

Ed.D. in Education

Program Handbook



For all students admitted through Fall 2007

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Mission Statement:

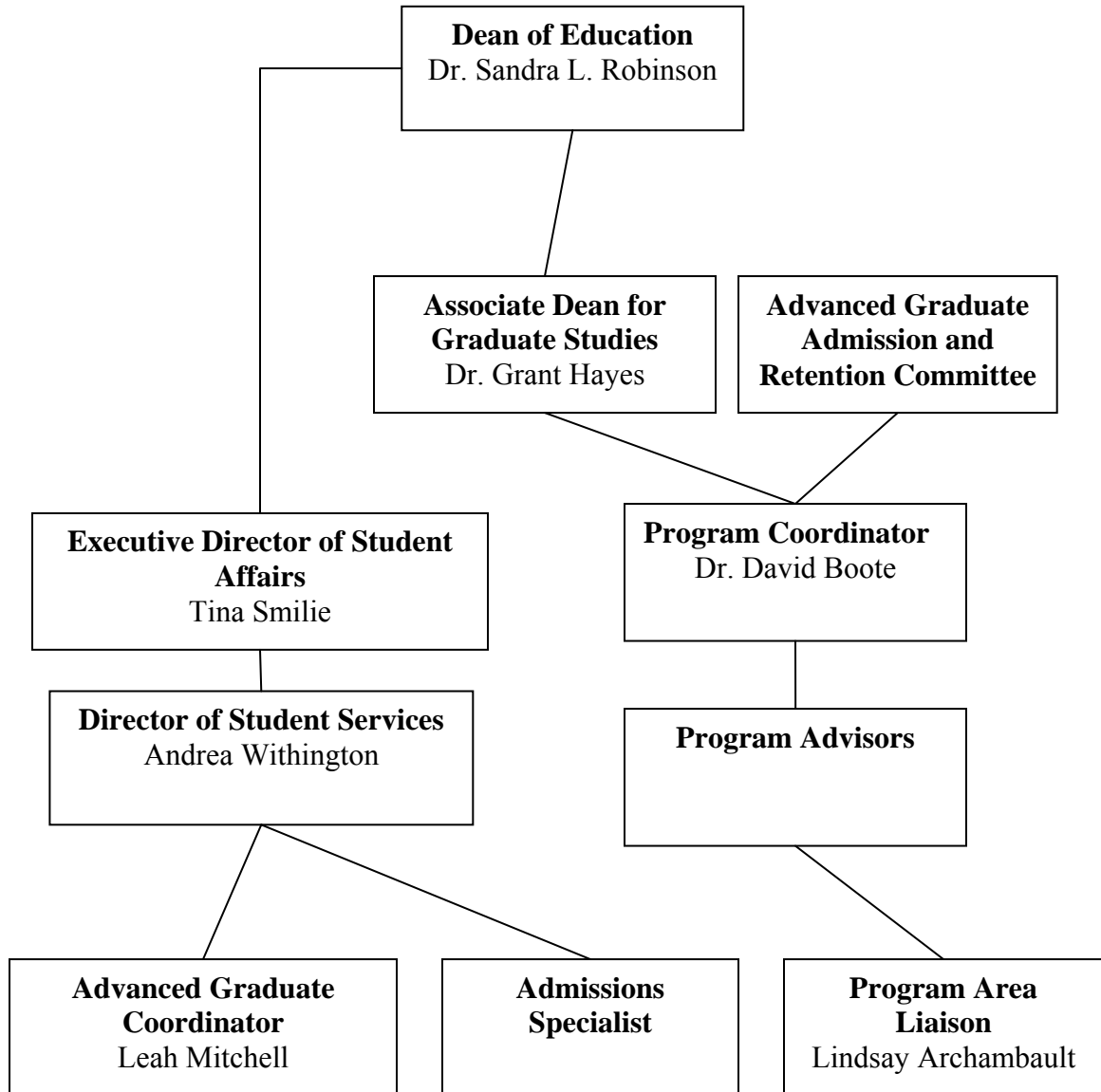
The Doctor of Education (Ed.D.) program is designed for practicing educators who wish to gain expertise in a subfield within education. The program builds that expertise from a core of courses in curriculum, instruction, learning theory, and research. Throughout the program, each student works with an adviser to develop a program of study that will contribute to their specialization area. This program is intended for educators who are interested in teaching in a college, university, or community college, or leading curriculum and instructional improvement in a school or school district, higher education, or military or business settings.

The program requires additional advanced foundational course work, research courses, and additional specialization course work. The doctoral program culminates with a major research project, the dissertation, in the student's area of specialization.

Accreditation:

Programs in the College of Education are accredited by the National Council for Accreditation of Teacher Education (NCATE). NCATE accreditation is a voluntary peer review process of the professional education unit (the school, college, department, or other administrative body within the institution that is primarily responsible for the preparation of teachers and other professional school personnel) based on national standards developed by the profession. Accredited institutions are reviewed on a seven-year cycle. Accreditation requires program reviews of subject or content areas, and an on-site review conducted by a Board of Examiners (BOE) team. Using NCATE unit standards, the BOE team evaluates the unit's capacity to effectively deliver its programs.

Organizational Chart: Ed.D Program



Roles and responsibilities:

Applicants:

- Attend a mandatory orientation session prior to applying.
- Verify with the Office of Graduate Studies that all admission materials are submitted by the deadline.
- Identify potential advisors, based upon his or her specialization area, prior to admission and initiate contact with potential advisors.

Students:

- Initiate and maintain an effective relationship with his or her advisor. Students should make an appointment with an advisor at the beginning of the program.
- Know the classes required for the program, know when they are offered, and take the courses in the correct sequence.
- Meet with his or her faculty advisor to plan the program of study in the initial semester of the program.
- Register for core and specialization exams during the last semester of courses.
- Show dedicated efforts throughout the program.
- Maintain registration throughout the program.
- Complete forms for admission to candidacy.
- Select a dissertation committee prior to admission to candidacy.
- Maintain current contact information, including current e-mail addresses.
- Conform to basic principles of academic integrity and professionalism; in particular, to acknowledge assistance, material, and/or data provided by other scholars, including fellow students.

Faculty Advisors:

- Meet with an advisee at least one time during their program, preferably during their first semester to develop a program of study. It is the advisor's responsibility to assist in planning individual class schedules and to ensure that course selections will fulfill degree requirements.
- Serve as a mentor and engage in discussion with the student that helps to clarify professional goals and curriculum plans.
- Provide guidance on course substitutions, courses for authorization, independent studies, electives, and internships.
- Meet with and monitor students who are on probation.

(For dissertation chair and candidate responsibilities: please see Committee member and Student responsibilities).

Student Services:

- Answer general questions about course offerings, programs of study, forms, requirements, and other questions not answered in the handbook.
- Respond to reasonable requests from advisors regarding their advisees, including clarification of program or University policies and procedures.

Program Coordinator:

- Supervise and coordinate program, including administration and guidance of staff
- Providing academic oversight of program, including recommending policy, curriculum, and program changes
- Respond to initial inquiries about program from prospective students
- Manage application process
- Providing advisement for new students and those without an adviser
- Organizing orientations for applicants and new students
- Collaborate with Student Services to maintaining student records
- Reviewing progress of graduate students and coordinating procedures for those who meet milestones
- Evaluate transfer hours and course substitutions
- Coordinating comprehensive exams
- Coordinate petitions and appeals for graduate students
- Monitoring students' progress through the program
- Identifying students to nominate for fellowships
- Preparing annual reports to the college
- Conducting surveys of students, graduates, and/or employers as necessary to assess the quality of student learning

Program Assistant:

- Assists the program coordinator with all duties
- Helps students with general questions and forwards them to the right people
- Helps with enrollment, overrides, and communication with program coordinator

Advanced Graduate Admissions and Retention Committee (AGARC)

- Reviews admissions decisions, in consultation with program coordinators
- Reviews and makes recommendations on all petitions of University policies

Office of Graduate Financial Assistance

- Assists the university in attracting and enrolling high-quality graduate students by providing competitive financial packages
- Guides students through graduate student financials process.
- Assists students in applying for fellowships and in identifying other sources of financial support for graduate study
- Oversees graduate tuition support and financial processing for fellowships

Office of Graduate Admissions and Student Services

- Guide students through the graduate application and admissions processes
- Provides academic services to current students from the time they are admitted until they graduate.

