

Graduate Student Handbook

A GUIDE TO LIFE AT THE MIAMI HERBERT BUSINESS SCHOOL

2019-2020

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I. Welcome to the Miami Herbert Business School

A. Greetings from the Dean

Welcome! I'm honored to serve as dean of Miami Herbert Business School at the U. I'm passionate about the vision of the University of Miami under the leadership of President Julio Frenk and excited about the remarkable momentum of our business school.

Located in one of the most diverse and dynamic business centers in the world, we offer unparalleled opportunities to learn, engage and grow. The nation's eighth-largest metro market, Miami is a magnet for arts, culture and innovation. Our students come from over 80 countries and our faculty from over 30.

Aligned with the University's "Roadmap to Our New Century," Miami Herbert Business School is building bridges across borders, tackling fundamental business and social challenges, and fostering entrepreneurship in the capital of Latin America. We are at the forefront of innovation in business education and research. Our students learn in more places than ever, with experiential opportunities around the world, and we deliver our programs in more ways than ever. Several of our master's programs - including our MBA, which marked its 70th anniversary in 2018 - are now also offered fully online. In sum, we offer you multiple ways to customize your degree and your curriculum, and a dedicated career services team that will help you maximize return on investment.

The research conducted by our faculty - distinguished thought leaders in their fields - drives business change and shapes public policy. Our impact conferences and distinguished leaders speakers series draw thousands of professionals each year to share ideas on some of the most pressing issues facing business. And our alumni, 45,000 strong, are leading global organizations and bringing about positive change across the U.S. and worldwide.

This is an exciting time for the Miami Herbert Business School. I encourage you to play a full and rewarding role in our vibrant community. We always welcome hearing from you about your aspirations and career goals. Please email your ideas and questions to businessdean@miami.edu.

John Quelch
Dean

B. Greetings from the Graduate Business Student Association

Welcome to the Miami Herbert Business School! The Miami Herbert Business School graduate programs are more than some semesters of classes, more than A's and B's, more than an addition to your LinkedIn profile, and much more than a framed piece of paper. Your Miami Herbert Business School graduate program is a remarkable experience to grow not only as a businessperson, but as a human, by immersing yourself in the curriculum, as well as the people.

GBSA (Graduate Business Student Association) will host numerous exciting events throughout the year to connect all of the graduate business programs to provide networking opportunities with one another and create future business contacts. We also have a networking program, called the **Foot In The Door** Program (FITD) where you can sign up to shadow a professional for a day in a company you are interested in. We encourage you to step out of your comfort zone and take advantage of these opportunities. You never know, your next idea or business opportunity might be coming from one of your fellow 'Canes.

You will find that the unquantifiable value lies within the people around you. Colleagues, professors, administrators, guest speakers, and alumni hold the keys to the doors you seek to open. Make a habit of taking the time to engage with the people around you, because they are your ticket to new opportunities. And, of course, go learn something in the classrooms.

We want to foster inclusion among all graduate business programs and improve GBSA so that it will remain pertinent and meaningful for years to come. We challenge each of you to think about the impact and legacy you will leave on your fellow classmates and Miami Herbert Business School. Come hungry and ready to build on the culture of ambition and intellect.

In that spirit, we welcome you to your U family. We look forward to meeting you at orientation where you will learn more about what we have in store for you and how to get involved with GBSA. If you have any questions about student life and culture, talk to us on campus, we want to meet you!

Jack Shelgren
President

Gaby Gallou
Vice President

C. Business School Administration

The mission of the Miami Herbert Business School is to develop innovative ideas and principled leaders that transform global 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

John A. Quelch	Dean, & Vice Provost	businessdean@miami.edu
Patricia Sánchez Abril	Vice Dean, Graduate Business	pabril@miami.edu
Henrik Cronqvist	Vice Dean, Faculty Affairs	hcronqvist@bus.miami.edu
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Admissions and Recruitment – Full Time Programs

Cristina Raecke	Executive Director	cracke@miami.edu
Loubna Bouamane	Director	loubna@miami.edu
Kim Migoya	Associate Director	kmigoya@bus.miami.edu

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Admissions and Recruitment – Professional and Executive Programs

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Admissions Operations

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David Gonzalez	Admissions Service Representative	d.gonzalez067@miami.edu
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Jamal Wilson	Admissions Service Representative	jkw39@miami.edu

Graduate Business Advising and Student Services

Tania Abouzeide	Director	tabouzeide@miami.edu
Lori Pryor	Director	lpryor@miami.edu
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Kathy Gaunt	Assistant Director	kgaunt@miami.edu
Erika Murillo	Assistant Director	e.murillo@miami.edu
Cecilia Sanchez	Assistant Director	csanchez@bus.miami.edu
Janeth Moran	Program Coordinator	jmoran@miami.edu
Naquia Williams	Program Coordinator	nwilliams@bus.miami.edu

Ziff Graduate Career Services Center

Andrew Stoner	Executive Director	andrew.stoner@mbs.miami.edu
Ginger Baxter	Director	ginger.baxter@bus.miami.edu
Jennyfer Puentes	Director	jpuentes@bus.miami.edu
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Maria Carballo	Program Manager	mcarballo@miami.edu
Tiana Starks	Senior Administrative Assistant	tstarks@bus.miami.edu

Graduate Student Experience and Education

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Natalie Song 宋瑶楠	Associate Director, Asia-Pacific Student Engagement	song@miami.edu

D. Department Chairs and Faculty Program Directors

Department Chairs

Dhananjay (DJ) Nanda	Accounting	dnanda@bus.miami.edu
Ann Morales Olazábal	Business Law	aolazabal@bus.miami.edu
Robert Plant	Business Technology	rplant@miami.edu
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Alok Kumar	Finance	akumar@bus.miami.edu
Steven G. Ullmann	Health Management and Policy	sullmann@miami.edu
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Yongtao Guan	Management Science	yguan@bus.miami.edu
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Faculty Program Directors

Henrik Cronqvist	Doctoral Programs	hcronqvist@bus.miami.edu
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Robert Plant	Professional M.B.A.	rplant@bus.miami.edu

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](#).

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.

II. 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 behave in a professional manner at all times. The reputation of MBS should be protected, upheld, and advanced by each student. Professional behavior is expected and required at all times, 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 MBS sponsored or affiliated are not covered under this policy.

Respect for Colleagues, Faculty, and Staff

1. MBS students shall demonstrate respect for all colleagues, faculty, and staff in their language and action. Students will aim to resolve all of our concerns and disagreements with others using respect, kindness, and maturity.
2. MBS 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. MBS 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. MBS 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 in particular.

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

1. Registering for Courses

The majority of 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

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. If you have a hold, contact your academic advisor.

At the Miami Herbert Business School, all changes to term courses (7-week courses), must be made prior to the 2nd 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. Any changes to semester-long courses follow the Add/Drop period as set forth by the University Registrar. Please consult the Registrar's [Academic Calendar](#) for specific dates on dropping and adding semester-long courses.

Please note: every semester, the University of Miami publishes a schedule of prorated refunds based on when a student drops a course. Under some conditions, students who drop courses after the final day for receiving a 100% refund may find themselves actually owing more money than if they had completed the course.

3. 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.

C. Miami Herbert Business School Honors & Awards

Valedictorian

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

Beta Gamma Sigma

Graduates from the Master of Business Administration, the Master of Accounting, and the Master of Science in Taxation 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 luncheon is held to induct and honor new members.

MBS Student Leadership Award

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

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.

Students are expected to adhere to the following guidelines:

- Contribute, participate, and engage in the classroom learning experience
- Do not eat noisy or odiferous foods
- 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 3, 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. 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.

