



UNIVERSITY OF MIAMI
DEPARTMENT OF CIVIL AND
ARCHITECTURAL ENGINEERING



GRADUATE
STUDENT
HANDBOOK
2022-2023

GRADUATE STUDENT HANDBOOK

UNIVERSITY OF MIAMI – CIVIL AND ARCHITECTURAL ENGINEERING

Table of Contents

1. About this Handbook.....	4
2. Welcome	5
3. Department Contacts	6
3.1 Leadership.....	6
3.2 Faculty.....	6
3.3 Staff.....	7
4. Getting Started.....	7
4.1 Day One	7
4.2 Advising	9
4.3 Course Selection and Registration	9
4.4 Administrative	11
4.5 Other	12
5. Graduate Student Roles	12
5.1 Teaching Assistantships (Full-Time Ph.D. Students Only).....	12
5.2 Research Assistantships (Full-Time Ph.D. Students Only)	13
5.3 Graduate School Fellowships (Full-Time Ph.D. Students Only)	13
6. Advisor and Supervisory Committee.....	13
6.1 Requirements.....	13
6.2 Selection Procedure.....	14
6.3 Mentoring and Advising.....	15
7. Degree Requirements.....	15
7.1 Course Groups	15
7.2 Master of Science (M.S.).....	16
7.3 Doctor of Philosophy (Ph.D.)	17
7.4 Seminar Series	17
7.5 Graduate Teaching.....	18
7.6 Academic Standards	18
7.7 Incompletes.....	19
8. Program of Study (PoS)	19

8.1 Purpose	19
8.2 Supervisory Committee Requirements	20
9. Guidelines for Ph.D. Qualifying Examinations	20
9.1 Purpose.....	20
9.1 Administration	21
9.2 Content	21
9.3 Format	21
9.4 Grading	22
9.5 Retake Option	22
10. Procedure For Admission To Ph.D. Candidacy	22
10.1 Instructions	23
10.2 Graduate School Requirements.....	23
11. Ph.D. Dissertation and Defense	24
11.1 Writing Resources.....	24
11.2 Preparing to Defend	24
11.3 After the Defense	25
12. Grievance Procedures	25
12.1 Grades.....	25
12.2 Other	25
13. Procedure to Transfer Credit from Another Institution.....	26
13.1 Restrictions.....	26
13.2 Instructions	26
14. Timelines	28
15. Graduation Checklist.....	30
15.1 One semester before graduation	30
15.2 Semester of Graduation	30
15.3 Degree Conferral	31
16. Personal	31
16.1 Wellness.....	31
16.2 Leave of Absence.....	31
17. Useful Links.....	32

1. ABOUT THIS HANDBOOK

This handbook is provided to graduate students in the Department of Civil and Architectural Engineering (CAE) at the University of Miami. Its format is intended to be viewed digitally since it contains many web links. This document serves as a guide to assist students in the process of earning their graduate degree. It does not replace the necessity for advising nor does it address all policies and requirements. Rather, it is intended as a supplement to the *Academic Bulletin*. It is each student's responsibility to read and understand the information pertaining to graduate studies at the University of Miami in the *Academic Bulletin*, the *Graduate School Handbook*, and this handbook. If a discrepancy exists between this document and the *Academic Bulletin*, the *CAE Graduate Academic Bulletin* shall take precedence followed by this handbook, then the *Graduate School Handbook*. The rules and regulations provided in this handbook are for information only. They do not, in any way, constitute a contract between the student and the University of Miami. The University of Miami reserves the right to modify the regulations and requirements at any time as deemed necessary.

Version history

<i>July 19, 2021</i>	<i>Version 1 prepared by Giancaspro</i>	
<i>August 4, 2021</i>	<i>Version 2 prepared by Giancaspro</i>	<i>Minor corrections</i>
<i>Sept. 13, 2021</i>	<i>Version 3 prepared by Giancaspro</i>	<i>Added info for Grad. Program Secretary</i>
<i>Dec. 4, 2021</i>	<i>Version 4 prepared by Giancaspro</i>	<i>Ph.D. corrections for Requirement #3; revised CAE Faculty list</i>
<i>March 9, 2022</i>	<i>Version 5 prepared by Giancaspro</i>	<i>Minor clarification</i>
<i>May 30, 2022</i>	<i>Version 6 prepared by Giancaspro</i>	<i>Ph.D. degree credit requirements; Teaching requirements; Course grouping updates; Minor clarifications</i>
<i>June 27, 2022</i>	<i>Version 7 prepared by Giancaspro</i>	<i>Minor update to Graduation Checklist</i>
<i>July 15, 2022</i>	<i>Version 8 prepared by Giancaspro</i>	<i>Clarified graduate application requirements</i>

Department of Civil and Architectural Engineering (CAE)

MEB 323 • 1251 Memorial Drive • Coral Gables, FL 33145

Phone: (305) 284-3391 • Office Hours: 8:30 AM to 4:30 PM

cae.coe.miami.edu

2. WELCOME

Welcome to the Department of Civil and Architectural Engineering at the University of Miami!

Your acceptance into the CAE graduate programs demonstrates our faculty's confidence that you have the capability and motivation to contribute to the growth and future of your engineering field.

The CAE Department is focused on educating the next generation of engineers to prepare societal leaders with strong scientific and technical skills combined with an ethical and moral outlook to impact academia, business, government and/or the non-profit sector. Through discovery of new knowledge and its application we tackle global challenge problems, and create opportunities through innovation and entrepreneurship. We do this with a deep commitment to excellence, demonstrated meritocracy, transparency, inclusiveness, and diversity.

This handbook is applicable to the following CAE graduate degree programs:

- Doctor of Philosophy (Ph.D.) in Civil Engineering
- Master of Science in Architectural Engineering (M.S.A.E.)
- Master of Science in Civil Engineering (M.S.C.E.)
- Dual M.S. in Civil Engineering with the University of Bologna

I look forward to personally welcoming you to the University of Miami and am confident that you will feel at home in this exciting atmosphere to pursue your graduate education.

