



UNIVERSITY OF CENTRAL FLORIDA

Education PhD Graduate Program Handbook

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Education PhD

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

This sample plan of study is presented to show that a full-time student should complete the program in three years. Typically students on fellowship have support for three years. However, we recognize that some students may take more than three years depending on their research interest and dissertation design.

1st Year of Graduate Training

Fall

- IDS 7501 Issues in Research in Education (3)
- Track Specialization (6SH)

Semester Total: 9 credit hours

2nd Year of Graduate Training

Fall

- EDF 7475 Qualitative Research in Education (3)
- IDS 7500 Research Seminar in Education (3)
- Track Specialization (3-6)

Semester Total: 9-12 credit hours

Spring

- EDF 7475 Qualitative Research in Education (3)
- IDS 7500 Research Seminar in Education (3)
- Track Specialization (3-6)

Semester Total: 9-12 credit hours

Summer

- EDF 7475 Qualitative Research in Education (3)
- IDS 7500 Research Seminar in Education (3)
- Track Specialization (3-6)

Semester Total: 9-12 credit hours

3rd Year of Graduate Training

Fall	Spring	Summer
<ul style="list-style-type: none">• It is expected that students would complete the comprehensive exam in late spring or summer of year 2.• It is also expected that students will develop their committees and hold their formal dissertation proposal meeting by the end of summer year two.	<ul style="list-style-type: none">• 7980 Dissertation	<ul style="list-style-type: none">• Students must be registered for 3 semester hours in order to graduate during the semester in which they plan to graduate.• 7980 Dissertation
Semester Total: 12 credit hours or variable	Semester Total: 12 credit hours	Semester Total: 3 credit hours if needed

Examination Requirements

Qualifying Exams

Some tracks may require a qualifying exam or process which is typically completed during the first year of study.

Admission to Candidacy

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

Status as Candidate

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

Candidacy

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

Candidacy Examinations

Comprehensive examinations must be completed prior to admission to candidacy. The purpose of the Candidacy/Comprehensive Examination is for the student to demonstrate a depth and breadth of knowledge in their field of study, including theory and research methodology. Examinations will be scheduled by the student and major adviser. The Associate Dean for Graduate Studies (Doctoral Studies Office) must be notified of the date and location of the exam 30 days in advance.

All PhD candidates will be required to complete two examinations:

- 8-hour written examination
- 3-hour oral examination

Typically, the oral examination will take place after the committee has had an opportunity to read the written examination. The oral examination will provide the student the opportunity to clarify and/or expand their responses to the written exam.

Students must be enrolled in the university during the semester an examination is taken. The exact format of the examination will be determined by the student's committee and by faculty in that track.

A simple majority of the committee voting to pass the candidate is required for successful completion of the comprehensive exam.

In the judgment of the committee, if students are successful in only one part of the examination (written or oral) the committee may require the student to retake the portion of the exam for which they were unsuccessful within one semester of the exam date. If the committee deems that the student is unsuccessful in the second attempt, it will be considered that they have failed the exam and therefore must retake both parts of the exam no sooner than three months from the date of the original exam.

Remediation subsequent to an unsuccessful exam will be determined by the examination committee. A remediation plan may include further coursework, independent study, and/or individual mentoring.

The student may retake the examination once at the recommendation of the examining committee. A student will be placed in a non-degree status upon failure to complete the exam successfully the second time.

Examination Committee

Typically, the examination committee is composed of at least three members of the faculty in which the candidate is taking the majority of their coursework. The committee chair must be a faculty member who holds graduate faculty status and is a faculty member in the track in which the student is studying. The chair may be the student's doctoral adviser or dissertation chair. It is recommended that the dissertation advisory committee constitute the comprehensive examination committee. It is the responsibility of the chair to assemble appropriate questions based on the student's plan of study. It is appropriate for the chair to develop questions with input from the other committee members.

Dissertation Requirements

Dissertations are required in all tracks of the PhD program. College of Education candidates will follow the current APA (American Psychological Association) guidelines as well as the formatting requirements outlined in the [Thesis and Dissertation Services](#) Site.

University Dissertation Requirements

The College of Graduate Studies [Thesis and Dissertation page](#) contains information on the university's requirements for dissertation formatting, format review, defenses, final submission, and more. A step-by-step completion guide is also available on [Thesis and Dissertation Services](#) Site.

All university deadlines are listed in the [Academic Calendar](#). Your program or college may have other earlier deadlines; please check with your program and college staff for additional deadlines.