2. 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. Instructors and administrators shall endeavor not to schedule any examination or other graded class event on a major religious holy day.

3. 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. In the event that a mandatory educational session, graded exercise or exam is inadvertently 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, coordinators and the administration well in advance of a major religious holiday, and to make arrangements to complete required work. Such arrangements should be made prior to the start of a course.

4. 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.

5. 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.

6. 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.

7. 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 observe the copyright laws at all times.

8. 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.

9. 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

I. 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.

II. 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.¹
3. The Vice Dean of Graduate Business Programs.²

Once the appeal has been submitted to the Vice Dean, the Vice 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 **Grade Appeals: Graduate School Level** located in Chapter III, Section F of this handbook for the Graduate School's Process on Grade Appeals.

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

III. 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

¹ In the event the faculty member is also the department chair, the process continues on to the Vice Dean of Business Programs.

² In the event the faculty member is also the Vice Dean of Graduate Business Programs, the process continues on to the Vice Dean of Undergraduate Education.

- 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.

IV. Time Constraints

The appeal process must be initiated 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 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.

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

I. 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.

II. 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

III. Miami Herbert Business School Dismissal Appeals

If a student wishes to appeal the Miami Herbert Business School Academic Review Committee's dismissal decision, the student must write a formal appeal to the committee by emailing the Assistant Director of Graduate Student Experience. The time limit to file a dismissal appeal is thirty (30) days after notification of dismissal. The appeal must be as detailed as possible and should include a plan of action to remedy the cause for dismissal (e.g. low Grade Point Average).

Once the appeal letter has been received, the Academic Review Committee will convene to review the appeal. Following its deliberations, and within ten (10) days of the date of the appeal review, the Vice Dean of Graduate Business Programs will provide the committee's decision to the student.

The Academic Review Committee's dismissal appeal decision is final. Any further appeals should be directed to the Graduate School's Graduate Council Grievance Committee.

V. Other Grievances

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

VI. 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 ***Graduate School Grievance Guidelines*** located in Chapter III, Section H of this handbook for the Graduate School's Process on Grievances.

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

III. 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 hour 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” unless a class has been successfully repeated.

a. Incomplete Grade

In order 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.

b. Failing Grade

The student must repeat and successfully complete the course upon the completion of their program. This will occur with the next available course offering within their established program (i.e., EMBA and full-time MBA). However, if a program course requires the course in which a failing grade was received as 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.

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).

c. 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).

d. 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 acceptable (U-unacceptable) 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 chairman,

	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). Student may request an incomplete from the professor if: • they have completed at least 75% of the course and • have a C or better in the course at the time of the request. 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.).
IP	Denotes in progress grade given by instructor for any course (600, 700, or 800 level) in which a student has made expected or clearly satisfactory progress during the term, but has yet fully to complete requirements for the course. “IP” is to be given for 800-level internships, research, thesis and dissertation courses that have not been completed. Upon satisfaction of all Graduate School requirements, the Assistant Director, Programs of the Graduate School will issue final credit hour for all master’s thesis and doctoral dissertation courses (e.g., 810, 820, 830, 835, 840 and 850). Zero-credit hour courses (e.g., 820 and 850) will be changed to “S.” Please note

	that all "IP"s must be converted to "S", letter grade, or "I" at graduation. "IP" will also be converted to "I" upon any departure from the University for a period in excess of one year.
NP	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 ³ .

e. 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+	0.00
D	0.00
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.

f. Repeating a Course

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 program director to do so. If the petition is approved by the academic program 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 program 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.

³ Faculty Senate Legislation #85005(B)

g. Transfer of Credit Hours

Upon recommendation of the major program and the approval of the Graduate School, a maximum of 6 credit hours of graduate credit hour, with grades of B or above, may be transferred from another accredited graduate institution, in partial satisfaction of a master's degree requiring less than 36 credit hours. 9 credit hours of graduate credit hour may be approved for transfer to a degree program requiring 36 credit hours or more. Work taken more than six years prior to transfer will not be accepted. All work transferred is subject to examination by the program. Any student wishing to transfer credit hour must first be admitted to a graduate program at the University of Miami. The satisfaction of the requirements of another university does not relieve the student from the University of Miami's requirements. An official transcript of work to be transferred must be on file in the Graduate Office. Credit hours that pertain to or have been counted toward another degree cannot be transferred.

Exceptions must be approved by the Dean of the Graduate School.

No transferred credit hours are calculated into the University of Miami GPA.

h. Academic Probation and Dismissal

Every term, a student whose GPA has fallen below 3.00 is evaluated by the Academic Review Committee to determine if the student should continue in the graduate program. Students with a GPA below a 3.00 are automatically placed on academic probation. An academic dismissal may also be given to any student with a GPA below 3.00. Under no circumstance will a student be permitted to continue in the program if their end of term cumulative grade point average falls below the required 3.00 in more than 3 terms of their program. If a student wishes to appeal the Academic Review Committee's academic dismissal decision, please refer to "Miami Herbert Business School Dismissal Appeals" under Chapter II, Section F.IV of this Handbook.

i. Withdrawals

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

Tuition will be refunded on a prorated basis based on the number of class meetings attended. No tuition refund will be granted when class attendance has exceeded 50% of class meetings.

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](#).

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 pro rate 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.

B. Financial Information

1. Tuition Payment Policy

All semester charges (tuition 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 Account Services. Previously unbilled and new charges are due and payable when incurred. Payment is considered complete only when all charges are paid or when satisfactory arrangement to pay have been finalized with the Office of Student Account Services. All students are required to satisfy tuition payment each semester prior to registration for a succeeding semester as per [University policy](#). Student accounts with unpaid tuition balances will be handled by the University of Miami Collections Department or referred to an outside collection agency or law firm.

It is the student's responsibility to ensure their financial obligations to the University have been met. Students must familiarize themselves with the terms, conditions, and deadlines of accepting or declining financial aid packages. Federal regulations prohibit the origination of federal financial aid after the deadline for accepting awards has passed.

2. 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 in writing to the Graduate Business Programs Office explaining the extraneous circumstances for the delayed request, submitting supporting documentation and last date attended.

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 [Office of Student Account Services](#) website. For more information, call (305) 284-6430, email saccounts@miami.edu, or visit Room 158 of the Ashe Administration Building, Coral Gables.

3. Consequences of Non-Payment

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

Course selection will not be permitted for any past due accounts including Monthly Payment Plans. A late payment fee can be assessed to delinquent accounts.

The University may declare due and payable at once the sum of all past due balances. Monthly Payment Plans are not permitted for balances from previous semesters. In addition, the student will be responsible for interest accrued on all past due and unpaid amounts at the maximum rate permitted by

law and any and all costs incurred by the University in enforcing its rights. The University reserves the right to withhold transcripts, diplomas, readmission, and future registration for non-payment and outstanding balances. The University's Collection Department may also disclose the student's outstanding indebtedness, along with other relevant information, to credit information bureaus. A non-refundable \$150 reinstatement fee will be charged to reinstate each unpaid and cancelled semester.

Further, should a student default on their account, they must reimburse and pay the University for the fees and costs of any collection agency, used in the collection of the debt, which may be based on a percentage at a maximum of 40% of the debt. Student must also reimburse and pay the University for all other costs and fees of collection, including a reasonable attorney's fee, incurred by the University in the collection of the debt.

4. Financial Aid

The [Office of Student Financial Assistance and Employment](#) administers federal, state, private and University financial assistance programs. This office awards financial assistance for Undergraduate and Graduate/Professional students and communicates with students and their parents by e-mail. Students are responsible to monitor their CaneLink account and for checking their email regularly. If a student misses an important deadline or loses eligibility because they did not resolve an outstanding issue, they cannot hold the Office of Financial Assistance and Employment at fault.

