MALS
The Master of Arts in Liberal Studies
Student Handbook

Master of Arts in Liberal Studies Program
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Coral Gables, FL 33146-2025
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mals@miami.edu
www.miami.edu/mals
www.facebook.com/umiami.mals

Revised August 2016
MESSAGE FROM THE PROGRAM DIRECTOR

I am pleased to welcome you as a student in the University of Miami’s Master of Arts in Liberal Studies Program - what I assure you will be a most interesting and exciting program of study.

In the spring and fall I offer a two-hour writing workshop for new and current MALS students. All new students are required to attend the workshop. We will send out information by email about the workshop usually in the fifth week of classes.

Keep in mind the following requirements: core courses must be completed at the beginning of your studies and the completion of a final project is due in your final semester of study. More information on the degree program and the final project can be found here.

The graduate bulletin, academic calendars and other information for graduate students is available on the UM webpage and on CaneLink. I urge you to refer to it and the student handbook regularly. Please feel free to contact either Shannon or me if we can be of assistance.

Congratulations on your acceptance.

Eugene Clasby, Ph.D.
Director
Master of Arts in Liberal Studies Program

MESSAGE FROM THE DEAN

Graduate school at the University of Miami is a place where students gain proficiency in a specialty with the guidance of dedicated faculty in the presence of a community of world-class scholars. UM students are thought leaders and innovators whose accomplishments are showcased on a global stage. Our students represent the best and the brightest and their engagement with our faculty continue to elevate the University.

M. Brian Blake, Ph.D.
Vice Provost for Academic Affairs & Dean of the Graduate School
University of Miami
August 2014
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ABOUT THE PROGRAM

You honor the inner life. You have deeper questions, need better answers. You want to read the books and talk about the ideas that shape our world. You have an inquiring mind, an experienced perspective, and a firm sense of purpose about learning. The Master of Arts in Liberal Studies program is designed for the student who seeks to develop the critical thinking that marks a truly educated person—for the student who brings a heightened awareness of the unanswered questions that confront an inquiring mind—for the self-motivated person who never stops asking the first question: why?

MALs students come from varied backgrounds. They are artists, business people, engineers, homemakers, lawyers, matriculating students, physicians, and teachers. The program gives them the opportunity for intellectual and personal growth and for sharing their experiences with others in a community of learning.
DEGREE REQUIREMENTS

The Master of Arts in Liberal Studies degree is awarded when a student completes 30 credits – 9 required and 21 electives. The last 6 credits may be in the form of a thesis or additional courses. With the guidance of the director of the program, students may design a curriculum suited to their own interests and time constraints.

REQUIRED CORE COURSES (NINE CREDITS)

Core Courses are offered in the spring and fall semesters only. Students must take either MLS601 or MLS602 in their first semester of study.

- MLS 601 Aspects of Creative and Reflective Thought
- MLS 602 Perspectives on Human Nature
- MLS 603 Theories of the Physical Universe

TWENTY-ONE ELECTIVE CREDITS

The remaining twenty-one credits may be selected as follows:

- **MALS Program Offerings:** Semester course offerings are sent via e-mail to students 2 weeks prior to registration. Contact the Assistant Director if you do not receive information on courses.

- **Other University Courses:** Students may enroll in approved courses in other departments within the University. Courses must be Humanities and theory based at the 600 level or above. Outside courses must first be approved by the Assistant Director, and students must meet any pre-requisites for the course.

- **Directed Readings Courses:** A Directed Readings course allows students to work independently with a MALS professor, researching a topic of their choice. Students must submit a two-page proposal along with a minimum of 10 academic sources to the Assistant Director. Monthly meetings with your advisor are required. Final papers are submitted on the last day of class for that semester, and must be a minimum of 15 pages. MALS students are allowed two Directed Readings courses during their studies, and must have a B average to register for a Directed Readings.

- **Transfer Credits:** Six credits may be transferred from an accredited graduate school with the approval of the Director. The courses cannot have been used to complete another degree and the grade received must be a B or higher. In order to request the transfer, you will need to submit a Petition for Transfer of Credit form (obtainable from the MALS office) along with class syllabi or course descriptions to the MALS office.
Conditionally Accepted Students

Students who were admitted to the MALS Program on a conditional basis will need to meet with the Assistant Director one month into their first semester. Appointments can be made by calling the MALS Office. Conditional students are required to earn a “B” or higher in their first two courses, before their application can be reviewed for full admission.