Admission to the program

A doctoral program differs from masters and undergraduate programs in that it includes extensive independent research and writing, culminating in a major research project that will be published as a dissertation. The admissions process is intended to assess whether the applicant has the academic abilities needed to succeed in the program; whether the applicant's research and professional interests are aligned with the goals of the program; and whether the applicants research and professional interests are aligned with the a member of our faculty who can serve as an advisor in the program

It is the responsibility of the applicant to ensure that they clearly communicate in their admissions materials that they have the ability to succeed in the program, and that their goals and interests are appropriate for the program.

Applicants should attend one of the regularly scheduled orientation meetings to ensure that they understand the application process, program goals, and gain assistance with identifying potential advisors.

The application package should contain:

The goal statement

The goal statement is a critical element of your application materials to the Ed.D program. It should clearly convey the applicant's intended areas of specialization, research interests, and professional goals after completion of the program. The admissions committee will review the goal statement to determine whether the Ed.D program is the right match for the applicant. In addition, as a sample of the applicant's writing ability, the goal statement should be clear and concise. Whenever possible, the goal statement should specify a faculty member who has agreed to serve as the applicant's academic advisor.

Three letters of reference:

The three letters of reference will be read by the admissions committee to determine whether the applicant has the academic ability to succeed in the program. As such, these letters should be written by graduate faculty who are able to judge the applicant's abilities in a doctoral program, including their research and writing skills. Whenever possible, one of the letters should be from a faculty member who has agreed to serve as the applicant's academic advisor.

Advisor Selection:

Choosing an advisor is an extremely important decision that can determine success in graduate school. Applicants should review the College of Education's website to identify potential advisors. It is important to review the potential advisors' areas of research and publications. Applicants should then arrange to meet with potential advisors to discuss the interest and willingness of the faculty member to serve as an advisor.

Graduate Record Examination scores and transcripts:

Applicants must also submit current Graduate Record Examination (GRE) scores and all post-secondary transcripts.

Program Requirements:

Total Hours Required for Ed.D.—Minimum of 93 credit hours. Students can transfer up to 30 credit hours of coursework their master's degree.

Prerequisites—12 Credit Hours

EDG 6223 Curriculum Theory and Organization (3 credit hours)

EDF 6259 Learning Theories Applied to Classroom Instruction and Management (3 credit hours)

EDF 6401 Statistics for Educational Data (3 credit hours) (or equivalent)

EDF 6481 Fundamentals of Graduate Research in Education (3 credit hours)

Note: Prerequisite classes do not count toward minimum program hours.

Core—12 Credit Hours

EDF 7232 Analysis of Learning Theories in Instruction (3 credit hours)

EDG 7221 Advanced Curriculum Theory (3 credit hours)

EDG 7325 (previously 7356) Models of Teaching and Instructional Theory (3 credit hours)

EDG 7692 Issues in Curriculum (3 credit hours)

Notes about Core classes:

- EDF 6259 is a prerequisite to EDF 7232.
- EDF 6223 is a prerequisite for both EDF 7221 and EDG 7325.
- EDF 7232, EDG 7221, and EDG 7325 are all prerequisites to EDF 7692.
- All core courses and the core examination must be completed in the first six semesters of enrollment in the doctoral program.

Specialization Area—45 Credit Hours Minimum (includes 9 hours of Cognate)

Includes selected courses in Curriculum, Instruction, Instructional Technology, Foundations, Educational Leadership, and Community College. All courses must be 4000 level and above.

Cognates are courses outside the specialization area that complement the program of study. They must be taken after program enrollment. They cannot be transferred into the program. These may be taken outside the College of Education, but must be Level 4000 and above.

Research and Data Analysis—6 Credit Hours

EDF 7403 Quantitative Foundations of Educational Research (3 credit hours)

EDF 7463 Analysis of Survey, Record, and Other Qualitative Data (3 credit hours)

Notes about Research and Data Analysis classes:

EDF 6401 and EDF 6481 are both prerequisite for EDF 7403.

EDF 7403 is prerequisite for EDF 7463.

Students who complete both EDF 7403 and EDF 7463 with a College of Education Research faculty member with a grade of "B" or better may complete the Research Competency form in place of the Research Exam.

Dissertation—21 Credit Hours Minimum

Doctoral students must present a prospectus for the dissertation to the doctoral adviser, prepare a proposal and present it to the dissertation committee, and defend the final research submission with the dissertation committee.

Candidacy

To enter candidacy for the Ed.D., students must have an overall 3.0 grade point average on all graduate work included in the planned program and pass all required examinations.

Candidacy Examinations

Examinations must be completed prior to admission to candidacy.

Examinations will be scheduled near the tenth week of the fall and spring semesters.

Summer examinations will be scheduled for the sixth week of the term.

All Ed.D candidates will be required to write examinations. Students must be enrolled in the university during the semester an examination is taken.

Specialization/Teaching Field—5-hour examination

Curriculum/Instruction Core—3-hour examination

Research/Data Analysis—3-hour examination

C & I Classes-Regular Rotation***CORE***

Fall	Spring	Summer
EDF 7232 -Analysis of Learning Theory	EDG 7325 (previously EDG 7356) -Models of Teaching and Instructional Theory	EDG 7221 -Advanced Curriculum Theory
EDG 7692 -Issues in Curriculum		

SPECIAL TOPICS IN CURRICULUM

Fall	Spring
EDF 7916 -Special Topics: Analysis and synthesis of educational literature	EDH 6939 -Seminar for future professoriate

PREREQUISITES

Fall	Spring	Summer
EDF 6401 Statistics for Educational Data	EDF 6401 Statistics for Educational Data	EDF 6401 Statistics for Educational Data
EDF 6481 Fundamentals of Graduate Research in Education	EDF 6481 Fundamentals of Graduate Research in Education	EDF 6481 Fundamentals of Graduate Research in Education
EDF 6223 Curriculum Theory & Organization	EDF 6223 Curriculum Theory & Organization	EDF 6223 Curriculum Theory & Organization
	EDF 6259 Learning Theories Applied to Classroom Instruction & Management	EDF 6259 Learning Theories Applied to Classroom Instruction & Management

RESEARCH

Fall	Spring
EDF 7403 Quantitative Foundations of Educational Research	EDF 7463 Analysis of Survey, Record, and Other Qualitative Data

SUGGESTED CLASSES FOR SPECIALIZATION AREAS:

EXCEPTIONAL EDUCATION

- EEX 7936 Current Issues/ Trends in Special Education (3 credit hours)
- EEX 7527 Professional Writing/ Grant Writing in Special Education (3 credit hours)
- EEX 7766 Technology Research/ Training in Special Education (3 credit hours)
- EEX 7867 Personnel Preparation: Special Education (3 credit hours)
- EEX 7865 Internship in College Instruction in Special Education (3 credit hours)
- EEX 7866 Internship in Practicum Supervision in Special Education (3 credit hours)
- EEX 7320 Program Evaluation and Planning in Special Education (3 credit hours)

PHYSICAL EDUCATION

- PET 5355 Exercise and Health (3 credit hours)
- PET 5635 Advanced Human Injuries (3 credit hours)
- PET 5766 Advanced Coaching Theory (3 credit hours)
- PET 6217 Peak Performance in Sports (3 credit hours)
- PET 6391 Training and Conditioning Techniques for Coaches (3 credit hours)
- HSC 5317 Health Methods: Teaching Strategies and Interventions (3 credit hours)
- PET 6088 Wellness Development in Children (3 credit hours)
- PET 6089 Personal and Organizational Wellness (3 credit hours)
- PET 6330 Kinesiology (3 credit hours)
- PET 6505 Wellness Technology in Physical Education (3 credit hours)

