**MPS PROGRAM CHECKLIST**

This checklist is a resource for MPS students to navigate through significant milestones in their program. All tracks are required to complete the items below. Items are listed in a general order that they should be completed, but students may complete items out of order.

This checklist is for your personal use, and you *do not* need to turn it into the MPS office.

**OVERVIEW**

[ ]  Complete **24-28 graduate lecture-based** [**credits**](#Credits)

[ ]  Complete **2-6 internship** [**credits**](#Credits)

[ ]  Earn **30 graduate-level** [**credits**](#Credits) (total)

[ ]  Complete of [***Sexual Assault Prevention Training***](#SexualAssault)

[ ]  Complete of [**RSM 700**](#ResearchEthics)**: *Research Ethics***

[ ]  Pass **four (4)** [**comprehensive exams**](#CompExams)

[ ]  Address any of the following [**grades**](#Grades) on transcript:

[ ]  Any grade below a C-

[ ]  Incomplete (I)

[ ]  NG (No grade)

[ ] Less than 3.0 cumulative GPA

[ ]  Submit [**MPS Committee & Internship Commitment Form + 1-page project summary**](#CommitmentFormandSumamry)

[ ]  Submit [***MPS Project Proposal***](#Proposal)**with signatures**

[ ]  [**Apply to graduate**](#ApplytoGraduate)during the open period

[ ]  Submit [***MPS Internship Report***](#Report)with signatures

[ ]  Participate in [**MPS Internship Symposium**](#Symposium) (Oral Presentation)

[ ]  Submit [***Clearance Form***](#Clearanceform) with all signatures

[ ]  Complete **all checklist items on** [***Certificate of Admission***](#CertificateofAdmission)(in Acceptance Packet)

[ ]  Check [**transcript and review graduation clearance notice**](#TrascriptandGradClearance) to address missing items

[ ]  Clear all [**holds**](#Holds)

**\_\_\_ REVIEW COURSES & CREDITS REGULARLY**

* Students are responsible for regularly checking their [CaneLink](https://canelink.it.miami.edu/) accounts to confirm they are enrolled in the appropriate course(s) and credits (units) 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/they must notify the MPS Office immediately via email. Students are responsible for negligence.
* A minimum of 30 graduate-level credits are required for a master's degree (graduation). Of those, a minimum of 24 credits must be lecture-based credits, and a minimum of 2 credits must be internship credits. The remaining 4 credits may be used for lecture-based **OR** internship credits + lecture-based credits. All students are required to enroll in the course and internship\* credits outlined below:

**24-28 graduate lecture-based credits**

All students must complete 24 – 28 lecture-based credits (e.g., *Intro to Marine GIS, Research Diving, Statistics*, etc.). 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/or the MPS Program Director.

**2-6 internship\* credits**

Students are expected to complete an internship for 2 – 6 academic credits with an

approved agency, institution, organization, or business, culminating in a formal report and oral presentation. **\*Students must register for at least 1 internship credit per semester in which he/she/they are 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](https://www.grad.miami.edu/_assets/pdf/2021-2022-graduate-student-handbook_final.pdf) is (*Graduate School Student Handbook 2020-2021*, pg. 4):
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 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. An exception to this policy can only be made by the Dean of the Graduate School or his/her/their designee and requires a signed recommendation from the Graduate Program Director.

