



Master of Public Administration Master of Science in Criminal Justice New Student Handbook

**Anticipated Relocation to Downtown
Fall 2019**



School of Public Administration

College of Community Innovation and Education

University of Central Florida



**School of Public
Administration**



**Department of
Criminal Justice**

Welcome to the Dual Degree Program MPA/MSCJ

Congratulations and welcome to the Master of Public Administration program in the School of Public Administration at the University of Central Florida! As a new graduate student, you are beginning a journey of personal and professional growth at an excellent institution of higher learning.

In this Handbook, you will find information to help you start your academic experience at UCF, from contact information for the School of Public Administration and much more. So please take the time to read through this packet and make sure that you understand everything in it. You should also visit the UCF College of Graduate Studies website for a more detailed and updated list of information. These documents are designed to give you information to help you successfully navigate through your program.

I am the MPA Program Director and my email address is Abdul-Akeem.Sadiq@ucf.edu. If you have any questions, please feel free to email me, I am available to answer questions as they arise. Additionally, you may contact Nasrin Lakhani, Academic Services Coordinator (nasrin@ucf.edu). The School of Public Administration's suite (as of fall 2019) will be on the fourth floor of the Dr. Phillips Academic Commons Building at UCF Downtown. Our phone number is 407-823-2604. Email is UCF's preferred method of communication and both the University and the School of Public Administration will send you important information and news via email so you may stay connected and up to date on special events. We are mandated to communicate via knights' email only so please take some time to set up your knights' email through MyUCF > Student Center.

We are delighted to have you as part of the MPA program and look forward to working with you over the coming years.

If you have changed your plans and will not be enrolling in the MPA Program this term, please let us know.

Sincerely,

MPA Program Director



School of Public Administration

Program Directory

School of Public Administration Office

Dr. Phillips Academic Commons, 4th Floor

Phone: (407)823 2604

School Director

Dr. Doug Goodman

Doug.Goodman@ucf.edu

Public Administration Programs Program Director

Dr. Abdul-Akeem Sadiq

Abdul-Akeem.Sadiq@Ucf.edu

Academic Advising for MPA

Nasrin Lakhani

Nasrin@ucf.edu (407)823 0912

Academic Advising for MSCJ

Elexis Ritz

Elexis.Ritz@ucf.edu

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IMPORTANT NEW STUDENT INFORMATION

Welcome to the School of Public Administration. **Please read this information carefully, it will assist you in successfully navigating through your program and completing your degree.**

ACCEPTING YOUR PROGRAM

Please accept your admission to this program through your Student Center, accessible by logging into MyUCF, to be able to register for classes. You must accept your admission to be able to register for courses.

IMMUNIZATIONS

All students, even distance-learning students, are responsible for complying with UCF's

Immunization Policy. Students who have not completed Health Services requirements will have a hold that will prevent registration. You may access the immunization information and forms at: <http://hs.sdes.ucf.edu/him-immunizations.html>. Find immunization information and forms at:

<http://www.hs.sdes.ucf.edu/healthcenter/immunizations.html>. Students who have not completed Health Services requirements will have a hold that will prevent registration.

Non-resident students living outside of the state of Florida may contact the UCF Health Center to request a waiver of this requirement. If approved, the waiver must be renewed each semester. Contact them at 407-823-3707 or <http://hs.ucf.edu/>.

KNIGHTS MAIL (Critical)

Per UCF policy, we are mandated to communicate by Knights-mail only, so set up your account as soon as possible (use the link in your Student Center) and continually monitor that mailbox. **UCF policy dictates that any attempt to contact you by the Knights email system is a valid attempt.**

FIRST SEMESTER REGISTRATION

Per UCF policy, you must take a class in the semester you are admitted; if you do not, your admission is

revoked and you must reapply to the program in a subsequent semester. Once you have been notified by the College of Graduate Studies that you may register for courses, please do so immediately. Classes fill to capacity quickly. You may only register for the semester of your acceptance and forward.

PROGRAM COURSES & SCHEDULING

Most of the program core (required) courses are offered in the fall and spring semesters,

summer has very few core courses. Students are advised to use the summer semester for electives classes.

COURSE SECTION SELECTION

You will get an error message if you are trying to register for the wrong course section. If you are a campus-based student, your classes will bear section number 0001 for face-to-face class. Online students will only be able to take online classes that have section numbers 0W61, 0W62. (W in the section number stands for Web)

OVERRIDES

The School of Public Administration does not grant overrides into full and closed courses, so it is imperative that you register at your earliest possible time!

THREE-TERM REGISTRATION

In March of each year, you can register for the summer, the fall, and the following spring semesters. We encourage you to do this as it "reserves" your classes for the academic year and allows life-planning. Please note that if you are dropped from your classes due to non-payment in one semester, you will be dropped from classes in all subsequent semesters and will have to re-register.

