MASTER OF PROFESSIONAL SCIENCE PROGRAM CHECKLIST

This checklist is a resource for students to manage their MPS milestones and degree requirements during their time in the program. All MPS tracks are required to complete the items below (some exceptions granted for dual-degree students in the JD/MPS track). Requirements are listed in the order that they should be completed.

This checklist is for your personal use, and you **do not** need to submit it the MPS Office. Refer to the sections below for more details on each requirement. MPS degree requirements are fully detailed in the [MPS Student Handbook](#). JD/MPS students must contact the MPS Office for their program checklist.

## OVERVIEW

- Submit admissions items listed in [Acceptance Packet](#)
- Complete and pass [RSM 700: Research Ethics](#)
- Complete and pass [Sexual Assault Prevention Training](#)
- Complete and pass [30 total graduate-level credits](#)
  - 24 course credits
  - 2 internship credits
  - 4 remaining credits (course or internship credits)
- Maintain [Cumulative 3.0 GPA and no grades below a C-](#)
- Complete and pass [Comprehensive exams \(4\)](#)
- [Review MPS Internship Prerequisites](#)
- Submit [MPS Internship Commitment Form and one-page summary](#)
  - IF APPLICABLE: Review the *International Travel Checklist*
- Submit [MPS Project Proposal](#)
- [Apply for Graduation in CaneLink](#)
- Address [Graduation Pre-Clearance](#)
- [Check CaneLink for holds](#)
- Submit [MPS Final Report and Report Availability Agreement \(RAA\) Form](#)
- Deliver [Oral Presentation](#)
- Complete [Graduation Exit Survey](#)
- Submit [Clearance Form](#)
- Pass [Final Graduation Clearance](#)

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## ADMISSIONS ITEMS LISTED IN ACCEPTANCE PACKET

- Submit all items listed in your Acceptance Packet. These can include official transcripts from previous academic institutions, letters of recommendation, official scores, international student documents, etc. Admissions requirements can be reviewed [here](#).
- Not sure if you are missing admissions documents? Contact the MPS Office at [mps@earth.miami.edu](mailto:mps@earth.miami.edu). Graduating students will have missing documents listed in their graduation pre-clearance email.

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## RSM 700: RESEARCH ETHICS

- An online, 0-credit course offered via the [CITI Program](#) website (not Blackboard) that must be completed by all graduate students during their first semester at the Rosenstiel School (required for graduation). The MPS Office enrolls all students in this course during their first semester and provides instructions and a deadline for completion. If a student does not see RSM 700 on their unofficial transcript, they must notify the MPS Office immediately.
- Students must successfully pass two sections:
  - **Responsible Conduct of Research** course series within the relevant disciplinary background (e.g., Physical Sciences)
  - **Plagiarism**
- The course is graded as either an S (Satisfactory) or I (Incomplete) and will appear on the students' UM academic transcript.

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## SEXUAL ASSAULT PREVENTION TRAINING

- An online, 0-credit course offered via a third-party platform (EverFi) that must be completed during the student's first semester in the MPS program. This course will not appear on Blackboard or students' academic transcripts.
- This course is administered by the [Graduate School](#), not the MPS Office; therefore, the Graduate School registers all students, provides log-in instructions, and communicates deadlines for completion.
- No grade is given for this course, but successful completion is a requirement for graduation. Failure to complete this course by the given deadline will result in an **Academic Dean hold** on the student's account (prevents course registration, access to transcripts, graduation, etc.).

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## 30 TOTAL GRADUATE-LEVEL CREDITS

- Students must earn a minimum of **30 graduate-level credits** in good academic standing to earn the MPS degree. Students must be registered during their final semester in the program in order to graduate.
- Of the 30 total credits, **24 must be class credits**, and **2 must be internship credits**.
  - The remaining 4 credits may be either class credits or internship credits.
- Students are responsible for regularly checking their [CaneLink](#) accounts to confirm their enrollment in the appropriate courses and number of credits each semester. Students must notify the MPS Registration Team immediately at [registration@earth.miami.edu](mailto:registration@earth.miami.edu) if there is an error. Students are responsible for negligence.

