



MASTER OF PROFESSIONAL SCIENCE PROGRAM CHECKLIST

This checklist is a resource for students to self-manage their MPS milestones and degree requirements during their time in the program. All MPS tracks are required to complete the items listed below (with some exceptions granted for dual-degree students in the JD/MPS track). Requirements are listed in the general 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](#). JD/MPS students must follow the [Dual-Degree JD/MPS Track Checklist](#).

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 course credits
 - ☐ 2 internship credits
 - ☐ 4 "flex" credits (course or internship credits)
- ☐ Maintain a cumulative 3.0 GPA and no grades below a C-
- ☐ Complete and pass Comprehensive exams (4)

MPS PROGRAM REQUIREMENTS

- ☐ Satisfy MPS Internship Prerequisites
- ☐ Submit *MPS Internship Commitment Form* and one-page summary
- ☐ Submit MPS Project Proposal
- ☐ Apply for Graduation in CaneLink
- ☐ Address Graduation Pre-Clearance Notice
- ☐ Check CaneLink for holds
- ☐ Submit MPS Final Report and Report Availability Agreement (RAA) Form
- ☐ Deliver MPS Final Presentation
- ☐ Complete Graduate 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 admissions requirements for the MPS program [here](#).
- 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 deadline for completion. 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)

- Formerly *Sexual Assault Prevention Training for Graduate Students*
- 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 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.).

☐ 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

- Students must earn a minimum of **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.
- Of the 30 total credits, at least **24 must be class credits**, and at least **2 must be internship credits**.
 - The remaining 4 “flex” credits may be either class credits or internship credits.
- Students are responsible for regularly checking their [CaneLink](#) accounts 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- (grades of D and F) 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), Unsatisfactory (U) grades, and letter grades of D or F.
 - The student must reconcile Incomplete grades within **one (1) year** of the grade being awarded.
 - Students in their final semester of the program must reconcile any Incomplete grades **before the semester ends**. The Graduate School will not award degrees to students with Incomplete grades remaining on their academic transcripts.

❑ 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

❑ MPS INTERNSHIP PREREQUISITES

- Submit all missing admissions requirements
- Complete RSM 700: Research Ethics Course, RespectEdu for Graduate Students Module, and Hazing Awareness and Prevention for Students Module
- Complete at least 12 graduate-level class credits in good academic standing
- Maintain a minimum cumulative GPA of 3.0.
 - Address Incompletes (I), No Grades (NG), and all grades below a C- and/or a GPA below a 3.0
 - A mandatory meeting with the MPS Program Director is required if you have any of the grades or GPA listed above
 - **Students on Academic Probation are not eligible to enroll in internship credits, as they are graded on the Satisfactory (S)/Unsatisfactory (U) scale.**
- Obtain approval to begin MPS internship through completion and submission of the *MPS Internship Commitment Form* + one-page project summary to mps@earth.miami.edu.

❑ MPS INTERNSHIP COMMITMENT FORM & ONE-PAGE PROJECT SUMMARY

- **MPS Internship Commitment Form**

- The [MPS Internship Commitment Form and one-page project summary](#) solidify the student's MPS committee and internship host organization and are due by the following dates:
 - **Summer internships:** by June 1*
 - **Fall internships:** by August 1*
 - **Spring internships:** by January 1*

** For internships secured after these dates, the form and summary are due 1-2 weeks before the internship start date.*

- **Do not alter the format/structure of the document.** All signatures must be on the same document (digital preferred) on the designated signature lines.
- Completed forms must be submitted to mps@earth.miami.edu in PDF format.

- **One-Page Summary**

- Students must consult with their committee members to write a one-page summary of the proposed project, highlighting the timeline, goals, expectations, and objectives of the internship project. The form includes the writing prompt. **Students must submit the summary with the MPS Internship Commitment Form in PDF format.**

- **International Travel Checklist**

- All students traveling outside of the continental U.S. for their internship must consult the [International Travel Checklist](#) **eight (8) weeks before departure**. The International Travel Checklist is for student preparation and does not need to be submitted to the MPS Office.

- **Students who will be diving as part of their MPS internship must abide by the regulations set by the Dive Safety Office (DSO).** Direct any questions to the Rosenstiel Dive Safety Officers.

- 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.**

❑ MPS PROJECT PROPOSAL

- A detailed synopsis of the internship project is required as a formal proposal and must be submitted by the following due dates:

- **Summer internships:** by August 1*
- **Fall internships:** by October 1*
- **Spring internships:** by March 1*

** For internships secured after these dates, the proposal is due within two (2) months after the internship start date.*

- The project proposal must follow the template and guidelines available on the [MPS website](#). 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 proposal must be submitted in PDF format to mps@earth.miami.edu, and all signatures must be on one (1) title 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.**

❑ 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, minimum of 2 internship credits, and a minimum of 4 "flex" credits as either class or internship credits
 - Maintain a minimum 3.0 cumulative GPA

- o 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](#).
 - o **Fall graduates** must apply during the graduation application period from **September to October**.
 - o **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 NOTICE

- 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:
 - o **Spring graduates:** March-April (first) and May-June (final)
 - o **Summer graduates:** June-July (first) and August-September (final)
 - o **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) FORM

- 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.
- Students must submit a signed **Report Availability Agreement (RAA) Form** in the same email as their Final Report submission to indicate whether their report can be published in the UM Scholarly Repository. Do not merge this document with the Final Report.
- The Final Report templates and guidelines and RAA Form are available on the [MPS website](#). The Final Report must follow the template and guidelines, and students are highly encouraged to attend the **MPS Proposal and Final Report Writing Seminar** in the spring semester to learn of 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. **Do not alter the format/structure of the form.**

- 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.**

□ MPS FINAL PRESENTATION

- All MPS students must deliver a professional scientific presentation about their MPS internship project based on the contents of their Final Report before the last day of their final semester.
- Presentation requirements:
 - Delivered during the student's final semester in the program
 - Must be a maximum of 20 minutes in length. This includes 5 minutes for Q&A from the committee and other attendees.
 - Must include a visual component (e.g., PowerPoint)
 - May not be scheduled until all committee members have edited at least one (1) draft of the Final Report
 - Must be reviewed and edited by the student's committee, and all committee members must attend the presentation

• MPS SYMPOSIUM

- Hosted in the fall and spring by the MPS Office for fall and spring graduating students
- Exceptions to participate in the Symposium must be approved in advance by the MPS Office and the student's Committee Chair. Independent presentations may be required for students whose committee members cannot collectively be present for dates offered during the Symposium or if the student's presentation is not open to the public.
 - Students must give one-month advance notice (in writing) to the MPS Office if they cannot participate in the Symposium.
 - Students who are excused from participating in the Symposium are still required to host a final presentation for all members of their committee by the last day of their final semester in the program.
- **The MPS Symposium is not offered during the summer term.**
 - Summer graduates must organize and deliver individual final presentations before the last day of their graduating term. The MPS Office will email students with instructions.

• INDEPENDENT PRESENTATIONS

- Students must indicate during the presentation sign-up period if they need to deliver an independent presentation. The MPS Office will provide students with instructions.
- Students must communicate with their committee members to determine a date and time that all members can attend. Students are responsible for creating their own virtual event and/or reserving their room on the Rosenstiel Campus.

□ GRADUATE 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 services of the listed offices.

- 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. Any delays in completing the MPS degree requirements will prolong 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.

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.