NON-DEGREE SEEKING STUDENTS (NDS)

Non-Degree seeking students are limited to two courses before they must complete their application. NDS students should contact the MALS Office to inquire about their application, and the additional needed materials.

WRITING WORKSHOP

A writing workshop will be offered each semester (twice during the fall and spring terms). All students are required to attend at least one session early in their academic career, but are welcome to attend multiple sessions. More information will be sent to students as the workshops are scheduled.

WRITING CENTER

Students are strongly encouraged to visit the Writing Center to learn more about writing and how to improve their writing skills. Writers at all levels can benefit from sharing their writing with someone who is both knowledgeable and trustworthy, someone who is not grading them or evaluating their work. The Writing Center’s professional and friendly staff of faculty and graduate students will work with students in one-to-one consultations on all stages of the writing process: from note-taking and pre-writing to revision strategies and proofreading techniques. Students can make an appointment by calling 205-284-2956, or walk in during regular operating hours.

The Writing Center is located at:
Richter Library, 1st Floor, left side
For more information: http://www.as.miami.edu/writingcenter/

Hours of Operation

- **Monday** 10am - 5pm
- **Tuesday** 10am - 5pm
- **Wednesday** 10am - 4pm
- **Thursday** 10am - 4pm
- **Friday** 10am – 2pm
**Final Portfolio**

Prior to graduation those students who have elected course work instead of a thesis are required to submit a portfolio as their final project. The portfolio is due at the end of your last semester of study, and should be submitted to the Assistant Director.

*Clearance for graduation cannot be given until the Final Portfolio has been received.*

The following are guidelines for your final project:

- The portfolio must include at least three (3) of your best papers.
- A two to three-page narrative placing the papers in context of your learning experience in the Program.
- Include a cover page with your name, date and title of your project.
- The portfolio may be presented in a binder or you may have it professionally bound.
- Make two copies of the portfolio, one for yourself and one for the MALS Program.

**Thesis**

If desired, six of the 21 elective credits may be in the form of a thesis. Students interested in pursuing a thesis should schedule a meeting with the Program Director to discuss the intended topic.

Students will need to establish a Thesis Committee consisting of three members (one of whom should be the Program Director). The Graduate School Dissertation Editor must also be contacted to oversee the correct completion of the thesis.

A thesis must be defended before the Graduate School deadline, and committee members must sign the Certificate of Approval and Signature Page. The thesis should then be submitted electronically using the ETD Database. Final Materials should be sent to the Graduate School.

For more information on thesis requirements, please visit: http://www.miami.edu/gs/index.php/graduate_school/current_students/electronic_theses_dissertations/

**MALS Project**

The MALS Project is similar to the Thesis, although it does not require coordination with the Graduate School. For more information on the MALS Project guidelines, please see Addendum IV.
REGISTRATION

REGISTERING FOR CLASSES

All MALS students receive course information and Course Request Forms (see sample forms) by e-mail approximately two-three weeks before the first day of registration. Contact the office if you do not receive your packet. All forms and course information is also available on the MALS website.

Completed Course Request Forms are sent directly to the MALS office by fax, email, mail or in person.

Registration appointments are not required unless special advisement is needed.

REGISTRATION HOLDS

A registration hold can be placed at any time and often without notification to students! Who places the hold? Office of Student Accounts, Student Health Center, and Registrar’s Office are the most common holds. A hold can be placed simply because your address is incorrect, an immunization record is needed, or you need an override from a professor. Holds will delay your registration and you may be unable to get your first choice in classes.

*Students can check for holds on their account via Cane Link.*

- **Pre-Requisites** – Students are responsible to make sure any courses outside of MALS do not carry any pre-requisites. The most common pre-requisite is “permission of instructor”, in which case the student will need to get a signature from the professor granting an override.

- **Student Accounts** – financial issues including outstanding bills related to tuition, parking, fees, etc.

- **Address Problems** – the student must ensure that the University has his/her correct address on file at all times. This information can be updated on CaneLink.

