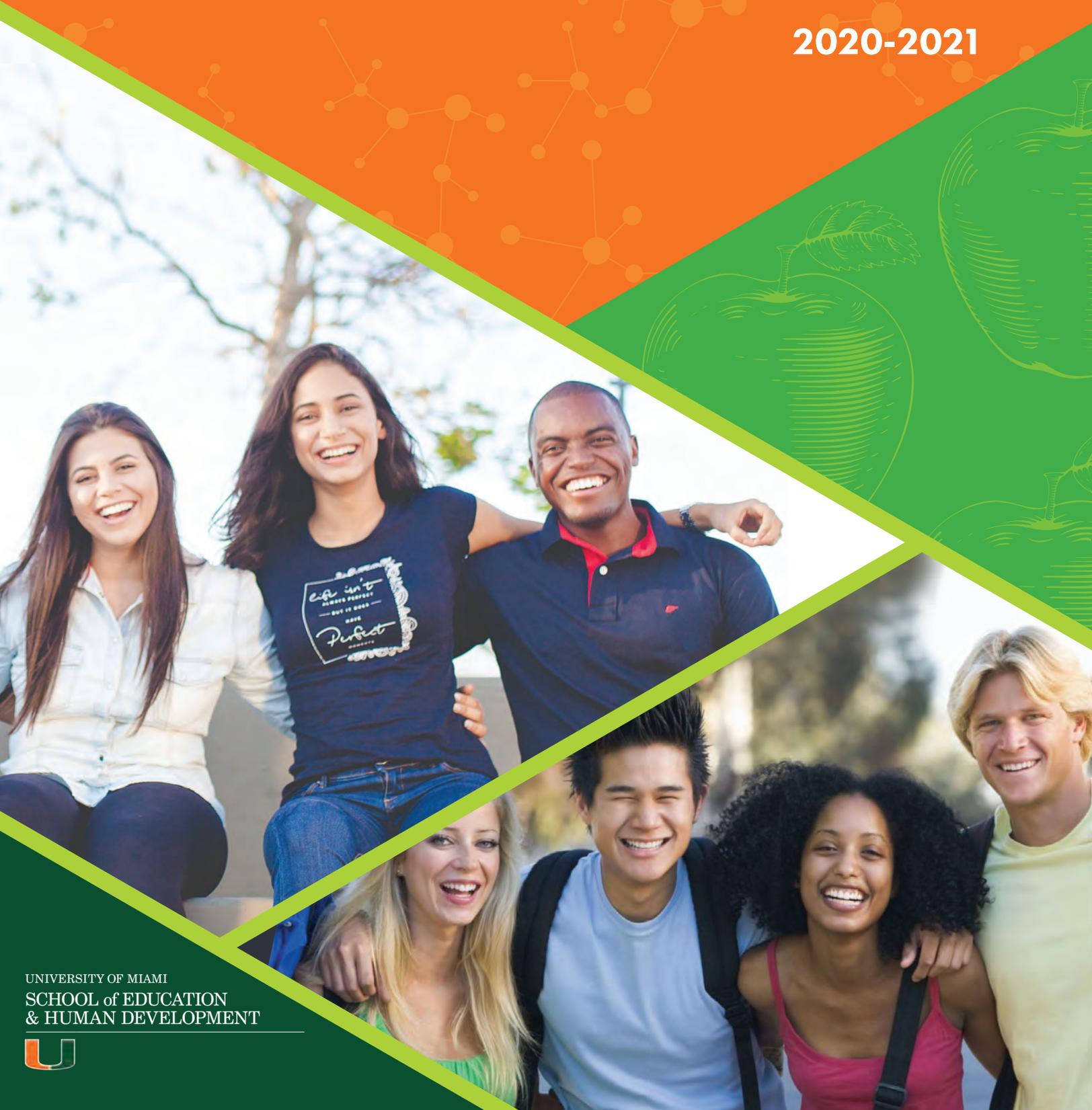


SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT

HANDBOOK OF POLICIES AND PROCEDURES FOR

Graduate Students

2020-2021



UNIVERSITY OF MIAMI
SCHOOL of EDUCATION
& HUMAN DEVELOPMENT



Message from the Vice Dean

Welcome to the University of Miami School of Education and Human Development (SEHD). We are pleased that you have decided to pursue your graduate education with us.

Your success as a graduate student is very important to all of us in SEHD. Graduate students are expected to manage their progress through their programs with the assistance and mentorship of their advisors. Hard work and attention to detail are important expectations of all graduate students. As a graduate student, you are expected to know and meet deadlines, take the appropriate classes in sequence at the times scheduled, maintain a minimum GPA of 3.0, submit any required materials in a timely fashion, and complete your program of study within the time limits imposed by the University of Miami (UM) Graduate School.

I wish you a successful and enjoyable graduate experience at the University of Miami, School of Education and Human Development. If you have any questions about the material in this handbook or suggestions about other items to be included, I hope you will bring them to the attention of your graduate advisor or the SEHD Office of Graduate Studies (OGS). I look forward to meeting and getting to know you.

Sincerely,
Walter G. Secada, Ph.D.
Professor and Vice Dean

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Acknowledgment of Receipt

PLEASE READ, SIGN AT THE BOTTOM OF THE PAGE, AND RETURN TO soegradadmissions@miami.edu immediately after verifying your intent to enroll

It is important that you read this document carefully and sign where indicated below. This signed statement is required by SEHD and will become part of your student file and must be submitted to the Office of Graduate Studies within the first semester of enrollment, or your program of study may be interrupted.

As a graduate student of the University of Miami, I commit myself to upholding the [Honor Code](#) and promoting the values of honesty, responsibility and integrity. The Graduate Student [Honor Code](#) can be downloaded from the University of Miami Graduate School's website at: grad.miami.edu.

As a graduate student of the School of Education and Human Development (SEHD), I _____, acknowledge that I have six or eight years from date of enrollment to complete my program of study as follows: six if I am enrolled in a master's (MSED or MSAT) degree program; eight if I am enrolled in a doctoral (Ph.D.) or education doctorate (Ed.D.) degree program. I must be enrolled continuously during the fall and spring terms until my program of study is completed; also, I must be enrolled the term that I graduate from the University of Miami. I also recognize that the University of Miami [Academic Bulletin](#) contains the overall terms and conditions governing my program. The [Academic Bulletin](#) can be downloaded from the University of Miami website at: bulletin.miami.edu.

I have read the [UM Graduate School Graduate Student Handbook](#).

I have read the [Graduate Student Honor Code](#).

I have read the [SEHD Handbook of Policies & Procedures for Graduate Students](#).

It is my responsibility to obtain and review the aforementioned documents, as well as any departmental handbook(s), and to adhere to the guidelines, therein.

It is my responsibility to complete a Master's Course Sequence Plan or Doctoral Program of Study (as appropriate) in consultation with my advisor and approved by my committee.

It is my responsibility to update my contact information in [CaneLink](#) so that the University and SEHD can reach me in case of emergency.

Student Signature: _____ **UM ID:** _____

Handbook of Policies and Procedures

This handbook is intended to provide important information to assist you in understanding the policies and procedures set forth by the University of Miami, the Graduate School, the School of Education and Human Development, and your Department. You are expected to read this handbook, the UM Graduate Students Honor Code, the UM Academic Bulletin, the UM Graduate Student Handbook, and your Program or Department's own handbook, as appropriate. Graduate students are held accountable for this information and in no case will any policy or procedure be waived because a student pleads ignorance of a regulation or asserts that he/she was not informed by an advisor or other authority.

Your program of study is governed by the terms and conditions found in the UM [Academic Bulletin](#) for the term in which you begin that program. This Handbook interprets the [Academic Bulletin](#) in terms of the School of Education and Human Development's "way of doing things." Since it is updated annually, this Handbook refers to the year in which it appears. Its main purpose is to provide additional information and to help you fulfill the conditions found in the [Academic Bulletin](#). If there is ever any inconsistency or seeming conflict between the UM Bulletin and the School of Education and Human Development Handbook, **the [Academic Bulletin](#) is the governing document.**

Note: The information in this handbook is valid at the time of publication but is subject to change.

About the School of Education and Human Development

The School of Education & Human Development consists of three departments: Educational and Psychological Studies, Kinesiology and Sport Sciences, and Teaching and Learning.

Each department has unique and distinctive features. Educational and Psychological Studies (EPS), focuses on emotional health and psychological factors; Kinesiology and Sport Sciences (KIN) promotes physical wellness, fitness and sport; Teaching and Learning (TAL) fosters intellectual and educational development.

The SEHD wishes you success and hopes that your studies will be productive, rewarding, and challenging. Graduate study can be time-consuming and challenging; but also, it can be a very meaningful time in your life. We sincerely hope that you will learn from our professors, our staff, and other students as we strive to create a community of learners to further our vision and mission.

Vision and Mission Statement

The vision of the SEHD is to be a center of excellence in the study, promotion, and integration of educational, psychological, and physical well-being in multicultural communities.

Our mission, in turn, is to produce knowledge and prepare the next generation of leaders, researchers, and agents of change and well-being in education and the community.

