

INTRODUCTION

This handbook provides general and program-specific information for master's degree programs within the College of Arts & Sciences:

Any policies not addressed in this handbook can be found in the [Graduate School Handbook](#). While every effort is made to align this handbook with the Graduate School Handbook each academic year, the Graduate School is the administrative body that oversees and grants all graduate degrees.

Therefore, to the extent that anything in this handbook conflicts with anything contained in the Graduate Student Handbook, the Graduate Student Handbook published by the Graduate School is controlling, and all terms, conditions, and information contained in the Graduate School Handbook supersede this document.

GENERAL POLICIES

University Policies for All Students

It is the policy of the University of Miami that no person within the jurisdiction thereof shall, on the basis of race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veterans status, or national origin, be excluded from, participation in, be denied the benefits of, or be subjected to discrimination or harassment (including all forms of sexual harassment and sexual violence) under any program or activity of the University, regardless of whether such program or activity occurs on-campus or off-campus. The University does not intend by this commitment to require compliance with this policy by governmental or external organizations that associate with but are not controlled by the University, except as required by law. The Executive Director of Workplace Equity and Performance is responsible for coordinating the University's effort to implement the nondiscrimination policy and Affirmative Action Programs for employees and students. The Executive Director may be contacted at the following address or telephone number:

Workplace Equity and Performance Office
Gables One Tower, Suite 100R
1320 S. Dixie Highway
Coral Gables, FL 33146
305-284-3064

More information regarding the student sexual harassment/violence policy may be found online in the [Student Rights and Responsibilities Handbook](#). For available resources and services contact the [Dean of Students Office](#), Phone: 305-284-5353; the [Counseling Center](#), Phone: 305-284-5511; and/or the [Sexual Assault Response Team](#) (S.A.R.T), Phone: 305-798-6666.

The University of Miami is authorized under Federal law to enroll nonimmigrant alien students. The University reserves the right to change any provision or requirement, including, but not limited to fees and tuition, at any time without notice. Degrees, courses, programs, activities, and academic

or non-academic offerings of the University may also be changed from time to time without notice. The University further reserves the right to require a student to withdraw at any time under University policies, as may be promulgated from time to time. Further, admission of a student to the University of Miami for any semester does not imply that such student will be enrolled in any succeeding academic semesters. It also reserves the right to impose sanctions on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void when the misconduct is discovered, and the student is not entitled to any credit hour for work which the student may have done at the University prior to any discipline that may be taken as a result of such misconduct. When a student is dismissed or suspended from the University for cause, there will be no refund of tuition or fees paid. If a dismissed student has paid only a part of his tuition and fees, the balance due the University will be considered a receivable and will be collected.

There will be no refund of tuition, fees, charges or any other payments made to the University in the event the operation of the University is suspended at any time as a result of any act of God, strike, riot, disruption, or for any other reason beyond the control of the University.

The University of Miami is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelor's, master's, specialist, and doctoral degrees.

Contact the Commission on Colleges at:
1866 Southern Lane
Decatur, Georgia 30033-4097
or call 404-679-4500 for questions about the accreditation of the University of Miami.

Student Responsibility

All graduate students at the University of Miami are subject to the general standards and requirements of the University and its various departments in regard to attendance, examinations, payment of fees, and conduct, as well as to the specific requirements of the Graduate School. The graduate student is expected to assume the initiative in completing all requirements at the time specified.

To preserve its ideals of scholarship, conduct, and character, the Graduate School, or the student's academic program, reserve the right, and the student by his/her registration concedes the right, to require the withdrawal of any student for any reason deemed sufficient by the Graduate School, or the student's academic program, at any time.

It is the responsibility of the student to be informed concerning all regulations and procedures required. In no case will a regulation be waived, or an exception granted, because a student pleads ignorance of the regulation or asserts that he/she was not informed of it by an advisor or other authority. The student should become familiar with the Academic Bulletin, including:

1. The section presenting the requirements for the degree to be undertaken;
2. The offerings and requirements of the major department;
3. The Graduate Student Honor Code.

Only a Graduate Program, with approval of the Dean of the Graduate School and/or the Graduate Council, may waive requirements stated in the [Academic Bulletin](#).

Honor Code

Graduate students agree to abide by the [Graduate Student Honor Code](#).

The University of Miami expects all graduate students to adhere to the highest standards of ethics and academic integrity. All forms of academic fraud are strictly prohibited. These include, but are not limited to, plagiarism, cheating, collusion, falsification, violation of professional ethics or misrepresentation of research data. Students certify that all work (whether an examination, dissertation, thesis, research paper, research project, form of creative expression, experimental data, or any other academic undertaking) submitted for evaluation, presentation, or publication meets these standards.

Additionally, graduate students are expected to respect and appreciate the diversity of the community and to respect the rights of others, be they property, privacy, opinion, or expression. Any student found to be in violation of these standards is subject to disciplinary actions by the student's program and/or the Graduate School through the process described in the Graduate Student Honor Code. All graduate students are bound by the rules and regulations of the University of Miami that apply to them.

Class Attendance and Absences

Regular and punctual class attendance is expected of all graduate students. It is the student's responsibility to know the instructor's policies regarding examinations, penalties for absences, and late or missed work.