James Giancaspro

CAE Graduate Program Director

3. DEPARTMENT CONTACTS

3.1 Leadership

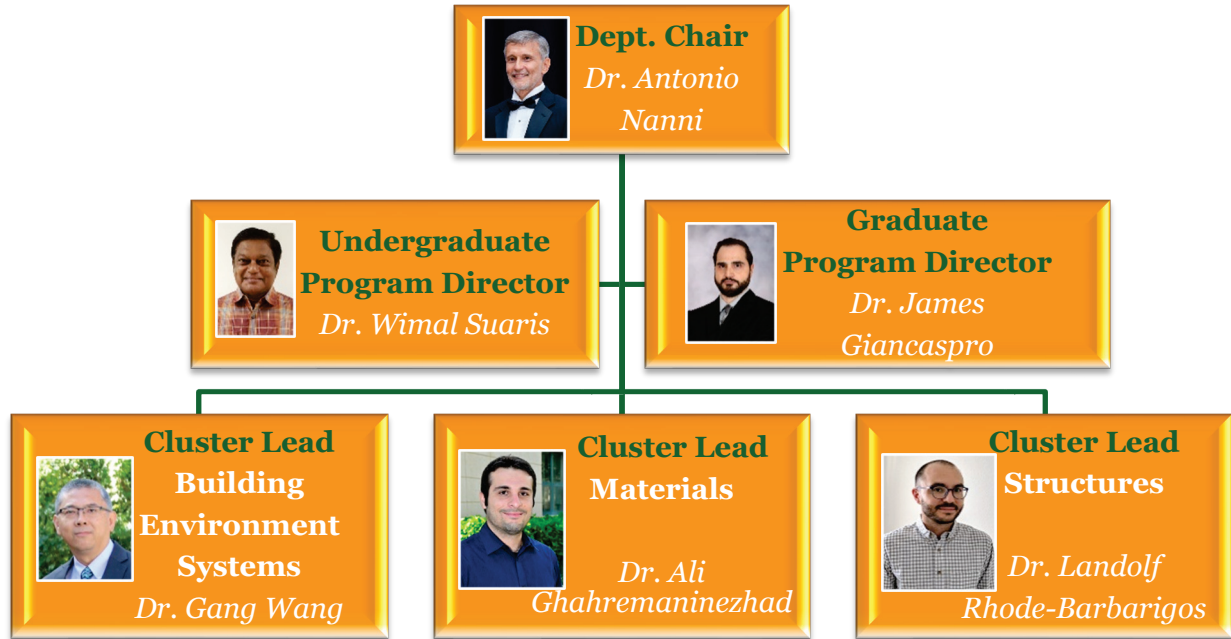


Figure 3-1. CAE leadership contacts

3.2 Faculty



Esber Andiroglu

ASSOC. PROF. PRACTICE
e.andiroglu@miami.edu
McArthur 317



Diana Arboleda

SENIOR LECTURER
d.arboleda@miami.edu
McArthur 314



Jean Pierre Bardet

PROFESSOR
bardet@miami.edu
McArthur



Ali
Ghahremaninezhad

ASSOCIATE PROFESSOR
a.ghahremani@miami.edu
McArthur 316



James Giancaspro

ASSOCIATE PROFESSOR
jwgiancaspro@miami.edu
McArthur 323



Antonio Nanni

PROFESSOR, CHAIR
nanni@miami.edu
McArthur 324



Landolf Rhode-
Barbarigos

ASSISTANT PROFESSOR
landolfrb@miami.edu
McArthur 320



Luis Ruiz Pestana

ASSISTANT PROFESSOR
luisruizpestana@miami.edu
McArthur 307



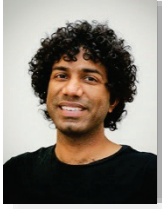
Amin Sarafraz

RESEARCH ASST. PROF.
a.sarafraz@umiami.edu
McArthur

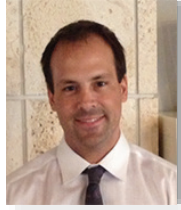


Wimal Suaris

ASSOCIATE PROFESSOR
wsuaris@miami.edu
McArthur 309



Prannoy Suraneni
ASSISTANT PROFESSOR
suranenip@miami.edu
McArthur 318



Matthew Trussoni
ASST. PROF. PRACTICE
trussoni@miami.edu
McArthur 322



Derin Ural
PROF. OF PRACTICE
dnu3@miami.edu
McArthur



Gang Wang
ASSOCIATE PROFESSOR
g.wang2@miami.edu
McArthur 319

3.3 Staff

Eduard Peter Chicota Allende
Graduate Program Secretary
305-284-3391 • epc56@miami.edu

Contact for:

- Admissions documentation
- Building access and office keys
- Campus visitors
- CaneLink related questions
- Compliance training
- Conference room scheduling
- Course registration
- Dissertation defense announcements
- Graduate student administration
- Physical Plant (Facilities) work orders
- Student visas
- Transcripts

Alicia Myers
CAE Office Manager
305-284-3391 • avm85@miami.edu

Contact for:

- ECRT certification processing
- Employee and student payroll
- Grant accounting
- Invoice processing/accounts payable
- Proposal submissions
- Purchase orders
- Student hiring
- Travel reimbursements

4. GETTING STARTED

This section provides answers to frequently asked questions (FAQs) from incoming graduate students.

4.1 Day One

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 Civil and Architectural Engineering (CAE) located?

- ☞ The main office of the CAE department is located in room 325 on the 3rd floor of the McArthur Engineering Building on the Coral Gables campus. The mailing address is 1251 Memorial Drive, Coral Gables, FL 33145. 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 authentication process that provides access to multiple University systems and services via use of a single username and password. Your CaneID Password safeguards your access privileges on many UM systems and should be known only to you.
- ☞ Your CaneID is also 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@...*
- ☞ You can obtain your CaneID by visiting the [UMIT CaneID](#) website.

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

- ☞ The email address should be automatically created for you after you create your CaneID. To access the email via 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, viewing their course schedule, and many more. 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 each U.S. citizen and eligible U.S. residents who apply for one.
- ☞ An SSN will enable a student to receive their stipend as an RA or a TA. Without an SSN, a student will not be able to receive any income. 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. 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. They should contact Eduard Peter Chicota Allende (epc56@miami.edu) for guidance on how to initiate the process.

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>

4.2 Advising

Who should I first meet when I arrive to campus?

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

Who is my advisor?

- ☞ Ph.D. students: a CAE faculty member should have already reached out to you during the application review process.
- ☞ M.S. students: you choose your graduate advisor, who must be a full-time CAE faculty member and a member of the Graduate Faculty. Nearly all CAE faculty qualify as advisors; their profiles can be viewed on the [CAE website](#). Choose a faculty member whose interests align with yours, then reach out to one of them with a brief introduction of yourself (email or in person) and ask if he/she is willing to serve as your advisor.
- ☞ M.S. students (5-year BS/MS): you choose your graduate advisor, who must be a full-time CAE faculty member and a member of the Graduate Faculty. Nearly all CAE faculty qualify as advisors; their profiles can be viewed on the [CAE website](#). Choose a faculty member whose interests align with yours, then reach out to one of them with a brief introduction of yourself (email or in person) and ask if he/she is willing to serve as your advisor. In your senior year as an undergraduate and 5th year as a graduate student, you will continue to be advised by your undergraduate advisor for any matters related to your undergraduate studies. Your graduate advisor will advise you for matters related to your graduate studies.

4.3 Course Selection and Registration

How do I register for courses?

- ☞ Ph.D. students: meet with your advisor and he/she will assist you in selecting courses during your first semester.
- ☞ M.S. students: you will first need to tentatively plan your course schedule for your M.S. degree so that it satisfies all requirements. The degree requirements are outlined in the Program of Study (PoS) form. The current version is available online at the [CAE Graduate](#) website. Scroll to the Graduate Student Resources section and download the form. There are step-by-step instructions on how to complete the form. You may register for courses once the PoS form is completed. For students in the 5-year BS/MS program, you will also need to submit the Application for Undergraduates to Take a Graduate Course form available on the [Graduate School](#) website.

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

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

Who should I select for other Supervisory Committee members?

- ☞ Try to select faculty members whose interests and career path are similar to yours. To select the member outside of the CAE department, ask your advisor for advice.

