



UNIVERSITY OF CENTRAL FLORIDA

# **Business Administration MBA, Evening Track Graduate Program Handbook**

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*Last updated: 2019*

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# 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. We are confident that your time invested in the MBA program and its faculty will enable you to achieve your professional and personal goals.*

*Congratulations again on your wise choice and welcome to our team!*

*Sincerely,*

*Sevil Sönmez, PhD, Associate Dean of Faculty, Research, and Graduate Programs*

*UCF College of Business*

*Darrell Johnson, PhD, Executive Director*

*UCF Executive Development Center*

## 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/](http://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](http://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](http://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](http://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](mailto: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](http://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](http://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](http://my.ucf.edu), or [knightsemail.ucf.edu](http://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](http://honor.sdes.ucf.edu/integrity).

Please visit the Honor Your Knighthood website [honor.sdes.ucf.edu/](http://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/](http://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](http://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](http://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](http://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](http://my.ucf.edu). Now connect to WPA\_2 network.
- Once you have your NID/NID password all set up, go to [my.ucf.edu](http://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](http://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/](http://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/](http://library.ucf.edu/my-account/).

A listing of popular business databases and resources can be found at [guides.ucf.edu/Business](http://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.

## Policies

### Grading Policies and Expectations

Each student's academic progress is reviewed by both the College of Business and the College of Graduate Studies each semester. Students who have not met conditions or restrictions of their admission may be prohibited from further study in the program. Additionally, students who have not performed to academic standards of the program or university will be placed on Probationary Status or Dismissed from the program.

In accordance with the College of Graduate Studies' Policies and with the minimum university standards for satisfactory performance to continue graduate study, the College of Business graduate programs maintain the following requirements for all business graduate students:

- Students must maintain a GPA\* of at least 3.0 or higher in order to maintain regular graduate student status, receive financial assistance, and qualify for graduation.
- Students are not permitted to get more than two "C" grades (C, C+, C-).
- A course in which a student has received an unsatisfactory grade may be repeated; however both grades will be used in computing the GPA. The opportunity to re-take courses is at the discretion of the College of Business.
- A minimum grade of B- is required in the capstone course, MAN 6721 Applied Business Strategy and Policy.
- Students admitted on Restricted Admission due to earning <70% on admission modules must earn a grade of B or higher in all courses in their initial semester.

## Grade Policy comparison Chart

	College of Graduate Studies Grade Policies	College of Business Grade Policies
<b>GPA</b>	3.0 minimum GPA ; <3.0 will be put on Academic Probation	3.0 minimum GPA; <3.0 will be put on Academic Probation
<b>Academic Probation</b>	9 credit hours of Academic Probation	9 credit hours of Academic Probation
<b>“D” and “F” grades</b>	Unsatisfactory grade; Course may be repeated	Unsatisfactory grade; Cause for dismissal
<b>“C” grades</b>	Maximum of 6 credits of “C” grades usable towards degree program	Maximum of 6 credits of “C” grades usable towards degree program; more than 6 credit hours is cause for dismissal
<b>Capstone Course Grade</b>		A minimum grade of B- is required in the capstone course, MAN 6721
<b>Restricted Admission</b>		B grades or higher in all courses in the initial semester for students who earned <70% on admission modules

### Probation and Dismissal Policy and Process

Probationary Status in MBA programs means that the student is at risk (academic, professional, or ethical) within the program. A student cannot graduate from the MBA program while on probationary status.

A student may be placed on Probation if any of the following occur:

- **Academic Probation:** Per College of Graduate Studies’ policy, if the graduate status GPA falls below the required 3.00, the student will have 9 credit hours to bring the GPA above a 3.00 in order to have the Academic Probation removed. Students will receive notice in writing from the College of Graduate Studies.
- **Conduct Probation:** Any minor violation of the aforementioned professional conduct expectations. The severity of violation will be determined by the procedures outlined in the following section.