VA students will be provided with a grade report at the end of each semester period. A copy of the report will be placed in the student's permanent file maintained by the Veteran Affairs Office. Because of the far-reaching effects of these revisions in the VA educational benefits program, it is suggested that you exercise care and judgment in your program planning and in the selection of your courses.

Athletes, coaching Graduate Assistants, and other students who are supported by University Athletics must also adhere to the absences policy above, as well as the individual attendances policies of their professors. Athletes, coaching Graduate Assistants, and other students who are supported by University Athletics must clear their schedule with Athletic Advising and the NCAA Compliance Office. Athletic Advisors **must** sign off on all *Course Request Forms* for students supported by University Athletics.

Remote Learning

At any point in the semester, face-to-face classes may transition to remote learning with very little warning. It is recommended that all students have access to a personal computer and sufficient internet access, if required to learn remotely (online).

Grievance Guidelines

These University of Miami Graduate Grievance Procedures provide an opportunity for the resolution of disputes involving graduate students in a fair and collegial manner. These Graduate Student Grievance Procedures supersede all prior such procedures in effect or formerly utilized at the graduate level. They do not supplant UM Students Rights & Responsibilities or any other published policy or procedure relating to graduate students. Additional information regarding grievance policies can be found in the Graduate School Handbook.

Registration

Graduate students can register on the first day of registration and through the registration period. Academic calendar for dates of registration periods may be found [here](#).

To register for classes, please contact the IPS Office at 305-284-8783 to make an appointment to speak with your advisor. Students may not self-register.

Late registration fees will be applied to all registration forms submitted beginning the first day of classes. It is the student's responsibility to check the academic calendar to ensure you will not be charged fees by the Office of the Registrar.

Hold

A registration hold can be placed at any time and often without notification to students. Holds placed by the Office of Graduate and Administrative Services, Student Accounts, and Student Health and the Registrar's Office are the most common holds. A hold can be placed simply because your address is incorrect, an immunization record is needed, or you need an override from a professor. Holds may delay your registration and you may be unable to get your first choice in classes. Students can check for holds on their account via CaneLink.

Academic Holds are in place for ALL Arts & Sciences' graduate students. Self-registration is not permitted, and academic holds appear in CaneLink to remind students that they must meet with their advisor in order to register for classes. If you see a non-academic hold on your CaneLink account, please contact the IPS Office.

Full-time and Part-time Status

The categories of full-time students include:

- 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).
- Graduate students enrolled in any course numbered 800 or above for any credit amount.

In all cases, determination as to whether or not a student is in full-time study is the privilege of the Dean of the Graduate School.

The maximum number of credit hours allowed for full-time study is 12 for each semester and 6 for each summer semester. Exceptions to this policy can only be made by the Dean of the Graduate

School or his/her designee and require a signed recommendation from the Graduate Program Director.

If a student is considered part-time due to the number of credits that are taken, there are implications for any federal financial aid the student receives. However, part-time students are subject to the same Graduate School requirements as full-time students, with regards to *Continuous Enrollment*, *Time to Completion*, and the *Leave of Absence* policy.

Tuition and Fees

Tuition per credit is subject to change each academic year. Graduate Tuition and Fees for the current academic year are posted on the [Student Account Services](#) website. For more information, call 305-284-IBIS, email canescentral@miami.edu, or visit the Canes Central office in person on the Coral Gables campus.

Some graduate programs may offer fee waivers. Please contact the IPS office for additional information.

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 mainly through the CaneLink system regarding any information needed in order to complete the financial aid process. For more information, call 305-284-IBIS, email canescentral@miami.edu, or visit the Canes Central office in person on the Coral Gables campus.

Veterans Affairs

The University of Miami's Veterans' Affairs (VA) Office assists veterans and dependents of veterans who are entitled to VA educational benefits under Chapters 30, 31, 33, 35, 1606, or 1607. UM also participates in the Yellow Ribbon program for qualified Chapter 33 recipients. Anyone needing information on veteran benefits is advised to contact the VA School Certifying Official at the Registrar's Office.

Class Cancellations

If a class for which you have registered is canceled, it is your responsibility to drop the course unless the listing department informs you differently. Notify the IPS office and complete a drop form as soon as you learn about the cancellation.

Dropping Courses

It is the student's responsibility to notify the IPS office by completing an Add/Drop form as soon as the decision is made to drop a course. If a student drops a course before the first day of classes, the refund will be 100%. A 'Percentage of Tuition' fee is charged for every day past the start of classes. Refund of tuition is based on the date the course(s) is/are dropped. The refund schedule changes from term-to-term at the discretion of the Office of Student Account Services.

Students must also follow the required process as set forth by the Graduate School for withdrawing from courses. This process often requires that a signature from a Dean or the Dean's representative be obtained on a Change of Course form. Change of Course forms must also be submitted to the Office of Graduate and Administrative Service for the College of Arts & Science (by the program coordinator) and then the Office of the Registrar for final processing/review.