When will certain CAE courses be offered?

- ☞ The course offerings for the upcoming semester should be available at [CaneLink Class Search](#).
- ☞ The tentative CAE course rotation can be found in the "Program of Study and Course Planning" compressed folder posted on the [CAE Graduate](#) website. Scroll to the Graduate Student Resources section.

What do the abbreviations CAE, CET, AEN, CEN, and ENE represent?

- ☞ CAE: Department of Civil and Architectural Engineering
- ☞ CET: Department of Chemical, Environmental, and Materials Engineering
- ☞ AEN: Architectural Engineering
- ☞ CEN: Civil Engineering
- ☞ ENE: Environmental Engineering

Where are the course descriptions?

- ☞ The descriptions can be found by clicking the link "Course Listing" on the [CAE Graduate](#) website. Scroll to the Graduate Student Resources section.

Are graduate courses offered by the CAE department during the summers?

- ☞ On occasion, the CAE department will offer summer courses. Contact the Graduate Program Director (Dr. Giancaspro jwgiancaspro@miami.edu) for availability.

Where can I find the course registration form to complete?

- ☞ Please see Eduard in the main CAE office.

How do I transfer credits from my previous institution?

- ☞ A step-by-step procedure can be found in section 13, "Procedure to Transfer Credit from Another Institution", on page 26 of this Handbook.

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 CAE department and the CAE department; contact the Graduate Secretary (Eduard Peter Chicota Allende epc56@miami.edu) for date, time, and location

When and where do I buy books? How do I know what books to buy?

- ☞ Books and other necessities can be purchased through the University of Miami [Bookstore](#), which is located in the Whitten University Center on the Coral Gables campus. This bookstore will have a list of the required course materials.

Do I need to complete any special training before I can begin my research or work?

- ☞ All students who plan to conduct research (whether analytical or experimental) must complete several training modules as described on the College of Engineering's (CoE) website ([Resources for Graduate Students](#)).

Do I need to take formal training as a Teaching Assistant or a Research Assistant?

- ☞ All new incoming Ph.D. students should already have been enrolled in the online Teaching Assistant Orientation Training provided by the Graduate School through a Blackboard organization.

4.4 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?

- ☞ M.S. Students: The Office of Student Account Services has a step-by-step tutorial for direct deposit. It can be found [here](#).
- ☞ Ph.D. Students: Direct deposit is set up differently. Please contact the CAE office manager, Alicia Meyers, for more information. She may be reached via email or in person at the main CAE office located in room 325 on the 3rd floor of the McArthur Engineering Building on the Coral Gables campus.

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 CAE 8xx (CAE 810, 820, 825, 830, 840, or 850).

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

- ☞ All graduate students must make arrangements to have the following documents sent to the University of Miami:
 - Original official transcripts (in the original language) sent directly from the previous institution to the University of Miami
 - Original official transcripts (translated to English) sent directly from the previous institution to the University of Miami
 - Original official diplomas (in the original language) sent directly from the previous institution to the University of Miami
 - Original official diplomas (translated to English) sent directly from the previous institution to the University of Miami
 - If a prior degree (such as a B.S.) was not completed at the time of application to our graduate program, the final transcript (showing that the degree is now conferred) 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 must first be performed by an evaluation service that is pre-approved by the University of Miami. Those documents must be official and be sent directly from the evaluation service to the University of Miami. If an evaluation was performed on a transcript before the degree was conferred, the final transcript (showing the actual degree conferral) must be sent for transcript translation and evaluation. While this may seem redundant, it is necessary to verify that the anticipated degree was actually awarded.
 - 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 of this documentation is completed.
- ☞ Refer to Table 4-1, which graduate students should print, complete (by checking the boxes), and meet with CAE staff to verify that all documents are in order.

Table 4-1. Verification of graduate application documents

Institution	Official Transcripts			Evaluation Reports				Official Diplomas	
	Orig. Lang.	English	Final? (Degree conferred)	English Trans.	US Degree	GPA (4.0)	Final? (Degree conferred)	Orig. Lang.	English
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.5 Other

Where can I find a summary of my responsibilities, benefits, and time off?

- ☞ Visit the College of Engineering's website ([Resources for Graduate Students](#)), which provides an overview of this information.

What is a typical day like for a Ph.D. student?

- ☞ The schedules of Ph.D. students can vary depending on their progress in the program and the type of research they are performing. Students in their first year may be primarily taking courses, while students nearing their dissertation defense may be devoting most of their day to writing and polishing their dissertation. Students in the core of their Ph.D. study (years 2 and 3) may spend a portion of the time in class, while a majority is spent in either a laboratory conducting experiments or performing analytical work in front of a computer.
- ☞ Incoming students should speak to their advisor to obtain a realistic idea of their daily responsibilities and work schedule.

Have another question?

- ☞ Contact the Graduate Program Director (Dr. James Giancaspro jwgiancaspro@miami.edu) or the Graduate Secretary (Eduard Peter Chicota Allende epc56@miami.edu). Both are located at the main CAE office located in room 325 on the 3rd floor of the McArthur Engineering Building on the Coral Gables campus.

5. GRADUATE STUDENT ROLES

5.1 Teaching Assistantships (Full-Time Ph.D. Students Only)

The CAE Ph.D. program trains students to become both researchers and educators. Disseminating research effectively hinges on the ability of a student to teach. Therefore, all Ph.D. students are expected to engage in at least two semesters of teaching experience,

typically during their first year of graduate study. Their role would be that of a Teaching Assistant (TAs), though not necessarily as extensive and time-consuming as a traditional TA. The mentored teaching experiences are typically under the supervision of the course instructor. The graduate student and instructor should meet on a regular basis for mentoring sessions. Specific course assignments are appointed based on departmental teaching needs as determined by the Department Chair.

Graduate students who ultimately seek to join the professoriate may apply to the Graduate School's [Teaching Academy](#), which provides students with opportunities to refine their teaching skills through experiential learning. Sessions typically run from August through November and could be delivered in-person or via a distance learning format.

5.2 Research Assistantships (Full-Time Ph.D. Students Only)

Research Assistantships (RAs) are mentored research experiences under the supervision of the graduate student's primary research advisor and supervisory committee members. The graduate student and faculty member must meet on a regular basis for mentoring sessions.

5.3 Graduate School Fellowships (Full-Time Ph.D. Students Only)

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.

6. ADVISOR AND SUPERVISORY COMMITTEE

6.1 Requirements

Both M.S. and Ph.D. students must have a Committee Chair (Advisor) and a Supervisory Committee to mentor and oversee their progress. The membership requirements for each student's supervisory committee are summarized below. A separate dissertation committee may be formed to oversee the progress of the dissertation (if applicable) but, in most instances, the student's supervisory committee also serves as the dissertation committee. Students should first refer to the online [Graduate Faculty List](#).