- **Health Center** – immunization deficiencies or health insurance problems. The student must contact the Student Health Center to correct problem.

REGISTRATION FEES

Late registration fees will be applied to all registration forms submitted beginning the first day of classes. It is the student’s responsibility to check the academic calendar to ensure you will not be charged fees by the Office of the Registrar.
FULL-TIME STUDY

Students enrolled in nine (9) or more credits are considered full-time. The maximum number of credits allowed for full-time study is 12 for each semester.

READMISSION

Students who have not been continuously enrolled for regular sessions must request readmission. Contact the MALS office well in advance of registration to request the Application for Readmission form. If additional college work has been completed elsewhere since the last enrollment at the University of Miami, an official transcript of this will be required.

TRANSFER OF CREDIT

All work, including credit transferred from other institutions, must be completed within six years of the time of admission to graduate work. Students may transfer a maximum of 6 credits towards the MALS degree, upon approval of the Program Director.

WITHDRAWAL FROM PROGRAM

Notify the MALS Assistant Director or Director if you plan to withdraw from the program. The date of withdrawal is that on which the student notifies the MALS office or the date of receipt of a letter requesting withdrawal.

DROPPING COURSES

Dropping courses is governed by the University academic calendar. The calendar may be found on the Registrar’s home web page: www.miami.edu/registrar or on CaneLink. Refund of tuition is based on date dropped. It is the student's responsibility to notify the MALS office by completing an Add/Drop form as soon as the decision is made to drop a course. If a student drops before the first day of classes, the refund will be 100%. A ‘Percentage of Tuition’ fee is charged for every day past the start of classes. For more information on refunds contact Student Account Services.

CLASS CANCELLATION

If a class for which you have registered is canceled, it is your responsibility to drop the course unless the listing department informs you differently. Notify the MALS office and complete a drop form as soon as you learn about the cancellation.

ACADEMIC CALENDAR

To view the current academic calendar, please visit the MALS website: http://www.as.miami.edu/mals/academics/academic-calendar/
TUITION AND FEES

TUITION

Graduate students are classified full-time if they carry nine (9) or more credits in a regular semester, in which case mandatory fees will apply. Please see the current Graduate Bulletin (http://bulletin.miami.edu/) on-line for more information on fees.

Tuition per credit is subject to change each academic year. Contact the MALS office for information on MALS tuition charges.

Tuition may be paid at the Student Account Services Office located in the Ashe Building, on-line using CaneLink, or by mail. Payment after 5:00 p.m. can be done by using the drop box located at the cashiers’ desk in the Ashe Building (to the right of the stairs). Students may also set up a monthly payment plan by contacting Student Accounts.

REINSTATEMENT FEE

Timely payment or payment arrangement is required by Student Account Services. The Office of Student Account Services is located on the first floor of the Ashe Building. Students who are cancelled for nonpayment are required to pay a reinstatement fee of $100.

HEALTH INSURANCE

An insurance fee is required of all new and transfer domestic degree seeking students enrolled in six or more credit hours per semester, as well as all international students. The fee is automatically charged each year. Students with comparable insurance coverage may request a waiver by completing an Insurance Waiver form that is available on CaneLink. Students must meet deadlines as specified by the Health Center in order to receive approval of a waiver. All inquiries should be directed to Student Health Services.

IMMUNIZATION REQUIREMENTS

Prior to registration, all students are required to provide the Student Health Center with proof of immunizations.
http://www.miami.edu/sa/index.php/student_health_center/immunization_information/
**STUDENT FUNDING SOURCES**

**MALS SCHOLARSHIP**
The Master of Arts in Liberal Studies Program has a limited number of scholarships available to students on a first come - first served basis. Students must apply each semester, and provide financial documentation. Scholarships are need based, and are a small percentage of tuition (up to 25%). Applications must be received one month prior to the start of classes in which the student is applying. Applications can be obtained through the MALS website at http://www.as.miami.edu/mals/admissions/financial-aid/

**FELLOWSHIPS & GRANTS**

**McKNIGHT FELLOWSHIPS**
The Florida Education Fund’s (FEF) McKnight Doctoral Fellowship Program is designed to address the under-representation of African American and Hispanic faculty at colleges and universities in Florida by increasing the pool of candidates qualified with Ph.D. degrees to teach at the college and university levels. All doctoral programs at the University of Miami are eligible fields. The award includes full tuition and a $12,000 stipend for up to five years. Students must apply to both the Florida Education Fund and the University of Miami.

