

EDUCATION AND HUMAN DEVELOPMENT

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

Departments

- Educational and Psychological Studies (EPS)
- Kinesiology and Sport Sciences (KIN)
- Teaching and Learning (TAL)

Degree Programs

Doctor of Philosophy (Ph.D.)

The Doctor of Philosophy degree is designed to develop personnel competent to conduct research in a particular field of education or behavioral sciences. Concentrations are offered in:

- Community Well-Being (EPS)
- Counseling Psychology (EPS)
- Exercise Physiology (KIN)
- Research, Measurement, and Evaluation (EPS)
- Teaching and Learning (TAL)

Doctor of Education (Ed.D.)

The Doctor of Education degree is designed to develop personnel in education competent to utilize the results of research in practical situations. Concentrations are offered in:

- Applied Learning Sciences (online) (TAL)
- Higher Education Leadership (EPS)
 - Concentrations are offered in:
 - Higher Education Leadership
 - Community Leadership

Master of Science in Athletic Training (M.S.A.T.)

The Master of Science in Athletic Training degree is a graduate professional program accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The program is designed to provide a structured classroom and clinical experience to prepare students to become eligible to sit for the Board of Certification exam.

- Athletic Training (KIN)

Master of Science (M.S.)

- Data Analytics and Program Evaluation (online) (EPS)

Master of Science in Education (M.S.Ed.)

The Master of Science in Education degree is a practice-oriented degree that is designed to prepare its recipients to assume professional positions that require advanced coursework and post-graduate degrees. Concentrations are offered in:

- Applied Physiology (KIN)
- Counseling (EPS)
- Education and Social Change (TAL)
- Higher Education Administration (EPS)
 - Concentrations are offered in:
 - Higher Education: Enrollment Management
 - Higher Education: Institutional Research and Policy Analysis
 - Higher Education: Student Life and Development
- Special Education (TAL)
- Sport Administration (KIN)
- Sport Administration (online) (KIN)

NOTE: The School of Education and Human Development's graduate programs are governed by the rules, regulations, and policies of the larger University and Graduate School. In places where what appears in the following is judged to conflict with these other policies, the University and/or Graduate School's policies will take precedence.

Certificate Programs (Non-Degree)

- Data Management and Statistical Analysis (online) (EPS)
- Higher Education Administration
 - Concentrations are offered in:
 - Higher Education: Enrollment Management
 - Higher Education: Institutional Research and Policy Analysis
 - Higher Education: Student Life and Development

Application Requirements for On-Campus Programs

Admission to all graduate-degree concentrations in the School of Education and Human Development is based on the recommendation of the faculty. Admissions decisions are based on faculty reviews of the following general requirements that apply to **all** Graduate Programs in the School as well as specific documents listed under each concentration. Applicants must:

- The Graduate Record Exam (GRE) requirement is waived for all programs, except for the following Ph.D. programs: Exercise Physiology, Research, Measurement and Evaluation and Teaching and Learning. For these programs, applicants must achieve acceptable scores on the GRE taken within the past five years. International applicants whose native language is not English or applicants whose degrees are from a non-U.S. university must pass the Test of English as a Foreign Language (TOEFL) or International English Language Testing Systems (IELTS), in addition to the GRE
- provide official transcripts showing completion of a bachelor's degree from an accredited institution and an acceptable undergraduate grade point average. A minimum of 3.0 undergraduate GPA is required. Official transcripts from every institution attended by an applicant, whether the applicant completed a degree program at the institution, are required
- provide three letters of recommendation that address the issues and meet the criteria established by the program being applied to
- provide a personal statement that addresses the mission and purpose of the program being applied to
- resume
- take part in an admissions interview (required by some programs)
- exhibit personal and professional experiences and characteristics that are relevant to the profession and/or field and/or degree program for which the application is being submitted

Doctor of Philosophy (Ph.D.)

In addition to the factors listed as general requirements for all applications to the SEHD's graduate programs, consideration for admission to the Ph.D. program will include the following:

- letters of recommendation should address the applicant's *academic* potential
- available student space in the program
- For TAL: availability of faculty advisor willing to mentor the student
- For EPS: Counseling Psychology: receipt of completed applications by the predetermined cut-off date. Please reference the SEHD website (<https://www.edu.miami.edu/admission/graduate/doctoral-app-process/>), as doctoral applications are reviewed once each year

Doctor of Education (Ed.D.)