**\_\_\_ COMPLET****E** ***SEXUAL ASSAULT PREVENTION TRAINING***

* Must be completed during a student's **first semester** in the MPS program. This online, 0-credit course is offered via the third-party platform, [*EverFi*](https://doso.studentaffairs.miami.edu/sandler-center/campus-clarity/index.html). This course is administered by the [Graduate School](https://grad.miami.edu/), not the MPS Office; therefore, the Graduate School registers all students and provides log-in instructions and deadlines for completion. No grade is given for this course, but successful completion is required for graduation. Failure to complete *Sexual Assault Prevention Training* 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)**](http://bulletin.miami.edu/search/?search=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 and provide log-in instructions and deadlines for completion. Students must successfully pass two sections: 1) disciplinary background within the *Responsible Conduct of Research* course series (e.g., Physical Sciences) and 2) the Plagiarism option. The 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*: 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 **four (4) comprehensive exams** during their time in residence. Typically, students complete all comprehensive exams during the first two semesters in the MPS Program (i.e., fall, spring). Students decide how they want to distribute these exams during their time in MPS (e.g., 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 they would like to take the comprehensive exam, but not all courses qualify (e.g., *RSM 700 Research Ethics*). Students must consult with their instructors to determine whether their course offers a comprehensive exam. If you are unsure if your course qualifies, please contact the MPS Program Director. Course instructors have the 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. If your course instructor is unfamiliar with the MPS comprehensive exam process, please notify the MPS Program Director. They 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 based on core course content. Your overall evaluation for all four (4) comprehensive exams is cumulative. The MPS Director will collect the exams from your course instructors and submit your comprehensive exam final report (indicating your overall result) to you via email upon completion of your fourth comprehensive exam. If students fail an exam, they may be re-examined once or choose a different course to complete their final comprehensive exam.

**Successful completion of four 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 Program Director via email if you have completed and passed all four comprehensive exams but have not received your final report. Your email must indicate the course name (e.g., *Advanced Weather Forecasting*), semester completed (e.g., *Spring 2018*), and course instructor name (e.g., Dr. John Smith).

**\*Students who require testing accommodations must notify the MPS Office and the** [***Office of Disability Services***](https://camnercenter.miami.edu/disability-services/request-services/index.html) **by the deadline to request accommodations as determined by the Office of Disability Services.**

**\_\_\_** **BEFORE COMMENCING AN INTERNSHIP**

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

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

**\***Exceptions to this must be approved ahead of time by the student's Academic Advisor and/or Committee Chair and the MPS Program Director.

**\_\_\_** **SUBMIT *[MPS COMMITTEE & INTERNSHIP COMMITMENT FORM](https://mps.rsmas.miami.edu/current-students/form/index.html)* [+ 1 PAGE PROJECT](https://mps.rsmas.miami.edu/current-students/form/index.html)**

**[SUMMARY](https://mps.rsmas.miami.edu/current-students/form/index.html)**

* Due no later than **1-2 weeks after** the internship start date. Must include a fully signed signature page and a 1-page project summary on a separate sheet of paper. All signatures must be on one form; electronic/digitally time-stamped signatures accepted. Submit form and summary together to the [MPS Office](#MPSOffice).
* 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 *MPS Committee and Internship Commitment Form* should ideally be completed before the internship begins.
* All MPS students must have a graduate committee of at least two (2) members. This committee will include 1) a Committee Chair from the RSMAS faculty and 2) one outside committee member, who is usually the direct supervisor at the student's internship host organization. Students may add additional members to their committee if deemed necessary. Students may not serve as committee members (including PhD, MS, and MPS students). If a student is completing an internship under the direct supervision of a RSMAS faculty member who is also serving as the Committee Chair, this person may also be listed as your internship supervisor. In this case, the student still needs **a minimum of 2 people on his/her/their committee if one person fulfills two roles**; therefore, the student must have another committee member.
* Each member should be an expert in the student's chosen track, and more specifically, the topic of their MPS internship project culminating in the final report and oral presentation. Though deviations from these guidelines are possible, they must be approved ahead of time by the MPS Associate Dean and/or MPS Program Director. The *MPS Committee and Internship Commitment Form* solidify the committee.
* At the start of the internship, or before, students must meet with their Committee 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 internship's timeline, goals, expectations, and objectives.
* Institutions may release an intern before the end of the proposed time commitment. 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, if the problems continue, or are deemed irreparable/irrevocable, the internship may be terminated, and the student's committee will reevaluate the plans for the involved student.
* **JD students are required to complete the *JD Commitment of Committee Form.***

**\_\_\_ SUBMIT MPS INTERNSHIP PROPOSAL**

* **Due 1 month after** the start date of the internship. Only submit the final, fully vetted, and signed proposal to the MPS Office (no typos, grammatical errors, visible Track Changes, 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 (Word or PDF file accepted).

A detailed synopsis of a proposed contribution to the hosting organization is required as a formal proposal. 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](https://mps.rsmas.miami.edu/current-students/form/index.html).

