



# MASTER OF PROFESSIONAL SCIENCE PROGRAM CHECKLIST

## DUAL-DEGREE JD/MPS STUDENTS

This checklist is a resource for JD/MPS students to 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

- Submit admissions items listed in [Acceptance Packet](#)
- Complete and pass [RSM 700: Research Ethics](#)
- Complete and pass [Sexual Assault Prevention Training](#)
- Complete and pass [30 total graduate-level credits](#)
  - 24 Rosenstiel course credits
  - Transfer 6 relevant LAW credits
- Maintain [Cumulative 3.0 GPA and no grades below a C-](#)
- Complete and pass [Comprehensive exams \(4\)](#)
- [Review MPS Internship Prerequisites \(IF APPLICABLE\)](#)
- Submit [JD Commitment of Committee Form](#)
  - IF APPLICABLE: Submit *MPS Internship Commitment Form and one-page summary*
- [Apply for Graduation in CaneLink \(for both programs\)](#)
- Address [Graduation Pre-Clearance](#)
- [Check CaneLink for holds](#)
- Submit [MPS Final Report and Report Availability Agreement \(RAA\) Form](#)
- Deliver [Oral Presentation \(optional\)](#)
- Complete [Graduation Exit Survey](#)
- Submit [Clearance Form](#)
- Pass [Final Graduation Clearance](#)

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## ADMISSIONS ITEMS LISTED IN ACCEPTANCE PACKET

- Submit all items listed in the student's Acceptance Packet. These can include official transcripts from previous academic institutions, letters of recommendation, official test scores, international student documents, etc. Admissions requirements can be reviewed [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 [mps@earth.miami.edu](mailto:mps@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 to the MPS Office to complete their graduation clearance performed by the Graduate School.**
- Not sure if you are missing admissions documents? Graduating students will have missing documents listed in their graduation pre-clearance email.

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## RSM 700: RESEARCH ETHICS

- An online, 0-credit course offered via the [CITI Program](#) website (not Blackboard) that must be completed by all graduate students during their first semester at the Rosenstiel School (required for graduation). 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 unofficial transcript, 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.

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## SEXUAL ASSAULT PREVENTION TRAINING

- An online, 0-credit course offered via a third-party platform (EverFi) that must be completed during the student's first semester in the MPS program. This course will not appear on Blackboard or students' academic transcripts.
- 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.).

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## 30 TOTAL GRADUATE-LEVEL CREDITS

- All 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 in order 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 the MPS internship credits.
  - JD/MPS students may elect to engage in an MPS internship, and therefore, register for MPS internship credits. However, it is common for JD/MPS students to utilize 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. This must be completed in the student's final semester in both degree programs.
    - A maximum of **six (6) LAW credits** in good academic standing are 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 LAW courses have been approved by the Graduate School, the LAW courses will post 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 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 (I) 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 distribute **Comprehensive Exam Final Reports** via email upon completion of this requirement. Reports are typically emailed to students directly in February and June. Contact the MPS Program Director via email if you have completed and passed all four comprehensive exams but have not received your Comprehensive Exam Final Report.

## **MPS INTERNSHIP PREREQUISITES (IF APPLICABLE)**

- JD/MPS students are not required to engage in an MPS internship but are allowed to if they wish. If a student wishes to engage in an MPS internship, they must:

### **1. Meet the following prerequisites:**

- Submit all missing admissions items listed in Acceptance Packet
- Complete RSM 700: Research Ethics and Sexual Assault Prevention Training
- 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 course instructor and the MPS 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 from their Committee Chair and the MPS Program Director
  - Permission to begin an internship is indicated by obtaining signatures on the *MPS Internship Commitment Form*

### **2. Complete the [MPS Internship Commitment form](#)**

#### **→ Commitment Form**

- The *MPS Internship Commitment Form* solidifies the committee and internship host organization and is **due two (2) weeks before starting your MPS internship.**
- All signatures are required to be on the same document.
- Completed forms must be submitted to [mps@earth.miami.edu](mailto:mps@earth.miami.edu).

#### **→ One-Page Summary**

- Students must meet with their Committee Chair and Internship Supervisor to draft a one-page outline summarizing the student's proposed project, highlighting the timeline, goals, expectations, and objectives of the internship project. The summary can be written in paragraph or bullet-point format. **Students must submit the summary with the *MPS Internship Commitment Form*.**

#### **→ International Travel Checklist**

- All students traveling outside of the continental U.S. for their internship must review the [International Travel Checklist](#). If a student anticipates international travel, they must consult the checklist **eight (8) weeks prior to departure**. The International Travel Checklist is for the student's 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).** Any questions can be directed to the Rosenstiel Dive Safety Officers.
- If you need an extension, please contact the MPS Office in advance. **Older versions will not be accepted.**

## 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 (most common), they must complete the [JD Commitment of Committee Form](#) to establish their committee.
  - JD/MPS students may use their required upper-class research paper, or law review, at the Law School to fulfill the final report requirement. JD/MPS students are expected to form a committee and submit the [JD Commitment of Committee Form](#).