In addition to the factors listed as general requirements for all applications to the SEHD's graduate programs, consideration for admission to the Ed.D. program will include the following:

- letters of recommendation should address the applicant's academic potential
- available student space in the program
- admissions interview

Master of Science in Athletic Training (M.S.A.T.)

In addition to the factors listed as general requirements for all applications to the SEHD's graduate programs, consideration for admission to the M.S.A.T. program will include the following:

- Bachelor's degree in exercise science/kinesiology or a related field
- A minimum 3.0 cumulative GPA
- A minimum of 100 observation experience hours (volunteer hours or work hours) with an Athletic Trainer is required
- At least one of the recommendation letters above must be written by an Athletic Trainer
- An interview may be required. Applicants will be notified as appropriate

- Applicants must complete or be enrolled in the prerequisite coursework listed below prior to acceptance and/or enrollment (Please contact the Program Director for course equivalency information)

Required prerequisite coursework for admissions

At the undergraduate or graduate level

- Anatomy & Physiology (Separate or combined a minimum of 6 credits)
- Biology: Introduction with Lab
- Chemistry: Introduction with Lab
- Introduction to Physics
- Introduction to Statistics
- Psychology: Intro to Psychology or Sports Psychology (preferred)

In addition to the above courses, CPR Certification is required (AHA BLS for Healthcare Providers or equivalent as indicated by Board of Certification's ECC list). Students must have proof of current certification before the start of classes and maintain certification throughout the program.

Recommended foundational coursework for admissions

The following courses suggest foundational areas of knowledge that are included in the curriculum of the MSAT program. However, introductory courses in the areas below may provide the student with extra preparation for the rigorous graduate coursework of the MSAT program. Therefore, these courses are suggested but not required for admissions or for completion of the degree program:

- Nutrition: Introduction to Nutrition or Sports Nutrition
- Exercise Physiology
- Kinesiology and/or Biomechanics
- Care & Prevention of Athletic Injuries, Intro to Athletic Training, or Equivalent

Transfer of credits

Transfer of graduate credits previously earned from other accredited healthcare degree-granting programs is determined on a case-by-case basis. The Program Director and the appropriate course instructor(s) will review the transfer course syllabus to ensure the content matches those of the program's course and that all competencies can be identified. Credits can be transferred ONLY if they are less than six years old, were taken from a graduate degree program, and taken at an accredited institution. In addition, students must have earned a grade of B or better in the course.

International Applications

All international applications must provide additional information and meet additional requirements as required by the UM Graduate School (<https://www.grad.miami.edu/>) and the UM Office of International Student & Scholar Services (<https://issm.miami.edu/>). For an appropriate link to these requirements, please visit the Graduate School (<https://www.grad.miami.edu/>) website.

International Students (who attended college/university outside of the United States)

All graduate applicants who have attended a college or university outside the United States must submit official transcripts and diplomas (if available) from all colleges and universities attended to one of the **approved NACES** (<https://www.naces.org/members/>) (**naces.org**) **evaluation services**. Follow the specific instructions of the selected evaluation service to **request a course-by-course evaluation with degree equivalency and grade point average (GPA) calculation**. The evaluation report and copy of all the official documents used in the evaluation must be sent directly from one of the **NACES** (<https://www.naces.org/>) approved evaluation services to the email or address below. It is the responsibility of the student to ensure their evaluation is sent to the correct address. Evaluations sent to other addresses on campus will **not** be received and will delay the admissions process.

Office of Graduate Studies

Graduate Admission Office

1507 Levante Ave, Suite 311

Coral Gables, FL 33146

The international evaluation report and supporting documents are *required* before the Admissions Committee can review the application.

English Proficiency Requirement

TOEFL (<http://www.ets.org/toefl/>) (**Test of English as a Foreign Language**) or **IELTS** (<https://www.ielts.org/>) (**International English Language Testing System**)

If students do not hold a U.S. undergraduate degree, they may be required to take the TOEFL (<http://www.ets.org/toefl/>) or IELTS (<https://www.ielts.org/>) exam. If applicants are required to submit a TOEFL (<http://www.ets.org/toefl/>) or IELTS (<https://www.ielts.org/>) score, they should visit the respective web page to arrange to take the test. The TOEFL (<http://www.ets.org/toefl/>) and IELTS (<https://www.ielts.org/>) scores are valid for 2 years after the test date. The electronic score code for the University of Miami is **5815**.

