

## SUMMER 2020 – MPS CHECKLIST

### \_\_\_ REVIEW COURSES & CREDITS REGULARLY

- Students are responsible for regularly checking their CaneLink accounts to confirm they are enrolled in the appropriate course(s) and credits each semester. Students must review their course(s)/credits in CaneLink after each change in schedule (changes to courses and/or credits). If a student believes there is an error, he/she must notify the MPS Office immediately via email. Students are responsible for negligence.
- A minimum of 30 graduate-level credits are required for master's degree (graduation). Of those, a minimum of 24 credits must be "class" credits and a minimum 2 credits must be "internship" credits. The remaining 4 credits may be used for class and/or internship credits. All students are required to take the course and \*internship credits outlined below:

#### **24-28 graduate "class" credits**

All students are required to complete 24 – 28 class credits. Within each track, there are compulsory classes and electives. Coursework is multi-disciplinary and thus will be accepted from multiple RSMAS departments. Graduate courses outside of RSMAS must be approved ahead of time by the student's advisor and MPS Senior Director.

#### **2-6 \*internship credits**

Students are expected to complete an internship for 2 - 6 academic credits with an approved agency, institution, or business, culminating in a formal report.

\*Students must register for at least 1 internship credit per semester in which he or she is involved with the internship project; this includes any time dedicated to: research, field/lab work, collection/analysis of data, writing proposal/reports/revisions, oral presentation (defense), and submission of internship forms.

- [Full-time study](#) is (*Graduate School Student Handbook*, pg. 7-8):
  1. Graduate students taking 18 or more graduate credit hours during the calendar year (9 credit hours in a regular semester or 6 credit hours in a summer semester).
  2. Graduate students enrolled in any course numbered 800 or above, i.e. any 800-level course required for the completion of the degree.

In all cases, determination as to whether or not a student is full-time study is the privilege of the Dean of the Graduate School. The maximum credit hours allowed for full-time study is 12 each semester and 6 for each summer semester. 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 Graduate Program Director.

### \_\_\_ COMPLETE [GRD 600 PREVENTING SEXUAL HARASMENT & SEXUAL VIOLENCE](#)

- Must be completed during a student's first semester in the MPS program. This online, 0-credit course is offered via the 3<sup>rd</sup> party platform, [EverFi](#). This course is administered by the [Graduate School](#), not the MPS Office; therefore, the Graduate School registers all students, provides log-in instructions, and deadlines for completion. No grade is given for this course, but successful completion is a requirement for graduation. Failure to complete *GRD 600* will block the MPS Office from registering the student for the following semester and ultimately graduation.

### \_\_\_ COMPLETE *RSM 700 RESEARCH ETHICS*

- [Research Ethics \(RSM 700\)](#): Must be completed during a student's first semester in the MPS program. This online, 0-credit course is offered via the [CITI Program](#) website (not Blackboard). At the start of each term (except summer), the MPS Office will register all new/incoming MPS students, provide instructions for log-in and a deadline for completion. Students must successfully

pass two sections: 1 disciplinary background within the *Responsible Conduct of Research* course series (i.e. Physical Sciences) and the Plagiarism option. Grade is S (*Satisfactory*) or I (*Incomplete*) and will post to a student's transcript. Students must submit Completion Reports for each section to the MPS Office. Successful completion of this course is a requirement for graduation. Failure to complete *RSM 700*: the MPS Office will not register the student for the following semester(s) nor will the student be cleared for graduation.

