



CEME GRADUATE STUDENT HANDBOOK

Table of Contents

1. About this Handbook.....	3
2. Frequently Asked Questions.....	3
2.1 Advising.....	5
2.2 Course Selection and Registration	6
2.3 Administrative	7
3. Fellowships	7
3.1 College of Engineering Fellowships.....	7
3.2 Graduate School Fellowships	7
4. Supervisory Committee.....	8
5. Academic Standards.....	10
6. Plan of Study (PoS)	11
7. Procedure to Transfer Credit from Another Institution	11
8. Guidelines for Ph.D. Qualifying Examinations	12
9. Procedure For Admission To Ph.D. Candidacy	12
9.1 Instructions	13
9.2 Graduate School Requirements	13
10. Ph.D. Dissertation and Defense	14
10.1 Writing Resources	14
10.2 Preparing to Defend.....	14
10.3 After the Defense	15
11. The End Game.....	15
11.1 One Semester Before Graduation	15
11.2 Semester of Graduation.....	16
11.3 Degree Conferral.....	16

1. ABOUT THIS HANDBOOK

This handbook is for use by Ph.D. and M.S. students in the Department of Chemical, Environmental, and Materials Engineering (CEME) at the University of Miami. It is intended to be viewed in electronic form, since it contains web links.

This handbook is provided as a guide to CEME graduate student policies and does not supersede Graduate School policies nor College of Engineering policies. These policies are listed in the University of Miami bulletin (www.miami.edu/bulletin). Convenient links to access landing pages for these policies are:

Graduate School: <https://bulletin.miami.edu/general-university-information/graduate-policies-and-procedures/doctoral-degree/#text>

College of Engineering: <https://bulletin.miami.edu/graduate-academic-programs/engineering/>

Department of Chemical, Environmental, and Materials Engineering: <https://bulletin.miami.edu/graduate-academic-programs/engineering/chemical-environmental-materials-engineering/chemical-environmental-materials-engineering/>

Additional useful information is available through the Graduate School Handbook. All graduate students should also familiarize themselves with the Graduate Student Honor Code. These documents are available from the Graduate School web page at: <https://www.grad.miami.edu/policies-and-forms/index.html>. This web page has additional information and resources to inform and assist graduate students.

2. FREQUENTLY ASKED QUESTIONS

Where can I find off-campus housing?

- ☞ The University of Miami has resources for graduate students to find off-campus housing. Refer to the [Off-Campus Housing Website](#).

Where is the Department of Chemical, Environmental, and Materials Engineering (CEME) located?

- ☞ The main office of the CEME department is currently in Room 508 on the 5th floor of the McArthur Engineering Building on the Coral Gables campus. The mailing address is 1251 Memorial Drive, Coral Gables, FL 33146. The office is typically open from 8:30 AM to 4:30 PM.

What is my CaneID and how do I obtain it?

- ☞ Your CaneID is a username/password combination that provides access to multiple University systems and services via a single username and password.
- ☞ Your CaneID can also be the beginning of your email address. For example, if your name is Sebastian Ibis, your CaneID might resemble *ibis19* and your email address would resemble *ibis19@miami.edu*.
- ☞ You can obtain your CaneID by visiting the [UMIT CaneID](#) website.

How do I set up my University of Miami email address?

- ☞ Your email address is automatically created for you after you create your CaneID. To access the email via a web browser, follow this direct link to the University of Miami's Information Technology website: [UMIT New to UM](#). For questions related to accessing or configuring email, refer to the [UMIT Email and Collaboration](#) website.

What is CaneLink and how do I access it?

- ☞ CaneLink is the University of Miami's Student Information System (SIS). Students utilize CaneLink for a variety of functions including searching for classes and viewing their course schedule. CaneLink can be accessed via <https://canelink.miami.edu>
- ☞ If you have questions or difficulty logging in, refer to the list of [CaneLink FAQ](#).

What are my C# and my CaneLink ID #? Where do I find them?