**UNIVERSITY OF MIAMI FELLOWSHIPS**
All new UM doctoral students in all UM doctoral programs are eligible. This award is given as a top-off stipend to a departmental teaching or research assistantship. Students must apply directly to their individual Graduate Program Director. The deadline is early February for most programs though some departments may have earlier deadlines. Graduate Program Directors must submit their nominations to the Graduate School. Committees at the Graduate School make the final selections across departments.

**UNIVERSITY OF MIAMI YELLOW RIBBON GRANT**
The University of Miami will award Yellow Ribbon Grants for eligible undergraduate and graduate* students as well as for Law students (maximum of 30 for Law students) for the 2014-2015 academic year. Yellow Ribbon Grant applications must be submitted to the Office of the Registrar. All information is located on the application. Additional information regarding this program may be found on the VA website: http://www.gibill.va.gov/GI_Bill_Info/CH33/Yellow_ribbon.htm.
*Students in the M.D. program are not eligible.

**LOANS**
Visit www.miami.edu/grad for information about student funding sources.
Grades and Credits

**Degree Grade Requirement**

An average of “B” (3.0) is required for a graduate degree, and no grade below a “C-” will 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.” No transferred credits are calculated into the University of Miami GPA.

**Students must earn a grade of “C” or higher in core courses to earn the degree.**

**Grades**

- **A** Excellent accomplishment.
- **B** Good accomplishment.
- **C** Fair, but below that expected of graduate students (C- lowest passing grade).
- **D** Poor (not acceptable for credit toward the MALS degree).
- **F** Failure.
- **W** Course dropped by permission of the Dean of the Graduate School prior to the last day for withdrawing from classes as published in the official calendar of the university. Credit can be earned only by successful repetition of the course.
- **I** Incomplete work in passing status with instructor’s permission to complete the course. If the “I” is not changed within one year, credit can be earned only by successful repetition of the course.
- **IP** Denotes “in progress” grade given by instructor for any in which a student has made expected or clearly satisfactory progress during the semester, but has yet fully to complete requirements for the course.
- **NG** Assigned by Enrollment Services indicating that the instructor has not yet reported the student’s grade. For a student to receive credit for the course, the instructor must report a passing grade prior to the student’s graduation.
**Award of Academic Merit**

Students who obtain a 3.8 GPA or better will receive an Award of Academic Merit on their transcripts from the Graduate School when they graduate. No action is necessary.

**Academic Progress Reviews**

Graduate students' grade point averages are reviewed each semester by the Graduate Dean's office of the College of Arts & Sciences as well as the Graduate School. The graduate bulletin states that students "must maintain at least a 3.0 cumulative grade point average." Students who have a semester grade point average below 3.0 will receive warning letters. Any student who receives this warning letter must meet the full standards of academic progress by the end of the subsequent semester.

**Repeat Rule**

A student may repeat a course *in which a failing grade was earned*, but the repetition of the course will not eliminate the previous grade from the record.

A course may be repeated only once unless written authorization is provided by the Dean of the Graduate School. All grades are included in the computation of the quality point average.

If a course in which an unsatisfactory grade (as determined by the program advisor) was earned is repeated and the repeat grade is a “C-” or higher, the number of 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.

**Course and Faculty Evaluations**

Evaluations by students of courses and faculty take place during the last two weeks of the semester. Your responses and comments are important.
**Graduation & Degree Conferment**

**Graduation**

It is the responsibility of the student to apply for graduation in the final semester of study *before* the deadline indicated on the academic calendar. Students must apply for graduation via CaneLink.

Please be sure to update your diploma address information on CaneLink to ensure that your diploma is sent to the correct location.

For more information on commencement ceremonies, please visit: http://www.miami.edu/commencement

**Degree Conferment**

Students who have met all of the degree requirements, and have submitted their Final Portfolio, will be cleared for graduation after grades are posted for their final semester. Degree conferment can take between 2-4 weeks after the end of the semester to show on CaneLink.