The University will consider candidates with these minimum TOEFL and IELTS scores; however, score requirements may vary by program:

Paper Based TOEFL (PBT): 550

Internet Based TOEFL (IBT): 80

IELTS (Academic): 6.5

Applicants holding an undergraduate or graduate degree from an academic institution within the United States or one of the following English-speaking countries are not required to take the TOEFL/IELTS examination:

- Antigua and Barbuda
- Australia
- The Bahamas
- Barbados
- Belize
- Canada (except Quebec)
- Dominica
- Grenada
- Guyana
- Ireland
- Jamaica
- New Zealand
- Kitts and Nevis
- Lucia
- Vincent and the Grenadines
- Trinidad and Tobago
- United Kingdom

Admission Decision

Once an applicant has been admitted to graduate study, that individual should meet with the faculty advisor who was appointed to serve in that capacity and whose name appears in the admissions letter. This advisor will help the student enroll in courses that are appropriate to the program; to develop and to refine a Program of Study (all doctoral degrees) or Course Sequence Plan (all master's degrees) that must be on file in the Office of Graduate Studies by the end of the first semester of study.

Enrollment Deposit

Once students have received their offer of admission or conditional admission, they must pay a non-refundable enrollment deposit to accept their offer of admission.

Paying the Enrollment Deposit

After a student has received the Offer of Admission, the student must log into Graduate Application Portal (<https://applygrad.miami.edu/portal/application/>) to pay the enrollment deposit with the following payment options:

- Online Credit Card payment:
 - MasterCard
 - Visa
 - American Express
 - Discover
- E-check (drawn on a US bank only)
 - Bank, Bank Exchange Bureau or Wire Transfer.
 - Students are responsible for any fees or currency exchange processing charged by their bank or exchange bureau when transferring funds and should account for this when sending tuition payments.
- International Payments with Flywire (http://www.miami.edu/finance/index.php/student_account_services/cashier_services-1/international_student_payments/)

Degree Requirements

In addition to the formal academic requirements (as outlined below), the School of Education and Human Development requires its students to demonstrate personal qualities that, in the judgment of the faculty, would permit them to function effectively in their professional roles. The School of Education and Human Development reserves the right to dismiss any students who are academically or personally unwilling or unable to carry

out the professional responsibilities of the respective profession for which they are being trained. Conduct which may be considered unprofessional may include, but is not limited to, research or professional misconduct; dishonesty, cheating, plagiarism; exercise of professionally poor judgment; sexual harassment, discrimination on the basis of race, ethnicity, religion, or sexual orientation; and inappropriate interpersonal behavior. It is up to all students to fulfill their responsibilities in a timely and professional manner, to represent themselves and the University with honesty, and to treat others with dignity and respect.

Doctor of Philosophy (Ph.D.)

Upon admission to graduate study, a supervisory committee, consisting of at least four members (composed as per UM Graduate School regulations), will be appointed by the School of Education and Human Development.

The students will meet with the chairperson of this committee to design a Program of Study/Residency Plan.

The Program of Study/Residency Plan must be approved by the supervisory committee, the department chairperson, and the Office of Graduate Studies in the School of Education and Human Development.

The Program of Study/Residency Plan must be filed with the Office of Graduate Studies in the School of Education and Human Development by the end of the second semester of enrollment or future registration will not be permitted.

All students are required to submit to the Admission's Coordinator a signed Graduate Handbook Acknowledgement of Receipt and the Graduate Student Honor Code by the end of their first semester of enrollment.

The residence requirement is two full-time consecutive semesters of coursework at the University of Miami.

The minimum total credit hours required beyond the bachelor's degree is 60, plus a minimum of 12 dissertation research credit hours.

15 credit hours of statistics and research methods are required as prescribed by the supervisory committee.

A student must pass a Qualifying Examination before being admitted to doctoral Candidacy. The content and conditions for administering the Qualifying Examination are defined by the program area in which a student is enrolled.

A student's score on the Qualifying Examination is the professional judgment of the supervisory committee that was appointed to score that examination. As such, no academic appeals for scores on Qualifying Examination are possible.

If a student fails an initial attempt at passing a program's Qualifying Examination, the student's supervisory committee may allow a student a second opportunity to pass a new Qualifying Examination that is administered within a year of the original, *at its sole discretion*.

A student who fails a program's Qualifying Examination may not proceed any farther in the program and is, instead, dismissed at the end of the then-current term. Beyond the then-current term in which a student's Qualifying Examination is scored, no additional financial assistance will be provided to a student who is scheduled to be dismissed from the program for failure in the Qualifying Examination.

Students are required to complete all Ph.D. requirements within eight years of initial enrollment.

Doctor of Education (Ed.D.)

Upon admission to graduate study, a supervisory committee, consisting of at least four members (composed as per UM Graduate School regulations), will be appointed by the School of Education and Human Development.