- ☞ All students have two unique identification numbers:
 1. University identification number (also known as "UM ID#" or "C Number" or "C#"); this is a 9-digit code beginning with the letter "C". It can be found in [CaneLink](#) → *Personal Information* → *View your UM ID*.
 2. CaneLink identification number (also known as "employee ID", "emplID" or "CaneLink#" or "CaneLink ID#"); this is an 8-digit code typically beginning with "5". It can be found in [CaneLink](#) → *Student Center* → *Personal Information* → *Demographic Data*.

What is Social Security Number and why do I need it?

- ☞ A Social Security number (SSN) is a unique nine-digit number that the U.S. government issues to salaried workers in the United States.
- ☞ A SSN is required for a student to receive their stipend (PhD students). Without a SSN, a student will not be able to receive a stipend. Students will need to ensure that they have sufficient savings to cover their living expenses until their SSN is issued.
- ☞ It typically takes 2-4 weeks to obtain a SSN. It is **extremely important** that international students obtain their unique SSN, and they should prioritize this task once they are officially admitted to the University of Miami.
- ☞ In order to apply for a SSN the SEVIS registration must be complete and you must be in the U.S. for a minimum of 10 days prior to applying for a SSN. Please visit [Social Security Number](#) for application instructions.

How do I obtain Wi-Fi access on campus?

- ☞ Step-by-step instructions are available on the University of Miami's Information Technology (UMIT) website located at <https://www.it.miami.edu>

Where is the academic calendar?

- ☞ The academic calendar is available through the office of the registrar at: <https://registrar.miami.edu/>. Please note the last day to add and drop courses and other important dates.

What are the specific steps for International Students

- ☞ Upon arrival graduate students are to complete mandatory steps upon arrival (see <https://isss.miami.edu/students/newly-admitted-undergraduate-students/graduate/index.html>) including confirming their arrival at:

www.miami.edu/ArrivalConfirmation, and completing the International Student Basics Module at: www.miami.edu/InternationalStudentBasics. They are also to participate in International Student Orientation. More information is available at www.isss.miami.edu. International students also have access to an International Student Scholar Services advisor. To find your advisor visit: <https://isss.miami.edu/about/contact-us/index.html>.

Paying your bill

- ☞ PhD students with stipends supported through the University: you are only responsible to pay semester fees. No tuition charges should be on your account. If tuition shows on your bill, please reach out to the CEME Academic Department Office Manager, Kareen Joseph.
- ☞ MS students: If you received a merit scholarship, these should already show on your account. If not, please reach out to your Academic Department Office Manager.
- ☞ To pay your bill online, visit: coe.miami.edu/payyourbill.

Health Insurance

- ☞ Health insurance is available for graduate students through the University. PhD students with stipends supported through the University will, in most cases, have 100% of their health insurance covered through their University support. The insurance subsidy can be activated upon hiring through the University. This requires provision of a SSN to the CEME Academic Department Manager to facilitate the hiring process. Additional information is available at: www.miami.edu/student-health.

Vaccination Records

- ☞ Prior to enrollment vaccination records must be up-to-date. Immunization requirements are listed at: <https://studenthealth.studentaffairs.miami.edu/immunization-information/index.html>. Students with access to Canelink can visit the student health center to take care of their vaccines. If students do not have their vaccine records, students can be tested for antibodies at the student health center.

2.1 Advising

When I arrive on campus who should I meet with first?

- ☞ Before students begin their graduate program, they must meet with either the Graduate Program Director (Ph.D. program) or with M.S. Program Coordinators (M.S. programs) who will outline a few basic policies and review some standard procedures to enable them to make a smoother transition into graduate study. The program directors/coordinators are:
 - Ph.D. in Chemical, Environmental, and Materials Engineering: Dr. Helena Solo-Gabriele (hmsolo@miami.edu)

- M.S. in Chemical, Environmental, and Materials Engineering: Dr. Virender Sharma (vks38@miami.edu)
- M.S. in Product Design: Dr. Samiul Amin (sga2988@miami.edu)
- M.S. in Materials Engineering: Dr. Dibyendu Mukherjee (dxm1936@miami.edu)

Who is my primary academic advisor?

- ☞ For M.S. (non-thesis) your primary academic advisor is the M.S. Program Coordinator. For the Ph.D. program and the M.S. (with thesis) program, the primary advisor is the chairperson of your Ph.D. Supervisory Committee, or the chairperson of your M.S. Committee.

