

# Graduate Student Handbook

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## A GUIDE TO LIFE AT MIAMI HERBERT BUSINESS SCHOOL

2025 - 2026

Graduate Business Programs

UNIVERSITY OF MIAMI PATTI AND ALLAN HERBERT BUSINESS SCHOOL

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# Welcome to the Miami Herbert Business School

## A. Greetings from the Dean

Welcome to the University of Miami Patti and Allan Herbert Business School!

At Miami Herbert, you are at a unique place where bold ambition meets purpose, where innovation meets opportunity, and where your personal and professional growth is propelled to a new level. You're not just pursuing a degree; you are stepping into a life-transforming experience.

Here, you'll pursue a world-class education that's as bold and forward-thinking as the city we call home. Miami is more than a backdrop; it's a launchpad for success. A vibrant hub where industries are being reshaped and new ones are being made. Surrounded by energy, multiculturalism, and enormous potential, you'll learn from top-tier faculty and industry leaders who are driving what's next.

What makes Miami Herbert different? We don't believe in tradeoffs. You don't have to choose between academic rigor, career success, or an elevated lifestyle. You can pursue it all. Our personalized, AI-powered learning, real-world experiences, and global alumni network are designed to propel you, in the classroom, in your career, and in life.

As Dean, I'm inspired by what's ahead. For Miami Herbert, and for each of you. You are the reason we aim higher as part of our 2025-29 Strategic Plan, the "[Moonshot Project](#)." We are aiming for the Moon! So, dream big, take risks, and propel your education, your career, and your life to what you thought was not even possible.

Because at Miami Herbert, we are not just aiming for the moon. We're giving you the propulsion to go farther than you ever imagined. Your education, your career, and your life.

Go 'Canes!

**Paul A. Pavlou**

Dean, Miami Herbert Business School

## B. Greetings from the Graduate Business Student Association

Dear Miami Herbert Business School Students,

Welcome to the University of Miami and the beginning of an exciting journey at the Miami Herbert Business School! Your acceptance into our graduate business program is a testament to your dedication and academic excellence, and we are thrilled to have you join our vibrant and diverse community of future leaders.

As the Graduate Business Student Association (GBSA), our mission is to foster an accepting and supportive environment that maximizes the resources and opportunities available to you. We are dedicated to enhancing your experience through initiatives that promote intellectual curiosity, professional development, and community building.

Throughout the year, GBSA will host a variety of events designed to help you network with peers across all graduate business programs, engage with business leaders in the local community, and connect with our accomplished alumni. These events will enrich your academic journey and empower you to build meaningful relationships that extend beyond the classroom.

Our organization also serves as a bridge between students, faculty, alumni, prospective students, and industry professionals. We represent the unified voice of the student body in matters related to academics, career development, university policy, and community engagement.

We encourage you to take full advantage of the opportunities ahead. Engage with your peers, build relationships with faculty, and contribute to a strong, supportive network that will help us all grow both personally and professionally.

We're excited to welcome you to the U, and can't wait to see the energy, ideas, and impact you'll bring to the business school and beyond. Your journey is just beginning, and GBSA is here to support you every step of the way. Whether you have questions about student life, campus culture, academic guidance, or anything in between, we're committed to assisting you however we can.

Warm regards,

**Joaquin Lara**  
President  
[jol14@miami.edu](mailto:jol14@miami.edu)

**Cameron Moore**  
Vice President  
[cmm171@miami.edu](mailto:cmm171@miami.edu)

### C. Business School Administration

The mission of the Miami Herbert Business School is to develop transformative scholarship and principled leaders for business and society. We are thought leaders that redefine business knowledge and practice in the broadest possible terms, shape business scholarship and how business is conceived, and to set the standard for business education.

To help with your transition into the Miami Herbert Business School, a list of the individuals who are here to support you, as well as a brief description of their roles, is listed below:

#### Miami Herbert Business School – Senior Leadership

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### Graduate Business Student Services

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### Joseph & Carmen Unanue Graduate Career Advancement & Engagement Center

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## D. Department Chairs and Faculty Program Directors

### Department Chairs

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Caglar Irmak	Marketing	<a href="mailto:irmak@miami.edu">irmak@miami.edu</a>

### Faculty Academic Directors

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Wei Shi	PhD in Business	<a href="mailto:wshi@miami.edu">wshi@miami.edu</a>

## E. About this Handbook

The purpose of this handbook is to serve as a go-to resource for information about the various policies, procedures, rights, and responsibilities applicable to graduate business students. The information contained within this handbook includes information found in other handbooks across the University as well as information from various departments. This handbook does not replace other general handbooks applicable to all University of Miami students including the [Student Rights and Responsibilities Handbook](#). Policies and procedures for online graduate students may vary from policies and procedures of campus-based graduate students.

## F. Revisions Disclaimer

Policies may be reviewed, updated, and passed by the governing bodies of the Miami Herbert Business School and the University of Miami at any time. University of Miami policies or changes thereto supersede those described in this handbook.

# I. Miami Herbert Business School Policies & Procedures

## A. Professional Conduct in the Miami Herbert Business School

### 1. Professional Integrity

The Miami Herbert Business School expects students to always behave in a professional manner. The reputation of Miami Herbert should be protected, upheld, and advanced by each student.

Professional behavior is expected and always required, but particularly in the following settings:

- All locations on campus
- Off-campus locations where companies are hosting sponsored events
- Off-campus events that are sanctioned by the Program (e.g., study abroad, company presentations, receptions, visits, etc.)
- Any team-related activities
- Student club and organization events
- During an internship

Private social gatherings that are clearly identified as purely social in nature and are not Miami Herbert Business School sponsored or affiliated are not covered under this policy.

### Respect for Colleagues, Faculty, and Staff

1. Miami Herbert students shall demonstrate respect for all colleagues, faculty, and staff in their language and action. Students will aim to resolve all concerns and disagreements with others using respect, kindness, and maturity.
2. Miami Herbert students will not engage in hazing, bullying, racist behavior, defamation, threats, or other forms of harassment. Physical or psychological abuse or intimidation of any member of the University of Miami or those who use its facilities will not be tolerated.
3. Miami Herbert students shall not compromise our professional integrity through the inappropriate use of public forums, including online social networking media. Students shall not share or post messages that may be viewed as offensive, malicious, or insulting.
4. Miami Herbert students shall respect their peers by fulfilling their responsibilities when collaborating on projects or as members of any team.

### 2. Social Media Behavior

Social networking sites such as Facebook, Instagram, Snapchat, Twitter and others present unique challenges to business professionals, including business students. None of these sites are truly private,

and once out on the Internet, information and images cannot be recalled or controlled.

For their own protection, students are encouraged to take significant care when posting personal information and pictures on social networking sites that may depict them in ways that are deemed unprofessional or inappropriate for business professionals. Such information or images can have a negative impact on the community's perception of business professionals in general, and on Miami Herbert Business School students.