Office of the Dean, Merrick Building Suite 312, 305-284-3505

Dean Laura Kohn-Wood, PhD
Executive Assistant to the Dean Maria Torres

Office of the Vice Dean, Max Orovitz Building Suite 311, 305-284-2102

Vice Dean Walter Secada, PhD
Administrative Assistant Kelley Flagg

Office of Graduate Studies, Max Orovitz Building Suite 311, 305-284-2102

Manager of Graduate Programs Tinisha Hollinshead
Graduate Enrollment Manager Patricia Capps
Administrative Assistant Kelley Flagg

Department of Educational and Psychological Studies, Merrick Building Suite 311, 305-284-3001

Department Chair Soyeon Ahn, PhD
Office Manager Shelley Lue-Foung

Department of Kinesiology and Sport Sciences, Merrick Building Suite 315, 305-284-3024

Department Chair Warren Whisenant, PhD
Associate Department Chair Brian Arwari, PhD
Administrative Assistant Ruth Signorile

Department of Teaching and Learning, Merrick Building Suite 222, 305-284-8691

Interim Department Chair Wendy Morrison-Cavendish, PhD
Associate Department Chair Jennifer Krawec, PhD
Office Manager Gennet Wright

Adherence to Professional Standards

Competent performance in research, teaching or other graduate student activity cannot be separated from appropriate professional conduct. All graduate students should conduct themselves in accordance with established ethical standards in their disciplines or fields, and in accordance with generally recognized standards of the academic profession, such as those found in the [Statement of Professional Ethics](#) promulgated by the American Association of University Professors. *Research assistants* may not date or have any type of romantic relationship with research subjects. *Teaching assistants* may not date or have any type of romantic relationship with a student in the TA's class.

For all Graduate Students

After You Have Verified Your Intent to Enroll but Prior to Enrollment

- **Read the UM Graduate Student [Honor Code](#)**
The University of Miami Graduate Student Honor Code must be read by all new students.

- **Sign and Return the “Acknowledgement of Receipt”**
The “Acknowledgment of Receipt” is found on page 3 of this handbook. Read, sign and return it to the SEHD Office of Graduate Studies at soegradadmissions@miami.edu within the first semester of enrollment. **A registration stop will be placed on future registration if it is not returned.**
- **Review your Acceptance Letter and Certificate of Admission**
Prior to meeting with your advisor, double check whether any conditions have been placed on your admission into your program. Bring your acceptance letter and certificate of admission with you to this meeting so that you and your advisor can review these conditions and so that you clear up whatever you do not understand. **A registration stop will be placed on future registration if all admission conditions are not satisfied in the time allotted.**
- **Meet with your Advisor**
Initially, your Department or Program will recommend an Advisor who, if you are a doctoral student, will also Chair your Supervisory Committee. Your advisor will provide you guidance on course enrollments, and help you and your (supervisory) committee (as appropriate) to craft a program of study that fits within your Department’s guidelines and also promotes your professional growth and research interests. **At the beginning of your program and prior to enrolling for courses in subsequent terms, you must meet with your advisor before your advising hold is released.**
- **Comply with [Immunization](#) and [Student Health Insurance](#) Requirements**
All graduate students enrolled in six credits or more must show proof of health insurance or purchase the university’s student health insurance. Students are also required to provide proof of immunization either by submitting their immunization records or by submitting a preprinted form signed by a doctor to the Student Health Service. Proof of immunization must be submitted prior to the first semester of enrollment or a fee will be charged.

To access forms to waive health insurance or to document immunization, go to Student Health Insurance at <https://studenthealth.studentaffairs.miami.edu/index.html>. For further information about health insurance, contact the Student Health Service at 305-284-5921 or immunization at 305-284-5933. Failure to comply with Student Health Service requirements may result in a registration stop.

Note: More than any other issue we have encountered, graduate students’ failure to provide proof of immunization has resulted in the greatest number of problems for entering graduate students.

During Your First Year (Preferably, First Term) of Study

Check the Dates

During your first semester, and each semester afterwards, check the University of Miami [Academic Calendar](#) to make sure you observe all semester deadlines such as late fees and drop/add dates.

View Your Programs Sample Plan of Study

During your first semester, check the University of Miami [Academic Bulletin](#) to view your programs sample plan of study.

Conditional Admission

Your Certificate of Admission outlines the academic conditions that were placed on your admission; additional conditions may be placed on your admission by the Office of Student Health Service or other Departments in the University. Please take care of all these conditions as soon as possible. Failure to take care of conditional-admission requirements within the time specified on your certificate of admission will result in a block being placed on your ability to register for courses.

Throughout Your Graduate Program

Time to Completion

You have eight (8) years from the start of your program to complete all of its requirements and to graduate if you are a doctoral (Ph.D. or Ed.D.) student; you have six (6) years if you are a master's (MSED or MSAT) student.

Continuous Enrollment

You must be registered continuously during the fall and spring terms from the time you begin until you complete your graduate degree program. Failure to do so requires that you be readmitted to the program.

If you have completed all coursework, you should enroll in your Department's research in residence course. For master's degree students, this is the Department's 825 course; for doctoral students, it is the Department's 850 course. Please note: the School of Education and Human Development *does not* provide scholarship support for these courses. They must be paid at full tuition.

Registering for Courses

You can register for courses through [CaneLink](#). Every term, an advisor's hold will be placed on your ability to register. Your advisor will remove this hold after the two of you have reviewed your course-enrollment plans.

Dropping and Adding Courses

SEHD graduate students can drop and add courses through [CaneLink](#) unless a hold has been placed on your ability to do so. If you have a hold, you must first complete what is required before you can register. Please note: every term, the Office of Student Accounts publishes a schedule of [prorated refunds](#) based on when a student drops a course in [CaneLink](#). Under some conditions, students who drop courses after the final day for receiving a 100% refund may find themselves actually owing more money than if they had completed the course; for example, if a student is being supported by a federal training grant, the grant gets reimbursed the full amount of its contribution before the student receives a refund.

In addition, if a student is receiving tuition scholarship from the School of Education and Human Development and if a student drops a course after the final day to receive a 100% refund, those course credits of scholarship support will be considered to have been spent. For example, if a student drops a 3-credit course after the final day to receive a 100% refund, those 3 credits of SEHD-based tuition scholarship have been used up. What is more, any retake of this course or an equivalent course *will* not be covered by tuition scholarship.

The SEHD strongly recommends that you drop any courses that you plan on dropping in [CaneLink](#) by the University's final date for receiving a 100% tuition refund.

Retroactive Drop/Add Course Requests

The Office of the Registrar will not consider retroactive drop/add course requests, unless an appeal is submitted with a compelling reason and appropriate documentation showing why the student could not drop or add a course in CaneLink before the set deadline(s).

Leave of Absence

You may request a [leave of absence](#) for medical, financial, personal, professional opportunity, or other appropriately-documented reasons. Your request must be approved by your Advisor (i.e., Committee Chair), by your Department Chair, by the SEHD Vice Dean, and finally by the UM Graduate School. Your time to completion may be extended by the amount of time that you are on leave. Typically, a leave of absence lasting more than one calendar year requires compelling justification and may entail approval of your program faculty. Under no conditions are leaves that accumulate to more than two years granted.

Please request a [leave of absence](#) in sufficient time that approvals may be obtained prior to your taking it; leaves are not granted retroactively or after the fact. In case of a dire emergency, such as an unexpected severe family illness, the approval for a leave of absence may be accelerated.

There may be consequences to your taking a leave of absence, including requirements that you repay student loans. Please look into these consequences before requesting the leave.

Grades of Incomplete (I)

You may receive a grade of incomplete (I) for a course where you and the Professor agree that you require time beyond the term's end to finish the work. The Professor may give you up to one calendar year to complete that course. By Graduate School policy, if the "I" is not changed within one year, it remains on the student's academic record and course credit can be earned *only* by repeating that course or an equivalent. Please note: the School of Education and Human Development *does not* provide scholarship support for courses (or their equivalents) that must be retaken for whatever reason, including an "I" that has not been changed within a year. They must be paid at full tuition.

Failed Course

No course on which you were awarded a "C-" (or lower) may count towards your degree. You must retake that course or an equivalent.

Some programs require that student achieve a grade higher than “C-” on core courses. Please check with your program and department for such requirements.

Please note: the School of Education and Human Development does not provide scholarship support for courses (or their equivalents) that must be retaken for whatever reason, including an initial grade of “C-” (or lower) requiring that the course (or an equivalent) be retaken. They must be paid at full tuition by the student.

For detailed explanation on grade and credit hours requirements, visit the [Academic Bulletin](#) website.

Cumulative Grade Point Average (GPA)

Your cumulative Grade Point Average (GPA) is based on all grades awarded while in your program of study at the University of Miami. The Graduate School and the School of Education and Human Development require that all graduate students maintain a cumulative grade point average of 3.0 or better.

If your GPA drops below a 3.0, you will be placed on academic probation and a hold will be placed on your ability to enroll in further course work. If your GPA does not improve within a term, you may be dismissed from your program. If it improves, but does not rise above a 3.0, your probation may be extended another term. If your GPA rises above a 3.0, your probation will be removed.

Please note: The University will not award a graduate degree to a student whose cumulative GPA is less than 3.0. If your GPA drops below a 3.0 and improves very slowly, you may be asked to sign a statement whereby you acknowledge the University’s 3.0 GPA policy and you explicitly assume the financial risk of continuing to enroll in courses without achieving the grades needed to raise your cumulative GPA above a 3.0.