MULTICULTURAL EDUCATION

- EDF 6206 Challenges of Classroom Diversity (3 credit hours)
- EDF 6809 Introduction to Comparative and International Education (3 credit hours)
- EDF 6884 Education as a Cultural Process (3 credit hours)
- EDF 6886 Multicultural Education (3 credit hours)

MATH

- MAE 7640 History of Mathematics Education (3 credit hours)
- MAE 7795 Seminar on Research in Mathematics Education (6 credit hours)
- MAE 6946 Mathematics Education Internship (6 credit hours)
- MAE 6656 Using Technology in the Instruction of K-12 Mathematics (3 credit hours)
- MAE 6938 Seminar in Mathematics Education (3 credit hours)
- MAE 6899 Seminar in Teaching Mathematics (3 credit hours)

SCIENCE

- SCE 5632 Issues and Methods in Secondary School Science (3 credit hours)

- IDS 6933 Seminar in Teaching Mathematics and Science (3 credit hours)
- SCE 7746 Teaching Theory and Research in Science Education (3 credit hours)
- SCE 7864 Science, Technology and Society (3 credit hours)
- SCE 7935 Special Seminar Professional Writing/Grant Writing in Science Education (3 credit hours)
- SCE 7146 Professional Issues in Science Education (3 credit hours)

Dissertation Information

Dissertations are required in all doctoral programs. College of Education candidates will follow the current APA (American Psychological Association) guidelines and the UCF Dissertation and Thesis Handbook.

Selecting a Dissertation Advisor

Your dissertation advisor should be a College of Education faculty member who is qualified to direct dissertations and with whom you share a common research interest. (Check the list of “Graduate Faculty” in the current Graduate Catalog for a list of faculty eligible to serve as dissertation advisors.) Your dissertation advisor may or may not be the same person as your program advisor. There are several reasons why your dissertation advisor and program advisor may not be the same person:

- Your program advisor is not yet qualified to direct dissertations.
- You and your program advisor do not have the same research interests.
- You and your program advisor have personality differences, which would make working together on a dissertation a difficult task for both of you.
- Your program advisor may not be approved by the department chair or the Program Coordinator to direct a dissertation because of current load and responsibilities.

When you are ready to find a dissertation advisor, you should first discuss your need with your program advisor and with the Coordinator of the Doctoral Program. You may have a particular faculty member in mind with whom you would like to work or a faculty member might request that you work with him or her.

Prospectus

The Ed.D. program requires students to write a “prospectus” prior to selecting the dissertation committee. The prospectus should not be confused with the “dissertation proposal,” which will be written during the first semester of registration for dissertation hours. The prospectus is a brief outline (typically around 5 pages long) of the general topic you intend to study for your dissertation. As such, it will briefly situate your study in the literature, suggest possible research questions, and suggest the research methods that may be used. The main purpose of the prospectus is to provide potential committee members with a description of your intended project so they can assess their interest and willingness to serve on the committee. It also helps the dissertation advisor and Program Coordinator assess that the dissertation committee is adequate to support and assess the doctoral candidate’s work.

Selecting a Dissertation Committee

Once you have a dissertation advisor, you will work with your dissertation chair to select a dissertation committee. Your dissertation committee will include a minimum of four faculty members, one of whom must be a faculty member from outside your area of specialization. The typical committee, however, is a five-member committee. Such a configuration serves as a precautionary measure in the event that a committee member leaves the university, becomes ill, or for some other reason cannot continue on the dissertation committee.

The selection of your committee members is a joint decision made by you and your dissertation advisor. Committee members are generally selected because of their research interests and expertise. Once you and your dissertation advisor have discussed your options, you are responsible for contacting the individual faculty members to see if they are willing to serve on your committee. After you have their consent, you should file the Dissertation Committee Appointments Form with the Doctoral Studies Office. This form requires that you list the names of your committee members and get approval (initials indicating approval) of the department chair (s) for the faculty serving on your committee. The committee must also be approved by the Ed.D Program Coordinator.

Your topic choice drives the selection of potential committee members, but so does your ability to work with people. Who have you worked with well in the past? To you, what are the most important characteristics of an advisor/committee? Who do you know that fits some or all of those characteristics?

You may have limited choices available for your committee. Flexibility is important in these scenarios. Interdisciplinary topics may require more committee members from more than one department or college.

Committee Member & Student Responsibilities

Once a faculty member agrees to serve on a dissertation committee, they are to provide appropriate feedback to the student on the proposal and on the dissertation. Committee members will be expected to attend a minimum of two committee meetings: the proposal presentation and the dissertation defense. The committee members may provide their feedback about your progress either directly to you or through the dissertation advisor. Such procedural functions should be agreed upon at the proposal presentation.

Responsibilities of the dissertation adviser and committee members:

- Provide guidance on the selection of topic and focus
- Respond to drafts of the dissertation within a reasonable time
- Be reasonably consistent in advice
- Protect the student from unreasonable demands
- Assist the candidate at those times when a faculty member advocate is necessary
- Your committee members may serve as experts in specific areas, such as methodology, the topic itself or a part of it, etc.
- The doctoral candidate is the author of the dissertation, but the candidate's committee should guide the candidate in shaping the argument and content. In this sense, a dissertation is a collaborative work that evolves through discussion over time.

The candidate's responsibilities to the committee:

- Maintain regular communication with the dissertation committee chair and, when appropriate, committee members
- Complete tasks according to timeline or explain why it cannot be done
- Maintain appropriate academic ethics throughout the research and writing
- Prepare drafts and materials effectively

- Clearly communicate your needs to advisor and committee members
- Make reasonable demands on the time of the adviser and the committee members
- Be open to suggestions and to advice, but also show initiative

Dissertation Proposal

Your dissertation proposal is a detailed plan and justification for your doctoral dissertation which explains to your committee the purpose of your study, why it is important, what your research will add to the existing literature on your topic, and how you will complete the study. The proposal is not the first three chapters of your dissertation and should not be written as though it were. The specific form of the proposal will vary at the discretion of the student and advisor. Typically the proposal will address the rationale for the study, including a brief review of the literature and the significance of your study, a statement of the general problem and the specific research questions, and your methodology, including procedures for data collection, sample, and data analysis. It is important to work closely with your dissertation advisor on the details of your proposal.

When you and your advisor decide that you are ready to present your proposal to your committee, you can work with your committee to find a time and place for your proposal presentation. Schedule a two-hour block of time for presentation.

Once your committee has approved your proposal and has signed the Dissertation Proposal Approval Form, you should deliver the Dissertation Approval Form and a copy of your proposal to the Program Coordinator.

Institutional Review Board Proposal (IRB)

All dissertations that use research involving human subjects, including surveys, must obtain approval from an independent board, the Institutional Review Board (IRB), prior to starting the research. Graduate students and the faculty who supervise dissertations must complete an approved IRB training course before their study can be approved, so this needs to start well in advance of the research start date. It is imperative that proper procedures are followed when using human subjects in research projects. In addition, should the nature of the research or the faculty supervision change since the IRB approval was obtained, then either an “addendum” must be approved for minor changes or a new IRB approval must be sought for significant changes. Failure to obtain this prior approval could jeopardize receipt of the student's degree.

Dissertation Registration

After you have completed your comprehensive exams and are admitted to candidacy, you must continue to enroll for at least three semester hours of dissertation credit. Students cannot register themselves for dissertation hours so the Advanced Graduate Coordinator will register students for dissertation hours.

Timelines

It may seem that there is a great deal of emphasis here on meeting deadlines, but completing the doctoral program involves many people and processes. As a result, the

deadlines are often fairly early in the semester to allow these very busy people enough time do their jobs at a reasonable pace. Everyone wants the dissertation to reflect well on our collective academic efforts.

Managing the project

A doctoral dissertation is a very large project and at times the size of the project and its complexity can be over-whelming. There are a number of good books and websites that provide suggestions for research methods, managing the dissertation project, managing your time, and improving your writing. You should read a few to get suggestions that may help you with the project.

