



UNIVERSITY OF CENTRAL FLORIDA

# Graduate Program Handbook 2021

*Accounting MSA-  
Assurance, Management, & Taxation tracks*

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*Last updated May 2021*

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**College of  
Business**

Welcome to UCF's College of Business and the Accounting MSA program!

You have made a wise decision regarding your education and career by joining our program. You are about to embark on the next chapter of your academic career and one of your most rewarding life experiences. We realize you had many MSA programs to choose from and feel privileged that you have chosen the College of Business at UCF to continue your academic preparation and development. By selecting our program for your graduate education, you will be joining the UCF College of Business in leading the charge in cultivating the next generation of business and education professionals.

We look forward to having you in the MSA program!

Best wishes,

*Elizabeth Altiero Poziemski & Sevil Sonmez*

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UCF College of Business

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# PREFACE

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](#)

# OVERVIEW

The Kenneth G. Dixon School of Accounting offers a Master of Science in Accounting (MSA) degree with a choice of specialization in either Assurance, Management, or Taxation. These programs prepare students for careers as professional accountants and consultants in public accounting, industry, financial institutions, and government & nonprofit organizations. The MSA degree, along with the appropriate prerequisite work from an undergraduate degree in accounting, helps satisfy the education requirements to become a licensed CPA in the state of Florida.

# COLLEGE OF BUSINESS MISSION & VISION

## MISSION

The mission of the College of Business at the University of Central Florida is to offer high-quality academic programs designed to give students a competitive advantage in the world of business now and in the future. As such, the college will establish partnerships with some of the nation's most innovative leaders to model new best practices that harness evolving technology and ensure students are well prepared to enter the marketplace.

## VISION

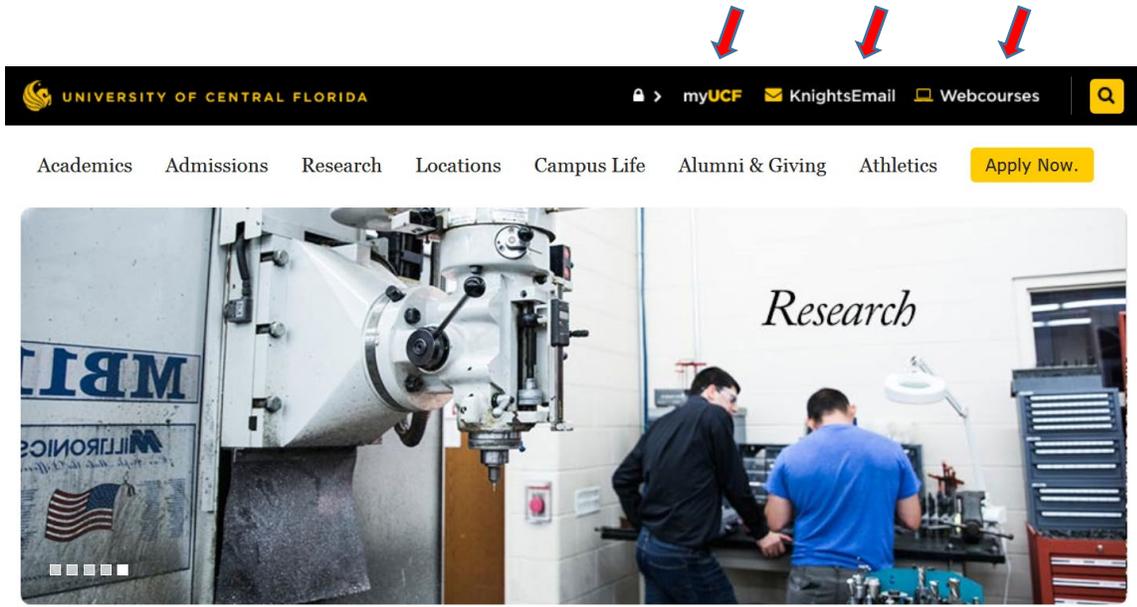
To continue the transformation into a next-generation business school through the development of a unique college culture; one that promotes engagement, risk-taking, cross-disciplinary collaboration and data-driven decision making.

*In delivering these programs, the college places primary emphasis on excellence in teaching and research with a strong commitment to developing mutually supportive relationships with the business community of central Florida.*

*In pursuit of its mission, the College of Business Administration affirms its commitment to the university's focus on excellence and accent on the individual. Furthermore, the college pledges to deliver innovative and progressive programs to its clientele.*

# 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 ([www.ucf.edu](http://www.ucf.edu)); namely myUCF, Knights Email and Webcourses. Below you will find information on how to access each area.