* **JD students are exempt from submitting an internship proposal.**

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

* **Final**, fully vetted report + fully signed title page **due no later than the last day of the semester you intend to graduate.** Please review the semester's [Academic Calendar](https://registrar.miami.edu/dates-and-deadlines/academic-calendars/index.html) for specific dates (particularly "SEMESTER ENDS"). Submit the approved final report via email to mps@rsmas.miami.edu in a **Word file only for the report, not PDF**. The fully signed *title page* may be submitted as a PDF or Word document. All signatures must appear on one title page; electronic/digitally time-stamped signatures accepted. The internship report template and guidelines are available on the [MPS website](https://mps.rsmas.miami.edu/current-students/form/index.html).

**JD students are required to submit a final report with a fully signed title page.**

JD/MPS students' 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 *JD Committee Commitment Form,* take and pass four (4) 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 students must include a signed title sheet (following the Internship Report Template) with their final report; follow the directions and deadlines on the MPS Checklist. JD students are exempt from submitting an internship proposal, and the oral presentation is optional but may be requested by your committee.

**\_\_\_ PARTICIPATE IN MPS INTERNSHIP SYMPOSIUM (ORAL PRESENTATION)**

* Host an oral presentation **no later than the last day of the semester you intend to graduate.** Please review the semester's [Academic Calendar](https://registrar.miami.edu/dates-and-deadlines/academic-calendars/index.html) for specific dates (particularly "SEMESTER ENDS").

Students who "apply to graduate" via CaneLink or email to the MPS office must participate in the symposium to deliver their oral presentations. The MPS Office will host a two- or three-day symposium via teleconference application (e.g., *Zoom*) orat the RSMAS campus (the latter if permitted by university leadership) for graduating students. All students must participate in this symposium during the semester they intend to graduate (except summer graduates). The time and location of the symposium will be announced later in the semester to allow students and committee members to plan accordingly.

* An MPS Presentation Symposium is not offered during the summer term. Summer graduates, along with their committee, must agree on a date/time for the oral presentation and communicate that information to the MPS office in advance. The presentation must be held **by the last day of the summer semester** (**August 5th**; see [Academic Calendar](https://registrar.miami.edu/dates-and-deadlines/academic-calendars/index.html)).
* A strict requirement for completing the MPS degree (graduation) is an oral presentation. Oral presentations are 20 minutes maximum (15 mins. for presentation + 5 mins. 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. All committee members must be invited to the presentation to attend either in person or virtually (e.g., *Zoom, GoToMeeting*, etc.). All students must present their project (at the RSMAS campus or virtually) during the semester they intend to graduate.

Announcements of oral presentations are only created and distributed to the RSMAS community for those who present at a UM campus (e.g., RSMAS, Coral Gables, etc.) and/or remotely via video conferencing application (e.g., *Zoom*, *GoToMeeting, etc.*).

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

**Students excused from participation in the symposium:** (The following does not apply to JD students unless your committee requires you to host an oral presentation on a date/time outside symposium dates/times).

* Exceptions to participation in the symposium must be approved in advance by the MPS Program Director and Chair of the student's committee. Students must give 1-month advance notice (in writing) if they cannot participate in the symposium. Students excused from participation in the MPS Presentation Symposium are still required to host an oral presentation (in person or remotely) for all committee members. To prevent double-booking on the date/time your committee approves you to present, students excused from the symposium must email the MPS Office mps@rsmas.miami.edu and include the following in their message:
	+ Final/approved date and time of presentation (include time zone)
	+ Final/approved title of the presentation
	+ Correct name/spelling of your internship host organization
	+ Correct name/spelling of committee and titles (e.g., PhD, EdD, DVM, etc.)
	+ Active email address for each committee member
	+ Your Track (e.g., *Marine Conservation*)
	+ Link/password for attendees to view the presentation: *Zoom, GoToMeeting, Skype*, etc. (students create their own event).
* The MPS Office has a *GoToMeeting* and *Skype* account which students may use for oral presentations. UM provides free access to [*Zoom*](https://www.it.miami.edu/a-z-listing/zoom/index.html).
	+ [**GoToMeeting**](https://www.gotomeeting.com/): mps@rsmas.miami.edu (sign-in), rsmps4340 (password). FAQs for scheduling a meeting, adjusting your audio, and more are available [here](https://support.goto.com/meeting), and a brief tutorial is available via YouTube [here](https://youtu.be/4Uu29i4FwIU).
	+ **Skype**: rsmasmps (user), L1onf!sh (password)
	+ **UM provides free access to** [***Zoom***](https://www.it.miami.edu/a-z-listing/zoom/index.html)