Withdrawals

Students must notify their Graduate Program Director and the Executive Director if they plan to withdraw from the program. Withdrawals, either from individual courses or from a graduate program, should be processed through your program's coordinator. Students who wish to officially withdraw from joint or dual degree programs should consult the program office for both disciplines. The date of withdrawal is that on which the student notifies the program office or the date of receipt of a letter requesting withdrawal. No withdrawal from the University is official until the student has consulted with the administrator of his/her program and has completed the necessary forms.

Students wishing to officially withdraw from the University of Miami must provide the Office of the Registrar notification of their intent to withdraw. Initial notification may be made in person, in writing, by fax, or by telephone. This notification will be recorded and used for notification purposes for the Federal Government. Repayment of any federal funds will be based on the date of notification.

Military Withdrawal

Tuition refunds of 100% are granted to students who withdraw due to military service, provided they do not receive credit hour for the course (see below under *Credit Hour for Courses After the 12th Week of the Semester*). If you receive federal financial aid and withdraw before you complete 60% of the semester, a pro rate calculation will determine the amount of financial aid you have earned. It is based on the amount of time you were enrolled. This calculation is independent of any charges incurred at the university.

Credit Hour for Courses After the 12th Week of the Semester

The following statement of policy was adopted by action of the Academic Deans' Council April 14, 1967:

1. On recommendation of the Dean of the school or college, students who withdraw after the 12th week of the semester because of official orders to active duty with the Armed Forces of the United States may be awarded credit hour in any course in which they have achieved a C or better up to the time of withdrawal. Instructors must certify that the student had achieved satisfactory accomplishment on the basis of previous work in the course by awarding an appropriate grade. Accomplishment of less than C should be entered on the permanent record as a withdrawal without prejudice (W).
2. Credit hour granted for a course under this policy should count toward graduation.

3. There should be no refund of tuition for courses for which credit hour has been granted. Refunds of courses not awarded credit hour should be on the same basis as complete withdrawals for military service.
4. The above recommendations are procedures for determining the awarding of credit hour and do not release the student from the usual withdrawal procedures.

Veterans and children of deceased or totally disabled veterans attending the University as students under the government's educational benefits bills must also clear their withdrawal with the main campus VA Officials in the Office of the Registrar who can be contacted at:

Phone: 305-284-2294 or

Email: registrar@miami.edu

Time to Completion

Time to completion starts when a student begins any graduate program. All master's degree work, regardless of single or dual degree status, must be completed within six years of the time of admission to graduate work. Exceptions to the time to completion policy may be granted by the Dean of the Graduate School at the request of the Graduate Program Director. For more information, please see below under *Leave of Absence*.

Recency and Validation for Over-aged Credits

Graduate credit hours transferred from another university may not be applied toward a graduate degree at the University of Miami if their age at the time of acceptance into the University of Miami program exceeds six years.

Continuous Enrollment

To maintain status as a graduate student, registration in each fall and spring semester is required. Otherwise, you will be dismissed from the program and will need to apply for readmission to return to active status. If you need to take a leave of absence, please contact your program coordinator. If you are working on your capstone, and you have completed all of your coursework, you may be required to enroll in a 1-credit course while you continue to work on your project/paper. Each program has a specified 800-level course for this purpose. Enrolling in one-credit of an 800-level course is considered full-time status.

Leave of Absence

A leave of absence may be granted to a student who may need to suspend their enrollment. Leaves of absence are granted by the Graduate School, not by the IPS Office. However, IPS can assist you in applying for a leave if you are unable to stay continuously enrolled. Leaves of Absence are granted on a case-by-case basis. A leave of absence officially stops the *time to completion* clock. The *Petition for Leave of Absence* form may be found on the Graduate School [website](#).

Requests to extend the leave of absence beyond one semester (Fall or Spring) can be made only due to medical reasons during the leave period and require the submission of proper documentation. Once a student returns from an approved leave, he/she will need to submit an application for readmission form, also available on Forms page of the Graduate School [website](#).

Readmission

Any student granted a leave of absence must apply for re-admission in order to continue in their program. Additionally, any student who has been inactive in the program for more than one term, without an approved leave of absence, will be automatically withdrawn from the program and must also apply for readmission. Readmission applications must be approved by both the academic program and the Graduate School and adhere to the published readmission deadlines. Either unit reserves the right to refuse readmission for cause if no approved leave of absence for the student is on file. Readmission requests that are more than 5 years old will not be considered unless an approved leave of absence is on file, regardless of the circumstances.

If additional college work has been completed elsewhere since the last enrollment at the University of Miami, an official transcript of this will be required for readmission.

If readmission is not granted, and the student would like to continue to pursue admission, the student may apply as if they are new to the program. If the student seeking admission has earned credits toward the program and readmission was denied, those credits become invalid and must be repeated.

Grades and Credit Hours

The same letter grades are used for graduate and undergraduate students, but with somewhat different meanings.

