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1. Program Overview

The graduate program (Master of Science or Certificate) in Medical Radiation Dosimetry is a degree for those who seek professional qualification and employment as medical radiation dosimetrists. This 38-credit, one-year program grounds the student in the rudiments of clinical oncology, radiation physics, radiation biology, human anatomy, medical imaging, and radiation treatment technology, which the radiation dosimetrist applies continually in practice. Graduates can expect to enter employment directly as radiation dosimetrists eligible for professional certification. The program requires one year of full-time commitment, a substantial part of which is clinical training in the University of Miami Department of Radiation Oncology under the supervision of practicing dosimetrists and medical physicists. Of the 38 credits required, 12 are traditional classroom courses, eight are research seminar courses, in which students review current academic literature and formulate a research project to be completed by the year’s end. The remaining 18 credits are clinical with a lecture component. A final comprehensive exam is also required.

2. Program Mission and Goals

The mission of the University of Miami’s graduate program in Medical Radiation Dosimetry is to equip students with the skills and knowledge to provide excellent medical dosimetry service to radiotherapeutic practice and to foster students’ curiosity, critical and analytical thinking, and creativity so they can contribute to the growth of their field.

The program’s primary educational objective is to provide clinical, didactic, and research experience consistent with curricular recommendations of the American Association of Medical Radiation Dosimetrists (AAMD) and the Joint Review Committee on Education in Radiologic Technology (JRCERT) such that upon program completion graduates can work as entry level medical radiation dosimetrists and pass professional certification examination by the Medical Dosimetrist Certification Board (MDCB), which they will be eligible to take pending the program’s accreditation by the latter body JRCERT.

While these goals are highly specific, the program commits itself not merely to the training of niche workers, but also to the cultivation of students’ interpersonal, technical, and scientific
communication skills, to the development of the critical appreciation of the contemporary research in their field, and to the multiple skills, analytical, integrative, discursive, and computational, and creative, that are called upon by those engaged in original research.

Students will have a structured, immersive clinical experience in the University of Miami Department of Radiation Oncology, consisting of rotations through major areas of medical dosimetry practice, supervised by University of Miami medical dosimetrists and medical physicists and supplemented by parallel classroom instruction in the practice of medical dosimetry. Didactic courses will be taught by faculty physicians, medical physicists, and biologists and will provide foundational training in core topics of anatomy and oncology, medical physics, radiation biology, and radiation oncology quality management. Finally, under the supervision of medical physicists, students will review systematically the recent medical dosimetry and allied literatures so that they may develop and perform capstone research projects conceived with the explicit goal of publication in any of several journals of medical dosimetry, medical physics, or radiation oncology.

3. **Student Learning Outcomes**

Upon completion of the program, students will be able to:

- demonstrate medical dosimetry treatment planning skills by generating for multiple treatment sites clinically acceptable plans
- evaluate treatment plans and successfully formulate, apply, and justify orally and in writing strategies for their improvement
- accurately and precisely communicate radiotherapy treatment planning issues orally and in writing with dosimetrists, medical physicists, and radiation oncologists
- successfully appreciate, report on orally and in writing, and analyze contemporary research efforts *(for those pursuing the MS degree)*
- successfully propose, implement, and report on a novel research project and to participate in its preparation for publication *(for those pursuing the MS degree).*
4. **Admissions Requirements**

The program accepts up to five students each year and evaluates applications on a rolling basis. Students may begin their studies in the fall term only. Candidates must apply online through a Centralized Application Service (CAS). There is a non-refundable $80 processing fee.

Applicants for admission must hold at least a Bachelor of Science or Bachelor of Applied Science Degree or equivalent, with a minimum grade point average of 3.0 or must have graduated from an accredited radiation therapy program and hold a bachelor’s degree with minimum grade point average of 3.0. Successful candidates will have completed post-secondary work in basic mathematics and physics, biology, anatomy and physiology, and oral and written communication. Those with insufficient background may be admitted provisionally at the discretion of the admissions committee while they do remedial work. Preference will be shown to those who have completed at least one year of physics and calculus. Submission of TOEFL scores will be required of candidates who have not earned degrees in the United States.