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## CUMULATIVE 3.0 GPA, NO GRADES BELOW C-

- Students must maintain a **cumulative 3.0 GPA or higher** to earn the MPS degree.
- Grades **below a C-** do not count toward the credit requirement for the degree but are factored into the student's cumulative GPA.
- Students must address all the following grades: **Incomplete (I), No Grade (NG), letter grades of D or F, pass/fail grades of Unsatisfactory (U)**.
  - Incomplete grades must be reconciled by the student within **one year** of the grade being awarded.
  - Students in their final semester of the program must address any Incomplete grades well before the semester ends. The Graduate School will not award degrees to students with Incomplete grades remaining on their academic transcript.

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## COMPREHENSIVE EXAMS

- Students must successfully complete and pass **four (4) comprehensive exams** during their time in the program. Students typically complete all comprehensive exams during their first two (2) semesters of coursework.
- The MPS Program Director will collect the exam scores from course instructors and submit **Comprehensive Exam Final Reports** via email upon completion of this requirement. Reports are typically distributed to students directly in February and June. Contact the MPS Director via email if you have completed and passed all four comprehensive exams but have not received your Comprehensive Exam Final Report.

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## MPS INTERNSHIP PREREQUISITES

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

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## MPS INTERNSHIP COMMITMENT FORM & ONE-PAGE SUMMARY

- **Commitment Form**
  - The [MPS Internship Commitment Form](#) solidifies the committee and internship host organization and is **due two (2) weeks before starting your MPS internship.**
  - All signatures are required to be on the same document.
  - Completed forms must be submitted to [mps@earth.miami.edu](mailto:mps@earth.miami.edu).
- **One-Page Summary**
  - Students must meet with their Committee Chair and Internship Supervisor to draft a one-page outline summarizing the student's proposed project, highlighting the timeline, goals, expectations, and objectives of the internship project. The summary can be written in paragraph or bullet-point format. **Students must submit the summary with the MPS Internship Commitment Form.**
- **International Travel Checklist**
  - All students traveling outside of the continental U.S. for their internship must review the [International Travel Checklist](#). If a student anticipates international travel, they must consult the checklist **eight (8) weeks prior to departure**. The International Travel Checklist is for the student's preparation and does not need to be submitted to the MPS Office.
- **Students who will be diving as part of their MPS internship must abide by the regulations set by the Dive Safety Office (DSO).** Any questions can be directed to the Rosenstiel Dive Safety Officers.
- If you need an extension, please contact the MPS Office in advance. **Older versions will not be accepted.**

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## MPS PROJECT PROPOSAL

- A detailed synopsis of the internship project is required as a formal proposal **no later than one (1) month after the internship start date.**
- The project proposal must follow the template and guidelines available on the [MPS website](#). The proposal must be submitted in PDF format and all signatures must be on one title page.
- Completed proposals must be submitted to the MPS Office by emailing [mps@earth.miami.edu](mailto:mps@earth.miami.edu). If you need an extension, please contact the MPS Office in advance. **Older formats will not be accepted.**

## APPLY FOR GRADUATION

- To satisfy the graduation prerequisites, students must:
  - Be registered for the final semester they intend to graduate
  - Be on track to earn at least 30 credits in good academic standing
    - Minimum of 24 class credits, minimum of 2 internship credits, and a minimum of 4 additional credits as either class or internship credits
  - Maintain a minimum 3.0 cumulative GPA
  - Be on track to complete all degree requirements by the last day of their final semester
- Students must formally [apply to graduate via CaneLink](#) during the semester in which they intend to graduate by the deadlines listed on the appropriate [UM Academic Calendar](#).
  - **Fall graduates** must apply during the graduation application period from **September to October**.
  - **Spring AND summer graduates** must apply during the graduation application period from **February to March**.
    - **There is no separate summer graduation application period. Summer graduates must apply for graduation during the spring semester.**
- Students must email the MPS Office if they intend to graduate but did not apply to graduate via CaneLink during the listed application period.