The Office of Student Financial Assistance and Employment is open for walk-ins Monday, Tuesday, Thursday, Friday 9 a.m. to 5 p.m. and Wednesday 10:30 a.m. to 5 p.m. For more information, call (305) 284- 6000, email gradprof.finaid@miami.edu, or visit the Advising Center on the second floor of the Whitten University Center, Coral Gables.

C. University of Miami Graduate School Honors & Awards

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.

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.

Who's Who Among Students in American Universities and Colleges

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

D. Canelink

1. Final Grades

To view your final grades at the end of the term, use the following steps:

1. Log onto [Canelink](#)
2. At the top of the screen, select 'Main Menu'
3. Select options in the following order: 'Self Service' → 'Enrollment' → 'View My Grades'

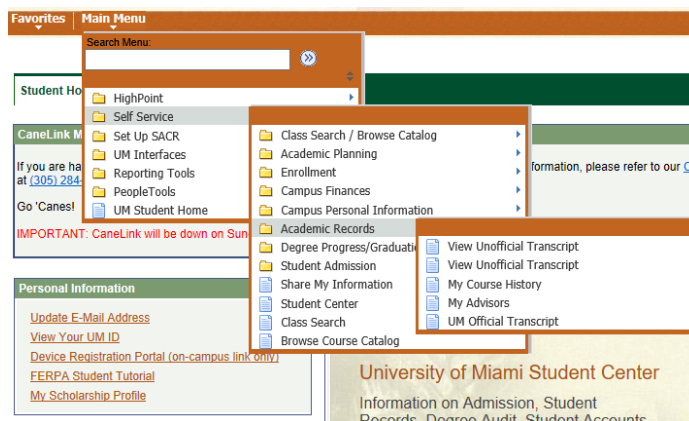


2. Transcripts/Enrollment Verification

Transcripts – Unofficial

Instructions for accessing your unofficial transcript:

1. Log onto [Canelink](#)
2. At the top of the screen, select 'Main Menu'
3. Select options in the following order: 'Self Service' → 'Academic Records' → 'View Unofficial Transcript'



4. On the next screen under 'Report Type', pick 'Undergraduate & Graduate'

View Unofficial Transcript

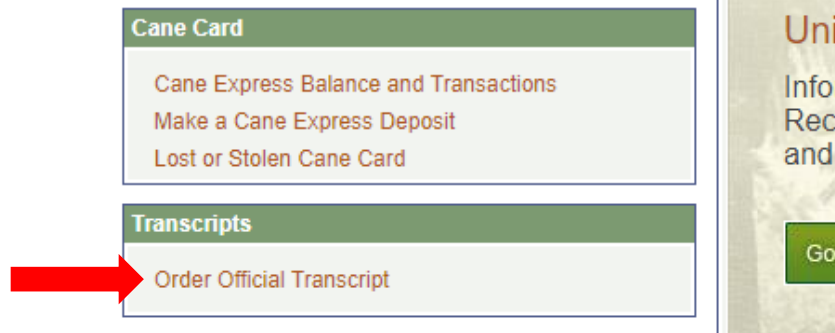
Choose an institution and report type and press View Report

A screenshot of the 'View Unofficial Transcript' form. It has a light green background. At the top, it says 'Choose an institution and report type and press View Report'. Below this, there are two dropdown menus. The first is labeled 'Academic Institution' and has 'University of Miami' selected. The second is labeled 'Report Type' and has 'Undergraduate & Graduate' selected. To the right of these dropdowns is a green button labeled 'view report'. Below the 'Report Type' dropdown, there is a section labeled 'Information For Student' with a red arrow pointing to it. At the bottom of the form is a green button labeled 'VIEW ALL REQUESTED REPORTS'.

Transcripts - Official

Instructions for purchasing an official transcript:

1. Log onto [Canelink](#)
2. Select 'Order Official Transcript' in the 'Transcripts' box

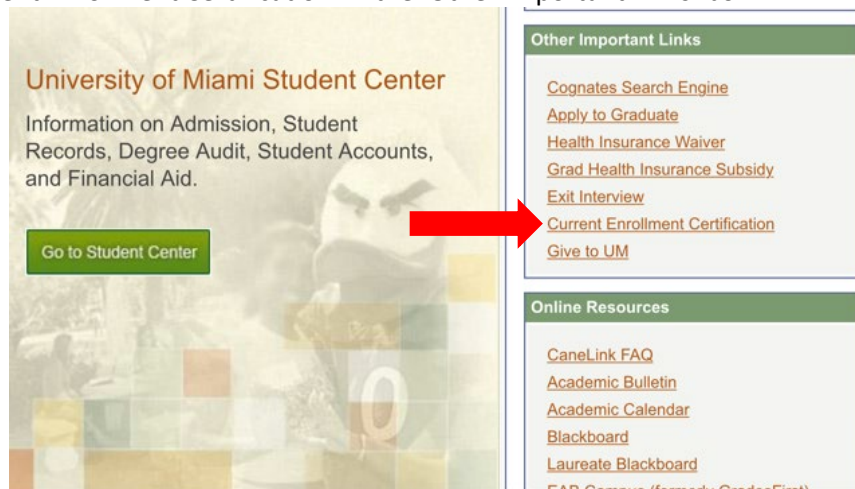


3. **Read** and follow instructions for ordering transcripts

Enrollment Verification

The University of Miami has authorized the National Student Clearinghouse to provide enrollment certification and good student discount letters. Students may print a current enrollment and/or a Good Student Discount letter through the clearing house, directly from CaneLink. Instructions as follows:

1. Log onto [CaneLink](#)
2. Select 'Current Enrollment Certification' in the 'Other Important Links' box

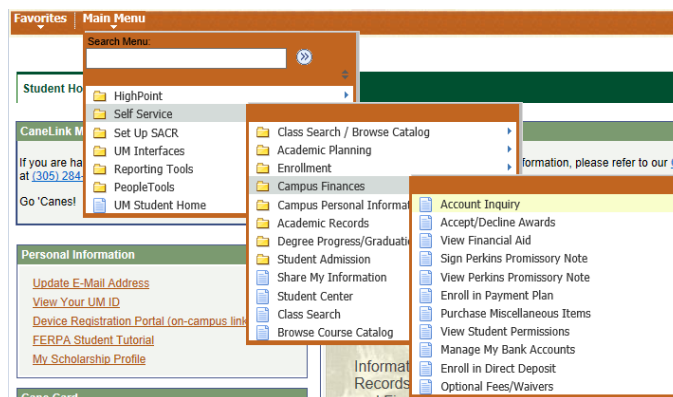


3. This link takes you directly to the National Student Clearinghouse website

3. Tuition Payment

To view your student financial account, use the following steps:

1. Log onto [Canelink](#)
2. At the top of the screen, select 'Main Menu'
3. Select options in the following order: 'Self Service' → 'Campus Finances' → 'Account Inquiry'



4. On the next screen, you have the ability to review all items related to your finances, such as 'Optional Fees' (Athletic, and Health and Counseling Center Fee), and 'Account Services' (Payment Plan). To make a payment, select "Make A Payment" in the 'Account Inquiry' tab.

Account Inquiry	Optional Fees	Account Services
summary	activity	pending aid

Account Summary

For more account information, please click [here](#).

The "Total Amount Now Due" includes pending financial aid. Any anticipated financial aid not listed below as "Pending Financial Aid", may require additional documentation. Please refer to the "To Do List" on the Student Center page, or contact the Office of Financial Assistance and Student Employment at:

[\(305\) 284-6000](#) - Undergraduate, Graduate, and Law Students

[\(305\) 243-6211](#) - Medical Students

Note: Future term tuition deposits do not reduce the Amount Now Due.