#### **Summary of DO's and DON'Ts:**

- Do **NOT** use the University logo or any other official University images on personal social media sites for the purpose of appearing to be an officially sanctioned University or affiliated site without written consent from the Miami Herbert Business School.
- Personal blogs should have clear disclaimers that the views expressed by the author in the blog are the author's alone and not that of the University or its affiliates.
- Do **NOT** use the University of Miami's name to promote a product, cause, or political party or candidate.
- University computers are reserved for University related business.
- Do **NOT** post confidential University information including but not limited to research material, financial material, or other information not meant for public disclosure.
- Less is more- be aware that personal information you place on social network sites can be harvested and used for ID theft, phishing, or target malware attacks- against you and the institution. Furthermore, future employers may also view your sites if not privacy protected.
- Do **NOT** post in haste- be aware that information and photos are simple to post but almost impossible to delete or recall.
- Take the time to read and understand the terms, conditions, and privacy controls. Use the privacy controls to restrict who can see your information. Be careful about who you accept as a "friend" or "follower."

### **3. Respect for Community**

Students should recognize that all laws are established to benefit society. All laws, policies, and regulations at the university, local, state, and federal levels are to be upheld by students in all circumstances. Miami Herbert Business School may proceed with disciplinary action whether or not civil or criminal proceedings have been instituted against the student, a right that may not be challenged solely on the grounds that the criminal charges have been dismissed or reduced.

## **B. Enrollment Information and Academic Policies**

### **1 Registering for Courses**

Most graduate programs at the Miami Herbert Business School register students automatically for courses. Every term, an Academic Advising Hold will be placed on your record preventing you from making any changes to your schedule. If you have any questions regarding your course registration, contact your academic advisor(s).

### **2 Dropping and Adding Courses**

Adding and dropping courses will have financial aid implications. Thus, it is imperative that your enrollment is finalized by the first day of the semester. You may drop and add courses by contacting your academic advisor. Some graduate business programs may allow you to make the change yourself through CaneLink unless a hold has been placed on your ability to do so. Please check your holds

before requesting an enrollment adjustment.

At the Miami Herbert Business School, all changes to term courses (7-week courses), must be made prior to the 2<sup>nd</sup> class meeting. For example, for a class that meets Mondays and Wednesdays, the last day to add or drop the class must be **before** the class meets on Wednesday during the first week of class. For classes that meet once a week, the last day to add or drop the class must be by **Thursday** of the first week of class.

### 3 Incomplete Grade

To evaluate a student's academic performance, and continuation in the program, all incomplete coursework must be satisfactorily completed by the end of the following term. However, if enrollment in any course in the following term requires this course as a prerequisite, completion time is limited to a maximum of two weeks. If this requirement cannot be met, the student will be required to take an involuntary leave of absence and return at a later date in the appropriate course sequence to continue their program.

### 4 Failing Grade

The student must petition to repeat a course where a failing grade was earned and successfully pass the second attempt to meet their degree requirements. Permission to retake a course is not guaranteed and is contingent upon evaluation of the petition. If the course is a prerequisite, the student will be required to take an involuntary leave of absence and return at a later date in the appropriate course sequence to continue their program. The repetition of this course will not eliminate the previous grade from the student's transcript but may be excluded when calculating a student's final GPA for graduation clearance. "C-" is the lowest passing grade. Petitions to repeat a course will not be approved if the student is in a dismissal status.

### 5 Academic Probation and Dismissal

As students approach milestones in their program, for example each term for specialized masters and every semester for all MBA programs, their progress toward degree completion will be reviewed by the Academic Standards Committee. Students whose GPA has fallen below 3.00 are evaluated by the Academic Standards Committee to determine if they should continue in the graduate program. Students with a GPA below 3.00 are automatically placed on academic probation. Such students will receive a letter regarding their academic probation with specific guidance, based on the student's overall performance, number of credits taken, and the Committee's assessment of progress to degree and likelihood of achieving a 3.00 by the end of their program. An academic dismissal may be given to students with a GPA below 3.00 in more than two terms of their program. However, the Committee has discretion to assess whether a student will be permitted to continue in the program after more than two notifications of academic probation. A student who wishes to appeal the Academic Standards Committee's final determination of academic dismissal, needs to appeal to the Associate Dean of Business Programs. Any guidance in prior probation letters is superseded by the language in the final determination letter.

### 6 Repeating a Course

**For Master's and MBA Students:** Within one semester after their GPA falling below 3.00, Master's students in the Miami Herbert Business School wishing to repeat a course may petition their Academic Director to do so. See Appendix A for petition form or request a copy from your academic advisor. If the petition is approved by the Academic Director, the grade obtained in their second attempt will replace the original grade for purposes of calculating their GPA for clearance for graduation only. Authorization

to repeat a course is limited to courses in which an unsatisfactory grade was earned (as determined by the Academic Director). Additionally, a course may be repeated only once, and students may not repeat more than two courses. The student's transcripts will continue to show all attempts, and the GPA computation will include all grades earned for purposes other than computing the GPA for clearance for graduation. If a course in which an unsatisfactory grade of lower than a B- was earned is repeated and the repeat grade is "C-" or higher, the number of credits required for graduation will be increased by the number of credits repeated. Registrations which involve repeating a course in which a grade of "A" or "B" has already been earned may not earn quality points or credit hours, nor count as credits attempted.

**For Certificate and Ph.D. Students:** A student may petition to repeat a course in which a failing grade was earned, but the repetition of the course will not eliminate the previous grade from the record. See Appendix B for petition form or request a copy from your academic advisor. A course may be repeated only once unless written authorization is provided by the dean of the Graduate School. All grades are included in the computation of the quality point average. If a course in which an unsatisfactory grade (as determined by the program advisor) was earned is repeated and the repeat grade is a "C-" or higher, the number of credit hours required for graduation will be increased by the number of credit hours repeated.

## 7 Transfer of Credit Hours

Miami Herbert Business School does not accept transfer credit hours. Any business-related courses completed during the undergraduate years do not exempt students from fulfilling the curriculum requirements of their graduate program.

## 8 Withdrawals

A student may not withdraw from a course after the end of the term. As a rule, tuition refunds are not granted after the term ends. For an exception to be considered, the student must petition through the [Graduate Withdrawal Date Appeal Form](#).

If a student should leave the University of Miami under any circumstance with a balance due, the University of Miami and/or its agents, including attorneys and/or collection agencies, may contact the student via cellular telephone and/or all forms of electronic technology (to include text messaging and e-mail) to collect such outstanding debt.

Graduate tuition and fees for the current academic year are posted on the Student Account Services website. For more information, call 305-284-IBIS, or visit the 'Canes Central office in person on the Coral Gables campus.

## 9 Missing Documents/ "Academic Dean Holds"

An Academic Dean Hold will be placed on students with an incomplete file (i.e., missing documents required in the admissions process). The Academic Dean Hold blocks all future enrollment activity and may lead to dismissal.

## C. Miami Herbert Business School Honors & Awards

### 1 Valedictorian

For degrees where letter grades are assigned, the student(s) with the highest GPA in their specific program's graduating class will receive the Valedictorian award.

### 2 Beta Gamma Sigma

Graduates from our on-campus programs are considered for membership in the business academic honor society, *Beta Gamma Sigma*. Chosen by cumulative GPA, the top 20% of each calendar year's graduates from these programs are invited to join Beta Gamma Sigma. Each spring, invitations are sent, and a luncheon is held to induct and honor new members.

### 3 Miami Herbert Business School Student Leadership Award

This award is given to one student from each graduating cohort. Nominations will be solicited by the program directors during the last semester of each cohort. The selection for this award is based on most nominations received from the faculty of the cohort. In the event of a tie, more than one award may be given. A graduating cohort is defined as consisting of 10 or more students.