## ADDRESS GRADUATION PRE-CLEARANCE

- Students who apply to graduate will have their file reviewed by the MPS Office to ensure that all degree requirements will be completed by the end of the student's final semester in the program. **The MPS Office will email students directly to identify which milestones and degree requirements are incomplete.**
- The graduation pre-clearance notice will have a personalized list of items to review/complete for graduation clearance. Students who apply for graduation but fail to complete the requirements by the end of their graduating term will not be cleared to graduate.
- Graduating students will receive **two (2) pre-clearance emails from the MPS Office: a first notice and a final notice:**
  - **Spring graduates:** March-April (first) and May-June (final)
  - **Summer graduates:** June-July (first) and August-September (final)
  - **Fall graduates:** October-November (first) and January-February (final)

## CHECK CANELINK FOR HOLDS

- Students are responsible for regularly checking their CaneLink account to [address negative holds](#).
- **Academic Advising holds** are administered by the MPS Office and remain on a student's account throughout their time in the program until graduation. This hold **blocks enrollment activity** (adds/drops) and is intended to prevent unauthorized changes to a student's schedule that could affect a student's tuition bill and/or full-time/part-time student status. **Academic Advisors cannot lift this hold.**
- **All other holds** (i.e., Financial, Academic Dean, etc.) are applied by other offices and may affect other student services (e.g., access to transcripts, blocking release of diploma, registration, etc.). Follow the instructions listed on the hold description in CaneLink.

## MPS FINAL REPORT + REPORT AVAILABILITY AGREEMENT (RAA)

- The Final Report is due during the student's **final semester in the program before the last day of their graduating term** (see [UM Academic Calendar](#)). The Final Report is not a summary of involvement in the MPS internship, but rather, a graduate-level comprehensive paper detailing the process and results of the internship project.
- Students must submit a signed **Report Availability Agreement (RAA) form** with their Final Report to indicate whether their report can be published in the UM Scholarly Repository. Do not merge this document to the Final Report document.
- The Final Report templates and guidelines and RAA form are available on the [MPS website](#).

- The approved electronic copy of the Final Report (PDF file only) must be submitted via email to the MPS Office at [mps@earth.miami.edu](mailto:mps@earth.miami.edu). All signatures must be on one page.
- If you need an extension, please contact the MPS Office in advance. **Older formats will not be accepted.**

## ORAL PRESENTATION

- A professional scientific presentation that all students deliver about their MPS project based on the contents of their Final Report before the last day of their final semester.
- Oral presentation requirements:
  - Delivered during the student's final semester in the program
  - Must be maximum 20 minutes in length. This includes 5 minutes for Q&A from the committee and other attendees.
  - Must include a visual component (e.g., PowerPoint)
  - May not be scheduled until all committee members have edited at least one draft of the Final Report.
  - The presentation must be reviewed and edited by the Committee Chair, and all committee members must be invited to the presentation, to attend either in person or virtually (e.g. Zoom, Skype, GoToMeeting, etc.).
- **MPS SYMPOSIUM**
  - Hosted in the fall and spring by the MPS Office for fall and spring graduates
  - Exceptions to participating in the symposium must be approved in advance by the MPS Program Director and the student's Committee Chair. Independent presentations may be required for students whose committee members cannot collectively be present for dates offered during the symposium **or** if the student's presentation is confidential in nature.
    - Students must give one-month advance notice (in writing) to the MPS Program Director if they cannot participate in the symposium.
    - Students who are excused from participation in the symposium are still required to host an oral presentation for all members of their committee before the last day of their final semester in the program.
  - **No MPS Symposium is offered during the summer term.**
  - Summer graduates must organize and deliver individual oral presentations before the last day of their graduating term. The MPS Office will email students with instructions.
- **INDEPENDENT PRESENTATIONS**
  - Students must email the MPS Office to receive instructions on how to set up their independent oral presentation delivered virtually over Zoom, in person on the Rosenstiel campus, or a hybrid of the two.
  - Students must communicate with their committee members to determine a date and time that all members can attend. **Students are responsible for creating their own virtual event and/or reserving their room on the Rosenstiel campus.**