Prior Academic Year Balance

Charges Due	\$0.00
- Pending Financial Aid	\$0.00
Balance Due	\$0.00

Current Academic Year Balance

Charges Due	
- Pending Financial Aid	\$0.00
Balance Due	

Payment Plan

Payment Plan Due	\$0.00
Payment Plan Due in Future	\$0.00
Balance Due	\$0.00

Total Amount Now Due

Currency used is US Dollar.

MAKE A PAYMENT



E. Graduate Honor Code

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

TITLE I. Definitions

- A. **“Accused”** refers to a student or students charged with a violation of this Code.
- B. **“Chair”** refers to the Hearing Panel Chair.
- C. **“Code”** refers to the Graduate Student Honor Code.
- D. **“Council”** refers to the Graduate Student Honor Council.
- E. **“Day(s)”** refers to University working days only.
- F. **“GSA”** refers to the Graduate Student Association.
- G. **“Panel”** refers to the Panel selected to hear a complaint.
- H. **“Secretary”** refers to the Honor Council Secretary or designee.
- I. **“Student”** refers to any full-time or part-time University of Miami graduate student who is not enrolled either in the School of Law or in the MD program. Students who are dual enrolled are subject to the Graduate Student Honor Code while attending non-law and/or non-MD courses.

TITLE II. General Provisions

- A. **Responsibility of the University Community**
All graduate students are responsible for reading, understanding, and upholding this Code. Students are expected to warn fellow students who do not appear to be observing proper ethical standards and to report violations of this Code. To fulfill the responsibilities of membership in the University community, faculty, students, and all other members of the community should report violations of this Code.
- B. **The Honor Creed**
As a student of the University of Miami, I commit myself to upholding the Honor Code and promoting the values of Honesty, Responsibility, and Integrity.
- C. **Jurisdiction**
This Code shall apply to all graduate students as defined herein throughout their enrollment and up to five years after graduation or date of last attendance. This Code does not, however, apply to graduate students to the extent they are subject to codes and procedures adopted by a particular school or department.
- D. **Choice of Procedure**
Students charged with violations of the Code may choose to have their matter heard by a panel of members selected from the Council or by administrative hearing.
- E. **Faculty Role**
This Code preserves the prerogatives of the University and its faculty. Nothing in this Code shall

interfere with the faculty member's right to assign grades. Faculty members shall be informed of the final outcome of any Council proceedings relating to work for which they are responsible.

During a pending proceeding, faculty members are encouraged to provide documents relevant to the proceedings. The faculty are encouraged to cooperate fully in the implementation of this Code. The faculty member responsible for the course or other academic activity to which the charge relates may, and is encouraged to, file a statement, and provide any documentation, list of witnesses, or other information deemed relevant to the alleged offense. The faculty member shall present this information in writing to the Secretary.

F. **Delegation of Duties**

Whenever a holder of a particular office or title is authorized to make appointments under this Code, they may delegate that authority to a designee.

TITLE III. Violations

A. **Policy Statement**

All forms of academic dishonesty are prohibited, whether related to a written or oral examination, a thesis, term paper, mode of creative expression, computer-based work, or other academic undertaking. Academic dishonesty includes attempting or agreeing to commit to any of the violations listed below and/or assisting another student to commit any such violation. In determining what constitutes academic dishonesty, a student should be guided by the purposes of this Code, common sense, and information provided by the faculty member.

B. **Violations**

1. **Cheating** – An act intended to deceive. Cheating includes all actions, devices, and deceptions used in an attempt to cheat. Examples include, copying answers from another student's exam, using a cheat sheet, and getting aid or assistance from another person with respect to academic assignments.
2. **Plagiarism** – Representing the words or ideas of someone else as one's own. Examples include failing to cite direct quotes properly and failing to give credit for someone else's ideas or materials.
3. **Misrepresentation** – Lying to or otherwise deceiving a member of the faculty, staff, or administration for personal benefit, the benefit of another, to enhance one's grade, or to meet other academic requirements.
4. **Collusion** – Working together on an academic undertaking for which a student is individually responsible. Examples include sharing information on lab projects when the projects are to be done individually.
5. **Falsification of Data or Records** – Tampering with, manipulating, or otherwise deceptively altering research or University information. It can apply to inappropriate manipulation of equipment. Data or records subject to this rule include documents, reports, and records that do not accurately represent the work performed.
6. **Fabrication** – Making up research results or other University information.
7. **Disruption of Council Procedures** – Examples include, failing to appear without good cause when requested by the Council, failing to keep information about cases confidential, supplying false information to the Council, accusing a student of a violation of this Code in bad faith and any attempt to compromise, threaten, or intimidate any individual associated with a Council proceeding.
8. **Unauthorized or Inappropriate Use of University Computing Facilities** – Unauthorized or inappropriate use of University computing facilities are those as stated explicitly in Information Technology Policy Number: AO46.

TITLE IV. Honor Council

A. **General**

The Council's purpose is to hear alleged cases of violations of this Code, to determine the facts of a given case, and, upon finding a violation of this Code, to assess the appropriate penalties. The Selection and Appeals Committee will interview and select the members who will serve.

B. **Members**

The Council shall be comprised of twelve members consisting of six students and six faculty. The faculty members shall be selected by the Dean of the Graduate School in consultation with the Graduate Council. The student members shall be selected by the Vice President for Student Affairs in consultation with the President of GSA. The President of the GSA will be responsible for the recruitment of the pool of student applicants to serve on the Council.

Of the twelve members, two faculty members and two student representatives will be selected from each of the Coral Gables Campus, the Marine Campus, and the Medical Campus. Each of these twelve members will serve a one- year term. The Council derives its authority from the University.

C. **Business Meetings**

1. The Secretary shall call business meetings of the Council.
2. A quorum of the Council for the purpose of transacting affairs is seven of the active members, including at least two faculty members and at least two student members.

D. **Vacancies and Removal of Members**

1. Vacancies on the Council will be filled in the same manner as original selection.
2. Members of the Council may be removed by the Selection and Appeals Committee on its own motion, or upon recommendation of the Secretary for failure to attend meetings or hearing, or for other good cause.

E. **Secretary**

1. The Dean of the Graduate School and the Vice President for Student Affairs shall appoint a Secretary to the Council who will be the Dean of Students or a graduate faculty member.
2. The Secretary shall draft charges, keep orderly records of all proceedings, provide such advice as may be sought by the Council, and perform other duties specified in this Code.

TITLE V. Hearing Procedures

A. **Policy Statement**

Council hearings are not modeled after a court of law and are not required to follow legal rules of procedure or evidence. Neither prosecuting nor defense attorneys shall be permitted to be present at hearings.

B. **Complaint**

1. Upon observing or discovering an alleged violation of this Code, a student, faculty member, or other member of the University community may submit a written complaint to the Secretary of the Council. The complaint shall include a statement of:
 - a. The name of the accused, if known,
 - b. The facts underlying the alleged violation,
 - c. The names of any witnesses, and
 - d. Such other factual information or documentation as may be useful in determining the truth of the complaint

2. Complaints should refrain from including their opinions or information not relevant to the alleged violation.

C. Panel Selections and Regulations

1. Upon receipt of a complaint, the Secretary shall draft a charge that includes a brief description of the alleged violation.
2. Six members shall serve on a Hearing Panel.
 - a. Two members of the Panel shall be Council member students selected by the Secretary. One must be from the campus from which the complaint was received.
 - b. Four members of the Panel shall be Graduate Faculty members selected by the Dean of the Graduate School. At least three of these four members shall be chosen from the Council members.
 - c. One of the four Graduate Faculty members on the Panel shall be a knowledgeable member of the relevant professional community who can provide expertise in the academic area that will be the subject of the hearing.
 - d. One of the four Graduate Faculty members on the Panel shall be from the campus from which the complaint was received.
 - e. The Secretary shall designate one member of the Panel as Chair. The Chair will be non-voting.
3. Upon receipt of the notice, Panel members shall recuse themselves if they are aware of any personal bias or conflict of interest that may affect their judgment or if they are enrolled in the course section or other academic activity to which the complaint relates. If a Panel member is challenged on this basis, a majority of the Panel, excluding the challenged member, may remove that member for cause.