The student will meet with the chairperson of this committee to design a Program of Study/Residency Plan.

The Program of Study/Residency Plan must be approved by the supervisory committee, the department chairperson, and the Office of Graduate Studies in the School of Education and Human Development.

The Program of Study/Residency Plan must be filed with the Office of Graduate Studies in the School of Education and Human Development by the end of the second semester of enrollment or future registration will not be permitted.

All students are required to submit to the Admission's Coordinator (<http://bulletin.miami.edu/graduate-academic-programs/education-human-development/soegradadmissions@miami.edu>) a signed Graduate Handbook Acknowledgement of Receipt and the Graduate Student Honor Code by the end of their first semester of enrollment.

The minimum total credit hours required beyond the master's degree is 48, plus a minimum of 12 dissertation research credit hours.

A supporting area consisting of at least 12 credit hours is required; the student must be qualified for admission to graduate status in this area and receive approval for enrollment from the appropriate department and from the School of Education and Human Development.

A minimum of 9 credit hours of statistics and research methods are required as prescribed by the supervisory committee

Students are required to complete all Ed.D. requirements within eight years of initial enrollment.

Master of Science in Athletic Training (M.S.A.T.)

A minimum of 60 graduate credit hours is required.

All work towards the master's degree must be completed within six years of initial enrollment.

Master of Science in Education (M.S.Ed.)

A minimum of 30 graduate credit hours is required.

EPS: Students enrolled in the counseling mental health program must complete a required 45-credits of coursework, plus 15-credits of practicum, and pass the Counselor Preparation Comprehensive Examination (CPCE).

TAL: Students enrolled in any certification program that has been approved by the Florida Department of Education must fulfill any and all additional requirements that are specified by the program's approval.

Students must pass a comprehensive written examination, portfolio (with an oral examination as a possible additional requirement), capstone course, project, thesis, or requirement specified by the program. When a thesis is chosen a maximum of 6 additional credit hours must be counted toward the total degree requirements, and an oral examination in defense of the thesis will be required. The written comprehensive examination will cover the student's program plan. The examination must be taken during or after the final semester in which the student is enrolled for coursework in the program. The project will be directed by the student's advisor.

All work towards the master's degree must be completed within six years of initial enrollment.

Honor Code/Handbook of Policies and Procedures

The School of Education and Human Development follows the Graduate School's Honor Code. All students are required to review the Graduate Student Honor Code (https://www.grad.miami.edu/_assets/pdf/graduate_student_honor_code.pdf) and the School of Education and Human Development's Handbook of Policies and Procedures (https://www.edu.miami.edu/_assets/pdf/sehd_handbook.pdf) for Graduate Students and email the signed Acknowledgement of Receipt located on page 3 to the Admission Coordinator (soegradadmissions@miami.edu) by the end of their first semester of enrollment.

Continuous Enrollment

The School of Education and Human Development adheres to the Graduate School's continuous enrollment (<https://bulletin.miami.edu/general-university-information/graduate-policies-and-procedures/academic-policies/>) requirement.

Financial Assistance

Financial assistance whose sources of funding are outside of the School of Education and Human Development, for example, Federal loans provided by the University of Miami, shall be governed by all applicable rules, regulations, and policies. Specifically, many federal loans and grants have conditions limiting the programs and/or courses to which they may be applied. Some federal loans are restricted to graduate courses only; some fellowships, grants, or traineeships may entail post-graduation employment commitments. Alternatively, private scholarships or fellowships may have their own conditions. Before accepting any form of financial assistance, please be sure to ask about and to fully understand the conditions that govern whatever type of financial assistance you are offered.

In addition to university-wide fellowships and the availability of student loans, the School of Education and Human Development *may* provide financial assistance for students enrolled in its graduate programs. These may include tuition-based waivers, teacher-tuition scholarships, training fellowships, graduate student assistantships, and other forms of help.

Notwithstanding a student's time to completion, the School of Education and Human Development limits a student's eligibility for tuition waivers and other financial assistance that is under its control to five years from the time of initial enrollment.

SEHD-based tuition waivers are to be used only for courses that define each student's course sequence plan or program of study. Students who enroll in courses outside of their course sequence plan or program of study will be charged full tuition for those courses. Tuition waivers may not be applied to the retaking of courses for any reason whatsoever.

Teacher Tuition Scholarships do not apply to doctoral (Ph.D. and Ed.D.) programs.