The following requirements must be met by dissertation students in their final term:

- Submit a properly formatted file for initial format review by the format review deadline
- Submit the Thesis and Dissertation Release Option form well before the defense
- Defend by the defense deadline
- Receive format approval (if not granted upon initial review)
- Submit signed approval form by final submission deadline
- Submit final dissertation document by final submission deadline

Students must format their dissertation according to the standards outlined in [Thesis and Dissertation Webcourse](#). Formatting questions or issues can be submitted to the Format Help page in the [Thesis and Dissertation Services](#) site. Format reviews and final submission must be completed in the [Thesis and Dissertation Services](#) site. The Dissertation Approval Form is also available in the Thesis and Dissertation Services site.

The College of Graduate Studies offers several thesis and dissertation [Workshops](#) each term. Students are highly encouraged to attend these workshops early in the dissertation process to fully understand the above policies and procedures.

The College of Graduate Studies thesis and dissertation office is best reached by email at editor@ucf.edu.

Selecting a Dissertation Adviser

Your dissertation adviser is typically selected towards that latter part of your second year of study. Your dissertation adviser may or may not be the same person as your program adviser. Your dissertation adviser should be a College of Education faculty member, graduate faculty member in the Rosen College of Hospitality, or faculty member in the College of Health and Public Affairs who is qualified to direct dissertations and is appropriate to the student's research topic. The dissertation adviser must be a graduate faculty member at the University of Central Florida. There are several reasons why your dissertation adviser and program adviser may not be the same person:

- Your program adviser is not yet qualified to direct dissertations.
- You and your program adviser do not have the same research interests.
- You and your program adviser have personality differences, which would make working together on a dissertation a difficult task for both of you.
- The track you are in may have a system of advisement that does not require a single person to be identified as your program adviser.
- Your program adviser may not be approved by the department chair or the Ph.D. Coordinator to direct a dissertation because of current load and responsibilities.

When you are ready to find a dissertation adviser, you should first discuss your need with your program adviser and with the Coordinator of the Doctoral Program. You may have a particular faculty member in mind with whom you would like to work. A faculty member might request that you work with him or her. That information should be shared with your program adviser and with the Coordinator of the Doctoral Program. The Coordinator will then initiate the Change of Adviser procedure. Changes in advisers must be approved by the Coordinator of the Doctoral Program and the appropriate Department Chair.

Selecting a Dissertation Committee

Once you have a dissertation adviser, you will select a dissertation committee. Your dissertation committee will include a minimum of four faculty members, one of whom must be a faculty member from outside your program track. The typical committee however, is a five-member committee. Such a configuration serves as a precautionary measure in the event that a committee member leaves the university, becomes ill, or for some other reason cannot continue on the dissertation committee.

The selection of your committee members is a joint decision made by you and your dissertation adviser. Committee members are generally selected because of their research interests and expertise. Once you and your dissertation adviser have discussed your options, you are responsible for contacting the individual faculty members to see if they are willing to serve on your committee. After you have their consent, you should file the Dissertation Committee Appointments Form with the Doctoral Studies Office. This form requires that you list the names of your committee members and get approval (initials indicating approval) of the department chair (s) for the faculty serving on your committee. The committee must also be approved by the PhD Program Coordinator.

Your topic choice drives the selection considerably, but so does your ability to work with people. Who have you worked with well in the past? For you, what are the most important characteristics of an adviser/committee? Who do you know that fits some or all of those characteristics?

Sometimes you have limited choices available for your committee. Flexibility is important in these scenarios. Interdisciplinary topics may require more committee members from more than one department or college.

Committee Member and Student Responsibilities

Once a faculty member agrees to serve on a dissertation committee, he/she provides appropriate feedback to the student on the proposal and on the dissertation. Committee members will be expected to attend a minimum of two committee meetings: the proposal presentation and the dissertation defense. The committee members may provide their feedback about your progress either directly to you or through the dissertation adviser. Such procedural functions should be agreed upon at the proposal presentation.

Responsibilities of the Adviser/Committee Members

The role of your chair/adviser is to:

- Provide guidance.
- Respond to the papers given to read within a reasonable time.
- Be reasonably consistent in advice.
- Protect the student from unreasonable demands.
- Assist the student at those times when the voice of a faculty member advocate is necessary.
- Generally aid the student in pursuing the thesis/dissertation project.

Your committee members may serve as experts in specific areas, such as methodology, the topic itself or a part of it, etc. You are the author of your thesis/dissertation, but your committee will guide you in shaping your argument and content. In this sense, a thesis/dissertation is a collaborative work that evolves through discussion over time.

Your Responsibilities to the Committee

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

Dissertation Proposal

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

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

Once your committee has approved your proposal and has signed the Dissertation Proposal Approval Form, you should deliver the Dissertation Approval Form and a copy of your proposal to the Doctoral Studies Office. Contact Leah Mitchell Fisher at 407-823-0031.