D. Charge

1. Following receipt of the complaint and designation of the Panel, the Secretary shall serve the accused with a charge document, a notice of the rights of the accused, the names of the Panel members, and the hearing date, time, and location.
2. The accused shall not be given the name of a student witness or of a student complainant prior to the hearing.
3. Service to the accused shall be by hand delivery, certified mail, or email to the last local address the student provided the University.
4. The Secretary shall provide a copy of the charge to the complainant.
5. Within one day of the receipt of the names of the Panel members, the accused may challenge any member by submitting to the Secretary a written statement specifying why the Panel member should not serve. The Secretary shall determine if just cause exists to remove the Panel member and shall notify the accused of new Panel members. The accused, following the same procedures, has the right to object to any new Panel member.
6. Within one day of the receipt of the charge, the accused may request a change of the hearing date, time, or location by providing the Secretary with a written request specifying the reasons. The Secretary shall determine if the request provides a valid reason to alter the date, time, or location of the hearing and shall notify the accused, witnesses, and Panel members of any change in date, time, or location.
7. If a student is charged with a violation of this Code less than two weeks prior to the student's graduation, the Secretary shall make every reasonable effort to conclude the procedures under this Code prior to the student's graduation. If the procedures are not

completed prior to graduation, the University reserves the right to delay graduation until the case is fully adjudicated.

E. Investigation

An administrative staff member of the Dean of Students Office shall investigate the complaint and present the results of that investigation to the Panel. The investigator should interview the accused, the complainant, the faculty member, if any, responsible for the course or other activity to which the complaint relates, and any other witnesses who are deemed to have relevant material information. The investigator should also review all documentary evidence available, including any statements from the faculty member, and make appropriate additional inquiries.

F. Hearings

1. The hearing shall be held in private and the proceedings shall be confidential.
2. The accused, the Secretary, the complainant, and all witnesses deemed by the investigator to have relevant material information must attend the hearing. The accused may choose a University of Miami student, faculty, or staff to attend and assist him/her. This advisor may not speak on behalf of the accused during the proceeding.
3. It is not the function of the Panel to act as prosecutor of the case against the accused, but to examine all evidence in order to ascertain the truth of the matter.
4. If a question of policy or procedure not covered by this Code arises during the course of a hearing, the Panel shall resolve the matter by majority vote of the members present.
5. The Chair of the Panel shall commence the hearing by reading the charge and any statements received from the complainant.
6. The investigator shall give a report of his/her findings. The Panel and the accused may then question the investigator. The investigator shall remain at the hearing as a resource for the Panel but shall not participate in deliberations or vote with the Panel.
7. At any time, the Panel may modify a charge to reflect the evidence; however, the student charged must be given an opportunity to respond. If a modification occurs following a hearing during Panel deliberations, the hearing shall be reopened to allow a response by the student charged.

G. Plea

1. Upon receipt of the charge and at any time before the hearing, the accused may admit or deny the charge, in whole or in part.
2. If the accused enters a plea of responsible when charged by the Secretary, the Panel may elect not to hear witnesses or the complainant. After admitting the charge, the accused shall have the opportunity to present evidence of mitigating circumstances before the Panel retires to deliberate on a sanction.
3. The accused student shall have the opportunity to question the complainant and witnesses and submit statements or evidence to prove innocence.
4. If the accused fails to appear at the hearing, or refuses to enter a plea or speak on his/her own behalf, the Panel shall enter a plea of not responsible for the accused and proceed with the hearing. If the accused remains silent, no inference may be drawn from this silence.

H. Witnesses

1. The Panel shall hear from any witnesses deemed to have relevant material information by the investigator in the case. The accused will have the opportunity to question any witnesses present at the hearing. Witnesses may refuse to answer a question if they believe the answer might incriminate them as it relates to the Code or to possible criminal proceedings. A student witness called by the Panel may be sanctioned by the

Panel for refusing to appear without good cause. The Panel shall determine if the witness's reasons constitute good cause.

2. The Panel may consider an affidavit or written statement against the accused only if the person giving the affidavit or statement has good cause to justify the inability to appear in person to testify before the Panel. The Panel may not consider any such document unless they have advised the accused of its content and the name of the person making the affidavit or statement three working days before the hearing. They must also give the accused an opportunity to rebut any fact contained therein or inference that might be drawn therefrom.
3. All evidence that is pertinent to the matter under consideration may be heard, whether or not it would be admissible in a court of law.
4. Irrelevant evidence shall be excluded, whether or not it would be admissible in a court of law.

I. Deliberation

1. When the Panel is satisfied that it has heard all available evidence in a case, the accused and complainant will be allowed to make closing statements before the Panel retires to deliberate. The Panel shall find the accused responsible only if it finds clear and convincing evidence of responsibility. A majority vote is required to find the accused responsible and to assess a penalty.
2. The burden of proof in a hearing shall be on the Dean of Students Office. In reaching its decision on responsible or innocence, the Panel shall consider only the evidence or information presented at the time of the hearing.

J. Responsible Finding – Mitigation Hearing

An individual who enters a plea of responsible or whom the Panel has found responsible shall be given an opportunity to present evidence relevant to the determination of the penalty.

K. Dismissal and Finding of Not Responsible

1. The Panel shall dismiss the complaint before hearing evidence if it determines, by majority vote of those present, that the passage of substantial time between the alleged violation and the filing of the complaint has materially prejudiced its ability to reach a fair decision in the case.
2. If the Panel dismisses the complaint or finds the student not responsible, no record of any complaint shall appear in the student's file or other official University record.
3. If the student is found not responsible and a failing grade or an incomplete has been given as a result of the charge, the Panel may suggest that the faculty member review the grade.

L. Rights of the Accused

1. The accused has the right to question any complainant and the witnesses present.
2. The accused has the right to call witnesses and to present evidence. An accused may make a written request that the Panel call specific witnesses if those witnesses have refused to appear. If the Panel believes the witnesses requested are material in the defense of the accused this request will be honored. The Panel shall determine a witness's materiality based on the statement the accused presents.
3. If the accused remains silent, no inference may be drawn from this silence.
4. The accused, if found responsible, has the right to review the written summary of the evidence upon which the finding of responsibility and penalty are based. The Chair of the Panel shall prepare the summary.

