UNIVERSITY OF CENTRAL FLORIDA

Business Administration MBA, Evening Track Graduate Program Handbook

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Table of Contents

Business Administration MBA, Evening Track

Together, the Graduate Student Handbook and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- Academic Honesty
- Academic Integrity Training - Open to all graduate students at no cost
- Plagiarism

Introduction

Welcome to UCF's MBA program! You have made a wise decision regarding your education and career by joining our program. Our mission is to provide the highest quality professional and executive education to working professionals who want to improve their career options and meet the evolving needs of the business community.

I am confident that your time invested in the MBA program and its faculty will enable you to achieve your career and personal goals. Thank you again for making this wise choice and joining our team.

Sincerely,

Bob Porter, PhD, Executive Academic Director
UCF Executive Development Center/Graduate Programs

Getting Started

Many of the tools to get started in your program, as well as tools that you will continue to use throughout your program can be accessed from the UCF Home Page (ucf.edu/); namely myUCF, KnightsEmail and Webcourses. Below you will find information on how to access each area.

UCF NID and UCF ID

As a UCF student you are assigned two unique identifiers, your NID and your UCF ID. It is important to understand the difference between these two identities and when each is to be used. NID (Network ID): Your NID is formed from combining the first two letters of your first name with unique random numbers and is assigned when you are first entered into the UCF system. Your NID is yours for life and will never be assigned to another individual. Your NID is used for logging on and gaining access to many University systems such as:

- The my.ucf.edu portal
- The UCF_WPA2 wireless network

Your NID serves no other purpose than to authenticate you into UCF systems. However, it is very important that your NID not be shared and that the password be kept secure as anyone that gains access using your NID will have access to your data within the UCF system.

To lookup your NID go to myid.ucf.edu and click on "." The box below will appear. Follow the instructions.

NID Password: Once you have your NID, go to myid.ucf.edu and click on "CHANGE YOUR NID PASSWORD." The box below will appear. Follow the instructions. This is also where you go to reset your NID password.

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

If you have difficulty using the self-service tools or have additional questions, you can contact the UCF Service Desk at 407-823-5117 or email at servicedesk@ucf.edu.

Getting Locked Out

Be sure to log off of all secondary devices (smartphones, iPads, laptops, etc.) and sign out of all services (email, wireless, etc.) that are using your NID and NID password before you change it. If those devices or services keep trying the old password, your NID account will become locked. If your NID is locked, change the password on devices that store it and then sign out of all devices and services. Wait 20 minutes and then attempt to sign back in. If you find the account is still locking up, contact the UCF Service Desk at 407-823-5117 for further assistance.

UCF ID

Your UCFID is a unique random number that is assigned when you first enter the UCF system. Like the NID, your UCFID is yours for life and will never be assigned to another individual.

Your UCFID is your primary identification number within the UCF system. This number is associated with your student record that contains your personal information as well as things like grades and class schedule. Your UCFID IS NOT used to log on to the portal or any other system at UCF, it is used only to identify you within the system.

Your UCFID number is printed on the front of your newly assigned UCF student ID card. If you do not know your UCFID, please follow these steps:

- Go to my.ucf.edu.
- Sign on using your NID and NID password.
- Go to Student Self Service > Personal Information > UCFID Info.
- Your UCFID, NID and UCF ID Card # information will be displayed.

Knights Email

Knights Email is the required email system used by all students at UCF. It is the only way UCF will communicate with students on official university business including financial aid, student accounts, and academic notifications such as probation, graduation, and diplomas; so it is very important to check Knights email frequently.

The UCF Knights Email site (knightsemail.ucf.edu) is where students go to create a Knights Email account, lookup their account information, do a password reset or learn more about their Knights Email account. Once it is set up you can access your Knights Email through the UCF homepage, my.ucf.edu, or knightsemail.ucf.edu.

Honor Your Knighthood

As a new UCF student you are required to complete "Honor Your Knighthood," four online modules that address Academic Integrity, Alcohol Education, Not Anymore (sexual consent), and Hazing Prevention.

Each module has a unique access date (when the module is available to take) and a unique deadline date for completion. We encourage the completion of these four (4) individual modules prior to the designated deadlines for each module. Failure to complete each of these modules by the deadlines will result in a HOLD on the student's account, which will prevent registration for future semesters. Access and deadlines dates for the current term are located at honor.sdes.ucf.edu/integrity.