Academic Probation

A graduate student may be placed on academic probation if the cumulative GPA drops below a 3.0 (the UM Graduate School’s required GPA to graduate from the University of Miami) at the end of either the fall or spring semester; or if the student fails a course; or if the student fails to behave according to the highest norms of professional ethics in the field of study; or for some other serious infraction.

In such cases, the Vice Dean’s Office sends probation letter to the student (with copies to the Department Chair, Advisor, and Graduate School). The student is informed in the letter what the nature of the infraction is and given a specific time frame in which to remedy the problem or he/she is subject to dismissal. Typically, a student is given one semester to raise the GPA above 3.0.

While on probation, a hold is placed on the student’s ability to register for additional courses. If a student remedies the infraction within the given time frame, the probation is lifted and the hold is removed.

If a student has failed to remedy the infraction within the prescribed time period but demonstrates significant progress, the Vice Dean, Department Chair and Advisor review the case to determine whether the student should be dismissed or not. If the Department Chair, Advisor, and Vice Dean agree that the student should not be dismissed, the student is given another term in which to fully implement the remedy. The above process is repeated until the student is either dismissed or remedies the infraction.

Please note: a student who shows no progress in remedying the reason for having been placed on probation or who incurs multiple probationary infractions will be dismissed.

Please note: a student on probation is very likely to lose his or her SEHD-based tuition scholarship and/or graduate student assistantship.

Financial Assistance

The [Office of Student Financial Assistance and Employment](#) administers federal, state, private, and University financial assistance programs. This office awards financial assistance for Undergraduate and Graduate/Professional students and communicates with students primarily through the [CaneLink](#) system regarding information needed to complete the financial aid process. For more information, email canescentral@miami.edu, call 305-284-IBIS, or visit the Canes Central office in person on the Coral Gables campus.

Financial Assistance is available through the School of Education and Human Development, a student's Department, and research projects some of which are externally funded. If you are seeking support, please keep your advisor and Department Chair up-to-date and informed about your financial needs; also, you should feel free to apply directly to research projects or to other University departments or offices if they advertise for graduate students to work on specific projects.

No awards of any kind – such as graduate student assistantships and/or tuition scholarships – may be transferred. An award is provided to a recipient who may accept it and the conditions that are attached; or who may decline the award and its conditions.

Tuition-Based Scholarship Support

The School of Education and Human Development provides tuition scholarships to Ph.D. and Ed.D. doctoral students, and to a limited number of master's degree students. Almost always, these scholarships are included in the admissions letter to a particular student.

While receiving a tuition scholarship, a graduate student is expected to:

- Maintain adequate and continuous progress in her or his program of study;
- Maintain a record that is largely free of grades of incomplete and/or that fall below the Graduate Schools and program's minimum-grade requirements;
- Maintain a cumulative Grade Point Average that is at or above 3.0;

- Be continuously enrolled.
-

All forms of SEHD-provided tuition scholarships are limited to:

- A maximum of five years' duration, regardless a student's time to completion; students enrolled in the Ph.D. counseling program may have longer to use their tuition scholarships.
- Only those courses that appear on a student's approved program of study or course sequence plan; specifically, tuition-based scholarships may **not** be used to:
 - retake courses (or take substitutes) regardless the reason, including but not limited to courses that are dropped after the final day for 100% refund, courses for which a grade of incomplete (I) was not removed within the one-year limit, courses for which a student earned a final grade that is below the UM Graduate School minimum acceptable grade (currently, a grade of C is the minimum acceptable grade a student may earn) and/or core courses in a program for which students must earn a minimum grade higher than the Graduate School's minimum (currently, some programs require a minimum grade of B on some of their core courses);
 - take courses that students are required to maintain continuous enrolled after they have completed their program of study or course sequence plan but have not yet graduated; specifically, these courses are XXX825 (for master's candidates) and XXX850 (for doctoral students).

Tax Liability

Please note that SEHD tuition-based awards may carry with potential tax liabilities that are in keeping with IRS rules and regulations. The student is responsible for all tax liabilities that come with these awards. Please consult with a qualified tax preparer or attorney. To learn more, please refer to [IRS Publication 970](#) (Tax Benefits for Education) on the IRS website.

Stipend-Based Graduate Student Assistantships (GSA)

Typically, Graduate Student Assistantships are limited to doctoral (Ph.D.) students who are enrolled in full-time study in the School of Education and Human Development. The purpose of a GSA is to provide assistance to a doctoral student while that student is pursuing doctoral study. Hence, a basic assumption of this assistance is that the recipient is engaged in developing her or his own research interests and conducting independent yet appropriately supervised research in addition to the responsibilities of the GSA. Please consult with your advisor and with your GSA supervisor on your own research interests and how they might interact synergistically with both your GSA appointment and your ongoing course work.

In some very rare cases, full-time graduate students enrolled in other programs may be awarded a GSA.

The University of Miami classifies stipend-based Graduate Student Assistantships into four more-or-less distinct categories:

- Research assistantship (RA), in which a graduate student works on research. Usually an RA spends the bulk of their working on a research project under the supervision of a more senior project member (most often, this would be someone on faculty, a research scientist, a post-doctoral assistant, or even a more senior doctoral student);
- Teaching assistantship (TA), in which a graduate student works on instructional activities. Usually, a TA spends the bulk of their time working on instructional activities such as supporting someone who is teaching a course or teaching a course, independently. Sometimes, a teaching assistantship might entail the student providing tutorial assistance to other students, usually undergraduates, within a structured setting;
- Traineeship, in which a graduate student is being trained (usually through an external grant) through graduate study for a specialized area; and/or;
- Graduate assistantship (GA), in which a graduate provides assistance that does not fall under one of the above categories. For instance, a GA may spend the bulk of their time helping a Department, or a Program prepare for an external accreditation review.

The School of Education and Human Development, through its Departments, Offices, and Research Projects provides doctoral student assistance in the form of one or a combination of more than one of the above. A typical stipend is for \$23,200 per academic year for a 20-hour-per-week assignment. Some research projects or other forms of assistance (e.g., University fellowship or federally-funded traineeship) may provide a larger stipend or they may provide a longer appointment.

Assignments typically last the entire 9-month academic year, from August 15 through May 15. Some awards may last longer. Students who receive Graduate Student Assistantships are expected to work during the University's regular year. The specific assignment, supervisor and other information will be included in the offer letter. *Do not lose your letter of offer.*

Trainees and recipients of other forms of federal support are expected to comply with the conditions of their award as outlined by the funding agency. If you are offered such an award, please consult with the project director to be sure that you understand the additional conditions that you are agreeing to. The University of Miami cannot (and will not seek to) countermand those award conditions.

Graduate student assistantships of all forms are limited to full-time doctoral students (where full-time is defined in the UM [Academic Bulletin](#)) who are on campus and who are within the first five years of their program of study.

Additional Employment

Graduate Student Assistants may work additional hours outside of their GSA awards provided that:

- this work does not conflict with the GSA assignment (i.e., your GSA assignment comes first);
- the student's program of study does not suffer;

- this additional work does not conflict with the terms of the GSA (some training grants do not allow outside employment); and
- this additional work is approved by the student’s work supervisor, committee Chair, Department Chair, and Vice Dean.

IRS and University of Miami Requirements

Graduate Student Assistantships are governed by IRS and other federal rules and policies. To be sure that you are in compliance with them and in order to ensure that you are paid regularly and on time, we strongly encourage all GSA recipients to visit the SEHD Business Office by the end of the first full week of August. Graduate Assistants must also be fully and financially registered at the time payroll is run or FICA will be deducted from their paychecks and is not refundable. Therefore, all registration should be completed by the start of each term.

To learn more, please refer to [IRS Publication 970](#) (Tax Benefits for Education) on the IRS website and/or your personal tax advisor.

Additional Responsibilities of Research Assistants

In addition to the General GSA requirements, you will be assigned responsibilities for research by your supervisor and/or the project director on the project that you are working. If your assignment entails human subjects research, you should plan on taking the CITI course before engaging in any research activities.

Additional Responsibilities of Teaching Assistants

Teaching is broadly understood to include all the activities in which a faculty member is engaged in efforts to instill knowledge, improve skills, or foster attitudes and dispositions in students. Therefore, teaching includes not only classroom instruction but may also include field supervision and visitations, the various forms of individualized instruction, students advising and counseling, as well as developing and refining courses, programs, and curricula.

Teaching assistants should avail themselves of the services provided by the Instructional Advancement Center (IAC) and the Graduate School’s training for teaching assistants. The IAC web site is www.miami.edu/iac. The Graduate School has teamed with the IAC to provide training for all first-time TAs.

Teaching assistants who are teaching must provide students the opportunity to visit with them privately during posted office hours (a minimum of three hours per week). This schedule should be coordinated with the department chair. To inform students who are enrolled in your course, your office hours should be listed on the syllabus.

Teaching assistants should use their Department’s standard course syllabus and adhere to the Department’s policies involving the Honor Code, student access to accommodations, and the administration and grading of exams. Please consult with your Department Chair.

Teaching assistants are required to use the standard faculty evaluation form which has been approved to evaluate all courses taught in the School of Education and Human Development.

Grades and class records should be retained for five years. When a TA completes a teaching assistantship, he or she should transfer these records to the department chair.

