

## Resources Page

University of Miami  
RSMAS Undergraduate Program  
Standard Operating Procedure  
Departmental Thesis and Honors Registration

**We recommend that students begin their research no later than their junior year to complete the requirements for completing a Senior Thesis and Departmental Honors.**

1. You and a faculty member of your choice agree on a suitable research project. Before deciding on your research project, consider talking with several faculty members to discuss possible projects.
2. Complete a minimum of 3 credits of research by enrolling in ATM, GSC, or MSC 411 (or, if you are a Marine Biology and Ecology major, your equivalent research experience may be approved by the MBE program director).
3. Enroll in 1 credit of thesis course ATM, GSC, or MSC 412 during the term in which you will write your thesis (typically your last semester). You will receive a letter grade based on your performance on your senior thesis. Students write a formal thesis summarizing the results of their independent research carried out under faculty supervision.
4. **No later than the last day to apply for fall or spring graduation**, during your final semester, e-mail your completed **typed** Departmental Thesis and Honors Registration Form to Ruth Goodin at [ruthgoodin@miami.edu](mailto:ruthgoodin@miami.edu) with a copy to Whitney Nolton at [wnolton@rsmas.miami.edu](mailto:wnolton@rsmas.miami.edu),. At least one committee member must be a RSMAS Ph.D. faculty member who the student will be assigned to in CaneLink for MSC/ATM/GSC 412. A hand written Departmental Thesis and Honors Registration Form will not be accepted (it must be typed). Please see academic calendar for dates at <http://www.miami.edu/index.php/registrar/calendar/>.
5. Present a poster or give an oral presentation of research at a public forum such as the RSMAS Undergraduate Research Forum.
6. If you are applying for Departmental Honors, a **minimum** cumulative GPA of 3.5 by the completion of your final semester is required.
7. Complete the **Rosenstiel Undergraduate Authorization Form** [https://umiami.qualtrics.com/jfe/form/SV\\_1z8qW9OirKcQBKK](https://umiami.qualtrics.com/jfe/form/SV_1z8qW9OirKcQBKK), and indicate whether or not you consent to having your photo displayed. If you consent to having your photo displayed, please attach a **digital photo** of yourself when you submit the Departmental Thesis and Honors Registration Form.
8. **By the last day of classes at noon**, the following are due for your name to be included in the graduation program:
  - a. an email sent to [ruthgoodin@miami.edu](mailto:ruthgoodin@miami.edu) with a Cc: to your Thesis Committee Chair stating that you have completed your research presentation requirement. The email must

also include the date, location, and abstract title. Also attach any flyer or announcement with your name.

- b. Your completed thesis and approval form with all three committee members' signatures must be emailed to Ruth Goodin at [ruthgoodin@miami.edu](mailto:ruthgoodin@miami.edu) with a copy to Whitney Nolton at [wnolton@rsmas.miami.edu](mailto:wnolton@rsmas.miami.edu). For approval form formatting, see "Approval Form" under "Templates" by visiting the Departmental Honors website link below.
9. Your senior thesis will be uploaded to the University of Miami Libraries Scholarly Repository, and available for public review.
  10. Be sure to visit the Honors web site:  
<https://www.undergraduate.rsmas.miami.edu/academics/departmental-honors/index.html>.
  11. For more information regarding rules for 411 and 412 courses, click [here](#).