Master's: Minimum of 3 members:

1. Committee Chair (Advisor) shall be full-time CAE faculty and a member of the Graduate Faculty
2. Full-time or part-time CAE faculty
3. Non-CAE (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: Minimum of 4 members:

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

6.2 Selection Procedure

6.2.1 M.S. Students

This section is applicable to students enrolled in the following degree programs:

- Master of Science in Civil Engineering
- Master of Science in Architectural Engineering

M.S. students **must** form a Supervisory Committee **prior to enrolling in any graduate courses**. This is also true for students enrolled in the 5-year BS/MS program. Students should follow these steps:

Step 1: Identify a CAE Faculty member that is willing to serve as your Supervisory Committee Chair (Advisor). The Advisor must be a full-time faculty member in the CAE Department and a member of the Graduate Faculty; refer to the online [Graduate Faculty List](#).

Step 2: Review the professional background of other CAE faculty on the CAE website, and formulate a tentative list of Committee members.

Step 3: Meet with your Advisor to refine your list and to suggest other suitable faculty members (as well as an external member) to constitute a Committee.

Step 4: Contact or meet with the other prospective Committee members to ask for their willingness to serve on the Committee.

Step 5: Follow the steps on the Program of Study form to obtain written confirmation from the Committee members. The Program of Study form is available on the CAE Graduate website; also refer to section 8 in this handbook.

6.2.2 Ph.D. Students

Two committees are relevant to Ph.D. students:

1. Supervisory Committee
2. Dissertation Committee; this Committee oversees the progress of the dissertation but, in most instances, the student's Supervisory Committee also serves as the Dissertation Committee.

During their first year of Ph.D. study, students must identify members for their Supervisory Committee. (Students will already have an Advisor prior to matriculation.)

Step 1: Review the professional background of other CAE faculty on the CAE website, and formulate a tentative list of Committee members.


Step 2: Meet with your Advisor to refine your list and to suggest other suitable faculty members (as well as an external member) to constitute a Committee.

Step 3: Contact or meet with the other prospective Committee members to ask for their willingness to serve on the Committee.

The members selected for the Supervisory Committee will serve as the examining members of the qualifying exam and the dissertation *proposal*. Once you successfully pass your qualifying exam and complete the dissertation proposal:

Step 4: Follow the steps on the Program of Study form to obtain written confirmation from the Committee members. They will serve as the Dissertation Committee. The Program of Study form is available on the CAE Graduate website; also refer to section 8 in this handbook.

Step 5: Submit the online Application for Admission to Candidacy form on the Graduate School website.

 If there are any changes to the Dissertation Committee after the Admission to Candidacy form is submitted and processed, students must submit a Committee Composition Change Request form on the Graduate School website.

6.3 Mentoring and Advising

As a Ph.D. student, your Advisor is critical to your success. It is important that you form a good working relationship with him/her as well as the other members of the research group. Remember that your relationships should be mutually beneficial.

Open communication with your Advisor is of paramount importance. Here are a few important tips to consider:

- As your Advisor if you can schedule recurring meetings (either weekly or biweekly) with him/her so that you can receive regular feedback.
- Take notes when meeting with your Advisor. This is not a sign of weakness. Rather, it is a clear indication that you are interested and are taking seriously the time spent meeting. In addition, it is easy to later forget the details discussed during meetings.
- When you encounter challenges and difficulties (and you will), talk openly with your Advisor! Do not let a problem linger and become unmanageable. If you are in a predicament or do not know how to progress – this is not helping you nor your Advisor. Talk to rectify the issue so that you can resume your work.
- Be mindful that your Advisor has many obligations such as advising other students, writing research proposals, publishing papers, teaching classes, and performing service duties to the Department, the College, the University, and professionally. Be organized and do not waste his/her time. Organize your thoughts and be prepared with a list of items to discuss when meeting. This will maximize the productivity of your advising meetings.
- Your Supervisory Committee members are also sources of mentoring. Reach out to them periodically for insights and opinions.

7. DEGREE REQUIREMENTS

7.1 Course Groups

Courses have been classified into one of eight "Groups" as summarized in the following table. The complete list of courses and their corresponding Groups can be found in the [Academic Bulletin](#). Students are required to complete a specified number of graduate credits allocated among the Groups in accordance with their specific degree requirements. Students pursuing a Master of Science must complete at least 30 graduate

credits, while Ph.D. students (admitted in Fall 2022 or thereafter) must complete 72 graduate credits.

Table 7-1. Course Groupings

Group	Description	Courses
A	700-level lecture-based CAE courses in civil and architectural engineering; and 700-level lecture-based CET courses in environmental engineering	CAE 7xx in AEN and CEN CAE 790 (may be repeated) CET 735
B	Traditional Lecture-Based	600-level lecture-based CAE courses in civil and architectural engineering 600-level lecture-based CET courses in environmental engineering
C		600- or 700-level CAE courses in Construction Management
D		All relevant UM Majors and Disciplines
E	Special CAE Courses	CAE Independent Study (Special Problems)
F		CAE Master's Thesis
G		CAE Master's Special Projects
H		CAE PhD Dissertation
I		CAE Professional Development

7.2 Master of Science (M.S.)

7.2.1 5-Year B.S.-M.S

Requirement #1: 6 credits from Group A

Requirement #2: 3 credits from Group G (CAE 604)

Requirement #3: 9 credits from Groups A and/or B

Requirement #4: 9 credits from Groups A, B, C, and/or D

Requirement #5: 3 credits from Groups A, B, D, and/or E

- Up to 6 credits of pre-approved transfer coursework (not counted towards the B.S. degree, and with grades of B or above) may be taken at another institution to satisfy the requirements for the M.S. degree
- For 5-year B.S.-M.S. students who participate in a semester abroad experience, 9 credits of pre-approved coursework (not counted towards the B.S. degree, and with grades of B or above) may be transferred to satisfy the requirements for the M.S. degree. With the exception of the dual M.S. program with UniBo, transferred credits cannot be used to satisfy the requirements of an external degree.

7.2.2 M.S.A.E. or M.S.C.E. (Thesis Option)

Requirement #1: 6 credits from Group A

Requirement #2: 3 credits from Group A or B

Requirement #3: 9 credits from Groups A, B, C, and/or D

Requirement #4: 6 credits from Groups A, B, and/or D

Requirement #5: 6 credits from Group F

- Up to 6 credits of pre-approved transfer and/or exchange coursework (not counted towards the B.S. degree, and with grades of B or above) may be taken at another institution to satisfy the requirements for the M.S. degree.

7.2.3 *M.S.A.E. or M.S.C.E. (Non-Thesis Option)*

Requirement #1: 6 credits from Group A

Requirement #2: 3 credits from Group G (CAE 605)

Requirement #3: 9 credits from Groups A and/or B

Requirement #4: 6 credits from Groups A, B, C, and/or D

Requirement #5: 6 credits from Groups A, B, D, and/or E

- Up to 6 credits of pre-approved transfer and/or exchange coursework (not counted towards the B.S. degree, and with grades of B or above) may be taken at another institution to satisfy the requirements for the M.S. degree.

7.2.4 *Dual M.S. in Civil Engineering with the University of Bologna*

This program is available and details will be provided in this Handbook in future revisions. Students should currently refer to the information provided in the [Academic Bulletin](#) for guidance.