M. Penalties

Penalties for a Code violation shall be based on the severity of the violation and may consist of one or more of the following:

1. **Expulsion from the University:** Permanent dismissal from the University without a right to future readmission under any circumstances. A student who has been expelled is also barred from campus visiting privileges.
2. **Suspension from the University:** Mandatory separation from the University for a period of time specified in an order of suspension. An application for readmission will not be entertained until the period of separation indicated in the suspension order has elapsed. Readmission is subject to the approval of the University. During the period of suspension, the student is barred from campus visiting privileges unless the Dean of Students or the Dean of the Graduate School grants specific permission.
3. **Disciplinary Probation:** A disciplinary sanction serving notice to a student that his/her behavior is in serious violation of University standards. For the time period indicated in the sanction any further violation of University policies and regulations may result in Suspension or Expulsion from the University even if the second violation, standing alone, might result in a lesser penalty.
4. **Disciplinary Warning:** A disciplinary sanction serving notice to a student that his/her behavior has not met University standards. This sanction remains in effect until the conclusion of a designated number of semesters of attendance after which it is removed from the student's file.
5. **Fines:** Penalty fees payable to the University as directed by the adjudicating body for violation of certain regulations. Such fines are additional to any administrative charges imposed by the University.
6. **Restitution:** Payment made for damages or losses to the University, as directed by the adjudicating body.
7. **Restriction or Revocation of Privileges:** Temporary or permanent loss of privileges including, but not limited to, the use of a particular University facility or campus, visitation privileges, and parking privileges. All recommendations of restriction or revocation of privileges must be approved by the Dean of Students.
8. **Revocation of a Degree:** Where good cause such as fraud, deceit, or error is shown and the student is afforded a hearing under this Code a student's degree may be withdrawn.
9. **Counseling Intervention:** When a student's behavior indicates that counseling may be beneficial, the student may be referred to the Counseling Center. The University reserves the right to administratively withdraw a student whose continuation in school, in the University's judgment, is detrimental to the health or safety of the student or others.
10. **University Service.**
11. **Other Action:** Disciplinary action not specifically defined in this section but approved by the Dean of Students. Students placed on Disciplinary Probation, or Disciplinary Warning may be required as a condition of probation to attend follow up counseling sessions or present educational workshops. Examples include loss of the privilege of representing the University or of participating in extra-curricular activities.

N. Maintenance and Retention of Disciplinary Records

1. The Dean of Students Office shall maintain records of disciplinary action as follows:
 - a. Disciplinary Warning – maintained for specified number of academic semesters in which the student is in attendance.
 - b. Disciplinary Probation – maintained for two years after student graduates or withdraws from the University.

- c. Suspension and Expulsion – maintained indefinitely.
 - d. After the time periods specified above, the Dean of Students Office will remove the record of disciplinary action from its files. However, other offices within the institution may have knowledge or records that indicate that a student has been subject to disciplinary action.
2. Failure to comply with any of the conditions of a penalty may result in additional charges. In assessing penalties, the Panel may consider prior responsible findings under this Code or any similar Code or University policy.

O. Panel's Decision

1. The Panel's decision shall be made within seven working days after the hearing. However, when considering complaints involving more than one accused, the Panel may postpone judgment until the completion of the hearings for all students under the given complaint.
2. The Secretary will notify the accused and the complainant in writing of the Panel's decision and will include a written summary of the evidence

TITLE VI. Administrative Hearing

A student alleged to have committed an offense may opt for an administrative disposition of his/her case without a panel. The student must select this option in writing within three (3) days after being provided with the charge document. The Dean of the Graduate School and Secretary shall then meet with the student and reach a decision based upon the available information presented by the investigator and by the Secretary of the Council. If the Dean makes a finding that the student is responsible of the offense and that a sanction should be imposed, the student shall be afforded a mitigation hearing with the Dean before a final determination is made. The student shall be informed in writing of the Dean's decision. Students may appeal the decision of the Dean of the Graduate School pursuant to the appeal procedures; however, students who appeal an administrative decision are not afforded the right to a hearing before the Council. If the Dean of the Graduate School administratively hears a case, the appellate body will consist of the Associate or Vice Dean of the School in which the student is enrolled, a student appointed by the GSA, and the Vice President for Student Affairs.

TITLE VII. Appeals

A. Selection and Appeals Committee

The Selection and Appeals Committee consists of the Vice President for Student Affairs, the Dean of the Graduate School, and a graduate student representative appointed by the President of the GSA. The student representative may not be a member of the Council.

B. Procedures

1. Appeals may only be taken from a Panel's responsible finding or from penalties arising from the violation. Only the accused may appeal.
2. Appeals shall be in writing and addressed to the Selection and Appeals Committee and must list specific grounds for the appeal.
3. The only grounds for appeal shall be:
 - a. failure to follow the procedures of this Code,
 - b. newly discovered evidence,
 - c. excessive penalty for the offense
4. The appeal must be submitted within three (3) days of receipt of the hearing summary to the Graduate Student Honor Code Selection and Appeals Committee, 244 Ashe Building.

C. Appellate Hearings

1. The Selection and Appeals Committee shall have three days from the receipt of an appeal to decide whether it is timely and based upon proper grounds. If these criteria are met, the Selection and Appeals Committee or their appointees shall reconvene.
2. The Selection and Appeals Committee may extend the time for filing if the student submits a written request specifying the reasons for the extension.
3. The Secretary provides the hearing summary to the Selection and Appeals Committee.
4. The Selection and Appeals Committee shall question and hear from the accused and the Chair of the Panel.
5. The Selection and Appeals Committee may:
 - a. Affirm the Panel's decision;
 - b. Reduce the penalty;
 - c. Refer the case back to the Panel for appropriate action; or
 - d. Dismiss the matter (which shall result in removal of charges from all University records)
6. The decision of the Selection and Appeals Committee shall be final.

TITLE VIII. Publication of Findings and Penalties and Amendment Procedures

A. Publication

A report of each hearing shall be published in the appropriate newspaper and announced at the next Graduate Council meeting without revealing personally identifiable information concerning the student(s) or faculty members(s) involved. The Secretary of the Council shall be responsible for preparing and releasing such reports.

B. Amendment of this Code

The Code may be amended solely by formal action of the President of the University following approval of the Faculty Senate, the Graduate Council, the Executive Council of the GSA, and the Graduate Student Association.

Effective Date

This version of the University of Miami Graduate Student Honor Code is effective as of the Spring 2001 semester. University of Miami Graduate Student Honor Code (August 2010 printing).

F. Grade Appeals: Graduate School Level

I. Order of Appeal

Attempts to resolve issues regarding a grade that have gone through the entities or persons at the Miami Herbert Business School level must then follow this order:

1. The Academic Ombudsperson, who will review the merits of the potential appeal, and attempt to resolve the matter. As part of his/her review, the Academic Ombudsperson should give the student a preliminary assessment as to whether the matter, as presented by the student at that time, is reviewable by Faculty Senate Students Affairs Committee (FSSAC). If, and only if, all other steps are taken, the Ombudsperson may refer the matter to the Dean of the Graduate School.
2. **Appeal to the Graduate School Level.** After if and only if the student has exhausted all levels of appeal in the Miami Herbert Business School and has consulted with the Ombudsperson, the student is to provide the materials listed in Section IV to the Dean of the Graduate School, who will review the merits of the appeal and attempt to resolve the matter. As part of his/her review should give the student a preliminary assessment as to whether the matter, as presented by the student at that time, is reviewable by FSSAC.

3. After, and only if all the other steps are taken, the Dean of the Graduate School will decide whether or not to refer the appeal to the FSSAC. If, and only if, the Dean of the Graduate School (or designee) does so, the FSSAC shall have jurisdiction to review a grade-related appeal. As part of the request, the Dean of the Graduate School shall forward to the FSSAC, via the Faculty Senate office, the materials submitted by the student as indicated in Section V.

II. Faculty Senate Student Affairs Committee (FSSAC) Appeals Process

The FSSAC will review the student's written appeal (see Section V) and, confer with the appropriate faculty, administrators, and others as it deems necessary in making its recommendation to the Dean of the Graduate School. Students may present written materials to the FSSAC, or request an additional in-person meeting with the FSSAC. The FSSAC may request an interview with the student, additional information, or access to records, interviews with relevant faculty or administrators, or additional information or access to records kept by faculty or administrators.

The FSSAC will communicate its findings and recommendations to the Dean of the Graduate School. Copies shall be provided to the Faculty Senate. The final decision with respect to the grade-related appeal will be made by the Dean of the Graduate School and communicated to the student in writing. Copies shall be provided to the Faculty Senate Office and to the Chair of the FSSAC.

