Welcome to graduate school! The College of Graduate Studies is here to help make your transition to graduate education as smooth as possible. Please use this flyer to become familiar with the many services and organizations across the university.

We are thrilled and hope you are excited about pursuing your graduate degree at University of Central Florida. UCF is now ranked in the top 5 percent of master’s programs in the United States based on numbers of master’s graduates. We are currently graduating over 2,500 master’s students and over 300 doctoral students each year.

We truly hope your experiences at UCF will be wonderful. There is much to be learned and there are many opportunities for your personal and professional growth. We urge you to make the most of your time here by establishing long-term connections with your classmates and professors, as the relationships you build now will be invaluable in the future and as you become one of our distinguished alumni.

As a UCF graduate student, your life should be about more than just academics. Take time to attend a football game or other sporting event, explore the variety of student services available to you, or consider joining one of the over 600 campus clubs and organizations, such as the Graduate Student Association.

We hope you will take the opportunities awaiting you to reach your full potential as a UCF graduate student.

Best wishes in your graduate program,

UCF College of Graduate Studies
University Resources

Academic Calendar
www.registrar.sdes.ucf.edu/calendar

Athletics
407-823-3213
www.ucfknights.com

Bookstore
407-823-2665
http://ucf.bncollege.com

Career Services
407-823-2361
http://career.ucf.edu

Cashier's Office
407-823-2614
www.fa.ucf.edu

Central Florida Future
407-447-4555
www.centralfloridafuture.com

Computer Services and Telecommunications
407-823-5117
www.cst.ucf.edu

Continuing Education
407-882-0260
www.ce.ucf.edu

Counseling Center
407-823-2811
http://caps.sdes.ucf.edu

Creative School for Children
407-823-2726
http://csc.sdes.ucf.edu

Dining Services
407-823-2651
http://ucf.campusdish.com

Experiential Learning
407-823-2667
www.explearning.ucf.edu

Faculty Center for Teaching and Learning
407-823-3544
www.fctl.ucf.edu

Graduate Student Association
www.gsa.ucf.edu

Graduate Student Center
407-823-4689
www.guraduate.ucf.edu/gradcenter

Health Services
407-823-2701
www.hs.sdes.ucf.edu

Integrity and Ethical Development
407-823-3477
www.ied.sdes.ucf.edu

International Affairs and Global Strategies
407-823-2337
www.international.ucf.edu

Knights Email
407-823-5117
https://extranet.cst.ucf.edu/kmailselfsvc

Library
407-823-2580
http://library.ucf.edu

NID Lookup
https://my.ucf.edu/nid.html

Parking and Transportation
407-823-5812
www.parking.ucf.edu

Pathways to Success
gradworkshops@ucf.edu
www.students.graduate.ucf.edu/pathways

Preparing Tomorrow's Faculty Program
407-823-3544
www.fctl.ucf.edu

Recreation and Wellness Center
407-823-2408
http://rwc.sdes.ucf.edu

Regional Campuses
407-823-4547
www.regionalcampuses.ucf.edu

Registrar's Office
407-823-3100
www.registrar.ucf.edu

Research and Commercialization
407-823-3778
www.research.ucf.edu

Student Account Services
407-823-2433
www.studentaccounts.ucf.edu

Student Conduct
407-823-4638
www.osc.sdes.ucf.edu

Student Accessibility Services
407-823-2371
www.sds.sdes.ucf.edu

Student Escort and Patrol Service (SEPS)
407-823-2424
http://police.ucf.edu/escort.html

Student Financial Assistance
407-823-2827
http://finaid.ucf.edu

Student Government Association
407-823-3291
http://ucfsga.com

Student Involvement
407-823-6471
http://osi.ucf.edu
Colleges Contact Information

Burnett School of Biomedical Sciences
http://med.ucf.edu/biomed
bsbsgradinfo@ucf.edu
407-823-1312
BMS 136

College of Arts and Humanities
www.cah.ucf.edu
407-823-2251
CAH Building 190

College of Business Administration
http://business.ucf.edu
cbagrad@bus.ucf.edu
407-235-3917
BA 1 Room 230

College of Education and Human Performance
www.education.ucf.edu
407-823-5369
Education Suite 115

College of Engineering and Computer Science
www.cecs.ucf.edu
gradengr@ucf.edu
407-823-2455
ENG 1 Room 107

College of Graduate Studies
www.graduate.ucf.edu
graduate@ucf.edu
407-823-2766
MH 230

College of Health and Public Affairs
www.cohpa.ucf.edu
cohpagraduate@ucf.edu
407-823-4025
HPA1- Suite 355

College of Medicine
www.med.ucf.edu
mdadmissions@ucf.edu
407-266-1000
6850 Lake Nona Boulevard
Orlando, FL 32827

College of Nursing
www.nursing.ucf.edu
gradnurse@ucf.edu
407-823-2744
University Tower, Ste 300

College of Optics and Photonics
www.creol.ucf.edu
gradprog@creol.ucf.edu
407-823-6800
CREOL 1

College of Sciences
www.cos.ucf.edu/graduate
cosgrad@ucf.edu
407-823-6131
CS 250

Rosen College of Hospitality Management
www.hospitality.ucf.edu
rchminfo@ucf.edu
407-903-8000
9907 Universal Blvd.
Orlando, FL 32819

Venture Accelerator
407-882-0663
www.venturelab.ucf.edu

Veteran Academic Resource Center
407-823-2707
http://varc.sdes.ucf.edu

Victim Services
407-823-1200
http://victimservices.ucf.edu

GET SOCIAL!

Facebook www.facebook.com/UCFGradStudies
Twitter twitter.com/UCFGradStudies
LinkedIn www.linkedin.com/in/ucfcollegeofgraduatestudies
To Do List

☐ Contact your adviser or program coordinator. Your college will let you know who has been assigned as your adviser. Find out what classes are required.

☐ Registration is done through myUCF at http://my.ucf.edu. You will need to know your NID and a password. You can look up both of these at the myUCF website.

☐ View your registration appointment on myUCF. Login and choose “Student Self-Service” and look in the “Student Center.” Your enrollment appointment is displayed in the blue box on the right side of the page.

☐ To begin planning your class schedule, from the “Student Center”, choose “Search” under the “Academics” window. Use the Class Search/Browse Catalog area to search for classes. Make some backup selections in case a class is closed by the time you register. You may also need to contact your program in the event that your program requires a permission number in order to register for certain courses.

☐ If you are expecting financial aid, make sure to take care of any requests from the Office of Student Financial Assistance. Check their website at http://finaid.ucf.edu for an explanation of important topics, such as program eligibility and enrollment requirements, estimated aid and disbursement. For more information on additional funding resources for graduate students, please visit https://funding.graduate.ucf.edu. You can check your specific financial aid information in myUCF. Login and choose “Student Self-Service” and in the “Student Center” look under “Financial Aid.” If you have questions about your financial aid, contact Student Financial Assistance.