Institutional Review Board Proposal (IRB)

All dissertations that use research involving human subjects, including surveys, must obtain approval from the IRB. IRB approval must be granted **prior** to starting any research involving human subjects during the PhD program, including projects completed in IDS 7500, IDS 7938, or independent projects. Failure to obtain proper approval could jeopardize receipt of the student's degree. Visit the Office of Research at the University of Central Florida at research.ucf.edu/. Follow the Compliance link for the Online IRB Training Program.

Dissertation Registration

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

Dissertation Defense

Dissertations will be approved by a majority vote of the advisory committee. Further approval is required from the Dean or Dean designee of the College of Education and the Dean or Dean designee College of Graduate Studies before final acceptance of the dissertation in fulfilling degree requirements.

There are several steps within the defense procedure, and each one takes time. The defense is usually scheduled during the semester you intend to graduate. Therefore, it is critical to plan each step so you will meet all deadlines, including filing the Intent to Graduate Form (see University catalog for deadline for filing).

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

Remember, faculty members who serve on your committee are very busy people. You must give them adequate time to read and react to your dissertation. **Turnaround time of 10- 14 days is minimal.** So, plan accordingly.

Once it has been determined that you are ready to defend your dissertation to your committee, you must take the responsibility for organizing the time of your defense. You will secure a room through the Dean's Office (ED 305). The defense should be scheduled for a two-hour block of time and must be scheduled according to University deadlines. Usually the Executive Conference Room ED 306 will be scheduled for your defense. Notice of your defense should be sent out 30 days prior to the meeting. This is done by the Doctoral Studies Office. Please see Leah Mitchell Fisher. You are responsible for knowing and honoring all deadlines. Deadlines cannot be waived.

The day of your defense make sure you have signature form in the approved format present at the defense. It is not expected that the candidate provide refreshments for the dissertation defense. Be sure to check the Graduate Office web site for information on formatting, editing and transmitting your dissertation. All dissertations will be sent to turnitin.com. An official report will be sent to the faculty adviser.

Warning Note: If sufficient time is not allowed for defense, revisions and format review of the thesis, the student may not officially graduate until the following term.

Timelines

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

The timelines presented in the table on the next page represent minimal time frames which must be met to be eligible to graduate in a given semester.

Overview of Process

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

Selecting a Topic

Step 1

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

Step 2

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

Step 3

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

Step 4

- Plan a search strategy for your selected topic(s). (See your adviser or librarian for help.)
- Define and redefine your topic(s) as completely as possible.

Preparing a Proposal

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

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

Organizing a Dissertation

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

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

Format Guidelines are published in the Dissertation Manual Provided by UCF's Graduate Studies Office.

Budgeting Your Time

- Determine how many hours per day/week and the times of the day you are available to work on your thesis/dissertation.
- Determine where you will work and organize your work area(s). Decide how you will keep your records. Documentation/references are not an afterthought. Reliable citations = credibility. You may wish to consider downloading EndNote from the UCF Library website or purchasing a commercial citation packet (APA for example).
- Review your past work and note areas in project management in which you can improve. Prepare an overview schedule for the dissertation. Try to plan for continuous progress, based on the hours/times you are available to work on your thesis/dissertation.
- Prepare a more detailed schedule for each major part of the dissertation.
- Decide whether to delegate any of the tasks (for example: editing, proofreading, word processing, copying, research, preparation of figures).
- Consider possible problems (lost work, unforeseen data, delays of reviews, faculty gone/unavailable, family events, holidays, etc) and how you might avoid or remedy them. Ask your adviser to review your plan and provide suggestions.

- Evaluate your plan as you use it; revise it when necessary.

Questions/Problems

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

Annual Review

Information projected to be entered in 2019-2020.

Graduate Research

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

Financial Support

Graduate education is an important investment for both the student and the community. Graduate education enables students to enter new career fields with more choices as to their work assignments. It provides enrichment and a deeper understanding of a chosen field. Educated employees improve the quality of life in the State of Florida. The cost of this investment is very reasonable. A student's basic expenses at the university will be for tuition, course-related fees, textbooks, other instructional supplies, room and board, and miscellaneous items.

Graduate Student Support Opportunities

Graduate students may receive financial assistance in the form of fellowships, tuition waivers, loans, or assistantships. Students may inquire about these opportunities at the following offices:

Fellowships Office

(MH 230) - 407-823-2766, Fax: 407-823-6442; E-mail address: gradfellowship@ucf.edu

Website: graduate.ucf.edu/funding/

Student Financial Assistance Office

(MH 120) - 407-823-2827; Website: finaid.ucf.edu/

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

Financial Aid Information

finaid.org/

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

Graduate Fellowships/Waiver

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 20, for best consideration for fellowships.