Please visit the Honor Your Knighthood website honor.sdes.ucf.edu/ for more information.

Student Accessibility Services

Students who are requesting accommodations for disabilities or other learning differences need to register with the UCF Office of Student Accessibility Services. More information about the services offered and how to register can be found on their website sas.sdes.ucf.edu/ or by calling 407-823-2371. Their office is located on the main campus at 4000 Central Florida Blvd., Ferrell Commons 7F Room 185, Orlando, FL 32816-0161.

myUCF and Student Center

myUCF is an online personalized portal that is accessed with your NID and NID password. This secure site allows you to view your UCF account as well as update some personal information. Through the Student Center, you can view your class schedule and grades, view HOLDS and TO DO LISTS (necessary items that require action), update personal information, pull a fee invoice, pay your tuition, view your Financial Aid status, accept/decline Financial Aid awards, apply for graduation and request official transcripts.

To access myUCF, go to the UCF home page ucf.edu, > UCF SIGN IN > myUCF and sign in using your NID and NID password.

UCF Wi-Fi

- Are you seeing the UCF GUEST and WPA_2 networks available?
    - Yes: Good, you are on the right path.
    - No: Look on the side of your laptop for the switch that turns on Wi-Fi on your computer. Switch to 'on.'
- Do you know your NID and NID password? (NID begins with 2 letters; UCF ID begins with 1 letter)
    - Yes: Go to my.ucf.edu and log in. If your log-in was successful you should be able to connect to WPA_2 network.
    - No: Go to myid.ucf.edu to locate your NID and NID password, or to reset your NID password. Update it via email. THE QUICKEST WAY TO DO THIS IS TO USE THE HARD WIRED COMPUTER IN THE STUDENT LOUNGE instead of trying to do this on your phone. Once it is reset, log into my.ucf.edu/. Now connect to WPA_2 network.
- Once you have your NID/NID password all set up, go to my.ucf.edu/ and set up challenge questions for future NID resets. This is the easiest way to reset your password. You can reset your password at mynid.ucf.edu. NID passwords expire every 60 days, so you will need to reset your password EVERY TWO MONTHS (twice or more a semester).
- If you are still receiving an error message from your computer, try 'clicking through' by selecting connect even if it tells you it's having trouble. Often times it's just the computer making sure you really want to connect. If after all this you still cannot connect to Wi-Fi, then please contact the UCF Service Help Desk at 407-823-5117.

Library

library.ucf.edu/

The UCF Library offers a tremendous amount of resources for research and learning such as academic journals, magazines, and databases. We encourage you to explore and utilize its offerings when doing assignments for courses. The library can be accessed online when on a UCF campus or remotely by using your NID and NID password. Access your UCF library account here: library.ucf.edu/my-account/.

A listing of popular business databases and resources can be found at guides.ucf.edu/Business. Each database holds different types of information. For example, Business Source Premier contains mostly articles, journals, and periodicals information while NetAdvantage contains current industry and business summaries. Be sure to try different options when doing research.

Academic Progress

Grades

The College of Business follows the grading policy established by the College of Graduate Studies. For a full list of grade polices, please refer to the current Graduate Catalog.

The university uses an alphabetic system to identify student grades and other actions regarding student progress. The use of the plus/minus grading system is optional for professors. This system, with a grade point equivalent per semester hour, is as follows:

Grades   Grade Points Per Semester Hour of Credit

Grade	Points
A	4.00
A-	3.75
B+	3.25
B	3.00
B-	2.75
C+	2.25

Grades will be available on myUCF approximately 1-2 weeks after each term ends. Exact dates grades will be available can be found on the UCF Academic Calendar calendar.ucf.edu/.

Academic Standards

- Students are required to maintain a minimum cumulative GPA of 3.0 throughout their program.
- Students are allowed a maximum of 2 "C" grades in their program of study.
- Students who earn a third grade below a "B-" are automatically dismissed from their programs, with no opportunity for a retention plan.
- If a student's cumulative GPA falls below a 3.0, they are placed on Academic Probation and have 9 credit hours to bring their GPA back up to a 3.0. Please note that students may not be eligible for financial aid when placed on Academic Probation. See Financial Aid section of this handbook for more information.
- If the student has not attained a graduate status GPA of 3.0 at the end of the probationary nine credit hours, he/she will be dismissed from the graduate program unless a Conditional Retention Plan is approved by the EDC and the College of Graduate Studies.