## APPLY FOR GRADUATION

- To satisfy the graduation prerequisites, students must:
  1. Be registered for the final semester they intend to graduate
  2. Be on track to earn at least 30 credits in good academic standing
    - Minimum of 24 class credits, maximum of 6 LAW credits transferred to Graduate School record
  3. Maintain a minimum 3.0 cumulative GPA
  4. 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 the Law School. **JD/MPS students must email the MPS Office ([mps@earth.miami.edu](mailto:mps@earth.miami.edu)) before the application deadline to be granted access to apply for graduation from the Graduate School.**
- Application periods:
  - **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.**
- Students must email the MPS Office if they intend to graduate but did not apply to graduate via CaneLink during the listed application period.

## 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 their final semester in the program. **The MPS Office will email students directly with a pre-clearance notice to identify which milestones and degree requirements are complete/incomplete.**
- 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)

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## CHECK CANELINK FOR HOLDS

- Students are responsible for regularly checking their CaneLink account to [address negative holds](#).
- **Academic Advising holds** are administered by the MPS Office and remain on a student's account 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 a student's tuition bill and/or full-time/part-time student status. **Academic Advisors cannot lift this hold, only MPS Office staff.**
- **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.

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## MPS FINAL REPORT + REPORT AVAILABILITY AGREEMENT (RAA)

- **Final Report**
  - 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 to fulfill the Final Report requirement.
    - JD/MPS students will submit a report from a legal internship (must be related to MPS concentration) or a paper published in their law journal that is vetted and approved by all committee members.
  - JD/MPS students' Final Reports must include a signed title sheet (following the [MPS internship report template](#)) with their Final Report. The format of the body of the report is the student's choice.
  - 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, but rather, a graduate-level comprehensive paper detailing the process and results of the internship project.
- **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 to the Final Report document.
- The Final Report templates and guidelines and RAA form are available on the [MPS website](#).
- The approved electronic copy of the Final Report (PDF file only) must be submitted via email to the MPS Office at [mps@earth.miami.edu](mailto:mps@earth.miami.edu). All signatures must be on one page.
- If you need an extension, please contact the MPS Office in advance. **Older formats will not be accepted.**

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## ORAL PRESENTATION (OPTIONAL)

- JD/MPS students are not required to deliver an oral presentation based on the contents of their Final Report. However, the student's committee may request that they deliver a presentation during their final semester in the MPS program.
- If the student or their committee requests to deliver a presentation, more details are available in the [MPS Student Handbook](#) and the [MPS Program Checklist](#).

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## GRADUATION EXIT SURVEY

- The Graduation Exit Survey is an 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 link to the survey is included in the *Clearance Form*.

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## 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 regardless of ever using the services in the listed offices.
- Students must contact each office in the order they are listed to collect the respective signatures before submitting the form to [mps@earth.miami.edu](mailto: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. All signatures must be collected on one form. **The MPS Office will sign the form last for the MPS lounge locker check-out, borrowed equipment, and the Graduation Exit Survey.**
  - For the Rosenstiel Facilities & Operations Office to sign your form, your 'Cane ID card must be returned to their office in person or via mail to be deactivated and destroyed. If you will continue as an employee with the university, your supervisor must contact Rosenstiel Facilities & Operations. 'Cane ID Cards can be physically mailed to:

Rosenstiel School of Marine, Atmospheric, and Earth Science  
Facilities and Operations Office  
Attn: Ari Garrido/Adriana Chavez  
4600 Rickenbacker Causeway  
Miami, FL 33149

*Students must provide proof of their 'Cane ID being mailed to the Facilities and Operations Office (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 Graduation Exit Survey before submitting the *Clearance Form* to the MPS Office.
- The *Clearance Form* is **due the last week of a student's final semester before the term ends**. To request an extension, contact the MPS Office in advance. **Older versions will not be accepted.**

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## FINAL GRADUATION CLEARANCE

- **Graduation Clearance from the Graduate School**
  - Once a student is cleared by the MPS Office, 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. Clearance delays by the student will prolong the release of their degree/diploma.
  - Participation in graduation ceremonies is not indicative of completion of the MPS program, nor does it indicate the degree was awarded by the Graduate School. These are optional celebratory events, and they do not confirm the conferral of students' degrees.

- **Deferring Graduation to a Future Term**

- If a student cannot complete the degree requirements by the last day of their graduating semester, they must email the MPS Office to review their options as soon as possible. Students should consult with their committee to determine if deferring graduation to a future term is recommended.
- If the student chooses to defer their graduation from:
  - **Fall to Spring OR Summer to Fall:**
    - The student must contact the MPS Office about their graduation deferral request. The student must submit a *Course Request Form* within the registration deadlines to register for the next semester and apply to graduate in CaneLink again during the next graduation application period.
  - **Spring to Summer:**
    - The student must contact the MPS Office **immediately** so MPS leadership can contact the University Registrar on the student's behalf. There is no summer graduation period, so this must be completed manually by the Registrar's Office. The student must submit a *Course Request Form* within the registration deadlines to register for the summer term.

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

Students are encouraged to check in with their Academic Advisor and Committee Chair as they complete these degree requirements. Please contact the MPS Office at [mps@earth.miami.edu](mailto:mps@earth.miami.edu) with any questions or concerns.

**FAILURE TO COMPLETE THE REQUIREMENTS ON THIS LIST WILL BLOCK THE RELEASE OF YOUR DEGREE AND DIPLOMA.**

**Contact the MPS Office with any questions at [mps@earth.miami.edu](mailto:mps@earth.miami.edu).**