1. Mission Statement

The Education EdD program is intended for current educators and practitioners who wish to gain advanced skills in curriculum, instruction, learning theory and research. The program prepares students in teaching in a college, university or community college, or leading curriculum/instructional improvement in schools, higher education institutions, military or corporate settings.

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. In addition to NCATE the Counselor Education Program Master’s degree in Mental Health Counseling and School Counseling and the Ph.D. Degree in Education, Counselor Education track are accredited by the Council on the Accreditation of Counseling and Related Educational Programs (CACREP).
2. Organizational Chart: Ed.D Program

College of Education

Dean of Education
Dr. Sandra L. Robinson

Associate Dean for Graduate Studies
Dr. Grant Hayes

AGARC

Program Coordinator
Dr. David Boote

Executive Director of Student Affairs
Tina Smilie

Director of Student Services
Andrea Withington

Advanced Graduate Coordinator
Leah Mitchell
3. Roles and responsibilities

**Applicant:**
- It is the applicant’s responsibility to verify with the Office of Graduate Studies that all necessary forms (Application, Goal Statement, Resume, and Letters of Reference) for admissions have been completed by the deadline.
- It is the applicant’s responsibility to select an appropriate advisor, based upon his or her specialization area, prior to admission.

**Student:**
- It is the student’s responsibility to initiate and maintain an effective relationship with his or her advisor. This means that he or she should initiate scheduling an appointment with an advisor at the beginning of the program.
- It is the student’s responsibility to make sure that he or she has a copy of the suggested course sequencing and course offerings for their particular program of study—and to take these courses in their suggested sequence.
- It is the student’s responsibility to meet with his or her faculty advisor to plan the program of study in the initial semester of the program.
- It is the student’s responsibility to meet with the current program coordinator for course substitution approval. The program coordinator is the person that is responsible for authorizing course substitutions—not other faculty members.
- It is the student’s responsibility to plan and register for core and specialization exams during the last semester of courses.
- It is the student’s responsibility to make a commitment and show dedicated efforts throughout the program.
- It is the student’s responsibility to maintain registration throughout the program.
- It is the student’s responsibility to fill out necessary forms for admission to candidacy.
- It is the student’s responsibility to select a dissertation committee prior to admission to candidacy.
- It is the student’s responsibility to keep his or her advisor, graduate program coordinator, and student services aware of all contact information, including current e-mail addresses.
- It is the student’s responsibility to plan for when he or she expects to graduate--by planning how they will meet all of the requirements and completing an application for graduation. It is not the responsibility of faculty to provide last-minute course substitutions for students because they have waited until their last semester to take
courses that should have been taken earlier in their program.

• It is the student’s responsibility to 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.

• It is the student’s responsibility to have fun and enjoy this opportunity to stay up late reading and writing.

Faculty Advisor:
The main responsibility of a student’s faculty advisor in our graduate programs is to serve as a student’s academic program advisor in helping select a program of study (select a set of courses) that will best serve his/her long-term objectives. To achieve this goal, the following are a set of advisor responsibilities that will help our students to be successful in completing our graduate programs.

• It is the faculty advisor’s responsibility to meet with an advisee at least one time during their program—preferably during their first year. Although students will be given a suggested course sequence for their particular course of study, a student may want to speak with an advisor about a general plan of study for their particular career. It is the advisor’s responsibility to assist in planning individual class schedules and to ensure that course selections will fulfill degree requirements.

• It is the faculty advisor’s responsibility to serve as a mentor and engage in discussion with the student that helps to clarify professional goals and curriculum plans.

• It is the faculty advisor’s responsibility to provide guidance on course substitutions, courses for authorization, independent studies, electives, and internships. If the student is not an advisee, faculty needs to redirect students to their assigned faculty advisor for these specific tasks.

• It is the faculty advisor’s responsibility to meet with and monitor students who are on probation, and to provide approval for registration if they are check-listed.

Student Services:
• Although it is not Student Services responsibility to meet with individual students to lay out their individual course of study, it is the responsibility of Student Services to answer general questions about course offerings, programs of study, forms, requirements, and other questions not answered in the handbook.

• It is Student Service’s responsibility to respond to reasonable requests that individual faculty may have regarding their advisees. This may include requests to run student audits or other types of support that student services can provide to faculty in their advising roles.
Program Coordinator:
Graduate program coordinators are responsible for coordinating activities within departments in support of graduate programs, graduate students, certificate students, and post-baccalaureate students. They cannot do their jobs without the help and support of the college dean, the college graduate coordinator, the department chair, the faculty in the department, Student Services and UCF Graduate Studies. Outlined in this section are the major responsibilities of the program coordinator, subdivided into categories

**Supervision and Leadership of Program**

- developing new programs, tracks, new market initiatives, or new certificate programs
- comparing comparable programs from other schools with UCF to determine quality practices
- supervising and coordinating programs, including program administration and guidance of office staff
- training office staff, faculty, and their successors to perform functions in support of graduate education
- communicating with chair to plan budgets necessary to perform graduate program activities
- chairing the program graduate committee
- serving as liaison between department, college, and university with respect to graduate education

**Records and Maintenance**

- maintaining student records
- reviewing progress of graduate students and coordinating procedures for those who meet milestones
- coordinating procedures as students approach graduation
- acting as faculty adviser to graduate student association
- evaluating transfer hours and course substitutions
- coordinating Candidacy Exams
- providing general advice to graduate students
- handling petitions and appeals for graduate students
- constructing programs of study for graduate students
- monitoring changes in students' status each term
- obtaining and maintaining data on the progress of graduate students each term
- following-up on students who are not making good academic progress
- following-up on students who graduate

Program Assistant: The program assistant assists the program coordinator with previous duties. This assistant helps students with general questions and forwards them to the right people. The program assistant also helps with enrollment, overrides, and facilitates messages for the program coordinator.

