Educational Leadership
MA
Graduate Program
Handbook

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Educational Leadership MA

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

Curriculum

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

Timeline for Completion

- Complete the prescribed Plan of Study within a period of 7 years (transfer credit may not exceed 9 semester hours).
- Have an overall 3.0 GPA on all graduate work attempted (6 maximum hours of C).
- Attain a passing score on a comprehensive examination near the conclusion of the planned Plan of Study.

Educational Leadership Program Goals

The following broad goals assume a constructivist perspective to program development. These goals have been identified by program faculty as appropriate broad goals to be used in building upon and extending the prior knowledge and experiences of individuals already in professional roles in schools. These goals are supported throughout the literature and under gird the several sets of state and national standards and competencies which must be considered in the preparation of students and in program development. In particular, these goals are used in the development of programs that encourage students to (a) reflect on current practice of administrators, and (b) use research and research methods along with knowledge about issues to improve practice in schools and classrooms.

**Goal One:** To develop knowledge and understanding of the broad, systemic, and dynamic context of education (progressively advanced understanding at the Specialist and Doctoral levels).

**Goal Two:** To develop a conceptual understanding of and personal competency in basic interpersonal relations.

**Goal Three:** To develop an awareness of and responsibility for the development and maintenance of creative, effective, and logical systems.
Goal Four: To develop a skillful and continuing interpretation of the legal, political, societal, economic and cultural climates operating on and within the educational system.

Goal Five: To develop a self-awareness of individual strengths, weaknesses, and skills in relationship to potential alternative career roles for both master's and specialist degree students and fostering a professional commitment to the field of education and the practice of administration for students in the doctoral program.

Goal Six: To develop an appreciation for (entry-level students) and a continuing concern for (advanced students) the development, utilization, and knowledgeable dissemination of research in education and administration.

Assignment of Academic Advisor

At the time of notification of acceptance, the student will be assigned to an academic advisor. The advisor is the key individual with whom the student will work and the departmental representative who will monitor all progress toward completion of degree requirements. If the student, for some particular reason, prefers a different advisor, the program coordinator should be contacted immediately after the initial appointment. Any requests for a change of advisor, after the student has worked with a given advisor, should be directed in writing to the program coordinator for consideration.

Students may download a proposed course sequence from the Higher Education and Policy Studies website: ccie.ucf.edu/elhe/higher-education-and-policy-studies/current-students/.

Examination Requirements

Comprehensive Examination

Prior to graduation, all students are required to successfully complete an academic culminating experience which is planned and evaluated by each student's program area. The Comprehensive Examination, administered once each semester, is required for all Master's degree students. Failure on a comprehensive examination requires re-enrollment and re-examination during a subsequent semester. Students are required to be enrolled during the semester in which they take examinations to satisfy this requirement and must be enrolled in the term they plan to graduate. The schedule for examinations is published a year in advance. The examination provides the student and the advisor evidence of weaknesses and strengths in the student's work. From the evidence provided, program adjustments may be made.

Eligibility for Examination

The Comprehensive Examination for the Master's degree shall be ordinarily taken when students have completed required pertinent course work as shown on the Plan of Study. Students typically are expected to have completed all core courses required in the program and a minimum of 22 hours or two-thirds of the planned program. Students may, however, request permission to sit for the examination when they and their academic advisors have determined they have adequately prepared themselves. Students who have incomplete grades in pertinent course work should not apply to take an examination. Students should submit to their advisor for approval by the application deadline, an Application for Comprehensive Examination, which can be found in the College of Community Innovation and Education Student Services office, or on their webpage at: ccie.ucf.edu/academics/student-affairs/forms/.

Dates of Examination

The dates of the examination will be established one year in advance by the College of Community Innovation and Education Student Services office. Check their webpage for the current schedule:
Students should verify anticipated test dates at the beginning of the term in which they expect to complete the exam. Examinations are ordinarily administered on Saturday, 9:00 a.m. to 12:00 p.m. on dates designated each semester.