Application Requirements for Online Programs

In addition to holding the baccalaureate degree from an institution accredited by SACSCOC or another regional accrediting body, the applicant for admission to the Graduate School should have the prerequisite coursework/work experience required by the program to which he/she is applying. In general, those applying for graduate admission should have achieved an overall average grade of "B" or better (3.0 G.P.A. on a 4.0 scale). International students will be required to give evidence of adequate knowledge of English through a TOEFL or IELTS test score.

Admission of a student to the University of Miami for any semester does not imply that such student will be re-enrolled in any succeeding academic semesters.

If students would like to apply to a UOnline program, they will need to create a profile and apply online via our online application portal found here (<https://myonline.miami.edu/SignIn/>). Here students will be assigned a personal Enrollment Advisor who will help guide them as the student submits all the components and required documents for their application. Students' Enrollment Advisors will also guide them through the onboarding process and be available to answer any questions. Students will then transition to their UOnline Student Advocate who will work with them through their first year, then transition to their designated Academic Advisor for important Graduation and completion requirements throughout the remainder of their program.

International Students (who attended college/university outside of the United States)

All graduate applicants who have attended a college or university outside the United States must submit official transcripts and diplomas (if available) from all colleges and universities attended to one of the **three approved evaluation services** listed below. Follow the specific instructions of the selected evaluation service to **request a course-by-course evaluation with degree equivalency and grade point average (GPA) calculation**. We do not issue any student Visa's for International UOnline students.

All online international students who have been admitted to an online program at the University of Miami are **not** eligible for an F-1 visa.

The evaluation report and copy of all the official documents used in the evaluation must be sent directly from one of the three approved evaluation services to the address below. It is the responsibility of the student to ensure their evaluation is sent to the correct address. Evaluations sent to other addresses on campus will **not** be received and will delay the admissions process.

University of Miami

Online Enrollment Office

1320 South Dixie Highway

Gables One Tower –Suite 902, **Locator Code: 2991**

Miami, FL 33146

The evaluation report and supporting documents are *required* before the Admissions Committee can review the application. Any documents received by the University will become the property of the University and will not be returned to the applicant or sent to a third party including the evaluation services.

Approved Evaluation Services

- Educational Credential Evaluators, Inc. (ECE) (<https://www.ece.org/>)
- World Education Services (WES) (<http://www.wes.org/students/>)
- Josef Silny & Associates (JS&A) (<https://www.jsilny.org/>)

TOEFL (Test of English as a Foreign Language)

If students do not hold a U.S. undergraduate degree, they may be required to take the TOEFL exam. If they are required to submit a TOEFL score, students should visit this web page (<http://www.ets.org/toefl/>) to arrange to take the test. The TOEFL and IELTS scores are valid for 2 years after the test date. The TOEFL code for the University of Miami is **5815**.

The University will consider candidates with these minimum TOEFL scores; however, TOEFL score requirements may vary by program:

TOEFL Internet Minimum Score: 94

TOEFL Computer Minimum Score: 240

TOEFL Paper Minimum Score: 600

TOEFL Waiver

The TOEFL requirement may be waived for non-native English speakers provided they meet one of the following criteria:

- Students earned their undergraduate degree in a country where the official language is English (this does not include degrees from just English-speaking institutions or just a country where English is spoken).
- Students studied in the United States at an undergraduate level for at least one year or the equivalent of 30 consecutive credit hours.
- Students have lived **and** worked in an English-speaking country for the past two or more years.

Letters of Recommendation

Students will input their recommender's information directly into the online application which will generate an email with a unique link sent directly to the recommender. Letters of Recommendations must be submitted directly by the student's recommender using the unique link provided to them via email. Letters of Recommendation received in a Word document, body of an email, or any other format **will not** be accepted. The student's Enrollment Advisor may provide guidance to the recommender if they have technical trouble or questions regarding the process.

Admissions & Admissions Decisions

Once the University receives the student's **complete** application with all required documents, the admissions review process will start.

Regular Admit (with Official Transcripts)

If the application meets the standard admissions requirements and the University has received all official transcripts, from all institutions entered on their online application, the student will receive an offer of full admission **in approximately 48 business hours** after the University has received the completed application. The student will receive an official email from the Enrollment Advisor and be able to view the admissions decision via their Online Application portal.