Students who apply for graduation, but who have not met the degree requirements because of the number of courses taken or an incomplete grade, must reapply when requirements are met in order to have the degree conferred.

A student who “walks” at commencement but has not obtained thirty credits must reapply for graduation.

Diplomas are mailed to students 6-8 weeks following the close of the semester and conferring of the degree.
GRADUATE STUDENT CODE OF BEHAVIOR

CLASS ATTENDANCE AND ABSENCES

Regular and punctual class attendance is vital for all students. It is the student's responsibility to know the instructor's policies regarding examinations, penalties for absences, and late or missed work.

Students are responsible for contacting the professor directly if they will be absent from class(es).

Students should follow common courtesy in class, including turning cell phones to silent or off positions, and observing class rules on breaks and eating.

CODE OF ETHICS

The University of Miami expects all graduate students to adhere to the highest standards of ethics and academic integrity.

All forms of academic fraud are strictly prohibited. These include, but are not limited to, plagiarism, cheating, collusion, falsification, violation of professional ethics or misrepresentation of research data. Students certify that all work (whether an examination, dissertation, thesis, research project, form of creative expression, experimental data, or any other academic undertaking) submitted for evaluation, presentation, or publication meets these standards.

Additionally, graduate students are expected to respect and appreciate the diversity of the community and to respect the rights of others, be it their property, privacy, opinion, or expression.

Students found in violation of these standards are subject to disciplinary actions by the student's department and/or the Graduate School through the process described in the Graduate Student Honor Code.

GRIEVANCE PROCEDURES

Student complaints on any major issue that the student views as unfairly affecting their progress in the graduate program are to be presented to the Director. The Director will act on complaints directly or may appoint an ad-hoc committee for this purpose after consultation with the Dean.

Students are urged to contact the Director early in the semester if they believe that there are issues about the course and/or instructor that should be brought to the attention of the Program.
**CAMPUS LIFE**

**Cane Card**
The cane card is a photo ID which allows access to the library and other services that require identification. The card is obtained in Parking and Transportation Services
McKnight Building, Suite 100
5807 Ponce De Leon Blvd

**Student Numbers**
All students are assigned two ID numbers during the application process (C# and EMPL ID). A Social Security Number can be used if C# is unknown, but it is recommended that all students learn their C# and EMPL ID for security purposes.

**Parking on Campus**
Students may park in commuter lots after 4:00 p.m. or weekends without purchasing a permit. Day passes and semester permits may be purchased at the office of Parking and Transportation Services. For more detailed information students should visit: www.miami.edu/parking

**CaneLink**
The CaneLink system is a Web-based interface that allows you access to your official information at the University of Miami at any time, from any computer on the Internet.

You can use CaneLink to do a wide range of activities:
- Find open classes during registration
- Check your class schedule
- Check your final class grades
- Find student jobs
- Update your personal information
- Check your financial status
- Apply for graduation/diploma

To access the system go to http://canelink.miami.edu Follow the directions for first time user. If you have difficulty accessing CaneLink, you will need to contact IT Support: 305-284-6565 itsupportcenter@miami.edu
Support Availability: Monday - Friday, 8:00 a.m. - 6:00 p.m.

Students are encouraged to make sure their personal contact information is updated on CaneLink, as this is how all correspondence will be sent from the University. If a student would like all emails sent to their UM email address be forwarded to a personal email address, it should be updated on CaneLink.
**University Library System**

The University libraries offer information resources and services to support the teaching, learning, and research needs of students and faculty. The Library System includes the Otto G. Richter Library and its four branches: Architecture, Business, Math and Music. There are three independent libraries: Medical, Marine and Law.

As the largest library in the system, the Otto G. Richter Library houses collections to serve all disciplines in arts, humanities, social sciences, and natural sciences. It is a designated depository for federal and state government publications. It offers services including research assistance, circulation, interlibrary loan and document delivery as well as library classes on electronic resources, research skills, and information literacy and management.

You may use the library with your Cane Card or access it online at [www.library.miami.edu](http://www.library.miami.edu)

**Copies and Printing**

UPrint is a new UM service available to students at the Coral Gables campus.