**Preparation and Content of Examination**

The program coordinator assumes responsibility in the preparation of the exam by soliciting exam questions and convening the faculty who will be involved in preparing and evaluating the examination. Examination questions will be solicited by the program coordinator from appropriate members of the faculty. Prior comprehensive examination questions are available on the department webpage for review.

The Master’s degree comprehensive examination is a three-hour examination usually administered to students on Saturday on a scheduled examination date. This examination poses questions for students that call on them to demonstrate their knowledge and ability to write in area(s) of their required course work. This requires students to integrate learning from various courses.

**Reading and Grading the Examination**

Responses to each question on the comprehensive examination will be evaluated by a professor who is particularly knowledgeable in the area. Readers will be assigned by the program coordinator. All examination questions are scored using a five-point scale with three (3) being the minimum passing score. If the faculty assigned readers disagree as to whether the question has been passed or failed, another reader will be assigned. Answers to examination questions will be evaluated using the following criteria:

- Conceptual knowledge
- Factual knowledge
- Application
- Supportive research
- Reasonability
- Communication skills (writing and organization)

The final decision as to the student’s 'Passing,' 'Passing on Condition,' or 'Failing' is reached in a faculty meeting attended by those persons involved in preparing and evaluating the examination. The student’s advisor, after making independent evaluations and having knowledge of the experts' decision, shall recommend appropriate action by the faculty as to whether the student has passed or failed a particular question or the entire examination. If faculty determines that the student has attained a 'Passing on Condition,' the student will be required to demonstrate competency in the area of deficiency. This could require completing additional written work or an oral examination or rewriting that portion of the examination within a prescribed time frame.

**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: [http://www.research.ucf.edu/](http://www.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: catalog.ucf.edu/index.php?catoid=4 > Policies > General Graduate Policies.

College of Community Innovation and Education Research

The Center for Educational Research and Development (CERD) is a type IV institute within the College of Community Innovation and Education whose purpose is to support the vision and mission of the College by facilitating research activities. CERD is a support service for the College in the area of contracts and grants as well as non-funded research. College of Community Innovation and Education faculty members are provided support in identifying funding sources, preparation of grant proposals and budgets, and submitting reports. CERD provides guidance to faculty in the area of contracts and grants administration and compliance.

In addition, CERD provides evaluation services for funded projects both within and outside the College. A staff of research assistants provides faculty with advice in designing evaluation plans for proposals and implementing evaluation plans for funded projects.

Institutes

Below is a list of various institutes the College of Community Innovation and Education supports. You may visit the following to obtain more detailed information ccie.ucf.edu/research/centers/.

- Toni Jennings Exceptional Education Institute
- UCF Marriage and Family Research Institute
- Institute of Exercise Physiology and Wellness
- Program Evaluation and Educational Research Group (PEER)

Financial Support

Graduate education is an important investment for both the student and the community. Graduate education enables students to enter new career fields with more choices as to their work assignments. It provides enrichment and a deeper understanding of a chosen field. Educated employees improve the quality of life in the State of Florida. The cost of this investment is very reasonable.

A student's basic expenses at the University will be for tuition, course-related fees, textbooks, other instructional supplies, room and board, and miscellaneous items.

Graduate Student Support Opportunities

Graduate students may receive financial assistance in the form of fellowships, tuition waivers, loans, or assistantships. The College of Graduate Studies provides support for graduate students through assistantships, tuition, and fellowships. UCF graduate students may be employed by their department as a Graduate Teaching Assistant, Graduate Research Assistant, or Graduate Assistant. All applicants are considered for Graduate Fellowships when their application to the graduate program is complete. Some fellowships are awarded before the final application deadline. It can be noted that deadlines include the date of December 20th for best consideration for fellowships. Students may inquire about these opportunities at the following offices:

Fellowships Office
(MH 230) — 407-823-6497, Fax: 407-823-6442; e-mail address: gradfellowship@ucf.edu.
Student Financial Assistance Office
(MH 120) — 407-823-2827; website: finaid.ucf.edu/

Some online financial aid information web pages are available for specific information concerning financial aid, grants, and fellowships:

College of Graduate Studies: graduate.ucf.edu/students/ > Student Finances
Financial Aid Information: finaid.org/

Non-degree-seeking students are not eligible for financial aid.