**SPOTLIGHT**



**Connect with UCF on Your Phone**  
From events to videos and news to maps, UCF Mobile

**NEWS**



UCF's Sport and Exercise Science Doctoral Program Ranks 6th Nationally

**UPCOMING EVENTS**

Date	Description
Oct 06 11:00 AM	Networking Strategies CAREER SERVICES AND EXPERIENTIAL

## UCF NID & UCF ID

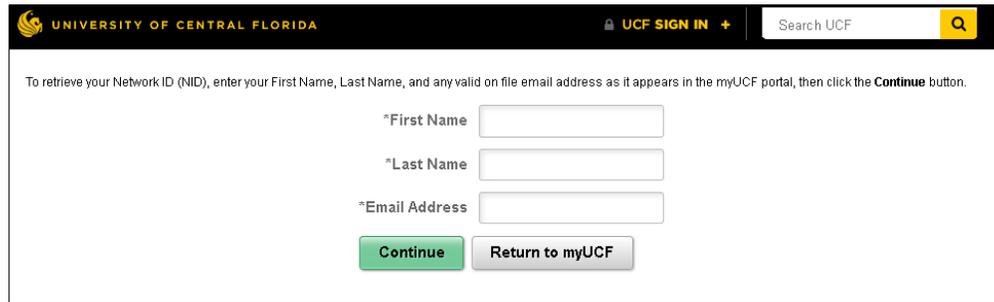
As a UCF student you are assigned two unique identifiers, your NID and your UCF ID. It is important to understand the difference between these two identities and when each is to be used.

**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 UCF 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 <https://my.ucf.edu/nid.html>. The box below will appear. Follow the instructions.



The screenshot shows the top navigation bar of the University of Central Florida website, including the logo, "UNIVERSITY OF CENTRAL FLORIDA", "UCF SIGN IN +", and a search bar. Below the navigation bar is a form titled "To retrieve your Network ID (NID), enter your First Name, Last Name, and any valid on file email address as it appears in the myUCF portal, then click the Continue button." The form contains three input fields: "\*First Name", "\*Last Name", and "\*Email Address". Below the input fields are two buttons: a green "Continue" button and a grey "Return to myUCF" button.

**NID PASSWORD:** Once you have your NID, go to [my.ucf.edu](https://my.ucf.edu) and click on “NID PASSWORD RESET.” 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).

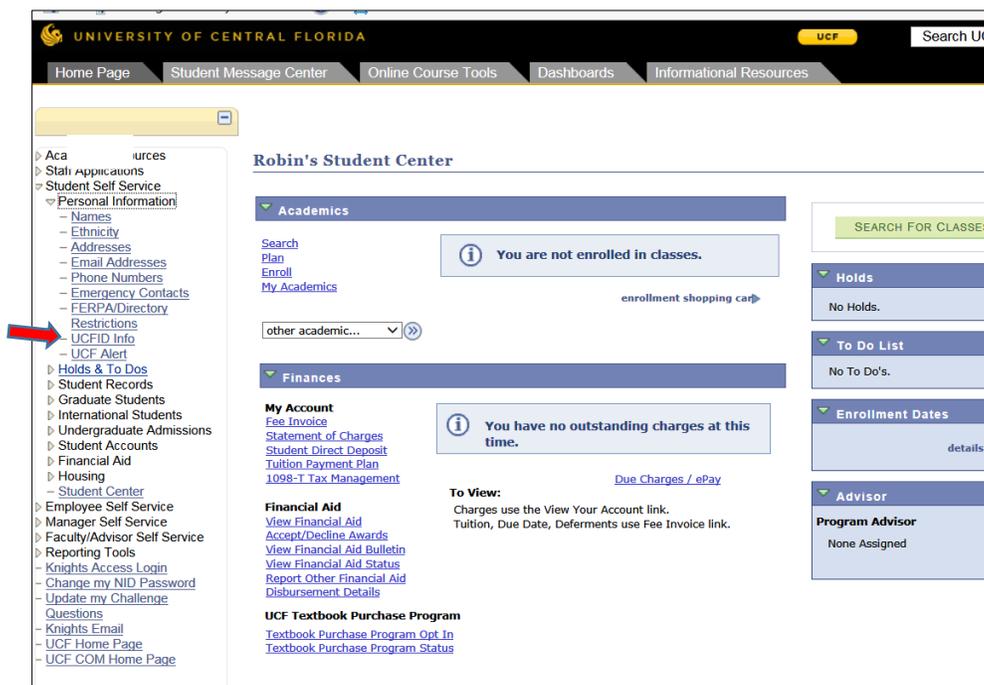
**GETTING LOCKED OUT:** Be sure to log off all secondary devices (smartphones, iPads, laptops, etc.) and sign out of all services (e-mail, wireless, etc.) that are using your NID and NID password before you change it. If those devices or services keep trying the old password, your NID account will become 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 UCF ID is a unique random number that is assigned when you first enter the UCF system. Like your NID, your UCF ID is yours for life and will never be assigned to another individual.

