Dear Ph.D. Student,

Welcome to the Ph.D. Program in Education at the University of Central Florida. We at the College of Education are looking forward to helping you further your professional development. This handbook will be your guide throughout the program. This handbook is intended to serve as a description of specific requirements, responsibilities, procedures, deadlines, and expectations essential to your success in the program. Please take the time to become familiar with the contents. Many of the questions you might have are answered by the information provided here.
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1. **INTRODUCTION:**

**Mission:**

The College of Education offers the Ph.D. in Education with tracks in Communicative Disorders, Counselor Education, Elementary Education, Exceptional Education, Hospitality Education, Instructional Technology, and Mathematics Education. The Ph.D. in Education is a research-oriented degree appropriate for educators from school districts, businesses, industry, educational agencies, and other educational settings who need a strong research base in their careers. It is the intent of this program to be interdisciplinary, allowing flexibility for students who will work in research clusters and learning communities with faculty on education-related research. Programs of study are designed particularly for those educators who seek teaching positions in a research university or research-oriented education position in business and industry.

**Accreditation:**

Programs in the College of Education are accredited by the National Council on 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 five-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 Counselor Education are accredited by the Council on the Accreditation of Counseling and Related Educational Programs (CACREP)
2. **CURRICULUM:**

**Description of Programs:**
The College of Education offers the Ph.D. in Education with tracks in Communicative Disorders, Counselor Education, Elementary Education, Exceptional Education, Hospitality Education Instructional Technology, and Mathematics Education. A Program of Study can be obtained from the program track coordinators.

**Minimum Requirements:**
The Ph.D. in Education will require at least 63 hours of study beyond the Master's degree. Program requirements differ for each individual track. Up to 30 semester hours may be transferred from a Master's degree as approved by the advisor and Ph.D. coordinator. A minimum of 99 SH are required for the Ph.D. degree.

**Approximate requirements for completion are:**
- 51 SH Specialization
- 24 SH Research Foundation/Core
- 24 SH Dissertation
- 99 SH Minimum total for completion

**Description of Curriculum:**
The curriculum requires that all students take a core set of courses while allowing individuals to pursue courses that pertain to their respective research interests. All students will be required to complete at least three research methods courses, which are specified in the core course requirements.
The core is focused on providing all Ph.D. students with research experiences from the outset of the program. Students will work with a mentor in assisting with faculty research, in doing so students will develop competencies in applied research through apprenticeship experience. The required core courses also include a beginning seminar course related to major issues in education and the research associated with these issues and a capstone course to synthesize the program and prepare students for the dissertation. Throughout the program, students will be involved in courses that require the development of research projects and the presentation of research results. The specialization may involve courses from outside the College of Education, pedagogy courses in the College of Education, additional research methodology courses, or other courses to obtain skills needed for their respective research interests.

The student will progress from:

- Assisting faculty with research to
- Assisting in the design and development of research projects with faculty to
- The formulation of personal research projects and, finally, to
- The development of a research project appropriate for the dissertation.

**The Required Core Courses are-24 Semester Hours: *\**

- IDS 7501 Issues and Research in Education (3 hours)
- IDS 7500 Research Seminar (variable credit and repeatable, 6 hours)
- EDF 7475 Qualitative Research Methods in Education (3 hours)
- EDF 7403 Quantitative Research Methods in Education (3 hours)
- EDF 7463 Analysis of Survey, Record and other Qualitative Data (3 hours)
- IDS 7502 Case Studies in Educational Research (3 hours)
- Research Elective (3 hours)
  - IDS 7939 Research Cluster Seminar
  - EDF 7406 Multivariate Statistics
  - EDF 7405 Quantitative Methods II
  - EDF 7415 Latent Variable Modeling
  - EDF 7473 Ethnography in Qualitative Research
  - EDF 7487 Monte Carlo Simulation

- Students are required to have an introductory statistics course that examines probability, correlation, and regression (EDF 6401). Many students begin their coursework with this course or its equivalent, however if your master’s degree did not include an equivalent course, you must take EDF 6401 in the Fall of your first year. Questions regarding your eligibility for EDF 7403 should be directed to Dr. Lea Witta at lwitta@mail.ucf.edu

**Specialization-51 Semester Hours (minimum):**

Specialization may consist of courses in their chosen respective tracks and cognate courses allied to the tracks from other colleges and departments in the university. An internship (3 hours, minimum)
is required as part of all tracks. The internship will typically involve supervised teaching at the university level. The specialization area may involve courses from outside the College of Education, pedagogy courses in the College of Education, additional research methodology courses, other courses to obtain specific skills needed for their respective research interests. Within each specialization area there will be specified number of SH for required courses. For example, if the traditional area of specialization is Mathematics Education, the student must take MAE 6145 (Mathematics Curriculum, K-12) or IDS 6939 (Reforming Curriculum in Mathematics and Science Education) and MAE 6656 (Using Technology in the Instruction of K-12 Mathematics) or IDS 6934 (Using Technology in Mathematics and Science).