<i>Grade</i>	<i>Description</i>
A	Excellent accomplishment
B	Good accomplishment
C	Fair, but below that expected of graduate students (C- is the lowest passing grade. Some programs may require higher standards.).
S	Symbol used for acceptable (U-unacceptable) thesis, dissertation, practicum, and internship credit hour. It may be used for regular courses under special circumstances with the prior approval of the instructor, department chairman, and the Dean of the Graduate School. The Graduate School considers a grade of "S" to indicate a minimum of a 3.0 GPA in a graduate course if a student has taken no prior coursework on the graduate level. A grade of "S" reflects that a student is in good academic standing.
D	Poor (not acceptable for credit hour toward the advanced degree)
F	Failure
W	Course dropped prior to the last day for withdrawing from classes as published in the official calendar of the university. Courses dropped after last date must have approval of Dean of the Graduate School. Credit hour can be earned only by successful repetition of the course.
I	Incomplete work in passing status with the instructor's permission to complete the course. (Not to be used for thesis or dissertation credit hours). The "I" should be changed to a letter grade within one (1) calendar year after it is given, unless the Academic Dean of the student's primary school or college and the Dean of the Graduate School approve the delay. If the "I" is not

	changed within one year, credit hour can be earned only by successful repetition of the course. (Note: Fellowships and financial aid may be withdrawn if there is an excess accumulation of “I”s on a student’s transcript).
NG	Symbol assigned by Enrollment Services indicating that the instructor has not yet reported the student’s grade. For a student to receive credit hour for the course, the instructor must report a passing grade prior to the student’s graduation.

An average of B (3.0) is required for a graduate degree, and no “D” credit hour may be counted toward the degree. All work leading to the graduate degree and taken as a graduate student will be counted in computing the quality point average, including courses graded “D”.

No transferred credit hours are calculated into the University of Miami Grade Point Average (GPA).

Award of Academic Merit

Students who obtain a 3.8 GPA or better will receive an Award of Academic Merit from the Graduate School. The award is posted on the transcript.

Graduate Repeat Rule

A student may repeat a course in which a failing grade was earned, but the repetition of the course will not eliminate the previous grade from the record. A course may be repeated only once unless written authorization is provided by the Dean of the Graduate School.

All grades are included in the computation of the quality point average. If a course in which an unsatisfactory grade (as determined by the program director) was earned is repeated and the repeat grade is a “C-” or higher, the number of credit hours required for graduation will be increased by the number of credit hours repeated.

Academic Probation

Any student who fails to maintain a 3.0 GPA at the end of the semester will be placed on *Academic Probation* for failing to meet satisfactory academic progress. No notation of probation will appear on the student’s transcript; however, they will be issued a Letter of Probation from the Executive Director.

A GPA of at least 3.0 is required to complete a graduate degree, and no “D” credit hour may be counted toward the degree. Once on probation, the student must obtain a 3.0 cumulative GPA or better within the next nine hours of completed graduate-level coursework in order to obtain good standing within the student’s program. Coursework such as independent study, thesis, project, or research hours cannot be included in these nine hours.

Failure to meet the criteria defined above will result in a recommendation to the Graduate School for dismissal from the program.

Grade Appeal Process

The Academic community is unanimous in its position that the grade an instructor assigns to a student is the instructor's responsibility and privilege. Any effort to alter this would be a violation of academic freedom. It is the instructor's responsibility to establish criteria for assigning grades. Grounds for appeal of how a grade was assigned are:

1. Award of a grade based on the student's race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, national origin or any other characteristic set forth in the University's Non-Discrimination Policy;
2. Award of a grade based on conduct that violates the University's anti-harassment or anti-retaliation policies; or
3. Failure to adhere to the grading criteria established for the course;
4. Violations of other policies/procedures for grading that are clearly defined in the *Faculty Manual*.

The Faculty Senate Student Affairs Committee (FSSAC) has responsibility for graduate student grade appeals. For more information, please consult the [Graduate School Handbook](#).

Levels of Graduate Study

Graduate study implies the need for a minimum of formal courses and a maximum of independent work under faculty supervision. Coursework, in itself, is not necessarily a determinant of graduate progress and achievement. All work taken by a graduate student in the major area or area of concentration shall be at the graduate level (600 or above). With the permission of the program of major concentration a student may take elective credit hours or transfer credits (not prerequisite to the major) below the 600-level.

Total Graduate Course Credit Hours	Maximum Course Credit Hours Below 600 Level
30	3
31 or above	6

Approval for students enrolled in a graduate degree program to take undergraduate credit hours can be made only after a minimum of 12 credit hours are completed. Undergraduate credit may not count toward the graduate degree requirements. Undergraduate credit may not be awarded retroactively, nor are credit hours accepted from another institution.

Transfer Credits

Students may transfer a maximum of 6 elective credits towards their graduate degree, upon approval of their Graduate Program Director and the Executive Director. All work, including credit transferred from other institutions, must be completed within six years of the time of admission to graduate work. Core courses may not be substituted for transfer credits.

Internships and ASPIRE

ASPIRE (Arts & Sciences Program for Internship-Related Experiences) is the College's liaison to the Toppel Career Center and can provide a database of internship experiences (paid and unpaid) related to your program. While paid internships are allowed, any internship must be approved by the Graduate Program Director and the Executive Director, and students who receive any financial support of any kind must notify the Office of Student Account Services prior to accepting a paid internship.