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

1. Go to [my.ucf.edu](http://my.ucf.edu).
2. Sign on using your NID and NID password.
3. Go to Student Self Service > Personal Information > UCF ID Info.
4. Your UCF ID, NID and UCF ID Card # information will be displayed.



## KNIGHTS EMAIL & CONTACT INFORMATION

Every student must register for, and maintain, a Knights Email account at [knightsemail.ucf.edu](http://knightsemail.ucf.edu).

Knights Email is the primary email system for all UCF students and the predominant means of communication between UCF, professors, staff and students for official university business. The email system is hosted by Microsoft and powered by Office 365, but UCF maintains control of the accounts. All official university communications will be sent through Knights Email including information on registration, deadlines, financial assistance, scholarships, tuition and fees, and any other official university correspondence.

Knights Email may not be forwarded to any outside system. Communications sent to the Knights Email address on record will be deemed adequate notice for all university communications. The university does not accept responsibility if official communication is rejected or fails to reach a student who has not registered for, or maintained and checked on a regular basis, their Knights e-mail account.

Each student must have an up-to-date emergency email address and cell phone number on record, which will be used for emergency purposes only. Students must also ensure that permanent and mailing (local) addresses and telephone numbers are always current with the university. Students can update their contact information online at [my.ucf.edu](http://my.ucf.edu).

## REQUIRED MODULES

### HONOR YOUR KNIGHTHOOD

As a new UCF student, you are required to complete “Honor Your Knighthood.” Honor Your Knighthood is a concept regarding new UCF students developing an understanding of the importance UCF places on subject matters related to **Academic Integrity, Alcohol Awareness, Sexual Assault, and Hazing Prevention**. Through the completion of four individual on-line modules, UCF students will begin to demonstrate tenets associated with the UCF Creed of Integrity, Scholarship, Community, Creativity, and Excellence. UCF is committed to student safety and success both inside and outside the classroom.

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 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 mid-semester, which will prevent registration for future semesters. Access and deadlines dates for the current term are located at [honor.sdes.ucf.edu/integrity](https://honor.sdes.ucf.edu/integrity).

Questions? Please visit the Honor Your Knighthood website at [honor.sdes.ucf.edu](https://honor.sdes.ucf.edu) for more information.

### PRESSURES TO PLAGIARIZE

The College of Graduate Studies requires all graduate students to complete the Pressures to Plagiarize Module. Please expect the module to appear in your Webcourses account toward the end of week two or beginning of week three in your first semester of your graduate program. This module takes approximately 45 minutes to complete.

If you were previously enrolled in another graduate program at UCF, and completed the Plagiarism module at that time, you will not be required to complete it a second time; however, you will need to send an email with a screenshot of your final quiz grade, your name and UCF ID to [graddegr@ucf.edu](mailto:graddegr@ucf.edu) to be removed from the course. If you do not send this email, a hold will be placed on your student account.

Students who fail the Pressures to Plagiarize Module quiz three times will be required to write an essay about plagiarism. This information is included in the FAQ and weekly course reminders sent to your Knights Email. Failure to complete this module will result in a HOLD being placed on your student account, which will block future course registration.

### WELLNESS COURSE MODULE

Currently, the College of Graduate Studies is developing this module. It will go into effect Fall 2021 and will be a requirement for you to complete at that time. Failure to complete it will block future course registration. Please check your Knights Email for updates.