Selection of students into the program will be done through the admissions committee which consists of the program director, clinical coordinator, chief of medical physics, chief of medical physics, a physician representative, and a dosimetrist preceptor representative. The interviews are conducted in person or video based. The ranking of the candidates is done based on the academic credentials (e.g., GPAs), personal statement, recommendation letters, related experience, and interview performance.

The University of Miami Miller School of Medicine is committed to providing equal opportunity and an educational and work environment free from discrimination on the basis of sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, marital status, citizenship status, or other protected classification.

The program, insofar as it responds to a regional need, is expected to attract students of wide diversity because of the demographics of south Florida. It will admit applicants of diverse educational backgrounds as well, considering applications from all science, engineering, and other
technical graduates, as well as from those already established in radiation therapy even if they lack science or engineering degrees.

5. Program Administration

The program is sponsored and approved by University of Miami Graduate Studies and is administered by the University of Miami, Department of Radiation Oncology. The department is chaired by Professor Alan Pollack, M.D., Ph.D. Dr. Frank serves as the CEO and President of the Miami. Instructors for the program are all members of the Department of Radiation Oncology, which comprises radiation oncologists, medical physicists, radiation biologists (all UM faculty), and medical dosimetrists. Our Medical Dosimetry Program has two main campus and two other clinical practice stings at off-site Sylvester Comprehensive Cancer Center (SCCC) treatment facilities:

University of Miami Miller School of Medicine
SCCC Main
Miami, FL
305-
**Clinical Coordinator:** William Amestoy, CMD

University of Miami Miller School of Medicine
SCCC West
Miami, FL
305-
**Preceptor:** Jonathan Cyriac

University of Miami Miller School of Medicine
SCCC Lennar Medical Foundation
Coral Gables, FL
305-
**Preceptor:** Pablo Pereira, CMD

University of Miami Miller School of Medicine
SCCC Deerfield Beach
Deerfield Beach, FL
305-
**Preceptor:** Mike Zyma, CMD
The University of Miami Radiation Oncology Department employs 10 MDCB certified dosimetrists. Four of these dosimetrists are located at the SCCC main, four of them are located at SCCC West, two are located at SCC Deerfield Beach and two are located at SCCC Lennar Medical Foundation. The faculty consists of sixteen medical physicists, sixteen radiation oncologists, and four radiation biologists.

The clinical practicum is done under the supervision of a medical dosimetrist or medical physicist and complementary lectures focusing on seven services: radiotherapy treatment, radiotherapy simulation, three-dimensional external beam planning, intensity modulated external beam planning, brachytherapy planning, stereotactic radiotherapy planning, and special procedures. All clinical practicums are completed during the three-term sequence in an order to be scheduled by the participating clinical sites.

Each student is required to keep a logbook of planned cases to ensure that treatment planning for all treatment sites is covered according to the required curriculum.

Students are encouraged to attend weekly new patient conference where the treatment plans for all new patient starts are reviewed and discussed by radiation oncologists, medical physicists, dosimetrists, and residents. Students are also encouraged to attend the other conferences within the department, including resident lectures, ground rounds presentations, other faculty and trainee lectures and journal club.

The University of Miami Hospitals and clinics are accredited by JCAHO and all Radiation Oncology facilities are accredited by the ACR. Table 1 shows the organizational chart for the Medical Dosimetry Program. Joseph Both, PhD, assistant professor, serves as the director of the Medical Dosimetry Program. He has the overall responsibility for the program and coordinates the physics didactic teaching efforts. William Amestoy, CMD, is the chief dosimetrist and serves as the clinical coordinator and is responsible for coordinating the clinical practicum of the students in the program. Nesrin Dogan, PhD, is the vice chair and chief of Medical Physics Division and serves as the physics advisor for the students Ben Spieler, MD, assistant professor, radiation oncologist, will coordinate teaching efforts of medical faculty for the program. Scott Welford, PhD, associate professor, radiation oncology biology division chief, will coordinate the radiation biology teaching effort. The
administrative aspects of the program will be coordinated by Alecia Chapin, MA, senior administrative assistant and program coordinator.