☐ If you will have a credit balance on your student account due to a fellowship or loan, consider providing your bank information to set up direct deposit. You can do this in myUCF under “Finances” in the Student Center by choosing “Student Direct Deposit”. Otherwise, a refund check would be mailed to your current mailing address in myUCF.

☐ Obtain your Fee Invoice through myUCF. Login and choose “Student Self-Service” and look at “My Account” under “Finances” in the Student Center. Read your fee invoice carefully. If you are expecting financial aid, check the Estimated Aid. If you are expecting other payments (for example, graduate tuition remission), check them as well. If you have questions about your Fee Invoice, contact Student Accounts.

☐ Pay your fees. If you have no Estimated Aid, then pay the “Due Charges” on the bottom right of the Fee Invoice. This amount due is calculated based on your current enrollment and all credits to your account. If the amount due is zero, you don’t have to pay anything. If you have Estimated Aid, subtract that amount from the “Due Charges” listed on your fee invoice for help in determining how much to pay. You may pay your fees at the kiosk in Millican Hall on the second floor or pay online through myUCF. Pay by the due date to avoid a late fee.

☐ Check the personal information section of myUCF to be certain your contact information is up-to-date.

☐ Stop by the UCF Card Office in the John T. Washington Center and get your UCF ID Card. You will need your driver’s license and either your UCFID or a copy of your class schedule (print if from myUCF). You can look up both of these at the myUCF website.

☐ If you will have a credit balance on your student account due to a fellowship or loan, consider providing your bank information to set up direct deposit. You can do this in myUCF under “Finances” in the Student Center by choosing “Student Direct Deposit”. Otherwise, a refund check would be mailed to your current mailing address in myUCF.

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Role of the College of Graduate Studies

The College of Graduate Studies is an advocate for graduate education at the University of Central Florida. The College collaborates with faculty to develop policies and best practices that further the high academic standards and excellence of our graduate programs.

We provide leadership, information and services to help support graduate programs and their students, and work with other UCF offices to provide the best experience possible for our graduate students.

We are honored that you have chosen UCF for your graduate study and encourage you to make the most of your time here. Please take advantage of the many services available to you.

UCF College of Graduate Studies

What can we do to help you?

The College of Graduate Studies has several offices with many services and responsibilities:

- Application and admission of all graduate students and residency classification and reclassification
- Students’ academic records from the first term through graduation certification and commencement
- Thesis and dissertation formatting and final submission
- Funding packages for assistantship and fellowship students
- Ensuring all graduate student teachers are prepared for their duties and receive assessments
- Presentation Fellowships to help students present their research at conferences
- Resources to help graduate students succeed, including the Pathways to Success workshops program, Graduate Student Center, Graduate Orientation, Graduate Research Forum, among others

Office Hours
Monday – Friday 9:00 a.m. to 5:00 p.m.

Contact Information
Campus Address: Millican Hall, Suite 230
Phone: 407-823-2766
Mailing Address: P.O. Box 160112, Orlando, FL 32816-0112

www.graduate.ucf.edu
## Looking for something? Have questions? Want to talk? Let us help!

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<th>Graduate Services</th>
<th>Online Info</th>
<th>Email for Service</th>
<th>Graduate Office</th>
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</thead>
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<tr>
<td>Interdisciplinary Studies MA and MS Programs</td>
<td><a href="http://www.graduate.ucf.edu">www.graduate.ucf.edu</a></td>
<td><a href="mailto:gradIDS@ucf.edu">gradIDS@ucf.edu</a></td>
<td>Interdisciplinary Programs</td>
</tr>
<tr>
<td>Graduate Students Website</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a></td>
<td><a href="mailto:grad_web@ucf.edu">grad_web@ucf.edu</a></td>
<td>Communications</td>
</tr>
<tr>
<td>Graduate Orientation Online</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> &gt; Student Life</td>
<td><a href="mailto:grad_web@ucf.edu">grad_web@ucf.edu</a></td>
<td>Student Services and Graduation</td>
</tr>
<tr>
<td>Graduate Catalog</td>
<td><a href="http://www.graduatecatalog.ucf.edu">www.graduatecatalog.ucf.edu</a></td>
<td><a href="mailto:grad_web@ucf.edu">grad_web@ucf.edu</a></td>
<td>Communications</td>
</tr>
<tr>
<td>Graduate Program Handbooks</td>
<td><a href="http://www.handbooks.graduate.ucf.edu">www.handbooks.graduate.ucf.edu</a></td>
<td><a href="mailto:grad_web@ucf.edu">grad_web@ucf.edu</a></td>
<td>Communications</td>
</tr>
<tr>
<td>Graduate Research Forum</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> &gt; Student Life</td>
<td><a href="mailto:researchweek@ucf.edu">researchweek@ucf.edu</a></td>
<td>Communications</td>
</tr>
<tr>
<td>Graduate Student Center in Colbourn Hall 146</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> &gt; Student Life</td>
<td><a href="mailto:gradcenter@ucf.edu">gradcenter@ucf.edu</a></td>
<td>Communications</td>
</tr>
<tr>
<td>Pathways to Success</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a></td>
<td><a href="mailto:gradworkshops@ucf.edu">gradworkshops@ucf.edu</a></td>
<td>Communications</td>
</tr>
<tr>
<td>Admission</td>
<td><a href="http://www.admissions.graduate.ucf.edu">www.admissions.graduate.ucf.edu</a></td>
<td><a href="mailto:gradadmissions@ucf.edu">gradadmissions@ucf.edu</a></td>
<td>Graduate Admissions</td>
</tr>
<tr>
<td>Initial Residency Classification</td>
<td><a href="http://www.admissions.graduate.ucf.edu">www.admissions.graduate.ucf.edu</a></td>
<td><a href="mailto:gradresidency@ucf.edu">gradresidency@ucf.edu</a></td>
<td>Graduate Admissions</td>
</tr>
<tr>
<td>Residency Reclassification</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> &gt; Forms and Files</td>
<td><a href="mailto:gradreclass@ucf.edu">gradreclass@ucf.edu</a></td>
<td>Student Services and Graduation</td>
</tr>
<tr>
<td>myUCF Student Center</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> &gt; Forms and Files</td>
<td><a href="mailto:graddegr@ucf.edu">graddegr@ucf.edu</a></td>
<td>Student Services and Graduation</td>
</tr>
<tr>
<td>Graduate Plan of Study (GPS)</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a></td>
<td><a href="mailto:graddegr@ucf.edu">graddegr@ucf.edu</a></td>
<td>Student Services and Graduation</td>
</tr>
<tr>
<td>Academic Services: record changes, appeal inquiries, registration issues, grade changes, special leave of absence, traveling scholar, nine-hour hold release</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> &gt; Policies and Procedures</td>
<td><a href="mailto:gradservices@ucf.edu">gradservices@ucf.edu</a></td>
<td>Student Services and Graduation</td>
</tr>
<tr>
<td>Doctoral and Thesis Advisory Committee Forms</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> &gt; Policies and Procedures</td>
<td><a href="mailto:gradcommittee@ucf.edu">gradcommittee@ucf.edu</a></td>
<td>Student Services and Graduation</td>
</tr>
<tr>
<td>Thesis or Dissertation Format Review</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a></td>
<td><a href="mailto:editor@ucf.edu">editor@ucf.edu</a></td>
<td>Communications</td>
</tr>
<tr>
<td>Thesis or Dissertation Help in Formatting Word Files</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a></td>
<td><a href="mailto:etdassistant@ucf.edu">etdassistant@ucf.edu</a></td>
<td>Communications</td>
</tr>
<tr>
<td>Presentation Fellowships</td>
<td><a href="https://funding.graduate.ucf.edu">https://funding.graduate.ucf.edu</a></td>
<td><a href="mailto:gradpresentation@ucf.edu">gradpresentation@ucf.edu</a></td>
<td>Graduate Financial Assistance</td>
</tr>
<tr>
<td>Assistantships, Tuition Remission, Health Insurance, GTA Training and SPEAK Test, Parental Leave for Assistantship Students</td>
<td><a href="https://funding.graduate.ucf.edu">https://funding.graduate.ucf.edu</a></td>
<td><a href="mailto:gradassistantship@ucf.edu">gradassistantship@ucf.edu</a></td>
<td>Graduate Financial Assistance</td>
</tr>
<tr>
<td>Fellowships</td>
<td><a href="https://funding.graduate.ucf.edu">https://funding.graduate.ucf.edu</a></td>
<td><a href="mailto:gradfellowship@ucf.edu">gradfellowship@ucf.edu</a></td>
<td>Graduate Financial Assistance</td>
</tr>
<tr>
<td>Academic Appeals, Petitions, and Conditional Retention Plans</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> &gt; Policies and Procedures</td>
<td><a href="mailto:gradrcrd@ucf.edu">gradrcrd@ucf.edu</a></td>
<td>Student Services and Graduation</td>
</tr>
<tr>
<td>Graduation Requirements and Commencement</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a></td>
<td><a href="mailto:graddegr@ucf.edu">graddegr@ucf.edu</a></td>
<td>Student Services and Graduation</td>
</tr>
</tbody>
</table>
Academic Honesty