## STUDENT ACCESIBILITY SERVICES

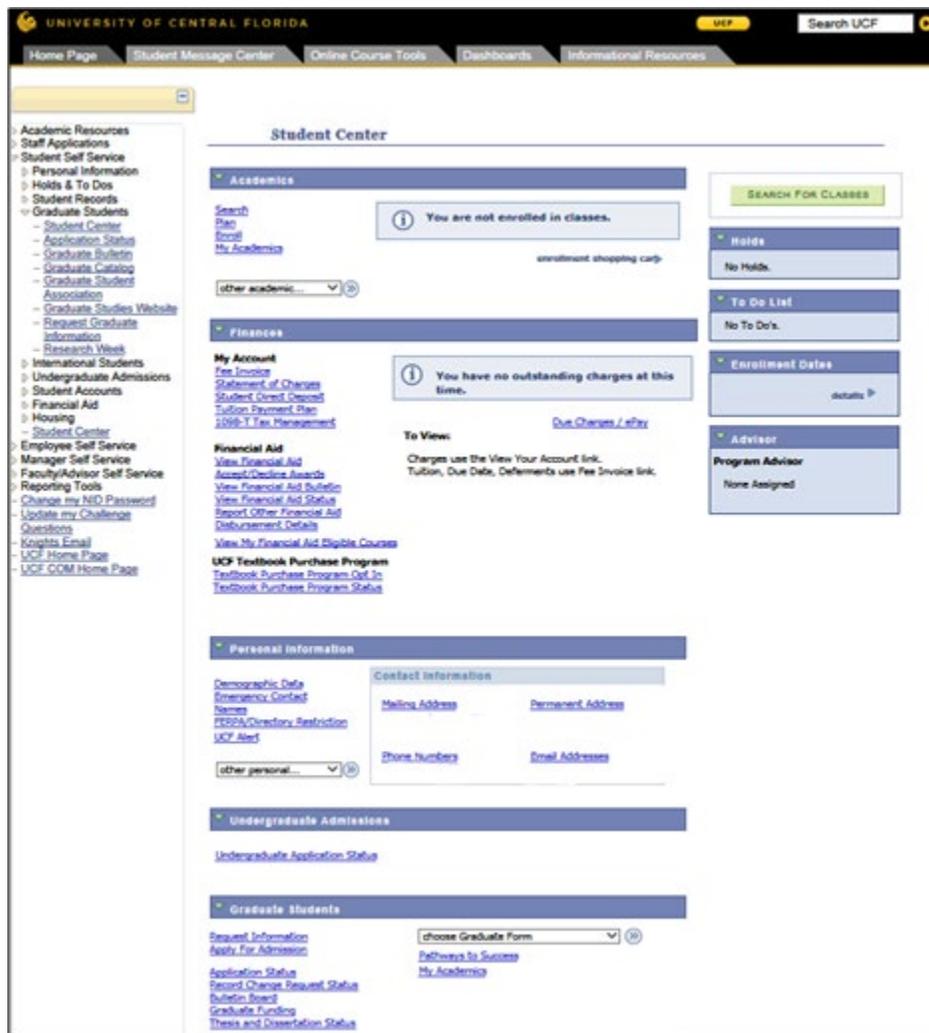
Students who are requesting accommodations for disabilities or other learning differences need to register with the UCF Office of Student Accessibility Services. More information about the services offered and how to register can be found on their website [sas.sdes.ucf.edu](https://sas.sdes.ucf.edu) 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 & THE 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 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), 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 [www.ucf.edu](http://www.ucf.edu), > UCF SIGN IN > myUCF and sign in using your NID and NID password or go to [my.ucf.edu](http://my.ucf.edu).

To access your Graduate Plan of Study (GPS) (*the UCF graduate degree audit*) in the Student Center click on the "other academic..." drop down box under Academics and click on Graduate Plan of Study. Follow the prompts from there to review your plan.

## UCF STUDENT CENTER:



# WEBCOURSES

Some of your faculty will use Webcourses, an online course platform that organizes class communications, allows for collecting, storing, and grading assignments. It allows students to track their performance and offers a shortcut to UCF's online library. Webcourses is also referred to as 'Canvas' and can be accessed through [my.ucf.edu](http://my.ucf.edu) under the 'Online Course Tools' tab or [www.ucf.edu](http://www.ucf.edu), at top 'UCF SIGN IN' button.

If you are new to Webcourses, we recommend you view this short video on using Webcourses:  
<https://online.ucf.edu/support/webcourses/other/student-tour/>

## TO ACCESS WEBCOURSES:

1. Go to [webcourses.ucf.edu](http://webcourses.ucf.edu).
2. Log in using your NID and NID Password.
3. Hover over *Courses* or *Courses & Groups* at the top of the window.
4. Select the course or group you wish to access.

You may contact Webcourses for support by phone at 407-823-0407, or [webcourses@ucf.edu](mailto:webcourses@ucf.edu) and live chat, or through the Online Support Form available at <https://cdl.ucf.edu/support/webcourses/>.

# LIBRARY

The UCF Library offers many resources such as academic journals, magazines, and databases. The library can be accessed online by using your NID and NID password. A listing of popular business databases and resources can be found at <http://guides.ucf.edu/Business>. Each database holds different types of information. For example, Business Source Premier contains mostly articles, journals, and periodicals while NetAdvantage contains current industry and business summaries. Students have free access to the UCF Library as long as they are an active student.

Questions? For UCF Library questions, contact your Business Librarian, at [min.tong@ucf.edu](mailto:min.tong@ucf.edu) or 407.823.3604. To schedule an appointment, go to [ucf.ibcal.com/appointment/7775](http://ucf.ibcal.com/appointment/7775). As the UCF business librarian, Min's mission is to support the research needs of students and faculty in the College of Business.

# UCF Apps & Wireless Connection

## UCF APPS

Use your NID and NID password to access and download Microsoft Word, Excel, and PowerPoint.

### To use UCF Apps on a computer running Windows or Mac OS:

1. Visit <http://my.apps.ucf.edu>.
2. Enter your NID and NID password.
3. Install the Citrix Receiver client when prompted.
4. When the install is finished, add the applications you need by clicking the “+” on the left-hand side of the browser window.
5. Start using your apps!