AGARC: The Advanced Graduate Admissions and Retention Committee, made up of departmental representatives and program coordinators, discusses admissions decisions, as well
as doctoral petitions (too many post-bac hours, extensions to 7 year rule, transfer credits). Any program changes are also brought before AGARC before being sent to Graduate Council for final review.

**Financial Aid:** The Office of Graduate Financial Assistance assists the university in attracting and enrolling high-quality graduate students by providing competitive financial packages (fellowships, assistantships, and/or tuition assistance) and guiding students through graduate student financials as they plan their graduate study and attend UCF. Graduate Financial Assistance assists students in applying for fellowships and in identifying other sources of financial support for graduate study. The Office of Graduate Financial Assistance also oversees graduate tuition support and financial processing for fellowships.

**Admissions:** The Office of Graduate Admissions and Student Services helps to guide students through the graduate application and admissions processes. This office also works with the graduate programs, colleges, and graduate students, and provides academic services to current students from the time they are admitted until they graduate. The mission of our student services is to enhance the quality and visibility of graduate education at UCF and to facilitate the academic success of our graduate students.
4. Admission to the program:
A doctoral program differs from masters and undergraduate programs in that it includes extensive research and writing, and independent work. Prior to admission to the Ed.D program, students must write a goal statement. A goal statement conveys in writing the student’s intended research and professional goals after completion of the program. The student should be clear and concise in his or her writing when identifying this specialization area and future professional aspirations. This helps the program coordinator identify whether the Ed.D in Education program is the right match for the student and his or her goals.

In addition, the admission process includes three letters of reference. As this is a doctoral program demanding independent research and writing, these letters must be from professionals; such as professors and supervisors, who can reference the student’s research and writing skills.

As students apply to the Ed.D in Education program, they are to select an advisor from their specialization area. Choosing an advisor is an extremely important decision that can determine success in graduate school. It is recommended to research and investigate appropriate advisor candidates. The student should familiarize him or herself with the advisor through the college website, through other graduate students and through the advisor’s research and publications. The academic advisor guides the student through coursework. In the initial semester the advisor and student plan a program of study and submit it to the Coordinator of the Ed.D program for approval. This program of study may be amended with advisor and coordinator approval.

In addition, all applicants for the EdD in Education must submit a Graduate Record Examination (GRE) score and all post-secondary transcripts.

<table>
<thead>
<tr>
<th>Deadlines</th>
<th>Fall Priority</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>Education Ed.D. Applicants</td>
<td>Jan 15</td>
<td>Feb 1</td>
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<tr>
<td>Domestic</td>
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<tr>
<td>International</td>
<td>Jan 15</td>
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<tr>
<td>International Transfer</td>
<td>Jan 15</td>
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<td>Feb 1</td>
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</table>

Applicants and admitted students who need to complete prerequisite classes before the program starts must be admitted as non-degree seeking students.
5. Course Requirements:

Prerequisites—15 Credit Hours

The prerequisite core is defined by the course requirements listed below. Alternative prerequisite courses may be used with the approval of specialization faculty and the program coordinator.

* 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 6432 Measurement and Evaluation in Education (3 credit hours)
* EDF 6481 Fundamentals of Graduate Research in Education (3 credit hours)

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

Core Courses—24 Credit Hours

* EDF 6467 Mixed Methods for Evaluation in Educational Settings (3 credit hours)
* EDF 7916 Analysis and Synthesis of Educational Literature (3 credit hours)
* EDG 6285 Evaluation of School Programs (3 credit hours)
* IDS 7502 Case Studies in Research Design (3 credit hours)
* IDS 7500 Seminar in Educational Research (3 credit hours)
* IDS 7501 Issues and Research in Education (3 credit hours)
* IDS 7938 Research Cluster Seminar (6 credit hours)

Specialization Area—15 Credit Hours Minimum

* Students must select a specialization area, for example: Curriculum and Instruction, Counselor Education, Instructional Technology, Math Education, or another area in the College of Education that offers doctoral-level course work.
* The specialization course work must include a minimum of 9 credit hours at the 7000 level. Specialization courses must be approved by the student’s adviser and the program coordinator by the end of the student’s first semester in the program.
* Additional specialization course work may be required prior to entering candidacy to ensure that a student has adequate background knowledge and research skills to successfully complete their dissertation.
* Applicants are encouraged to contact faculty members in the area of specialization prior to applying. Additional information about specialization areas can be found on the program website: http://education.ucf.edu/edd/

Dissertation—15 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 Exam

To enter candidacy for the EdD, students must have an overall 3.0 GPA on all graduate work included in the planned program and pass the required examination.