That said, a few suggestions will help all doctoral candidates:

1. Know the expectations of your dissertation committee chair and committee members. If you are unclear about the expectations, ask questions.
2. Know what the final product should look like. Ask your dissertation committee chair and committee members for suggestions about good examples of dissertations that you can read to know what you are aiming for.
3. Know your own weaknesses and develop a plan to improve your weaknesses:
 - a. If you have a lot of commitments outside of the doctoral program with family, friends, or work, you may need to talk to the people in your life about your need to focus on the dissertation for the next several semesters. You may also need to get out of some commitments and you probably need to avoid taking on any new commitments or making any major life changes that you can avoid.
 - b. If you have a hard time managing your time or completing big projects, you need to learn to manage your time and projects:
 - i. Determine how many hours per day/week and the times of the day you are available to work on your thesis/dissertation.
 - ii. Determine where you will work and organize your work area(s).
 - iii. Decide how you will keep your records. Documentation/references are not an afterthought. Reliable citations = credibility. You may wish to consider downloading EndNote from the UCF Library website.
 - iv. Prepare an overview schedule for the dissertation. Try to plan for continuous progress, based on the hours/times you are available to work on your thesis/dissertation.
 - v. Prepare a more detailed schedule for each major part of the dissertation.
 - vi. Decide whether to delegate any of the tasks (for example: editing, proofreading, word processing, copying, research, preparation of figures).
 - vii. Remember that each step in the process will probably take longer than you think it will, without even considering possible problems (lost work, unforeseen data, delays of reviews, faculty)
 - viii. Ask your adviser to review your plan and provide suggestions.

4. If you struggle with writing, plan to make early and frequent use of outside resources to improve your writing – the spell-checker and grammar-checker on your word processor; friends, family, and colleagues in the program; the UCF Writing Center; paid copy-editor. But remember that you are the authors of this dissertation so your focus should be identifying the mistakes that you are making and trying to improve your writing. While it is always possible that you may miss a few problems in the drafts you submit to your dissertation committee chair and members, they are not responsible for fixing your writing.

Dissertation Defense

The Dean of the college or his/her designee will normally attend all dissertation defenses. Dissertations will be approved by a majority vote of the advisory committee. Further approval is required from the Dean or Dean designee and the Office of Graduate Studies before final acceptance of the dissertation in fulfilling degree requirements.

There are several steps within the defense procedure and each one takes time. The defense is usually scheduled during the semester you intend to graduate. It is critical to plan each step so you will meet all deadlines, including filing the Intent To Graduate Form prior to the deadline.

Once you have completed the writing of your dissertation, submit copies of it to each of the members of your committee and to the dissertation examiner. In practice, many dissertation committee members prefer to read drafts of chapters as they are completed to provide feedback and provide more time to make revisions. Be sure to understand the preferences of your dissertation committee chair and members.

Remember, faculty members who serve on your committee are very busy people. You must give them adequate time to read and react to your dissertation. Turn around time of 10- 14 days is minimal. Plan accordingly.

Once it has been determined that you are ready to defend your dissertation to your committee, you must take the responsibility for organizing the time of your defense. You will secure a room through the Dean's Office (ED 305). The defense should be scheduled for a two-hour block of time and must be scheduled according to University deadlines. Usually the Executive Conference Room ED 306 will be scheduled for your defense. Notice of your defense should be sent out 30 days prior to the meeting. This is done by the Office of Student Services. Please see Leah Mitchell. You are responsible for knowing and honoring all deadlines. Deadlines cannot be waived. The day of your defense make sure you have the signature form in the approved format.

Warning Note: If sufficient time is not allowed for defense, revisions and format review of the thesis, the student may not officially graduate until the following term.

Dissertation Preparation

The Graduate Studies Thesis and Dissertation Manual describes UCF's formatting requirements for dissertations and outlines the steps graduate students must follow to submit their dissertations to UCF Graduate Studies for binding.

Additionally, the Thesis/Dissertation Editor maintains online workshops to inform graduate students about procedures, deadlines, and requirements associated with preparing a dissertation. Those students who have just passed Candidacy are strongly encouraged to visit the online workshop.

UCF requires you to bind three copies of your final dissertation. Two copies for the UCF Library- these two copies must be in acceptable format and printed on acceptable paper. These two copies must be identical and must both have an original signature page (on acceptable paper, with signatures in black). You must pay \$9.75 to bind each copy (at UCF Cashier).

The third copy is for microfilming (see the UMI booklet). This copy will not be bound, must be a clean, sharp impression, and does not have to be on “thesis” paper. You must pay \$55.00 in the form of a cashier’s check or money order, payable to UMI. Optional: You can also pay an additional \$45.00 to have UMI apply for copyright as your agent.

The UCF Library also allows you to bind additional, personal copies of your thesis/dissertation for the \$9.75 price. The number of personal copies allowed is 10. It is customary to provide a bound copy for the dissertation advisor. You may also wish to provide a copy for committee members.

General Program Policies

Continuous Attendance:

Graduation policy allows students to fulfill degree requirements as listed in the UCF Graduate Catalog during the student's most recent period of continuous attendance. Students are expected to be continuously enrolled each semester, including summer terms. If for any reason a student cannot be continuously enrolled, they must request a break in their studies prior to such lapse by filing for a Special Leave of Absence. Failure to do so will jeopardize the student's standing in the program. Students in candidacy must be continuously enrolled. Doctoral students working on the dissertation must be continuously enrolled in dissertation research every semester until successfully defended. To avoid problems associated with maintaining graduate status, doctoral students are encouraged to enroll each semester, including summers.

Time Limitation:

A student has seven years from the date of admission to the doctoral program to complete the dissertation. If the seven-year limit is exceeded, the candidacy examinations and course work may need to be repeated.

Residency Requirement:

Each student shall complete at least two contiguous resident semesters in full-time graduate student status. "Full-time" for doctoral programs in Education is defined as being enrolled for a minimum of nine hours per semester, not to include summer.

Transfer Credit:

The number of transfer credit hours applied to the course requirements for a doctoral degree may not exceed 30 semester hours. Transfer credit may include only graduate hours representing a B- grade or better and awarded by a regionally accredited institution toward a master's degree and post-master's degree work. The transfer credit (adhering to the 7 year rule) allowed will be determined on a case-by-case basis by the graduate adviser and graduate program coordinator. Post-master's degree credit taken at UCF prior to admission to the program is considered to be transfer credit.

GPA in Program of Study:

A graduate student's GPA shall be calculated on only those courses specified on the individual's Program of Study (not including required prerequisites).

- A minimum of a 3.0 GPA in the specified graduate program of study is required to maintain graduate student status and for graduation.
- In any term where the GPA drops below 3.0 in a program of study, students will be changed to academic provisional status for a maximum of 9 semester hours.
- If students have not attained an overall graduate GPA of 3.0 in the program of study at the end of the 9 semester hours, they will be reverted to non-degree status. (Students admitted on provisional status are similarly given 9 semester hours to attain a 3.0 GPA.)
- If a student wishes to appeal a change in status, an appeal should be filed with the graduate program coordinator. No graduate-level courses with a grade of "D" or lower are acceptable in a program of study or, following admission to degree-

seeking status, on a SASS audit. In addition, no 4000-level courses or transfer courses with a grade of “C” or lower are acceptable in the program of study. Once established, the program of study cannot be altered solely due to poor academic performance of the student. Graduate students whose overall GPA falls below 2.0 will be reverted to non-degree status.

Maximum Hours of Unsatisfactory Grades:

A student may earn a maximum total of 6 semester hours of “C” grades in the program of study. The final program of study may not contain unresolved “I” (incomplete) grades. This does not imply that a course in which a student has received these grades cannot be repeated to provide a better grade. Both grades will be used in computing the GPA in the program of study. There is no forgiveness policy on graduate grades. Exceeding 6 semester hours of unsatisfactory (more than 6 semester hours of “C” or unresolved “I”) grades in a specified graduate program of study is reason for reversion to non-degree status.

Review of Performance:

The primary responsibility for monitoring performance standards rests with the degree program. However, the college and university may monitor a student’s progress and may change any student to non-degree status if performance standards as specified above are not maintained. Satisfactory academic progress in a program also involves maintaining the standards of academic and professional integrity expected in a particular discipline or program. Failure to maintain these standards may result in termination of the student from the program. A degree program may change any graduate student to non-degree status at any time when, in its judgment, the individual is deemed incapable of successfully performing at required standards of excellence. If a student is reverted to non-degree status, reinstatement to graduate student status can occur only through a formal appeal process.