## GRADUATION EXIT SURVEY

- The Graduation Exit Survey is an online Qualtrics survey **due the last week of a student's final semester**. This is an opportunity for students to provide alumni forwarding information, share honest, constructive feedback about their student experience and the MPS program, and offer suggestions for future improvement. The link to the survey is included in the *Clearance Form*.

## CLEARANCE FORM

- The Clearance Form confirms that the student does not owe any property, money, or other debts to offices at the Rosenstiel School. All students must complete this form regardless of ever using the services in the listed offices.
- Students must contact each office in the order they are listed to collect the respective signatures before submitting the form to [mps@earth.miami.edu](mailto:mps@earth.miami.edu). Students are encouraged to email this form to collect digital signatures and are not required to return to campus to collect handwritten signatures.

All signatures must be collected on one form. **The MPS Office will sign the form last for the MPS lounge lock check-out, borrowed equipment, and the Graduation Exit Survey.**

- o For the Rosenstiel Facilities & Operations Office to sign your form, your 'Cane ID card must be returned to their office in person or via mail to be deactivated and destroyed. If you will continue as an employee with the university, your supervisor must contact Rosenstiel Facilities & Operations. 'Cane ID Cards can be physically mailed to:

Rosenstiel School of Marine, Atmospheric, and Earth Science  
Facilities and Operations Office  
Attn: Ari Garrido/Adriana Chavez  
4600 Rickenbacker Causeway  
Miami, FL 33149

***Students must provide proof of their 'Cane ID being mailed (e.g., a photo of the stamped envelope, tracking number, etc.). Once they receive the proof, they will provide you with the required signature.***

- Students must complete the Graduation Exit Survey before submitting the *Clearance Form* to the MPS Office.
- The *Clearance Form* is **due the last week of a student's final semester before the term ends**. To request an extension, contact the MPS Office in advance. **Older versions will not be accepted.**

## **FINAL GRADUATION CLEARANCE**

- **Graduation Clearance from the Graduate School**
  - o Once a student is cleared by the MPS Office, student files will be sent to the Graduate School for the final graduation clearance. Once the Graduate School approves a student's file, the Office of the Registrar will post the student's degree to their academic transcript and release their diploma.
  - o Diploma release can occur up to three (3) months after the student's file is sent to the Graduate School. Clearance delays by the student will prolong the release of their degree/diploma.
  - o Participation in graduation ceremonies is not indicative of successful completion of the MPS program, nor does it indicate the degree was awarded by the Graduate School. These are optional celebratory events, and they do not confirm the conferral of students' degrees.
- **Deferring Graduation to a Future Term**
  - o If a student cannot complete the degree requirements by the last day of their graduating semester, they must email the MPS Office to review their options as soon as possible. Students should consult with their committee to determine if deferring graduation to a future term is recommended.
  - o If the student chooses to defer their graduation from:
    - **Fall to Spring OR Summer to Fall:**
      - The student must contact the MPS Office about their graduation deferral request. The student must submit a *Course Request Form* within the registration deadlines to register for the next semester and apply to graduate in CaneLink again during the next graduation application period.
    - **Spring to Summer:**
      - The student must contact the MPS Office **immediately** so MPS leadership can contact the University Registrar on the student's behalf. There is no summer graduation period, so this must be completed manually by the Registrar's Office. The student must submit a *Course Request Form* within the registration deadlines to register for the summer term.

**FAILURE TO COMPLETE THE REQUIREMENTS ON THIS LIST WILL BLOCK THE RELEASE OF YOUR DEGREE AND DIPLOMA.**

**Contact the MPS Office with any questions at [mps@earth.miami.edu](mailto:mps@earth.miami.edu).**