As a graduate student you are expected to display the highest standards of academic and personal integrity. The university does not tolerate academic dishonesty in any form. This handout is designed to provide information about the most common situations where academic integrity is especially problematic, and to provide strategies that can be used to prevent integrity problems. Cases of academic impropriety of any type will be dealt with in accordance with the Rules of Conduct and the Disciplinary Process for the University of Central Florida, as described in the latest edition of the Golden Rule (www.goldenrule.sdes.ucf.edu). You are expected to be familiar with the Golden Rule.

Appropriate Behavior with Examinations

While graduate students are encouraged to work together when studying before an examination, you are not to collaborate with others on an examination unless authorized to do so by the course instructor.

Inappropriate behaviors are:

- Working together on exams at any time, including those that are completed online or unproctored.
- Using information obtained from external sources during an examination (this includes all information such as from cell phones, books, other students, or any other source).
- Sharing information with others about an examination that will be taken later by either of you.
- Obtaining known test materials prior to an examination.

Any unauthorized prior knowledge of test material is considered cheating. Studying together and working together are fine, up to the time of the start of the examination. Use of study materials obtained elsewhere is fine, as long as it is not designed specifically as part of the examination you are about to take.

Creating new scholarly work is at the heart of the graduate student experience. It is essential that proper procedures be followed at all times when creating and conducting research.

Helpful References

The Golden Rule
www.goldenrule.sdes.ucf.edu
Avoiding Plagiarism

All work submitted by you for evaluation must be your individual work that is original for that specific assignment. Your participation in the group work must be your own. Even if you participate in a group on an assignment the work of the group must be the group’s own and not borrowed from others. Inappropriate behaviors include:

- Using papers or projects that were prepared for other classes as a graded assignment in a current course (this is called self-plagiarism).
- Using information obtained from others from any source without attribution (citing).

Please pay attention to copyright and other considerations. Obtain permission for use of copyrighted materials and use these materials according to the permission you receive (most permissions will be granted only for your own personal use, which does not permit you to sell or send to others). All content used in a thesis or dissertation that is substantial (including pictures, graphs, or other materials) must be used only with permission from the author. It is best to plan ahead and get this permission far enough in advance to meet university deadlines for submission of your work.

Some sources to help with referencing the work of others:

- Information Literacy Modules
  http://infolit.ucf.edu/students/modules/

- University Writing Center, Avoiding Plagiarism

- University Writing Center, Resources
  http://uwc.cah.ucf.edu/find-resources/

- UCF Libraries, Research Guide, Citations and Writing
  http://guides.ucf.edu/citations

plag-i-ar-ism (n.) [pley-juh-riz-uhm]

Whereby another’s work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student’s own.

In order to avoid plagiarism, all content, including ideas, processes, results and words obtained from others should be referenced, using authoritative sources acceptable to the academic community of your discipline. If particular content is longer than 3 sentences, you should indent it and reference it. If content is less than 3 sentences, then putting quotes around it is fine.

Keep organized notes of the materials gathered for your research such that when it comes time for attribution, you will be able to reference these materials correctly. Keep records of your research activities and results. Keep the raw data for five years or more after publication.

Consider using citation management tools, such as RefWorks and EndNote, to organize your research. Both are available and free from the UCF Library.

Helpful References

Faculty Center for Teaching and Learning
www.fctl.ucf.edu/TeachingAndLearningResources/
ClassroomManagement/AcademicIntegrity/

UCF Libraries
http://library.ucf.edu

Golden Rule
UCF-5.008 Rules of Conduct
http://osc.sdes.ucf.edu/process/roc

Academic Misconduct Process
UCF-5.015 Student Academic Behavior Standards
Appropriate Behavior

Graduate students work closely with faculty members on research and also frequently provide instruction to undergraduate students. There are opportunities to develop relationships that produce conflicts of interest. Some of the common situations where conflicts of interest can occur are:

- Engaging in an intimate relationship (consensual or otherwise) with a faculty member who is supervising you, teaching you, or likely to have academic responsibility over you at some time during your UCF tenure.

- Engaging in personal external activities for your employer or faculty adviser, if such involvement is coerced or presented as a quid pro quo (i.e., a favor for a favor) or would conflict with your time commitments to the university.

- Engaging in an intimate relationship (consensual or otherwise) with a student that you may be instructing or teaching or evaluating.