Appeals Process:

All appeals to academic policy are reviewed by the Graduate Council Appeals Subcommittee. Refer to the Graduate Petition form to see what appeals are reviewed by the Appeals Subcommittee:

<http://www.graduate.ucf.edu/formsnfiles/index.cfm?RsrcID=55&SubCatID=144>

Financial Support

Graduate education is an important investment for both the student and the community. Graduate education enables students to enter new career fields with more choices as to their work assignments. It provides enrichment and a deeper understanding of a chosen field. Educated employees improve the quality of life in the State of Florida. The cost of this investment is very reasonable. A student's basic expenses at the university will be for tuition, course-related fees, textbooks, other instructional supplies, room and board, and miscellaneous items.

Graduate Student Support Opportunities:

Graduate students may receive financial assistance in the form of fellowships, tuition waivers, loans, or assistantships. Students may inquire about these opportunities at the following offices:

Fellowships Office:

(MH 230) — 407-823-6497, Fax: 407-823-6442; e-mail: gradfaid@mail.ucf.edu;
website: <http://www.graduate.ucf.edu>

Student Financial Assistance Office

(MH 120) — 407-823-2827; website:

<http://pegasus.cc.ucf.edu/~finaid>

Some on-line financial aid information web pages are available for specific information concerning financial aid, grants, and fellowships:

Financial Aid Information: <http://www.finaid.org>

Non-degree-seeking students are not eligible for financial aid.

Graduate Fellowships/Waiver:

Graduate Studies Office provides support for graduate students through assistantships, tuition, and fellowships. UCF graduate students may be employed by their department as a Graduate Teaching Assistant, Graduate Research Assistant, or Graduate Assistant. The Fellowships Office assists students in applying for fellowships and in identifying other sources for financial support for graduate study. Graduate student travel fellowships are also available through the College Graduate Office, located in Millican Hall.

Fellowships Program Assistant: (407) 823-6497

Assistantship/Fellowship Procedures:

Graduate students who will be supported on assistantships must see their program coordinator to see that their employment contract form is filled out. If tuition waivers are desired, then they must also fill out a Graduate Tuition Fee Waiver Request Form with the program coordinator and attach the employment contract to it (PAF). This should be done before fees are paid; for continuing students, this should be done before the new semester begins. Paychecks are delayed when these arrangements are not made prior to the beginning of the semester. Students interested in financial support through education fellowship programs must have completed application files by December 20. Fellowships

are typically awarded in the previous spring for students enrolling for the first time in the fall semester of the next academic year. Graduate assistantships may be granted for those who apply by February 20 for the following academic year.

Fellowships:

All graduate students who are receiving fellowships should register as early as possible, and see the Fellowships Coordinator (MH 230, 823-6497, gradfaid@pegasus.cc.ucf.edu) to ensure that arrangements are made to receive proper payment. The university awards more than \$2 million in fellowships each year. Some fellowships are selected based on academic merit; others are available only to minority applicants or those who can demonstrate financial need. A number of fellowships are selected by college nominations; however, others require a fellowship application. Refer to the description of each fellowship's requirements for more information. Fellowship information is available from several sources. Program and graduate coordinators and other interested faculty may be contacted for specific opportunities related to their fields of study. Published fellowship deadlines are approximate and subject to change. A listing of fellowship opportunities and application materials offered by the university to graduate students is available on the Graduate Studies website:

http://www.graduate.ucf.edu/search/search_results.cfm?Keyword=fellowships

Books, such as the Graduate Scholarship Directory, listing fellowship opportunities are available at the Reserve Desk of the Library for students to review. International students receiving fellowships are subject to up to 14 percent withholding on their fellowship checks. International students must obtain either a Social Security Number (SSN) or an Individual Tax Identification Number (ITIN) prior to receipt of a fellowship. Further information on this issue can be obtained from International Student Services.

Need-based Fellowships:

For need-based fellowships, students must complete the Free Application for Federal Student Aid (FAFSA). This application may be completed on-line at FAFSA Express: <http://www.ed.gov/offices/OPE/express.html>. International students are not eligible for need-based support. Students must have unmet need as determined by the FAFSA to be eligible for need-based awards. Graduate students who receive need-based awards (such as the Incentive Fellowship or Work Fellowship) should be aware that the amount they receive is dependent on their need. If tuition waivers, other fellowships, or assistantships are granted after being awarded a need-based fellowship, then the total financial package may have to be adjusted to satisfy federal requirements.

General Fellowship Requirements:

UCF fellowships are not awarded in conjunction with other fellowships, and students are eligible to receive a given fellowship only once (with the exception of the Work Fellowship). Students must be regularly admitted graduate students by the time the fellowship is awarded in order to receive the funds, except in the case of Summer Mentoring Fellowships, which can be awarded to provisionally admitted students. Academically, most fellowships require a GRE score of at least 1000 and a 3.0 grade

point average in the last 60 attempted semester hours of undergraduate study. Each fellowship has different specific requirements.

Progress for Fellowship Recipients:

Fellowship recipients are required to be in good standing and make satisfactory academic progress to continue to receive a fellowship award. To be considered in good standing a fellowship recipients are required to maintain the standards listed below. Failure to meet any one of these standards will cause cancellation of the fellowship. An exception of this policy may be granted by the Office of Graduate Studies after review of evidence of mitigating circumstances presented by the student. Students must be fully accepted into a graduate degree program at UCF. Students must enroll and maintain nine graduate hours or three dissertation hours or one thesis hour each semester of the award. Students must maintain a minimum grade point average of 3.0 each term of the award. Students must receive a satisfactory progress report from their academic adviser each term of the award. Students cannot receive a grade of incomplete (“I”) and continue to receive the award.

Tuition Waivers:

Full-time (regularly or conditionally, not provisionally or restricted) accepted graduate assistants are eligible to receive tuition waivers for part of their tuition costs. Students should contact the departmental program coordinator and fill out a Request for Tuition Waiver Form when they register for classes. Fee waiver monies are used to assist graduate students to progress toward their degrees. In-state tuition waivers are available for qualified Florida residents. Out-of-state tuition waivers are offered to qualified non-Florida residents. Part-time graduate students and post-baccalaureate students are not eligible to receive tuition waivers.

Graduate Teaching and Research Assistants:

Graduate Teaching and Research Assistants must be enrolled full-time (nine credit hours in the fall and spring terms and six credit hours in the summer) to receive a tuition waiver. Students taking only thesis or dissertation hours are required to be enrolled in at least one hour of thesis or three hours of dissertation to be considered full-time and receive a tuition waiver after all required course work and minimum thesis/dissertation hours are taken. Graduate Teaching and Research Assistants who are pursuing a non-thesis option and are in their graduating semester, as determined by their college may receive tuition payments paid by the college to Student Accounts. Full-time graduate teaching and research assistants and associates are eligible for FICA and FUTA exemptions if they are enrolled at least half time, regardless of the hours worked. This chapter has more details under “FICA/FUTA Exemption Guidelines” at <http://www.graduate.ucf.edu/currentGradCatalog/content/Financial/index.cfm#Assistantships>.