#### \_\_\_ TAKE & PASS COMPREHENSIVE EXAMS

- Students must respond to and successfully pass 4 comprehensive exams during his or her time in residence. Typically, students complete all comprehensive exams during his or her first two semesters in the MPS program (i.e. fall, spring). Course instructors have final approval if a student elects to take a comprehensive exam during a semester other than the semester in which the student was enrolled in that course. Students decide how he/she wants to distribute these exams during their time in MPS (i.e. take 3 exams in Fall, 1 in the Spring - OR- take 2 in the Fall, 2 in the Spring, etc.). Comprehensive exams are offered after a course's final exam. Students select the course(s) for which he/she would like to take the comprehensive exam, but not all courses qualify (i.e. *RSM 700 Research Ethics* does not qualify). If you are unsure if your course qualifies, please contact the MPS Sr. Director. If your course instructor is unfamiliar with the MPS comprehensive exam process, please notify the MPS Sr. Director; the Director will reach out to your course instructor, providing guidelines and rules.
- Once a student requests to take the comprehensive exam for a course, the student is committed to this request and must take that exam; the student cannot rescind this request. The comprehensive exam will be \*written and will be based on core course content. Your overall evaluation for all 4 comprehensive exams is cumulative. The MPS Senior Director will collect the exams from your course instructors and submit your comprehensive exam's final report (indicating your overall result) to you via email upon completion of your 4<sup>th</sup> comprehensive exam. In the event of a failure, a student may be re-examined once, or choose a different course's exam. Successful completion of 4 comprehensive exams is a requirement for graduation. If you are missing any comprehensive exams, you will not receive a final report indicating your overall cumulative result. Contact the MPS Director via email if you have completed and passed 4 comprehensive exams but have not received your final report. Your email must indicate the course name (i.e. *Advanced Weather Forecasting*), semester completed (i.e. *Spring 2018*), and course instructor name (i.e. Dr. John Smith).

\*Students who require testing accommodations, must notify the MPS Office and the [Office of Disability Services](#) ahead of time and in writing of their needs.

#### \_\_\_ BEFORE COMMENCING AN INTERNSHIP

Students must successfully complete the requirements listed below before starting an internship:

- Complete at least 12 graduate-level class credits with a minimum cumulative GPA of 3.0.
- Removal all I (*Incomplete*) and NG (*No Grades*) grades.
- All grades below a C- must be addressed via mandatory meeting with the course instructor and the MPS Sr. Director.
- Successful completion of *RSM 700 Research Ethics* and *GRD 600 Preventing Sexual Harassment*
- Successful completion all requirements listed on student's *Certificate of Admission*
- Approval from Academic Advisor and/or Committee Chair, and the MPS Sr. Director

#### \_\_\_ SUBMIT INTERNSHIP COMMITMENT FORM + 1 PAGE PROJECT SUMMARY

- Due to MPS Office no later than **1 week after** internship start date. Must include fully-signed signature page and 1-page project summary on a separate sheet of paper. All signatures on one form; electronic/digitally time-stamped signatures accepted. Email form and summary to

[mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu), or print and submit to MPS Office.

- Each student will be required to complete an internship with an organization engaged in some activity associated with marine and/or atmospheric science and identify an Internship Supervisor. Such organizations can be national or international agencies, private corporations, or foreign governments with clearly defined marine and/or atmospheric-oriented programs or activities. Internships can be paid or unpaid by the organization, or interns can complete the internship by formal participation in a University-sponsored program in some area of marine or atmospheric science. The *Internship Commitment Form* is due no later than 1 week after the start of an internship, but should ideally be completed before the internship begins.
- At the start of the internship, or before, students must meet with their Chair and internship supervisor to draft a basic outline of the student's duties within the internship and the proposed project. This 1-page outline summarizes the student's proposed project/duties, highlighting the timeline, goals, expectations, and objectives of the internship. Copies of the *Internship Commitment Form* are available on the [MPS website](#) (*Our Students -> MPS Student Forms*), in the MPS Office, and the external hard drive given to students on RSMAS New Student Orientation day.
- Institutions may release an intern before the end of the proposed time commitment, and an intern may also terminate the position with an institution at any time, provided there are significant reasons not to proceed. In either case, due process will include a conference with the intern, the supervisor, and the student's academic committee members. The resolution of any problems should occur during this meeting. However, should the problems continue, or are deemed to be irreparable/irrevocable, the internship may be terminated, and the plans for the involved student will be reevaluated by the student's committee.
- **JD/MPS students are exempt from submitting the *Internship Commitment Form*.**