## D. Classroom Policies

### 1 General Behavior

Students will conduct themselves with respect and professionalism toward faculty, students, and others present in class and will follow the rules prescribed by the instructor for classroom behavior. Students who fail to do so may be asked to leave the classroom with a grade penalty. Any activities or behaviors that disrupt the learning environment can be considered as interfering with the learning process and a violation of the University of [Miami Student Rights and Responsibilities](#) policies and procedures. Students in violation of this policy will be referred to the Dean of Students Office.

Students are expected to adhere to the following guidelines:

- Contribute, participate, and engage in the classroom learning experience
- Do not surf the Internet or check email
- Turn the sound off on computers
- Do not disturb classmates with excessive noise or talking
- Always close computers during any guest speaker
- Respect your classmates and the professor

### 2 Honor Code

The Graduate Honor Code can be found in full in Chapter III, Section E of this handbook. Faculty and students are charged with reporting any instances of Honor Code violations to the Office of Graduate Business Programs, who will work in tandem with the Graduate School and Dean of Students Office. A record of the reported violation will be kept with the Office of Graduate Business Programs even if the faculty member does not pursue further action for the violation.

### 3 Attendance/Absences

Each student is required to attend every class, and attendance will be part of the grade. Faculty will excuse absences only in cases of documented serious illness, religious observance, civic obligation, or participation in an activity approved by the Academic Program Director. If you need to miss class for religious observance or a civic obligation, please inform the instructor at least one week in advance. Any other reasonable absences (and up to a reasonable percentage of contact time) such as absences for work related travel for students in the Executive or Professional programs, or family emergency may be excused at the discretion of the faculty upon receiving supporting documentation. It is the student's responsibility to contact the instructor within one week after any unanticipated absence.

### 4 Online Attendance/Participation

Students are required to attend, engage, and participate in each of their online courses in an active and timely fashion. Online courses include synchronous and asynchronous course work. For each course, students must

participate by submitting their week 1 assignment or discussion(s) or attend the live zoom session during the first week of class. This policy applies to all students, new and returning. Due to strict accreditation and financial aid regulations, all students are required to actively participate in the course during the first week of class. Students who do not contact the department regarding any course drops after the first week of class will be held fee-labile for the courses.

## 5 Observation of Religious Holidays

The Miami Herbert Business School recognizes the importance of religious holidays, follows the University's policies regarding observance of religious holy days and attempts to avoid scheduling exams or other graded activities on those special days. If a mandatory educational session, graded exercise or exam is scheduled on a religious holiday, the administration will allow the student to complete the required activity at another time.

It is the responsibility of the student to notify instructors within the first week of the course of a major religious holiday, and make arrangements to complete required work. Such arrangements should be made within the first week of the course.

## 6 Arriving Late, Leaving Early, Coming & Going

Classes start on time and students must arrive to class on time and stay to the end of the class period. Students may enter class late only if given permission by the instructor and only if they can do so without disrupting the class. In addition, arriving late or leaving class early will have impact on the course grade as determined by the instructor. Please note that to minimize disruption to the class, instructors are not obligated to admit late students or may choose to admit them only at specific times.

## 7 Late Submission of Assignments

Late assignments will either not be accepted or will incur a grade penalty unless they are due to documented serious illness or a family emergency. Instructors will make exceptions to this policy for reasons of religious observance or civic obligation, only when the assignment cannot reasonably be completed prior to the due date and the student makes arrangements for late submission with the instructor in advance.

## 8 Collaboration on Graded Assignments

Students may not work together on graded assignments unless the instructor gives express permission or unless explicitly indicated on the course syllabus.

## 9 Copyright Law

The copyright law of the United States (title 17 U.S. CODE) governs the making of photocopies or other reproductions of copyrighted material.

Copyright infringements include:

The photocopying of either an entire course packet, book, textbook, or textbook supplements. Students must always observe the copyright laws.

## 10 Electronic and Mobile Device Usage in the Classroom

All electronic and mobile device use is forbidden during class unless the instructor expressly allows them. If you need to be in touch because of a family emergency, let the instructor know before class and keep your device on vibrate.



## 11 Special Accommodations

No student will be given special accommodations (e.g., extended time for exams, note-takers, etc.) without approval from the Office of Disability Services. For information on the Office of Disability Services and eligibility for accommodations, refer to Chapter IV, Section D of this handbook.

## E. Grade Appeals: Miami Herbert Business School Level

### 1 Grounds for Appeal

The academic community is unanimous in its position that the grade an instructor assigns to a student is the instructor's responsibility and privilege. Any effort to alter this would be a violation of academic freedom. It is the instructor's responsibility to establish criteria for assigning grades. Grounds for appeal of an assigned grade are as follows:

1. Award of a grade based on the student's race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, national origin or any other characteristic set forth in the [University's Non-Discrimination Policy](#); or
2. Award of a grade based on conduct that violates the University's anti-harassment or anti-retaliation policies; or
3. Failure to adhere to the grading criteria established for the course; or
4. Violations of other policies/procedures for grading that are clearly defined in the [Faculty Manual](#).

If the grade in question contains a component of academic integrity, the grade given remains under faculty discretion and the appeal must fulfill one of the four aforementioned grounds.

### 2 Order of Appeal

Attempts to resolve issues regarding a grade must be addressed in writing including the materials listed in Section V to the following entities or persons in this order:

#### Miami Herbert Business School Process

1. The faculty member responsible for issuing the grade for the course.
2. The department chair superior(s) of the faculty member.<sup>1</sup>
3. The Associate Dean of Graduate Business Programs.

<sup>1</sup> *In the event the faculty member is also the department chair, the process continues to the Associate Dean of Graduate Business Programs.*

Once the student has appealed to the faculty member, in order to continue with the appeal process, the student should fill out [the Miami Herbert Grade Appeal Form](#) with the appropriate materials attached. Once the appeal has been submitted to the Associate Dean, the Associate Dean may consult with the School Council to appoint an ad hoc committee to review the appeal. On a case-by-case basis, the committee may blindly grade assignments, exams, and/or projects.

#### Graduate School Process

If the student wishes to appeal the grade appeal determination by the Miami Herbert Business School, the student must then proceed with the Graduate School Grade Appeals Process. Please refer to the [University Ombudsperson](#).

*The student must share the written correspondence at all stages with the Academic Director of their program (if applicable).*



### 3 Materials for Appeal

When bringing an appeal, the student must state in writing issues they wish to have considered. The appeal must include:

1. An appeal letter clearly stating the circumstances of the grade as seen by the student and offering reasons for granting the appeal. Appeals must include the following on the first page in the upper left corner:
  - a. Student's full name
  - b. UM student ID number
  - c. UM email
  - d. Phone number
2. Documents of support (e.g., examinations, term papers, syllabi, or medical documentation of illness) that the student wishes to have examined.
3. All written decisions made at earlier levels of the appeal by individual faculty/administrators, departments/program/administrative units, college, or school committees, and/or deans which are available to the student or in the student's possession.

### 4 Time Constraints

The appeal process must be formally submitted before the completion of the following semester (i.e., Fall, Spring, or Summer) of the assignment of the grade resulting in appeal and prior to the completion of all degree requirements or withdrawal/dismissal from the University. Each level of appeal should aim to review the appeal and deliver a judgment within a 20 academic day period from the date the appeal is submitted. The entire process should be completed within one calendar year.