2.2 Course Selection and Registration

How do I register for courses?

- ☞ Meet with your primary academic advisor, and he/she will assist you in selecting courses during your first semester. Upon meeting, ask your advisor to remove the advising hold, and then students can then register for courses through Canelink.

Can I select different courses once my Plan of Study has been approved?

- ☞ Yes, but you will first need to obtain signatures on a revised Plan of Study form.

For M.S. (with thesis) and Ph.D., Who should I select for other Supervisory Committee members?

- ☞ Try to select faculty members whose interests are similar to yours. To select a member outside of the CEME department, ask your primary academic advisor, i.e., your Supervisory committee Chair, for advice.

When will certain CEME courses be offered?

- ☞ The course offerings for the upcoming semester should be available at [CaneLink Class Search](#).

Are graduate courses offered by the CEME department during the summer?

- ☞ Usually research or project based courses may be offered during the summer such as CET605, 810, 840, and 850. Lecture courses are typically not offered during the summer. However, on occasion, the CEME department will offer additional summer courses. Contact the Department Chair (Dr. CY Wu, cxw964@miami.edu) about summer course availability.

When is New Graduate Student Orientation?

- ☞ The date, time, and location are available on the Graduate School's website for [Graduate Student Orientation](#). There will also be two additional orientations:
 - For all new graduate students in the College of Engineering (CoE); refer to the [CoE Events calendar](#). The CoE orientation is usually in August shortly prior to the first day of class for Fall admissions and usually in January shortly before the first day of class for Spring admissions.
 - For all new graduate students in the CEME department, the CEME specific orientation will be held immediately after the CoE orientation. Contact the Graduate Program Director (Dr. Solo-Gabriele) for date, time, and location.

2.3 Administrative

How do I pay my term bill?

- ☛ The Office of Student Account Services (OSAS) has several types of payment options. The list of payment options and explanation can be found [here](#).

How do I set up a direct deposit?

- ☛ Contact the CEME office manager for more information.

How do I maintain full-time status to qualify for an assistantship package?

- ☛ Every semester (except summers), graduate students must register for either 9 credits of coursework, or at least 1 credit of CET 8xx (CET 810, 820, 830, 840, or 850).

Do I need to provide any other documents now that I am admitted into the graduate program?

- ☛ All graduate students should have submitted original official copies of transcripts from their previous institutions. If a prior degree (such as a B.S.) was not completed at the time of application, the final transcript (showing that the degree is completed) must be sent directly from that institution to the University of Miami. If any of the prior degrees or coursework were completed outside of the United States, translations and evaluations of the transcript by an evaluation service that is pre-approved by the University of Miami might be required. Evaluation documents must be official and be sent directly from the evaluation service to the University of Miami. Official test scores such as those for the GRE and TOEFL must also be sent directly from the testing service to the University of Miami. The cost of obtaining all documentation is the student's responsibility. **A student cannot be admitted to candidacy nor graduate unless all this documentation is completed.** Please contact Melody Kekez (mxk2457@miami.edu), Graduate Program Coordinator for the College of Engineering, for additional details about the provision of official documentation.

3. FELLOWSHIPS

3.1 College of Engineering Assistantships

Financial support is available through Research Assistantships and First-Year Stipends for Ph.D. students. Ph.D. students are to make satisfactory progress towards their degree inclusive of progress on research in order to qualify for financial support.

3.2 Graduate School Fellowships

Fellowships are available from and administered by the Graduate School. Among these include the *Dean's Fellowship*, *University of Miami Fellowship*, and the *Dissertation Fellowship*. These financial awards are intended to recruit and support outstanding Ph.D. students. The number of fellowships varies each year and are usually highly competitive. Students interested in applying should consult the Graduate School's [website](#) for more information.

4. SUPERVISORY COMMITTEE

A Supervisory Committee is required only for Ph.D. degrees and for M.S. degrees with thesis option. M.S. degrees that do not require a thesis do not require a Supervisory Committee.

The membership requirements for Supervisory Committees is summarized below. Refer to the online [Graduate Faculty List](#) for faculty who are members of the Graduate Faculty.