Additional Responsibilities of Trainees

The grant or department which is providing the funding for a traineeship may have additional requirements including guidance on research and other matters. Please consult with the project director and/your supervisor on those conditions.

Internships and Partnerships

Some programs have established program-related partnerships with private companies or within the University whereby a graduate student is employed as an intern by the external partner for a certain number of hours per week within a given time frame (from nine months through an entire year). In return, students are given a combination of monthly stipends and tuition support that is paid directly to their student accounts. These internships are highly competitive and governed by a signed agreement among the employer, the graduate program, and the individual student. If you are interested in being employed through a paid partnership, please ask your advisor if your program provides these opportunities; and if so, how to apply.

Other Financial Assistance

Graduate students may qualify for and receive other types of financial assistance such as help with payment of books, fees, and other educational expenses; conference travel; additional tuition assistance; and (primarily doctoral) research assistance. This assistance is available through a range of outlets including, but not limited to the [Graduate Activity Fee Allocation Committee \(GAFAC\)](#), an SEHD graduate awards committee, and Department-level funds. Typically, awards are made at the start of each term. For more information, please ask your advisor.

For Doctoral (Ph.D. and Ed.D.) Students

Early in Your Program

Writing / English Competency

All doctoral students are required to successfully complete, with a grade of B or better, two Departmentally-designated writing intensive courses in their field of study within their first 12 credits of coursework. These courses should be part of the student's Program of Study.

Your Advisor

Initially, your Department or Program will recommend an Advisor who also Chairs your Supervisory Committee. Your advisor will provide you guidance on course enrollments; and your Supervisory Committee will help you craft your initial program of study that fits within your Department's

guidelines and also promotes your professional growth and research interests. View the [Academic Bulletin](#) to see a sample plan of study for your program.

At some point as you progress through your doctoral program, no later than the completion of your Qualifying Examinations, you will need to select a member of the Graduate Faculty to serve as your mentor. This individual will also chair your committees (Supervisory/Dissertation, please refer to Graduate Student Handbook). Your advisor may be the person who was initially assigned to that role; it may be someone you came to study with; it may be someone else within your field of specialization.

Please do not under-estimate the importance of your choice of Advisor. Your Advisor is probably the single most important person who you will meet and work with during your entire program. Your advisor's guidance and your ability to work productively with this individual will help to determine the quality of your doctoral research and the kind of post-doctoral career that you can aspire to.

During course work, at seminars, or even during casual conversations, you should ask yourself if someone you encounter shares your research interests or does work that you could find interesting. If you are working on a research project, you should pursue the ideas that define that project and think about the kind of research you might do; discuss your interests with the project director to see if you might be able to pursue your own interests as part of the project's work. Feel free to volunteer to participate in research working groups that you might not be formally affiliated with so as to better understand whether the project director and you have compatible interests and whether this person might become your advisor.

At the point where you think you are ready to select your own advisor, make an appointment to discuss your research interests with that individual. If the two of you come to an agreement, please fill out a [Change of Advisor](#) form and turn in to the Office of Graduate Studies (MO 311).

According to the UM [Academic Bulletin](#) and [Graduate Student Handbook](#), your advisor must be a member of your Program's graduate faculty. Your Advisor's appointment in the program may be secondary.

A good Advisor commits to:

- Helping you to form the rest of your committee subject to the approval of your Program Director and Department Chair;
- Advising you on fulfilling your program requirements, including a one-on-one meeting during each course-enrollment period to ensure that you are making adequate progress and enroll in appropriate course work;
- Scheduling meetings of your committee;
- Discussing and constructively critiquing your research from ideas through implementation and manuscript development, onto conference presentation, and submission for publication;
- Mentoring you as appropriate for someone entering your professional specialty; and,
- Helping you find an appropriate position once you have been awarded your doctorate.

Though a doctoral student has great flexibility in the selection of an Advisor, no graduate student may change advisor during critical points in the program: while qualifying and/or comprehensive

exams are being administered and read; once a proposal hearing has been scheduled; or once the final defense of the doctoral thesis has been scheduled.

Supervisory Committee

Please refer to the UM [Academic Bulletin](#) and [Graduate Student Handbook](#) for a description of the Supervisory Committee's make-up and its responsibilities. As a rule of thumb, your supervisory committee is the committee that sees you through your qualifying examinations. Please note that though an external member of your Supervisory Committee might not have been appointed at the time that you were admitted to your program, this individual should be on board by the time that the committee constructs and approves your Program of Study (see below).

Program of Study

A doctoral student is required to file an approved Program of Study prior to the end of the second semester of study. For example, a doctoral student admitted in the Fall has until the end of the Spring to place an approved Program of Study on file. Students who have not filed an approved Program of Study with the Office of Graduate Studies will not be allowed to register after their second semester. Once a Program of Study has been approved, no further applied credits will be accepted into the student's program without prior approval of chair of the supervisory committee and the Office of Graduate Studies Programs Manager. Only courses found in a student's approved Program of Study are eligible for any kind of tuition-based scholarship support, remission, waiver, and/or discounts.

The Ph.D. doctoral student's Program of Study shall include a minimum of sixty (60) credits beyond the baccalaureate degree plus a minimum of twelve (12) dissertation credits.

The School of Education and Human Development requires that:

- a minimum of 30 credits in the student's major field of study must be taken at the University of Miami;
- all Ph.D. doctoral students must complete fifteen (15) credits of research competencies as determined by their Supervisory Committee;
- two-thirds of the total credits that a student takes in her or his doctoral program are in courses at the 700 and 800 level that are open only to graduate students; and,
- a minimum of thirty (30) graduate semester course credits should be taken at the University of Miami after admission to the doctoral program (not including dissertation credits).

Please consult with your advisor about additional requirements, including course credits beyond a minimum of 60, that your Department may have placed on your Program of Study.

Note: Students and their advisors (i.e., Committee chairs) should review the Program of Study at least once a year to ensure that it is current. Any major changes in this plan should be submitted on a new Program of Study to the Office of Graduate Studies. Any changes in Program of Study and/or course substitutions must be approved by the supervisory committee Chair and the Office of Graduate Studies Program Manager.

Applying Credits into Your Doctoral Program of Study

A student whose Master's degree is in the same field of study as her or his doctoral work may apply up to 30 credits of course work from that degree into the doctorate, provided this is approved by the Supervisory Committee and the Department Chair and the student earned a minimum of 3.0 GPA in that program.

If a Program of Study requires more than 36 credits (even after applying Master's degree course work), a student may transfer up to an additional nine (9) credits, provided that the total number of remaining credits is at or above 30 and that this transfer is approved by the student's Supervisory Committee and Department Chair. If a Program of Study requires fewer than 36 credits, a student may transfer up to an additional six (6) credits, provided the total number of remaining credits is at or above 30. Credits transferred under this paragraph must be at the graduate level and the student must have earned a minimum grade of B on each course for which credits are being transferred.

Credits for courses taken at other Universities 6 years or more before the start of your UM program may not be transferred into your Program of Study.

The School of Education and Human Development's Research Requirements for Ph.D. Program of Study (approved August 15, 1997, limited to Ph.D. students)

The Ph.D. program in the School of Education and Human Development requires 15 credit hours of statistics and research methods.

- Appropriate coursework in research methods will be selected for each student's program of study in consultation with the chair and members of the supervisory committee.
- A research practicum is encouraged for all students and is required by some programs.
- Prerequisites for doctoral research courses are as follows:
 - Basic Statistics: A course in Introductory Statistics taken no more than three years prior to enrollment in EPS701 is required. This requirement is met by students who have a grade of B or better in an undergraduate or graduate Introductory Statistics course. Students may also meet this requirement by taking EPS700 or by earning a B or better on a preliminary examination.
 - Computer Computational Skills: Students must demonstrate knowledge of and the ability to use the SAS or SPSS statistical packages to perform Introductory statistical analyses prior to enrollment in EPS702 or EPS703. Students may also meet this requirement based on prior training and/or experience or by successfully completing EPS629.
 - Master's level research courses may not be counted for doctoral research course credit.

CITI-Certification

Typically, doctoral students engage in human-subjects research either as part of a Graduate Student Assistantship or for their Doctoral thesis research. The UM Graduate School and the School of Education and Human Development require that all doctoral-student research undergo review by and obtain the approval of a University of Miami Institutional Review Board (IRB). Prior to engaging in any kind of human-subjects research, all University of Miami faculty, staff, and students are required to complete an online course known as Collaborative Institutional Training Initiative (CITI). To take this course, you need to set up an account with at the Web Site: www.citiprogram.org.

Doctoral Qualifying Examination

The School of Education and Human Development's Requirement for Full-Time Study (limited to Ph.D. students)

Please refer to the UM [Academic Bulletin](#) and to the [Graduate Student Handbook](#) for the basic definition of full time study. Though most Ph.D. students are enrolled in full-time study throughout their program, the School of Education and Human Development requires that students enrolled in its Ph.D. programs complete at least two consecutive semesters of full-time study prior to their qualifying examinations.

The SEHD's major goal for the two consecutive semesters that should be in full-time study is to enrich the doctoral experience of students through:

- scholarly activities beyond course-work;
- orientation to the professional field of specialization;
- intensive apprentice activities; and
- opportunities for research.