7.3 Doctor of Philosophy (Ph.D.)

7.3.1 *Students with a prior M.S. in a closely-related field*

Requirement #1: 6 credits from Group A

Requirement #2: 3 credits from Group A, B, and/or E

Requirement #3: 9 credits from Groups A, B, C, D, and/or E

Requirement #4: 45 credits from Group H

Requirement #5: 9 credits from Group I

- Up to 6 credits of pre-approved transfer and/or exchange coursework (not counted towards the B.S. or M.S. degrees, and with grades of B or above) may be taken at another institution and used to satisfy the requirements for the Ph.D. degree.

7.3.2 *Students without a prior M.S. in a closely-related field*

Requirement #1: 9 credits from Group A

Requirement #2: 9 credits from Group A, B, and/or E

Requirement #3: 9 credits from Groups A, B, C, D, and/or E

Requirement #4: 36 credits from Group H

Requirement #5: 9 credits from Group I

- Up to 12 credits of pre-approved transfer and/or exchange coursework (not counted towards the B.S. or M.S. degrees, and with grades of B or above) may be taken at another institution and used to satisfy the requirements for the Ph.D. degree

7.4 Seminar Series

Every semester, the CAE Department will sponsor 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 CAE Graduate Seminar Series (CAE 703). 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.

7.5 Graduate Teaching

Ph.D. students (admitted in Fall 2022 or thereafter) must complete a specified number of graduate teaching credits (CAE 704). This course is designated as experiential learning, where a Ph.D. student will engage in a supervised teaching role at either the undergraduate and/or graduate levels. The Ph.D. student may identify a teaching mentor, who shall typically be a CAE faculty member who teaches CAE courses on a full-time basis. The teaching mentor need not be the same as the Ph.D. student's primary academic advisor. Multiple teaching experiences are expected during each Ph.D. student's graduate study. The number of credits enrolled for each experience should be commensurate with the teaching role to be undertaken.

7.6 Academic Standards

A student enrolled in any CAE 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 (for Ph.D. And thesis-based M.S. students)

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 Program 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".

Progress: Failure to make adequate progress towards graduation includes, but is not limited to:

1. Failure to maintain the GPA requirements or grades specified for Good Standing
2. Having Incomplete grades in more than 30% of the total credit hours registered towards the degree
3. Withdrawing (with a *W* grade) from more than 30% of the total credit hours registered towards the degree
4. Failure to progress in research needed to complete a dissertation or thesis

It is the *student's* responsibility to provide regular updates (at least once per semester) to his/her Advisor and Supervisory Committee members, and inform them of any courses in which they withdrew (with a *W* grade), received grades of *C* or below, or received an

Incomplete (*I*). A student who does not satisfy all of the above requirements (for Good Standing) may be placed on Probation or dismissed from the program.

At the request of a student's Advisor or Supervisory Committee member, or at the discretion of the Graduate Program Director, the Graduate Program Director can initiate a formal assessment of a student's progress. This assessment may include a joint meeting of the student's Supervisory Committee, the Graduate Program Director, and the student. The student will be given an opportunity to present his/her case to explain any shortcomings in his/her progress or performance. The Supervisory Committee will place the student in Good Standing, on Probation, or dismiss the student from the program.

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.

7.7 Incompletes

An Incomplete grade (*I*) is assigned when at least one course requirement has not yet been completed. It is the responsibility of the student to explain, to the satisfaction of the instructor, that there are extenuating circumstances that warrant the issuance of the temporary Incomplete grade. A graduate student must complete all work within the time frame specified by the instructor or within one calendar year, whichever comes first. After one calendar year, a student can only earn credit by reregistering for the course and completing all course requirements again.

8. PROGRAM OF STUDY (PoS)

8.1 Purpose

The purpose of the Program of Study (PoS) is to define a set of courses that shall constitute a Master of Science (M.S.) or Doctor of Philosophy (Ph.D.) degree. Each student's

Program of Study defines the course requirements for graduation and must be approved by a supervisory committee.

- For M.S. students, the Program of Study must be fully approved prior to registration for graduate courses.
- For Ph.D. students, only the Program of Study Acknowledgement & Agreement must be signed prior to registration for graduate courses. The remaining sections of the Program of Study must be fully approved prior to admission to Ph.D. candidacy.

Every student has the responsibility to complete the form and obtain written concurrence from the members of his/her supervisory committee.

Since the form is updated every semester, the current version can be found on the [CAE Graduate website](#). The form provides information regarding course requirements and the steps necessary for completion.

8.2 Supervisory Committee Requirements

The membership requirements for each student's supervisory committee are summarized below. A separate dissertation committee may be formed to oversee the progress of the dissertation (if applicable) but, in most instances, the student's supervisory committee also serves as the dissertation committee. Refer to the online [Graduate Faculty List](#).

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

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

9. GUIDELINES FOR PH.D. QUALIFYING EXAMINATIONS

9.1 Purpose

A graduate student must successfully complete Ph.D. qualifying examinations to be admitted to Ph.D. candidacy. The Ph.D. qualifying examinations are administered sequentially and include:

1. Written assessment of the student's knowledge of the principles and techniques in engineering

2. Oral assessment of the student's knowledge of the principles and techniques in engineering
3. Oral presentation of the Ph.D. research proposal (Dissertation Proposal Defense)

The purpose of this section is to provide general guidelines regarding the first two parts (written and oral assessments). The brevity of the section is deliberate, as the intent is to provide a modicum of structure and simultaneously allow substantial flexibility by each student's Supervisory Committee.

Unless otherwise noted, a student's Supervisory Committee may stipulate different requirements, rules, and limitations regarding Content, Format, and Grading. Violation of any rules will constitute automatic failure of the examination.

9.1 Administration

The written and oral assessments are typically administered within one calendar year of the student's admission into the graduate program. Students are responsible for contacting their Advisor to initiate and schedule the assessment process. It is also the student's responsibility to request, in a timely manner, any necessary accommodations due to special needs; students must be registered with the Office of Disability Services (ODS).

9.2 Content

The assessments' content and format are formulated by the Supervisory Committee to test the student's knowledge of the assumptions and limitations of the engineering theory, the basis and derivation of the governing equations, the solution of fundamental and advanced problems, and the interpretation of the solution. The student is responsible for interacting with the Supervisory Committee to identify the primary topical areas that may be assessed on the written and oral assessments.

9.3 Format

The specific formats are determined by each Supervisory Committee and typically include questions that are (1) multiple-choice, (2) true/false, (3) short answer, (4) computational, and/or (5) essay.

9.3.1 Written Assessment

The written assessment is typically in-class, closed-book, closed-notes, and lasts up to 4 hours. Unless otherwise permitted by the student's Supervisory Committee, the following requirements apply:

- Formula sheets, additional paper, reference books, or other materials are prohibited.
- All testing materials must be returned to the Supervisory Committee once the allotted time has expired.
- Students may only use pencils, a protractor, and a ruler or straightedge.
- Only calculators approved by the National Council of Examiners for Engineering and Surveying ([NCEES](#)) are permitted for use on the examination.
- Other than an approved calculator, no other electronic devices are permitted. Cellular phones are not permitted in the examination room.
- Sharing of calculators, batteries, and other materials is not permitted.
- Bathroom/smoking breaks are not permitted.
- Food and drink are not permitted.