Master's (MS thesis option): Minimum of 3 members:

1. Committee Chair (Advisor) shall be full-time CEME faculty and a member of the Graduate Faculty.
2. Full-time or part-time CEME faculty.
3. Non-CEME (external) member with an earned Ph.D.

☞ In addition to the Committee Chair, at least one member must be tenured/tenure-earning or Graduate Faculty.

Doctoral (Ph.D.): Minimum of 4 members:

1. Committee Chair (Advisor) shall be full-time CEME faculty and a member of the Graduate Faculty.
2. CEME faculty and a member of the Graduate Faculty.
3. A member of the Graduate Faculty. Can be a CEME faculty member or a faculty member outside of the CEME Department.
4. Non-CEME (external) member with an earned Ph.D.

Once Ph.D. students are admitted to candidacy, they will form a Dissertation Committee. Most students use their Supervisory Committee as their Dissertation Committee, since the requirements of the Supervisory Committee and Dissertation Committees are the same with one exception. The exception is that the Chair of the Dissertation Committee does not have to be a full-time faculty member of CEME. For cases where Ph.D. student research is supported and guided by a Graduate Faculty member who is not a full-time CEME faculty, they can serve as the Chair of the Dissertation Committee. All other criteria of Committee membership must be satisfied by the Dissertation Committee (minimum of 4 total, minimum of 2 full-time CEME faculty members, and a minimum of 1 external member). See bulletin for additional explanations.

UM Policies:

A doctoral student must complete a minimum of 24 credits in residence at UM

Once all courses and required research credit hours are completed, the student must enroll in Research in Residence (CET850) status until the degree has been granted. Research in Residence status is considered full-time enrollment

Transfer credits: (1) cannot be older than 6 years, (2) must be graduate level, (3) may not have counted toward another earned degree, (4) must have grades of B or higher.

CoE Policies:

The minimum credit requirement for the PhD is 72 credits beyond the baccalaureate degree. These credits include both non-dissertation and dissertation credits. Non-dissertation credits include course, graduate seminar, and graduate teaching credits.

Baccalaureate degree to Ph.D

Students entering the PhD program with a baccalaureate degree must take a minimum of 36 non-dissertation credits and 36 dissertation credits. Non-dissertation credits must include a minimum of 27 course credits, 6 graduate-seminar credits, and 3 graduate-teaching credits. At least 6 course credits must be at the 700-level in the CEME department or, with the permission of the supervisory committee, can be taken outside the department.

Master's degree to PhD

Students entering the PhD program with a prior master's degree must have a minimum of 36 non-dissertation credits that count towards the PhD degree, and 36 dissertation credits. Students can petition for a maximum of 12 masters course credits to count towards the 36 post-baccalaureate non-dissertation credits. Please note that this “count towards” is not the same as transferring credits. The courses taken as part of an MS cannot be transferred as they were already used to fulfill the requirements of an MS. However, we do provide a reduction of coursework requirements for students entering the PhD program with an MS by “counting” up to 12 credits towards the PhD requirements. Resident non-dissertation credits must include a minimum of 15 course credits taken at UMiami, 6 graduate-seminar credits, and 3 graduate-teaching credits. The balance of the 36 credits is made up by counting 12 credits from the MS degree towards the PhD requirement. At least 6 course credits must be at the 700-level in the CEME department or, with the permission of the supervisory committee, can be taken outside the department.

Responsible Conduct of Research

Responsible conduct of research is an important part of the foundation of the research enterprise at the University of Miami. UM has an obligation to maintain and promote a culture of research integrity and train researchers to conduct research responsibly. All students who conduct research must complete the mandatory training via Elevate: <https://elevate.miami.edu/redeem/rcr>

Teaching proficiency

All PhD students should demonstrate teaching proficiency. This is done by being an assistant to the instructor in classes in the CEME department for a total of 3 credits. Typically, this should be done in the 2nd year (over 2 semesters) and may extend into the 3rd year. This is a requirement of the Ph.D. degree.