Rules that govern the use of tuition waiver monies for graduate students are:

1. Graduate students must be full-time students (defined above) and in good standing with a graduate GPA of 3.0 or higher. The student must be enrolled in classes full-time for the term in which they receive the waiver and employed as a graduate teaching or research assistant for at least 10 hours/week (0.25 FTE) on

- average, or receiving a fellowship in the amount of \$3250 or higher for the academic year.
2. If more than one academic unit employs a student who creates the waiver, the waiver money generated by the student is credited to both units proportional to the contribution of the student stipend.
 3. The units of those students on fellowships will receive credit for the waiver generated by the fellowship student.
 4. Fee waiver money is to be allocated to the colleges and institutes, rather than administrative offices such as Academic Affairs, Student Development and Enrollment Services, etc. Graduate students who work in these offices should request tuition waiver support from the Office of Graduate Studies (MH 230).
 5. If a student drops a course for which a fee waiver has been received but remains full-time, the waiver money received for the class must be returned to the University. Holds on student records will prevent students from registering for classes, receiving transcripts, or receiving grade reports until the money is returned.
 6. If a student drops a course for which a fee waiver has been received and becomes part-time as a result, all waiver money must be returned to the University. Any such funds will be reallocated to the unit from which they originated. Holds on student records will prevent students from registering for classes, receiving transcripts, or receiving grade reports until the money is returned. (In extreme cases, a student may petition for an exception to this.)
 7. If a graduate student assistant is dismissed or resigns at any point during the semester, tuition waiver funds received by the student must be returned to the University.
 8. Waiver money is only provided for courses taken as necessary for progress toward a student's graduate degree.
 9. Waiver money is limited to 9 terms for master's students, 12 terms for doctoral students beyond the master's degree, or 21 terms for doctoral students without a master's degree. All graduate assistants and fellows (the fellowship pays at least \$3,250 per academic year), regardless of their tax status, are eligible to receive tuition waivers and will generate tuition waiver authority according to Board of Regents guidelines.

Student Loans

Graduate students are eligible to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) from the Office of Student Financial Assistance (AD 120).

Applications should be received before March 1 to be considered for a Perkins Loan or Federal Work Study. Graduate students may be considered for the Federal Stafford Loan, the Perkins Loan, and the Federal Work Study Program. Short-term loans are also available for graduate students. In order to be eligible for a Federal Stafford Loan, graduate students must be degree-seeking, enrolled at least half-time at UCF, and maintain academic progress. The maximum subsidized loan amount for graduate students is \$8,500. An Entrance Interview is required of first-time borrowers at UCF. To obtain a loan, students must not be in default on any educational loan or owe repayment on a grant

at this or any other institution. If you are a student transferring to UCF after the Fall term (Spring or Summer), you must provide the UCF Office of Student Financial Assistance with a financial aid transcript from the school attended during the previous term(s), either Fall and/or Spring. Only U.S. citizens or eligible non-citizens (e.g., resident aliens) are eligible for Stafford Loans. In order to be eligible for Perkins Loans, students must be enrolled at least half-time at UCF. Short-term loans are available to cover books and supplies, or for unexpected emergencies. This loan is not for tuition and fees. These funds are normally available within 3-4 working days after application processing once classes have begun. Students may request up to \$600; more may be obtained for graduate students only under special conditions that generally are recommended by Graduate Studies. Non-degree-seeking students are not eligible for student loans. However, “5B” students are eligible. “5B” students are non-degree students who are seeking first-time teacher certification in the College of Education.

Miscellaneous

On-line Registration

During each academic semester, registration is held for all new, currently enrolled, degree-seeking, and non-degree-seeking students for the following term. Registration consists of these periods:

1. Advanced Registration for continuing students, which normally begins in March for the following Summer, Fall and Spring semesters.
2. Regular Registration for new students, which is normally held one or two days immediately before the start of the semester.
3. Add/Drop, which is held during the first week of classes for each semester.

The dates and times of each of these registration periods are listed in the Schedule of Classes.

PID & NID Registration is available on-line on the Web through the MyUCF system: To access the system through <http://my.UCF.edu> . You will need to enter a student identification number (PID) and also a password. There is a help page when you access MyUCF that will help you to obtain the correct PID and NID (computer labs only). The initial PID for a student is a capital "P" followed by YYMMDD of birthday.

New Graduate Students Registration

All new first-time graduate students must have residency and health forms completed before they are allowed to register at UCF. Holds placed on registration will be removed once the forms are received. Forms may be obtained in Graduate Studies - Admissions (MH 230) and on the Web at www.graduate.ucf.edu. Registration information will be e-mailed to first-term graduate students about two to three weeks prior to the beginning of the term.

Continuing Graduate Students

Continuing graduate students register using their PID and password. They may pick up their registration (Audit) form in their departments. All continuing students should register early to ensure that courses will be offered. For graduate students with fellowships or assistantships, failure to register early may result in delays in receiving assistantship paychecks and sometimes result in the loss of tuition waivers. Continuing graduate students registering for Internship, Independent Study, Thesis or Dissertation hours, or research report hours must fill out a Graduate Registration Agreement form obtained from their adviser or department office. The college graduate office will normally register students into these courses. Only up to nine hours taken in non-degree-seeking status may be used toward a graduate degree (counts as transfer work).

Holds

Holds may be placed on students' records, transcripts, grades, or registrations because of financial or other obligations to the university. Satisfaction of the hold is required before a release can be given. To obtain a release on financial holds, payment must be made in cash, cashier's check, or money order in U.S. currency at the Cashier's Office (MH 111). Holds may be viewed on MyUCF.

To release Graduate Studies holds, the students must provide the documents to complete their records; or if the hold is labeled “denied,” they must stop by Graduate Studies (AD 230) and switch to non-degree status. Those students who are placed on nine-hour holds must see their adviser or they may sign a form provided by Graduate Studies acknowledging that only 9 graduate hours can apply toward a graduate degree program.

Fee Payments

All graduate students must pay their tuition and fees at the end of add/drop. It is important to do this as students will be dropped from courses at this time. If a department or college has not recorded tuition waivers by then, students must pay all tuition and fees. If a department or college has waived partial tuition and it is recorded, then students must pay the remainder of the tuition owed and all of the fees by the end of add/drop. It is important for graduate students to register early to provide the department or college enough time to record tuition waivers. Due dates for fee payments are posted on the Academic calendar at http://www.ucf.edu/info/acad_calendar.php and are typically one week after ADD/DROP.

Fee Invoices

You are not assured of being registered for any class until you pick up your Fee Invoice/Schedule. Your fee invoice lists your fees and the classes in which you are registered. Please obtain a new invoice if you drop or add classes so that the invoice will reflect changes in your fees. Be sure to have your current address on file (see Address Changes). Print out your Fee Invoice/Schedule on POLARIS, (my.ucf.edu) or from UCF homepage. Fee invoices are also available by telephone (local 407-823-2527; long distance 877-823-2527), and in the College of Education, ED 109.

Mandatory Health Information

In order for a student to register, the State University System of Florida requires: All students born AFTER 1956 are to present documented proof of immunity to measles (rubella). All students UNDER the age of 40 are to present documented proof of immunity to rubella (German measles). All students (REGARDLESS OF AGE) are to submit a signed medical history form. Please refer to the immunization form for specific details of requirements and acceptable documentation. If you have questions, contact the Immunization Coordinator, Student Health Services (phone: 407-823-3707; fax: 407-823-3135; e-mail: bjobes@pegasus.cc.ucf.edu). Our office hours are Monday-Friday, 8:00 a.m. to 4:30 p.m.

Student Records

Student records submitted to the university become the property of the university and cannot be returned to the student or released to a third party. Copies of student records can be released if a written request signed by the student is received by Graduate Studies (MH 230).

Withdrawals

Students may withdraw from courses after the end of add/drop. The withdrawal time period begins the first business day after add/drop through the date specified in the UCF

academic calendar as the deadline for withdrawals. This date is normally the midpoint of the semester. Students wishing to withdraw from a class can do this on Polaris (my.ucf.edu). Withdrawals may be accomplished by mail, but mail requests must be postmarked no later than the published date for withdrawals that is published in the UCF academic calendar. Students who wish to withdraw after the published deadline must file a petition in the Student Development and Enrollment Services, MH 210, (407) 823-2691.

Pegasus E-Mail Accounts

Pegasus, a Sun Enterprise E5500 server, is UCF's campus-wide information server (CWIS). It provides easy access to the world-wide network called the Internet. With this access, you can send and receive electronic mail, using Web-Mail, to and from anyone in the world, navigate public access information servers, and download files from a number of public file archives. The purpose of the Pegasus mail server is to allow Internet access for the UCF community and to facilitate communications via electronic mail between students, faculty, and staff.