**Required Specialization courses for each area:**

**Communication Sciences and Disorders (See advisor for any additional required courses)**

<table>
<thead>
<tr>
<th>Specialization Courses from Reading (Minimum 21 Hours)</th>
<th>21 Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED 6116 Trends in Reading</td>
<td>3</td>
</tr>
<tr>
<td>RED 6845 Advanced Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>RED 6846 Reading Practicum</td>
<td>6</td>
</tr>
<tr>
<td>RED 7xxx 7000 Level Reading Courses</td>
<td>9</td>
</tr>
<tr>
<td>CSD Courses (Minimum 18 Hours)</td>
<td>18 Hrs</td>
</tr>
<tr>
<td>SPA 6843 Severe Reading and Writing Disabilities</td>
<td>3</td>
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<tr>
<td>SPA 7xxx Advanced Studies in School Speech-Language Pathology</td>
<td>3</td>
</tr>
<tr>
<td>SPA 7xxx Advanced Studies in Language Development</td>
<td>3</td>
</tr>
<tr>
<td>SPA 7xxx Advanced Studies in Language Disorders</td>
<td>3</td>
</tr>
<tr>
<td>SPA 7xxx Doctoral Seminar in Spoken and Written Language Disorders I</td>
<td>3</td>
</tr>
<tr>
<td>SPA 7xxx Doctoral Seminar in Spoken and Written Language Disorders II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Counselor Education (See advisor for any additional required courses)**

<table>
<thead>
<tr>
<th>MHS 6510 Advanced Group Counseling</th>
<th>3</th>
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</thead>
<tbody>
<tr>
<td>MHS 6421 Individual Psychological Assessment II</td>
<td>3</td>
</tr>
<tr>
<td>MHS 7311 Technology in Counselor Education</td>
<td>3</td>
</tr>
<tr>
<td>MHS 7340 Advanced Career Development</td>
<td>3</td>
</tr>
<tr>
<td>MHS 7400 Advanced Theory in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>MHS 7700 Professional Issues in Counselor Education</td>
<td>3</td>
</tr>
<tr>
<td>MHS 7730 Research Seminar in Counselor Education</td>
<td>6</td>
</tr>
<tr>
<td>MHS 7611 Supervision in Counselor Education</td>
<td>3</td>
</tr>
<tr>
<td>MHS 7901 Advanced Practicum</td>
<td>3</td>
</tr>
<tr>
<td>MHS 7808 Practicum in Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MHS 7840 Internship in Counselor Education</td>
<td>6</td>
</tr>
</tbody>
</table>

**Elementary Education (See advisor for additional required courses)**

<table>
<thead>
<tr>
<th>EDE 6205 Elementary School Curriculum</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 6406 Guiding and Facilitating Social Competence</td>
<td>3</td>
</tr>
</tbody>
</table>
### Exceptional Education (See advisor for additional required courses)

- Current Trends & Issues in Exceptional Education 3
- Professional Writing/Grant Writing in Exceptional Education 3
- Technology Research/Training in Exceptional Education 3
- Personnel Preparation in Exceptional Education 3
- College Teaching Internship in Exceptional Education 3
- Internship in Supervision in Exceptional Education 3
- Program Evaluation and Planning in Special Education 3

### Hospitality Education (See advisor for additional required courses)

- Previous master’s degree in related area (up to 30 credit hours). Examples of acceptable master’s degrees include hospitality, tourism, recreation, leisure, food science and nutrition, and business.
- Cognate or elective; approved by adviser 9
- HFT 7258 Strategies and Tactics: Lodging 3
- HFT 7546 Strategies and Tactics: Guest Service Management 3
- HFT 7715 Strategies and Tactics: Travel and Tourism 3
- HFT 7876 Strategies and Tactics: Foodservice 3

### Instructional Technology (See advisor for any additional required courses)

- Theories of Adult Learning 3
- International Issues in Technology 3
- Instructional Technology Internship 3
- Advanced Instructional Sys. Design 3
- Research Seminar- Instructional Tec. 6

### Mathematics Education

- MAE 7640 History of Mathematics Education 3
- MAE 7795 Seminar on Research in Mathematics Education 6
- MAE 6946 Mathematics Education Internship 6
- MAE 6XXX Technology in Mathematics Education 3
- MAE 6XXX Seminar in Mathematics Education 3
- MAE 6899 Seminar in Teaching Mathematics 3

### Science Education

- SCE 7746 Teaching Theory and Research in Science Education 3
- SCE 7XXX Design of Postsecondary Science Curriculum 3
- SCE 7XXX Assessment in Science Teaching and Learning 3
- SCE 7864 Science, Technology and Society 3
- SCE 7935 Special Seminar Professional Writing/Grant Writing in Science Education 3
- SCE 7146 Professional Issues in Science Education 3
- SCE 7942 Internship/Practicum in Science Education 6
- Additional electives 3
- Cognate courses in science approved by adviser 24
Dissertation—24 Semester Hours (minimum)

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

Sample program of study

This sample program of study is presented to show that a full-time traditional student could complete the program in three years. Typically students on fellowship have support for three years. However, we recognize that some students may take more than three years.

Fall Semester 1 (9 SH)
IDS 7501 Issues in Research in Education (3 SH)
Specialization (6 SH)
EDF 6401 if needed

Spring Semester 2 (12 SH)
EDF 7403 Quantitative Foundations of Educational Research (3 SH)
Specialization (6-9 SH)

Summer Semester 3 (9 SH)
EDF 7463 Analysis of Survey, Record, and Other Qualitative Data (3 SH)
Specialization (6 SH)

Fall Semester 4 (9 SH)
EDF 7475 Qualitative Research in Education (3SH)
IDS 7500 Research Seminar in Education (3 SH)
Specialization (6 SH)

Spring Semester 5 (9 SH)
IDS 7939 Research Cluster Seminar or Research Method Elective (3 SH)
IDS 7500 Research Seminar in Education (3 SH)
Specialization (6 SH)

Summer Semester 6 (9 SH)
IDS 7502 Case Studies in Educational Research Design (3 SH)
Additional Research Methods (3 SH)
Specialization (3 SH)

Fall Semester 7 (12 SH-or variable) It is expected that students would complete the comprehensive exam in late spring or summer of year 2. It is also expected that students will develop their committees and hold their formal dissertation proposal meeting by summer year 2 and early fall year three.
3. DISSERTATION INFORMATION

Dissertation

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 and can be found at:  www.graduate.ucf.edu.