Assistantships

As part of a program's professional development plan for students, full-time graduate students may be offered the opportunity to gain experience as a Graduate Teaching Assistant (or Associate or Grader; GTA), Graduate Research Assistant (or Associate; GRA), or Graduate Assistant. Please visit the Financial Information section in the catalog for more information.

Assignments to these professional development activities are intended to supplement the student's academic plan of study in order to give the student professional experiences that will enhance the student's development and prepare him/her for post-graduation employment. While these activities provide the opportunity for students to be graduate assistants, their overriding purpose is to help develop the skills, abilities, and professionalism of the student.

All graduate assistants (GTAs and GRAs) must be assigned to at least a half-time appointment (0.25 FTE assignment, approximately equivalent to 10 hours per week); however, the standard assignment for graduate assistants is a full-time appointment (0.5 FTE assignment approximately equivalent to 20 hours per week). Students who desire more than a full-time appointment during Fall and Spring semesters or more than 30 hours during the Summer semester must complete a Supplemental Assignment Form. The UCF College of Graduate Studies will only grant exceptions to this policy in rare circumstances and for compelling reasons related to the student's professional development. Exceptions are granted only rarely during the first year of a student's plan of study. Decisions are based on the student's academic record, the appointment FTE, the relationship of the assignments to the student's plan of study, support from the graduate program director, and related factors.

Student FICA Exemption

Graduate assistants who are enrolled at least part-time (5 hours in Fall, 5 hours in Spring, or 3 hours in Summer) will be exempt from FICA/Medicare taxes during pay periods that overlap with the academic term and during breaks of less than five weeks. Breaks longer than five weeks where graduate students are on a graduate assistant appointment but not enrolled will result in withholding FICA/Medicare taxes.

Graduate students who will be supported on assistantships must see their program coordinator to see that their employment contract form is filled out. If tuition waivers are desired, then they must also fill out a Graduate Tuition Fee Waiver Request Form with the program coordinator and attach the employment contract to it. This should be done before fees are paid; for continuing students, this should be done before the new semester begins. Paychecks are delayed when these arrangements are not made prior to the beginning of the semester.

Students hired as graduate teaching assistants must complete the University of Central Florida's graduate assistants training program and the Legal Module prior to assuming the role of Graduate Teaching Assistant. International students, for whom English is a second language, must demonstrate proficiency through examination administered through the Graduate Office.
Tuition Waivers

Full-time (regularly or conditionally, not provisionally or restricted) accepted graduate assistants are eligible to receive tuition waivers for part of their tuition costs. Students should contact the departmental program coordinator and fill out a Request for Tuition Waiver Form when they register for classes. Fee waiver monies are used to assist graduate students to progress toward their degrees. In-state tuition waivers are available for qualified Florida residents. Out-of-state tuition waivers are offered to qualified non-Florida residents. Part-time graduate students and post-baccalaureate students are not eligible to receive tuition waivers.

Graduate Teaching and Research Assistants

Graduate Teaching and Research Assistants must be enrolled full-time (nine credit hours in the Fall and Spring terms and six credit hours in the Summer) to receive a tuition waiver. Students taking only thesis or dissertation hours are required to be enrolled in at least three hours of thesis or three hours of dissertation to be considered full-time and receive a tuition waiver after all required course work and minimum thesis/dissertation hours are taken. Graduate Teaching and Research Assistants who are pursuing a non-thesis option and are in their graduating semester, as determined by their college, may receive tuition payments. Full-time graduate teaching and research assistants and associates are eligible for FICA and FUTA exemptions if they are enrolled at least half-time, regardless of the hours worked.

Rules that Govern the Use of Tuition Waiver Monies

For students receiving tuition support based on their graduate assistantship(s), the level of tuition support is dependent on the level of assistantship support. To receive half tuition support, students are required to have a single assistantship assignment for a minimum of 10 hours per week during the period of the assignment. To receive full tuition support, students are required to have a single assistantship assignment for a minimum of 20 hours per week, or two assistantship assignments, each for a minimum of 10 hours per week during the period of the assignment, or receiving a fellowship in the amount of $3250 or higher for the academic year.