9.3.2 Oral Assessment

The oral assessment is typically scheduled after the written assessment has been graded. The student and the Supervisory Committee are permitted to attend the oral assessment, which typically lasts up to one hour.

The student may be asked to solve problems on a whiteboard, blackboard, or use some other medium for drawing figures or diagrams. The student should not need to prepare a formal presentation (i.e. PowerPoint) for the oral assessment.

9.4 Grading

9.4.1 Written Assessment

Unless otherwise noted on the examination sheet (or by the Supervisory Committee):

- All questions and problems on the written assessment will be weighed equally.
- A final score of at least 70% constitutes passing of the written assessment.

9.4.2 Oral Assessment

The grading criteria utilized by the Supervisory Committee to assess performance on the oral examination will many include factors such as:

- Knowledge of the discipline
- Problem-solving methodology
- Effective oral communication (conversation dynamics, clarity of message, and vocabulary)

Unless otherwise noted by the Supervisory Committee:

- Each criterion is not necessarily weighed equally.
- A final score of at least 70% constitutes passing of the oral assessment.

9.4.3 Overall Score

In accordance with the CAE Graduate Bulletin, the final grade for each assessment component is either: *Pass*, *Fail*, or *Fail with option to retake once*. Failing the written assessment constitutes a failing grade for the entire qualifying examination; the oral examination will not be permitted until the written examination is passed. Even if the written assessment is passed, a failing grade for the oral assessment also constitutes a failing grade for the entire qualifying examination. Failure results in dismissal from the Ph.D. program.

9.5 Retake Option

For students whose exam outcome was *Fail with option to retake once*, the student must retake the qualifying exam within 6 months. The Supervisory Committee shall consult with the student regarding the exact time to retake the exam within the 6-month time limit. If a failure occurs for the second examination, the student will be dismissed from the Ph.D. program.

10. 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 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 CAE, all of the following steps must be completed in this order to become admitted to Ph.D. candidacy:

Step 1: Meet with CAE staff to print, complete, and verify that the graduate application documentation in Table 4-1 on page 12 is finalized.

Step 2: Register for CAE 830 (Pre-Candidacy Doctoral Dissertation).

Step 3: Pass the written and/or oral Qualifying Examinations.

Step 4: Download and complete the *CAE Program of Study* form by typing the relevant fields.

Step 5: Meet with the CAE Graduate Program Director for a preliminary review of the form.

Step 6: Pass the Dissertation Proposal presentation and have each committee member sign the *CAE Program of Study* form. Also obtain the signature from the CAE Department chairperson.

Step 7: Submit the completed *CAE Program of Study* form to the CAE Graduate Program Director for review and approval.

Step 8: 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 9: 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 yet. In that event, contact the Graduate School on the status of the form. Continue to register for CAE 830 until the milestone appears on the transcript.

Step 10: Once the milestone appears on the transcript, students can register for CAE 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 CAE 840 in the semester in which they actually defend their dissertation.
- Once a student has completed the required number of dissertation credits (CAE 830 + CAE 840), the student must register for 1 credit of CAE 850 in every subsequent semester.
- Students must register for at least 1 credit of CAE 840 (or CAE 850) in the semester in which they *actually* graduate.

11. PH.D. DISSERTATION AND DEFENSE

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 Eduard Peter Chicota Allende and the CAE 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.

12. GRIEVANCE PROCEDURES

12.1 Grades

In the case of grade disputes, students must first confer with the course instructor who assigned the grade. If the dispute cannot be resolved, the student may appeal to the Chair of the department in which the course is offered. If the matter is still unresolved, students must follow the grade appeal process outlined in the Academic Bulletin and Graduate Handbook. Students should be aware that formal grade appeals can take up to a calendar year to reach a final disposition.

12.2 Other

Student grievances must be addressed by following the CAE chain of command in the following order:

1. Student's Advisor
2. Members of the Supervisory Committee
3. CAE Graduate Program Director
4. CAE Chair

If the matter cannot be resolved at the Department level, students may next solicit assistance from the College of Engineering in the following order:

5. Associate Dean for Graduate Studies
6. Dean

If still unresolved, the student may contact the University's Ombudsperson. A last resort is the filing of a formal grievance at the level of the Graduate School. The procedure is outlined in the Graduate Academic Bulletin.

13. PROCEDURE TO TRANSFER CREDIT FROM ANOTHER INSTITUTION

Graduate credit earned at another institution may be transferred to the University of Miami (UM), and may count towards a graduate degree in the Department of Civil and Architectural Engineering (CAE) if the credit did not count towards another degree. The purpose of this form is to outline the procedure for students to transfer the credit to the University of Miami. (The details outlined in this section are not applicable to students enrolled in the dual M.S. program with the University of Bologna, Italy.)

13.1 Restrictions

Transfer credit may be considered to count towards a CAE graduate degree. Note some of the restrictions below.

1. If credits were taken at an international institution, they must be verified by an approved international credentialing evaluation service. Once received, the CAE department will provide this information to the Graduate School in order for the credit to be transferred.
2. Only graduate credits with grades of "B" or above are eligible for transfer.
3. Credit hours that pertain to, or have been counted toward another degree, cannot be transferred.
4. You must first be admitted to a CAE graduate program at the University of Miami.
5. Transferred credits will not be calculated into the University of Miami GPA.
6. Work taken more than 6 years taken prior to transfer will not be accepted.
7. Your Supervisory Committee must fully approve your Program of Study, which will list the coursework to be transferred.
8. Additional details are outlined on the relevant CAE forms and in the Academic Bulletin.

13.2 Instructions

Graduate students should follow this procedure:

Step 1: Request official transcript(s) from the previous institution be sent to the CAE Department. If credits were taken at an international institution, they must be first verified by an approved international credentialing evaluation service.

Step 2: Request an official letter be sent directly from the previous institution to the CAE Graduate Program Director to confirm that the course is to be transferred have not been counted towards another degree.

Step 3: Obtain electronic and paper copies of the course syllabi from the prior institution, as well as course materials such as your exams, projects, and other graded assignments.

Step 4: A UM instructor (who teaches an equivalent course here at UM) will need to review the course content (syllabi and graded materials) to determine either the:

- Equivalent course number here at the University of Miami (such as CAE 699), or
- Course rigor in terms of level (100, 200, 300, 400, 500, 600, or 700) if UM does not offer an equivalent course

To identify the instructor to make this evaluation, contact the relevant University of Miami department chairperson for guidance. For example, if you want to transfer graduate credit for an advanced chemistry course, contact the chairperson of the UM Department of Chemistry. The chairperson will connect you with the instructor who teaches an equivalent course and who can review your course materials to make the determination. In the event that an equivalent course is not taught here at UM, ask the department chairperson to review the course content and make the determination.

Ask the instructor or department chairperson to send an email to your advisor and to the CAE Graduate Program director with his/her evaluation regarding course equivalency or course level.

Step 5: Create a single PDF file that includes the course syllabi, transcripts, and emails regarding equivalency.

Step 6: E-mail the entire PDF file to your advisor and to the CAE Graduate Program Director.

Step 7: Print the entire PDF file and ask CAE staff (Eduard) to add it to your file.