### To use UCF Apps on your Android or iOS device:

1. Go to your device app store.
2. Search for, download, and install the free Citrix Receiver app.
3. Click add account and fill out the following information:
  - Address: **my.apps.ucf.edu**
  - Username: **Your NID**
  - Password: **Your NID Password**
  - Domain: **net**
4. Add the applications you need.
5. Start using your apps.

Questions/issues? Visit [www.it.ucf.edu](http://www.it.ucf.edu). You may visit the Student Support Desk in Technology Commons on the main campus, email [TechCommons@ucf.edu](mailto:TechCommons@ucf.edu) or call the UCF IT Support Center at 407-823-5117.

## CONNECTION TO UCF WIRELESS

**First-time Set-Up:** Sign on to UCF\_WPA2 with your NID and NID password.

**Credentials:** Select the UCF\_WPA2 network and sign on with your credentials.

- Your Username: Your NID ([Don't know your NID?](#))
- Your Password: Your NID Password ([Don't know your NID password?](#))
- Domain: **NET**

Accept the “AddTrust External CA Root” and the “InCommon Server CA Root” certificates. Be sure to set network type as “Public.”

### Tips:

- Remove cached Credentials on shared computers.
- Be sure your computer has the latest updates installed.
- Remove credentials on shared computers.
- Note your NID password expires every 60 days.

### Additional Support:

UCF IT Support Center Main Campus

Phone: 407-823-5117, Monday-Friday from 7 a.m. to 10 p.m.

Email: [itsupport@ucf.edu](mailto:itsupport@ucf.edu)

Visit: [it.ucf.edu](http://it.ucf.edu)

# CURRICULUM

## ACCOUNTING MSA

### Total Credit Hours Required

30 Credit Hours Minimum beyond the Bachelor's Degree

Please click on the track links below to be taken to the curriculum requirements in the catalog:

[Assurance Track](#)

[Management Track](#)

[Taxation Track](#)

### Examination Requirements

The satisfactory completion of an end-of-program comprehensive written examination is required.

## TIMELINE FOR COMPLETION

This program can be completed on a full or part-time basis. The following are sample schedules for completion of the program requirements on a full-time basis.

### 1st Year – Assurance Track

Fall	Spring	Summer
<ul style="list-style-type: none"> <li>ACG 6835 Ethics and Professionalism in Accounting &amp; Auditing (3 credits)</li> <li>ACG 6415 Advanced Accounting Information Systems (3 credits)</li> <li>ACG 6675 Operational Auditing (3 credits)</li> <li>Restricted Elective 1 (3 credits)</li> </ul>	<ul style="list-style-type: none"> <li>ACG 6185 Financial Statement Analysis (3 credits)</li> <li>ACG 6805 Accounting Theory (3 credits)</li> <li>ACG 6636 Advanced Auditing (3 credits)</li> <li>Elective Specialization Course (3 credits)</li> </ul>	<ul style="list-style-type: none"> <li>Restricted Elective 2 (3 credits)</li> <li>Restricted Elective 3 (3 credits)</li> </ul>
Semester Total: 12 credit hours	Semester Total: 12 credit hours	Semester Total: 6

### 1st Year – Taxation Track

Fall	Spring	Summer
<ul style="list-style-type: none"> <li>ACG 6835 Ethics and Professionalism in Accounting &amp; Auditing (3 credits)</li> <li>ACG 6415 Advanced Accounting Information Systems (3 credits)</li> <li>TAX 5015 Advanced Tax Topics (3 credits)</li> <li>Restricted Elective 1 (3 credits)</li> </ul>	<ul style="list-style-type: none"> <li>ACG 6185 Financial Statement Analysis (3 credits)</li> <li>ACG 6805 Accounting Theory (3 credits)</li> <li>TAX 6065 Tax Research (3 credits)</li> <li>TAX 6845 Tax Planning and Consulting (3 credits)</li> </ul>	<ul style="list-style-type: none"> <li>Restricted Elective 2 (3 credits)</li> <li>Restricted Elective 3 (3 credits)</li> </ul>
Semester Total: 12 credit hours	Semester Total: 12 credit hours	Semester Total: 6

## 1st Year – Management Track

Fall	Spring	Summer
<ul style="list-style-type: none"><li>• ACG 6835 Ethics and Professionalism in Accounting &amp; Auditing (3 credits)</li><li>• ACG 6415 Advanced Accounting Information Systems (3 credits)</li><li>• ACG 6675 Operational Auditing (3 credits)</li><li>• Elective Specialization Course (3 credits)</li></ul>	<ul style="list-style-type: none"><li>• ACG 6185 Financial Statement Analysis (3 credits)</li><li>• ACG 6805 Accounting Theory (3 credits)</li><li>• ACG 6305 Advanced Managerial Accounting (3 credits)</li><li>• Restricted Elective 1 (3 credits)</li></ul>	<ul style="list-style-type: none"><li>• Restricted Elective 2 (3 credits)</li><li>• Restricted Elective 3 (3 credits)</li></ul>
Semester Total: 12 credit hours	Semester Total: 12 credit hours	Semester Total: 6