Conduct Violation Process:

1. If a violation of a conduct policy occurs, it will be reported to the Associate Dean. This will be submitted in writing and shared with the Director of the EDC.
2. MBA Program Director (currently Associate Dean of Faculty, Research, and Graduate Programs) will evaluate the matter and determine an appropriate course of action ranging from written warning to convening the Master’s Program Review Committee (MPRC) for evaluation to immediate dismissal based on the egregiousness of the violation.
3. If the MPRC is convened, member will discuss the student’s academic progress and/or professional conduct when concerns arise and recommend appropriate action based on the severity of violation up to and including program dismissal.

## **A student may be dismissed if any of the following occur:**

The following may be grounds for dismissal from the MBA programs.

- Receiving a “D” or “F” grade in a course listed as a part of the program’s curriculum. The student will be summarily dismissed from the program at that time.
- Failure to achieve  $\geq 3.0$  GPA after 9 credit hours of Academic Probation.
- Receiving more than 6 credit hours of “C” grades. Exceeding this limit is reason for dismissal from the program.
- Students on Restricted Admission due to earning  $< 70\%$  on admission modules that do not achieve a grade of B or higher in all courses in the initial semester will be dismissed.
- Cheating: Which includes plagiarizing of materials from previously published sources or previously submitted course assignments. Students will not discuss the content of written or oral examinations until cleared to do so by the course instructor. See Golden Rule, UCF’s Student Handbook- Rules of Conduct.
- Unprofessional behavior: Behavior that is inconsistent with the aforementioned expected professionalism or failure to correct unprofessional behavior as defined by the MBA handbook is grounds for dismissal from the Program. This includes failure to attend classes or excessive unexcused absences, or repeated lateness.

\*all references to GPA refers Graduate Status Grade Point Average. A graduate status GPA will be calculated based on the graduate courses taken at UCF since admission into each degree or certificate program. See UCF Graduate Catalog for more information: <http://catalog.ucf.edu/content.php?catoid=4&navoid=201#grade-system>

## **Professional Conduct**

Students are expected to adhere to the rules and regulations as stipulated by the University of Central Florida and the MBA Program handbook. Professionalism encompasses behaviors and qualities that are expected of graduate business students in both the academic setting and in the business world. University of Central Florida MBA degrees begin at the time of program application; therefore, professional conduct is assessed from that point forward.

Attendance, timeliness, and attire are all reflections of professionalism. In the assessment of professionalism, instructors and program administrators will consider each student’s conduct; the quality of interactions; tone of oral and written communication; language; meaningful engagement in all aspects of the program; and substantive contribution to class discussions. Students who are in violation of these behaviors will be counseled and reminded of UCF/EDC expectations. In such events, the faculty or program administrators may conclude that the student is not able or willing to demonstrate an acceptable standard of professionalism. Repeated disregard or violation of these behaviors will lead to dismissal from the program. Some of the criteria by which a student’s professional demeanor is measured are below.

- **Civility:** Students are expected to behave in a respectful and courteous manner to instructors, fellow students, guest speakers, college and university administrators, EDC staff, and other UCF Staff. Examples of respectful behavior include but are not limited to modulated tone of voice; professional language that avoids inappropriate, vulgar, or foul expressions; maintaining control of emotions and avoiding threatening or bullying behaviors; respect for others’ personal space; respect for EDC and UCF property; refraining from distracting and disruptive behaviors while on campus (EDC or other UCF campuses), in hallways and in classrooms; and a generally civil demeanor.
- **Attendance:** It is required for students to attend each lecture and comply with the instructor’s attendance policy as stated in the course syllabus.
- **Timeliness:** Students are expected to regularly arrive in class on time and to comply with each instructor’s tardiness policy as stated in the course syllabus.
- **Use of Technology:** The use of computers, cell phones, or electronic devices during class that are unrelated to course activities or not permitted by instructors (i.e., web searches, IMs, etc.) is considered unprofessional.