Graduate study is often highly interactive, and you are expected to behave professionally and respect the people you interact with in the course of fulfilling your educational requirements, including UCF faculty, staff, and students.

When engaging people external to the UCF community in the course of your graduate work, you become an ambassador for the university and are expected to behave with the highest standards of professionalism.

- Harassing others by any means for any reason is unacceptable.

- Engaging in false criticisms or making accusations that you know are false is unacceptable.

Should undue pressure be brought upon you to engage in such behavior by one who has supervisory responsibility over you, please report the situation to your program director, department chair, college associate dean, or the Equal Opportunity/Affirmative Action office on campus.

Helpful References

UCF Graduate Catalog, General University Policies, http://www.graduatecatalog.ucf.edu/content/Policies.aspx?id=5702

UCF Equal Opportunity and Affirmative Action www.eeo.ucf.edu
Avoiding Research Misconduct

In order to avoid research misconduct, keep accurate records of your research activities. Do not use data in publications that you have not obtained firsthand without personally verifying that the data has been obtained properly. It is important to ensure that you can replicate your research before you publish your results. Talk to your faculty adviser about how long to keep raw data after publication. Also, ask your adviser to see the federal requirements for conduct of research applicable to your research. Do not submit the same manuscript to different journals at the same time. Find out ahead of time if there are restrictions that pertain to the publication of your research results due to external sources of funding—ask your adviser about this when the project is first proposed.

Make sure to obtain training and formal authorization prior to engaging in research that involves animals or human subjects. Maintaining the confidentiality of human subjects during research involving them is essential to proper research conduct. Keep all Institutional Research Board documentation of approval for your research for five years.

Inappropriate behaviors include:

• Taking credit for the work of others or using published or unpublished work without attribution.

• Falsifying data by changing the data in order to get “better” results. Similarly, changing processes, equipment, or results to misrepresent your research is inappropriate.

• Fabricating or making up your data or results for any reason (some common reasons used to justify this unacceptable behavior include: to obtain a “better” story about your research, to meet a deadline, or to publish it in a certain journal).

• Misreporting hours you have worked on research or clinical projects or internships, or misreporting what research funds have been spent on.

• Allowing your name to be used on a publication when you have not contributed to the paper. Similarly, allowing another person to be an author on a paper that you have prepared, if they have not contributed to the content of the paper.

• Submitting a paper for publication without the consent of all of the authors.

Report research misconduct to the Office of Research & Commercialization.
Phone: 407-823-3778

Helpful References

Research Integrity and Administrative Investigations, National Science Foundation
https://www.nsf.gov/oig/regulations/ (Research Misconduct, 45 CFR 689)

Office of Research Integrity, U.S. Department of Health and Human Services
http://ori.dhhs.gov/education/products/rcr_misconduct.shtml
myUCF for Graduate Students
https://my.ucf.edu

1

Visit my.ucf.edu and click the Sign On button to get to the Sign On page.

2

The NID is a UCF-issued credential that allows access to UCF resources (e.g., UCF wireless networks, UCF Exchange, Webcourses@UCF). The NID is used by current students, employees and UCF affiliated individuals.
If you do not know or can’t recall your NID, use the What is my NID? link which is found on the myUCF portal (http://my.ucf.edu/nid.html).

NID Password
If you do not know or cannot recall your NID password, please use the NID Password Self-Service Reset tool at http://mynid.ucf.edu

- There is no default NID password. You set it for the first time with a password reset.
- Always use a strong password (8 or more characters, mix of letters, numbers, special characters).
- Your NID password expires 60 days after the last reset and can’t be used to access UCF services until it is reset.
MyUCF Menu

Student Self Service
  ▪ Personal Information
  ▪ Holds & To Do
  ▪ Student Records
  ▪ Graduate Students
    ▪ Student Center
    ▪ Application Status
    ▪ Graduate Bulletin
    ▪ Graduate Catalog
    ▪ Graduate Student Association
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Employee Self Service

Payroll and Compensation
  ▪ View Paycheck
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  ▪ W-2/W-2c Forms
  ▪ Voluntary Deductions
  ▪ Direct Deposit
  ▪ Compensation History
  ▪ W-4 Tax Information
  ▪ W2 Reissue Request
  ▪ Benefits

To view your Student Center navigate through the myUCF Menu (1): Student Self Service » Graduate Students » Student Center.

Your Student Center

Use your Student Center to:
- View your account and fee invoice, and update your bank information for direct deposit of financial aid
- Pay your fees online
- Make changes to your contact information
- Apply for a Graduate Presentation Fellowship
- Check on your academic petitions, status changes, and record requests (grade changes, etc.)
- Highlight your achievements by adding your Graduate honors and awards under your personal information tab
- Review your Graduate Plan of Study (GPS)
- Review the status of your thesis or dissertation
- For qualifying graduate assistantship and university fellows, accept or decline health insurance, review your graduate fellowships, GTA requirements completed, and GTA performance assessment forms from your faculty supervisor.
- Register for Pathways to Success Graduate Workshops

If you have a graduate assistantship or UCF employment, Employee Self Service will be helpful to you. In Payroll and Compensation you can view your paycheck and compensation history, W-2 and W-4 forms information, and set up direct deposit for your paycheck (this is a different direct deposit from the myUCF Student Accounts direct deposit, which is for financial aid disbursements).
**B Viewing Your Graduate Plan of Study (GPS)**

A GPS is a map of courses you must successfully complete to graduate. You should check your GPS each semester to ensure that all courses taken are being counted toward graduation requirements.

![Graduate Plan of Study]

**Where is my Graduate Plan of Study?** - In your Student Center » Academics area » choose Graduate Plan of Study (GPS) and click the arrow > Then click on View my advisement Report in My Academics.

On the page, you can run the GPS for your active programs (which will be displayed on the screen) or another program from the Create What-If Scenario link to view a “what if” GPS.

To view the GPS, click on the submit button. The Interactive GPS page will open up.

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**C Graduate Students Section**

The Graduate Students section shows links to important graduate information. Students may view application status, record change request status, funding information, thesis and dissertation status, apply for Graduate Presentation Fellowships, and register for Pathways to Success Graduate Workshops.

**Record Change Request Status**

Shows the status of petitions, status changes and administrative record requests.
Graduate Students Section - continued

Graduate Funding

Shows information about your fellowships, health insurance, GTA requirements, and GTA performance assessments.

Applying for a Graduate Presentation Fellowship

The Graduate Presentation Fellowship is a great opportunity for enrolled doctoral, master’s, and specialist students to receive funding to deliver a research paper or comparable creative activity at a professional conference. Students must be the primary author and presenter.

For more information visit https://funding.graduate.ucf.edu

Thesis and Dissertation Status

Shows your thesis or dissertation committee, the status of format review and final submission, and release (dissemination) information for your electronic thesis or dissertation

Pathways to Success

To register for professional development and academic integrity workshops, please click the Pathways to Success link.