Students who wish to participate in internship experiences should contact the IPS Office **at the start of their program**, as securing internships can take time and, in some cases, require additional security clearances. Before beginning an internship, an Internship Contract must be fully executed and in the student's file in the IPS Office. The Internship Contract is signed by the Graduate Program Director, the on-site internship supervisor, the student, and the Executive Director.

International students must clear their work arrangements with International Student and Scholar Services. Questions regarding work for international students should be directed to [International Student and Scholar Services](#), Phone: 305-284-2928, E-mail: iss@miami.edu.

The Toppel Career Center offers *UMI 610 University Internship*, a 1-credit, no cost course, to facilitate both paid and unpaid internships. This is optional for students, but will appear on the student's transcript, if they elect to pursue an internship facilitated by Toppel.

Graduation

It is the student's responsibility to apply for graduation through CaneLink during their final semester before the date indicated on the [Academic Calendar](#) and the Schedule of Classes. Students who previously applied for graduation but did not receive the degree must repeat the application procedure. Deadlines for the commencement program are firm. Students may walk in the commencement ceremony, but the program will indicate "in progress" if information is missing. Students will be degree candidates until they have been cleared for degree conferral by the Graduate School.

University of Miami commencement ceremonies are held in May and December only. There are no summer ceremonies. Those completing degree requirements during the fall, spring or summer sessions may, if they wish, participate in the commencement ceremonies of the previous or following May or December. Participation in the commencement ceremonies is contingent upon the following:

1. The student must have met the requirements for their program.
2. The student must have a minimum of 3.00 cumulative grade point average; all students receiving master's degrees must have completed a minimum of 30 credit hours.
3. The student may not have any outstanding debt including, but not limited to, tuition, fines, and fees. Tuition for the last semester of study must be paid in full by the beginning of the final semester.

Each May, the IPS Office hosts a graduation event honoring graduating students from all IPS programs (MAIA, MALS, LAS, GHS, and MSDS). Graduates are invited to bring a set number of guests to this private event to celebrate their accomplishments, regardless of whether or not they walk in the commencement ceremony.

Modifications

These procedures may be modified or withdrawn with or without notice.

STUDENT RESOURCES

'Canes Central

'Canes Central brings together the front-of-the-house operations for the Registrar, Financial Aid, and Student Accounts – as well as student Cane Card operations -- into a single, centralized location. This student-centric move provides the University of Miami community with concentrated, service-oriented support across a broad range of issues in a forum that provides timely responses and comprehensive solutions. 'Canes Central team members use a holistic approach to address student questions, and they transform the student experience by using cutting-edge technology to engage with students in ways that align with their daily lives. This is accomplished through a multi-modal approach via in-person exchanges, phone calls, emails, virtual tickets, online self-help resources, and referrals.

The office is conveniently located on the first floor of the new three-story, 30,000-square-foot Student Services Building, behind the Lowe Art Museum and across the canal from the Miami Herbert Business School. Students may open a virtual ticket by [Submitting a Case](#), visit the 'Canes Central office in person, call 305-284-IBIS, or email canescentral@miami.edu.

'CaneCard and CaneID

The 'Cane Card is an on-campus student identification card. Students, faculty, and staff must present a government-issued photo ID such as a driver's license or passport when acquiring their card. The 'Cane Card provides access to on-campus student residences, the Otto G. Richter Library, computer laboratories, the swimming pool, the Patti and Allan Herbert Wellness Center (for those who purchase a membership), and other facilities where access has been granted.

The 'Card is also used to control lending privileges at the library, access to athletic and other events (fee required), the purchase of discounted Metrorail tickets, UPrint services, and meal plan privileges. All University of Miami students, faculty, and staff are required to carry their 'Cane Cards for identification purposes while on campus. For more information on obtaining a 'Cane Card or reporting and replacing a lost or stolen card, visit the ['Canes Central website](#).

A CaneID is a username/password authentication process that provides access to multiple UM Information Technology systems and services via one username and password. Your CaneID Password safeguards your access privileges on many UM systems and should only be known to you. If you suspect your password has been discovered or revealed to others, change your password.

CaneID Authentication Service (CAS) is a login service that allows you to access multiple password-protected Web services on a central authentication server.

The Toppel Career Center

The Toppel Career Center assists undergraduate students, graduate students, and alumni in formulating their career plans and in pursuing graduate/professional school as well as full-time and internship opportunities. It is the intent and desire of the University of Miami and the Toppel Career Center to provide equal employment opportunities for students and graduates regardless of race, color, national origin, religion, gender, sexual orientation, age or disabilities. Toppel Center events are open to all students and alumni and range from general events to major-specific fairs.

The Career Expo is held twice a year and is inclusive of all industries and programs. Special Career Fairs are held for interested students in accounting, architecture, education, nursing and health sciences, non-profit, government, and green careers. For more information, call 305-284-5451, email toppel@miami.edu or visit 5225 Ponce de Leon Blvd., Coral Gables.