## 5 Appeal Letter Template

Student's Full Name

Student ID #

UM Email Address

Phone Number

Street Address

City, State and Zip Code

To whom it may concern:

**First paragraph:** clearly explain the term(s) or class(es) for which you are requesting a grade change. Be as specific as possible.

**Second paragraph:** write out the grounds for the grade appeal. Please reference Section I of the Graduate Business Grade Appeals Process that supports your appeal. Include any relevant information.

**Third paragraph:** describe any supporting documents you are including with your appeal. Include any and all related documentation as pdf attachments.

Sincerely,

(Signature)

Student Name

## F. Miami Herbert Business School Graduate Program Grievance Guidelines

### 1 Introduction

These Miami Herbert Business School Grievance Procedures provide an opportunity for the resolution of disputes involving graduate students in a fair and collegial manner. They do not supplant UM Students Rights & Responsibilities or any other published policy or procedure relating to graduate students.

### 2 Purview of the Guidelines

The formal grievance process described herein is intended for cases not involving grades or matters covered by the Honor Code. For cases involving grades, please review the Miami Herbert Business School's Graduate Business Grade Appeal Process.

The procedures set forth here are applicable to any of the following types of grievances by students who are enrolled in any graduate program at the Miami Herbert Business School:

1. grievances alleging improper dismissal or suspension from a graduate program.
2. grievances alleging the improper withholding or termination of financial support of any kind.
3. grievances alleging any other improper treatment, either substantive or procedural, of a graduate student by a faculty member, department or program, or university agency or administrator except:
  - a. allegations of improper evaluation of the quality and/or quantity of academic work (see the Miami Herbert Business School Graduate Grade Appeal Policy).
  - b. allegations of unfair recommendation for employment or further graduate study.
  - c. allegations of discriminatory treatment by a **student** arising from the student complainant's age, race, gender, sexual preference, handicap, national origin, or religion. (Such allegations ordinarily are handled by the [Dean of Students Office](#)).
  - d. allegations of discriminatory treatment by a **faculty** member arising from the student complainant's age, race, gender, sexual preference, handicap, national origin, or religion. (Such allegations ordinarily are handled by Workplace Equity and Performance and the [Office of Vice Provost for Faculty Affairs](#)).
  - e. allegations of discriminatory treatment by a **staff** member arising from the student complainant's age, race, gender, sexual preference, handicap, national origin, or religion. (Such allegations ordinarily are handled by [Workplace Equity and Performance](#)).

Generally, the process for investigating complaints of Prohibited Conduct is determined by the status of the Respondent, as aforementioned and as set forth below:

Complainant:	Respondent:	Entity Responsible for Investigation:	Entity's Contact Information:
Student	Law Students	School of Law Dean of Students	(305) 284-4551

	Medical Students	Miller School of Medicine Office of Student Services	(305) 243-7978
	All other students	Dean of Students	(305) 284-5353
Student	Faculty	Office of Vice Provost for Faculty Affairs	(305) 284-3386
Student	Employer/Staff/Third Parties/Guests	Workplace Equity and Performance	(305) 284-3064

### 3 Miami Herbert Business School Dismissal Appeals

If a student wishes to appeal the Miami Herbert Business School Academic Standards Committee's final determination of dismissal, the appeal must be directed to the Associate Dean of Graduate Business Programs. Appeals must be submitted to the Associate Dean of Business Programs within 30 days of the final determination. To submit a dismissal appeal, please complete [the Miami Herbert Dismissal Appeal Form](#) with the appropriate documentation.

### 4 Other Grievances

Students wishing to file any other grievance must do so in writing to the Director of Student Life and Success. The Director of Student Life and Success will escalate the grievance to the appropriate channels within the school and/or University. It is recommended for the student to meet with the Director of Student Life and Success prior to filing a formal grievance.

### 5 Grievance Appeal to the Graduate School

If the student wishes to appeal the final grievance determination by the Miami Herbert Business School, the student must then proceed with the Graduate School Grievance Process. Please refer to the [University Ombudsperson](#).

## 6 Grievance Letter Template

Student's Full Name

Student ID #

UM Email Address

Phone Number

Street Address

City, State and Zip Code

To whom it may concern:

**First paragraph:** clearly explain the grievance you are filing. Be as specific as possible.

**Second paragraph:** if filing a dismissal appeal, describe a plan of action for which you are planning to follow to improve your academic performance. For other grievances, provide an outline of previous steps taken to address the problem.

**Third paragraph:** describe any supporting documents you are including with your grievance. Include any and all related documentation as pdf attachments.

Sincerely,

(Signature)

Student Name

## II. University of Miami & Graduate School Policies & Procedures

### A. Academic Information

#### 1 Graduate Grading

All Graduate Business Students are required to maintain a cumulative grade point average of 3.00 throughout their graduate program. Furthermore, an average of B (3.00) is required for a graduate degree, and no “D” credit may be counted toward the degree. All work leading to the graduate degree and taken as a graduate student will be counted in computing the quality point average, including courses graded “D”.

**All graduate students at the Miami Herbert Business School are required to maintain a minimum 3.0 cumulative grade point average EACH term, (Term 1 and Term 2 of each semester).**

#### • *Graduate Bulletin*

In addition to the academic policies and procedures contained within this handbook, students must familiarize themselves with the policies and procedures of the University that govern participation in the academic program found in the Graduate Bulletin ([www.miami.edu/bulletin](http://www.miami.edu/bulletin)).

#### • *Grade Interpretations*

Letter Grade	Interpretation
A	Excellent accomplishment
B	Good accomplishment
C	Fair, but below that expected of graduate students (C- is the lowest passing grade. Some programs may require higher standards.).
S	Symbol used for satisfactory (S- used for low satisfactory and U used for unsatisfactory) thesis, dissertation, practicum, and internship credit hour. It may be used for regular courses under special circumstances with the prior approval of the instructor, department chair, and the dean of the Graduate School. The Graduate School considers a grade of “S” to indicate a minimum of a 3.0 GPA in a graduate course if a student has taken no prior coursework on the graduate level. A grade of “S” reflects that a student is in good academic standing.
D	Poor (not acceptable for credit hour toward the advanced degree).
F	Failure.
W	Course dropped prior to the last day for withdrawing from classes as published in the official calendar of the University. Courses dropped after last date must have approval of Dean of Graduate School. Credit hour can be earned only by successful repetition of the course.

I	Incomplete work in passing status with the instructor's permission to complete the course. (Not to be used for thesis or dissertation credit hours). The "I" should be changed to a letter grade within one (1) calendar year after it is given, unless the academic dean of the student's primary school or college and the dean of the Graduate School approve the delay. If the "I" is not changed within one year, credit hour can be earned only by successful repetition of the course. (Note: Fellowships and financial aid may be withdrawn if there is an excess accumulation of "I"s on a student's transcript).
NG	Symbol assigned by Enrollment Services indicating that the instructor has not yet reported the student's grade. For a student to receive credit hour for the course, the instructor must report a passing grade prior to the student's graduation <sup>3</sup> .

- *Quality Points*

Letter Grade	Quality Points
A+	4.00
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F	0.00

The quality point average is then determined by dividing the total of quality points earned by the total of credit hours attempted. The symbols "S", "W", and "I" are not counted as credit hour attempted.