Seminar series

Every semester, the CEME Department will organize seminars featuring visiting scholars, faculty and students from the University of Miami. All Ph.D. students are required to enroll in the CEME Graduate Seminar Series for a minimum of 6 credits total. To receive

credit and a satisfactory (S) grade, regular attendance and participation at these seminars is required. Ph.D. students may be required to present their research in the seminar to prepare for the dissertation defense and improving communication skills.

Additional Training (Graduate School Mandates)

Graduate students are required to complete additional training as required by the Graduate School. These additional trainings include, for example, Sexual Assault Prevention, Hazing Awareness & Prevention, and Teaching Assistant Training.

5. ACADEMIC STANDARDS

A graduate program student must make adequate progress towards graduation, maintain a minimum Grade Point Average (GPA), and achieve acceptable course grades. Throughout their graduate study, a student's graduate academic standing will either be *Good Standing* or *Probation*.

Good Standing: A student's status is considered Good Standing if he/she is:

1. Maintaining an overall cumulative GPA greater than or equal to 3.000
2. Achieving a term GPA greater than or equal to 3.000 in every semester
3. Achieving grades of "C" or better in all coursework
4. Complying with the University of Miami's Honor Code
5. Making adequate progress towards graduation (see below for criteria)
6. Making satisfactory progress towards the completion of a dissertation or thesis

To be eligible for graduation, a student must have a GPA greater than or equal to 3.000, and no grade below "C" in all courses in the student's approved Plan of Study. In accordance with university policy, all course grades are included in the GPA, and the Graduate School's Repeat Rule applies to courses with grades lower than "C".

At the end of each academic year (during May), PhD students are to meet with their primary advisor to review their progress using the PhD student progress report form. The purpose of this meeting is for the student and primary advisor to discuss and document academic progress and discuss plans for completion of the degree. The student is to take the initiative by filling out the progress report form prior to their meeting. During the progress review meetings, the primary advisor should provide feedback on strengths, expectations and areas of improvement. These progress reports are to be provided to the PhD Graduate Program Director by May 31 of each academic year. The PhD student progress report form is available at: <https://ceme.coe.miami.edu/resources/student-resources/index.html>

Probation: A student who does not meet all requirements for Good Standing must consult with his/her Advisor and/or Supervisory Committee to review his/her progress and develop a plan to rectify the performance problems. A student will be given one semester

(on Probation status) to improve his/her performance and satisfy the requirements of Good Standing. Otherwise, the student will be dismissed from the program.

A student on Probation may not be permitted to enroll in courses or may be limited to a certain number of credit hours specified by the Supervisory Committee and may have an electronic hold placed on future enrollment until grades for work-in-progress are reviewed by the student's Supervisory Committee.

Dismissal: The decision to dismiss a student shall be made by the student's Supervisory Committee. If the decision is made not to dismiss, the student may be placed on Probation. A student dismissed from the graduate program can appeal the dismissal through the Graduate Program Director, then the Department Chair. The initial appeal must be formally submitted (including all relevant supporting documents) in writing or by email to the Graduate Program Director within 30 calendar days of the dismissal notification. A subsequent appeal to the Department Chair must also be submitted within 30 calendar days of being notified that the initial appeal was denied by the Graduate Program Director. Guidance for subsequent levels of appeal is articulated in the Graduate Student Handbook.

6. PLAN OF STUDY (PoS)

The purpose of the Plan of Study is to document the set of courses that are required for a Ph.D. degree in Chemical, Environmental, and Materials Engineering (CEME). The Plan of Study must be approved by a supervisory committee within the first semester of admission and before admission to Ph.D. candidacy. The latest Plan of Study form can be found on the CEME department website (<https://ceme.coe.miami.edu/resources/student-resources/index.html>).

In order for students to be eligible to start the qualifying exam process they must pass at least two courses each with a GPA of 3.25. These two courses must come from 2 out of 4 Core areas, each with options. The Core areas and associated courses are:

- Math/Statistics (MAE 601 Methods of Engineering Analysis, MTH 613 Partial Differential Equations I, MTH 642 Statistical Analysis, ISE 616 Introduction to Applied Data Analytics, BST 625 Survey of Statistical Computing),
- Transport/ Fluid Mechanics (CET 730 Advanced Fluid Mechanics, MAE 713 Transport Phenomena, MAE 612 Intermediate Fluid Mechanics, MAE 714 Computational Fluid Dynamics),
- Reaction/Kinetics (CET 750 Engineering Reaction Kinetics, ATM 750 Reaction Kinetics and Molecular Dynamics).
- Biology (CET 641 Environmental Engineering Microbiology, BME 601 Biochemistry and Cellular Physiology for Engineers, BME 665 Principles of Cellular and Tissue Engineering, BIL 644 Biology of Viruses).