Fellowships Program Assistant: (407) 823-6497.

Assistantship/Fellowship Procedures

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

Students interested in financial support through education fellowship programs must have completed application files by December 20. Fellowships are typically awarded in the previous spring for students enrolling for the first time in the fall semester of the next academic year. Graduate assistantships may be granted for those who apply by February 20, for the following academic year.

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

Fellowships

All graduate students who are receiving fellowships should register as early as possible, and contact the Fellowships Coordinator (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 College of Graduate Studies [website](#).

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

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

Need-Based Fellowships

For need-based fellowships, students must complete the Free Application for Federal Student Aid (FAFSA).

This application may be completed on-line at FAFSA Express studentaid.ed.gov/sa/. International students are not eligible for need-based support.

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

General Fellowship Requirements

UCF fellowships are not awarded in conjunction with other fellowships, and students are eligible to receive a given fellowship only once (with the exception of the Work Fellowship). Students must be regularly admitted graduate students by the time the fellowship is awarded in order to receive the funds, except in the case of Summer Mentoring Fellowships, which can be awarded to provisionally admitted students.

Academically, most fellowships require a GRE score of at least 1000 and a 3.0 grade point average in the last 60 attempted semester hours of undergraduate study. Each fellowship has different specific requirements.

Progress for Fellowship Recipients

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

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

Tuition Waivers

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

qualified Florida residents. Out-of-state tuition waivers are offered to qualified non-Florida residents. Part-time graduate students and post-baccalaureate students are not eligible to receive tuition waivers.

Graduate Teaching and Research Assistants

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

Rules that Govern the use of Tuition Waiver Monies for Graduate Students

- Graduate students must be full-time students (defined above) and in good standing with a graduate GPA of 3.0 or higher. The student must be enrolled in classes full-time for the term in which they receive the waiver and employed as a graduate teaching or research assistant for at least 10 hours/week (0.25 FTE) on average, or receiving a fellowship in the amount of \$3250 or higher for the academic year.
- 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. Graduate students who work in these offices should request tuition waiver support from the Office of Graduate Studies (MH 230).
- If a student drops a course for which a fee waiver has been received but remains full-time, the waiver money received for the class must be returned to the University. Holds on student records will prevent students from registering for classes, receiving transcripts, or receiving grade reports until the money is returned.
- 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.

Student Loans

Graduate students are eligible to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) from the Office of Student Financial Assistance (AD 120). Applications should be received before March 1 to be considered for a Perkins Loan or Federal Work Study. Graduate students may be considered for the

Federal Stafford Loan, the Perkins Loan, and the Federal Work Study Program. Short-term loans are also available for graduate students.

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

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

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

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

Students are encouraged to refer to the following website for additional financial aid information:
catalog.ucf.edu/content.php?catoid=4&navoid=238.

Additional Financial Resources

catalog.ucf.edu/content.php?catoid=4&navoid=238 > Financial Information

finaid.ucf.edu/

global.ucf.edu/ > Employment and Taxation

Graduate Student Associations

For information regarding associations for Education PhD students visit the [Clubs and Organizations webpage](#) on the [College of Community Innovation and Education website](#).

Graduate Student Association (GSA)

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/.

Professional Development

Frequently, opportunities are available for informal learning throughout campus. Various speakers visit campus yearly and it is hoped that you take advantage of this academically rich environment. There are a number of centers, institutes, and campus-wide offices that offer regular activities and resources that can expand your personal or professional development. The following is a partial list of some of these that you may wish to investigate further for your enrichment:

- Professoriate Program, sponsored by Faculty Center for Teaching and Learning
- GTA Certificate Program, sponsored by Faculty Center for Teaching and Learning
- Career Services and Experiential Learning

- Graduate Student Association Seminar Series
- Graduate Research forum, sponsored by the College of Graduate Studies
- Facilitate summer internships for graduate students and inform students of such opportunities
- Toni Jennings
- Chi Sigma Iota

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/.

Job Search

For information regarding employment opportunities and resources for Education PhD students visit the [Employment webpage](#) on the [College of Community Innovation and Education](#).

Forms

- [College of Community Innovation and Education Graduate Forms](#)
Includes forms and other documents for Education PhD students.
- [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

- [Education PhD](#)
- [College of Community Innovation and Education](#)
- [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](#)
- [Library](#)
- [NID Help](#)

- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [University Writing Center](#)

Grad Faculty

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

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