## 2 Withdrawals

Withdrawals, either from individual courses or from a graduate program, should be processed through the Office of the Dean of the school or college of the student's program. Students who wish to officially withdraw from joint- or dual-degree programs should consult the Office of the Dean of the school or college for both disciplines. The date of withdrawal is that on which the student notifies the Office of the Dean or the date of receipt of a letter requesting withdrawal. No withdrawal from the University is official until the student has consulted with the dean of their school or college and has completed the necessary forms.

## 3 Leave of Absence

Leave may be obtained by petition of the program director followed by the approval of the dean of the Graduate School. Leave of absence officially stops the time-to-completion clock. The Petition for Leave of

Absence form may be found on the Graduate School website. Students who do not return from an approved leave of absence by the expected return date must submit a new Petition for Leave of Absence form. If students on a Graduate School approved leave of absence do not return by the expected return date inputted on their Petition for Leave of Absence form, they must submit a new Petition for Leave of Absence form to update their expected return date and extend the leave. If a new Petition for Leave of Absence is not submitted to extend the leave, that student's UM IT access (e.g., CaneLink, email, cloud storage, library access, etc.) may be lost. Also, any student who is not continuously enrolled and who is not on an approved leave of absence may lose UM IT access. Students returning from an approved leave of absence must submit an Application for University of Miami | Graduate Student Handbook 9 Readmission by the readmission deadline as listed in the Academic Calendar for the semester they intend to return for graduate study. If they do not, they risk having their UM IT access impacted.

#### 4 Military Withdrawal

Tuition refunds of 100% are granted to students who withdraw due to military service, provided they do not receive credit hour for the course (see below under "Credit Hour for Courses After the 12th Week of the Semester"). If you receive federal financial aid and withdraw before you complete 60% of the semester, a prorated calculation will determine the amount of financial aid you have earned. It is based on the amount of time you were enrolled. This calculation is independent of any charges incurred at the University.

Students receiving veteran benefits must confer with, and seek guidance from, the university Veterans Affairs office about pending withdrawals. Email [veterans@miami.edu](mailto:veterans@miami.edu) for all Veterans correspondence

### B. Financial Information

#### 1 Tuition Payment Policy

All semester charges (tuition, room, meal plans, and fees) are due by the date on the billing notification e-mail, unless an established Monthly Payment Plan contract has been finalized with the Office of Student Accounts. Previously unbilled and new charges are due and payable when incurred. Payment is considered complete only when all charges are paid or when satisfactory arrangements to pay have been finalized with the Office of Student Accounts.

#### 2 Consequences of Non-Payment

Students that are delinquent in paying their tuition and fees and/or Monthly Payment Plan may be subject to having their class schedule cancelled. Also, there will be a hold on course registration for the current and subsequent semesters. Cancellation may also lead to the forfeiture of any financial aid the student may have been awarded.

#### 3 Financial Aid

A financial hold will be placed on your student account for an unpaid term balance or due to a check payment. There is a 5-day waiting period for all check payments (mailed to the cashier's office or submitted online) to become financially cleared for registration.

### C. University of Miami Graduate School Honors & Awards

#### 1 Award of Academic Merit

Students who obtain a 3.8 GPA or better will receive an Award of Academic Merit from the Graduate School. The Award is posted on the transcript.

#### 2 Excellence in Student Leadership Award

This award is given annually by the Graduate School through the Butler Center for Service and



Leadership. Nominations will be solicited from program directors at the beginning of the spring semester.

### 3 Who's Who Among Students in American Universities and Colleges

The Graduate School solicits nominations for this award annually. Nominations are provided by Graduate Programs Directors at the beginning of the spring semester.

## D. Graduate Honor Code and Student Handbook

### 1 Purpose

In the spring of 2001, at the request of the Graduate Student Body Government, the Graduate Student Honor Code, hereinafter referred to as "Code," was ratified by The Graduate Student Senate, approved by the Graduate Council, the Faculty Senate, and by the President of the University.

This Code is established for the graduate student body to protect the academic integrity of the University of Miami, to encourage consistent ethical behavior among graduate students, and to foster a climate of fair competition. While a student's commitment to honesty and personal integrity is assumed and expected, this Code is intended to provide an added measure of assurance that, in fulfilling the University's requirements, the student will never engage in falsification, plagiarism, or other deception regarding the materials he/she presents. Each student is responsible for completing the academic requirements of each course in the manner indicated by the faculty.

### 2 Links to Handbooks

[Click here](#) to access the Graduate Honor Code.

[Click here](#) to access Graduate School's Student Handbook.

## E. Pets on Campus

Pets are the sources of much enjoyment and companionship to their owners and members of the University community. However, pets may also pose a concern or threat to the health and safety of the campus community and/or disrupt campus operations.

### 1 Definitions

**Pets** shall mean a domestic or tamed animal or bird kept for companionship or pleasure. Animals prohibited by Miami-Dade County ordinance or any other applicable law or regulation cannot be pets.

**University Facility** shall mean any building owned, operated, leased, or maintained by the University of Miami in any of its campuses or satellite clinics.

### 2 Policy

Pets are permitted throughout the outside areas of the University's Coral Gables campus provided they are **leashed** and under the direct control of their owners. Owners are responsible for cleaning up after their pets while on the Coral Gables campus and must appropriately dispose of any waste. Owners will also be responsible for any damage caused by their pets while on campus.

Pets are **NOT** permitted in, or within, any University Facility. Pets are also **NOT** permitted in Osceola Lake, any swimming pool or bathing place, or at any athletic event.

Individuals with extenuating circumstances who wish to bring pets onto a University Facility or any other

place or event precluded by this policy may request an exception from the Provost, or their designee. In considering this exception, the Provost, or their designee, will consider the nature of the extenuating circumstances, the ability of others occupying shared and neighboring spaces to use their areas without disruption or interference, and any relevant health and safety concerns.

### 3 Policy Violations

Permission to have pets on campus is a privilege, not a right. The failure to follow this policy will result in revocation of the privilege and could subject the individual to further disciplinary measures by the University.

### 4 Non-Applicability of this Policy

This policy shall not apply to service animals, as such a term is defined by the Americans with Disabilities Act. A service animal pursuant to the Americans with Disabilities Act is defined as a dog or a miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks; alerting individuals who are deaf or hard of hearing to the presence of people or sound; providing non-violent protection or rescue work; pulling a wheelchair; assisting an individual during a seizure; alerting individuals to the presence of allergens; retrieving items such as medicine or the telephone; providing physical support and assistance with balance and stability to individuals with mobility disabilities; and helping persons with psychiatric and neurological disabilities preventing or interrupting impulsive or destructive behaviors.

This policy shall also not apply to assistance animals, including emotional support animals, pursuant to the Fair Housing Act. An assistance animal is defined by the Fair Housing Act as an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. For purposes of the Fair Housing Act, only the University's residential dorms are considered housing facilities. As required by the Fair Housing Act, assistance animals, including emotional support animals, are only allowed in the University's residential dorms.

The policies and procedures governing service and assistance animals at the University of Miami are set forth at: <https://camnercenter.miami.edu/disability-services/accessibility/assistance-animals/index.html>.

This policy shall also not apply to animals used for research that has been approved through the appropriate University policies and procedures. Please contact the Office of Disability Services for further information as to service animals or assistance animals.