UM Libraries

Otto G. Richter Library on the Coral Gables campus, the University of Miami's main library and largest in the system, houses collections to serve disciplines in the arts, humanities, social sciences, and physical sciences. The library offers several services and benefits to students, such as: audiovisual equipment loans, large format and 3D printing, research data services, seminars, workshops and more. Smaller libraries are devoted to architecture, business, law, marine science, medicine, music, ophthalmology, and psychiatry. All are accessible to graduate students at UM. Combined, the libraries hold: 3 million volumes, 245,000 electronic books, 74,000 electronic and print serials, 3 million microforms, 300 electronic databases with desktop access, and a federal government documents depository. An active 'Cane Card is recommended for entry and book loans. Visit the [UM Libraries website](#) for more information or call 305-284-3233.

The Learning Commons

Located in the Richter Library on the Coral Gables Campus is the Learning Commons, which supports learning at the University of Miami through the co-location, coordination and enhancement of existing academic services. Complementing the classroom experience, the Learning Commons helps students in all disciplines pursue their own intellectual goals in conversation with peers and experts and with access to scholarly and creative resources. Within the Learning Commons are dedicated resources, including study space, exclusively for graduate students.

The Writing Center

Housed within the Richter Library's Learning Commons is the Writing Center. Students are strongly encouraged to visit the Writing Center to learn more about writing and how to improve their writing skills. Writers at all levels can benefit from sharing their writing with someone who is both knowledgeable and trustworthy, someone who is not grading them or evaluating their work. The Writing Center's professional and friendly staff of faculty and graduate students will work with students in one-to-one consultations on all stages of the writing process: from note-taking and pre-writing to revision strategies and proofreading techniques. Students can make an appointment by calling 305-284-2956, or visiting the [Writing Center's website](#).

The Creative Studio

The University of Miami Libraries' Creative Studio has an array of multimedia equipment that can be checked out by current UM students and employees for both beginners and advanced users. For a list of equipment and learning? policies and procedures, please visit the [Creative Studio website](#).

The Camner Center for Academic Resources (ARC)

The ARC is open to all students for help in all subject areas. Students need only to schedule an appointment to meet with a personal tutor. The ARC also offers disability services. For more information, call 305-284-2800, email tutoring.arc@miami.edu or visit Room 2400 of the Whitten University Center, Coral Gables.

Office of Disability Services (ODS)

The ODS provides academic resources and support to ensure that students with documented disabilities are able to access and participate in the opportunities available at the University of Miami. ODS is the primary university office responsible for the coordination of auxiliary aids and services for students with disabilities. ODS provides academic accommodations and support to ensure that students with disabilities are able to access and participate in the opportunities available at the University of Miami. Individuals with disabilities must request academic accommodations through ODS. Accommodations are determined on a collaborative and case-by-case basis and are based on the documentation provided by the individual. ODS staff will work collaboratively with students to determine what academic adjustments and educational auxiliary aids are reasonable to ensure that students with disabilities are not subject to discrimination. Before a determination is made regarding a request for accommodations, the student must complete the proper forms and submit current, appropriate, and full documentation of the disability as required by ARC. All students seeking accommodations for a disability must register by the deadlines published by ODS. To schedule an appointment with ODS, call 305-284-2374 or email disabilityservices@miami.edu. ODS is located in Whitten University Center 2400.

Office of the Dean of Students

The mission of the [Dean of Students Office](#) is to foster the personal development of students by providing a range of programs and services that create an optimal learning and living environment. The Graduate Student Honor Code and the Student Rights and Responsibilities Handbook are two methods in which the University encourages ethical behavior in all its students. The Graduate Honor Council is a student organization which investigates violations of the Graduate Honor Code and decides appropriate action. The Dean of Students Office also oversees the University Chaplains Association, which consists of various campus ministries to serve the spiritual needs of students. For more information on these and other services offered by the Dean of Students Office, call 305-284-5353, email doso@miami.edu or visit Room 2250 of the Whitten University Center, Coral Gables.

Graduate Student Association (GSA)

The primary function of the GSA is to promote effective graduate student participation in University affairs. The GSA serves as a liaison between graduate students, faculty, and the administration. In addition, the GSA exists as a forum to support and improve the quality of the graduate student environment at the University of Miami. The University of Miami GSA is an active

member of the National Association of Graduate-Professional Students. All graduate students at the University of Miami are members of the GSA. Visit the [GSA website](#) for more information. To contact the GSA, please call 754-800-1544 or email gsa@miami.edu.

International Student and Scholar Services (ISSS)

The mission of the ISSS is to provide support services for international students, scholars (faculty and researchers) and observers. Every year, approximately 2,725 international students (undergraduate and graduate), scholars (professors and researchers), and observers from more than 110 countries representing every region of the world study, teach, conduct research, and observe at the University of Miami. ISSS assists international students and scholars with the unique challenges as well as opportunities internationals encounter while pursuing their academic goals at UM. Some of the support services provided by ISSS include immigration advising, orientation, employment information and authorization, Federal income tax filing, advising regarding personal and adjustment problems, advocacy, and acting as a liaison to sponsors and governments. ISSS also works closely with the Council of International Students and Organizations (COISO), the umbrella organization for all international student groups at UM, in highlighting the diversity of the University community and in planning cultural events and activities on campus, including International Week and United Nations Day. In addition, the department also advises the Model UN Club and the Model UN Team. For more information, call 305-284-2928, email iss@miami.edu or visit Room 2275 of the Whitten University Center, Coral Gables.