#### \_\_\_ SUBMIT APPOINTMENT TO STUDENT'S COMMITTEE FORM

- Due to MPS Office no later than **1 week after** start of internship. All signatures on one page; electronic/digitally time-stamped signatures accepted. Email signed form to [mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu), or print and submit to MPS Office.
- During a student's second semester in residence (Fall or Spring), each student will begin forming their internship committee, starting with the committee chair from the student's corresponding [RSMAS department](#) (ATM, MBE, MES, OCE). This person can be different from the student's academic advisor. The committee chair acts as a resource to the student regarding career guidance and the selection of an appropriate internship, as well as providing guidance during the internship and report/presentation creation. Any RSMAS graduate faculty member from the corresponding RSMAS department may act as a committee chair, but it should be someone with relevant experience in the student's chosen career/internship path. Students should identify their chair no later than the end of the second semester.
- All MPS students must have a graduate committee of at least 3 members. This committee will include a committee chair from the RSMAS faculty (described above), an additional faculty member from UM, and one outside committee member, who is usually the direct supervisor at the student's internship. Each member should be an expert in the student's chosen track, and more specifically, the topic of their final report. Though deviations from these guidelines are possible, they must be approved ahead of time by the MPS Associate Dean and Program Director. The *Appointment to Student's Committee* form solidifies the committee and is due 1 week after starting an internship.

Copies of this form are available on the [MPS website](#) (*Our Students -> MPS Student Forms*), in the MPS Office, and on the external hard drive given to students on RSMAS New Student Orientation day.

#### \_\_\_ SUBMIT INTERNSHIP PROPOSAL

- **Due 1 month after** start of internship. Only submit the final, fully-vetted and signed Proposal to the MPS Office (no typos, grammatical errors, or missing sections). All signatures must appear on one title page; electronic/digitally time-stamped signatures accepted. Submit the approved proposal via email to [mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu) (Word/PDF file accepted), or print and submit to MPS Office.

A detailed synopsis of a proposed contribution to the hosting organization is required as a formal proposal no later than 1 month after the start date. The internship proposal will include: an introduction to the topic (i.e. a literature review), a statement of the problem, the purpose of the study, methods and materials (i.e. the proposed activities and analyses), a timeline, and plans for disseminating the information. The internship proposal template and guidelines are available on the [MPS website](#) (*Our Students -> MPS Student Forms*) and on the external hard drive given to students on RSMAS New Student Orientation day.

- Institutions may release an intern before the end of the proposed time commitment, and an intern may also terminate the position with an institution at any time, provided there are significant reasons not to proceed. In either case, due process will include a conference with the intern, the supervisor, and the student's academic committee members. The resolution of any problems should occur during this meeting. However, should the problems continue, or are deemed to be irreparable/irrevocable, the internship may be terminated, and the plans for the involved student will be reevaluated by the student's committee.
- **JD/MPS students are exempt from submitting an internship proposal.**

#### \_\_\_ SUBMIT INTERNSHIP REPORT, SIGNED BY ALL COMMITTEE MEMBERS

- **Draft** of report due to committee and MPS office **no later than July 10<sup>th</sup>, 2020** (signatures on title page are not required for your draft). Draft should be as complete as possible: no typos, grammatical errors, missing sections (i.e. references cited), etc. Email a copy of your draft to your committee and [mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu). Word/PDF file accepted for the MPS Office. Consult with your committee for their preferred file format.

**Final**, fully vetted report + fully-signed title page **due no later than Aug. 7<sup>th</sup>, 2020**. Submit the approved, final report via email to [mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu) (Word file only). Fully-signed title page may be submitted via email as a PDF, or print and submit to the MPS Office. All signatures must appear on one title page; electronic/digitally time-stamped signatures accepted. Only the title page may be submitted as a PDF. The rest of the report must be submitted as a Word document file. The internship report template and guidelines are available on the [MPS website](#) (*Our Students -> MPS Student Forms*) and on the external hard drive given to students on RSMAS New Student Orientation day.