*Please note: Course scheduling varies year to year. Students should check for course availability and time conflicts before adopting the sample schedule for their program.*

*For the program's required and elective course schedule, please consult with the Program Advisor.*

# GRADUATE PLAN OF STUDY (GPS)

## GPS OVERVIEW

GPS, the Graduate Plan of Study tool, is an automated degree audit system that serves to empower students and enable college administrators to plan for and track a student's academic progress. Certain features allow a student to test "What If" scenarios by accessing the academic impact of certain course choices or future track changes.

Please be advised that the GPS is your degree audit, so please make sure to NOT use the My Knight Audit feature when looking for this document. Click on Graduate Plan of Study to review your records.

## WHAT DOES GPS FEATURE?

- Real-Time updates and 24-hour access to a student's Plan of Study
- The ability to view transfer credit, review completed courses and monitor in-progress coursework
- The ability to access the number of courses or other program requirements needed to complete your degree
- The ability to simulate "WHAT IF" scenarios and determine the impact of course changes, should you decide to make changes to your program.
- The ability to display progress in non-course requirements.
- Allows for class enrollment directly from the Interactive Report.
- Easy to identify outstanding courses needed to graduate.

Below are training resources to assist in using your GPS.

## TRAINING GUIDES

[How To Process Your Interactive GPS Report](#)

[How To Process Your WHIF \(What If\) Report](#)

# REGISTRATION

Registration for Fall '21 and Spring '22 is in progress.

Make sure to check the [Academic Calendar](#) at the beginning of the Spring 2022 semester to determine the date that your enrollment appointment day/time and the schedule for Summer 2022, Fall 2022 and Spring 2023 will be posted for viewing only.

- For appointment times, check the term and year as the system defaults to the current term and year.
- Students need to wait for the enrollment appointment time listing in MyUCF. Students cannot enroll on the day the scheduled is posted.

Please note: You will NOT be able to register for classes until the day/time of your enrollment appointment.

New Student registration:

- Allow one business week from the time you accept your admission to the time you can register.

UCF/State Employee registration

- Students using the UCF/State employee tuition waiver program must wait until the Friday before classes begin for each term to register for that term. Registration attempts (including placing items in your shopping cart) will result in the nullification of your tuition waiver.

For those not using a tuition waiver program, you should register for summer, fall and spring on the date of your appointment time.

Please pay attention to Add, Drop and Withdraw deadlines for each semester available on the UCF [Academic Calendar](#).

Holds:

If you have a hold on your account preventing you from registering, then you must click on the link for more information about the hold and the contact information for the department that placed the hold. Our office does not place holds, nor can we remove them.

# ACADEMIC & CONDUCT POLICIES

GPA=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 at <http://catalog.ucf.edu/content.php?catoid=4&navoid=201#grade-system>.

## GRADING POLICIES AND EXPECTATIONS

Grades	Grade Points Per Semester Hour of Credit	Grades	Grade Points Per Semester Hour of Credit
A	4.00	C	2.00
A-	3.75	C-	1.75
B+	3.25	D+	1.25
B	3.00	D	1.00
B-	2.75	D-	0.75
C+	2.25	F	0.00

Grades will be available on myUCF after each term ends. To view dates, go to the UCF Academic Calendar at [calendar.ucf.edu](http://calendar.ucf.edu). Our office will not have access to grades before they are officially posted at myUCF.

UCF does not award GPA honors such as Magna Cum Laude and Summa Cum Laude at the graduate level.

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.

## 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>“C” grades in undergraduate foundation courses taken while in MSA</b>		Students must maintain a 3.0 GPA in the accounting foundation core. Students must earn a grade of “B-” (2.75) or higher in any undergraduate course taken after completion of the Bachelor’s degree in order for that course to count as a prerequisite in or to fulfill an admissions requirements for the MSA degree.

## ACADEMIC PERFORMANCE CONCERNS

For any academic performance concerns speak with your professor. 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. Grounds for a grade appeal and timeline requirements are outlined in the UCF Golden Rule <https://goldenrule.sdes.ucf.edu/>, section UCF-5.016 Student Academic Appeals.

## PROFESSIONAL CONDUCT

Students are expected to adhere to the rules and regulations as stipulated by the University of Central Florida and the 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 College of Business 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 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, and 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 UCF property; refraining from distracting and disruptive behaviors while on campus, 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 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 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.