Universal Computer Access for Students

Computer Services has implemented a universal access policy under which all UCF students in good standing have a computer account on the PC LAN and on Pegasus. Students have these accounts from when they start at UCF until they are no longer active students. Computer Services considers students inactive when they do not enroll in two consecutive major terms (Fall, Spring) at UCF. Student accounts will be generated automatically at the beginning of each semester. Any new students should have their accounts generated and available on the first day of classes. Students who enroll late may not have their accounts generated until after the Add/Drop period.

Pegasus Account Access

Before beginning to use Pegasus, Pegasus users should read the Using the Pegasus Mail Server handout, available for purchase at the UCF Computer Store. This handout covers how to connect to Pegasus and how to use email and network services on Pegasus.

Account Holder Responsibility

All UCF computer account holders -- faculty, staff, and students -- need to be aware that the use of their UCF computer accounts indicates their agreement to abide by University rule 6C7-4.037, entitled, "Computer Use." The content of this rule can be found on the UCF World Wide Web home page.

For more help, including problems with your account, please call the CyberKnights Help Desk at (407) 823-2924 or send e-mail to the CyberKnights at cyberknt@mail.ucf.edu. Computer Services also has a web site located at <http://www.compserv.ucf.edu> that you can check for information. For system status information you can call (407)823-5117 and press 2; a recording will give the status of the Pegasus mail server.

UCF Card

While you are a student, you will need your official UCF student ID. The UCF Card Office is where all UCF ID Cards are made. The UCF Card is used as an ID card, library

card a phone card, an ATM card, and a smart-chip cash card. It can also be used for entrance to some areas of campus, and eventually, all of campus. We are located in the Student Services Building, directly across from the UCF Bookstore. Phone: (407) 823-2100 Fax: (407) 823-3278

Parking

Phone: (407) 823-5812

All vehicles parked on campus, including evening students' vehicles must be registered with the Parking Services Office and display the appropriate permit or decal. Decals can be purchased at www.parking.ucf.edu/. Parking Services offers assistance to motorists, including battery jump-starts and unlocking car doors. Office hours are 7:30 a.m. to 6 p.m. Monday -Thursday and 7:30 a.m. - 5 p.m. on Friday. Visit Parking Services on-line at www.parking.ucf.edu/.

Visitor Information Center

Phone: (407) 823-2429

To park on campus without a permit, purchase a daily permit at the Visitor Information Center (VIC) across from the Administration Building or from any of pay-and-display machines on campus. Daily permits are valid only in student lots. Meters are also available. The VIC is open 7 a.m. to 8 p.m. Monday - Friday, and 7:30 a.m. to 4 p.m. Saturday.

Academic Records

The Graduate Studies Office coordinates graduation certification for graduate students, processes record changes and petitions/appeals of graduate requirements and policies, processes change of grade requests, and serves as the point of contact for students, faculty, staff, and the public regarding graduate studies at UCF.

<http://www.graduatestudies.ucf.edu/sitemap/index.cfm?RsrcID=7&SubCatID=17>

Forms and Links for Doctoral Students

Links to Doctoral Students Forms:

<http://studentservices.education.ucf.edu/forms/docexamapp.doc>

[Graduate Course Substitution Form](#)

[Graduate Certificate Completion Form](#)

[Graduate Petition Form](#)

[Intent to Graduate](#)

[Professional Personal Attributes](#)

[Application for Doctoral Examination](#)

[Comprehensive Exam Dates](#)

[Dissertation Deadlines](#)

[Dissertation Proposal Approval/Permission to Continue](#)

[Doctoral Dissertation Committee Appointments](#)

[Graduate Registration Agreement Form](#)

[Intent to Graduate](#)

[Prospectus Approval/Admission to Candidacy](#)

[Research Competency Confirmation](#)

[Sample Dissertation Announcement](#)

[Traveling Scholar Form](#)

[UCF-IRB Principle Investigator's Manual](#)

[Additional forms and files from Graduate Studies](#)

[Special Leave of Absence](#)

For additional information on forms, please visit the link below:

<http://www.graduate.ucf.edu/formsnfiles/index.cfm?RsrcID=55&SubCatID=144>

Helpful Links:

[Minority Programs in Education](#)

[College of Education Clubs & Organizations](#)

[On-line Admissions](#) (Undergraduate and Graduate)

[Graduate Admissions](#)

[Transfer Services](#)

[On-line Registration](#)

[Academic Calendar](#)

[Final Exam Schedule](#)

[Commencement](#)

[Staff Listing](#)

[UCF Greatness on YouTube](#)

Additional Useful Links:

[American Psychological Association \(APA\) web site](#)

[UCF Academic Calendar](#)

[UCF Continuing Education Test Prep](#)

<https://my.ucf.edu/>

[Registrar's Office](#)

[International Services Center](#)

[Student Health Services](#)

[UCF Office of Student Financial Assistance](#)

[Tuition and Fees](#)

Resources for APA style:

[UCF Libraries Education Websites \(Scroll down to Citations, Bibliographic\)](#)

[OWL at Purdue University: Using APA Format](#)

[APA Style Electronic Formats](#)

[Citation Management Software Download Page](#)

Contact List

Office of Student Services:

College of Education-Suite 110

Email: edstudserv@mail.ucf.edu

Phone: 407-823-3723

<http://studentservices.education.ucf.edu/>

The Office of Student Services typically handles all **paperwork** for the Ed.D program.

- **plan of study forms**
- **advisor selection**
- **degree audits**
- **appeals**
- **comprehensive exam forms**
- **dissertation committee selections**
- **prospectus approval form/admission to candidacy**
- **proposal approval form/permission to continue**
- **dissertation defense**
- **graduation**

Office of Graduate Studies:

Millican Hall Suite 230

Phone: 407-823-0033

<http://graduate.ucf.edu/>

The Office of Graduate Studies typically handles processing of all application **materials** including:

- **transcripts**
- **GRE scores**
- **graduation documents**

Dean's Office

College of Education-Suite 308
407-823-2835

The Dean's Office typically handles paperwork for

- **assistantships (contact Erica Mendoza-Moreira)**
- **fellowships (contact Erica Mendoza-Moreira)**

- **scheduling for defense room (Susan Stasinski)**

Registrar's Office

Millican Hall Suite 161

407-823-3100

E-mail: registrar@mail.ucf.edu

<http://registrar.ucf.edu/Contacts.html>

The Registrar's Office handles **questions** regarding

- **UCF transcripts**
- **residency classification**
- **commencement information**
- **registration information**

Office of Financial Aid

Millican Hall-Suite 120
(407) 823-5285

Email: finaid@mail.ucf.edu

<http://finaid.ucf.edu/scholarships/list.html>

The Office of Financial Aid can be contacted for **help** with all forms of financial aid including:

- **FAFSA (Free Application for Federal Student Aid) applications**
- **loans**
- **fellowships**
- **assistantships**

Program Assistant: Lindsay Archambault

College of Education-Suite 220

Email: larchamb@mail.ucf.edu

Phone: 407-823-2426

The program assistant can be contacted for questions regarding the program that are **not** answered by the **Ed.D and Ed.S handbooks, program webpages**, and the offices listed above.

Program Coordinator: Dr. David Boote

College of Education-Suite 223N

Email: dboote@mail.ucf.edu

Phone: 407-823-4160

The Program Coordinator can be contacted with questions **not** answered by the **Ed.D and Ed.S Handbooks, program webpages, offices listed above**, or the **Program Assistant**.