Conditional Admit (with Unofficial Transcripts and/or Test Scores)

If the application fully meets the standard admissions requirements, the student may be conditionally admitted if the University has received and accepted the unofficial transcripts for all institutions attended, as entered on their online application, and/or the student's unofficial test scores (if required). Unofficial transcripts may be considered acceptable **ONLY IF** the document is in a pdf format and **ALL** of the following items are legible on the transcript document:

- Name of the institution
- Student name
- Cumulative Grade Point Average (preferred)
- Course numbers
- Course names
- Credit hours earned
- Grades earned
- Degree conferred with date (if applicable)
- No other documents will be accepted

Students receive notification typically **within 48 business hours** after the University has received a complete application (including other required documentation) that the student has been Conditionally Admitted. The notification of Conditional Admission will also address the requirements the student will have to satisfy in order to be officially admitted. The failure to meet any of these conditions will be grounds for the withdrawal of the Conditional Admission and/or the withdrawal from all programs. The student will receive an official email from his/her Enrollment Advisor and be able to view the admissions decision via your Online Application portal.

Students **MUST** pay their tuition bill or have accepted their Financial Aid Award, no later than by the payment due date. Once students are fully admitted and have paid their non-refundable enrollment deposit, and successfully passed the Student Readiness Orientation (SRO), they may be eligible to receive financial aid within the same term, provided the University has granted the student full admission during the same academic year. Students may start their course and continue through the term as long as they have been awarded Financial Aid, and have accepted their Financial Aid award no later than the first day of class. Student's Financial Aid funds *will not be disbursed* until the student has participated in their first course and all official admissions documents and all required Financial Aid documents have been received. Students are responsible for checking CaneLink to ensure that their funding is ready for disbursement.

Students will not be registered for the next term until their current balance is paid in full. In the event the student's financial aid award is delayed, students should work directly with their Student Advocate or Academic Advisor to determine the appropriate next steps and ensure they meet the appropriate payment deadlines. Students should refer to the Academic Calendar (<http://www.miami.edu/index.php/registrar/calendar/>) for important deadlines regarding Financial Aid Application due dates. Students may submit their FAFSA after the Financial Aid application priority consideration due date, but may have to use an alternative form of payment if their Financial Aid is not processed by the required payment deadlines.

Students should review the Monthly Payment Plan (MPP) (<http://bulletin.miami.edu/graduate-student-handbook-online-students/cost-fees-billing-payment/>) section for guidance on setting up a monthly payment plan, as well as the Payment Policies section for payment options and consequences for non-payment. Monthly payment plans are available for students at the beginning of each term. Fall and Spring MPP consist of four (4) payments; however, Summer MPP consist two of 2 (2) payment options and is *only available to online students* at this time. **UM Employees are not eligible for Monthly Payment Plans at this time.**

Students should review the Transcripts section for official transcripts deadlines and consequences if the University has not received all official transcripts. Students should also review the UOnline (<http://www.miami.edu/index.php/registrar/calendar/>) Academic Calendar (<http://www.miami.edu/index.php/registrar/calendar/>) for official transcript deadlines.

Accepting Admission

When a student's admission decision has been made, the student will receive an official Admissions decision email from the Enrollment Advisor which includes next steps (<https://myonlinesupport.miami.edu/recently-admitted/>) for accepting their offer. Students can also view the admissions decision the online application portal found here (<https://myonline.miami.edu/>).

A student's Enrollment Advisor will guide him/her through the next steps (<https://myonlinesupport.miami.edu/recently-admitted/>) to accept their offer of admission and pay their non-refundable enrollment deposit. A student's offer of admission has not been accepted until their non-refundable enrollment deposit has been paid.

Students will have **fourteen (14) calendar days to accept their offer of admission** by paying their non-refundable \$300 Enrollment Deposit. If a student fails to accept their offer of admission within the fourteen (14) calendar day timeframe according to the Deposit Date on the official Admission letter, the student's application will be withdrawn. Students who apply late will forfeit the full (14) calendar day acceptance policy and will be required to accept their offer no later than the last official Deposit Deadline as set on the UOnline Academic Calendar (<http://www.miami.edu/index.php/registrar/calendar/>), which may be less than (14) calendar days. Students should refer to their official Admissions letter for their exact deposit deadline. If a student chooses to reapply, they will need to wait one (1) additional term before reapplying. Deferrals are not permitted unless the student has been approved for a Deferral Exception (<https://qafederation.ngwebsolutions.com/sp/startSSO.ping?RequestedDynamicFormTemplate=2688d0b9-6031-4812-8f79-84fe37812020>).

