



# CEMAT GRADUATE STUDENT HANDBOOK

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## 1. ABOUT THIS HANDBOOK

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

## 2. FREQUENTLY ASKED QUESTIONS

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### *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 (CEmaT) located?*

- ☞ The main office of the CEmaT department is currently in Room 325 on the 3<sup>rd</sup> 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 should automatically be 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's a 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. 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.

#### *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>

## 2.1 Advising

#### *Who should meet with first when I arrive to campus?*

- ☞ Before students begin their graduate program, they must meet with the Graduate Program Director (Dr. Chin) who will outline a few basic policies and review some standard procedures to enable them to make a smoother transition into graduate study. Email Dr. Chin ([dchin@miami.edu](mailto:dchin@miami.edu)) to arrange an informal meeting prior to arriving on campus.

#### *Who is my primary academic advisor?*

- ☞ Your primary academic 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.

#### *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.

#### *Who should I select for other Supervisory Committee members?*

- ☞ Try to select faculty members whose interests are similar to yours. To select the member outside of the CEmaT department, ask your primary academic advisor and Chair of your Supervisory committee (these are the same person) for advice.

#### *When will certain CEmaT courses be offered?*

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

*Are graduate courses offered by the CEmaT department during the summer?*

- ☞ Typically, not. However, on occasion, the CEmaT department will offer summer courses. Contact the Graduate Program Director (Dr. Chin, [dchin@miami.edu](mailto:dchin@miami.edu)) for 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](#)
  - For all new graduate students in the CEmaT department contact the Graduate Program Director (Dr. Chin) for date, time, and location.

## 2.3 Administrative

*How do I pay my term bill?*

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

*How do I set up direct deposit?*

- ☞ Contact the CEmaT 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 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 to obtain all of this documentation must be borne by the student. **A student cannot be admitted to candidacy nor graduate unless all this documentation is completed.**

## 3. FELLOWSHIPS

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### 3.1 College of Engineering Fellowships and Assistantships

Research Assistantships and Fellowships are mentored research experiences under the supervision of the graduate student's primary research advisor and supervisory committee members.



### 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 vary each year and are usually very competitive. Students interested in applying should consult the Graduate School's [website](#) for more information.

## 4. SUPERVISORY COMMITTEE

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The supervisory committee must have at least four members, with at least two members being Graduate Faculty members in CEmaT. The chair must be regular faculty and a member of the Graduate Faculty and may or may not be from CEmaT. If the chair is from CEmaT and a member of the Graduate Faculty, then only one other member of the committee must be from CEmaT and a member of the Graduate Faculty. There must be at least one outside (non-CEmaT) member.

## 5. DEGREE REQUIREMENTS

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### UM Policies:

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

Once all course and required research credit hours are completed, the student must enroll in Research in Residence 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.

### CEmaT 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 9 course credits must be at the 700-level in the CEmaT 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. Resident non-dissertation

credits must include a minimum of 15 course credits, 6 graduate-seminar credits, and 3 graduate-teaching credits. At least 9 course credits must be at the 700-level in the CEmaT department or, with the permission of the supervisory committee, can be taken outside the department.

### **Teaching proficiency**

All PhD students should demonstrate teaching proficiency. This is done by being an assistant to the instructor in classes in the CEmaT department for 2-3 semesters. 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 CEmaT Department will organize seminars that will feature visiting scholars as well as faculty and students from the University of Miami. All Ph.D. students are required to enroll in the CEmaT Graduate Seminar Series. A satisfactory grade (S) is required to receive credit and is earned by regular attendance and participation at these seminars. Ph.D. students may be required to present their research as a means of preparing for the dissertation defense and improving communication skills.

## **6. ACADEMIC STANDARDS**

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A student in the graduate program is required to 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".

Probation: A student who does not meet all of the requirements for being in 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 in its entirety (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.

## **7. PLAN OF STUDY (PoS)**

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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 (CEmaT). The Plan of Study must be approved by a supervisory committee within the first semester of admission, and prior to admission to Ph.D. candidacy. The latest Plan of Study form can be found on the CEmaT department website (<https://ceme.coe.miami.edu/index.html>).

## **8. PROCEDURE TO TRANSFER CREDIT FROM ANOTHER INSTITUTION**

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Graduate credit earned at another institution may be transferred to the University of Miami (UM) and may count towards a graduate degree in CEmaT.

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 CEmaT graduate program.
3. Transferred credits will not be calculated into the University of Miami GPA.
4. Work taken more than 6 years taken prior to transfer will not be accepted.
5. Your Supervisory Committee must fully approve your Plan of Study, which will list the coursework to be transferred.