UPrint provides several services, including:
- Printing in black and white
- Printing in color
- Copying in black and white
- Copying in color
- Scanning with Global Scan (this service is free and allows students to scan any document and send it via e-mail)

**Wellness Center**

The Patti & Allan Herbert Wellness Center, located at 1201 Dickinson Dr., is a facility for students, alumni and employees. A valid Cane card and payment of the Wellness Center Fee is required to enter the facility.

Contact the membership office at the center or by phone (305) 284-3253 for more information.
STUDENT SERVICES

GRADUATE STUDENT ASSOCIATION

The Graduate Student Association (GSA) is the student government organization representing students in the Graduate School. The primary function of the GSA is to provide the means for responsible and effective graduate student participation in the planning and conduct of University affairs. The GSA serves as a liaison between graduate students, individually and collectively, the faculty and the administration. In addition, the GSA exists as a social and intellectual forum to support and to improve the quality of the graduate student environment at the University of Miami.

The GSA is made up of seven officers and nearly fifty full-and part-time senators; the role of the GSA is both supervisory and implementary, and its scope encompasses both academic and social interests of the University's graduate student body. Officers and Senators meet regularly to discuss important issues and are often required to attend University-wide meetings with faculty, staff, administration and fellow students.

Graduate Student Association
Student Activities Center
Room 208
Coral Gables, Florida 33146
305-284-6750
Email: gsa@miami.edu
Website: www.miami.edu/gsa

GRADUATE BULLETIN

The bulletin can be accessed from the Graduate School's website: http://www.um-gsa.org
MALS CONTACT INFORMATION

MASTER OF ARTS IN LIBERAL STUDIES PROGRAM OFFICE

Eugene Clasby, Director
214-C Merrick Building
306 Ashe Building
Email address
gclasby@miami.edu

Frances Smith, Assistant Director
214-D Merrick Building
Program Office Phone
Fax
Email address
flsmith@miami.edu

Melissa Riley, Administrative Assistant
214-D Merrick Building
Program Office Phone
Fax
Email address
m.riley1@miami.edu

MALS WEBSITE

The MALS website includes general information about the program, upcoming events well as necessary registration forms, course offerings, academic calendars, and other important information for MALS students.
http://www.miami.edu/mals

MALS FACEBOOK

The MALS Facebook page has current information on upcoming events and important dates. Students are encouraged to regularly check the MALS Facebook page to stay informed and connected with their peers!
www.facebook.com/umiami.mals
MISCELLANEOUS CONTACT INFORMATION

GRADUATE SCHOOL

Dr. Guillermo J. Prado, Dean, Graduate School
Dr. Tatiana Perrino, Associate Dean
235 Ashe Administration Bldg. 305-284-4154
http://www.miami.edu/gs/index.php/graduate_school/

ARTS & SCIENCES GRADUATE AND ADMINISTRATIVE SERVICES

Charles H. Mallery, Associate Dean
Gylla Lucky, Manager of Programs
5202 University Drive
Merrick Building, Room 304 305-284-3188

STUDENT HEALTH SERVICE

Student Health Center
5513 Merrick Drive
http://www.miami.edu/student-health

Health Center 305-284-9100
Administration 305-284-5921
Pharmacy 305-284-5922
Health Insurance 305-284-1652
Immunization 305-284-5933

OFFICE OF THE REGISTRAR

http://www.miami.edu/registrar/ 305-284-2294
e-mail: registrar@miami.edu

STUDENT ACCOUNT SERVICES

158 Ashe Building 305-284-6430
http://www.miami.edu/osas

FINANCIAL ASSISTANCE OFFICE

Advising Center, University Center, second floor 305-284-5212
http://www.miami.edu/financial-assistance
**Emergency Services**

- Campus Police (305) 284-6666
- Coral Gables Police (305) 442-1600
- UM Police (non-emergency) (305) 284-6666
- UM Police (quick dial) *711
- UM Police Business Office (305) 284-3075
  8-6666 from any Blue Light phone
- Police Escort Service (305) 284-6666
- Crime Prevention (305) 284-1105
- Emergency Police, Fire and Rescue 9-911
- Fire and Rescue (305) 442-1600
- Security Escorts (305) 284-6666
- Sexual Assault Response Team Hotline (SART) (305) 798-6666