In order to ensure that its Ph.D. students have an appropriate set of research experiences during their year of full-time residence, the School of Education and Human Development:

- defines full-time study as a minimum of nine credits during a sequence of fall & spring semesters;
- does not count summer-session course work towards the fulfillment of the full-time study requirement;
- strongly recommends that all doctoral students be engaged in a research practicum during their residency period; and
- usually limits doctoral-student employment to 20 hours per week during the two-consecutive semesters that they are in full-time study.

Please confer with your advisor as each Department may have additional requirements to the Residence requirement, including a research practicum.

Qualifying Examination

Please refer to the UM [Academic Bulletin](#) and [Graduate Student Handbook](#) for a basic introduction to the Qualifying Examination. A qualifying examination shall be taken after a student has fulfilled the School of Education and Human Development's requirement for full-time study and when the student and Supervisory Committee deem appropriate. Typically, doctoral students have completed most of their required research courses prior to taking their qualifying examinations; however, in some cases, the Supervisory Committee may determine that an advanced research course which is also part of the 15-credit requirement would better be taken at a later date, for example, in preparation for the dissertation proposal. In addition, the School of Education and Human Development requires that the student:

- maintain a 3.0 grade point average in all graduate-program courses taken prior to the qualifying examination; and
- have demonstrated written English competency.

Each Department has its own policies for the content and format that comprise qualifying examinations for its doctoral students; pre-requisite and/or co-requisite requirements (such as, but not limited to, the completion of research work course); the settings in which an examination may be administered; scoring procedures; the inclusion of an oral component at the sole discretion of the Supervisory Committee; conditions governing the rewriting of questions or assigned papers; and the point at which a final score is awarded. Please consult with your advisor.

If your Department administers a regularly scheduled, sit-down written examination, you should complete and submit the [Doctoral Qualifying Examination Application](#) to your Advisor by the designated date or you may be required to wait until the following testing time. Please consult with your advisor since sit-down examinations are administered ONLY as scheduled and are not given on an ad hoc basis.

Typically, a student who fails the qualifying examination is dismissed from the program. In some cases, a student who fails the qualifying examination may be allowed a second opportunity to pass it at the sole discretion of the Supervisory Committee. The reexamination may not be taken during the same term; but, it must be taken within one calendar year of the failed examination. A student who fails a second time may be automatically dismissed from the program, without appeal.

The Supervisory Committee, through its Chair (i.e., the student's advisor) shall notify the Department Chair, the SEHD Dean's Office and, through the SEHD Dean's Office, the Graduate School of the final disposition of a student's qualifying examination. The Supervisory Committee Chair should provide the SEHD Dean's office with a copy of the student's qualifying examination, preferably, an electronic copy.

After the Qualifying Examination

Dissertation Committee

Please review the UM [Academic Bulletin](#) and the [Graduate Student Handbook](#) section entitled "The Supervisory and Dissertation Committees." After successfully completing the Qualifying

Examination, a doctoral student should identify a member of the graduate faculty who is willing to serve as the dissertation chair (please read the section on the importance of your faculty advisor, above). The chair and the student then select a dissertation committee based on the student's thesis topic and the relevance of the committee members to that topic.

In selecting a dissertation topic, the student and (advisor) doctoral dissertation chair should ensure that:

- the topic is important to the academic discipline;
- the topic “researchable,” meaning that:
 - it is reasonable to expect that a relationship exists between independent and dependent variables (for quantitative studies),
 - logical and appropriate research questions or hypotheses can be developed and/or,
 - an appropriate research design can be employed to address the research questions/hypotheses.
- the research can be conducted with appropriate human subjects' protections and can be completed within a reasonable period of time; and
- faculty in and/or outside the School of Education and Human Development who are knowledgeable about the topic are able and willing to serve on the dissertation committee.

In addition to selecting a dissertation topic, the student's advisor (Dissertation Chair) should:

- work with the student to develop a timeline for completion of the dissertation,
- suggest strategies for overcoming hurdles in completing the dissertation in a timely fashion,
- ensure that the student is Citi-Certified;
- ensure that the study is submitted to the appropriate Institutional Review Board and agency research-review board (if there is one)
- closely supervise a student's progress in the satisfactory completion of both the proposal and dissertation and, with agreement of the dissertation committee members, have the student confer with members on an “as needed” basis if problems arise that would benefit from the member(s) expertise, and
- have the student revise drafts of both the proposal and the dissertation until it is the best document that these two parties can create, and only then allow the student to circulate the dissertation to the committee prior to the proposal meeting and the final defense for feedback. [The purpose of this final point is to avoid wasting professors' time by having multiple professors correcting the same mistakes in drafts.]

Please note: in light of the fact that the Advisor is the PI of record for a student's dissertation research, the University's Institutional Review Board requires that the Advisor also be CITI-certified.

In selecting committee members, the student and advisor should have a clear understanding about each committee member's contributions to the committee. If there is disagreement between the student and chair with regard to committee membership, the chair has final veto power.

Please be sure that the dissertation committee meets the Graduate School's guidelines; that can be found at the [Academic Bulletin](#). A department or program may require additional members with additional qualifications beyond those listed by the Graduate School; the Graduate School's requirements represent a minimum.

In addition, the School of Education and Human Development requires that:

- the committee shall have at least one member with expertise in quantitative or qualitative research, as appropriate, and
- the committee members shall have terminal degrees and expertise to contribute to the content of the dissertation.

With the prior approval of the Department and Graduate School, faculty from other accredited universities may be eligible for committee membership (vitae are required).

Please review the UM [Academic Bulletin](#) and the [Graduate Student Handbook](#) for the duties of the Dissertation Committee. The student (with the advisor's assistance) should discuss the proposed dissertation topic with potential dissertation committee members and ask them to serve on the dissertation committee. In addition, members of the Committee should:

- consult with and advise the student throughout the entire dissertation process,
- approve the dissertation proposal (if a proposal is required by the student's Department),
- meet at intervals, review progress and provide feedback to the student,
- read and comment upon drafts of the dissertation proposal and the final dissertation, to determine its defensibility, and approve the scheduling of the oral defense,
- conduct the final oral examination to ensure that the dissertation is of sufficient quality and meets the expectations of the professional community,
- carefully scrutinize the proposal and dissertation in a timely fashion in order to appropriately consult with and advise the student,
- inform the dissertation chair at least 5 work days prior to a scheduled meeting if one believes the student is not ready to present the proposal or to defend the completed dissertation, and to suggest that the meeting be postponed, and
- regardless of circumstances, approve the thesis only if the completed document meets the most rigorous expectations of the professional community.

If it becomes necessary to replace a member of the doctoral dissertation committee, the student shall identify a possible replacement and then request approval from the dissertation committee chair. The student then asks the replacement member if s/he is willing to serve. If the replacement member is willing, the dissertation chair shall recommend the replacement member to the department chair, Vice Dean, and UM Graduate School.

The Dean of the Graduate School has final approval over the make-up of a student's Dissertation Committee.

Admission to Candidacy

Please review the UM [Academic Bulletin](#) and the [Graduate Student Handbook](#) section entitled "Admission to Candidacy." When the Dissertation Committee (including its chair) and student have reviewed the student's Program of Study and when they have determined that the student has successfully completed all of the Graduate Schools and the program's requirements for Admission to Candidacy, they should complete the Application for [Admissions to Doctoral Candidacy](#) Dynamic Form.

Though a student need not have completed all course work prior to admission to candidacy, the School of Education and Human Development requires that the student has completed most of the required course work. In addition, the student should have:

- passed qualifying exams;
- a minimum 3.0 GPA;
- no grades of incomplete;
- no outstanding courses in need of repetition for whatever reason.

The Dean of the Graduate School has final approval over an *Application for Candidacy*.

A completed and fully-approved [Application for Admission to Doctoral Candidacy](#) should be submitted to the Graduate School through a Dynamic Form by the end of the term subsequent to a student's passing her or his qualifying examination.

Please note: No student may receive the degree in the same semester or summer session in which he or she is admitted to candidacy.

Your Dissertation

Proposal

Please meet with your advisor to determine your Department's or Program's expectations for a proposal. If your program requires a formal, written proposal, the advisor should provide to the Office of Graduate Studies with an approved SEHD [Approval of Dissertation Proposal](#) form, with an electronic copy of the student's approved proposal.

IRB Approval

No research involving human subjects may be undertaken without prior review and approval by one of the University of Miami's Institutional Review Boards. After you have been given the go ahead on your study and if your study involves human subjects research, please submit it for approval through the University's eProst system at: <https://eprostat.miami.edu>

You should upload a copy of your (approved) proposal, if appropriate, into the eProst system at the appropriate place.

If you are unsure whether or not your research involves human subjects, please discuss this with an analyst at the University's Human Subjects Research Office (HSRO) at 305-284-3195. If the analyst determines that your study does not involve human subjects research, ask for written confirmation and forward a copy to the Office of Graduate Studies for inclusion in your files.

Once the proposal has been finalized and approved by the IRB, the student conducts the proposed research under the supervision of the chair (the Principal Investigator on the IRB protocol) and may also meet with committee members during the research process as necessary to report progress and to obtain advice. If a problem necessitates any change in the originally approved research procedures, such problems must be reported to the entire dissertation committee. Any changes in research procedures must be approved by the student's committee and by the IRB, by submitting an amendment to the original protocol. If the proposed change in procedures is approved, a revised copy of the originally approved proposal with highlighted changes must be disseminated to all committee members and to the Office of Graduate Studies.