With a committee's approval, students may use their personal Skype, GoToMeeting, etc. Students who use *personal* accounts must inform the MPS Office via email and include the presentation details mentioned above.

**RSMAS Room Reservation -** If presenting on campus, 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 their 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 (305) 421-4155. If you require technical assistance, contact [RSMAS IT ("RCF")](https://www.rsmas.miami.edu/about-us/administration/information-technology/) ahead of time. If the room scheduler permits, you may reserve a room and practice your presentation *before* 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](https://people.miami.edu/profile/sperez%40rsmas.miami.edu), Executive Admin. Assistant, Dean's Office, sperez@rsmas.miami.edu (305) 421-4207
	+ **RSMAS Auditorium**: [Sylka Perez](https://people.miami.edu/profile/sperez%40rsmas.miami.edu), Executive Admin. Assistant, Dean's Office, sperez@rsmas.miami.edu, (305) 421-4207. Also, notify Facilities & Operations to ensure auditorium doors are unlocked and air conditioning is activated facilities@rsmas.miami.edu, (305) 421- 4066.
	+ **RSMAS Library**: libcirc@rsmas.miami.edu (305) 421-4060. View room options here <https://www.library.miami.edu/rsmaslib/>
	+ **RSMAS Classroom(s):** GSO Office gso@rsmas.miami.edu (305) 421-4155

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

**\_\_\_ CLEARANCE FORM**

* **Due no later than the last day of the semester you intend to graduate.** Please review the semester's [Academic Calendar](https://registrar.miami.edu/dates-and-deadlines/academic-calendars/index.html) for specific dates (particularly "SEMESTER ENDS"). All signatures must be on one form; electronic/digitally time-stamped signatures accepted. Email completed form to mps@rsmas.miami.edu.
* Students may submit this form to the MPS Office without the "Remove Lock from Locker" and "Equipment" signature; the MPS Office will sign these sections last if you have successfully returned the lock, emptied the locker, and returned checked-out equipment in its original condition.
* Students must include a personal email under the *Forwarding Information* section. 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 regularly.

**\_\_\_ COMPLETION OF CERTIFICATE OF ADMISSION**

* Submit all items listed on your *Certificate of Admission* (included in your *Acceptance Packet*). 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.

\_\_\_ **APPLY FOR GRADUATION**

* **Apply to graduate online via CaneLink**. Students must [apply to graduate (via CaneLink](https://registrar.miami.edu/graduation-and-transcripts/graduation-and-diplomas/index.html)) during the semester they intend to graduate by the dates listed on the [*Academic Calendar*](https://registrar.miami.edu/dates-and-deadlines/academic-calendars/index.html) (e.g., *Application for Graduations Opens* & *Last Day to Apply for Graduation*). Students must be registered for at least 1 graduate-level credit for the semester they plan to graduate. **Summer graduates must apply for graduation during the Spring semester.**
* **All students:** If you applied to graduate for a previous semester, you must apply to graduate *again*, this time for the new semester. Email the MPS Office if you cannot apply to graduate via CaneLink.
* **All Students:** Once you apply to graduate, the MPS Office will review your student file to confirm what, if anything, is missing (e.g., official transcripts, *Clearance Form*, etc.), negative holds (if any), incomplete items, and review your credits/grades. The MPS Office will email students with this information after reviewing the student's file. 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.
* **JD:** Students must notify the MPS office via email of their intent to graduate; CaneLink will only allow you to apply for graduation for law school, not graduate school. Email mps@rsmas.miami.edu by the deadlines listed on the [Academic Calendar](https://registrar.miami.edu/dates-and-deadlines/academic-calendars/index.html) (e.g., *Application for Graduations Opens* & *Last Day to Apply for Graduation*).