For a list of university academic standards and policies, please refer to the current Graduate Catalog list of policies found here catalog.ucf.edu/content.php?catoid=4&navoid=235.

Academic Performance Concerns

For any academic performance concerns always speak with your professor first. If you have any concerns, it is best to bring your concerns to your professor's attention as soon as possible.

For grade disputes, students must follow the UCF Golden Rule procedures briefly outlined below:

1. Discuss grade issue with faculty member to try to reach a resolution.
2. If resolution is not met, grade issued is raised to the EDC Executive Director.
3. If a resolution is still not met, the grade issue is raised to the college Dean.

4. If a resolution is still not met, the student may appeal, in writing, to the Student Academic Appeals Committee.

Full details of grounds for an appeal and timeline requirements are outlined in the UCF Golden Rule student handbook, available at goldenrule.sdes.ucf.edu/, section UCF-5.016 Student Academic Appeals.

Policies

Class Attendance

It is up to the discretion of each faculty member to set class attendance policies. We expect that all of our students will attend and actively participate in every class. However, if you do need to miss a class, please be sure to:

- E-mail your faculty members letting them know of your absence, in advance when possible.
- Let your study team members know as well, asking them to share notes and get handouts for you.
- Strive not to miss more than 2 classes in any given course in a semester.

If an absence should occur on an exam date, it is the student's responsibility to work with faculty to coordinate a make-up exam.

Excessive absences may impact final grades and attendance policies are often included on a course syllabus. If work relocation, family emergencies, or other significant life changes occur during enrollment that will preclude your regular attendance in class, please contact the Graduate Programs Office at cbagrad@bus.ucf.edu as soon as possible to discuss possible options for alternate program or course completion.

Use of Portable Devices

The use of portable devices in class is ultimately at the discretion of the faculty or instructor. The College of Business supports each faculty's decision for what is best in their own course. Below are a few reminders for professional use of portable devices in the classroom.

- Laptops are acceptable for taking notes and participating in course simulations or research. The faculty retains the right to request, at any time, that you close your laptop and refrain from use.
- Cellphones should be turned off or put on silent during class time. If you are expecting an urgent phone call during class, alert the professor in advance that you may need to step outside the classroom to accept the call.
- Voice recording devices should not be used unless permission is obtained in advance from the faculty or instructor. All lectures and course information is considered the intellectual property of the faculty presenting.
- Earbuds or headphone use during class or exams is not allowed.
- Video recording is not allowed unless permission is obtained in advance from the faculty.

Transfer Course Policy

Any credits taken prior to the term of admission to a graduate program and used to satisfy specific program requirements are considered graduate transfer credits. The final decision to accept transfer credit is determined by the Executive Director of the MBA after all other approvals have been obtained. The decision to accept transfer credit is based in part on the type of degree program a student is enrolled in and whether or not the courses are deemed equivalent to what is being offered at UCF.

All transfer credit should be finalized by the end of the second term of program enrollment (based on full-time enrollment), and must be finalized by the end of the term prior to the term of expected graduation.

The University and the College of Business allow a maximum of 9 credits hours for transfer. Only graduate-level or higher courses may be accepted as transfer credits. Only courses with a grade of "B-" or higher are allowed to be transferred into a program of study. Only courses that are no more than seven years old at the time the degree is conferred may be transferred, unless part of an earned graduate or professional degree.

To have a course considered for transfer credit the student must first provide a full course syllabus and official transcripts showing the grade earned. The course syllabus is sent to the appropriate academic department for review and determination if the course is equivalent to the level taught at UCF.

If approved, the request is sent to the Director of Academic Support Services for the Graduate Programs Office for final consideration.

Withdrawal from Your Program

Withdrawing from a program is a serious decision that should be made only after careful consideration of all presented options. If you find yourself in this situation, we require that you contact the Director, Academic Support Services for the Graduate Programs Office to discuss your options. There may be alternatives to simply withdrawing from the program and you need to know all available alternatives before making a final decision. If, after reviewing all your options you decide to withdraw, we require a formal, written notification of withdrawal before the withdrawal can be processed. The formal notification of withdrawal should be sent to cbagrad@bus.ucf.edu.