Table 1: Medical Dosimetry Program Organizational Chart
6. **Facilities & Equipment**

**Facilities**

The students enrolled at Medical Dosimetry program will access to two conference rooms within the Radiation Oncology Department, Sylvester Comprehensive Cancer Center. These conference rooms are equipped with large TV monitors and can also be accessed remotely and are used for all didactic lectures, weekly new patient conferences, ground rounds presentations and any other presentations and meetings.

The students will have access to multiple treatment planning systems, including Varian Eclipse (ver. 16.1) for both photon, electron and proton planning, Varian Ethos Adaptive treatment planning and delivery system, ViewRay MR-Guided Linac system, Elekta Ocentra LDR and HDR planning and delivery system. Advanced image registration software (MIM and Velocity) is also available.

The students have access to all the libraries on academic and medical campus. The papers can also be accessed free through internet.

The students are provided with a desk with dual-screen computers in the dosimetry room. The multiple workstations are available for students to work on their treatment planning assignments. The remote access via Citrix and remote desktop are available if it is needed.

**Equipment**

The Department of Radiation Oncology at University of Miami Miller Scholl of Medicine has following equipment

**Imaging Devices**

- 1 Siemens Somatom 20 slice
- 3 Siemens Somatom 64 slice, dual energy
- GE 3T MR Scanner
- Philips PET/CT

**Linear Accelerators**

- Varian TrueBeam with OBI/CBCT (4)
- Varian Edge (1) with OBI/CBCT – being installed
- Varian Ethos with CBCT (1)
- Varian Trilogy with OBI/CBCT (1)
- Varian 23 IX with OBI/CBCT (1)
- ViewRay Meridian MR-Guided Linac (1)

**Particle Accelerators**
- Varian ProBeam Proton Therapy with OBI/CBCT (1)

**Other Treatment Delivery Devices**
- Elekta Gamma Knife Perfexion
- Elekta Flexitron HDR unit
- Elekta LDR Prostate Seed Implant
- CivaSheet
- Y90 microspheres
- Eye Plaques
- Varian RPM respiratory motion management
- Vision RT OSMS surface localization and tracking system

**Treatment Planning Systems**
- Varian Eclipse
- ViewRay
- Nucletron Oncentra (LDR and HDR)

The department operates on a completely electronic charting system using EPIC and Varian ARIA Record and Verify systems. In addition, the department has a variety of physics QA equipment, including phantoms, ion chambers, survey meters, OSLDs, MOSFETs and films.

### 7. Curriculum

**Program Curriculum**

The program in medical dosimetry will give students sufficient experience and knowledge to begin working as dosimetrists and to seek professional certification by the Medical Dosimetrists Certification Board (MDCB). The curriculum meets the standards required for program accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT), published in *Medical Dosimetry Educational Program Curriculum Guidelines*, American Association of Medical Dosimetrists (AAMD), 2019. This curriculum emphasizes oncology management, therapeutic radiation physics, radiation biology, and clinical practice.

The program has two tracks: Master of Science (MS) in Medical Dosimetry and Certificate in Medical Dosimetry. The MS degree is 38 credit hours which grounds the student in the rudiments
of clinical oncology, radiation physics, radiation biology, human anatomy, medical imaging, and radiation treatment technology, which the radiation dosimetrist applies continually in practice. The program requires one year of full-time commitment, a substantial part of which is clinical training in the University of Miami Department of Radiation Oncology under the supervision of practicing dosimetrists and medical physicists. Of the 38 credits required, 12 are traditional classroom courses of clinical oncology and anatomy, quality and safety management, radiation physics, and radiation biology, 8 are research seminar courses, in which students review current academic literature and formulate a research project to be completed by the year’s end. The remaining 18 credits are clinical with a lecture component. A final comprehensive exam is also required.