Directed Independent Language Study (DILS)

Directed Independent Language Study (DILS) is designed to give motivated students the opportunity to study languages not currently offered through traditional classroom instruction at the University of Miami. The goal of the program is to assist students to gain linguistic and cultural competence primarily through active conversation in the language of their choice and to promote their ability to adapt and respond to new linguistic and cultural environments. Flexibility is one of the key components of the program as it responds to the students' language needs.

Composed of a minimum of two and a maximum of five students -- is based on a carefully structured relationship between the student, a native speaker of the target language (Language Partner), appropriate study materials, and an outside evaluator. Students in the program are expected to adhere to a daily schedule of work using the designated instructional materials; they are scheduled to meet in practice sessions with their Language Partners for one hour twice a week. They are tested at least once a semester by an outside evaluator who is a qualified language pedagogue at another institution of higher learning where they teach the target language. There is no 'teacher' in the program, as that term is understood in other instructional contexts. Students are the principal actors in a language program and are responsible for their language learning.

Students wishing to pursue language study in DILS must submit an application stating their goals and objectives. The DILS Director identifies appropriate curricular materials, Language Partners and qualified evaluators for students whose applications are considered. Only those applications will receive final approval for which adequate materials, Language Partners, and testing can be arranged. Since establishing the availability of these resources takes time, DILS applications must be submitted in the semester preceding the one for which study is proposed. Students in DILS are strongly

encouraged to combine and further develop their on-campus language study with study abroad, field work, internships or work abroad.

DILS is open to qualified graduate students at the University of Miami. Language study in DILS does not earn credit; however, a notation is recorded on the students' transcripts of their language study in DILS. Only students in good academic standing should apply to the DILS program. Interested students should contact DILS@miami.edu.

The Patti and Allan Herbert Wellness Center

The University of Miami Herbert Wellness Center is a top-quality facility, including a range of programs and classes for all fitness levels. The center boasts a variety of intramural and club sports, group exercise classes and instructional classes that promote healthy living. Personal trainers are available. It is open Mondays through Thursdays from 6am to 12am, Fridays from 6am to 11pm, and weekends from 8am to 10pm. For more information, call 305-284-8500, email wellnesscenter@miami.edu or visit 1241 Dickinson Drive, Coral Gables.

Parking and Transportation

UM offers several options to ease transportation around and between the campuses. Visit the [Parking and Transportation Services' website](#) or call 305-284-3096 for information regarding purchasing student parking permits and campus shuttle service, as well as maps for campus parking.

Cars on Campus

Parking on the University of Miami's Coral Gables campus is a privilege extended to those using the facilities of the University consistent with the terms of the University's Motor Vehicle Parking Code and other policies of the University as they are set or amended by the provost. Parking privileges are extended only to those eligible members of the University community including trustees, faculty, administrators, staff, students, vendors, and visitors who have paid for a valid UM parking permit. In consideration of being allowed to use the University's facilities for parking, the purchaser of a parking permit agrees to be bound by the rules set forth in the Motor Vehicle Parking Code and agrees to pay to the University any fine or administrative charge assessed for non-compliance with this code. Students, faculty, employees, and staff may not park in visitor parking spaces, and UM parking permits are not valid at parking meters. For more information, call 305-284-3096 or visit Suite 100 of the McKnight Building in the Coral Gables campus.

Motorist Assistance Program

The Motorist Assist Program is designed to assist those who experience minor vehicle problems while on the Coral Gables campus. The Motorist Assistance Program can provide jump-starts for dead batteries, access to your locked vehicle, and temporary fixes for flat tires. For assistance, contact UM Police at 305-284-6666. The service is available 24/7.

Bicycles

The University of Miami is recognized as a bike-friendly university by the League of American Bicyclists. Bike racks are located throughout campus. To protect yourself against bicycle theft, lock your bike with a high-quality lock whenever leaving it unattended. It is also helpful to register the bike with the campus police at 305-284-6666 to assist with theft recovery. UMPD issues one free, u-

style bicycle lock to all students at the time of registration. For more information visit the [UBike website](#).

Hurry 'Cane Shuttle

The University of Miami operates the Hurry 'Cane Shuttle during the fall and spring semesters. The shuttle fleet, including the bio-diesel fueled Optima buses, is equipped with state-of-the-art wheelchair accessible buses, is available free of charge to all University students, faculty, staff, and visitors, and serves most major campus buildings, parking lots, and the University Metrorail station. Hurry 'Cane Shuttle facilitates use of perimeter parking lots and provides a convenient means of traversing campus without using a personal vehicle.

The Hurry 'Cane Shuttle also offers transportation for students between the Coral Gables and Rosenstiel School of Marine and Atmospheric Science (RSMAS) campus on Key Biscayne. Please check the Parking & Transportation website for the RSMAS Shuttle schedule.

Public Transportation

The University's Transit Program offers incentives and discounts to full-time students, faculty and staff using the Metrorail, Tri-Rail, Metrobus, and Miami-Dade "Park and Ride" express buses. **Full-time students** receive **50%** off the monthly Metrorail pass. To obtain you're a discount code, visit the [Parking and Transportation Services' website](#). Metrorail provides transfers to Brightline, Tri-Rail, and Miami International Airport.