Deferral Exception Appeal

In extenuating circumstances, students may choose to apply for a Deferral Exception (<https://qafederation.ngwebsolutions.com/sp/startSSO.ping?RequestedDynamicFormTemplate=2688d0b9-6031-4812-8f79-84fe37812020>). Students who choose not to accept their offer of admission must apply for a Deferral Exception no later than their Deposit Deadline as specified by the Admissions letter, or will be withdrawn and will need to wait one (1) additional term before reapplying. Deferral Exception Requests are only eligible for the next immediate term. Students who would like to wait to start in future terms will need to reapply and should contact their Enrollment Advisor for additional information regarding documents required for admission.

Any student who has already accepted their offer of admission must apply for a Deferral Exception no later than the official Completed Enrollment Application Deadline for their current term as per the Academic Calendar. (<http://www.miami.edu/index.php/registrar/calendar/>) Deferral requests submitted after the deadline will not be reviewed. Any student who has already been withdrawn due to missing their deposit deadline, failing their SRO requirement, or by voluntarily submitting a Withdrawal request will not be eligible to defer and must reapply.

- If a student's Deferral Exception application is **denied**, the student's offer of admission will be withdrawn and they must wait one (1) additional term before reapplying.
- If a student's Deferral Exception is **approved**, the student's start date will be updated to **the next immediate term** and the student will be sent a new admissions letter indicating the approval and updated start date.
 - If a student **has not accepted their offer of admission**, and is approved for a deferral exception, the student will have fourteen (14) calendar days to accept their offer from the date of the deferral approval as per their deferral approval letter. If a student does not accept their offer of admission within the fourteen (14) calendar day time frame, the student's application will be withdrawn and the student must sit out (1) one additional term before reapplying.
 - If a student **has already accepted their offer of admission**, and has been approved for a deferral exception, the student's start date will be updated and a new admissions letter will be sent with the updated term and approval. If a student chooses to withdraw before the census date or is administratively withdrawn for any reason, the student must sit out one (1) additional term before reapplying to the program.

Any student who chooses to reapply for a future term is **not guaranteed admission** and will be subject to any changes in tuition, waivers, scholarships, and/or admissions requirements for that term.

The offer of Admission Expiration

Offers of Admission are **valid for one term only unless a Deferral Exception has been granted**. To officially accept the offer of admission, a student must log into Canelink (<https://myonlinesupport.miami.edu/recently-admitted/>) and pay their non-refundable enrollment deposit. If a student has not accepted an offer of admission within the fourteen (14) day time frame/deadline on their official Admissions Letter, he/she must reapply to the University and program after sitting out one additional term. Students should contact the Online Enrollment Office to verify what documents must be submitted for consideration.

Reapplying/Readmission

There are a few situations in which students have to reapply to a program. Students will have to reapply to a program if:

- A student's original Offer of Admission has expired and he/she never started the online program.
- A student requests to change to a different program.
- A student has been withdrawn from his/her program for more than 1 calendar year (3 consecutive terms).
- A student failed to meet the requirements of a Conditional Admission.
- A student failed or did not complete the Student Readiness Orientation (SRO)
- A student's Deferral Exception Appeal was denied

To reapply, students can login and start the Online Application (<https://myonline.miami.edu/signup/>) using their previous log-in credentials. A student should contact the Online Enrollment Office at 1-800-411-2290 if they have questions regarding the application. All students who are readmitted will need to complete the Student Readiness Orientation (SRO) by their deadline, regardless of prior completion, and adhere to all admissions deadlines as set forth in the Academic Calendar.

Not Admitted

If a student's application does NOT meet the standard admissions requirements, he/she will receive a notification that he/she has not been admitted into the program typically **within 48 business hours** after the University receives the student's completed application. Students will receive an email from their Enrollment Advisor and be able to view their admissions decision via their Online Application portal (<https://myonline.miami.edu/signup/>).

If a student is not admitted into a program, he/she will receive an explanatory email from the Enrollment Advisor and will be able to view their admissions decision via their Online Application portal. Students may be eligible to reapply once they have met the admission requirements or choose to apply to a new program. A student's Enrollment Advisor will contact a student to discuss their options.

Transcripts for Admissions

Official Transcripts

- **MUST** Arrive in a sealed envelope with the school's stamp/seal across the back or on the institution's official envelope
- Be opened only by a member of the University of Miami admission staff
- Have a Registrar's signature and/or watermark and/or indented seal which appears on the transcript

Mailing Address for submission of transcripts:

University of Miami

Online Enrollment Office

1320 South Dixie Highway

Gables One Tower –Suite 902, **Locator Code: 2991**

Miami, FL 33146

Please ensure that the locator code is included in the address. Transcripts may not be received if the address is missing the locator code or sent to another address on campus. **Students are responsible for ensuring that they have their transcripts sent to the address above** and are subject to all deadlines as per the Academic Calendar (<http://www.miami.edu/index.php/registrar/calendar/>).