Selecting a Dissertation Advisor:

Your dissertation advisor may or may not be the same person as your program 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. There are several reasons why your dissertation advisor and program advisor may not be the same person:

1. Your program advisor is not yet qualified to direct dissertations.
2. You and your program advisor do not have the same research interests.
3. You and your program advisor have personality differences, which would make working together on a dissertation a difficult task for both of you.
4. The track you are in may have a system of advisement that does not require a single person to be identified as your program advisor.
5. Your program advisor may not be approved by the department chair or the Ph.D. 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. A faculty member might request that you work with him or her. That information should be shared with your program advisor and with
the Coordinator of the Doctoral Program. The Coordinator will then initiate the Change of Advisor procedure. Changes in advisors must be approved by the Coordinator of the Doctoral Program and the appropriate Department Chair.

**Selecting a Dissertation Committee:**

Once you have a dissertation advisor, you will 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 program track. 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 Ph.D. Program Coordinator.

Your topic choice drives the selection considerably, 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?

Sometimes you 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, he/she provides 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 adviser/committee members:

The role of your chair/adviser is to:

Provide guidance.
Respond to the papers given to read within a reasonable time.
Be reasonably consistent in advice.
Protect the student from unreasonable demands.
Assist the student at those times when the voice of a faculty member advocate is necessary.
Generally aid the student in pursuing the thesis/dissertation project.
Your committee members may serve as experts in specific areas, such as methodology, the topic itself or a part of it, etc. You are the author of your thesis/dissertation, but your committee will guide you in shaping your argument and content. In this sense, a thesis/dissertation is a collaborative work that evolves through discussion over time.

Your responsibilities to the committee:

Perform tasks according to timeline.
Do what you say will be done when promised (or explain why it cannot be done).
Have integrity in research and writing.
Keep in communication by touching base monthly.
Prepare documents for comments.
Follow a method of presentation that effectively uses the adviser’s and committee’s time.
Be reasonable in making demands on the time of the adviser and the committee.
Be open to suggestions and to advice, but also show initiative.

Dissertation Proposal
Your dissertation proposal is a document, which you will share with your committee, which explains what you want to do for your research, why you want to do it, and how you will do it. The proposal is not the first three chapters of your dissertation and should not be written with that thought in mind. The specific form of the proposal will vary at the discretion of the student and advisor. Typically the proposal will address the rational for the study, including statement of the problem, significance, research question, hypothesis, procedures, instrumentation, and data analysis. It is important to work closely with your dissertation advisor on specifics regarding your proposal.  Please be advised that although some of the proposal is written as part of course work in IDS 7502, you must speak with your dissertation advisor regarding proposal requirements specific to your track.

When you and your advisor decide that you are ready to present your proposal to your committee, he/she will work with you to find a time and place for your proposal presentation. Schedule a two-hour block of time for presentation. You should assume the responsibility for finding a convenient time for your committee to meet. You can secure a room for the meeting by working with the Doctoral Studies office and or your program Liaison in the office suites.

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 Doctoral Studies Office.

Institutional Review Board Proposal (IRB)

All dissertations that use research involving human subjects, including surveys, must obtain approval from the IRB. Permissions must be granted prior to starting the research. Failure to obtain proper approval could jeopardize receipt of the student’s degree. Visit the Office of Research at the University of Central Florida at www.research.ucf.edu And follow the Compliance link for the Online IRB Training Program.

Dissertation Registration

After you have competed your comprehensive exam and are admitted to candidacy, you must continue to enroll for at least three semester hours of dissertation credit.  Post candidacy
enrollment is allowed for a maximum of 4 years. See Doctoral Program Policies section in the Graduate Catalog for dissertation registration.

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. Graduate students can obtain the manual from [www.graduate.ucf.edu](http://www.graduate.ucf.edu) > Current Students > Thesis & Dissertation.

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

Dissertation students submit their dissertations electronically. Electronic thesis/dissertation (ETD) submissions will be archived by the UCF library in digital format and will be more widely accessible. In addition, students will have the opportunity to use video and audio clips as well as other formats that may be appropriate for their field of study. The current web page for the thesis and dissertation gateway is: [http://www.graduate.ucf.edu/sitemap/index.cfm?RsrcID=55&SubCatID=144](http://www.graduate.ucf.edu/sitemap/index.cfm?RsrcID=55&SubCatID=144) It is strongly recommended that students visit this site as they begin work on their dissertation.

All dissertations that use research involving human subjects, including surveys, must obtain approval from an independent board, the Institutional Review Board (IRB), for this prior to starting the research. Graduate students and the faculty that supervise them are required to attend training on IRB policies, 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. Information about this process can be obtained from the Office of Research ([http://www.research.ucf.edu](http://www.research.ucf.edu)). Click on "Compliance" and the IRB Policy and Procedures Manual is available. In addition, should the nature of the research or the faculty supervision change since the IRB approval was obtained, then
new IRB approval must be sought. Failure to obtain this prior approval could jeopardize receipt of the student's degree.

Students who wish to complete their degree requirements in a given semester must take their oral defense and turn in their final unbound copies to UCF Graduate Studies by the dates shown in the Academic Calendar. Doctoral students also must provide their electronic copy for microfilming by University Microfilms International (UMI). The editor will send dissertations to UMI, with the student's completed UMI form and microfilming fee.

Students who wish to complete their degree requirements in a given semester must take their oral defense and turn in their final unbound copies to the Thesis and Publications Editor in Graduate Studies by the dates shown in the Graduate Catalog. Doctoral students also must provide one unbound copy for microfilming by University Microfilms International (UMI). The Editor will send dissertations to UMI, with the student’s completed UMI form and microfilming fee.