Step 8: Complete the Petition for Transfer of Credit form from the University of Miami's Graduate School website. The form is dynamic (web-based) and requires SSO login.

Step 9: Periodically check CaneLink to see if/when the credit appears in your list of completed courses or on your transcript. If the transfer credit does not appear in CaneLink within a few weeks, contact the Graduate School.

If questions arise regarding this process, please contact the CAE Graduate Program Director.

14. TIMELINES



PH.D.

Timeline for Ph.D. Students in the Department of Civil and Architectural Engineering (CAE)

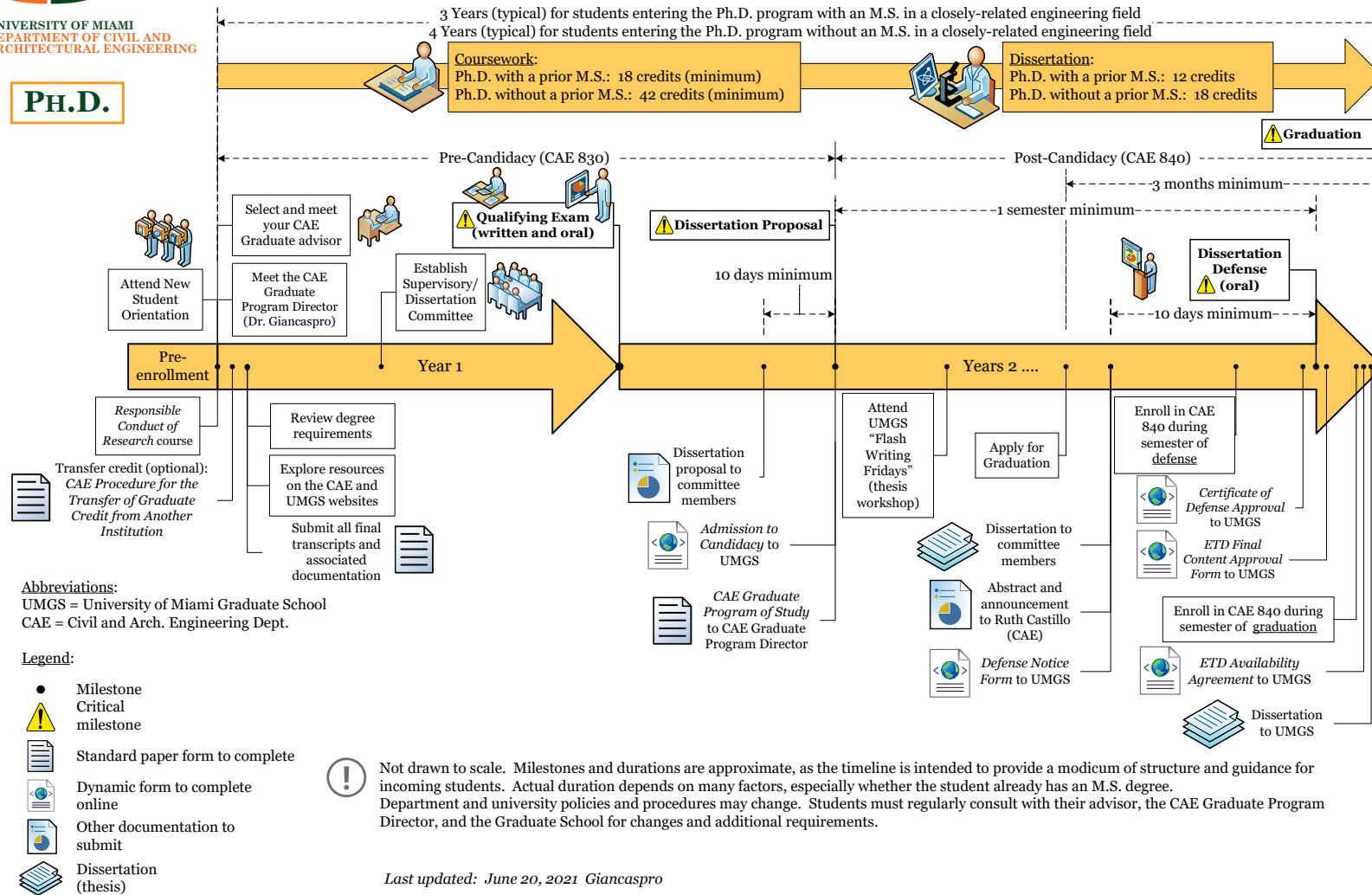


Figure 14-1. Typical timeline of critical milestones for Ph.D. students



UNIVERSITY OF MIAMI
DEPARTMENT OF CIVIL AND
ARCHITECTURAL ENGINEERING

Timeline for M.S. (Thesis) Students in the Department of Civil and Architectural Engineering (CAE)