For more detailed registration information, please see www.students.graduate.ucf.edu/pathways
UCF Graduate Funding

Fellowships
Fellowships and scholarships are great ways to fund your graduate education. Be proactive when searching for funding and pay close attention to application deadlines. Awards may be available in your academic college or department, or from agencies or organizations outside UCF. Several funding resources are listed at https://funding.graduate.ucf.edu > Other Funding Resources.
You might also consider applying for national fellowships such as the National Science Foundation (NSF) Graduate Research Fellowship or the Fulbright U.S. Student Program. Information on these and other external funding opportunities is available at https://funding.graduate.ucf.edu > External Funding.

Presentation Funding
The College of Graduate Studies Presentation Fellowship is a great opportunity for students who plan to present a research paper or comparable creative activity at a professional conference. This fellowship provides funding for enrolled master's, specialist, and doctoral students to share their research at a professional meeting. Application information is available at https://funding.graduate.ucf.edu > Presentation Fellowship.

Assistantships
Graduate assistantships provide students with academic and professional development experience. Graduate assistants receive a stipend for the duties that they perform, and UCF provides tuition remission and health insurance coverage for all qualifying assistantship appointments. Most assistantships are offered by a student’s graduate program or department. More information is available at https://funding.graduate.ucf.edu > UCF Funding > Assistantships.

Graduate Teaching
Students hired on graduate teaching assistantships (graduate teaching associate, assistant, or grader) must complete the required university GTA Training. Registration information is available at www.students.graduate.ucf.edu > Graduate Teaching.

Tuition Remission
Tuition remission refers to ways that the university pays tuition costs for students with qualifying graduate assistantships or university fellowships. At UCF, tuition remission covers tuition charges only, not local university fees (student activity fee, athletic fee, transportation fee, health fee, technology fee, etc.).

Nonresident University Fellows and Graduate Assistants
Nonresident university fellows and graduate assistants with appointments totaling 20 hours per week will not be charged the Non-Resident Fee or the Non-Resident Financial Aid Fee on their fee invoices. Instead, a “differential out-of-state fee” of $0.00 is assessed during the term(s) of the qualifying fellowship or assistantship. More information on tuition remission is available at https://funding.graduate.ucf.edu > UCF Funding > Tuition Remission.

Health Insurance
The College of Graduate Studies pays the premiums for health insurance coverage with UnitedHealthcare for all university fellows and graduate assistants with appointments totaling 20 hours per week. Information is available at https://funding.graduate.ucf.edu > UCF Funding > Health Insurance.

For questions about graduate assistantships or fellowships, email: gradassistantship@ucf.edu or gradfellowship@ucf.edu.
Financial Support Requirements

Graduate students must meet all of the following requirements each term that they receive fellowships, assistantships, or tuition remission from UCF:

• Students must be accepted as a graduate student in a degree program and enrolled full-time. Nondegree-seeking students and students who are only admitted to a graduate certificate program are ineligible for UCF financial support.
• Students must maintain good academic standing.
• In order to receive tuition remission, students must be either graduate assistants, University Fellows, or be admitted as part of a formal, written University-approved agreement. Full tuition support requires a qualifying university fellowship or a 0.5 FTE appointment (20 hours per week). Half tuition support requires a 0.25 FTE appointment (10 hours per week).
• Tuition remission will be provided only for courses that are part of the student’s program of study and necessary for progress toward the student’s graduate degree.
• Graduate fellowships have additional requirements, which are included in the fellowship offer to the student.

For more details, please see www.graduatecatalog.ucf.edu/Content/FinancialInfo.aspx.

Pathways to Success

Take advantage of the free development opportunities that UCF offers for graduate students to help prepare yourself for your future. Coordinated by the College of Graduate Studies, the Pathways to Success program includes workshops in Graduate Teaching, Research, Graduate Grantsmanship, Academic Integrity, Professional Development, and Personal Development. For the workshops schedule and registration, see www.students.graduate.ucf.edu/pathways.

What is a Fellowship?

A fellowship is an acknowledgement of past academic achievements and in anticipation of future successes. They almost always require no additional work and can be awarded by UCF, department, or external funding agencies. Fellowships often include a stipend and tuition.

What is an Assistantship?

Graduate assistantships are opportunities for students to engage in the research, teaching, and administrative missions of the university. Students appointed on qualifying, 20 hours per week graduate assistantship positions receive a stipend (biweekly paycheck), tuition remission and health insurance coverage.

Funding Lingo

• Assistantship Stipend – the total amount to be paid for duties performed on a graduate assistantship. The stipend is paid via a biweekly payment through UCF Human Resources.
• Graduate Degree Program – a course of study leading to a master’s, specialist, or doctoral degree.
• Nondegree Students – students who have completed at least a baccalaureate degree from a regionally accredited university in the United States and are admitted as nondegree rather than to a graduate degree program; also referred to as postbaccalaureate students.
• Graduate Certificate – Graduate Certificate programs are different from graduate degree programs and have different rules and requirements. Graduate Certificate programs are meant to provide a focused curriculum that would supplement an existing graduate degree program and provide current state-of-the-art content in that topical area.
• Full-time Enrollment – A full-time degree-seeking graduate student must take at least 9 credit hours in the fall and spring semesters. A half-time load is defined as enrolled in at least 4.5 credit hours in fall and spring terms. During the summer term, full-time is 6 credit hours and half-time is 3 credit hours.
• External vs. Internal Funding – External funding comes from a funding agency outside of UCF while internal funding comes from UCF, whether it be from the university, college or department.
Coordinated by the College of Graduate Studies, the Pathways to Success program offers the following free development opportunities for graduate students.

**Research Workshops**
These workshops help prepare graduate students to become successful researchers and writers. In conjunction with the UCF Libraries, students can learn about citation management tools, how to conduct online databases research, proper thesis and dissertation formatting, and more.

**Academic Integrity Workshops**
A series of workshops encouraging academic integrity and responsible conduct of research are available to all graduate students. These workshops include the required face-to-face training for incoming doctoral students and the online CITI Responsible Conduct of Research Training Module.

**Graduate Grantsmanship Certificate**
Facilitated by the Office of Research and Commercialization, this set of five workshops will equip you with the specific knowledge and skills needed to successfully obtain external funding for research. The series will provide content on research sponsors and funding resources, writing research proposals, budget development, common procedures for submitting a proposal, and critical components of award management.

**Graduate Teaching Workshops**
The Faculty Center for Teaching and Learning offers several programs for professional development of graduate students who will be GTAs or who wish to prepare themselves for future teaching at the college level. These programs include the Oral Communication in Academia workshop series and the Preparing Tomorrow’s Faculty Program.