If more than one academic unit employs a student who creates the waiver, the waiver money generated by the student is credited to both units proportional to the contribution of the student stipend.

The units of those students on fellowships will receive credit for the waiver generated by the fellowship student.

Fee waiver money is to be allocated to the colleges and institutes rather than administrative offices such as Academic Affairs, Student Development, and Enrollment Services, etc. Students may also be hired as a graduate assistant (GA or GRA) in a nonacademic office. Tuition remission for these appointments is in the form of tuition payments. Students should discuss their tuition support needs with their nonacademic office supervisor. Contact the UCF College of Graduate Studies if you are unsure if the office is considered nonacademic.

If a student drops or withdraws from a course for which tuition remission has been received but remains full-time enrolled, the tuition remission will be removed and the student must pay the tuition for that course. Holds will prevent the student from registering for classes, receiving transcripts, or receiving grade reports until the payment is received. However, if the student enrolls in a replacement course that is acceptable in the Plan of Study, the tuition remission will cover the replacement course.

If a student drops a course for which a fee waiver has been received and becomes part-time as a result, all waiver money must be returned to the University. Any such funds will be reallocated to the unit from which they originated. Holds on student records will prevent students from registering for classes, receiving transcripts, or receiving grade reports until the money is returned. (In extreme cases, a student may petition for an exception to this.)
If a graduate student assistant is dismissed or resigns at any point during the semester, tuition waiver funds received by the student must be returned to the University.

Waiver money is only provided for courses taken as necessary for progress toward a student's graduate degree. Waiver money is limited to 9 terms for master's students, 12 terms for doctoral students beyond the master's degree, or 21 terms for doctoral students without a master's degree.

**Fellowships**

All graduate students who are receiving fellowships should register as early as possible and see the Fellowships Coordinator (MH 230, 407-823-6497, gradfellowship@ucf.edu) to ensure that arrangements are made to receive proper payment.

The University awards more than $2 million in fellowships each year. Some fellowships are selected based on academic merit; others are available only to minority applicants or those who can demonstrate financial need. A number of fellowships are selected by college nominations; however, others require a fellowship application. Refer to the description of each fellowship’s requirements for more information.

Fellowship information is available from several sources. Program and graduate coordinators and other interested faculty may be contacted for specific opportunities related to their fields of study. Published fellowship deadlines are approximate and subject to change. A listing of fellowship opportunities and application materials offered by the University to graduate students is available on the Graduate Studies website: [graduate.ucf.edu](http://graduate.ucf.edu).

Books, such as the Graduate Scholarship Directory listing fellowship opportunities, are available at the Reserve Desk of the Library for students to review.

International students receiving fellowships may be subject to up to 14 percent withholding on their fellowship checks. International students must obtain either a Social Security Number (SSN) or an Individual Tax Identification Number (ITIN). Further information on this issue can be obtained from the International Services Center.

**Need-based Fellowships**

For need-based fellowships, students must complete the Free Application for Federal Student Aid (FAFSA). This application may be completed online at FAFSA Express: [studentaid.ed.gov/sa/fafsa](http://studentaid.ed.gov/sa/fafsa)

International students are not eligible for need-based support.

Students must have unmet need as determined by the FAFSA to be eligible for need-based awards. Graduate students who receive need-based awards (such as the Incentive Fellowship or Work Fellowship) should be aware that the amount they receive is dependent on their need. If tuition waivers, other fellowships, or assistantships are granted after being awarded a need-based fellowship, then the total financial package may have to be adjusted to satisfy federal requirements.

**General Fellowship Requirements**

UCF fellowships are not awarded in conjunction with other fellowships and students are eligible to receive a given fellowship only once (with the exception of the Work Fellowship). Students must be regularly admitted graduate students by the time the fellowship is awarded in order to receive the funds, except in the case of Summer Mentoring Fellowships, which can be awarded to provisionally admitted students.
Academically, most fellowships require a GRE score of at least 1000 and a 3.0 grade point average in the last 60 attempted semester hours of undergraduate study. Each fellowship has different specific requirements.