A copy of the then-current IRB approval letter must accompany the abstract that is submitted when scheduling the dissertation defense. The committee may not allow a dissertation defense to be scheduled without documentation that the study has been reviewed, approved, and conducted under the ongoing supervision of a University of Miami IRB.

The Dissertation Document and Abstract

The student's dissertation should follow an appropriate style approved by the student's committee and conform to the [Graduate School's ETD formatting guidelines](#).

The student submits carefully edited drafts of the various chapters of the dissertation (as per chair and/or committee request) to the advisor and meets with members of the committee to discuss the draft, as directed by the dissertation chair.

A draft of the dissertation should be provided to committee members at least two weeks prior to each committee meeting, as appropriate. Additional committee meetings may be requested by either the student or committee members. At some point, the student should make all the changes that are required by the dissertation committee and prepare a final draft that will be used for the defense.

The student should prepare an abstract of the dissertation according to the requirements of the Graduate School. The student must obtain approval of the abstract from the dissertation committee.

With the approval of the dissertation committee, the student schedules an oral defense of the dissertation. At least 2 weeks prior to the oral defense, the student must submit to the Graduate School the [Defense Notice](#) form. It is the student's responsibility to meet all the [Electronic Theses Dissertation \(ETD\)](#) requirements and that an examination room is reserved for a two-hour time block.

Members of the committee must have at least two weeks to read the document and another week to give feedback to the chair. A defense should not be scheduled less than 3 weeks before the distribution of the final dissertation document. Students should be aware that the first date for a defense is tentative since the defense could be cancelled based on any committee member's evaluation of the defensibility of the dissertation. Any time prior to the defense, a member who is unwilling or unable to work with the committee and/or the student may be replaced at the discretion of the Vice Dean and the committee chair.

Dissertation Defense

The purpose of the doctoral defense is to provide a scholarly forum in which the student is queried about the research methods, findings, and implications. Interested faculty and current students are encouraged to attend and follow the established guidelines.

It is the student's responsibility to procure and make available all necessary forms that require committee signatures. These include forms provided by the UM Graduate School, the Office of Graduate Studies, and the student's Department.

The defense committee is the same as the dissertation committee. Any changes in the defense committee must be approved by the committee chair, Vice Dean, and the UM Graduate School through the [Committee Composition Change Request](#) Dynamic form. The entire committee is required to attend the defense. In cases of emergency in which a member cannot attend the defense, the Vice Dean will appoint a substitute.

Committee members are expected to be at the defense a minimum of five minutes before the designated time. Questioning shall begin when all members of the committee are present.

If a quorum is not present within fifteen (15) minutes after the scheduled starting time, the matter shall be immediately reported to the Vice Dean or designee to determine the best course of action; e.g., delay the hearing, substitute a committee member, or postpone the defense.

The chair of the committee shall determine the order in which members will question the candidate. Members may ask questions out of turn for points of clarification.

Only faculty members and current students may attend. Students wishing to attend must have the permission of the chair of the dissertation committee and the student.

Prior to the questioning, the student may be asked to give: (a) a brief autobiographical sketch, and/or (b) an overview of the study, including procedures and the findings of the dissertation. The candidate may bring resource materials and audiovisual aids to assist in answering questions or presenting the overview. Any committee member may request to review these materials.

During the defense, the student should be able to demonstrate that the objectives of the dissertation proposal have been met and done so in a scholarly fashion. The student should be able to demonstrate a working knowledge of the research methodology employed in the study and be able to integrate the research with knowledge of the discipline as well as to recognize any

limitations or flaws in the design or conduct of the study and discuss how they may affect the conclusions.

The defense is not a social event. Therefore, serving food is inappropriate.

Deliberations

Following the defense presentation and questions, all persons except committee members, will be excused from the room.

The deliberations provide committee members the opportunity to express any concerns about the integrity or quality of the dissertation, and the candidate's oral presentation of the research and responses to the committee's questions.

If a committee member desires some clarification of a point, the candidate may be called back to the room for that purpose.

- During the deliberations the committee must decide on one of the following:
 - successfully defended the dissertation;
 - passed the defense, but some revisions of the written document are needed;
 - failed the defense, but extenuating circumstances permit the student to have a second and final opportunity for a defense; or
 - failed.

If the committee agrees that the student has passed this defense but needs to make revisions in the document, the committee should develop a list of revisions for the advisor to share with the student. Committee member(s) who are given post-defense supervisory responsibilities shall withhold signature(s) until necessary revisions are made. All revisions must be submitted by the end of the following academic semester or a new defense may be required.

Committee decisions should be by consensus. If agreement cannot be achieved, then a vote of the majority shall be sufficient to decide.

The Committee should fill out the [SACS evaluation form](#) and give it to the Chair. The Committee Chair should submit these forms to the Office of Graduate Studies who will then forward them to the University's Office of Accreditation and add to student's file.

Following the deliberations, the candidate will be asked to return to the room where the chair will announce the decision, including any necessary revisions. Committee members should remain while the decision is given by the chair to be sure that the list of suggested revisions, if any, is complete, clear and accurate. A list of revisions should be communicated in writing (e-mail) to the student by the committee chair with copies to the rest of the committee.

At such a point as the candidate has successfully defended his/her dissertation, the committee shall sign the following three forms required to complete every thesis or dissertation submitted to the Graduate School: the [Certificate of Defense Approval](#) form, [ETD Final Content Approval](#) form, and

[ETD Availability Agreement](#) form. Each form must be signed by all required signees and received by the Graduate School before the student will be given permission to upload the final PDF in the Scholarly Repository.

Before submitting a final typed, the student should contact the Graduate School Dissertation Coordinator at grad.dissertation@miami.edu for clearance on completion format, paper quality, deadline dates and other pertinent Graduate School regulations.

Recommendations

The following recommendations have been provided by former graduate students to assist you in your doctoral program. If you have further suggestions that you would like to contribute, please submit them to the Office of Graduate Studies.

What Works:

- active participation in a research project involving hypothesis building and testing, data collection methods and analysis and write up
- consistent hard work throughout the program
- understanding that the completion of the dissertation is quality-dependent not time-dependent
- regular meetings with the chair, keeping committee members informed, and chapter-by-chapter approval by the chair
- careful scrutiny of the proposal to avoid problems later during final stages
- a “dissertation partner” for peer mentoring and support
- reading the Graduate School Guidelines for Dissertations

What Doesn't Work:

- changing committee members late in the process
- having proposal meetings or defenses before being ready
- not having rigorous expectations at the proposal and subsequent meetings
- expecting professors to do the work rather than helping with problems
- choosing a topic for ease of completion rather than interest in the topic

Master's Degree (MSED and MSAT) Students

During Your First Year

All graduate students are required to submit an approved program of study or course sequence plan to the SEHD Office of Graduate Studies during their first year.

Master students are to submit a Course Sequence Plan (see advisor) prior to the end of their first term. The Course Sequence Plan projects your courses over the length of your program.

Please note: Your Course Sequence Plan is used to determine whether you may graduate since your course work is checked against the Course Sequence Plan to ensure that you have completed all the program's required elements.

You and your advisor may substitute courses within your Course Sequence Plan, transfer courses into your program of study and/or completely change your program of study provided the courses and the revisions are consistent with UM [Academic Bulletin](#) and Graduate School guidelines.

If you and your advisor decide to modify your Course Sequence Plan at any time during your program, you should submit either a [Course Substitution](#) form to the SEHD Office of Graduate Programs, Max Orovitz Building, Suite 311, signed by your advisor and Department Chairperson or a [Petition for Transfer Credit](#) form to the UM Graduate School processed through the Dynamic form process.

Form a Thesis Committee, if applicable.

If your program offers a thesis option. Students electing the thesis option must meet with their advisors and complete [Master's Thesis Committee Agreement](#). If you select the thesis track you must enroll in a total of six hours of thesis credits.

Prior to Your Last Semester

Schedule a final check on your course sequence plan with your advisor.

Some programs do not require students to take comprehensive exams but instead to submit portfolios or final projects. Double check with your advisor about project or portfolio requirements and/or to schedule them, as needed.

Students in some master's degree programs are required to take comprehensive exams. When you see your advisor to register, verify the date of the exam. A letter will be sent from your department notifying you of your exam results

Register for Comprehensive Exams, if applicable

Students in some master's degree programs are required to take comprehensive exams. When you see your advisor to register, verify the date of the exam. A letter will be sent from your department notifying you of your exam results.

Submit and defend your thesis your final project, if applicable

If you are submitting a thesis, you should download the [SACS Assessment Form](#) and its [Instructions](#). Distribute copies at your thesis defense. Your committee should fill out this form and return it, directly, to the SEHD Office of Graduate Studies, Max Orovitz Building, Suite 311. You cannot be cleared for graduation unless we have a form from each member of your committee.

Frequently Asked Questions

What if I

... need to change my advisors?

Sometimes things do not work out between a student and her or his advisor. If more than one person can serve as an advisor in your program, you should make an appointment with the person you would like to switch over to. If you come to a mutual agreement, both of you should fill out and sign a [Change of Advisor Form](#). This signed form should be turned in to the SEHD Office of Graduate Studies, Max Orovitz Building, Suite 311.