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

* **Checking Your Transcript:** Students should [check their transcript](https://engagecanes.force.com/CC/s/article/How-can-I-view-my-unofficial-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 the final semester of the graduate program. All credits are listed as "attempted" until a grade is posted. Credits are not applied to a semester until grades post to CaneLink.
		- **JD** students must complete a minimum of 24 "graduate" credits. They must submit a [*Petition for Transfer of Credit*](https://grad.miami.edu/policies-and-forms/forms/index.html) form to the Graduate School in order to transfer law credits to their graduate record at RSMAS. A maximum of 6 Law School credits are allowed for transfer to MPS. JD students must earn and show 30 credits total on their *graduate* school transcript (24 grad + 6 law) and indicate which semester they intend to graduate (i.e., fall, spring, summer).
	+ Successful completion of *GRD 600: Preventing Sexual Harassment and Sexual Violence* and *RSM 700: Research Ethics*; the latter with a grade of "S" (*Satisfactory*).
	+ All courses listed as 600-level or above (e.g., *MES 660*, *MBE 805,* etc.); no credit will be given for undergraduate or online courses (e.g., *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 in CaneLink.
	+ All passing grades. Credits from the following grades do not count toward 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; staff from the office will email students on their clearance status. 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/their transcript and release the diploma. On average, the Graduate School requires 3-4 weeks (from the date the MPS Office cleared you) to review/release your master's degree.

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

**\_\_\_CLEAR HOLDS**

* Students are responsible for regularly [checking their CaneLink account for any holds](https://engagecanes.force.com/CC/s/article/Why-is-there-a-hold-on-my-account). *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 that could affect their tuition bill and/or full-time/part-time student status. Only *Academic Advising* holds should remain on your account during your time in the MPS Program. All other holds are applied by offices outside of MPS and may affect other student services (e.g., 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](https://canelink.it.miami.edu/faq/student/index.html) to see if you have a hold and review details related to that hold.

[**Exit Loan Counseling**](https://engagecanes.force.com/CC/s/article/What-is-exit-loan-counseling): The Exit Loan Counseling process provides loan borrowers with important information relating to the loans students received and a review of their rights and responsibilities as a borrower. The exit interview covers information about GradPLUS, Stafford, Perkins, Nursing, and/or Donor loans.

**Deferring Graduation to a Future Term:** When applications for graduation open in CaneLink, students should examine their current workload/remaining requirements to assess the best semester for graduation. Students should be mindful of the time needed to complete all requirements of the MPS Program. If you suspect that you cannot meet the requirements and deadlines listed on the checklist, email the MPS Office immediately to review your options (if any). If you believe you cannot meet the deadlines listed on the checklist, you should consider delaying graduation to the following semester. If you defer graduation, you will be required to enroll in a graduate credit(s) [internship credit(s)] for that future term. You will be charged tuition per credit any time you're enrolled in a credit.

**MPS Internship Forms**

* [MPS website](https://mps.rsmas.miami.edu/current-students/form/index.html)
* External hard drive given to students during their first semester in the MPS Program.

**UM Academic Calendars**

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

**MPS Office Mailing Address:**

University of Miami

RSMAS Campus, Room: SLAB 132, MPS Office

4600 Rickenbacker Causeway

Miami, Florida 33149-1031

Phone: (305) 421-4340

Fax: (305) 421-4246

Email: mps@rsmas.miami.edu

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

**MPS Staff**

* [Dr. Brian Soden](https://people.miami.edu/profile/b.soden%40miami.edu), Associate Dean
* [Dr. Evan D'Alessandro](https://people.miami.edu/profile/e.dalessandro%40umiami.edu), Program Director
* [Chelsea Begnaud](https://people.miami.edu/profile/clb240%40miami.edu), Senior Program Coordinator
* [Jessica Melendez,](https://www.rsmas.miami.edu/about-us/people/administrative-staff/index.html) Administrative Assistant

All questions and concerns should be addressed to the MPS Office by email or phone during hours of operation from Monday - Friday, 8:30 AM - 5:00 PM EST.

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