Students may elect either a certificate or master’s degree track, with the two curricula differing only in a research requirement. In 8 additional credit hours, students seeking the MS review contemporary literature in seminar format and formulate a research project to be completed under faculty guidance by the final term. The duration of both MS and certificate programs is one year, including summer sessions.

The Department of Radiation Oncology provides didactic lecture series in radiation oncology physics and radiation biology annually as part of its resident training. The entire physics series and a significant fraction of the biology series are appropriate for dosimetrists. The radiation physics and biology courses for the dosimetry program will be built upon these lectures and will be rounded out as regular academic courses with the inclusion of assignments, discussion, or problem sessions, and regular examination.

Two other lecture courses will be entirely new to the University: Clinical Oncology and Anatomy for Medical Dosimetry, to be taught by radiation oncologists, and Quality and Safety in Radiotherapy, to be taught by medical physicists. Likewise, the sequences of Seminar in Medical Dosimetry I, II, and III and Medical Dosimetry Practicums I, II, and III, taught by staff dosimetrists and faculty medical physicists, will be newly offered.

All courses will be restricted to students of the program and therefore have as prerequisite admission to the program.

Student performance in each didactic course will be evaluated at its midterm and conclusion or more frequently by written or oral exam set by the course instructor. Students in practical courses will be informed at the start of each rotation of competencies they are expected to develop during that
rotation, and the rotation supervisor will prepare a mid-rotation and end-of-rotation written progress report to be conveyed to the student, the course instructor if different from the rotation supervisor, and the Educational Coordinator and Director. Research seminar instructors will assess student preparation and performance monthly or more often throughout the term and convey the results of this assessment to the student at the same frequency. Letter grades in any course below B minus will prompt review of the student’s progress by a committee of at least three program instructors including the Educational Coordinator and the Director, and the results of this review will be communicated to the student. A comprehensive exam administered by a committee of at least three instructors including the Educational Coordinator and the Director is required for graduation.

Students pursuing the master’s degree will identify no later than the end of the first semester a research advisor, who will report to the Director student’s research progress at two-month intervals. A marginal or unsatisfactory report will prompt review of the student’s progress by a committee of at least three program instructors, and the results of this review will be conveyed to the student. The research advisor will also lead the oral examination on the capstone research project.

The curriculum meets the standards required for program accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT), published in *Medical Dosimetry Educational Program Curriculum Guidelines*, American Association of Medical Dosimetrists, 2021, and necessary for program accreditation. Very briefly, this curriculum emphasizes oncology management, therapeutic radiation physics, radiation biology, and clinical practice.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Oncology and Anatomy for Medical Dosimetry</td>
<td>2</td>
</tr>
<tr>
<td>Medical Dosimetry Practicum I</td>
<td>6</td>
</tr>
<tr>
<td>Medical Dosimetry Practicum II</td>
<td>6</td>
</tr>
<tr>
<td>Medical Dosimetry Practicum III</td>
<td>6</td>
</tr>
<tr>
<td>Radiation Oncology Physics I</td>
<td>3</td>
</tr>
<tr>
<td>Radiation Oncology Physics II</td>
<td>3</td>
</tr>
<tr>
<td>Seminar in Medical Dosimetry I (not required for certificate degree)</td>
<td>3</td>
</tr>
<tr>
<td>Seminar in Medical Dosimetry II (not required for certificate degree)</td>
<td>3</td>
</tr>
<tr>
<td>Seminar in Medical Dosimetry III (not required for certificate degree)</td>
<td>2</td>
</tr>
<tr>
<td>Radiation Biology for Medical Dosimetry</td>
<td>2</td>
</tr>
</tbody>
</table>
8. Clinical Obligations

Documentation of Clinical Hours

Each student must keep a record of their clinical hours and each week have the hours approved by the dosimetrist. Each student is required to keep a logbook of planned cases to ensure that treatment planning for all treatment sites is covered according to the required curriculum.

Clinic Attendance

Clinical schedules will not be changed to accommodate student work schedules. Each student is required to be on campus from 8:00AM to 5:00PM, Monday through Friday. Students will be given a one-hour lunch break. Clinical education will follow the University of Miami’s Graduate School Academic calendar.

