



MASTER OF PROFESSIONAL SCIENCE PROGRAM CHECKLIST

DUAL-DEGREE JD/MPS TRACK

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

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

OVERVIEW

ACADEMIC REQUIREMENTS

- ☐ Submit all required admissions items
- ☐ Complete and pass RSM 700: Research Ethics
- ☐ Complete and pass the RespectEdu Graduate Students module
- ☐ Complete and pass the Hazing Awareness and Prevention for Students module
- ☐ Complete and pass 30 total graduate-level credits
 - ☐ 24 Rosenstiel course credits
 - ☐ Transfer 6 relevant LAW credits
- ☐ Maintain a cumulative 3.0 GPA and no grades below a C-
- ☐ Complete and pass Comprehensive exams (4)

MPS PROGRAM REQUIREMENTS

- ☐ Submit *JD Commitment of Committee Form*
- ☐ Apply for Graduation in CaneLink
- ☐ Address Graduation Pre-Clearance
- ☐ Check CaneLink for holds
- ☐ Submit MPS Final Report and Report Availability Agreement (RAA) Form
- ☐ Complete Graduation Exit Survey
- ☐ Submit *Clearance Form*
- ☐ Pass Final Graduation Clearance

ACADEMIC REQUIREMENTS

□ ADMISSIONS REQUIREMENTS

- Submit all items required for admission to the MPS program. These can include official academic transcripts, letters of recommendation, official GRE scores (if submitted for consideration of the merit-based tuition waivers), international student documents, etc. Check your admission portal to review any outstanding admissions items. Students can review MPS program admissions requirements [here](#).
- JD/MPS students are not required to pay for multiple copies of their official academic transcripts to be sent to both the UM Law School and Rosenstiel School. Students can request that the Law School send the official copies of their academic transcripts on file directly to the MPS Office at gradadmissions@earth.miami.edu.
- Once the UM Law School posts a student's JD degree to their Law transcript, the student must provide an unofficial copy (free) to the MPS Office to complete their graduation clearance, performed by the Graduate School.
- Not sure if you are missing admissions documents? Contact the MPS Office at gradadmissions@earth.miami.edu. Graduating students will have any missing admissions documents identified in their graduation pre-clearance notice during their final semester in the program.

□ RSM 700: RESEARCH ETHICS

An online, 0-credit course that must be completed by all graduate students during their first semester at the Rosenstiel School. The MPS Office enrolls all students in this course during their first semester and provides instructions and a completion deadline. If a student does not see RSM 700 on their course schedule, they must notify the MPS Office immediately.

- Students must successfully pass two sections:
 - **Responsible Conduct of Research** course series within the relevant disciplinary background (e.g., Physical Sciences)
 - **Plagiarism**
- The course is graded as either an S (Satisfactory) or I (Incomplete) and will appear on the students' UM academic transcript.

□ RESPECTEDU FOR GRADUATE STUDENTS (ONLINE MODULE)

An online, 0-credit course that must be completed during the student's first semester in the MPS program. This course is offered through a third-party website and will not appear on students' academic transcripts. This course was formerly called *Sexual Assault Prevention Training for Graduate Students*.

- This course is administered by the [Graduate School](#), not the MPS Office; therefore, the Graduate School registers all students, provides log-in instructions, and communicates deadlines for completion.
- No grade is given for this course, but successful completion is a requirement for graduation. Failure to complete this course by the given deadline will result in an **Academic Dean Hold** on the student's account (prevents course registration, access to transcripts, graduation, etc.).

□ HAZING AWARENESS AND PREVENTION FOR STUDENTS (ONLINE MODULE)

An online, 0-credit course that must be completed during the student's first semester in the MPS program. This course will not appear on students' academic transcripts.

- This course is administered by the [Graduate School](#), not the MPS Office; therefore, the Graduate School registers all students, provides login instructions, and communicates deadlines for completion.
- No grade is given for this course, but successful completion is a requirement for graduation. Failure to complete this course by the given deadline will result in an **Academic Dean Hold** on the student's account (prevents course registration, access to transcripts, graduation, etc.).

□ 30 TOTAL GRADUATE-LEVEL CREDITS

All students must earn at least 30 graduate-level credits in good academic standing to earn the MPS degree. Students must be registered during their final semester in the program to graduate.