**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. Therefore it is critical to plan each step so you will meet all deadlines, including filing the Intent To Graduate Form (see University catalog for deadline for filing).

Once you have completed the writing of your dissertation and feel that it is in its final form, submit copies of it to each of the members of your committee and to the dissertation examiner. (In fact, it is a great idea to be sure and work with your advisor/chair on a regular basis submitting sections of
your work as you write, getting feedback and making revisions as you go. Your chair may want you to submit chapters on a regular basis to committee members for feedback as well.)

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.** So, 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 Doctoral Studies Office. Please see Virenda Barbour. You are responsible for knowing and honoring all deadlines. Deadlines cannot be waived.

The day of your defense make sure you have signature form in the approved format present at the defense.

Be sure to check the Graduate Office web site for information on formatting, editing and transmitting your dissertation.

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.

**Timelines**

It may seem that there is a great deal of emphasis here on meeting deadlines, but it is extremely important that you do not get caught in a time-bind which can prevent you from graduating. It is also critical that the committee members and the examiner have ample time to devote to reading your dissertation which you have spent so much of your time and effort producing. All of us want it to be a work which will reflect well on our collective academic efforts. If you have questions, check with the Coordinator of the Ph.D. Program or with the Doctoral Studies Office.
The timelines presented in the table on the next page represent minimal time frames which must be met to be eligible to graduate in a given semester.

**Overview of Process**

The process of writing a thesis or dissertation consists of pre-thesis or pre-dissertation activities (courses, readings, etc); selection and definition of a topic (30%); research and analysis (35%); writing, revising, editing, and proofreading (35%); and acceptance by your committee.

**Selecting a Topic**

**Step 1**
- Think about general areas you are interested in.
- Try to move from these general areas to specific topics.
- Begin building a file of research ideas.

**Step 2**
- Review award-winning dissertations in your field or related fields.
- Review recent dissertations in your field at various universities.
- Ask your advisor or other faculty to recommend theses/dissertations for you to review.
- Remember to ask them why they think these projects are good examples for you.

**Step 3**
- Is there a need for research?
- Is the topic amenable to research methods?
- Can I finish it in a reasonable time?
- What possible outcomes of the research can I predict?
- Do I have the capabilities and interest to complete it?
- Does it offer room for professional development later?
- Does it make a contribution?
- Will the topic be acceptable to my adviser/committee?

**Step 4**
- Plan a search strategy for your selected topics(s). (See your advisor or librarian for help.)
• Define and redefine your topic(s) as completely as possible.

Preparing a Proposal

The proposal document varies by college and by department. In general, it includes:

• Problem, hypothesis, or question
• Importance of research (why it is worthy of research)
• Significant prior research
• Possible research approach or methodology
• Potential outcomes of research and importance of each.

Organizing a dissertation

The thesis/dissertation varies by college and by department. In general, it includes:

• Introduction
• Review of research/literature
• Research methodology
• Results
• Analysis of results & Summary and Implications


Budgeting your time

Determine how many hours per day/week and the times of the day you are available to work on your thesis/dissertation.
Determine where you will work and organize your work area(s). 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 or purchasing a commercial citation packet (APA for example).
Review your past work and note areas in project management in which you can improve. 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.
Prepare a more detailed schedule for each major part of the dissertation.
Decide whether to delegate any of the tasks (for example: editing, proofreading, word processing, copying, research, preparation of figures).
Consider possible problems (lost work, unforeseen data, delays of reviews, faculty gone/unavailable, family events, holidays, etc) and how you might avoid or remedy them. Ask your adviser to review your plan and provide suggestions.
Evaluate your plan as you use it; revise it when necessary.
Questions/Problems

- Talk with your adviser about topic.
- Talk with your graduate coordinator regarding registering for hours/forms.
- Talk with other graduate students.
- Learn to adapt your work in the least time-consuming way.
- Accept that unavoidable delays occur, and revise your plan accordingly.

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 (100% cotton, 20 lb., white, watermarked). 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 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.

The Graduate Studies Office at UCF created the Thesis and Publications Office to offer support to graduate students working on a thesis or dissertation. They review your dissertation manuscript to be certain it meets UCF formatting requirements and they assist you in submitting your final copies for the UCF Library and UMI (for doctoral students only).

Office of Graduate Studies, University of Central Florida, Copyright © 2000
Millican Hall, Suite 230
PO Box 160112, Orlando, FL 32816-0112
Telephone: 407-823-2766
Fax: 407-823-6442

The online workshop offers information and some helpful tips to help students finish the dissertation process.
http://www.gsa.graduate.ucf.edu/
http://www.graduate.ucf.edu/pagegen/index.cfm?PageID=152


4. **Faculty Information**

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| **Secondary/Postsecondary**    |
| Education & Training          |
| Aldrin Sweeney                 |
| Susan Wegman                   |

| **K-12 (Art, Music, PE, Foreign Lang, Media)** |
| Tom Brewer                      |
| Patricia Higginbotham           |
| Judy Lee                        |
| Debby Mitchell                  |
| Mary Palmer                     |
| Karen Verkler                   |

| **Educational Studies**        |
| **Social & Psychological Studies** |
| Kay Allen                      |
| Michelle Gill                  |
| Randy Hewitt                   |
| Judith Luckett                 |
| Susan Lynch                    |
| Jeanne Miller                  |
Curriculum Studies
David Boote
Larry Holt
Cyndee Hutchinson
Jeffrey Kaplan
Jennie Loudermilk