**Crisis Prevention Center**

- Counseling Center (305) 284-5511
- Switchboard of Miami (305) 358-HELP
- Employee Assistance Program (305) 284-6604

**Hurricane Hotline**

(305) 284-5151

**Toppel Career Center**

(305) 284-5451
**COURSE REQUEST FORM**

<table>
<thead>
<tr>
<th>Approved Courses</th>
<th>Approved Alternates</th>
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<tbody>
<tr>
<td>Department</td>
<td>Course Number</td>
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<td>Number</td>
<td>Section</td>
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Comments:

**Honor Code Declaration Required of All Students**

I hereby recognize that I am subject to and agree to abide by the University of Miami Student Honor Code, which provides standards that encourage ethical academic behavior and imposes penalties for violations of such standards. I understand that I am encouraged to read and understand the Honor Code which is contained in the Student Handbook.

Student Signature:

Advisor's Signature: ___________________ Date: ____________

Dean's Signature: ___________________ Date: ____________

Note: Dean's signature required for credit overload, backdating, and exceptions within individual schools (use Comment box above for explanations)

Maximum number of credits: _________

If students have not registered by the first day of class, late fees may apply.
Use this form when making any changes to your existing registration.

Forms can be obtained from the MALS office, as well as on the MALS website.
Addendum III

The Directed Readings Agreement Form, available in the MALS office and on the MALS website, must be completed and turned into the MALS office along with a completed registration form (after Directed Readings proposal has been approved).

MALS Directed Readings

In order to be considered for a Directed Readings course, students must first meet the following requirements:

- Submit a 2-3 page proposal outlining the research paper
- Submit a minimum of 10 academic sources that will be used in the course of research

Once the Directed Readings is approved, students must complete a Course Request Form, and return it to the MALS Office along with a signed copy of this agreement.

Students must register for a Directed Readings before the start of the semester.

Research Paper Guidelines

- Students must meet with their academic advisor at least twice during the semester:
  - The first meeting must include a draft of the paper (1/3 of the work)
  - The second meeting must include a revised draft of the paper (2/3 of the work)
- The paper must be a minimum of 15-20 pages, not including title page.
- Title page must include the following: name, CH, course number, semester, title of paper
- A bibliography of at least 10 academic sources must be submitted in addition to the research paper
- The completed paper must be submitted to the MALS office on the last day of class for the semester in which the student is enrolled.

----------------------------------  ----------------------------------  ----------------------------------
Semester                      Year                      Advisor

I have read the above information, and understand the guidelines and requirements.

__________________________________  ____________________
Printed Name                      Date

__________________________________
Signature
Addendum IV

The MALS Project Agreement Form, available in the MALS office and on the MALS website, must be completed and turned into the MALS office along with a completed registration form (after the proposal has been approved).

MALS Project
In order to be considered for a MALS Project, students must first meet the following requirements:

• Submit a 2-3 page proposal outlining the research paper
• Submit a minimum of 10 academic sources that will be used in the course of research

Once the MALS Project is approved, students will need to find 3 faculty members who will serve on the project committee (MALS Program Director must be on the committee). A Committee Member Agreement with all applicable signatures must be submitted along with the Course Request Form and a signed copy of this agreement. Forms are available on the MALS website. Students must submit all forms before the start of the semester.

Guidelines

• Students must meet with their Committee Chair at least twice throughout the semester.
  o The first meeting must include a draft of the paper (1/3 of the work)
  o The second meeting must include a revised draft of the paper (2/3 of the work)
• The paper must be a minimum of 40 pages, not including title page or bibliography.
• Title page must include the following: name, C#, course number, semester, title of paper
• A bibliography of at least 10 academic sources must be submitted in addition to the research paper
• The completed MALS Project must be submitted to the Committee Members and the MALS office on the last day of class for the semester in which the student is enrolled, along with a Certificate of Approval Form. Committee Members should be advised that the form should be returned directly to the MALS Office 1 week following the last day of class.

I have read the above information, and understand the guidelines and requirements.

____________________________________________________
Printed Name

____________________________________________________
Signature

_________________
Date
Addendum V
Addendum VI