## PROBATION & DISMISSAL POLICY PROCESS

Probationary Status in the programs means that the student is at risk (academic, professional, or ethical) within the program. A student cannot graduate from the 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 to bring the GPA above a 3.00 by the end of the probationary period 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 program.
2. Program Director 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.

The following may be grounds for dismissal from the program.

- 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 by the end of the Academic Probation period.
- Receiving more than 6 credit hours of "C" grades. Exceeding this limit is reason for dismissal from the program.
- 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 program 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 refer to 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>

## GENERAL POLICIES

### USE OF PORTABLE DEVICES

The use of portable devices during class is ultimately at the discretion of the faculty. 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 a student close their laptop and refrain from use.
- Cellphones should be turned off or set on silent during class time. Students expecting an urgent phone call during class, should alert the faculty in advance and 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 are considered the intellectual property of the presenting faculty.
- Cellphone, earbuds, or headphones are not allowed during exams.
- Video recording is not allowed unless permission is obtained in advance from the faculty.

### RELIGIOUS OBSERVANCES

It is UCF policy to reasonably accommodate the religious observances, practices, and beliefs of individuals regarding admissions, class attendance and the scheduling of examinations and work assignments. A student who desires to observe a religious holy day of his or her religious faith must notify all his or her faculty and will be excused from classes to observe the religious holy day.

The student will be held responsible for any material covered during the excused absence but will be permitted a reasonable amount of time to complete any missed work. Where practicable, major examinations, major assignments and university ceremonies will not be scheduled on a major religious holy day.

Students who are absent from academic activities because of religious observances will not be penalized. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may seek redress under the Student Grievance Procedure, located in [The Golden Rule](#).

## WEATHER ALERTS & CAMPUS CLOSURE ALERTS

All UCF campuses follow the lead of the UCF Main campus or affiliated regional campus partner when deciding to cancel a class due to emergencies and man-made or natural disasters. 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.

- UCF Downtown programs/students follow the UCF Main Campus/UCF Downtown campus closures.
- Regional campus program/students follow the regional campus closures.

**UCF ALERT:** UCF Alert is a multi-media communications system that provides timely and accurate information about emergency situations that could impact the university. Students are encouraged to sign up to receive UCF alerts on myUCF.

- Log on to myUCF and select Student Self-Service.
- Scroll down to the "Personal Information" section and select "UCF Alert."
- Fill out contact information and select "Save."

## COMMENCEMENT

Commencement is held on the UCF main campus at the end of each term. Commencement is considered an optional event and the exact date of Commencement is determined by the University Registrar. Students graduating from this program graduate from the College of Business (*NOT the College of Graduate Studies*).

## INTENT TO GRADUATE FORM

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. For information on filing your intent to graduate: <https://graduate.ucf.edu/commencement/>.

The ability to file online opens at mid-term of the semester **prior** to the semester of graduation. Intents to graduate should be filed online no later than the last day of registration for the semester of graduation.

Below are the steps for indicating your intent to graduate.

- Students who intend to graduate must complete the online Intent to Graduate Form by logging into myUCF and navigating to the Student Self Service– Other Academics > Intent to Graduate: Apply.
  - Once the online form is completed, students will receive e-mail communications from the College of Graduate Studies at various stages of the review process. Students can also log in to myUCF and check the status of their Intent to Graduate at any time by navigating to the Student Self Service– Other Academics > Intent to Graduate: Status

- Intent status will be moved to pending status once it is reviewed in a precertification process by the academic college and the College of Graduate Studies. It will stay in pending status until after grades officially post, and all requirements have been satisfied and final degree certification has been completed.
- An *approved* status indicates the degree has been awarded. Degrees are typically awarded within 45 days of Commencement Ceremonies, while **diplomas can take approximately 6-10 weeks to be mailed.**
- Official transcripts will reflect the conferred degree in approximately 24 hrs after being awarded. Transcripts must be ordered online through the MyUCF portal. [registrar.ucf.edu/transcript-request/](https://registrar.ucf.edu/transcript-request/).
- Please refer to the [Student Help Guide](#) for assistance in completing the online form. If you still have questions or concerns, please feel free to email us at [graddegr@ucf.edu](mailto:graddegr@ucf.edu).
- If your record is placed on hold, please refer to Record Holds in the [Student Handbook](#) for information on how to satisfy the hold requirements.
- Please refer to the [Academic Calendar](#) for dates to apply for graduation.

*Note: Names of students who are approved for a late intent to graduate may not appear in the printed Commencement Program (or Virtual Ceremonies), and the ability to participate in the commencement ceremony, or obtain tickets to in-person ceremonies is NOT guaranteed.*

- If you are unable to graduate in that semester, a new online form must be filed at the beginning of the semester of anticipated completion.