## III. University of Miami Student Resources

### A. Unanue Graduate Career Advancement & Engagement Center

Located in Jenkins 111, the Unanue Graduate Career Advancement & Engagement Center's mission is to assist full-time, on-campus Miami Herbert Business School graduate students launch and develop successful, rewarding careers. The Center provides Miami Herbert graduate business students with a full menu of resources and services including career assessments, job portal access, networking events, recruiting events, mock interviews, salary databases, and more. Please check with the Unanue Career Center for details.

The Unanue Career Center team is composed of career coaches, employer relations professionals and experiential learning practitioners who are dedicated to helping students accelerate their careers through connecting, collaborating, and co-creating experiences with the Miami Herbert community. Some of the engagement events and activities organized by the Unanue Career Center include guest speakers, industry panels, employer information sessions, experiential learning projects, and career fairs. A summary of their online tools and resources can be found at <https://careers.herbert.miami.edu>.

### B. University Ombudsperson

The University [Ombudsperson](#) facilitates a voluntary process to open communication between students and members of the University community in order to resolve concerns and issues. Their role is to listen to students' concerns, investigate the facts surrounding the matter, and make objective recommendations to achieve an effective resolution. University Troubleshooters are [faculty members](#) and [administrators](#) who provide assistance to students seeking help with academic and administrative matters. For more information, call (305) 284-4922, email [ombudsperson@miami.edu](mailto:ombudsperson@miami.edu) or visit Room 244 of the Ashe Administration Building, Coral Gables.

### C. Title IX Notice of Nondiscrimination

The University of Miami does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the University of Miami's Title IX Office, the U.S. Department of Education's Office for Civil Rights, or both. The University of Miami's Title IX Coordinator information is as follows:

University's Title IX Office  
Maria Sevilla, Title IX Coordinator  
6200 San Amaro Drive, Ste. 230 Coral Gables, FL 33146 Telephone: 305-284-8624  
Email: [titleixcoordinator@miami.edu](mailto:titleixcoordinator@miami.edu) Website: [www.miami.edu/titleix](http://www.miami.edu/titleix)

The nondiscrimination policy and grievance procedures can be located at [titleix.miami.edu](http://titleix.miami.edu), under the "Policies and Procedures" tab.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator or file an online report through at [titleix.miami.edu](http://titleix.miami.edu).

### D. Department of International Student and Scholar Services (ISSS)

The mission of the [ISSS](#) is to provide support services for international students, scholars (faculty and researchers) and observers. Every year, approximately 2,725 international students (undergraduate and graduate), scholars (professors and researchers), and observers from more than 110 countries representing every region of the world study, teach, conduct research, and observe at the University of Miami.

ISSS assists international students and scholars with the unique challenges as well as opportunities internationals encounter while pursuing their academic goals at UM. Some of the support services provided by ISSS include:

- Immigration advising
- Orientation
- Employment information and authorization
- Federal Income Tax filing
- Advising regarding personal and adjustment problems
- Advocacy
- Liaison (sponsors, governments)

ISSS also works closely with the Council of International Students and Organizations (COISO), the umbrella organization for all international students groups at UM, in highlighting the diversity of the University community and in planning cultural events and activities on campus, including International Week and United Nations Day. In addition, the department also advises the Model UN Club and the Model UN Team. For more information, call (305) 284-2928, email [iss@miami.edu](mailto:iss@miami.edu) or visit Room 2275 of the Whitten University Center, Coral Gables.

## E. Health Care

### 1 Student Health Center

The [Student Health Center](#) provides primary and specialty care as well as pharmacy services for all eligible students. The Health Center offers vaccinations, like the flu shot and TB, throughout the year for all students. University insurance plan information is also available at the center. Appointments may be necessary and can be made at [mystudenthealth](#), and many of the services are free of charge. The Health Center is open from 8:30 a.m. to 5 p.m. Mondays, Tuesdays, Wednesdays, and Fridays and from 9 a.m. to 5 p.m. on Thursdays. For more information, call (305) 284-9100, email [studenthealth@miami.edu](mailto:studenthealth@miami.edu), or visit at 5555 Ponce de Leon Blvd., Coral Gables.

**Please note: Students in any Professional MBA and Executive MBA program are not eligible for Student Health Center services or the University of Miami health insurance unless the student has an F-1 or J-1 Visa.**

### 2 Immunizations

All students must provide the Student Health Center proof of immunization against measles, mumps, and rubella before matriculation. All new students must provide proof of immunization against hepatitis B and meningococcal meningitis or sign a waiver declining these immunizations. An immunization form must be completed and returned to Student Health Services prior to arrival on campus. All international students must be screened for tuberculosis by completing page two of the immunization form. Immunization information must be entered at [mystudenthealth](#) prior to faxing or mailing the form to the Student Health Service for verification. Immunization compliance can also be verified at [mystudenthealth](#)

### 3 Counseling Center

The [Counseling Center](#) provides short-term individual therapy, group counseling, crisis counseling and psychiatric services. Groups for graduate students are routinely offered. The center also provides outreach and consultation services.

The [After-Hours Line](#) can be accessed by calling (305)-284-5511. There is no charge for counseling for currently enrolled students who have paid the Health and Counseling Center fee. Psychiatric appointments are covered by UM student health insurance or for an additional charge. During the fall and spring semesters the center is open Monday, Wednesday and Friday 8:30 a.m. to 5 p.m. and Tuesday and Thursday 8:30 to 7 pm. Graduate students who are currently enrolled at UM and have paid

the Health Center and Counseling Center fee and are eligible for covered counseling services.

Graduate students wanting to receive services during the summer must be enrolled for summer or fall classes and have paid the Health Center and Counseling Center fee. Graduate students are strongly encouraged to check with their department about their enrollment status in order to ensure ongoing services are not interrupted or to begin new service during the summer. For more information, call (305) 284-5511 or visit 5513 Merrick Drive, Coral Gables

**Please note: Students in any Professional MBA and Executive MBA program are not eligible for Counseling Center services unless the student has an F-1 or J-1 Visa.**

## F. Office of Disability Services (ODS)

The Camner Center for Academic Services provides academic resources and support to ensure that students with documented disabilities are able to access and participate in the opportunities available at the University of Miami. [The Office of Disability Services](#) is the primary university office responsible for the coordination of auxiliary aids and services for students with disabilities. ODS provides academic accommodations and support to ensure that students with disabilities are able to access and participate in the opportunities available at the University of Miami. Individuals with disabilities must request academic accommodations through ODS. Accommodations are determined on a collaborative and case-by-case basis and are based on the documentation provided by the individual. ODS staff will work collaboratively with students to determine what academic adjustments and educational auxiliary aids are reasonable to ensure that students with disabilities are not subject to discrimination.

### 1 Eligibility

In accordance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendment Act of 2009, Section 504 of the Rehabilitation Act of 1973, ODS makes all decisions for undergraduate, graduate, continuing education, and summer scholar students.

A student who is admitted to the University may be eligible for services provided that:

- The student requests services and/or accommodations from the Office of Disability Services.
- If requested to do so by the Office of Disability Services, the student provides current, complete, and appropriate documentation.
- The student needs to participate in a collaborative and interactive process with ODS staff.
- The student registers with the Office of Disability Services by completing registration forms and all other required forms.