## **9. GUIDELINES FOR PH.D. QUALIFYING EXAMINATIONS**

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The first part of qualifying exam is taken at the end of the first year of study. The qualifying exam consists of a set of written tests that cover material from the student's baccalaureate studies, as well as material from the student's first year of study. The qualifying exam will



be coordinated and administered by the supervisory committee, with the following guidelines:

- Each member of the supervisory committee will prepare a test consisting of a set of questions/problems which will be administered to the student by the committee member.
- The scope of each test will be coordinated by the chair of the supervisory committee so as to minimize overlap in content.
- The student will be informed in advance of the material to be covered on each test. Normally, the material will be relevant to the student's research area.
- The format of each test will be determined by the responsible committee member.
- Each committee member will grade their test within one week of when it is taken.
- The student is required to pass each test, with the passing score determined by the committee member administering the test.
- If the student does not pass one or more of the tests, then follow-up tests to those not passed will be administered by the corresponding committee members in the January following the first tests. If the student does not pass all the second tests, he/she will be dismissed from the program.
- All qualifying exams will be offered in a two-week window in the August following the student's admission into the program, assumed to be in the previous August.

After passing the qualifying exam, the next milestone is the dissertation proposal defense. Upon successful defense of the dissertation, the student is admitted to candidacy.

### **Proposal Defense**

The second part of the qualifying exam is the proposal defense. This is typically taken at the end of the second year. A student is admitted to candidacy after passing the proposal defense.

## **10. PROCEDURE FOR ADMISSION TO PH.D. CANDIDACY**

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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 comprehensive qualifying examinations and the dissertation proposal. Being admitted to Ph.D. candidacy is a pre-requisite 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.

### **10.1 Instructions**

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

**Step 1:** Pass the written and oral Qualifying Examinations.

**Step 2:** 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 3:** Request that your Advisor confirm the completion of the necessary requirements by contacting the CEmaT Graduate Program Director.

**Step 4:** 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 5:** 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".

## 10.2 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 actually defend their dissertation.
- Students must register for at least 1 credit of CET 840 in the semester in which they *actually* graduate.

## 11. PH.D. DISSERTATION AND DEFENSE

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### 11.1 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, following 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 all of the University of Miami community, including undergraduate and graduate students, faculty, and staff. Consultations can be scheduled [online](#).

### 11.2 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 CEmaT Graduate Program Director 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
- 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.

### 11.3 After the Defense

After the successful completion of the defense, students must submit several online forms to the Graduate School.

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 *prior* to uploading the thesis or dissertation to the Scholarly Repository, as confirmation that the committee has reviewed and approved the content of the final document.

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 for typical items that must be completed to ensure a smooth graduation. Note that these lists are not exhaustive.

## 12. THE END GAME

### 12.1 One Semester Before Graduation

<input type="checkbox"/>	Contact CEmaT staff to verify that your student file is complete: <ul style="list-style-type: none"> <li>• Original Application for graduate admission including Acceptance Letter</li> <li>• Official GRE, TOEFL scores (International Students)</li> <li>• Official Transcripts from all institutions listed on Original Application; transcript evaluations from an <a href="#">NACES approved vendor</a></li> <li>• Final Transcripts showing conferred degree(s) from all Institutions where previous degree(s) were obtained</li> <li>• Teaching Evaluations</li> <li>• Other documents such as Petitions for Transfer of Credit, etc.</li> </ul>
<input type="checkbox"/>	Make sure you do not have any of the following in your transcript: <ul style="list-style-type: none"> <li>• Incomplete (I)</li> <li>• No Grade (NG)</li> </ul> <p>If you have any of these, contact the course instructor to request a grade change.</p>
<input type="checkbox"/>	Notify the CEmaT Graduate Program Director of your intended graduation date
<input type="checkbox"/>	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.

### 12.2 Semester of Graduation

<input type="checkbox"/>	Register for CET 840 (Post Candidacy Dissertation)
<input type="checkbox"/>	Apply for graduation via CaneLink; the Academic Calendar provides the deadline
<input type="checkbox"/>	If you missed the application deadline, email <a href="mailto:gradclearance@miami.edu">gradclearance@miami.edu</a> noting "Late Application for Graduation" and include the following information: <ul style="list-style-type: none"> <li>• Student ID:</li> <li>• Last Name:</li> <li>• First Name:</li> <li>• Attending Commencement: (yes/no) If yes, include height and weight for regalia order</li> <li>• Number of Commencement guests:</li> <li>• Name in Commencement book:</li> </ul>
<input type="checkbox"/>	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: <a href="http://www.grad.miami.edu/policies-and-forms/forms/index.html">http://www.grad.miami.edu/policies-and-forms/forms/index.html</a>
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### 12.3 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".**