- The graduation requirements for students enrolled in the joint JD/MPS program differ from students enrolled in other MPS tracks. Of the 30 total credits, **24 must be Rosenstiel class credits**, and **6 must be relevant Law credits** transferred to your Graduate School academic transcript to substitute for the MPS internship credits.
 - JD/MPS students may elect to engage in an MPS internship and, therefore, register for MPS internship credits. However, most JD/MPS students use their Law School internship, required upper-class research paper, or law review at the UM School of Law to fulfill the MPS internship requirement and petition to transfer six (6) relevant Law credits to their Graduate School academic transcript. The Law School paper substituting the MPS internship requirement must be approved by the student's Committee Chair (a Rosenstiel faculty member with expertise relevant to the research topic).
 - If a JD/MPS student decides to utilize an approved Law School assignment to substitute the internship requirement, they must submit a [Petition for Transfer of Credit](#) through the Graduate School and indicate the relevant Law courses to be transferred from the student's Law School record to their Graduate School record. Students must complete this in their final semester in both degree programs.
 - A maximum of **six (6) Law credits** in good academic standing is allowed for transfer.
 - JD/MPS students must provide an unofficial copy of their Law School transcript to the MPS Office (mps@earth.miami.edu) before completing the *Petition for Transfer of Credit*.
 - JD/MPS students should select courses relevant to their MPS area of concentration. If/when the Graduate School approves the Law courses, they will be posted to the student's graduate record.
 - The combination of Graduate/Rosenstiel courses (24) plus Law courses (6) should equal 30 total credits. 30 credits are required for a master's degree at the University of Miami.
- Students are responsible for regularly checking their [CaneLink](#) accounts and unofficial transcripts to confirm their enrollment in the appropriate courses and number of credits each semester. Students must notify the MPS Registration Team immediately at registration@earth.miami.edu if there is an error. Students are responsible for any negligence.

□ CUMULATIVE 3.0 GPA, NO GRADES BELOW C-

Students must maintain a cumulative 3.0 GPA or higher to earn the MPS degree.

- Grades below a C- do not count toward the credit requirement for the degree but are factored into the student's cumulative GPA.
- Students must address all the following grades: Incomplete (I), No Grade (NG), letter grades of D or F, pass/fail grades of Unsatisfactory (U).
 - Incomplete (I) grades must be reconciled by the student within **one year** of the grade being awarded.

- Students in their final semester of the program must address any Incomplete grades **before the semester ends**. The Graduate School will not award degrees to students with Incomplete (I) grades remaining on their academic transcript.

□ COMPREHENSIVE EXAMS

- Students must successfully complete and pass **four (4) comprehensive exams** during their time in the program. Students typically complete all comprehensive exams during their first two (2) semesters of coursework.
- The MPS Program Director will collect the exam scores from course instructors and issue **Comprehensive Exam Interim Reports** (partial completion) and **Comprehensive Exam Final Reports** to students via email, typically in February and June. Contact the MPS Office via email if you have completed and passed all four comprehensive exams but have not received your Comprehensive Exam Final Report. Please include the following information for all exams taken: course code, class title, instructor's full name, and the semester the exam was taken.

MPS PROGRAM REQUIREMENTS

JD/MPS students are not required to complete an MPS internship but may do so if they wish. Most students substitute the required internship documents with their Law School internship, required upper-class research paper, or law review at the UM School of Law.

If a student elects to substitute their law work for the MPS internship requirement, they must submit the **JD Commitment of Committee Form, MPS Final Report, Report Availability Agreement, and Clearance Form** (details below). If students elect to engage in an MPS internship, they must meet the prerequisites and submit all required internship documents (see "MPS Program Requirements" in the [MPS Program Checklist](#)).

□ JD COMMITMENT OF COMMITTEE FORM

If a JD/MPS student is substituting the MPS internship requirement with a Law School internship, upper-class research paper, or law review, they must complete the [JD Commitment of Committee Form](#) to establish their committee.

□ APPLY FOR GRADUATION

- To satisfy the graduation prerequisites, students must:
 - Be registered for the final semester in which they intend to graduate
 - Be on track to earn at least 30 credits in good academic standing
 - Minimum of 24 class credits
 - Successful transfer of 6 Law credits (if using Law paper to substitute MPS internship requirement)
 - Minimum of 2 internship credits, and a minimum of 4 "flex" credits as either class or internship credits (if completing MPS internship)
 - Maintain a minimum 3.0 cumulative GPA
 - Be on track to complete all degree requirements by the last day of their final semester
- Students must formally [apply to graduate via CaneLink](#) during the semester in which they intend to graduate by the deadlines listed on the appropriate [UM Academic Calendar](#).
 - Because JD/MPS students are enrolled in two degree programs, they can only initially apply for graduation from their "home" school, the Law School. **JD/MPS students must email the MPS Office (mps@earth.miami.edu) before the application deadline to be granted access to apply for graduation from the Graduate School.**

- Fall graduates must apply during the graduation application period from September to October. Spring AND summer graduates must apply during the graduation application period from February to March. There is **no separate summer graduation application period**. Summer graduates must apply for graduation during the spring semester.

□ ADDRESS GRADUATION PRE-CLEARANCE

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

□ CHECK CANELINK FOR HOLDS

Students are responsible for regularly checking their CaneLink account to [address negative holds](#).