III. Materials for an Appeal

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

4. 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
5. Documents of support (e.g., examinations, term papers, syllabi, or medical documentation of illness) that the student wishes to have examined.
6. 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.

IV. Other Notes and Special Considerations

If the appeal is based on or related to a charge made by the student of discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age or handicap, a representative of the appropriate University office will be contacted and, as appropriate, consulted in the appeal process.

If the appeal is based on or related to a disability:

- The ADA Coordinating Committee shall serve in an advisory capacity.
- The student is to include in the materials provided the appropriate forms from the Office of Disability Services documenting
 - An evaluation of the disability

- Recommendations related to the disability

The FSSAC does not consider appeals based upon the grant, denial or modification of an accommodation by the Office of Disability Services. Instead, any such appeal is as prescribed by the Office of Disability Services Grievance Procedure only.

G. Student Mistreatment Policies

Equal Opportunity/ Non-Discrimination / Anti-Harassment /Non-Retaliation Policy

It is the policy of the University of Miami that no person within the jurisdiction thereof shall, on the basis of race, religion, color, sex, age, disability, sexual orientation, gender identity/expression, veterans status, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment (including all forms of sexual harassment, sexual violence, domestic violence, dating violence, and stalking) under any educational/employment program or activity of the University. Retaliatory actions against any person who has, in good faith, reported a potential violation or participated in a subsequent investigation is also prohibited. The following non-exclusive list of statutes apply:

Title IX, 1972, Education Amendments

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in recruitment, admissions, financial aid/scholarships, facilities and housing, course offerings and access, educational programs and activities, counseling, health insurance benefits and services, marital and parental status, athletics, and employment assistance under any education program or activity receiving Federal financial assistance."

Title VII of the Civil Rights Act of 1964

Title VII makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex in employment.

Title VI, Civil Rights Act of 1964

Title VI prohibits exclusion from, participation in, denial of benefits, and discrimination under federally assisted programs on ground of race, color or national origin.

The Age Discrimination Act of 1975

The ADA prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance. This applies to persons of all ages including non-traditional students. Under the ADA, it is unlawful to exclude a person on the basis of age from participation in, deny benefits, or subject to discrimination, under any program or activity receiving Federal financial assistance.

The University reaffirms its commitment to the concept of nondiscrimination and to providing an educational forum and work environment free of discrimination, harassment, and retaliation. Discrimination, harassment, or retaliation of any kind by any administrator, faculty member, employee, or student is absolutely prohibited. A violation of this policy shall constitute grounds for disciplinary action up to and including dismissal or expulsion from the University of Miami and the Miami Herbert Business School.

Federal law and university policies prohibit retaliation against a person who, in good faith, complains about discrimination, files a charge of discrimination, or participates in a discrimination investigation or lawsuit.

Sexual Harassment Policy

It is the policy of the University that sexual misconduct committed by a student, employee, or faculty is strictly prohibited. For purposes of this policy, sexual misconduct includes the sexual harassment, sexual assault, dating and domestic violence, stalking, and retaliation (collectively referred to as “Prohibited Conduct”). Conduct under this policy is prohibited regardless of the sexual orientation, gender, gender identity, or gender expression of the Complainant or the Respondent. This policy applies to UM students (“Students”); UM employees, including all officers, professional staff and administrators (“Employees”); UM faculty, including adjunct and visiting faculty (“Faculty”); contractors, vendors, or other third parties within UM’s control (“Third Parties”); and visitors or guests of UM (“Guests”). Students, Employees, Faculty, Third Parties, and Guests are collectively referred to as a “Covered Person” or “Covered Persons”. This policy applies to acts committed by Covered Persons when:

1. the conduct occurs on UM premises;
2. the conduct occurs in the context of an UM employment or educational program or activity, including, but not limited to UM-sponsored study abroad, research, or internship programs; or
3. the conduct occurs outside the context of an UM employment or educational program or activity, but has continuing adverse effects on UM premises or in any UM employment or educational program or activity

For more information regarding Title IX and sexual misconduct policies refer to:

<http://itsonus.miami.edu/index.html>

H. Graduate School Grievance Guideline

I. Purview of the Guidelines

The formal grievance process described herein is intended for cases not involving grades or matters covered by the Honor Code, which have not been resolved at the department or program level, **and it is available only after a final determination within the Miami Herbert Business School has been reached.**

I. Constitution of the Committee and Grievance Panel

The Graduate Council Grievance Committee (GCGC) is a standing committee comprised of the Schools’ and Colleges’ alternate representatives to the Graduate Council. Grievances as understood herein shall be heard by *ad hoc* appeals panels, constituted from time to time by the Dean of the Graduate School to review individual graduate grievances. The grievance review panel (GRP) shall consist of five disinterested members: four faculty members of the GCGC and one graduate student appointed by the executive board of the Graduate Student Association. Notice of the constitution of the GRP shall be given by the Office of the Dean of the Graduate School in writing to all parties to the grievance within ten (10) days after the grievance review request is properly filed.

Any party to the grievance may challenge the disinterestedness of a GRP member in writing to the Dean of the Graduate School within five (5) days after notification of the appointment. The challenge must specify reasons that would prevent the committee member or graduate student from making an

unbiased recommendation with respect to the grievance. If such a challenge is determined to be valid by the Graduate Dean, a substitute appointment shall be made and the process will resume accordingly.

II. Procedure and Time Limits for Filing a Grievance

After a final determination has been made in the Miami Herbert Business School (or by the head of the relevant administrative office in the event of a grievance against a university agency), a student who believes he or she has grounds for appeal within the purview of the aforementioned guidelines may file a written grievance review request with the Office of the Dean of the Graduate School. The request shall describe the student's allegations in a clear and concise fashion and shall clearly identify the individual(s), program(s), department, and/or University agency or administrator against whom the grievance is brought. The student's written grievance review request shall be filed within thirty (30) days of the final determination. No grievance review request nor any other appeal of any kind will be granted after this time limit has expired unless a written extension of time is granted by the Vice Dean of Graduate Business Programs based on a written request from the grievant stating good cause.

III. Definitions and Assumptions

A. Burden of Persuasion

The burden of persuasion is on the grievant.

B. Final Determination

This grievance process is available only after a final determination within the Miami Herbert Business School has been reached. This provision is intended to require the grievant to exhaust the remedies available within the Miami Herbert Business School before appealing to the Graduate Dean. In the case of a student in an interdisciplinary program who does not yet have a chair and/or committee assembled, the Dean of the Graduate School shall make a final determination in the student's case subject thereafter to the appeal contemplated by this policy. An appeal of the decision of the Dean of the Graduate School allows this same procedure, except that the GRP shall be constituted by the Office of the Provost from the pool of GSGS members. Written notice of the constitution of the GRP in the case of a student in an interdisciplinary program without a chair or committee, shall be given by the Office of the Provost to all parties to the grievance within ten (10) days after the grievance review request is properly filed. All other deadlines, requirements, procedures, and the hearing format remain the same.

C. Originals

Wherever possible, the party in possession of an original document in support of or rebuttal to or at issue in the grievance shall provide it to the GRP within the time frames set out in the Hearing Materials and Preparation Deadlines. If a party has only a copy of a document not received by him, her, or it, the copy shall serve as an original. Digital documents or email messages in contention shall be printed and may then serve as originals.

D. Party

A party is the student grievant or the individual, program, department, School or College, or University agency or administrator against whom the student brings his or her grievance.