CHILD, FAMILY AND COMMUNITY SCIENCES

Communicative Sciences and Disorders
Sally Ann Geiss
Jamie Schwartz
Jennifer Kent-Walsh
Charlotte Harvey
Linda Rosa-Lugo
Jane Lieberman
Kenyatta Rivers
Chad Nye
Wayne Secord

Counselor Education
Kent Butler
Andrew P. Daire
Grant Hayes
Shea Hughes-Brand
K. Dayle Jones
Glenn Lambie
Mike Robinson
Stacy Van Horn
Mark Young

Early Childhood Education
Lynn Hartle
Ann Culp
Rex Culp

Exceptional Education
Maria Blanes
Lee Cross
Lisa Dieker
Dan Ezell
Rebecca Hines
Mary Little
Suzanne Martin
Kevin Miller
5. 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. 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. Under these circumstances, students will lose the option of fulfilling degree requirements under earlier catalogs. 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 as well as 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 during the first two semesters of study. It is highly recommended that students maintain full-time study for the duration of their degree program. "Full-time" for doctoral programs in Education is defined as being enrolled for a minimum of nine hours per semester, and a minimum of six hours in the summer. In the first semester student must enroll in IDS7501.

**Admission to Candidacy**

Before students can enroll in dissertation hours, they must have successfully completed their comprehensive examination and have the results reported to the doctoral program office in the College of Education (Leah Mitchell). This can be done via a letter from the advisor detailing time and date of the written and oral examination and those present at the oral exam indicating a grade for the examination or the student can have committee sign the comprehensive exam report form contained in this manual.

**Status as Candidate**
Students must continue to enroll for at least three semester hours of dissertation credit each semester after attaining candidacy status until the oral defense of the dissertation has been successful. Post-candidacy enrollment is allowed for a maximum of four years, subject to the seven-year time limitation.

Candidacy

To enter candidacy for the Ph.D., students must have an overall 3.0 GPA on all graduate work included in the planned program and pass all comprehensive examinations.

Candidacy Examinations

Examinations must be completed prior to admission to candidacy. The purpose of the Candidacy/Comprehensive Examination is for the student to demonstrate knowledge of the field, including theory, bibliography, and research methodology. Examinations will be scheduled by the student and major adviser. The Associate Dean for Graduate Studies (Doctoral Studies Office) must be notified of the date and location of the exam 30 days in advance. All Ph.D. candidates will be required to complete two examinations:
8-hour written examination
3-hour oral examination
Students must be enrolled in the university during the semester an examination is taken. The exact format of the examination will be determined by the student’s committee and by faculty in that track.

Degree Requirements

Prerequisites

Master's degree in education, or related field, with an emphasis related to one of the eight tracks in the Ph.D. program:

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 awarded by an accredited institution toward a master's degree and post-master's degree work. The transfer credit 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 as a post-baccalaureate student is treated the same as transfer credit in determining number of hours that can be brought into the doctoral program. (not to exceed 30 hours)

6. PROGRESS THROUGH THE PROGRAM

GPA in Program of Study
A graduate student’s GPA shall be calculated on all courses taken in the graduate program. A minimum 3.0 GPA is required to maintain graduate student status and qualify for graduation.
* In any term where the GPA drops below 3.0 students will be changed to probationary 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.
Individual tracks may have specific requirements with regard to academic status within the track, please see your advisor or consult the track policy manual supplement.
* If a student wishes to appeal a change in status, an appeal should be filed with the graduate program coordinator for any academic issues with regard to track requirements. For other academic status issues you may wish to consult: http://www.graduatestudies.ucf.edu/ >formsnfiles> Graduate Petition Form

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. Additionally, some tracks may have qualifying courses in which a grade of “C” is unsatisfactory for continuation in the Ph.D. in Education track. In such instances, the student will be reverted to non-degree status, see track supplements or consult your advisor.

**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 revert 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 revert 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**
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Requests for consideration of exceptions to procedures or rules established within the tracks should be made in writing to the Ph.D. program coordinator. A Graduate Petition Form should be used for this request. The Ph.D. program coordinator may ask the Ph.D. committee to examine the necessary information and recommend a response to the petition. The Ph.D. program coordinator will recommend to the Associate Dean whether the petition should be granted. If the exception is solely to a Ph.D. in Education or track policy or rule, the petition will not have to be considered further. Should the student wish to appeal the decision, the student may request in writing to the Associate Dean of Graduate Studies in the college to ask the graduate standards and curriculum committee to hear the appeal.

If the petition requires an exception to a university policy or rule, the student or college will request in writing that an exception be made at the university level. The Vice Provost and Dean of Graduate Studies may ask the Graduate Council to examine the petition at the request of the college or student once the college has made its recommendation. The Vice Provost and Dean of Graduate Studies will determine whether or not the exception should be granted. The Provost and Vice President for Academic Affairs is the final authority on whether exceptions to university policies will be made.

7. **COLLEGE ADMINISTRATION**

   Dean: Sandra L. Robinson, Ph. D.
   Executive Associate Dean: Jennifer M. Platt, Ph. D.
   Associate Dean for Research: Rex Culp, Ph. D.
   Associate Dean for Graduate Studies: B. Grant Hayes, Ph. D.

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: gradaid@mail.ucf.edu

Student Financial Assistance Office
(MH 120) — 407-823-2827; website: http://finaid.ucf.edu

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. All applicants are considered for Graduate Fellowships when their application to the graduate program is complete. Some fellowships are awarded before the final application deadline. It can be noted that deadlines include the date of December 20th for best consideration for fellowships.
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.