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

□ MPS FINAL REPORT + REPORT AVAILABILITY AGREEMENT (RAA)

All students must submit an MPS Final Report and Report Availability Agreement (RAA) Form. The [MPS website](#) provides the Final Report templates, guidelines, and RAA Form. Students are highly encouraged to attend the **MPS Proposal and Final Report Writing Seminar** in the spring semester to learn about additional writing expectations. Resources for this seminar are available in the [MPS Milestone Resource Library](#).

The Final Report and RAA Form must be submitted to mps@earth.miami.edu in PDF format as separate attachments. All signatures must be on one (1) page (digital preferred) on the designated signature lines. If you need an extension, please contact the MPS Office in advance. **Students must download all program documents directly from the [MPS website](#) at the time of completion. Older versions of this form will not be accepted for milestone completion.**

● Final Report

- The Final Report is due during the student's **final semester in the program before the last day of their graduating term** (see [UM Academic Calendar](#)). The Final Report is not a summary of involvement in the MPS internship; rather, it is a graduate-level, comprehensive paper detailing the process and results of the MPS internship project (or law school paper substitute).
 - ***If substituting the MPS internship with a Law paper:*** The student's work in the joint program, whether related to courses, seminars, or an individual research project at the

School of Law or the Rosenstiel School, must result in a substantial written analysis (publishable quality) of marine law, policy, or related scientific issues. JD/MPS students may use their Law School internship, required upper-class research paper, or law review at the Law School, vetted and approved by all committee members, to fulfill the Final Report requirement.

- Final Reports must include a signed title sheet (following the [MPS internship report template](#)) with their Final Report. Students may choose the format of the report body.
- **Report Availability Agreement (RAA) Form**
 - All students must submit the completed [Report Availability Agreement \(RAA\) Form](#) with their Final Report to indicate whether their report can be published in the UM Scholarly Repository. Do not merge this document with the Final Report document.
 - **Do not alter the format/structure of the form.**

□ GRADUATION EXIT SURVEY

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

□ CLEARANCE FORM

- The [Clearance Form](#) confirms that the student does not owe any property, money, or other debts to offices at the Rosenstiel School. All students must complete this form, even if they have never used the listed offices' services.
- Students must contact each office **in the order they are listed** (one recipient at a time—do not copy all recipients in the same email) to collect the respective signatures before submitting the form to mps@earth.miami.edu. Students are encouraged to email this form to collect digital signatures and are not required to return to campus to collect handwritten signatures. Collect all signatures on one form. The MPS Office will sign the form last for the MPS lounge lock check-out, borrowed equipment, and the Graduate Exit Survey. **Do not alter the format of the form.**
 - For the Rosenstiel Facilities & Operations Office to sign your form, your 'Cane Card (student ID) must be returned to their office in person or via mail to be deactivated and destroyed. If you continue to work for the University, your supervisor must contact Rosenstiel Facilities & Operations. 'Cane Cards can be physically mailed to:

Attn: Juan Carlos Mendoza Garzon
Rosenstiel School of Marine, Atmospheric, and Earth Science
Facilities and Operations Office, Office N103
4600 Rickenbacker Causeway
Miami, FL 33149
 - ***Students must provide proof that their 'Cane Card has been mailed (e.g., a photo of the stamped envelope, tracking number, etc.). Once they receive the proof, they will provide you with the required signature.***
- Students must complete the Graduate Exit Survey before submitting the *Clearance Form* to the MPS Office.
- The *Clearance Form* is due during **the last week of a student's final semester before the term ends**. To request an extension, contact the MPS Office in advance. **Students must download all program documents directly from the [MPS website](#) at the time of completion. Older versions of this form will not be accepted for milestone completion.**

□ FINAL GRADUATION CLEARANCE

- **Graduation Clearance from the Graduate School**

- Once the MPS Office clears a student, student files will be sent to the Graduate School for the final graduation clearance. Once the Graduate School approves a student's file, the Office of the Registrar will post the student's degree to their academic transcript and release their diploma.
- Diploma release can occur up to **three (3) months** after the student's file is sent to the Graduate School. Delays in completing the MPS degree requirements will delay the release of the student's degree/diploma.
- Participation in graduation ceremonies is not indicative of successful completion of the MPS program, nor does it indicate that the Graduate School awarded the degree. These are optional celebratory events and do not confirm the conferral of the student's degree.

- **Deferring/Delaying Graduation to a Future Term**

- If a student cannot complete the degree requirements by the last day of their final semester, they must email the MPS Office to review their options as soon as possible.

Students enrolled in dual-degree programs (JD/MPS) must complete both degree programs in the same semester.

**FAILURE TO COMPLETE THE REQUIREMENTS ON THIS LIST WILL
DELAY THE RELEASE OF THE STUDENT'S DEGREE AND THE
AWARDING OF THE STUDENT'S DIPLOMA.**

Contact the MPS Office at mps@earth.miami.edu with any questions.