Campus Police and Emergency Management

The University of Miami Police Department has actively worked to maximize the safety and security of the Coral Gables campus for over 45 years. UMPD supports the University's mission through proactive community-policing efforts and 24/7 patrol by highly skilled and experienced officers. UMPD also offers continuous crime prevention and safety programming for the University Community.

The University of Miami's Office of Emergency Management works to ensure that the University can preserve its mission of transforming lives through teaching, research, and service when impacted by a major emergency or disaster. The Office of Emergency Management provides a guide to [emergency preparedness](#), as well as overseeing the university's Emergency Notification Network (ENN). In case of any emergency, such as an approaching hurricane, please refer to the ENN for notice of closures. To ensure that your mobile device is properly registered to receive notifications, visit the [ENN website](#).

In case of emergency, dial 8-666 from any blue light phone or quick dial *711.

**OFFICE OF INTERDISCIPLINARY AND PROFESSIONAL STUDIES
COLLEGE OF ARTS & SCIENCES**

1300 Campo Sano Avenue, Suite 215
Phone 305-284-8783
Fax 305-284-2023

IPS Media Directory

College of Arts & Sciences (A&S): as.miami.edu

IPS Office: ips.as.miami.edu

Graduate School: grad.miami.edu

Programs:

GHS: global-health.as.miami.edu

MAIA: maia.as.miami.edu

LAS: las.as.miami.edu

MALS: mals.as.miami.edu

URB: urb.as.miami.edu

MPA: mpa.as.miami.edu

MPP: mpp.as.miami.edu

CRIM: crim.as.miami.edu

MSDS: msdatascience.as.miami.edu



A&S: /UMCAS



A&S: /school/UMiamiCAS



A&S: /UMiamiCAS

IPS Administration

Lina Lopez, Ph.D. – Executive Director of Programs



Dr. Lina I. Lopez is Executive Director of Programs in the Office of Interdisciplinary and Professional Studies. She earned a Ph.D. in Teaching and Learning at the University of Miami, where her research and writing focused on the intersection of literacy, bilingual learners, and digital education. Among her accomplishments as an undergraduate alumna of the College of Arts and Sciences, Dr. Lopez was editor-in-chief of the award-winning student newspaper *The Miami Hurricane*. In addition to her 10 years as a schoolteacher, Dr. Lopez has worked in higher education as a professor, curriculum developer, and administrator. Dr. Lopez is a Miami native who is active in her community, including volunteering for over 20 years as a Zoo Miami docent.

Catherine Shaw Wheeling – Recruiter and Admissions Advisor



Cathy holds a BS in Journalism and Communications with a Minor in Business from the University of Florida. She recruits for the College of Arts & Sciences professional programs, generating new business, managing external and internal admissions, and facilitating special events. Prior to arriving at UM, Cathy served as Assistant Vice President and Branch Manager in banking with extensive experience in investment advising, mortgage loan origination, exempt level corporate recruiting, sales consulting, organizational development, and employee relations for the Southern Region of the South Florida market. A native of Miami, with a deep sense of commitment to others and passion for her community, Cathy is involved in several volunteer initiatives, including UM's Beaux Arts, Junior League of Miami, Fairchild Tropical Gardens, Switchboard of Miami, Baptist Hospital Foundation, Baptist Miami Cancer Institute, and The Montgomery Estate. Cathy is also licensed in Florida Real Estate.

Bianca Sproul – Marketing Specialist



Bianca Sproul is the Marketing Specialist for the College of Arts & Sciences' Office of Interdisciplinary and Professional Studies. She is primarily responsible for all media collateral promoting the College's professional master's degrees. Well-familiar with interdisciplinary programs, Bianca earned a Bachelor of Arts in Environmental Studies and Multimedia Storytelling from New York University's Gallatin School of Individualized Study. At NYU, Bianca was the President of the Cuban American Student Association (CASA), and she is happy to be back in her hometown of Miami.

Liz Freshour – Outreach Coordinator



As the outreach coordinator, Elizabeth Freshour has a multi-faceted role that engages current and future students, faculty, and community partners. Elizabeth earned her BS in Brain and Psychology sciences at The Catholic University of America in Washington, D.C. She is originally from up North, but happily traded snow for Miami sunshine.

Yurelkys D. Claro – Sr. Program Coordinator



Yurelkys Claro is the Sr. Program Coordinator for the Office of Interdisciplinary and Professional Studies. She earned her BS in Hospitality Management from Florida International University. Prior to joining the University of Miami, Yurelkys gained experiences in all areas of hospitality including event/volunteer management and worked alongside different organizations such as March of Dimes, Miami Dolphins Special Teams, South Beach Food & Wine Festival, Feeding South Florida and many other local non-profit groups. Born and raised in Miami, Yurelkys has continued her passion to give back to her community through not only her work ethic but determination in every role of her career. For the last three years, Yurelkys assisted her medical colleagues at UHealth – University of Miami Health System. She is now prepared to embark on her new role supporting current and future generations of UMiami students.