Students hired as graduate teaching assistants must complete the University of Central Florida’s graduate assistants training program and the Legal Module prior to assuming the role of Graduate Teaching Assistant. For Ph. D. students entering in the fall semester, there is a training program that takes place the week before classes begin. International students, for which English is a second language, must demonstrate proficiency through examination administered through the Graduate Office.

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

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://studentaid.ed.gov/PORTALSWebApp/students/english/fafsa.jsp](http://studentaid.ed.gov/PORTALSWebApp/students/english/fafsa.jsp). 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 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 three hours 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”.

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.

**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.

Students are encouraged to refer to the following website for additional financial aid information: http://www.graduate.ucf.edu/sitemap/index.cfm?RsrcID=55&SubCatID=143

9. REGISTRATION

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 is normally held immediately after the midterm of the current semester for the next semester. 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. Spring Advanced Registration is held following midterm for the fall semester. Summer and fall Advanced Registrations are held concurrently immediately following the midterm of the spring 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 www.my.ucf.edu. You will need to enter a student identification
number and also a PIN code. There is a help page when you access MyUCF that will help you to obtain the correct PID and NID.

Schedule of Classes

Available on-line at 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. Health forms are sent and processed at the University of Central Florida Student Health Center. Registration information will be 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 PIN codes. 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 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.

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).

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 stating they are not taking courses toward a graduate degree.

**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.

**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).

Fee Invoices are available on POLARIS, 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 to present documented proof of immunity to measles (rubella). All students UNDER the age of 40 to present documented proof of immunity to rubella (German measles). All students (REGARDLESS OF AGE) 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 must present their picture identification card and sign the withdrawal form in the Registrar’s Office, MH 161.

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.

**10. 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, http://www.ucf.edu.

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.

11. **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

12. **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/

13. **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.

14. **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. [www.graduate.ucf.edu](http://www.graduate.ucf.edu)

15. **REQUIRED PROGRAM FORMS**

Please see your advisor for any additional appropriate forms

16. **ADDITIONAL PROGRAM REQUIREMENTS**

It should be noted that individual tracks might have additional requirements. These must be written out and contained in a supplemental student handbook for that program track. In the absence of a supplemental handbook the requirements listed in the university catalog and this handbook are considered to be definitive. Supplemental handbooks must be in accordance with overall policies and may not run counter to explicit statements contained herein.
DOCTORAL DISSERTATION COMMITTEE APPOINTMENTS

Name__________________________________________________ Date_____________

SS#_______________________  Program Track_____________Code____________

Dissertation Topic:_________________________________________________________________

________________________________________________________

Committee Members: For doctoral students, the committee must consist of a minimum of three members from the college; one member from outside the track. COE committee members must be provisional, associate, or full members of the graduate faculty.

Department Chair approval:

1. _______________________________________________ Committee Chair _____
2. _______________________________________________ College of Education _____
3. _______________________________________________ College of Education _____
4. _______________________________________________ College of Education _____
5. _______________________________________________ Outside Program Track_____  

Committee approved by:

_________________________________________________  ___________________
Advisor          Date

_________________________________________________  ____________________
Ph.D. Program Coordinator          Date

_________________________________________________  ____________________
Associate Dean for Graduate Studies          Date

University of Central Florida          Ph.D. in Education          College of Education
APPLICATION FOR DOCTORAL EXAM

Date of Exam___________________  Today’s Date___________________
Name__________________________  SSN___________________________
Address________________________  Home Phone____________________
                                Work Phone_____________________
Ph.D. Program Track   ____Communicative Disorders
                     ____Counselor Education
                     ____Elementary Education
                     ____Exceptional Education
                     ____Hospitality Education
                     ____Instructional Technology
                     ____Mathematics Education
Required Exams   ____Written Exam
                    ____Oral Exam
Writing Preference   ____Handwritten  ____Macintosh  ____PC

Applicant Signature     Date
                      ________________________    __________
Advisor Signature      Date
                      ________________________    __________
Ph.D. Program Coordinator   Date
                      ________________________
COMPLETION OF COMPREHENSIVE EXAMINATIONS

Name _________________________________________________

SS# or PID ___________________ College of Education Code 02

Track _____________________________________ Code __________

This student is hereby certified as having passed both the written and oral comprehensive examinations and pending successful submission of an approved prospectus to the dissertation committee is eligible for admission to candidacy.

Signatures of Examination Committee

Chair ________________________________

Member ______________________________

Member ______________________________

Member ______________________________

Member ______________________________

Written Examination Passed ________________

Oral Examination Passed ________________

______________________________________ Date __________________

Signature Ph.D. Program Coordinator
DISSERTATION PROPOSAL APPROVAL
Permission to Continue with Dissertation

Date_________________

Name___________________________________________________________________________

SSN____________________________________  College of Education  Code ___

Program Track______________________________  Code_____  Degree PH.D.

Title of Dissertation________________________________________________________________________________

This student is hereby certified as having met all requirements to continue dissertation research.

Date admitted to Candidacy ______________________

Committee Member

Committee Member

Committee Member

Committee Member (Outside Track)

Dissertation Advisor

Filed in Graduate Admissions Office and Doctoral Studies Office  Date

Ph.D. Program Coordinator  Date
DOCTORAL DISSERTATION COMMITTEE CHANGE FORM

Name__________________________________________________ Date______________

SS#_______________________  Program Track_____________________________

Dissertation Topic:______________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Committee Members: This form is to indicate change(s) to the appointed committee that affect the members. Please initial beside your name to indicate you acknowledge the change(s) of the committee.

_____ Change in Committee Effects Institutional Review Board.
_____ Change in Committee Does Not Effect Institutional Review Board.