## RENTAL OF COMMENCEMENT REGALIA

The University requires each student to order their rented commencement regalia online. Commencement regalia fees are **not** included in your program fees. As part of your program, our Students Services team will pick up regalia from the main campus and deliver directly to students. Students must complete a release form allowing our office to pick up regalia from the main campus prior to commencement. 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.

## 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/](https://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: [graduatecatalog.ucf.edu](http://graduatecatalog.ucf.edu) > Policies > General Graduate Policies.

## FINANCIAL SUPPORT

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 [funding.graduate.ucf.edu/](http://funding.graduate.ucf.edu/).

Key points about financial support:

- If you are interested in financial assistance, you are strongly encouraged to apply for admission early. A complete application for admission, including all supporting documents, must be received by the priority date listed for your program under "Admissions."
- You must be admitted to a graduate program before the university can consider awarding financial assistance to you.
- If you want to be considered for loans and other need-based financial assistance, review the UCF Student Financial Assistance website at [finaid.ucf.edu](http://finaid.ucf.edu) and complete the FAFSA (Free Application for Federal Student Aid) form, which is available online at [fafsa.ed.gov/](http://fafsa.ed.gov/). Apply early and allow up to six weeks for the FAFSA form to be processed.
- For information on assistantships (including teaching, research, and general graduate assistantships) or tuition support, contact the graduate program director of your major.

For more information on scholarships for the discipline, visit the [College of Business Administration website](#).

## GRADUATE STUDENT ASSOCIATIONS

**Beta Alpha Psi** is the premiere national honors organization for financial information students and professionals. The primary objective of Beta Alpha Psi is to encourage and give recognition to scholastic and professional excellence in the business information field. This includes promoting the study and practice of accounting, finance and information systems; providing opportunities for self-development, service and association among members and practicing professionals, and encouraging a sense of ethical, social, and public responsibility. [bapucf.com/](http://bapucf.com/) For a listing of other student organizations associated with the business disciplines visit the [Student Organizations webpage](#) on the [College of Business Administration website](#).

**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/).

## 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. The Forum 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, visit [graduate.ucf.edu/researchforum](http://graduate.ucf.edu/researchforum) or contact [researchweek@ucf.edu](mailto:researchweek@ucf.edu).

## GRADUATE EXCELLENCE AWARDS

Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work. The award categories include the following:

**Award for Excellence by a Graduate Teaching Assistant** – This award is for students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (Not intended for students who are instructor of record.)

**Award for Excellence in Graduate Student Teaching** – This award is for students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.

For the nomination process and eligibility criteria, see [graduate.ucf.edu/awards-and-recognition/](http://graduate.ucf.edu/awards-and-recognition/).

## 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 [graduate.ucf.edu/presentation-fellowship/](http://graduate.ucf.edu/presentation-fellowship/).

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/).

The Office of Professional Development in the College of Business Administration offers career management, internship and job placement for graduate business students. For information visit [business.ucf.edu/centers-institutes/office-of-professional-development/](http://business.ucf.edu/centers-institutes/office-of-professional-development/).

The Kenneth G. Dixon School of Accounting offers an Internship Program to provide to the student an educational enhancement through professional practical experience. An internship is a three-credit accounting or tax elective in the student's graduate program. Questions should be directed to the internship coordinator, Dr. Elizabeth Altiero Poziemski.

Office: BA I - 444

Phone: 407.823.4420

E-mail: [altiero@ucf.edu](mailto:altiero@ucf.edu)

For information on career management, internship and job placement services for graduate business students visit the [business.ucf.edu/centers-institutes/office-of-professional-development/](http://business.ucf.edu/centers-institutes/office-of-professional-development/) page on the [College of Business Administration website](#).

## 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.

## USEFUL LINKS

- [Accounting MSA Website](#)
- [College of Business Administration Website](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Delta Sigma Pi](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Kenneth G. Dixon School of Accounting](#)
- [Knights Email](#)
- [Learning Online](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Register for Classes](#)
- [Registrar](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [UCF IT](#)
- [University Writing Center](#)

# GRADUATE FACULTY

College of Business Faculty Teaching in the MSA program in the 2021-2022 School Year

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

[Allen, Darryl](#)

[Baudot, Lisa](#)

[Guerra-Pujol, F. Enrique](#)

[Johnson, Joseph](#)

[Kelliher, Charles](#)

[Kozlowski, Keri](#)

[Poziemski, Elizabeth Altiero](#)

[Roberts, Robin](#)

[Rosenthal, Leigh](#)

[Tian, Yu](#)

[Trompeter, Gregory](#)

[Wallace, Dana](#)

## CONTACT INFO

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- [Kelley Dietrich](#)  
Director, Admissions  
Email: [cbagrad@ucf.edu](mailto:cbagrad@ucf.edu)