Only students with a 3.25 GPA or higher in these courses will be permitted to proceed with their qualifying exam.

7. PROCEDURE TO TRANSFER CREDIT FROM ANOTHER INSTITUTION

Graduate credit earned at another institution and NOT used to fulfill other degree requirements may be transferred to the University of Miami (UM) and may be used to meet program course requirements for a graduate degree in CEME. Students entering the PhD program with an MS degree cannot “transfer” credits used towards their prior MS degrees.

Transfer credit may be considered to count towards a Ph.D. degree. Restrictions are given below.

1. Only graduate credits with grades of "B" or above are eligible for transfer.
2. Credit hours that pertain to, or have been counted toward another degree, cannot be transferred.
2. You must first be admitted to the CEME graduate program.
3. Transferred credits will not be calculated into the University of Miami GPA.
4. Work taken more than 6 years prior to transfer will not be accepted.
5. The coursework to be transferred must be listed on your Plan of Study and fully approved by your Supervisory Committee.
6. The coursework to be transferred must also meet Graduate School requirements. The form to petition for the transfer of graduate credits is available at: <https://www.grad.miami.edu/policies-and-forms/forms/index.html>.

8. GUIDELINES FOR PH.D. QUALIFYING EXAMINATIONS

The first part of the qualifying exam (called “oral exam”) is taken at the end of the first year of study. The second part of the qualifying exam (called “written exam”) is taken within 30 months from the beginning of the student’s PhD program. Students must have passed the core course requirements to be eligible to take the oral exam.

As part of the oral exam, eligible students will present a research topic (20 minutes). The purpose of the oral exam is to test student’s ability for research (not progress). As part of the oral exam, the committee members will ask questions related to chemical, environmental, and materials engineering principles based upon the presentation (about 20 minutes). The committee then votes on the outcome: (1) pass, (2) conditional pass, (3) fail with an option to retake once, or (4) fail. The Graduate Program Director (GPD) provides each PhD student with the decision in writing.

The written exam will be organized by the PhD student’s Supervisory Committee. The students who pass the oral exam will submit their dissertation proposal as the written exam. This written proposal is to also be defended orally. The Supervisory Committee Chair submits a written memorandum to the GPD to confirm the outcome of the written exam. Upon successful defense of the dissertation, the student is admitted to candidacy.

9. PROCEDURE FOR ADMISSION TO PH.D. CANDIDACY

During the various stages that eventually lead to a Ph.D. degree, an individual may be denoted as a "Ph.D. student", a "Ph.D. candidate", or a "Doctoral candidate". A "Ph.D.

candidate" or "Doctoral candidate" is an individual who has successfully completed the requirements of Ph.D. candidacy. The requirements include, among others, the passing of the oral exam and the written exam. Being admitted to Ph.D. candidacy is a prerequisite for defending the dissertation. Any other individual who has not yet completed those requirements is termed a "Ph.D. student".

This section is intended to provide students with guidance on how to complete the administrative steps to ensure that they are admitted to Ph.D. Candidacy in a timely manner.

9.1 Instructions

For Ph.D. students enrolled in CEME, all the following steps must be completed to become admitted to Ph.D. candidacy:

Step 1: Pass the oral exam.

Step 2: Pass the written exam (proposal defense).

Step 3: Complete the *Application for Admission to Candidacy* form from the University of Miami's Graduate School [website](#). The form is dynamic (web-based), which requires SSO login.

Step 4: Request that your Advisor confirm the completion of the necessary requirements by contacting the CEME Graduate Program Director.