_____ Change in Advisor
_____ Committee Member Addition
_____ Committee Member Removal

Department Chair approval:
(Please initial beside the persons' name to indicate your approval of this assignment)

1. _______________________________________________ Committee Chair _____
2. _______________________________________________ College of Education _____
3. _______________________________________________ College of Education _____
4. _______________________________________________ College of Education _____
5. _______________________________________________ Outside Program Track_____  
Committee approved by:

Advisor ___________________________________________ Date __________________

_________________________________________________ Date __________________

Ph.D. Program Coordinator  Date

_________________________________________________ Date __________________

Associate Dean for Graduate Studies
I, __________________________________________, have read this Doctoral Student Handbook. I agree to abide by the policies, procedures stated in this handbook.

__________________________________________ _____________
Student Signature
### Plan of Study

**MAJOR** COUNSELOR EDUCATION  
**CODE** ____  
**DEGREE** Ph.D.

This GS-4 is a(n): INITIAL ___ REVISION ___ FINAL ___ (w/grades for cert)  
Entry date:_____

**STUDENTS NAME:** ____________________  
**SS#** ____________________

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**Area I Total_____**

**Area II. EDUCATION CORE (24 hrs)**
- IDS 7501 Issues and Research in Education ____ 3 ___
- IDS 7939 or Research Methods Elective ____ 3 ___
- IDS 7502 Case Studies in Educational Res. ____ 3 ___
- EDF 7463 Analysis of Survey ____ 3 ___
- EDF 7403 Quant. Fen. of Ed. Res. ____ 3 ___
- EDF 7475 Qual. Res. in Ed. ____ 3 ___
- IDS 7500 Research Seminar in Education ____ 6 ___
- Additional Courses
- Additional Courses
- Additional Courses

**Area II Total_____**

**Area III. SPECIALIZATION (51min hrs)**

#### A. Required Courses
- MHS 7901 Advanced Practicum ____ 3 ___
- MHS 7400 Advanced Theory of Coun. ____ 3 ___
- MHS 6510 Advanced Group Counseling ____ 3 ___
- MHS 7700 Professional Issues in Co. Ed. ____ 3 ___
- MHS 7311 Appl. of Technology in Co. Ed. ____ 3 ___
- MHS 7340 Advanced Career Development ____ 3 ___
- MHS 7611 Theory of Supervision-Co. Ed. ____ 3 ___
- MHS 7808 Practicum – Couns. Supervision ____ 3 ___
- MHS 6221 Ind. Psychoed. Testing II ____ 3 ___
- MHS 7840 Counselor Education Internship ____ 6 ___
- MHS 7730 Research Sem. in Counselor Ed. ____ 3 ___
- Additional Courses
- Additional Courses
- Additional Courses

**Specialization Courses in Counseling**

| | | | | |
| | | | | |

**Total Credits: 51**
### Transfer Courses

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Area IV DISSEMINATION (24 min hrs)

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### Area IV Total

**Total Hours**

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All transfer hours from Masters degree, post-baccalaureate, and graduate work from other universities (total not to exceed 30 hours) must be listed.

+**Indicators provided as follows:**
  - M = Masters degree courses/post masters
  - B = Post-baccalaureate courses
  - T = Transferred from another university
### Plan of Study

**Major:** Elementary Education  
**Code:** ___  
**Degree:** Ph.D.

This GS-4 is a(n): INITIAL ___ REVISION ___ FINAL ___ (w/grades for cert)  
**Entry date:**

**Students Name:** ___________________  
**SS#** ___________________

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**Area II. EDUCATION CORE (24 hrs)**

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**Area II Total**

**Area III. SPECIALIZATION (51min hrs)**

**Required Courses**

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**Area III Total**

**B. Specialization Courses**

Four additional courses (12 SH) in one or more areas including: Science Education, Literacy Education., Technology Education, or Arts Education with one course from outside the college in a related field of study.

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<th>Course Title</th>
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51
### Additional Courses

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### Transfer Courses

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Area IV, DISSERTATION (24 min hrs)

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### Area IV Total

Total Hours

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* All transfer hours from Masters degree, post-baccalaureate, and graduate work from other universities (total not to exceed 30 hours) must be listed.

+ **Indicators provided as follows:**
  - M = Masters degree courses/post masters
  - B = Post-baccalaureate courses
  - T = Transferred from another university

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52
### Exceptional Education

**Plan of Study**

**MAJOR** Exceptional Education  **CODE**  **DEGREE** Ph.D.

This GS-4 is a(n): INITIAL ___ REVISION___ FINAL ___ (w/grades for cert)  Entry date:______

STUDENTS NAME: __________________________  SS# __________________________

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+ Indicators provided as follows:
  - M = Masters degree courses/post masters
  - B = Post-baccalaureate courses
  - T = Transferred from another university
### Plan of Study*

**MAJOR** Science Education  
**CODE** ____  
**DEGREE** Ph.D.

This GS-4 is a(n): INITIAL ____  REVISION ____  FINAL ____ (w/grades for cert)  
**Entry date:**______

**STUDENTS NAME:** ___________________________  
**SS#** ___________________________

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**Area I Total______**

3

Cognate courses in science approved by adviser

**Area II. EDUCATION CORE (24 hrs)**

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**Area II Total______**

**Area III. SPECIALIZATION (51 min hrs)**

**B. Required Courses**

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55
### C. Cognate Courses in Science

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### Transfer Courses

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**Area III Total**

### Area IV. DISSERTATION (24 min hrs)

PET 7980 Dissertation |   |   |   |   |
PET 7980 Dissertation |   |   |   |   |
PET 7980 Dissertation |   |   |   |   |
Additional Courses    |   |   |   |   |
Additional Courses    |   |   |   |   |
Additional Courses    |   |   |   |   |

**Area IV Total**

**Total Hours** ______

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All transfer hours from Masters degree, post-baccalaureate, and graduate work from other universities (total not to exceed 30 hours) must be listed.