Alerts

The College of Business follows the lead of the UCF Main campus when deciding to cancel a class due to campus closure. If the UCF Main campus is closed for any reason, an announcement will be posted on the UCF homepage, www.ucf.edu. For regional campus closures, please check with the affiliated regional campus partner's website.

You can sign up to receive alerts from UCF on MyUCF: my.ucf.edu/ via text message or email.

UCF Downtown students:

Follows UCF Main Campus
my.ucf.edu/
407-235-3901

Commencement

A Commencement Ceremony is held on the main UCF campus at the end of each term. Commencement is considered an optional event.

Intent to Graduate: The Intent to Graduate Form serves as your confirmation of commencement attendance and as a request to issue your diploma at the completion of your program.

Rental of Commencement Regalia: The University requires that each student order their rented commencement regalia online. Commencement Regalia fees are not included in your program fees, so plan to pay this separately. After commencement, students will be required to return their rented regalia to the UCF Main Campus Bookstore.

GPA honors such as Magna Cum Laude, Summa Cum Laude, and Cum Laude are not awarded at the graduate level of study at UCF.

Curriculum

Please visit the Graduate Catalog to see the current curriculum for our program.

Timeline for Completion

The Evening MBA is a part-time program. Completion of each course is updated on your Graduate Plan of Study (GPS) as you progress through the program. After each semester please check your GPS at myUCF for accuracy, and notify the Graduate Business Programs Office with any discrepancies. You can email us at cbagrad@bus.ucf.edu.

The Evening MBA professional core courses are offered in the following terms. Classes meet 1 evening per week from 6:00 p.m.-8:50 p.m. in the fall and spring terms for 16 weeks; summer classes meet 2 evenings per week for either 3 hours per night for 8 weeks from 6:00 p.m.-8:50 p.m., or 4 hours per night for 6 weeks from 6:00 p.m.-9:50 p.m.

All Core I courses must be completed prior to Core II courses. The capstone class, MAN 6721, must be taken in the final semester of Core II classes as noted in the course sequence below. Evening MBA students are limited to 6 hours per semester.

Part Time Lockstep MBA Schedule

1st Year of Graduate Training

Fall	Spring	Summer
• ECO 6416 (3) Core I • MAN 6245 (3) Core I	• ECO 6115 (3) Core I • ACG 6425 (3) Core I	• Elective (3)
Semester Total: 6 credit hours	Semester Total: 6 credit hours	Semester Total: 3 credit hours

2nd Year of Graduate Training

Fall	Spring
• BUL 6444 (3) Core I • Elective (3)	• MAR 6466 (3) Core I • Elective (3)
Semester Total: 6 credit hours	Semester Total: 6 credit hours

3rd Year of Graduate Training

Fall	Spring
• MAR 6816 (3) Core II • FIN 6406 (3) Core II	• GEB 6365 (3) Core II • MAN 6721 (3) Core II, Capstone
Semester Total: 6 credit hours	Semester Total: 6 credit hours

Any variance from this course schedule may delay graduation.

Contact Information

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facebook.com/UCFExecutiveDevelopmentCenter/?fref=ts
LinkedIn Group: UCF Executive Development Center
Twitter: @UCFExecEd

Graduate Research

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and (3) disseminate the intellectual property to the general public. Students are responsible for being informed of rules, regulations and policies pertaining to research. Below are some general policies and resources.

Research Policies and Ethics Information: UCF's Office of Research & Commercialization ensures the UCF community complies with local, state and federal regulations that relate to research. For polices including required Institutional Review Board (IRB) approval when conducting research involving human subjects (e.g. surveys), animal research, conflict of interest and general responsible conduct of research, please see their website: research.ucf.edu/ > Compliance.

UCF's Patent and Invention Policy: In most cases, UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the

invention. Please see the current UCF Graduate Catalog for details: ucf.catalog.acalog.com/index.php?catoid=4 > Policies > General Graduate Policies.

Financial Support

Graduate Financials

Students with qualifying assistantships or university-wide fellowships will receive financial packages that include an assistantship or fellowship stipend, tuition remission, and health insurance. Qualifying fellowships are accompanied by tuition waivers. Qualifying assistantships include single appointments of at least .50 FTE (20 hrs/week) or two appointments of at least .25 FTE (10 hrs/week). Tuition remission is in the form of either tuition waivers or tuition payments that cover in-state (resident) tuition. Non-resident students with financial packages are not charged out-of-state tuition or the non-resident financial aid fee.