Background Test

Students will be required to complete a background check prior to the beginning of the Fall semester.

9. Graduation Requirements

The MS degree in medical radiation dosimetry requires 38 credit hours, eight of which are research based, with the remainder course and practical work. A cumulative grade point average of 3.0 is required. No transfer of credit may be used in fulfillment of these requirements.

Candidates for the MS degree will need to demonstrate competency by passing a comprehensive written examination set by an examination committee of at least three instructors during the final summer session of the program. Master’s candidates must also pass an oral examination on their capstone research project. Re-examination of a student failing either exam may occur at the discretion of the committee and must be completed within one year of failure but not during the same summer session as the original exam.
10. **Plan of Study**

<table>
<thead>
<tr>
<th>Year One</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>Credit Hours</td>
</tr>
<tr>
<td>Clinical Oncology and Anatomy for Medical Dosimetry</td>
<td>2</td>
</tr>
<tr>
<td>Medical Dosimetry Practicum I</td>
<td>6</td>
</tr>
<tr>
<td>Radiation Oncology Physics I</td>
<td>3</td>
</tr>
<tr>
<td>Seminar in Medical Dosimetry I (not required for certificate degree)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
</tr>
<tr>
<td>Radiation Biology for Medical Dosimetry</td>
<td>2</td>
</tr>
<tr>
<td>Medical Dosimetry Practicum II</td>
<td>6</td>
</tr>
<tr>
<td>Radiation Oncology Physics II</td>
<td>3</td>
</tr>
<tr>
<td>Seminar in Medical Dosimetry II (not required for certificate degree)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td></td>
</tr>
<tr>
<td>Quality and Safety in Radiotherapy</td>
<td>2</td>
</tr>
<tr>
<td>Medical Dosimetry Practicum III</td>
<td>6</td>
</tr>
<tr>
<td>Seminar in Medical Dosimetry I (not required for certificate degree)</td>
<td>2</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>38</strong></td>
</tr>
</tbody>
</table>

**Fall Term**

*Clinical Oncology and Anatomy for Medical Dosimetry*
An introduction to the multidisciplinary practice and science of oncology including a site-based description of disease and treatment strategy with a parallel introduction to human anatomy. CT and MR imaging anatomy for radiotherapy treatment planning.

*Medical Dosimetry Practicum I*

The first of sequence of three courses. Clinical rotations under the supervision of a medical dosimetrist or medical physicist and complementary lectures focusing on seven services: radiotherapy treatment, radiotherapy simulation, three-dimensional external beam planning, intensity modulated external beam planning, brachytherapy planning, stereotactic radiotherapy planning, and special procedures. All rotations must be completed during the three-term sequence in an order to be scheduled by the participating clinics.

*Radiation Oncology Physics I*

The first of a sequence of two courses. The physics and technology of radiotherapy taught at a level appropriate for radiation oncology residents: topics in elementary physics, nuclear physics, interactions of photons, principles of dosimetry and dosimetric measurement, dosimetry and calibration of photon and electron beams, dose calculation, and brachytherapy.

*Seminar in Medical Dosimetry I*

The first of a sequence of three courses with a capstone requirement of an original research effort to be completed during the summer term. A review of contemporary medical dosimetry and related medical physics and radiation oncology research in seminar format.

**Spring Term**

*Radiation Biology for Medical Dosimetry*

An introduction to radiation biology with attention to clinically used concepts: fractionated survival models, oxygenation and radiation quality effects, cell and tissue kinetics, acute effects, normal tissue response, effective and equivalent dose, and therapeutic ratio.

*Medical Dosimetry Practicum II*

The second of sequence of three courses.

*Radiation Oncology Physics II*
The second of a sequence of two courses. The physics and technology of radiotherapy taught at a level appropriate for radiation oncology residents: topics in modulated external beam radiotherapy, stereotactic radiotherapy and radiosurgery, patient motion management, image guided radiotherapy, proton therapy, special radiation procedures, quality assurance and radiation safety, and medical imaging.