- **(JD/MPS)** Submit your report to [mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu) as a Word file **no later than Aug. 7<sup>th</sup>, 2020**. Create a title page following the Report Template on the MPS website (*Our Students -> MPS Student Forms*) and submit the fully-signed page as a PDF file, or print and submit to the MPS Office. All signatures must appear on one title page; electronic/digitally time-stamped signatures accepted.

JD/MPS student's total work in the joint program, whether related to courses, seminars, or an individual research project at the School of Law or RSMAS, must result in a substantial, written analysis (publishable quality) of marine law, policy, or related scientific issues. Students may use their required upper-class research paper, or law review, at the School of Law to fulfill this requirement.

Thus, JD/MPS students are expected to form a committee and submit the *Appointment to Student's Committee* form, take and pass Comprehensive Exams, and submit a report from a legal internship (must be marine related) or a paper published in their law journal that is vetted and approved by all committee members. JD/MPS students must include a signed title sheet (following the report template) with his/her final report; follow the directions and deadlines on the MPS Checklist. JD/MPS students are exempt from submitting the *Internship Commitment Form*, an internship Proposal, and the oral presentation is optional but may be requested by your committee

## \_\_\_ HOST AN ORAL PRESENTATION

- Host an oral presentation **no later than Aug. 7<sup>th</sup>, 2020**. A strict requirement for the completion of the MPS degree (graduation) is an oral presentation. Oral presentations are 30 minutes maximum (includes time for Q&A from the committee and other attendees), should include a visual component (e.g. PowerPoint, Prezi, etc.), and may not be scheduled until all committee members have edited at least one draft of the internship report. Additionally, the PowerPoint (or equivalent) must be reviewed and edited by your Committee Chair, and all committee members must be invited to the presentation, to attend either in person or virtually (e.g. Skype, GoToMeeting, etc.). All students must present their project at the MPS Presentation Symposium (at the RSMAS campus) during the semester in which they intend to graduate.
- All graduating students must email the MPS Office [mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu) and include the following in their message:
  - Copy of your presentation's visuals (i.e. PowerPoint, Prezi).
  - Final/approved title of presentation
  - Correct name/spelling of your internship host organization
  - Correct name/spelling of committee and titles (i.e. PhD, EdD, DVM, etc.)
  - Active email address for each committee member
  - Your Track (i.e. *Marine Conservation*)
  - Date, time (include time zones) & location of presentation (i.e. *SLAB 103, Skype, GoToMeeting, etc.*)

**JD/MPS Students: Oral presentation is optional, but may be requested by your committee. Consult with your committee ahead of time to confirm their decision.**

- **Presenting at RSMAS:** Contact the appropriate room scheduler to reserve your space on campus. Consult with room scheduler to verify available computer and/or audio-visual equipment for that room. Each student is responsible for bringing his/her laptop & charger, necessary cables/adapters, laser pointers, etc. for the presentation. GSO has a projector available for check-out; contact GSO ahead of time to reserve [gso@rsmas.miami.edu](mailto:gso@rsmas.miami.edu) (305) 421-4155. If you require technical assistance, contact RSMAS IT ("RCF") ahead of time <https://www.rsmas.miami.edu/about-us/administration/information-technology/>. If the room scheduler permits, you may reserve a room and practice your presentation *prior* to your actual presentation date/time. This is an optimal opportunity to identify technical issues and refine your presentation.

### ROOMS

- **SLAB Seminar Room** (across from GSO): [Sylka Perez](#), Executive Admin. Assistant, Dean's Office, [sperez@rsmas.miami.edu](mailto:sperez@rsmas.miami.edu) (305) 421-4207
- **RSMAS Auditorium:** [Sylka Perez](#), Executive Admin. Assistant, Dean's Office, [sperez@rsmas.miami.edu](mailto:sperez@rsmas.miami.edu) (305) 421-4207. Also notify [Cristina Barrera](#), Facilities Office Manager, to ensure auditorium doors are unlocked and air conditioning is activated