E. Time Limits

All time limits shall be calculated based on working days of the Fall and Spring Semesters, excluding reading and exam periods and University holidays. Grievances originally filed after the end of the Spring

Semester will be heard at the beginning of the following Fall Semester. Any stated time limit herein may be extended with the written consent of the grievant and the Dean of the Graduate School.

F. Written

Any document to which these guidelines refer as written signifies electronic or paper (hard) copy. Email messages and digital or other electronic versions must meet the requirement that a form or notice be provided in writing.

IV. Deadlines for Hearing Materials, Preparation, and Witness Identification

All materials to be considered for review by the members of the GRP must be submitted in writing to the Office of the Dean of the Graduate School at least fourteen (14) days before the scheduled date of the hearing, at which time such materials will be distributed to all parties to the grievance and to the members of the GRP. Thereafter, to the extent that any of the parties wishes to have additional materials considered by the GRP, such materials must be received by the Executive Assistant to the Dean of the Graduate School no later than seven (7) days before the scheduled date of the hearing, at which time all such additional written materials will be distributed to the parties as well as to the members of the GRP. Any party submitting written materials for consideration shall submit the original(s) and five (5) copies thereof to the Dean of the Graduate School at his, her, or its own expense.

The name of any witness to be called by any party at the hearing shall be provided in writing to the Office of the Graduate Dean no less than five (5) days before the scheduled date of the hearing, at which time the names will be distributed to the parties and members of the GRP.

V. Hearing

The grievance review hearing is chaired by a designated member of the GRP. The hearing is staffed by the non-voting Associate Dean of the Graduate School and the non-voting Executive Assistant of the Dean of the Graduate School, who will audio-record the hearing to assist the panel and Dean in rendering their decision. The audio-recording will be kept at the Graduate School for one year following the conclusion of the grievance. The hearing will proceed as follows:

1. GRP chair's introduction, summary of issues, and process overview.
2. Student's presentation of issues (15 minutes maximum).
3. University representative's presentation of issues (15 minutes maximum).
4. Optional: Presentation(s) by witnesses (limited to 3 per side and a maximum of 15 minutes total per side).
5. Questions by members of the GRP.
6. All presenters and witnesses are excused.
7. Deliberation by GRP.

Presentation of the issues should be concise and relevant. Undoubtedly the dispute is somewhat complex or it would not have reached this stage. Points of dispute or ambiguity may be summarized or illustrated by anecdote at the hearing. Experience suggests, however, that the best approach is to minimize formal presentations and allow the GRP members maximum time for questions.

VI. Decision and Authority

No additional substantive information may be submitted by any party following the hearing, unless requested by the GRP. The GRP may but need not seek additional information from other sources during

its deliberations, which will be conducted in closed session. Following its deliberations, and within ten (10) days of the date of the grievance review hearing, the GRP will make its confidential advisory recommendation to the Dean of the Graduate School [Office of the Provost in the event of a student in an interdisciplinary program who does not yet have a chair or committee]. The subsequent decision by the Dean of the Graduate School [Office of the Provost], which shall be rendered within ten (10) days of the GRP's recommendation, is final.

Note: The above guidelines pertain only to matters which do not involve representation by an attorney. If an attorney is involved in the grievance, the Office of Legal Counsel at the University should be contacted.

VII. Modifications

These procedures may be modified or withdrawn with or without notice.

I. 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.

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.

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.

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.

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.

IV. University of Miami Student Resources

A. Ziff Graduate Career Services Center

The Ziff Graduate Career Development Center's mission is to help all Miami Herbert Business School graduate students launch and develop successful, rewarding careers. Through career exploration, recruiting preparation, and career readiness training students can excel in any career path they choose. The Center provides students with a full menu of resources and services including career assessments, personal branding, resume review, job search coaching, mock interviews, salary negotiation, and all types of professional development.

The Ziff Graduate Career Development Center's staff is comprised of career coaches and employer relations professionals who are dedicated to positioning students for the best career opportunities possible. Through individual coaching sessions, career development programming, and a variety of employer events the staff ensures students are set up for success. Examples of employer events are guest speakers, panels, information sessions, and career fairs. The Center also develops relationships with companies from local to global scale to offer internship and full-time employment options. Even after accepting a job offer, students can partner with the staff on a professional development plan to close any remaining skill gaps for their new role.

A graduate business career search can be challenging in the dynamic and complex job market of today's global economy. The Ziff Graduate Career Development Center exists to help students navigate and stand out in this challenging yet exciting environment. Students who leverage the full array of resources and services offered by the Center will undoubtedly reap the rewards in their career search and development.

12Twenty

The 12Twenty Career Services platform allows you to create a virtual profile detailing your career interest, upload your resume, schedule appointments with a career coach, learn about employer recruiting events, and search job / internship postings. 12Twenty is used by many top B-schools across the country and also offers enhanced data reporting about employers and salary expectations. Utilize your UM email to log into 12Twenty, update your profile and upload your resume:

<https://bus-miami.12twenty.com>.

Resume

Your resume is the primary way for you to brand yourself and highlight your competencies, skills, abilities, and experiences. Ziff provides a resume template that students are strongly encouraged to utilize. A copy of that template can be found in the [Symplicity Document Library]. In addition, students should draft content that is designed to accurately but persuasively align as much as possible with the expectations and fit of target employers. It is very important that the information contained in your resume, and any other materials you generate, is accurate. Ziff may provide suggestions and even draft possible content for inclusion in your resume, but it is the student's responsibility to ensure that all information contained in the resume is both accurate and up to date. Additionally, if a student accepts a job offer from an employer the student contacted through Ziff services, the student is expected to cease any further job search efforts and withdraw any pending applications. Ziff considers renegeing on a job offer after acceptance as unprofessional and placing in jeopardy Ziff's reputation in the employment community, as well as the student's own professional reputation. Should a student renege on an offer from an employer the student contacted through Ziff, Ziff may block the student from utilizing Ziff services while a student or thereafter.

Career Fairs

Ziff conducts Table Top Career Fairs in both the Fall and Spring. Ziff also collaborates with the Toppel Career Center for MBS graduate student participation at many of Toppel Career Career and Expo events.

Career Fair Participation Requirements:

- Upload a Ziff-approved resume to Symplicity
- RSVP in advance

The Team

Andrew Stoner	Executive Director	andrew.stoner@mbs.miami.edu
Ginger Baxter	Director	ginger.baxter@bus.miami.edu
Jennyfer Puentes	Director	jpuentes@bus.miami.edu
Teresa R. Brown	Assistant Director	tbrown@bus.miami.edu
Cesar Castillo	Assistant Director	ccastillo@bus.miami.edu
Maria Carballo	Program Manager	mcarballo@miami.edu
Tiana D. Starks	Senior Administrative Assistant	tiana@miami.edu

Location: 5250 University Drive – Jenkins 111 – 305-284-6905

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 or visit Room 244 of the Ashe Administration Building, Coral Gables.

C. 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 or visit Room 2275 of the Whitten University Center, Coral Gables.

D. Health Care

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 are not necessary, but may 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, 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.

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

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.

E. Office of Disability Services (ODS)

The Camner Center for Academic Services (ARC) 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.

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.

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

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. 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.**

F. 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.

G. 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.

Campus

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.

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.

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](#).

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.

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.

City

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.

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](#).

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.

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](#).

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 website](#).

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.

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.

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](#) on the Parking and Transportation website.

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](#).

H. 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

Emergency Information Hotline: 1-800-227-0354

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

Emergency Notification Network FaceBook: 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.

I. 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 & 5th floor Aresty Building Study Rooms

These study rooms may be reserved by going to <http://bus.miami.edu/reservation/>. **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 (<http://library.miami.edu/musiclib/about/>)
- 1st and 2nd floors of the Whitten University Center