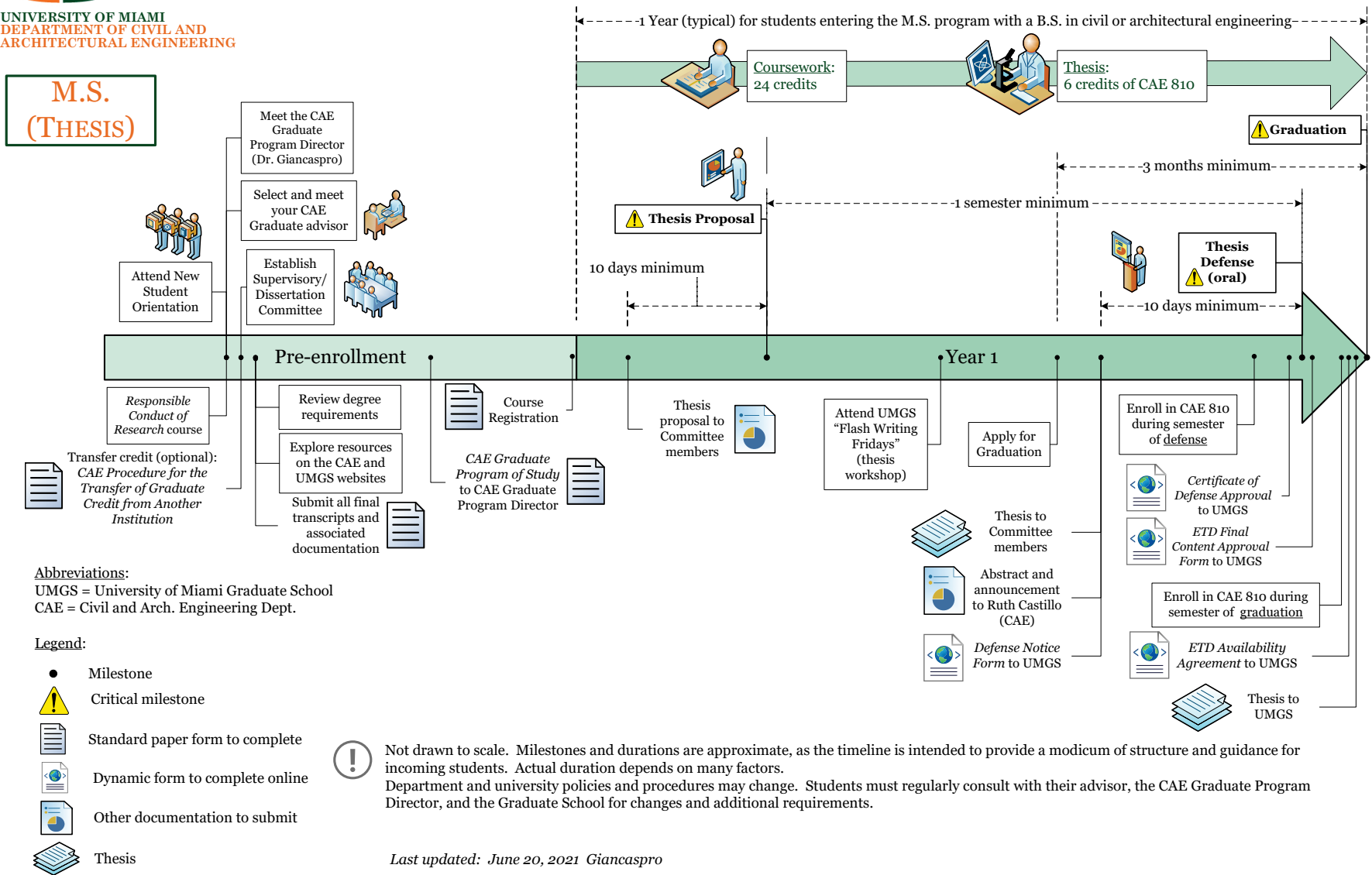


Figure 14-2. Typical timeline of critical milestones for M.S. (thesis) students

15. GRADUATION CHECKLIST

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

15.1 One semester before graduation

<input type="checkbox"/>	Contact Eduard to verify that your student file is complete: <ul style="list-style-type: none">• Original Application for graduate admission including Acceptance Letter• Official GRE scores (if required) and TOEFL scores (International Students)• Official original Transcripts (not photocopies) from all institutions listed on the Original Application, sent by the institution directly to UM; must include all undergraduate and graduate work; must show degree conferred• Official original Transcripts translated to English (not photocopies) from all institutions listed on the Original Application, sent by the translation agency directly to UM; must include all undergraduate and graduate work; must show degree conferred• 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.
<input type="checkbox"/>	Make sure you do not have any of the following in your transcript: <ul style="list-style-type: none">• Incomplete (I)• No Grade (NG) If you have any of these, contact the course instructor to request a grade change.
<input type="checkbox"/>	Notify the CAE 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 Program of Study. If they are not identical, you will need to revise your Program of Study and obtain signatures again.

15.2 Semester of Graduation

<input type="checkbox"/>	<ul style="list-style-type: none">• Ph.D. Students: Register for CAE 840 (Post Candidacy Dissertation)• M.S. Students (Thesis): Register for CAE 810 (Master's Thesis)• 5-year BS/MS students who want to walk for graduation in the Spring ceremony but will not complete their degree yet: Request commencement regalia by completing the form (https://krypton.sa.miami.edu/regalia/portal/forms/) but do NOT apply to graduate on CaneLink.
<input type="checkbox"/>	Apply for graduation via CaneLink; the Academic Calendar provides the deadline
<input type="checkbox"/>	If you missed the application deadline, email gradclearance@miami.edu noting "Late Application for Graduation" and include the following information: <ul style="list-style-type: none">• Student ID:• Last Name:• First Name:

	<ul style="list-style-type: none"> • Attending Commencement: (yes/no) If yes, include height and weight for regalia order • Number of commencement guests: • Name in commencement book:
<input type="checkbox"/>	<p>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</p>

15.3 Degree Conferral

Students mistakenly believe that their graduation diploma/certificate is used to acknowledge the completion of their degree. In actuality, it is the **transcript** that 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".

16. PERSONAL

16.1 Wellness

The University of Miami offers ample resources for students to maintain their physical and psychological health.

To better manage stress, students are encouraged to utilize the [WellTrack](#). This online, self-directed therapy experience is geared towards managing anxiety and depression. It can be used as a self-help tool or in concert with professional counseling. It is free to all University of Miami students.

Students experiencing higher levels of stress are encouraged to contact any (or all) of the following:

1. [Dr. Derin Ural](#), Associate Dean of Student Affairs in the College of Engineering; dnu3@miami.edu; (305) 284-6385
2. Univ. of Miami Counseling Center: <https://counseling.studentaffairs.miami.edu>
3. University of Miami Dean of Students: <https://doso.studentaffairs.miami.edu>

16.2 Leave of Absence

Graduate students have a limited time to complete their graduate degree. The time to completion begins when a student starts any program in the Graduate School, whether it be a master's or doctoral program. All work must be completed within 6 years of the time of admission to graduate work, for those studying for the various master's degrees; and within 8 years for those studying for doctoral degrees.

In some cases, students may be permitted to take a Leave of Absence. A Leave of Absence is typically for 1 or 2 semesters, and officially stops the time-to-completion clock. Typical reasons to request a Leave include:

- Family or maternity
- Health (medical or psychological)
- Professional development
- Personal

Continued financial support and uninterrupted health insurance may be possible, but cannot be guaranteed. Students must discuss and mutually agree upon the details of the Leave with their Advisor, CAE Chair, and CAE Graduate Program Director when the Leave is requested. Students who receive permission to take a Leave of Absence should refer to the following forms available on the Graduate School website.

Petition for Leave of Absence: Students must submit this online form after receiving informal approval from their Advisor and the CAE Chair. A separate note written by the student must be uploaded with the form to detail the circumstances of the request. Upon returning from a Leave of Absence, students must request readmission via the Application for Readmission to the Graduate School.

Application for Readmission to the Graduate School: Graduate students who have not been continuously enrolled must request readmission via this form. The student must contact their Advisor, the CAE Chair, and the Graduate Program Director well in advance of registration.

Application for Time to Degree Extension: Under extraordinary circumstances, students may request additional time to complete the graduate degree. This can be done using the Application for Time to Degree Extension form.

17. USEFUL LINKS

Academic Calendars

<https://registrar.miami.edu/dates-and-deadlines/academic-calendars/index.html>

Civil and Architectural Engineering Department (CAE) website

<https://cae.coe.miami.edu/index.html>

College of Engineering addendum to assistantship offer letter

<https://www.coe.miami.edu/research-2/for-graduate-students/>

Graduate School Website

<http://www.grad.miami.edu/>

Graduate School Handbook

<https://www.grad.miami.edu/assets/pdf/graduate-school-student-handbook-2019-2020.pdf>

Graduate School Forms

<https://www.grad.miami.edu/policies-and-forms/forms/index.html>

Dissertation Deadlines

<https://www.grad.miami.edu/electronic-thesis-and-dissertation/defense-and-submission-deadlines/index.html>

University of Miami Academic Bulletin

<http://bulletin.miami.edu>

Department of Civil and Architectural Engineering (CAE)

MEB 323 • 1251 Memorial Drive • Coral Gables, FL 33145

Phone: (305) 284-3391 • Office Hours: 8:30 AM to 4:30 PM

cae.coe.miami.edu