- [cbarrera@miami.edu](mailto:cbarrera@miami.edu) (305) 421- 4066.
- **RSMAS Library:** [libcirc@rsmas.miami.edu](mailto:libcirc@rsmas.miami.edu) (305) 421-4060. View room options here <https://www.library.miami.edu/rsmaslib/rsmas-room-reservations.html>
- **RSMAS Classroom(s):** GSO Office [gso@rsmas.miami.edu](mailto:gso@rsmas.miami.edu) (305) 421-4155

Email announcements of oral presentations are only created and distributed to the RSMAS community for those who present at a UM campus (i.e RSMAS, Coral Gables, etc.).

- **Presenting Remotely:** Students may use *GoToMeeting* or *Skype* accounts, etc. for off-campus presentation purposes. The MPS Office has a *GoToMeeting* and *Skype* account which students may use for oral presentations. To reserve your timeslot and prevent double-booking, you must email your request to [mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu) **at least 2 weeks before** you intend to present. Include the following in your request:
  - Final/Approved title of presentation
  - Date, time (include time zones) & location of presentation (i.e. *GoToMeeting*, *Skype*.)
  - Correct name/spelling of your internship host organization
  - Correct name/spelling of committee and titles (i.e. PhD, EdD, DVM, etc.)
  - Active email address for each committee member
  - Your Track (i.e. Marine Conservation)

**GoToMeeting:** [mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu) (sign-in), rsmmps4340 (password). Instructions are available [here](#), and a brief tutorial is available via YouTube [here](#).

**Skype:** rsmasmps (user), L1onf!sh (password)

With a committee’s approval, a student may use his/her personal Skype, GoToMeeting, etc. Students who use personal accounts must inform the MPS Office via email and include the presentation details listed above.

- **Submit a copy of your presentation to the MPS Office no later than Aug. 7<sup>th</sup> 2020.** This applies to students excused from participation in the symposium, but are still required to host an oral presentation. Upon completion of presentation, submit a copy your final/approved presentation to [mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu) (PowerPoint, PDF, Prezi accepted). Only submit files that have been approved by your committee; files that still require edits will not be accepted. Please note, your committee may request to review your presentation slides sometime *before* your actual presentation.

#### \_\_\_ CERTIFICATE OF APPROVAL

Due no later than **Aug. 7<sup>th</sup> 2020**. All signatures on one page; electronic/digitally time-stamped signatures accepted. Students are responsible for securing committee signatures for this form prior to submission to the MPS office. Email form to [mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu), or print and submit to the MPS Office. Note: Dr. Brian Soden’s signature is not required (under *Ex-Officio Committee Member*) unless he has given prior notice/approval to do so. This form is available in the MPS Office, [MPS website](#) (*Our Students -> MPS Student Forms*), and on the external hard drive given to students on RSMAS New Student Orientation day.

#### \_\_\_ CLEARANCE FORM

- Due no later than **Aug. 7<sup>th</sup> 2020**. All signatures on one form; electronic/digitally time-stamped signatures accepted. Email form to [mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu), or print and submit to the MPS Office. Students may obtain Richter Library clearance from the RSMAS Library. If you lost your RSMAS ID card, email Cristina Barrera and Cc’ [mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu); she will deactivate your card remotely [cbarrera@miami.edu](mailto:cbarrera@miami.edu) (305) 421- 4066. This form is available in the MPS Office, [MPS website](#) (*Our Students -> MPS Student Forms*), and on the external hard drive given to students on RSMAS New Student Orientation day.
- Students may submit this form to MPS students without the “Remove Lock from Locker” signature;

- the MPS Office will sign this section if you've successfully returned & emptied out the lock/locker.
- Students must include a "Home Email" under the *Forwarding Information* section (back of page). In the event that UM needs to contact you, this email address will be used for communication. Please include a non-UM email address that you check on a regular basis.