* The examination must be completed prior to admission to candidacy.
* The examination will be scheduled by the student and major adviser. The associate dean for graduate studies must be notified of the date and location of the exam 30 days in advance.
* Students must be enrolled in the university during the semester an examination is taken.
6. Course Sequence:

Year one curriculum:
The focus of the first year of the Ed.D. program is to teach the students to read, analyze, evaluate, and synthesize educational research and scholarship at the level expected of doctoral students. In addition, while students are practicing these skills, they will be learning the literature in their field of study with an emphasis on research-based best practices and materials. Students will be automatically enrolled in the core courses but must register themselves for classes in their specialization areas.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course #</th>
<th>Title</th>
<th>Focus</th>
</tr>
</thead>
</table>
| Fall     | IDS 7500 | Seminar in Educational Research      | Learn to read, analyze, and evaluate a variety of research and scholarship  
Begin to read the research and scholarship in their field  
Gain broad familiarity with other research and scholarship in education |
| Spring   | EDF 7916 | Analysis and synthesis of educational literature | Understand various approaches to systematic, thorough literature synthesis  
Learn the skills needed to perform a systematic, thorough literature synthesis |
| Summer   | IDS 7938 | Research cluster seminar             | Complete a systematic literature synthesis in area of specialization |

In addition, during year one, students should also complete one or two specialization courses. Whenever possible, the courses selected should focus on learning the research and scholarship, major research traditions and problems in their field.

Year two curriculum:
The focus of the second year of the Ed.D. program is to teach the students how to assess and evaluate the effectiveness of educational programs, practices, and materials in their field, and identify obstacles preventing improvement. In addition, students will continue learning research-based best practices in their specialization area and field specific methods and approaches to assessment and evaluation.

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<tr>
<th>Semester</th>
<th>Course #</th>
<th>Title</th>
<th>Focus</th>
</tr>
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</table>
| Fall     | EDG 6285 | Evaluation of school programs        | Understand various forms and approaches to program assessment and evaluation  
Systematically reviewing prior evaluation studies in their field of study |
| Spring   | EDF 6467 | Mixed methods for evaluation in educational settings | Practice various forms of collecting and analyzing qualitative and quantitative data for program evaluation  
Prepare a proposal to complete an evaluation of a program in their field |
In addition, during year two, students should also complete one or two specialization courses. Whenever possible, the courses selected should focus on field specific assessment and evaluation methods, or review field specific research-based best practices and materials.

**Year three:**
The focus of the third year of the Ed.D. program is on enabling using what students learned in years one and two to develop and design educational programs, practices, and materials that address significant problems in their field. These educational practices can include curricula, instructional methods, policy and policy implementation, assessment and assessment systems. By using more sophisticated approaches to designing educational practices, and grounding the design of educational practices on prior research and scholarship, and the challenges of a specific educational program, students should be able to make significant practical contributions to practice in their field.

<table>
<thead>
<tr>
<th>Fall</th>
<th>IDS 7501</th>
<th>Issues and research in education</th>
<th>Understand various methods of developing, designing, and testing educational practices. Begin developing, designing, and testing an educational practice that addresses a significant problem in their field of specialization.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>EDF 6467</td>
<td>Case studies in educational research</td>
<td>Complete development, design, and testing of their educational practice, culminating in a showcase. Complete dissertation proposal.</td>
</tr>
</tbody>
</table>

In addition, students will complete any remaining specialization courses. Whenever possible, those courses should focus on field specific methods and approaches to designing educational practices, and on preparing students to write their dissertation proposal.

Finally, during the Spring and Summer semesters of year three, students must complete their candidacy exams and defend their dissertation proposals.

**Year four:**
Students will spend their fourth year in the program completing their dissertation.
7. 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](http://www.graduate.ucf.edu/formsnfiles/index.cfm?RsrcID=55&SubCatID=144)
8. 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_address: 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 recipient is 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:

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
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.
9. 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:

- **Advanced Registration** for continuing students, which normally begins in March for the following Summer, Fall and Spring semesters.
- **Regular Registration** for new students, which is normally held one or two days immediately before the start of the semester.
- **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 TC Registration** is available on-line on the Web through the MyUCF system:
To access the system through [http://my.UCF.edu](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. Available on-line at [www.ucf.edu](http://www.ucf.edu) follow the top links to class schedule.

**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](http://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 Polaris.

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, 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.

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
10. Forms and Links for Doctoral Students

Commonly used forms are located at http://education.ucf.edu/edd/forms.cfm.

Other useful links are located at http://education.ucf.edu/edd/links.cfm.

A complete list of faculty and staff affiliated with the program is located at http://education.ucf.edu/edd/affiliated.cfm.
I, ______________________________, have read this Doctoral Student Handbook. I agree to abide by the policies and procedures stated in this handbook.

______________________________      __________
Student Signature         Date