**Professional Development Workshops**
Partnering with Career Services, we offer workshops to prepare you for life after graduation. These workshops include career support, resume assistance and the annual Graduate Career Development Symposium in the spring.

**Personal Development Workshops**
Through the collaboration of several offices on campus and in the community, we have organized workshops focused on graduate student needs. These include personal finance management, ways to battle common stressors facing graduate students, and time management.

SIGN UP TODAY
www.students.graduate.ucf.edu/pathways
gradworkshops@ucf.edu
Below is a selection of the Pathways to Success Workshops. Please check [www.students.graduate.ucf.edu/pathways](http://www.students.graduate.ucf.edu/pathways) for this semester’s schedule.

All workshops are free and open to all UCF graduate students. Register in the myUCF Graduate Students section under Pathways to Success.

### Research Workshops
- Microsoft Word for ETD Workshop
- Beginning the Thesis or Dissertation
- Completing the Thesis or Dissertation
- Introduction to Endnote and RefWorks
- Google Scholar and Mendeley
- Untangling the Web of Science
- Library Research and Literature Review Strategies
- Untangling the Web of Science
- Presentation Skills
- Where to Publish and Author Rights
- Data Documentation and Metadata
- Optimizing Your Online Presence
- Identifying and Applying for Graduate Research Fellowships
- Citation Management
- Introduction to Patents and Trademarks

### Academic Integrity Workshops
- Doing the Right Thing: What Every Graduate Student Should Know About Research Misconduct
- Authorship, Credit and Collaborative Scholarship and Research: Ethical Pitfalls to Avoid
- Data Management: Perils of Fabrication, Falsification, and Confidentiality
- Intellectual and Other Conflicts of Interest: Your Rights and Responsibilities
- Intellectual Property Rights
- How Diverse Attitudes and Perspectives Can Affect You in the Classroom and Workplace
- Ethical Decision Making in Graduate School and Beyond

### Academic Integrity Workshops
- Ethics: Personal Integrity as a Graduate Student
- Ethical and Legal Issues in Teaching

### Graduate Grantsmanship Workshops
- Research Funding Sponsors and Resources
- Steps to Research Proposal Development and Collaboration
- Tips for Grant Proposal Writing
- Budget Development
- Awards Management

### Graduate Teaching Workshops
- Oral Communication in Academia Series:
  - Speaking Credibly in the Classroom
  - Dealing with Communication Anxiety
  - Enhancing Student Comprehension
  - Professional Communication
  - Nonverbal Communication
- Teaching Writing in the Disciplines Series:
  - Writing like a Member in my Academic Field
  - Providing and Receiving Effective Feedback on Academic Writing
  - Integrating Textual Sources Effectively
  - Using “Writing to Learn” Assignments to Increase Student Learning and Communication Abilities
  - Learning from Expert Writers

### Professional Development Workshops
- Smart Answers to Tough Questions: Advanced Interviewing

### Personal Development Workshops
- Time Management: Strategies for Personal and Academic Success as a Graduate Student
- Strategies for Graduate Students to Manage Stress
- Personal Finance Series: Building a Successful Budget
- Personal Finance Series: What Does it Take to Purchase that First House?
- Personal Finance Series: Understand your Credit - Your New GPA
- Personal Finance Series: Money Matters
- Women in Academia Panel Discussion

### On Demand Online Workshops
- Conducting a Literature Review
- Avoiding Plagiarism
- Write Winning Resumes
- From Resume to CV: Create a CV
- Showcase Your Talents: Create a Professional Portfolio
- Combination Resumes That Work
- The Academic Job Search
- Strategize for the Job Search
- Plan for the Interview
- Cover Letters and Thank You Letters
- Thesis and Dissertation Formatting

### Professional Development Workshops
- From Resume to CV
- Showcase Your Talents: Create a Professional Portfolio
- Lacking Experience or Changing Careers? Combination Resumes that Work!
- How It Works for You: Networking Techniques
Looking for a great way to connect with other graduate students around campus? Participate in a Graduate Student Organization, and discover countless resources, graduate peers with similar interests, and valuable opportunities for collaboration.

Please see this list of the Graduate Registered Student Organizations (RSO) at UCF, and find the one that best fits your interests. RSOs are created and maintained by UCF students so you can even start your own.

For more information on student organizations and how you can start your own RSO, please visit: [http://osi.ucf.edu/student-orgs](http://osi.ucf.edu/student-orgs)

### Graduate Student Organizations

<table>
<thead>
<tr>
<th>Organization Name</th>
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<tbody>
<tr>
<td>American Society of Highway Engineers (ASHE)</td>
<td>Materials Research Society (MRS)</td>
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<tr>
<td>Association for Doctoral Studies in Exceptional Education</td>
<td>Modeling and Simulation Knights</td>
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<tr>
<td>Biology Graduate Student Association</td>
<td>Optical Society of America (OSA) Student Chapter</td>
</tr>
<tr>
<td>Biomedical Sciences Graduate Student Association</td>
<td>Organization for Public Administration</td>
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<tr>
<td>Chemistry Graduate Student Association</td>
<td>Organization of Doctoral Students in Nursing</td>
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<td>Chi Sigma Iota Counseling Honor Society</td>
<td>Photonics Society</td>
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<td>Childrens Learning Research Club (CLERC)</td>
<td>Physics Graduate Student Association</td>
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<tr>
<td>Cognitive Neuroscience Interest Group</td>
<td>Political Science Graduate Student Association</td>
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<tr>
<td>Cognitive Sciences Student Association</td>
<td>Society for Information Display (SID)</td>
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<tr>
<td>Counselor Education Doctoral Students Organization</td>
<td>Spanish Graduate Association (SAGA)</td>
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<tr>
<td>CREOL Association of Optics Students (CAOS)</td>
<td>Structural Engineering Institute Graduate Chapter</td>
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<tr>
<td>Doctoral Organization of Clinical Students in Psychology (Psi Docs)</td>
<td>Student Association of School Psychologists</td>
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<tr>
<td>Electrochemical Society</td>
<td>Student Physical Therapy Association</td>
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<tr>
<td>Emerging Urban Knights Planning Association</td>
<td>Student Professionals for Industrial Organizational Psychology (SPIOP)</td>
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<tr>
<td>Family Interactions Group for Graduate Students (FIGGS)</td>
<td>Team Sports Business Management (Team SBM)</td>
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<td>Fellowship of Christian Graduate Students</td>
<td>Texts and Technology Student Organization</td>
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<td>Graduate Anthropology Association</td>
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<td>Graduate Student Association (GSA)</td>
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<tr>
<td>Graduate Writer’s Association</td>
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<tr>
<td>Masters in Social Work Student Association (MSWSA)</td>
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</tbody>
</table>

### Honorary Organizations

- Alpha Kappa Delta International Sociology Honor Society
- Alpha Phi Sigma Criminal Justice Honor Society (APS)
### Honorary Organizations