Electronic Transcripts

Electronic transcripts will be considered official **only** if they are sent directly from the accredited institution and received directly by the Online Enrollment Office at etranscripts@miami.edu. A transcript sent directly to the student's Enrollment Advisor will be considered as **unofficial** and will need to be re-sent to the official [etranscripts](mailto:etranscripts@miami.edu) address.

Official Transcripts, Scores & Conditional Admission

The University must receive official transcripts for all institutions attended, as entered on their online application, before any student can be considered fully admitted into the University.

Official Transcripts/International Evaluations Due Date

If a student was Conditionally Admitted into a program with unofficial transcripts, the University **MUST receive the student's official transcripts from all institutions attended**, as entered on their online application, **or International Evaluations from an approved evaluation service, by the date listed on the UOnline Academic Calendar**. A student's Admissions letter will provide the exact due date for the official transcript(s) and he/she may check Canelink to verify that the University has received the student's official transcripts. Students should refer to the Academic Calendar (<http://www.miami.edu/index.php/registrar/calendar/>) for important due dates.

Official Test Scores Due Date

If a student was Conditionally Admitted into a program with unofficial test scores and is required to submit official GRE, GMAT, or TOEFL official test scores, the University **MUST receive their official test scores by the date listed on the UOnline Academic Calendar**. A student's Admissions letter will provide the exact due date for the student's official test score(s) and he/she may check Canelink to verify that the University has received the student's official test scores. Students should refer to the Academic Calendar (<http://www.miami.edu/index.php/registrar/calendar/>) for important due dates.

UONLINE OFFICIAL TEST SCORE SCHOOL CODES

TOEFL CODES: Institution: 5815

GRE CODES: Institution (All UOnline programs): 4405

GMAT CODES:

School of Education- UOnline Master & EdD of Applied Learning Sciences: 7NV-HM-66

Financial Aid & Tuition Payment

If students apply for Financial Aid, Financial Aid will be NOT be awarded until the University has received the official transcripts from all institutions attended and/or test scores, if required.

Because Financial Aid will not be awarded until official transcripts from all institutions attended and test scores are received, a student **MUST** pay the tuition bill by the payment due date. Students should review the Payment policies for payment options and consequences for non-payment.

Official Transcripts and Test Scores Not Received

If Official Transcripts and/or Test Scores (if required) are NOT received by the due date:

- A student will be removed from their current course and next course
- A student will be administratively withdrawn and may be reinstated if the University receives the student's official transcripts.
- A student may owe a tuition balance from being withdrawn and must have their tuition bill paid in full before being eligible for reinstatement

Enrollment Deposit

Once students have received their offer of admission or conditional admission, they will pay a **non-refundable** enrollment deposit in order to accept their offer of admission. Once the deposit in full has been received, students will be required to complete and pass their Student Readiness Orientation (SRO) within (4) four weeks or by the deadline provided, in order to be eligible for their first-term registration.

What the Enrollment Deposit Is

The enrollment deposit payment is:

- Paid one time per UOnline program
- **Non-refundable** including if the student's Offer of Admission has expired, he/she failed the Student Readiness Orientation (SRO), and he/she never started the program or if they were conditionally admitted and did not meet the conditions for full admission.
- Due no later than **the date listed on the academic calendar**.
- Applied against a student's 1st tuition bill
- Valid for as long as the Offer of Admission is valid:
 - If a student's Offer of Admission for their UOnline program has **expired** and he/she reapplies to any program (campus-based or online), a student will be required to pay the deposit again and any applicable fees.
- Transferrable to a new UOnline program: if a student applies to a new UOnline program while the existing Offer of Admission is still valid, the student will not have to pay the deposit again.
- **Not transferrable** to any campus-based program.

Paying the Enrollment Deposit

After a student has received the Offer of Admission, the student will be provided access to Canelink (<https://canelink.miami.edu/>) to pay the student's enrollment deposit with the following payment options:

- Online Credit Card payment:
 - MasterCard
 - Visa
 - American Express
 - Discover
- E-check (drawn on a US bank only)
 - Bank-to-Bank, Exchange Bureau or Wire Transfer.
 - Students are responsible for any fees or currency exchange processing charged by their bank or exchange bureau when transferring funds and should account for this when sending tuition payments.
- International Payments with Flywire (http://www.miami.edu/finance/index.php/student_account_services/cashier_services-1/international_student_payments/)