**Progress for Fellowship Recipients**

Fellowship recipients are required to be in good standing and make satisfactory academic progress to continue to receive a fellowship award. To be considered in good standing a fellowship recipient is required to maintain the standards listed below. Failure to meet any one of these standards will cause cancellation of the fellowship. An exception of this policy may be granted by the Office of Graduate Studies after review of evidence of mitigating circumstances presented by the student.

- Students must be fully accepted into a graduate degree program at UCF.
- Students must enroll and maintain nine graduate hours or three dissertation hours each semester of the award.
- Students must maintain a minimum grade point average of 3.0 each term of the award.
- Students must receive a satisfactory progress report from their academic advisor each term of the award.
- Students cannot receive a grade of incomplete (“I”) and continue to receive the award.

**Student Loans**

Graduate students are eligible to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) from the Office of Student Financial Assistance (AD 120) or online at studentaid.ed.gov/sa/fafsa. Applications should be received before March 1 to be considered for a Perkins Loan or Federal Work Study. Graduate students may be considered for the Federal Stafford Loan, the Perkins Loan, and the Federal Work Study Program. Short-term loans are also available for graduate students.

In order to be eligible for a Federal Stafford Loan, graduate students must be degree-seeking, enrolled at least half-time at UCF, and maintain academic progress. The maximum subsidized loan amount for graduate students is $8,500. An Entrance Interview is required of first-time borrowers at UCF.

To obtain a loan, students must not be in default on any educational loan or owe repayment on a grant at this or any other institution. If you are a student transferring to UCF after the Fall term (Spring or Summer), you must provide the UCF Office of Student Financial Assistance with a financial aid transcript from the school attended during the previous term(s), either Fall and/or Spring. Only U.S. citizens or eligible non-citizens (e.g. resident aliens) are eligible for Stafford Loans. In order to be eligible for Perkins Loans, students must be enrolled at least half-time at UCF.

Short-term loans are available to cover books and supplies or for unexpected emergencies. This loan is not for tuition and fees. These funds are normally available within 3-4 working days after application processing once classes have begun. Students may request up to $600; more may be obtained for graduate students only under special conditions that generally are recommended by the College of Graduate Studies.

Non-degree-seeking students are not eligible for student loans. However, '5B' students are eligible. '5B' students are non-degree students who are seeking first-time teacher certification in the College of Community Innovation and Education.

Students are encouraged to refer to the following website for additional financial aid information: graduate.ucf.edu/funding/.
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.

For a listing of professional associations, please visit: ccie.ucf.edu/wp-content/uploads/sites/12/2017/11/Professional-Associations.pdf

Professional Development

Student Affairs Related Conferences


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 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.
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.

**Award for the Outstanding Master’s Thesis** – It recognizes graduate students for excellence in the master’s thesis. The focus of this award is on the quality and contribution of the student's thesis research. Excellence of the master's thesis may be demonstrated by evidence such as, but not limited to: publications in refereed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field.

For the nomination process and eligibility criteria, see the College of Graduate Studies website 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 the Graduate Travel Fellowship section at graduate.ucf.edu/.

For information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, see their website: csgs.org/ > Awards.

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/.

For specific services or resources provided by the academic program, please contact the graduate program director or academic advisor.

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

- Educational Leadership MA
- College of Community Innovation and Education
- College of Graduate Studies
- Academic Calendar
- Bookstore
- Campus Map
- Computer Labs
- Counseling Center
- Financial Assistance
- Golden Rule Student Handbook
- Graduate Catalog
- Graduate Student Association
- Graduate Student Center
- Higher Education and Policy Studies Department
- Higher Education and Policy Studies Resource Links
- Housing and Residence Life
- Housing, off campus
- Knights Email
- Learning Online
- Library
- NID Help
- Pathways to Success
- Recreation and Wellness Center
- Register for Classes
- 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 vice chair

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