- Alpha Pi Mu Industrial Engineering Honors Society
- Beta Alpha Psi Honorary Accounting Fraternity (BAP)
- Chi Epsilon Civil Engineering Honor Society
- Chi Sigma Iota Counseling Honor Society
- Delta Epsilon Iota Academic Honor Society (DEI)
- Golden Key International Honor Society
- John T. Washington Honor Society (JTWHS)
- Kappa Delta Pi International Honor Society in Education (KDP)
- National Society of Collegiate Scholars (NSCS)
- Omicron Delta Epsilon International Economics Honors Society
- Omicron Delta Kappa National Leadership Honor Society
- Phi Alpha National Social Work Honor Society
- Phi Alpha Theta History Honor Society
- Pi Delta Phi French Honor Society
- Sigma Gamma Tau Honor Society of Aerospace Engineering
- Sigma Tau Delta English Honor Society
- Tau Beta Pi Engineering Honor Society
- Upsilon Phi Delta Healthcare Administration Honor Society (UPD)
- Society for Information Display (SID)
- Spanish Graduate Association (SAGA)
- Student Association of School Psychologists
- Student Physical Therapy Association
- Student Professionals for Industrial Organizational Psychology (SPIOP)
- Team Sports Business Management (Team SBM)

### Organizations for All Students

- 4Ever Knights (4EK)
- Active Minds
- African Students Organization
- American Red Cross Club
- Amnesty International
- Armed Services Leadership Society (ASLS)
- Asian Pacific American Coalition (APAC)
- Asian Student Association (ASA)
- Best Buddies
- Black Female Development Circle (BFDC)
- Black Student Union (BSU)
- Campus Activities Board (CAS)
- Campus Crusade for Christ (Cru)
- Campus Outreach
- Caribbean Student’s Association at UCF (CSA)
- Catholic Campus Ministry (CCM)
- Central Florida Wesley Foundation (CFL Wesley)
- CEO Knights
- Chabad Jewish Student Group
- Chi Alpha Christian Fellowship
- Chinese American Student Association (CASA)
- Christians United for Israel
- College Democrats
- College Republicans
- Colombian Student Association (ColSA)
- Cypress Dome Society
- Emerging Urban Knights Planning Association (Urban Knights)
- Equal
- Filipino Student Association
- Graduate Health Network
- Habitat for Humanity
- Hispanic American Student Association (HASA Nueva)
- Intellectual Decisions on Environmental Awareness Solutions (IDEAS)
- Interdisciplinary Studies Student Association
- International Association of Hydro-Environment Engineering and Research Student Personnel Association (SPA)
- International Student Association (ISA)
- Knights for Israel
- Knights for Marine and Wildlife Conservation (KMWC)
- Latter-Day Saints Student Association
- Lutheran Campus Ministries
- March of Dimes Collegiate Council (MOD)
- Multicultural Student Association (MSC)
- Muslim Student Association (MSA)
- National Organization for Women at UCF (NOW at UCF)
- National Student Speech-Language Hearing Association (NSSLHA)
- Orthodox Christian Fellowship
- Pride Coalition
- Sangam – The Indian Student Association
- Saudi Students Association (SSA)
- Secular Student Alliance
- Student Government Association
- Student Personnel Association (SPA)
- United Nations Association (UNA)
- Vietnamese American Student Association (VASA)
- Volunteer UCF (VUCF)
Check out this policy guide for Doctoral Students

Are you in the know?

This is a quick reference to academic policies for doctoral students. The policies below are a selection of the policies that students must follow.

Visit Policies in the Graduate Catalog for detailed information on academic policies.

The links for the following policies go to the Graduate Students website (www.students.graduate.ucf.edu) and to the Graduate Students Policies and Procedures guide (www.students.graduate.ucf.edu/policy).

- Graduate Plan of Study (GPS)
  www.students.graduate.ucf.edu/GPS
- Plan of Study
  www.students.graduate.ucf.edu/policy/program_of_study
- Transfer Work in a Doctoral Program
  www.students.graduate.ucf.edu/policy/PhD_waivedhours_transferwork
- Time Limitation for Degree Completion
  www.students.graduate.ucf.edu/policy/seven_year_rule
- Academic Integrity
- Graduate Status GPA
  www.students.graduate.ucf.edu/policy/Grad_StatusGPA
- Grade Changes
  www.students.graduate.ucf.edu/policy/grade_changes
- Late Add
  www.students.graduate.ucf.edu/policy/late_add
- Late Drop
  www.students.graduate.ucf.edu/policy/late_drop
- Late Withdrawal
  www.students.graduate.ucf.edu/policy/late_withdrawal
- Medical Withdrawal
  www.students.graduate.ucf.edu/policy/medical_withdrawal
- If your program requires a Dissertation
  www.graduatecatalog.ucf.edu/content/policies.aspx?id=5696#Dissertation_Requirements

Student Responsibility to Keep Informed - It is the student's responsibility to keep informed of all rules, regulations, and procedures required for graduate studies. Graduate program regulations will not be waived or exceptions granted because students plead ignorance of the regulations or claim failure of the adviser to keep them informed. www.graduatecatalog.ucf.edu/content/Policies.aspx?id=5700
College of Graduate Studies Contacts

Student Services
407-823-2766
gradservices@ucf.edu

Academic Progress and Graduation
407-823-2766
graddegr@ucf.edu

Policy Lingo

Golden Rule – The Golden Rule provides the answers to many of your questions regarding UCF rules and regulations.

Academic Calendar – The official list of UCF dates and deadlines for each semester.

GPS – The Graduate Plan of Study (GPS) tool is located in your myUCF Student Center. It is an automated degree audit system that enables students and college administrators to plan for and track a student's academic progress.

Plan of Study – A Plan of Study is a listing of course work agreed to by a degree-seeking student and their graduate program specifying degree requirements. A specific Plan of Study, which may vary from student to student, must be prepared jointly by the student and the appropriate committee or adviser in the program and approved by the college. Graduate certificate students do not prepare a plan of study.

Thesis – The thesis is the culminating experience for master's students who conduct an original research study as part of a thesis-option program.

Dissertation – The dissertation is required for doctoral students in a research-focused degree program (PhD). It is an original and substantial research study designed, conducted and reported by the student with the guidance of a Dissertation Committee. For EdD programs, one track requires a dissertation, while other tracks require a dissertation-in-practice.

Internal Transfer Work – Any graduate-level course credits completed at UCF prior to admittance into a graduate program and being used toward the program requirements is considered internal transfer work.

External Transfer Work – Graduate-level course credits completed at a regionally accredited institution (excluding UCF) or recognized international institution and being used toward a graduate degree program at UCF.