- **Use of Electronic Media:** As per Florida Law (§ 934.03) it is illegal to audio or video record any interaction with another individual without their explicit consent. This includes lectures, meetings with instructors, meetings with fellow students, or any situation involving EDC staff or UCF personnel.
- **Professional Attire:** Refers to a minimum of business casual that may include pants, khakis, dress shirts, skirts, dresses, and jeans free of rips/tears/fraying that are neat and clean. Note that clothes that are revealing (plunging necklines, tank tops, open midriffs, short skirts/shorts, sheer fabrics); offensive T-shirts; sweatpants, leggings, workout clothes; thongs/flip-flops/Croc-like sandals; and overpowering perfumes/colognes can be distracting or annoying to others.
- **Guest Speakers / Presentations:** The MBA Program often invites guest speakers from the local business community. Students in the program must demonstrate professional conduct, respect, and appreciation for these professionals' donation of their time to enrich students' educational experiences. Students are expected to arrive to class on time and be attentive as a sign of appreciation for their time. Professional business attire is required when guest speakers are present.

### **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 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 first term of program enrollment.

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 Admissions 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 [cbagrad@ucf.edu](mailto:cbagrad@ucf.edu) 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@ucf.edu](mailto:cbagrad@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](http://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/](http://my.ucf.edu/) via text message or email.

## 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. The program does not allow for full-time enrollment. 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 [cbagrad@ucf.edu](mailto:cbagrad@ucf.edu) with any discrepancies..

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 (must have completed FIN 6406 and MAR 6816). Evening MBA students are limited to 6 hours per semester.

## Evening MBA Schedule

### 1st Year

Fall	Spring	Summer
<ul style="list-style-type: none"><li>ECO 6416 (3) Core I</li><li>MAN 6245 (3) Core I</li></ul>	<ul style="list-style-type: none"><li>ECO 6115 (3) Core I</li><li>ACG 6425 (3) Core I</li></ul>	<ul style="list-style-type: none"><li>Elective (3)</li></ul>
Semester Total: 6 credit hours	Semester Total: 6 credit hours	Semester Total: 3 credit hours

## 2nd Year

### Fall

- BUL 5332 (3)  
Core I
- Elective (3)

Semester Total: 6 credit hours

### Spring

- MAR 6466 (3)  
Core I
- Elective (3)

Semester Total: 6 credit hours

## 3rd Year

### Fall

- MAR 6816 (3)  
Core II
- FIN 6406 (3)  
Core II

Semester Total: 6 credit hours

### Spring

- GEB 6365 (3)  
Core II
- MAN 6721 (3)  
Core II, Capstone

Semester Total: 6 credit hours

Any variance from this course schedule may delay graduation.

## Contact Information

[College of Business Graduate Programs](#)

[cbagrad@ucf.edu](mailto:cbagrad@ucf.edu)

## 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/](http://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](http://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/](http://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/](http://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](http://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/](http://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](http://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/](http://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/](https://facebook.com/groups/UCFgsa/). For individual department or graduate program organizations, please see program advisor.

# Professional Development

## 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/](http://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](mailto: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/](http://graduate.ucf.edu/).

For grant-proposal writing resources: [uwc.cah.ucf.edu/](http://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/](http://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

- 
- [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

### College of Business Faculty Teaching in the 2019-2020 School Year

Please visit <https://business.ucf.edu/faculty/> for bios and contact information.

Ajayi, Richard  
 Allen, Darryl  
 Becker, (Helen) Lynn  
 Bhardwaj, Pradeep  
 Blevins, Dane  
 Braun, Bradley  
 Cherry, Ian  
 Combs, James  
 Ehrhart, Karen  
 Gibbs, Ernest  
 Goldwater, Paul  
 Johnson, Andrew  
 Kozlowski, Keri  
 Krishnamoorthy, Anand  
 Morin, Leeland  
 Resch, Peter  
 Schmidbauer, Eric  
 Yayla Kullu, Muge

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