### 2 Academic Accommodations

Typical accommodations for students with sufficient (and ODS-approved) documentation are as follows:

- Extended time for exams
- Distraction-reduced testing location
- Note-takers
- Exam readers
- Scribe
- Tape-recording lectures
- Enlarged exams, test materials, and handouts
- Select seating in class

### 3 Documentation

The Office of Disability Services requires current and complete documentation to determine reasonable accommodations. This includes, but is not limited to, a diagnosis of a current disability, the date of the diagnosis, how the diagnosis was reached, and the credentials of the diagnosing professional and how the disability affects a major life activity. There are different requirements for each “type” of disability (medical, psychological, learning, and ADHD) that must be followed upon submission. **ODS will not provide any accommodations until all essential documentation has been submitted and students participate in an interactive and collaborative process.**

All students seeking accommodations for a disability must register through ODS. Students should register as soon as possible so that ODS has sufficient time to receive and review the necessary documentation and coordinate reasonable accommodations. To register, schedule an appointment with ODS at (305) 284-2374 or email [disabilityservices@miami.edu](mailto:disabilityservices@miami.edu). ODS is located in Whitten University Center 2400. **Before a determination is made regarding a request for accommodations, the student must complete the proper forms and submit current, appropriate, and full documentation of the disability as required by ODS.**

### G. Cane Card & CaneID

The [Cane Card](#) is an on-campus student identification card. Students, faculty, and staff must present a government issued photo ID such as a driver’s license or passport when acquiring their card. The Cane Card provides access to on-campus student residences, the Otto G. Richter Library, computer laboratories, the swimming pool, the Patti and Allan Herbert Wellness Center (for those who purchase a membership), and other facilities where access has been granted.

The Cane Card is also used to control lending privileges at the library, access to athletic and other events (fee required), the purchase of discounted Metrorail tickets, UPrint services, and meal plan privileges. All University of Miami students, faculty and, staff are required to carry their Cane Cards for identification purposes while on campus.

- Lost or stolen Cane Cards should be reported to the Cane Card office at (305) 284-3096 or to Security 24/7 at (305) 284-6666.
- After being reported stolen or lost, a card will be deactivated to prevent unauthorized use.
- Lost or stolen cards will be replaced for a \$25 fee.
- Damaged cards will be replaced for free upon exchange of the original damaged card.

A CaneID is a username/password authentication process that provides access to multiple UM Information Technology systems and services via one username and password. Your CaneID Password safeguards your access privileges on many UM systems and should only be known to you. If you suspect your password has been discovered or revealed to others, change your password. CaneID Authentication Service (CAS) is a login service that allows you to access multiple password-protected Web services on a central authentication server.

### H. Transportation

UM offers several options to ease transportation around and between the campuses. Visit the [Department of Parking and Transportation Services](#)’ website or call (305) 284-3096 for information regarding purchasing student parking permits and campus shuttle service, as well as maps for campus parking.

#### 1 Cars on Campus

Parking on the University of Miami's Coral Gables campus is a privilege extended to those using the facilities of the University consistent with the terms of the University's Motor Vehicle Parking Code and other policies of the University as they are set or amended by the Provost. Parking privileges are extended only to those eligible members of the University community including trustees, faculty, administrators, staff, students, vendors, and visitors who have paid for, received, and properly displayed a current and valid [UM parking permit](#). In consideration of being allowed to use the University's facilities for parking, the purchaser of a parking permit agrees to be bound by the rules set forth in the Motor Vehicle Parking Code, and agrees to pay to the University any fine or administrative charge assessed for non-compliance with this code. Students, faculty, employees, and staff may not park in visitor parking spaces, and UM parking permits are not valid at parking meters. For more information, call at (305) 284-3096 or visit Suite 100 of the McKnight Building in the Coral Gables campus.

## 2 Hybrid Discount Program

University of Miami students, faculty, and staff who wish to park a hybrid vehicle (as specified by the U.S. Department of Energy) on the Coral Gables campus are eligible for a rebate of up to 50% of the price of a colored zone permit (Purple, Red, White, Pink, Yellow, Brown, Gray, & Burgundy). For those with a Preferred or Reserved permit, the discount will be equivalent to 50% of a colored zone permit. Discounts cannot be combined. A person eligible for the employee discount program or a student parking in a discount zone cannot also receive the hybrid discount. Certain restrictions apply, and the following parking permit categories are not eligible for the hybrid rebate: Visitor, Vendor, Contractor, Lowe Art, OLLI, RSMAS, Inter-Campus, University Village, and University Vehicle. To qualify for the hybrid vehicle decal and rebate, interested parties must present the hybrid vehicle to Parking & Transportation Services at the McKnight Building. A person receiving the hybrid vehicle discount will be restricted from adding any other non-hybrid vehicle to their account. The parking of a nonhybrid/electric vehicle under a discounted hybrid permit may result in citation, fine, and/or towing and/or booting (wheel clamping) at the owner/operator's expense.

## 3 Bicycles

The University of Miami is recognized as a bike-friendly university by the League of American Bicyclists. Bike racks are located throughout campus. To protect yourself against bicycle theft, lock your bike with a high quality lock whenever leaving it unattended. It is also helpful to register the bike with the campus police at (305) 284-6666 to assist with theft recovery. UMPD issues one free, u-style bicycle lock to all students at the time of registration. For more information visit the [UBike website](#).

## 4 Hurry 'Cane Shuttle Service

The University of Miami operates the [Hurry 'Cane Shuttle](#) during the fall and spring semesters. The shuttle fleet, including the bio-diesel fueled Optima buses, is equipped with state-of-the-art wheelchair accessible buses, is available free of charge to all University students, faculty, staff, and visitors, and serves most major campus buildings, parking lots, and the University Metrorail station (see below for Metrorail information). Hurry 'Cane Shuttle facilitates use of perimeter parking lots, and provides a convenient means of traversing campus without using a personal vehicle. It also transports students between the Coral Gables and Marine campuses.

## 5 Zipcar

Zipcar is a car-sharing program that provides the flexibility and convenience of having a car without actually owning or leasing a vehicle. The Zipcar program is designed to save students money, reduce greenhouse emissions, and preserve green space on campus. Once a Zipcar member, drivers can reserve a vehicle for a few hours or an entire day. Parking is free for Zipcars on the Coral Gables campus. For more information visit the [Zipcar page](#) on the Parking and Transportation website.



## 6 Miami Metrorail

Extending from Kendall to Medley, the Metrorail is Miami-Dade County's rail system that serves a north-south route. If you live close to a Metrorail station, or to a bus that can get you to a station, the Metrorail can take you directly to the University Coral Gables campus (via the University station, south of the Stanford Drive entrance to UM). It is also a fast and economical way to get to the Medical campus (via the Civic Center station). You can pay each time you ride, or you can purchase college student Metrorail passes and monthly Metrorail parking permits at the ticket window on the first floor of the Whitten University Center on the Coral Gables campus. You must have your 'Cane Card (student ID) with you to purchase these special passes. For more information, visit the [Metrorail page](#) on the Parking and Transportation website.

## 7 Miami Metromover

The Metromover is a free electrically-powered, fully automated people mover system provided by the city of Miami. It services the neighborhoods of Brickell and Downtown through three different routes. The Metromover connects with several Metrorail stations and Metrobus stops. For more information on routes and schedules, visit the [Metromover website](#).