**Indicators provided as follows:**
- **M** = Masters degree courses/post masters
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Plan of Study*  MAJOR Instructional Technology CODE ___  DEGREE Ph.D.

This GS-4 is a(n): INITIAL __ REVISION ___ FINAL ___ (w/grades for cert) Entry date: ______

STUDENTS NAME: _________________________  SS# __________________________

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Area I Total______

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Area II Total______

Area III. SPECIALIZATION (XX min hrs)

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  T = Transferred from another university
Plan of Study* MAJOR Math Education CODE ___ DEGREE Ph.D.

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| Area II | EDUCATION CORE (24 hrs)            |       |         |         |                  |       |                          |
| IDS 7501 | Issues and Research in Education |       | 3       |         |                  |       |                          |
| IDS 7939 | or Research Methods Elective      |       | 2       |         |                  |       |                          |
| IDS 7502 | Case Studies in Educational Res.  |       | 3       |         |                  |       |                          |
| EDF 7463 | Analysis of Survey               |       | 3       |         |                  |       |                          |
| EDF 7403 | Quant. Fen. of Ed. Res.          |       | 3       |         |                  |       |                          |
| EDF 7475 | Qual. Res. in Ed.                |       | 3       |         |                  |       |                          |
| IDS 7500 | Research Seminar in Education    |       | 6       |         |                  |       |                          |
| Additional Courses |                     |       |         |         |                  |       |                          |
| Additional Courses |                     |       |         |         |                  |       |                          |
| Additional Courses |                     |       |         |         |                  |       |                          |
| Area II Total |                           |       |         |         |                  |       |                          |

| Area III | SPECIALIZATION (51 min hrs)      |       |         |         |                  |       |                          |
| A. Required Courses |                     |       |         |         |                  |       |                          |
| History of Mathematics Education |   3 |         |         |                  |       |                          |
| Seminar Research in Mathematics Education | 3 |         |         |                  |       |                          |
| Mathematics Education Internship |       |         |         |                  |       |                          |
| Technology in Mathematics Education | 3 |         |         |                  |       |                          |
| Seminar in Mathematics Ed |       |         |         |                  |       |                          |
| Practicum in Mathematics Education | 3 |         |         |                  |       |                          |
| Electives |                     |       |         |         |                  |       |                          |
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| Additional Courses |                     |       |         |         |                  |       |                          |
| Additional Courses |                     |       |         |         |                  |       |                          |
| D. Specialization Courses in Math |                     |       |         |         |                  |       |                          |

| Additional Courses |                     |       |         |         |                  |       |                          |

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**Student Signature**

**Date**

**Doctoral Program Coordinator/Dept.**

**Date**

**Advisor**

**Date**

**Acknowledgement by OGS**

**Date**

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- **M** = Masters degree courses/post masters
- **B** = Post-baccalaureate courses
- **T** = Transferred from another university
Seminar in Educational Research
IDS 7500
Contract

Name:
Phone:
Email address:
Program Track:
Mentor Professor For Research Project:
Research Title or Topic:

Brief Description of the Project:

Description of Students Involvement in the Project:

Student Learning Objectives  for the Project:

Research Activities in which the student will be engaged:

__________________________________________  __________________________
Student Signature                        Faculty

__________________________________________  __________________________
Ph.D. Program Coordinator               Date
Seminar in Educational Research
IDS 7500
Report Form

Name:
Phone:
Email address:
Program Track:
Mentor Professor For Research Project:
Note: Please have your Mentor email a recommended Grade for your work on the project.
Research Title or Topic:

Brief Description of the Project:

Description of Your Involvement in the Project:

Use additional pages as needed
Briefly Identify research knowledge and/or skill you learned or utilized as a part of this project: These could include such things as completing the Modules on the IRB site. Completing an IRB, research design, coding, SPSS, grant writing, developing a survey, writing a research manuscript, etc.:

Please write a brief reflection on your experience addressing your personal reactions to the experience and the learning and how you feel the experience will aid you in future research.

Please send to Mike Robinson erobinso@mail.ucf.edu
407-823-3819
Education 322N
Cluster Research Seminar
IDS 7938
Contract

Name:
Phone:
Email address:
Program Track:
Mentor Professors For Research Project:
ProfessorName_________________________ Field__________________
ProfessorName_________________________ Field__________________
ProfessorName_________________________ Field__________________
ProfessorName_________________________ Field__________________
Research Title or Topic:

Brief Description of the Project: Please include a description of how the nature of the study is interdisciplinary.

Description of Students Involvement in the Project:

Student Learning Objectives for the Project:

Research Activities in which the student will be engaged:

__________________________________________  ________________
Student Signature                     Date

__________________________________________  ________________
Ph.D. Program Coordinator             Date
Name:  
Phone:  
Email address:  
Program Track:  
Mentor Professors For Research Project: Note Please have Mentors email a recommended Grade for your work on the Project


Research Title or Topic:  

Brief Description of the Project:  

Description of Your Involvement in the Project:  

Use additional pages as needed  

Briefly Identify research knowledge and/or skill you learned or utilized as a part of this project: These could include such things as completing the Modules on the IRB site. Completing an IRB, research design, coding, SPSS, grant writing, developing a survey, writing a research manuscript, etc.:
Please write a brief reflection on your experience addressing your personal reactions to the experience and the learning and how you feel the experience will aid you in future research. Please address the interdisciplinary nature of the project and how this differed from the IDS 7500.

Please send to Mike Robinson erobinso@mail.ucf.edu
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Education 322P