*Seminar in Medical Dosimetry II*

The second of a sequence of three courses.

**Summer Term**

*Quality and Safety in Radiotherapy*

A general introduction to quality, its dimensions, management, and improvement followed by topics specific to radiotherapy: patient safety and error management, quality improvement, quality assurance, and equipment and patient-specific quality control.

*Medical Dosimetry Practicum III*

The third of a sequence of three courses.

*Seminar in Medical Dosimetry III*

The third of a sequence of three courses.

11. **Grievance Procedures**

There are two types of procedures: academic and nonacademic. Charges may be brought against a faculty member, committee, or department chair by a student. Students are first encouraged to meet with the faculty member, program director, or chair of the department in order to settle the grievance informally through open communication. The chain-of-command for grievances is:

- The person who caused the problem
- The Clinical Coordinator
- The University of Miami Medical Radiation Dosimetry Program Director
- The Vice Chair and Chief of Medical Physics Division

If the issue is not resolved through open and transparent communication within the department, students are encouraged to seek assistance from the University Ombudsperson for possible resolution before initiating the formal graduate grievance process. If the issue is still not resolved,
students may contact the Graduate Student Appeals Committee by reaching out to the Graduate School for details about the appeals process.

12. **Academic Policies**

**Time to Completion**
Time to completion starts when a student begins any program in the Graduate School, whether it be a master’s, doctoral or certificate program. All work must be completed within six years of the time of admission to graduate work, for those studying for the various master’s degrees. Individual programs may set a shorter time period. Exceptions to the time to completion policy may be granted by the Dean of the Graduate School at the request of the Graduate Program Director.

**Transfer Credits**
The transfer of credits is not accepted.

**Withdrawals**
Withdrawal from a graduate program should be processed through the Office of Graduate Studies. The date of withdrawal is that on which the student notifies the office of the dean or the date of receipt of a letter requesting withdrawal. No withdrawal from the university is official until the student has consulted with the appropriate dean of their school and has completed the necessary forms.

Students wishing to officially withdraw from the University of Miami must provide the Office of the Registrar notification of their intent to withdraw. Initial notification may be made in person, in writing, by fax, or by telephone. This notification will be recorded and used for notification purposes for the federal government. Repayment of any federal funds will be based on the date of notification.

Students must also follow the required process as set forth by their school / college for withdrawing from courses. This process often requires that a signature from a dean or the dean’s representative be obtained on a Change of Course form. Change of Course forms must be submitted to the Office of the Registrar for final processing/review.
In addition to the completion of the Change of Course form, students will be asked to complete a Withdrawal Checklist and a Withdrawing Student Survey. The Withdrawal Checklist provides students with a series of offices that need to be notified concerning their withdrawal.

Military Withdrawals
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.

Credit Hour for Courses After the 12th Week of the Semester
The following statement of policy was adopted by action of the Academic Deans’ Council April 14, 1967:

1. On recommendation of the Dean of the school or college, students who withdraw after the 12th week of the semester because of official orders to active duty with the Armed Forces of the United States may be awarded credit hour in any course in which they have achieved a C or better up to the time of withdrawal. Instructors must certify that the student had achieved satisfactory accomplishment based on previous work in the course by awarding an appropriate grade. Accomplishment of less than C should be entered on the permanent record as a withdrawal without prejudice (W).
2. Credit hour granted for a course under this policy should count toward graduation.
3. There should be no refund of tuition for courses for which credit hour has been granted. Refunds of courses not awarded credit hour should be on the same basis as complete withdrawals for military service.
4. The above recommendations are procedures for determining the awarding of credit hour and do not release the student from the usual withdrawal procedures.
Veterans and children of deceased or totally disabled veterans attending the University as students under the government’s educational benefits bills must also clear their withdrawal with the main campus Veterans Affairs Officials in the Office of the Registrar who can be contacted at:

Phone: 305-284-8682 or
Email: veterans@miami.edu

**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.

[https://www.grad.miami.edu/](https://www.grad.miami.edu/)