... need to request accommodations?

The University of Miami and the School of Education and Human Development comply with the American with Disabilities Act. If you require accommodations in your program of study or course work, you should take proper documentation to the UM [Office of Disability Services](#) at the Camner Center for Academic Resources. The Center is located on the second floor of the Student Services Building. Once a formal accommodations finding has been issued, please take the letter to each of your course instructors and advisor to ensure receipt of appropriate support and accommodations during your program.

... need help in mediating a disagreement with a course instructor?

Typically, a student should first discuss concerns with the course instructor of record. Prior to setting up an appointment to meet with the instructor, you should make some notes on exactly what you think the issues are and what would be a successful outcome to your discussing these concerns. When you meet, try to see both sides of the matter and remain as factual as you possible.

If you do not feel that you can discuss matters with the instructor or if you wish to appeal a decision, you should discuss matters with your academic advisor and make an appointment to see the Department Chair. The University has a well-defined chain of appeals. If something cannot be resolved at the level of the Department, it would next go to the Vice Dean. Please contact 305-284-2102 to schedule an appointment to see the Vice Dean. Prior to making his decision, the Vice Dean confers with all parties and the Dean. Appeals would then leave the School to the UM Graduate School, on up to the Provost's office.

NOTE: Course grades are the sole responsibility of the instructor. The only conditions under which a grade can be successfully challenged are if a mistake was made in how it was computed or if the instructor failed to follow her or his grading policy.

... need to be absent from a course?

You should inform your instructor of your upcoming absence and provide a reason. Whether a planned absence can be excused depends on the severity of the reason and the instructor's attendance policy.

The University of Miami and the Graduate School have policies governing when an absence should be treated as an excused absence. In some cases, excessive absence, even if excused, may result in a student missing critical course work that cannot be made up, especially if the course is discussion-based. In such a case, the course-attendance policy governs whether or not an absence may be excused.

In case of medical or other emergency, you (a friend or a family member) should inform your course instructors as soon as reasonably possible. Once you return to campus, you should provide appropriate documentation either to your course instructors or to the Office of Disability Services (if you wish to maintain confidentiality about a medical condition) and set about catching up on missed course work. If you were absent due to severe medical reasons, your instructor or the University may require you to provide a doctor's release stating that you are well enough to return to campus.

... need a leave of absence from my program?

Students may get up to a year's [leave of absence](#) from their programs in order to deal with life challenges or to pursue unexpected opportunities. Under some conditions (e.g., medical leave), this time may be added to the student's time to completion. Students may receive more than a year's leave under a limited set of very compelling circumstances. Under no condition will leaves that accumulate to a total of over two years be approved. A student should request a leave of absence with from her or his advisor. All leaves of absence must be approved by the student's advisor, Department chair, Vice Dean and the Graduate School.

... fail to maintain continuous enrollment?

You will need to [apply for readmission](#) to the program.

... cannot register?

You should speak with your advisor. If your inability to register cannot be resolved by her or him, it is possible that a HOLD has been placed on your ability to register. For assistance, please contact the SEHD Office of Graduate Studies at 305-284-2102.

Important Information

Coronavirus (COVID19) Information

For University of Miami information related to COVID-19, please visit the [coronavirus](#) website. There you can review official University messages, resources, policies, and information for students.

Blackboard System

The University of Miami [Blackboard](#) system is a web tool by which instructors can share information such as course syllabi and lecture outlines with students online. For assistance with posting course documents and syllabi, contact the professor or the Learning Platforms Help Desk at learningplatforms@miami.edu or at 305-284-3949.

Cane Cards

All students, faculty, and staff can acquire Cane I.D. cards at the [Cane Card](#) Office located at 5807 Ponce de Leon Blvd, McKnight Building, 1st floor from 8:30 a.m. - 5:00 p.m. Monday - Friday (305) 284-3096.

Lost or stolen cards should be reported to the I.D. office at 305-284-3096 during the week. Lost or stolen cards may also be reported to security 24 hours a day, 7 days a week at 305-284-6666. The card will immediately be deactivated to prevent it from being used by unauthorized persons. Lost or stolen cards will be replaced for a fee. Damaged cards may be replaced for free upon presentation of the original card.

Class Meetings in Bad Weather

The University of Miami holds classes unless the University announces otherwise. Typically, the University sends a combination of e-mail, text and/or recorded messages announcing campus closings and/or other significant events students, staff and faculty by using contact information that has been provided through [CaneLink](#). For this reason, please be sure to keep your contact information up to date.

If you have any doubt about whether classes are meeting, please call the UM Emergency Information Hotline at 1-800-227-0354. Information about campus closings also appears on the University of Miami [Emergency Preparedness](#) website.

Cane Link

[CaneLink](#) is a Web-based interface that allows students to easily access official information at the University of Miami at any time, from any computer and device on the Internet. Students can use CaneLink to do a wide range of activities, including:

- Register for open classes
- Check final class grades
- Update personal information such as address, e-mail account, and phone number

- Check financial status
- View student evaluations of faculty members
- Handle parking tickets
- Enter final grades if teaching a course

For tips on how to perform CaneLink functions, visit the [Student FAQs](#) webpage.

You can access CaneLink at canelink.miami.edu. Follow the instructions. When finished, please be sure to log out properly and to close your web browser. Failing to do so could allow someone else to access personal information without your knowledge. To log out, click on the “Log Out” button at the top of every page.

If assigned to teach a course, please see the department for instructions on submitting final grades through Cane Link.

UM Academic Bulletin

The University’s [Academic Bulletin](#) (specifically, the Graduate School’s section of the Bulletin) contains information important to graduate students. You may access the Bulletin through bulletin.miami.edu.

Students are responsible for the information contained in the [Academic Bulletin](#) and are encouraged to download and keep the copy from the year they were admitted to graduate study.

Graduate Student Association (GSA)

[Graduate Student Association](#) is the student government organization representing graduate students at the University of Miami. Established in 1969, the GSA is one of the oldest graduate student governments in the United States. The primary function of the GSA is to provide the means for responsible and effective graduate student participation in the planning and conduct of University affairs. The GSA serves as a liaison between graduate students, individually and collectively, the faculty and the administration. In addition, the GSA exists as a social and intellectual forum to support and improve the quality of the graduate student environment at the University of Miami. The GSA office is located in the Whitten University Center #2300C. Additional information can be found at um-gsa.org.

Health Insurance and Immunization

Graduate students enrolled in six credits or more must show proof of [health insurance](#) or purchase the university’s student health insurance. Students are also required to provide proof of [immunization](#) by either submitting their immunization records or submitting a preprinted form signed by a doctor to the health center. Forms to waive health insurance or to document immunization are available at the [Student Health Service](#). For further information about health insurance or immunization requirements, please follow the online links. Failure to comply with health center requirements may result in a registration stop.

Merrick Building Hours, Monday to Friday 8:30 a.m. to 5:00 p.m.

The Dean's Office is in the Jay W. Jensen Administrative Suite in Merrick 312.

The Department of Educational and Psychological Studies is in the Jay W. Jensen Administrative Suite in Merrick 312.

The Department of Kinesiology and Sport Sciences is in the Laboratory of Clinical & Applied Physiology in Merrick 315.

The Department of Teaching and Learning is in Merrick 222.

Several classrooms located in the Merrick building have security systems but are open 7 days a week from 8:00 AM to 11:00 PM.

The Computer Lab in Merrick 220 is accessed with an authorized Cane card. Students must be enrolled in one of the School of Education and Human Development programs to be authorized. Hours are from 8:00 AM to 11:00 PM.

Max Orovitz Building Hours, Monday to Friday 8:30 a.m. to 5:00 p.m., Cane Card Accessible Only

The Vice Dean's Office is located in the Max Orovitz building Suite 311.

The Office of Graduate Studies is located in the Max Orovitz building Suite 311.

Parking

Campus parking is strictly enforced Monday through Sunday 8a.m. - 11p.m. Students who park on campus from 8 AM to 4 PM must purchase a parking permit or use metered parking. Students who park on campus after 4 PM must use metered parking. For additional information on the University's Parking and Transportation Services, please go to: <https://pt.fop.miami.edu/index.html>.

Payroll

Graduate assistants are paid on the last day of each month. Summer payroll is administered differently. For questions about deductions, exemptions, or other concerns about payroll records, please contact the SEHD Business Office at 305-284-4341.

Policy on Academic and Non-academic Matters

Please refer to the Graduate School [Honor Code](#).

Policy on Consensual, Amorous, Romantic or Sexual Relationships

Consensual amorous, romantic or sexual relationships between members of the University community where one of the parties has academic, administrative or evaluative authority over the other may create, or be perceived as creating a conflict of interest that undermines the objectivity of evaluation. A Policy Statement covering such relationships has been issued to the faculty and staff at the University of Miami. Students who have the need to discuss this policy may contact [Office of Workplace, Equity and Inclusion](#) at 305-284-3064.

Policy on Drug-Free School

As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, the University of Miami hereby notifies you that on University premises or at University-sponsored activities the following acts are prohibited:

1. distribution, possession, or use of any illegal drug or controlled substance without legal authorization;
2. providing alcoholic beverages to individuals under 21 years of age, or possession of alcoholic beverages by individuals under 21 years of age; or
3. illegal possession of an open container of an alcoholic beverage, public intoxication, driving while intoxicated, and drinking alcoholic beverages in an unlicensed public place.