Step 5: Once the Graduate School sends a notification that the form has been approved, download an unofficial student transcript from CaneLink and verify that a milestone was added to it. Look for this text on the transcript:

Candidacy Status: Completed; Milestone Title: ADMISSION TO CANDIDACY FOR THE PHD DEGREE AS OF mm/dd/yyyy.

If that text does not appear on the transcript, the student has not been admitted to Ph.D. Candidacy. In that event, contact the Graduate School on the status of the form. Continue to register for CET 830 until the milestone appears on the transcript.

Step 6: Once the milestone appears on the transcript, students can register for CET 840 (Post-Candidacy Doctoral Dissertation). The student is now considered a "Ph.D. Candidate".

9.2 Graduate School Requirements

Note the following registration requirements stipulated by the Graduate School:

- The steps for Admission to Candidacy must be completed at least one semester prior to graduation.
- Students must register for at least 1 credit of CET 840 in the semester in which they defend their dissertation.
- Students must register for at least 1 credit of CET 840 in the semester in which they graduate.
- The maximum enrollment during any given semester is 12 credits. Please plan your enrollment in the required number of credits for graduation to avoid more than 12 in a semester.

10. PH.D. DISSERTATION AND DEFENSE

10.1 Writing Resources

The following resources are made available by the University of Miami to assist graduate students in preparing scholarly products, including theses and dissertations. Dates, times, and locations are specified on the Graduate School's [Events and Calendar](#).

Dissertation Writing Group (DWG). This workshop provides Ph.D. students with an expanded network of support to encourage completion of the dissertation writing process. The DWG is open to doctoral students from all programs, and is a joint effort sponsored by the Graduate School, the UM Writing Center, and UM Libraries. The DWG typically meets once per week to provide a shared writing space and to discuss daily/weekly goals and time for some general questions and answers.

ETD Writing Resources Workshop. This workshop is intended to inform graduate students of the requirements that graduate students must fulfill to complete the electronic thesis and dissertation (ETD) submission process. Students join representatives from the Graduate School, UM Libraries, and the Writing Center for presentations about on-campus writing resources and the online submission process. Workshops are offered at the beginning of Fall and Spring semesters.

Graduate Writing Retreat. The Graduate Writing Retreat brings graduate students from all disciplines together for intensive days of dedicated writing time and support toward completing the dissertation or other manuscript. The Retreat is also a platform for reflection and discussion about writing, which can help to improve writing skills and maintain a regular writing routine. The event begins with an orientation and welcome session, followed by dedicated writing time. Three retreats are scheduled per academic year (Spring, Summer, and Fall).

Writing Center. The Writing Center at the University of Miami offers free, personalized assistance with all types of writing assignments. The Writing Center is offered by the English Department and can help students at any stage of the writing process, from brainstorming to final revisions. The Writing Center serves the University of Miami community, including undergraduate and graduate students, faculty, and staff. Consultations can be scheduled [online](#).

10.2 Preparing to Defend

All Ph.D. dissertation defenses **must be public and must be formally announced**. Students must plan in advance and consult the Academic Calendar since the defense must be completed before the Last Day to Defend deadline of their desired graduation semester. Visit the [ETD Submission Deadlines By Semester](#) section under the ETD (Electronic Theses and Dissertations) tab to view the deadlines for upcoming semesters.

At least 10 calendar days prior to the defense: Ph.D. students must notify the CEME Graduate Program Director and the CEME Office Manager with a 1-page announcement summary or one *PowerPoint* slide that includes the following:

- Student name
- Title of dissertation
- Abstract (~150 words); pictures optional
- Date, time, and location of defense

- Zoom link for those who will participate remotely
- Names of Committee Chair (Advisor) and committee members along with their affiliations (departments)

Students must next submit the online [Defense Notice Form](#) to the Graduate School. Do not submit this form until the final defense date has been confirmed with the Committee.

As part of the Ph.D. defense, supervisory committee members are required to complete outcome assessment forms in the form of a rubric and these forms are to be gathered by the Chair of the supervisory committee with a copy provided to the GPD and Office Manager.

10.3 After the Defense

After the successful completion of the defense, students must submit several online forms to the Graduate School. These forms are available at: <https://www.grad.miami.edu/policies-and-forms/forms/index.html>

Certificate of Defense Approval: This form serves as proof of the successful defense of the thesis or dissertation.