**Grades and Credit Hours**

The same letter grades are used for graduate and undergraduate students, but with somewhat different meaning.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent accomplishment</td>
</tr>
<tr>
<td>B</td>
<td>Good accomplishment</td>
</tr>
<tr>
<td>C</td>
<td>Fair, but below that expected of graduate students (C- is the lowest passing grade. Some programs may require higher standards.).</td>
</tr>
<tr>
<td>S</td>
<td>Symbol used for satisfactory (S- used for low satisfactory and U used for unsatisfactory) thesis, dissertation, practicum, and internship credit hour. It may be used for regular courses under special circumstances with the prior approval of the instructor, department 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.</td>
</tr>
<tr>
<td>D</td>
<td>Poor (not acceptable for credit hour toward the advanced degree)</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
</tbody>
</table>
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 the Graduate School. Credit hour can be earned only by successful repetition of the course.

Incomplete work in passing status with the instructor’s permission to complete the course. (Not to be used for thesis or dissertation credit hours). The “I” should be changed to a letter grade within one (1) calendar year after it is given, unless the Academic Dean of the student’s primary school or college and the Dean of the Graduate School approve the delay. If the “I” is not changed within one year, credit hour can be earned only by successful repetition of the course. (Note: Fellowships and financial aid may be withdrawn if there is an excess accumulation of “I”s on a student’s transcript).

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.\(^1\)

\(^1\) Faculty Senate Legislation #85005(B)

An average of B (3.0) 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”.

**Award of Academic Merit**

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

Quality points are awarded as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>Grade</td>
<td>Points</td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
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<td>D+</td>
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<td>D</td>
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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.

**Class Attendance and Absences**

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

V.A. students will be provided a grade report at the end of each semester period. A copy of the report will be placed in the student’s permanent file maintained by the Veteran Affairs Office. Because of the far-reaching effects of these revisions in the V.A. educational benefits program, it is suggested that you exercise care and judgment in your program planning and in the selection of your courses.

**University of Miami Academic Bulletin**

A complete listing of policies and procedures can be found at the following website:

https://bulletin.miami.edu/

**13. 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 paper, 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 they property, privacy, opinion, or expression. Any student found to be in violation of these standards is subject to disciplinary actions by the student's program and/or the Graduate School through the process described in the Graduate Student Honor Code. All graduate students are bound by the rules and regulations of the University of Miami that apply to them.

14. **Tuition and Financial Resources**

The tuition is $43,000* for MS degree and $33,000* for certificate program students. Financial aid is available through federal and private loans. Applicants will automatically be considered for a limited number of scholarships to offset the tuition.

15. **Health Insurance**

Graduate students enrolled full time at the University of Miami are required to obtain adequate health insurance if they do not have existing health insurance. The university offers a student health insurance plan through the student health service. The annual health insurance plan premium is added to student fees at the start of the academic year.

16. **Dress Code**

Students are expected to dress in business casual attire or scrubs. Students are required to wear their University of Miami Student badge while on campus at all times.

17. **Pregnancy Policy**

The declaration of pregnancy is voluntary, and the university understand that when to disclose that you are expecting a child is a very personal decision. Students may declare or un-declare pregnancy at any time. Once a pregnancy is declared to the Program Director and Clinical Educator in writing, the student will need to meet with them to complete forms regarding their new status as a pregnant radiation student.
The university has resources to help assist you in planning ahead to best balance pregnancy and school/clinical obligations. You are not required to take time off for your pregnancy or once your child is born. However, all students are permitted to take a leave of absence from their program should they chose to do so. The petition for Leave of Absence can be found at https://www.grad.miami.edu/policies-and-forms/forms/index.html. It is important that you carefully review the ramifications of taking a leave to ensure a smooth return once you are ready to return.

18. **Student Rights and Responsibilities Handbook**

The University of Miami Student Rights and Responsibilities Handbook can be found here: https://doso.studentaffairs.miami.edu/_assets/pdf/policies/student_rights_and_responsibilities_handbook.pdf

19. **Appendix – 2021 JRCERT Standards**