In addition to imposition of disciplinary sanctions under University procedures including suspension or separation from the University for such acts, students or employees may face prosecution and imprisonment under Federal and Florida laws that make such acts felony and misdemeanor crimes.

The [Sandler Center for Alcohol and Other Drug Education](#) located on the Coral Gables campus in Whitten University Center #2250 , telephone 305-284-6120. It is a comprehensive Prevention, Intervention, Education and Referral Program focusing on alcohol and other drug use, misuse, and dependency.

Policy on Instructional Modifications for Students with Disabilities

Any UM student, graduate or undergraduate, with a disability should seek assistance from the Camner Center for Academic Resources, located on the second floor of the Student Services Building, disabilityservices@miami.edu. The Office of Disability Services web site is: <https://camnercenter.miami.edu/disability-services/index.html>.

Once a disability has been documented through the Camner Center for Academic Resources, students are strongly encouraged to discuss the need for reasonable accommodations with their instructors during the first week of classes. Students with documented disabilities receive a letter from the Camner Center for Academic Resources to present to all instructors describing the nature of the classroom accommodations. Instructors are required to consult with their Department Chair before making any accommodations for disabled students

Policy on Sexual Harassment

It is the policy of the University of Miami to maintain the campus as a place of work and study for faculty, staff, and students free of sexual harassment. Students should be aware that sexual harassment is unacceptable conduct and will not be tolerated. Examples of such unacceptable behavior include but are not limited to:

- Sexually oriented verbal joking or abuse
- Subtle pressure for sexual activity
- Physical contact such as patting, pinching or constant brushing against another's body.
- Demands of sexual favors, with or without implied or overt promises of preferential treatment or threats

- Verbal or physical conduct of a sexual nature creating an intimidating, hostile, or offensive environment

Students who wish to discuss sexual harassment should contact [Office of Workplace, Equity and Inclusion](#) at 305-284-3064.

Sexual Assault Response Team - [S.A.R.T.](#) is a telephone response line for University of Miami students administered by the University's Counseling Center. During the regular academic year, students who have been sexually battered, assaulted, or molested can talk to a trained volunteer anonymously and from the privacy of a telephone. The S.A.R.T. hotline number is 305-798-6666.

Policy on Smoking

The University of Miami is a completely smoke-free environment. No smoking is allowed anywhere on the campus.

Recency of Credit

Graduate credits that are older than six years at the start of a student's program may not be transferred into that program.

Refunds and Late Fees

Students are responsible for observing all registration deadlines listed in the [Academic Calendars](#). All refunds for dropped classes are prorated in accordance with the [University's schedule](#). A late fee will be charged in accordance with the academic calendar deadlines. The University may charge other fees for any cancelled course(s) or for a student's failure to be financially registered.

Safety and Emergency Procedures

More than 100 [emergency telephones](#) are located throughout the Coral Gables campus. These phones are marked by a blue light to aid in nighttime identification. Phones are connected directly to the UM Police and identify the location of the caller in the event he or she is unable to speak. Phones may be used to request a [security escort](#), report suspicious persons or activities, or to obtain information. UM Police and Public Safety can also be reached at 305-284-6666.

Confidentiality

Information about all students, faculty and staff must be held in strict confidence. Federal law requires confidentiality in both research and teaching. Information regarding a research subject and/or student cannot be given to another party (including parent or spouse) without the written consent of that individual.

Important Phone Numbers

Emergency Services

Emergency Police, Fire and Rescue – 911
Campus Police – 305-284-6666
Campus Police Quick Dial – *711
Crime Prevention – 305-284-1105
Emergency Information Hotline – 1-800-227-0354
Security Escorts at Coral Gables Campus – 305-710-7991
Sexual Assault Response Team Hotline (SART) – 305-798-6666

Website Index

Academic Bulletin: <http://bulletin.miami.edu>
Academic Calendar: <https://registrar.miami.edu/dates-and-deadlines/academic-calendars/index.html>
Admissions to Doctoral Candidacy: <https://www.grad.miami.edu/policies-and-forms/forms/index.html>
Application for Admission to Doctoral Candidacy: : <https://www.grad.miami.edu/policies-and-forms/forms/index.html>
Apply for readmission: <https://www.grad.miami.edu/policies-and-forms/forms/index.html>
Approval of Dissertation Proposal: <https://sites.education.miami.edu/wp-content/uploads/2016/08/appdisprop.pdf>
Blackboard:
https://courses.miami.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_259__1
Canelink: <https://m.canelink.miami.edu>
Certificate of Defense Approval: <https://www.grad.miami.edu/electronic-thesis-and-dissertation/etd-process/index.html>
Change of Advisor From: https://sites.education.miami.edu/wp-content/uploads/2016/08/change_of_advisor.pdf
Change of Advisor: https://sites.education.miami.edu/wp-content/uploads/2016/08/change_of_advisor.pdf
Collaborative Institutional Training Initiative (CITI): www.citiprogram.org
Committee Composition Change Request: <https://www.grad.miami.edu/policies-and-forms/forms/index.html>
Coronavirus (COVID19) Information: <https://coronavirus.miami.edu/index.html>
Course Substitution: <https://sites.education.miami.edu/wp-content/uploads/2016/08/CourseSubstitution.pdf>
Defense Notice: <https://www.grad.miami.edu/electronic-thesis-and-dissertation/defense-day-essentials/index.html>

Doctoral Qualifying Exam Application: <https://sites.education.miami.edu/wp-content/uploads/2016/08/docqualapp.pdf>

Electronic Thesis Dissertation (ETD): <https://www.grad.miami.edu/electronic-thesis-and-dissertation/index.html>

Emergency Preparedness: <https://prepare.miami.edu/index.html>

Emergency telephones: <https://umpd.miami.edu/services-and-programs/blue-light-phones/index.html>

ETD Availability Agreement: <https://www.grad.miami.edu/policies-and-forms/forms/index.html#AvailabilityAgreement>

ETD Final Content Approval: <https://www.grad.miami.edu/policies-and-forms/forms/index.html#ContentApproval>

Graduate Activity Fee Allocation Committee (GAFAC): <https://gafac.miami.edu>

Graduate School Honor Code: https://www.grad.miami.edu/_assets/pdf/graduate_student_honor_code.pdf

Graduate School Website: <https://www.grad.miami.edu>

Graduate School's EDT Formatting Guidelines: <https://www.grad.miami.edu/electronic-thesis-and-dissertation/formatting-the-etd/index.html>

Graduate Student Association: <https://um-gsa.org>

Immunization: <https://studenthealth.studentaffairs.miami.edu/immunization-information/required-immunization/index.html>

Instructional Advancement Center (IAC): www.miami.edu/iac

Instructions: https://sites.education.miami.edu/wp-content/uploads/2016/08/SACS_Assessment_Instructions.pdf

IRS publication 970: <https://www.irs.gov/publications/p970>

Leave of absence: <https://www.grad.miami.edu/policies-and-forms/forms/index.html>

Leave of Absence: <https://www.grad.miami.edu/policies-and-forms/forms/index.html>

Master's Thesis Committee Agreement: <https://sites.education.miami.edu/wp-content/uploads/2016/08/MastersCommAgreement.pdf>

Office of Disability Service: <https://camnercenter.miami.edu/disability-services/index.html>

Office of Student Financial Assistance and Performance: <https://grad-prof.miami.edu/index.html>

Office of Workplace, Equity and Inclusion: <https://www.hr.miami.edu/about-hr/service-areas/about-wei/>

Petition Transfer Credit: <https://www.grad.miami.edu/policies-and-forms/forms/index.html>

Prorated refunds: <https://osas.miami.edu/tuition-and-fees/tuition-and-fees-information/tuition-drop-credit-schedule/index.html>

S.A.R.T.: <https://counseling.studentaffairs.miami.edu/outreach/sart/about-sart/index.html>

SACS evaluation/assessment form: https://sites.education.miami.edu/wp-content/uploads/2016/08/SACS_Assessment_Form-for_thesis_and_dissertations.pdf

Sandler Center for Alcohol and Other Drug Education: <https://doso.studentaffairs.miami.edu/sandler-center/index.html>

Security escort: <https://umpd.miami.edu/services-and-programs/safety-escorts/index.html>

SEHD Handbook of Policies and Procedures for Graduate Students:

<https://sites.education.miami.edu/handbooks/>

Statement of Professional Ethics: <https://www.aaup.org/report/statement-professional-ethics>

Student FAQs: <https://canelink.it.miami.edu/faq/student/index.html>

Student Health Insurance: <https://studenthealth.studentaffairs.miami.edu/insurance-information/domestic-students/index.html>

Student Health Service: <https://studenthealth.studentaffairs.miami.edu/index.html>

University of Miami Graduate School Student Handbook:

https://www.grad.miami.edu/_assets/pdf/graduate-student-handbook-2020-2021.pdf

University's Schedule: <https://osas.miami.edu/tuition-and-fees/tuition-and-fees-information/tuition-drop-credit-schedule/index.html>



MIAMI

Merrick Building
(MB) Suite 312
305 284 3711

Max Orovitz Building
(MO) Suite 311
305 284 2102