For additional information about funding for graduate school, please visit graduate.ucf.edu/funding/.

If you are interested in applying for loans or externally funded need-based awards, visit the Office of Student Financial Assistance website at finaid.ucf.edu/ and complete the Free Application for Federal Student Aid (FAFSA), which is available January 1 each year.

Financial Support Requirements

Graduate students must meet certain requirements each term that they receive fellowships or assistantships. In brief, to receive and maintain these types of financial support packages, a student must:

- Maintain good academic standing
- Be enrolled full time

A more detailed description of the financial support requirements can be found in the Financial Information > Financial Support requirements of the current Graduate Catalog at ucf.catalog.acalog.com/index.php?catoid=4.

College of Business Scholarships - Each January, students have the opportunity to apply for a variety of different scholarships offered through the College of Business Administration Dean's Office. Information and applications are posted on the website early in the year at business.ucf.edu/.

Graduate Assistantships

Graduate assistantship appointments offer opportunities for students to engage in research, teaching, and other projects during their graduate study. These are paid appointments that promote the missions of the University. For eligibility, students must be accepted as a graduate student in a degree program and be enrolled full-time.

For more information concerning graduate assistantships, see the Financial Information > Graduate Assistantships section of the current Graduate Catalog at ucf.catalog.acalog.com/index.php?catoid=4 or talk to the Graduate Program Director to learn about specific eligibility and application guidelines.

International Students

For information about the types of employment available to international students, and the requirements and restrictions based on visa type, see the International Services Center's website: global.ucf.edu/ > Students > Employment.

Graduate Student Associations

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit facebook.com/groups/UCFgsa/. For individual department or graduate program organizations, please see program advisor.

Professional Development

The College of Business Administration **Executive Development Center** offers programs that range from broad-based professional development to topic-specific workshops. Distinguished UCF faculty and leading practitioners teach these certificates and non-degree programs that train participants in the areas of branding, finance, leadership, and strategy. For additional information, please visit business.ucf.edu/centers-institutes/executive-development-center/.

Instructor Training and Development

The Faculty Center for Teaching and Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. They offer several programs for the professional development of Graduate Teaching Assistants at UCF.

- **GTA Training** (mandatory for employment as a GTA)
  This training provides information and resources for students who will be instructors in a two-day workshop. The seminars cover a variety of topics, including course development, learning theories, lecturing, and academic freedom. Those interested in additional training can also attend an optional training session that normally follows the mandatory training.
- **Preparing Tomorrow's Faculty Program**
  This certificate program (12-weeks) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided.

For more information: fctl.ucf.edu/ > Events > GTA Programs or call 407/823-3544.

Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers the following free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit graduate.ucf.edu/pathways-to-success/.

Graduate Research Forum

The Graduate Research Forum will feature poster displays representing UCF's diverse colleges and disciplines. It is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster presentation in each category will be given and all participants will receive recognition.

The College of Graduate Studies and the Graduate Student Association invite all UCF students, community, and employers to attend the Graduate Research Forum. For more information, contact researchweek@ucf.edu.

Other

Students should take opportunities to present a poster or a topic of research at a conference. To obtain financial support to present at a conference (other than through your program) or to engage in comparable creative activity at a professional meeting, visit the Graduate Travel Fellowship section at graduate.ucf.edu/.

For grant-proposal writing resources: uwc.cah.ucf.edu/

Job Search

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at career.ucf.edu/.

Forms

- **College of Graduate Studies Forms and References**
  A complete listing of general forms and references for graduate students, with direct links, may be found here.
- **Graduate Petition Form**
  When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- **Traveling Scholar Form**
  If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

Useful Links

- Executive MBA
- College of Business
- College of Graduate Studies
- Academic Calendar
- Bookstore
- Campus Map
- Counseling Center
- Financial Assistance
- Golden Rule Student Handbook
- Graduate Catalog
- Graduate Student Association
- Graduate Student Center
- Housing and Residence Life
- Housing, off campus
- Knights Email
- Learning Online
- Library
- NID Help
- Pathways to Success
- Recreation and Wellness Center
- Shuttles Parking Services
- Student Health Services
- Thesis and Dissertation (ETD)
- UCF Global

- [UCF IT](#)
- [University Writing Center](#)

Grad Faculty

Asterisk = has previous committee experience, which qualifies the person to serve as chair, co-chair or vice chair.

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