## 8 Miami Metrobus

In addition to the Metrorail, the Metrobus system of Miami-Dade Transit offers convenient bus routes, which crisscross Miami-Dade County daily. Many buses connect with the Metrorail, and the cost is included in the college student Metropass. Several bus routes travel on Ponce de Leon Boulevard, which borders the southern end of the Coral Gables campus. Copies of bus route maps are available at the Information Desk on the first floor of the Whitten University Center, at the University Metrorail station information desk, as well as online. For more information, visit the [Metrobus page](#) on the Parking and Transportation website.

## 9 Miami Trolley

The Miami Trolley is a free transportation service provided by the city of Miami. The trolley has 10 different routes throughout the city, servicing the areas of Coconut Grove, Brickell, Little Havana, Downtown, and the Health District around the Medical campus, among others. It connects with several Metrorail stations and Metrobus stops. For more information on routes and schedules, visit the [Miami Trolley website](#).

## 10 Coral Gables Trolley

The Coral Gables Trolley is a free transportation service provided by the city of Coral Gables. The trolley has several stops in points of interest around Ponce de Leon Blvd. and Miami Metrobus stops. It also includes a stop at a Miami Metrorail Station. For more information on route and schedule, visit the [Coral Gables Trolley](#).

## 11 Miami International Airport

[Miami International Airport \(MIA\)](#) is the closest airport to the University of Miami. Several major airlines fly out of the Miami International Airport. The airport is most easily accessible by taxi or by public transit. Metrobus route 57, which travels along 57th Avenue (Red Road), goes directly to the airport on weekdays. The Metrorail orange line (northbound) provides transportation from the University station to MIA. Shuttle service to the airport is available through several companies. Browse the websites of reputable companies to schedule a pick-up.

## 12 Fort Lauderdale-Hollywood International Airport



[Fort Lauderdale-Hollywood International Airport \(FLL\)](#) is another option for those who are flying into or out of the South Florida area. While this airport is further from the Coral Gables campus, flight rates tend to be more reasonable than flights in/out of MIA. Major airlines and discount airlines service this airport. The commute to the Fort Lauderdale airport can easily take 45 minutes by car. Shuttle service is available for travelers.

### 13 Tri-Rail

Tri-Rail's 22 commuter rail stations connect Miami-Dade, Broward, and West Palm Beach. Tri-Rail services the area around the Fort Lauderdale airport and connects directly with the Metrorail at no additional cost. For more information visit the [Tri-Rail page](#).

### 14 Brightline

Brightline provides express service connecting Miami, Fort Lauderdale, and West Palm Beach—with planned future service to Orlando. For more information visit the [Brightline page](#).

## I. Hurricane Preparedness

Hurricanes are an unfortunate reality at the University of Miami. That is how we got our nickname! **With hurricane season running June 1st through November 30th**, the University has put several procedures in place to keep its students safe. Depending on the anticipated severity of a storm, the University of Miami may be required to evacuate its campuses for a hurricane. While this is not a common occurrence, it is imperative that students and their families develop a personal evacuation plan now and be ready to implement that plan if a storm threatens the Miami area. Once an evacuation is ordered, all events and classes will be canceled and only pre-designated essential personnel will be allowed to remain on campus.

### Staying Informed

When a Tropical Storm or Hurricane threatens South Florida, the University will notify students of cancellations, closures, and the possibility of evacuations via Storm Alert emails and an [Emergency Notification Network \(ENN\)](#) alert. The **University's Emergency Preparedness website** is always the best place to go to get the latest information and the **Emergency Information Hotline** will also be activated to answer any of your questions.

**Emergency Preparedness Website:** [prepare.miami.edu](https://prepare.miami.edu)

**Emergency Information Hotline:** 1-800-227-0354

**Emergency Notification Network Twitter:** [@UMiamiENN](https://twitter.com/UMiamiENN)

**Emergency Notification Network FaceBook:** [www.facebook.com/UMiamiENN](https://www.facebook.com/UMiamiENN)

Students are encouraged to complete the Evacuation Information requested through [CaneLink](#) to notify the University of their plans during a storm and how to reach them. This process is accomplished by visiting <https://canelink.miami.edu> and clicking on the Emergency Information link at the top left of the page. As storms approach, the University will send out emails to all students and conduct meetings with residential students providing them with more specific instructions.

## J. Study Spaces

For projects, study groups, and individual studying you may want to seek out locations in and around the Miami Herbert Business School complex. Below is a composite of available study spaces within the Miami Herbert Business School complex as well as around the Coral Gables campus:

### **De La Cruz Study Center (Fishbowl) Study Rooms & 5<sup>th</sup> floor Aresty Building Study Rooms**

These study rooms may be reserved by [clicking here](#). They are available to ALL University of Miami students and abide by the following policies:

- Reservations can be made up to 2 weeks in advance and is limited to 4 hours per day.
- Conference rooms are for group study only, whereby a group consists of two (2) or more individuals.
- Conference room users without a reservation must leave when requested by a group with proof of a valid reservation.
- There is a 15-minute grace period for reservations. If the group is not present within the grace period, the reservation becomes invalid, and another group may use the room.
- Rooms cannot be reserved or held by placing personal belongings in them.
- Unattended items will be removed and considered as Lost & Found items.
- Without a reservation, individuals may use an unreserved conference room, but conference rooms cannot be reserved for individual use.
- Without a reservation, individuals using a conference room may be asked to leave by a group needing a conference room.

### **Outside Miami Herbert Business School Study and Meeting Areas**

The Coral Gables campus offers various options for studying and meeting areas, some of which do not require reservations:

- Richter Library, specifically the Richter Library Graduate Student Study Room (<http://library.miami.edu/graduate-study/>)
- Donna E. Shalala Student Center 24-hour study space (1st floor) \*Please note this is a permanent quiet hours space – talking is not allowed
- Weeks Music Library (<https://www.library.miami.edu/musiclib/welcome.html> )
- The Whitten University Center

Appendix A



## MHBS Course Repeat Petition

This form is used to petition to repeat a course at the Miami Herbert Business School. Please fill out all applicable fields and send to your academic advisor for approval.

Full Name:

Cane ID:

UM E-mail:

Course Number:  Number of Credits:

Course Name:

Previous Professor:

Grade Received:  Current GPA:

Justification for a Retake:

I acknowledge that the grades obtained in my second attempt will replace the original  
Initial grades for purposes of calculating my GPA for clearance and graduation only. Both grades  
will remain on my official record.

Student Signature

Date

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The section below should be completed by MHBS staff only.

Approved: ☐ Yes ☐ No

Comments:

Advisor Signature

Advisor Print Name

Date

Academic Director Signature

Academic Director Print Name

Date

## Appendix B



### MHBS Course Repeat Petition for Certificate & PhD Students

This form is used to petition to repeat a course at the Miami Herbert Business School. Please fill out all applicable fields and send them to your academic advisor for approval.

Full Name:

Cane ID:

UM E-mail:

Course Number:

Number of Credits:

Course Name:

Previous Professor:

Grade Received:

Current GPA:

Justification for a Retake:

**Initial**  I acknowledge that a student may repeat a course in which a failing grade was earned, but the repetition of the course will not eliminate the previous grade from the record. All grades are included in the computation of the quality point average. If a course in which an unsatisfactory grade was earned is repeated and the repeat grade is a "C-" or higher, the number of credit hours required for graduation will be increased by the number of credit hours repeated.

Student Signature

Date

**The section below should be completed by MHBS staff only.**

Approved: ☐ Yes ☐ No

Comments:

Advisor Signature

Advisor Name

Date

Academic Director Signature

Academic Director Name

Date