#### \_\_\_ COMPLETION OF CERTIFICATE OF ADMISSION

- Submit all items listed on your *Certificate of Admission*. The Graduate School will withhold the degree & diploma of those who fail to submit all items listed on the Certificate of Admission.
- Not sure if you're missing an item from your Certificate of Admission? Contact the MPS Office.

**Keep copies of any paper documents you submit to your Committee and/or the MPS Office. In the event that your paper document cannot be located, you will have a copy to resubmit.**

#### \_\_\_ APPLY FOR GRADUATION & MEET WITH MPS ADMINISTRATOR

- **Apply to graduate online via CaneLink (Feb 5<sup>th</sup> – Mar 6<sup>th</sup>, 2019).** Students must be registered for at least 1 graduate-level credit for the semester in which they plan to graduate. Students must [apply to graduate \(via CaneLink\)](#) during the semester in which they plan to graduate; apply by the dates listed on the [Academic Calendar](#) (i.e. *Application for Graduations Opens - Last Day to Apply for Graduation*). **Summer graduates must apply for graduation during the Spring semester.** You must apply to graduate again even if you previously applied to graduate for a past semester and decided to defer graduation. Email the MPS Office if you're unable to apply to graduate via CaneLink.
- **(JD/MPS)** students must notify the MPS office via email of his/her intent to graduate; CaneLink will only allow you to apply for graduation for law school, not graduate school. Email [mrs@rsmas.miami.edu](mailto:mrs@rsmas.miami.edu) by the deadlines listed on the [Academic Calendar](#) (i.e. *Application for Graduations Opens - Last Day to Apply for Graduation*).
- **All Students:** Once you apply to graduate, contact the MPS Office to schedule an appointment to review your student file. Telephone, email, and in-person meetings accepted. During this meeting, the MPS Office will provide students with a list of missing items, past due items, incomplete items, review your credits/grades, and identify any negative holds (i.e. Past Due Bill, Exit Interview, etc.). Students who apply for graduation but fail to complete the requirements by the deadlines listed on the MPS Checklist will not be cleared to graduate. Clearance delays will delay the release of a student's degree/diploma.

#### \_\_\_ CHECK TRANSCRIPT & REVIEW GRADUATION CLEARANCE

- **Checking Your Transcript:** Students should check their transcript regularly. Those who plan to graduate require the following:
  - Minimum 3.0 cumulative GPA by final semester.
  - Minimum 30 credits will be "Earned" by completion of final semester of graduate program. All credits are listed as "Attempted" until a grade is posted. Credits are not applied to a semester until a grade posts to CaneLink.
    - **JD/MPS** students are required to complete a minimum of 24 "graduate" credits and must submit a [Petition for Transfer of Credit](#) form to the Graduate School in order to transfer law credits to his or her graduate record at RSMAS. A maximum of 6 Law School credits are allowed for transfer to MPS. JD/MPS students must earn and show 30 credits total on his/her *graduate* school transcript (24 grad + 6 law).
  - Successful completion of *GRD 600 Preventing Sexual Harassment* and *RSM 700 Research Ethics*; the latter with a grade of "S" (Satisfactory).
  - All courses listed as 600-level or above (i.e. *MES 660, MBE 805*, etc.); no credit will be given

- for undergraduate or online courses (i.e. *MES 560*)
- All *MPS Internship* credits appear as “S” (Satisfactory); grades for the current semester will appear as “IP” (In Progress) until the course instructor releases a grade for you in for CaneLink.
- All passing grades. The following grades are not accepted for graduation:
  - Incomplete (I)
  - No-Grade (NG)
  - In Progress (IP)
  - Any grade below a C-
- Completion of all items listed on the MPS Checklist

**Clearance Process:** Students must first receive clearance from the MPS Office. Once a student is cleared by the MPS Office, the MPS Office will notify the Graduate School to review your records (i.e. admissions documents, grades, GPA, credits, online courses, etc.). If and when the Graduate School approves a student’s file, their office will notify the Office of the University Registrar to post the student’s degree to his/her transcript and release the diploma. On average, the Graduate School requires 3 months (from the date you were cleared by the MPS Office) to review/release your master’s degree.