Late Add – A late add happens when a student is unable to add a course(s) by the add deadline (typically the first week of classes). Late adds should only be requested due to extraordinary circumstances or when a documented administrative error occurred that prevented the student from adding the class(es) during regular or late registration. Late adds are not usually approved beyond the second week of classes, unless there are well-documented extenuating circumstances. Instructor approval for the course to be added late is required with the request submission.

Late Drop – A late drop happens when a student is unable to drop a course(s) by the drop deadline. Late drops should only be requested due to extraordinary circumstances or when an administrative error occurred that caused the student to be unable to drop the class(s) by the drop deadline. An approved late drop will result in a full refund of tuition fees, if processed within six months of the term affected. The course(s) is removed from the student’s academic record.

Petition – When unusual situations arise, petitions for exceptions to policy may be requested. Students should contact their program adviser to discuss their issue and start the process.
Check out this policy guide for Master’s Students

Are you in the know?

This is a quick reference to academic policies for master’s students. The policies below are a selection of the policies that students must follow.

Visit Policies in the Graduate Catalog for detailed information on academic policies.

The links for the following policies go to the Graduate Students website (www.students.graduate.ucf.edu) and to the Graduate Students Policies and Procedures guide (www.students.graduate.ucf.edu/policy).

- Graduate Plan of Study (GPS)
  www.students.graduate.ucf.edu/GPS

- Plan of Study
  www.students.graduate.ucf.edu/policy/program_of_study

- Graduate Status GPA
  www.students.graduate.ucf.edu/policy/Grad_StatusGPA

- Time Limitation for Degree Completion
  www.students.graduate.ucf.edu/policy/seven_year_rule

- Transfer Work in Master’s Program
  www.students.graduate.ucf.edu/policy/masters_transfer_work

- Grade Changes
  www.students.graduate.ucf.edu/policy/grade_changes

- Late Add
  www.students.graduate.ucf.edu/policy/late_add

- Late Drop
  www.students.graduate.ucf.edu/policy/late_drop

- Late Withdrawal
  www.students.graduate.ucf.edu/policy/late_withdrawal

- Medical Withdrawal
  www.students.graduate.ucf.edu/policy/medical_withdrawal

- If your program requires a Thesis
  www.graduatecatalog.ucf.edu/content/policies.aspx?id=5708#Thesis_Requirements

Student Responsibility to Keep Informed - It is the student’s responsibility to keep informed of all rules, regulations, and procedures required for graduate studies. Graduate program regulations will not be waived or exceptions granted because students plead ignorance of the regulations or claim failure of the adviser to keep them informed. www.graduatecatalog.ucf.edu/content/Policies.aspx?id=5700
Policy Lingo

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Thesis – The thesis is the culminating experience for master’s students who conduct an original research study as part of a thesis-option program.

Dissertation – The dissertation is required for doctoral students in a research-focused degree program (PhD). It is an original and substantial research study designed, conducted and reported by the student with the guidance of a Dissertation Committee. For EdD programs, one track requires a dissertation, while other tracks require a dissertation-in-practice.

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External Transfer Work – Graduate-level course credits completed at a regionally accredited institution (excluding UCF) or recognized international institution and being used toward a graduate degree program at UCF.

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Petition – When unusual situations arise, petitions for exceptions to policy may be requested. Students should contact their program adviser to discuss their issue and start the process.
Check out this policy guide for Graduate Certificate Students

Are you in the know?

This is a quick reference to academic policies for graduate certificate students. The policies below are a selection of the policies that students must follow.

Visit Policies in the Graduate Catalog for detailed information on academic policies.

The links for the following policies go to the Graduate Students website (www.students.graduate.ucf.edu) and to the Graduate Students Policies and Procedures guide (www.students.graduate.ucf.edu/policy).

- Graduate Certificate Policy
  www.students.graduate.ucf.edu/policy/grad_certificate

- Graduate Plan of Study (GPS)
  www.students.graduate.ucf.edu_GPS

- Grade Changes
  www.students.graduate.ucf.edu/policy/grade_changes

- Late Add
  www.students.graduate.ucf.edu/policy/late_add

- Late Drop
  www.students.graduate.ucf.edu/policy/late_drop

- Late Withdrawal
  www.students.graduate.ucf.edu/policy/late_withdrawal

- Medical Withdrawal
  www.students.graduate.ucf.edu/policy/medical_withdrawal

Student Responsibility to Keep Informed - It is the student's responsibility to keep informed of all rules, regulations, and procedures required for graduate studies. Graduate program regulations will not be waived or exceptions granted because students plead ignorance of the regulations or claim failure of the adviser to keep them informed. www.graduatecatalog.ucf.edu/content/Policies.aspx?id=5700
Policy Lingo

**Golden Rule** – The Golden Rule provides the answers to many of your questions regarding UCF rules and regulations.

**Academic Calendar** – The official list of UCF dates and deadlines for each semester.

**GPS** – The Graduate Plan of Study (GPS) tool is located in your myUCF Student Center. It is an automated degree audit system that enables students and college administrators to plan for and track a student’s academic progress.

**Plan of Study** – A Plan of Study is a listing of course work agreed to by a degree-seeking student and their graduate program specifying degree requirements. A specific Plan of Study, which may vary from student to student, must be prepared jointly by the student and the appropriate committee or adviser in the program and approved by the college. Graduate certificate students do not prepare a plan of study.

**Thesis** – The thesis is the culminating experience for master’s students who conduct an original research study as part of a thesis-option program.

**Dissertation** – The dissertation is required for doctoral students in a research-focused degree program (PhD). It is an original and substantial research study designed, conducted and reported by the student with the guidance of a Dissertation Committee. For EdD programs, one track requires a dissertation, while other tracks require a dissertation-in-practice.

**Internal Transfer Work** – Any graduate-level course credits completed at UCF prior to admittance into a graduate program and being used toward the program requirements is considered internal transfer work.

**External Transfer Work** – Graduate-level course credits completed at a regionally accredited institution (excluding UCF) or recognized international institution and being used toward a graduate degree program at UCF.

**Late Add** – A late add happens when a student is unable to add a course(s) by the add deadline (typically the first week of classes). Late adds should only be requested due to extraordinary circumstances or when a documented administrative error occurred that prevented the student from adding the class(es) during regular or late registration. Late adds are not usually approved beyond the second week of classes, unless there are well-documented extenuating circumstances. Instructor approval for the course to be added late is required with the request submission.

**Late Drop** – A late drop happens when a student is unable to drop a course(s) by the drop deadline. Late drops should only be requested due to extraordinary circumstances or when an administrative error occurred that caused the student to be unable to drop the class(s) by the drop deadline. An approved late drop will result in a full refund of tuition fees, if processed within six months of the term affected. The course(s) is removed from the student’s academic record.

**Petition** – When unusual situations arise, petitions for exceptions to policy may be requested. Students should contact their program adviser to discuss their issue and start the process.