ETD Final Content Approval Form: This form serves as a replacement of the traditional signed hard copy of the Signature page from the thesis or dissertation. It serves as proof that all Committee members approve the final version of the thesis or dissertation. Students must complete the ETD Final Content Approval Form *before* uploading the thesis or dissertation to the Scholarly Repository, as confirmation that the committee has reviewed and approved the final document content.

ETD Availability Agreement Form: This form notifies the Graduate School of the online availability option selected for each student's thesis or dissertation in the UM Scholarly Repository. Prior to completing the form, students should discuss with their Advisor what availability option is most appropriate in the Repository. Graduation Checklist

Students should follow the following checklists in section 12.1 for typical items that must be completed to ensure a smooth graduation. Note that these lists are not exhaustive.

11. THE END GAME

11.1 One Semester Before Graduation

☐	Contact designated administrative staff (e.g., CEME Office Manager or College of Engineering Graduate Program Manager) to verify that your student file is complete: • Original Application for graduate admission including Acceptance Letter • Official GRE, English Proficiency scores (e.g., IELTS, TOEFL, and Duolingo) (International Students) • Official Transcripts from all institutions listed on Original Application; transcript evaluations from an NACES approved vendor • Final Transcripts showing conferred degree(s) from all Institutions where previous degree(s) were obtained • Teaching Evaluations
--------------------------	--

	• Other documents such as Petitions for Transfer of Credit, etc.
☐	Make sure you do not have any of the following in your transcript: • Incomplete (I) • No Grade (NG) If you have any of these, contact the course instructor to request a grade change.
☐	Notify the CEME Graduate Program Director of your intended graduation date
☐	Verify that the courses and credits on your transcript are the same as those that appear on your approved Plan of Study. If they are not identical, you will need to revise your Plan of Study and obtain signatures again.

11.2 Semester of Graduation

☐	Register for CET 840 (Post Candidacy Dissertation)
☐	Apply for graduation via CaneLink; the Academic Calendar provides the deadline
☐	If you missed the application deadline, email gradclearance@miami.edu noting "Late Application for Graduation" and include the following information: • Student ID: • Last Name: • First Name: • Attending Commencement: (yes/no) If yes, include height and weight for regalia order • Number of Commencement guests: • Name in Commencement book:
☐	If completing a thesis or dissertation, refer to the additional requirements in section 11 of this Handbook. Also, you must have your dissertation/thesis reviewed by the Graduate School Dissertation Editor and approved in the ETD repository. Check the deadlines: http://www.grad.miami.edu/policies-and-forms/forms/index.html

11.3 Degree Conferral

The transcript is used to denote successful completion of a degree program. Students can verify that they have graduated by downloading an unofficial copy of their transcript from CaneLink. Look for the words "Degree Awarded" and "Confer Date".

☛ You did not complete your degree unless your transcript indicates "Degree Awarded" with the corresponding "Confer Date".

Summary for Additional Resources and Assistance

Who do you contact?

Research Mentor	Graduate Program Director (H. Solo-Gabriele, V. Sharma, S. Amin, D. Mukherjee)	Office Staff (Kareen Joseph)	CoE Graduate Program Coordinator (Melody Kekez)
Suggested coursework	Course registration	Salary*	Submission of official documents
Requested time off	Degree requirements	Health insurance*,b	Visa renewal
Research questions	TA assignment*,a	Tuition waivers	Events to be advertised to all graduate students
Conflict with students in lab	Qualifying exam*	Reimbursements	
	Graduate School required documents*		
	Conflict with mentor		
	Concern about professor and/or grade in course		

*Relevant to PhD students only

^aDepartment Chair (Dr. Wu)

^bPhD students employed by UM are eligible for a 100% health insurance subsidy. To receive the health insurance subsidy, the steps must be completed in Canelink prior to October 15. Also the job assignment for the PhD student must be completed before they are eligible for the subsidy.

Additional documents available at: <https://ceme.coe.miami.edu/resources/student-resources/index.html>

At this link please see:

- Mentor Agreement Communication Logistics form
- Individual Development Plan for PhD Student
- PhD Student Progress Reports