Participation in the commencement ceremony is not an indication of successful completion of the MPS program, nor does it indicate your degree will be awarded by the Graduate School. The commencement ceremony at the Coral Gables and RSMAS campus are celebratory events and do not confirm conferral of your graduate degree.

#### CLEAR HOLDS

- Students are responsible for regularly checking their CaneLink account for any holds. *Academic Advising* holds are administered by the MPS Office and remain on a student’s account until graduation. This type of hold blocks enrollment activity only (adding, dropping courses/credits), and is intended to prevent unauthorized changes to a student’s schedule; changes that could affect a student’s tuition bill and/or full-time/part-time student status. Only *Academic Advising* holds should remain on your account during your time the MPS program. All other holds are applied by offices outside of MPS and may affect other student services (i.e. blocks student access to transcripts, blocks the release of diploma, etc.). Students must contact the corresponding office listed in CaneLink to remove the hold(s). Failure to remove holds administered from offices outside of MPS could block the MPS Office from any enrollment activity on your behalf (adding, dropping courses/credits), including readmission to the graduate school, and graduation clearance. Visit the [CaneLink Student FAQs website](#) to see if you have a hold and review details related to that hold. [*Navigate to CaneLink> Go to Student Center> Holds (section). Click details to see additional information about the hold*]
- **Exit Interview:** If you are graduating, have withdrawn, have reduced your course-load below half time (6 cr. undergraduates, 5 cr. graduate), or are just leaving the University of Miami and have borrowed student loans (GradPLUS, Stafford and/or Perkins loans) federal regulations require that you complete an *Exit Interview* prior to separating from the University (even if the separation is a temporary one). If you are unable to access the exit interview through CaneLink, or have questions about the online exit please e-mail us at [exitinterview@miami.edu](mailto:exitinterview@miami.edu) or call us at (305) 284-6430 option #4. Exit Interview website <https://www.osas.miami.edu/refunds-and-withdrawals/withdrawals-and-return-of-federal-aid-calculation/exit-interview-process/index.html>. Students may have to complete this requirement via the [Federal Student Aid/Student Loans.gov website](#), or contact their loan service provider to complete the Exit Interview.
- **Deferring Graduation to a Future Term:** If you suspect that you cannot meet the requirements and deadlines listed on the Checklist by **July 18<sup>th</sup>, 2019** email the MPS Office immediately to review your options. Students should be mindful of time commitments and workload (i.e. time needed to analyze



data, time needed to complete a draft/final report, etc.). If you believe you cannot meet these deadlines, you should consider delaying graduation to the following semester. By July 18<sup>th</sup>, students should examine their workload/remaining requirements to assess the best semester for graduation. If you defer graduation, you will be required to register for graduate credit(s), i.e. internship credits, for that future term. Consult with the MPS Office immediately to review your options.

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#### **MPS Internship Forms**

- Copies available in MPS Office
- [MPS website](#) (*Our Students -> MPS Student Forms*)
- External hard drive given to students on RSMAS New Student Orientation day.

#### **UM Academic Calendars**

<https://registrar.miami.edu/dates-and-deadlines/academic-calendars/index.html>

#### **MPS Office Contact:**

University of Miami  
RSMAS Campus, Room: SLAB 132, MPS Office  
4600 Rickenbacker Causeway  
Miami, Florida 33149-1031

Phone: (305) 421-4340

Email: [mps@rsmas.miami.edu](mailto:mps@rsmas.miami.edu)

Website: <http://mps.rsmas.miami.edu/>

- [Dr. Brian Soden](#), Associate Dean
- [Dr. Evan D'Alessandro](#), Senior Director
- [Kandra Velez](#), Associate Director
- [Craig Purcell](#), Senior Program Coordinator
- [Jessica Melendez](#), Administrative Assistant

**FAILURE TO COMPLETE THE ITEMS ON THIS LIST WILL BLOCK ALL ENROLLMENT ACTIVITY AND/OR RELEASE OF DEGREE/DIPLOMA**

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