Please contact your **advisor** for questions and planning of:

- **plan of study**
- **course selection**
- **comprehensive exams**

Please see link for faculty of the College of education:

<http://education.ucf.edu/Faculty%20and%20Staff/index.cfm>

Plan of Study form

Plan of Study
Major: **Doctor of Education** Code: **0829D** Degree: **Ed.D**

Print Student's Name:	<input type="text"/>	PID:	<input type="text"/>	Admit term/year:	<input type="text"/>
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Submission Initial: Revision: Final:

<u>Prefix #</u>	<u>Course Title</u>	<u>Hrs</u>	<u>Sem/vr</u>	<u>Grade</u>	<u>Non-UCF Inst.</u>	<u>Codes</u> (T,PB,CI, FL,C,TS, IS,DR)	<u>Changes</u>
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AREA I: PREREQUISITES (0-12 hrs)

EDG 6223 Curriculum Theory & Org	3						
EDF 6259 Learning Theories App to Class (Prereq to EDF 7232)	3						
EDF 6481 Foundations of Grad Research	3						
EDF 6401 Statistics for Educational Data	3						

AREA II: CORE (12 hrs) To be taken in the following order

EDF 7232 Analysis of Learning Theories	3						
EDG 7221 Adv Curriculum Theory	3						
EDG 7325 (previously 7356) Models of Teaching & Instruction	3						
EDG 7692 Issues in Curriculum	3						

AREA III: SPECIALIZATION (45 min hrs) Cognates, Leadership, C & I

AREA IV: RESEARCH/STATISTICS: (6 hrs)

EDF 7403 Quantitative Fdn of Ed Res	3						
EDF 7463 Analysis of Survey, Qual Data	3						

AREA V: DISSERTATION: (21 min hrs)

EDG 7980 Dissertation	3						
EDG 7980 Dissertation	9						
EDG 7980 Dissertation	9						

Total hours	min 93
Transfer hours	max 30
Post-bac non-degree hours	max 9, not > 7 years old
C&I	min 9

Foundations or Leadership	min 3
Cognate Hours	min 9 (min 6 post admission)
Traveling scholar Hours	max 6
Independent study/ directed research Hours	max 12

Comprehensive exams, research competency, and IRB

	√	Semester
C&I Core Examination		
C&I Specialization Examination		
C&I Research component completed		
IRB form/waiver received		

Student Signature Date

Program Coordinator/Dept. Date

Advisor Signature Date

Please Print Advisor Name

Notes for completing the Program of Study form:

Entry date: Please enter the semester you were admitted to the Ed.D. program.

Submissions: “Initial” submission of the Program of Study (POS) should be done within the completion of the first 9 credit hours in the program. Any revisions to the POS must be approved by the student’s advisor and a “Revised” POS must be filed with the Office of Student Services. It is the responsibility of the student and advisor to ensure that revised program of study continues to comply with all program policies. The “final” Program of Study should be completed and submitted for approval at least one semester prior to entering candidacy. Please note in the “Changes” column which courses on the initial Program of Study are being replaced.

Non-UCF Inst.: Please note the institution at which the course(s) was taken.

Codes: Please indicate how the course is satisfying program requirements:

Transfer (T): Please note with a “T” any courses that taken as part of a completed graduate degree. Students may transfer up to 30 credit hours into the Ed.D program from an earned Master’s degree provided classes were completed with a grade of B or better.

Post-bac non-degree (PB): Please note with a “PB” any classes that were taken prior to admission to the Ed.D program and were not included as part of a completed graduate degree program. These classes cannot be more than 7 years old by the time the student graduates from the Ed.D program. These classes must have been completed with a grade of B or better.

C&I (CI): Please note with a “CI” any classes taken during the program that are Curriculum and Instruction classes. Students must complete a minimum of 9 credit hours of C&I classes beyond the prerequisite and Core classes during the program.

Found/Lead: Please note with an “FL” any classes that were either Social or Psychological Foundations or Educational Leadership. Students must complete a minimum of 3 credit hours of foundations or leadership classes beyond the prerequisite and Core classes during the program. We strongly recommend that students take EDG 7919 to identify a dissertation topic, write a prospectus and proposal, and learn the policies and procedures to transition into Candidacy.

Cognate: Please note with a “C” any cognate classes. A cognate is defined as any course that is outside the student’s specialization area level 4000 and above. These courses can be taken in the College of Education so long as they clearly add breadth to the student’s specialization. Students are strongly encouraged to consider taking graduate course offerings by other Colleges. Cognate classes are important to gain additional expertise in your area of specialization and meet scholars from a wider

University community. Students must take a minimum of 9 credit hours of cognate classes during the program.

Traveling scholar: Please note with a “TS” any classes that were taken at another university during the program. Students should complete the Traveling Scholar form prior to taking the classes and have them approved as part of the Program of Study. Students can count no more than 6 credit hours of traveling scholar classes towards their total hours in the program (though they can take more, if they choose). Taking classes at other universities can be an excellent way to gain more expertise in your area of specialization and meet scholars at other institutions.

Independent Study or Directed Research: Please note with an “IS/DR” any Independent Study or Directed Research classes taken during the program. Independent Study and Directed Research classes are a very good way to focus on your area of specialization and learn research skills.

Prerequisites: Prerequisites must be transferred in from the master’s program or be taken prior to listed classes. Prerequisites do not count toward program hours.

Core: These classes should be taken in sequence – 7232, 7221, 7356, 7692 – and will prepare you for the comp exam, which should be taken the semester following completion of EDG 7692.

Specialization: These classes (min 45 hrs) with at least 21 hrs taken after admittance to the program will prepare you for your specialization exam. All transferred classes into the specialization area are considered for the specialization exam.

Research/Statistics: After taking EDF 7403 and EDF 7463, a research competency exam is required. This exam will be waived if you earn a B or higher with two different instructors for EDF 7403 and EDF 7463. You must complete and file with student services the research competency form.

Dissertation: Once all courses are complete, exams complete, and your admission to candidacy form has been filed, then dissertation hours begin. There is a minimum of 21 hrs for dissertation and eighteen of these hours must be full-time (9 credit hrs per semester).

IRB: All dissertation research must be approved by the IRB (Institutional Review Board) prior to beginning.

All core courses and the core comprehensive examination must be completed in the first six semesters of enrollment in the doctoral program. The maximum time allowed for completion of the Ed.D program (including dissertation) is 7 years from start to finish.

Date received:

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By:

Admission to Candidacy Checklist – Ed.D.

Name: _____

Please use this checklist as the cover sheet for your *Admission to Doctoral Candidacy* form and supporting documentation. All forms and supporting documentation must be completed and submitted together to ED 220.

Checklist:

- Application to Doctoral Candidacy* form with all signatures or email confirmations attached
 - Dissertation committee composition must include a chair, at least two additional faculty members from the College of Education, and a committee member from outside the candidate’s specialization area.
 - Dissertation committee chairs must be full members of the *graduate faculty*. Other committee members must be provisional, associate, or full members of the graduate faculty.
 - All committee members approving your prospectus and agreeing to sit on your dissertation committee must *sign* the form. Printed emails are acceptable in place of signatures.
 - The Department Chairs of all committee members from the College of Education must *initial* the form to approve the appointment of members in their department.
- SASS degree audit* showing satisfactory completion of required coursework, comprehensive exams, and GPA requirements.
 - Completed approved *Plan of Study*, including all requirements
 - Cumulative GPA 3.0 or better.
 - “Incompletes” resolved, no grades of F, no more than two Cs.
 - Passed Core exam
 - Passed Specialization exam
 - either** Passed Research exam **or** submitted Research Competency form
- Prospectus*. A prospectus is typically 5 pages in length and provides enough detail about your intended dissertation to allow potential committee members to decide if your topic is viable and if they are willing to serve on your committee. It will typically provide a brief explanation of the research problem, a short literature review, and an overview of the research methods.
- Printout of *financial account summary* verifying that no holds will prevent you from being registered for dissertation hours.

Recommended timeline:

- Two semesters before entering candidacy:
1. Write draft prospectus.
 2. Meet with potential dissertation chairs.
 3. Revise prospectus with feedback from chair.
 4. Identify other possible committee members.
- One semester before entering candidacy:
5. File final program of study noting all changes.
 6. Identify remaining committee members
 7. Complete prospectus with input of committee.
- Two months before entering candidacy:
8. Check SASS degree audit to verify completion.
 9. Collect all signatures or email verifications.
- One month before entering candidacy:
10. Print financial account to verify that holds will not prevent registration.
 11. Submit completed application for candidacy.

Attachments:

1. Application to Doctoral Candidacy form
2. Prospectus
3. Audit showing complete Program of Study
4. Financial account summary w/ no hold

Emails from:

1. _____
2. _____
3. _____
4. _____
5. _____