PROGRAM OF STUDY (POS)

Required for all degree seeking students. This form MUST be completed and returned to the School of Public Administration in your first semester. Without this form, the College of Graduate Studies will place a hold on your records. The hold will prevent you from registering for classes.

COMPLETING POS

Plan of Study form is available from your program advisor. It is to be completed using your best-faith estimate of when you will complete the courses. Sign and date the POS and submit it to both the MPA and the MSCJ advisors. All master level students, including those in the cohorts are required to have this on file by the end of their first semester.

CLASS LOAD

Do not overload yourself. For most of you, this is your first experience with graduate work and it may be your first experience with online courses. Graduate work is more rigorous than undergrad work, requiring more research, reading, and writing and your work is held to a higher standard. You will require more study time. If you are working full time, you should enroll in no more than two courses each semester. Also, online classes are typically more demanding than face-to-face classes as they require more time to complete assignments.

ACADEMIC PROGRESS

Your master's program requires you to earn a grade of "B-" (80%) or better in each core course and maintain an overall GPA of 3.0 or higher. Students in a graduate certificate program may earn a grade of "B-" or better, as long as the overall GPA remains at 3.0 or higher. If you are struggling with any class, please first talk with your professor to resolve any issues. If you are not earning a grade of "B-" or better in a course by the official withdrawal date (see Academic Calendar at www.registrar.sdes.ucf.edu/calendar/academic/), we recommend that you officially withdraw from the class. Any "F" grade may be grounds for dismissal from the program and, if not dismissed, you will be required to repeat the course for an acceptable grade. There is no grade forgiveness at the graduate level.

DEGREE TIME LIMITS

You have seven years to complete both the masters and graduate certificate programs. Any courses taken at UCF or transferred, that are over seven years old at the completion of your program will not be acceptable and may have to be repeated.

ONLINE LEARNING

For many of you, this will be your first time with online courses at UCF. Please review the tutorial at <http://online.ucf.edu/>. Click on the "Learning Online" link.

GRADUATE CATALOG

The UCF Graduate Catalog (www.graduate.ucf.edu) is UCF's official record of graduate policies. The catalog states, "It is your responsibility [as the student] to keep informed of all rules, regulations, and procedures required for graduate studies. Graduate program regulations will not be waived or exceptions granted because students plead ignorance of the regulations or claim failure of the adviser to keep them informed." Take some time before the semester gets busy to review the graduate catalog and ask any questions and refer to it frequently!

GRADUATE WRITING SKILLS

The School of Public Administration uses the APA format. Look up Student Resources and APA style writing. As grad students, you will be doing a lot of research so please familiarize yourself with the services that the UCF Library offers at <http://library.ucf.edu/>. The Library Liaison for the School of Public Administration is Dr. Linda Colding – linda.colding@ucf.edu

FILING THE INTENT TO GRADUATE

Candidates must submit their application for graduation through [myUCF](#) in the *Student Center* section. To access this section, login to myUCF, select *Student Self Service*, *Student Center*, and then select *Intent to Graduate: Apply* in the drop-down box under Academics. It is recommended to file your intent in the beginning of your last semester.

Please consult the [UCF Academic Calendar](#) to find the specific deadlines. Please note that you will not get a confirmation after filing the intent. If there is anything lacking in your degree audit you will be informed.

The Graduate Catalog (www.graduate.ucf.edu) is UCF's official record of graduate policies and will be the final authority.

GRADUATE STUDENT INTERNSHIP PROGRAM OVERVIEW

LEARNING OBJECTIVES

The course is designed to introduce, teach, or reinforce one or more of the adapted National Association of Schools of Public Administration (NASPAA) universal required competencies:

1. The ability to lead and manage in public and nonprofit governance
2. The ability to participate in and contribute to the policy process
3. The ability to analyze, synthesize, think critically, solve problems, and make decisions
4. The ability to articulate and apply the service perspective
5. The ability to communicate and interact productively with a diverse and changing workforce and citizenry

ACADEMIC REQUIREMENTS

- Internships are a graduate level general elective. Students may take this for up to three credit hours at 300 hours of internship
- Maintain a minimum 3.0 GPA
- Have successfully completed six (6) credit hours of graduate level public administration coursework

REGISTRATION PROCESS

Students who have arranged internships by their own efforts must seek approval prior to beginning the internship. To gain approval students must:

1. **Contact the Director of Internship, Daniel Seigler at Daniel.Seigler@ucf.edu with their name and PID, for enrollment into the Internship Orientation course.**
2. Students should begin their search for an internship the semester prior. Students who do not receive approval run the risk of not receiving academic credit for their internship.
3. **Activate your account on Handshake (<http://cse1.ucf.edu/>) to view the current listing of available internships.**
4. The student and host site must complete the required documents, Learning Agreement and Confirmation of Placement.
5. Once forms are received, the student will be assigned a permission number by the experiential learning coordinator. This number will allow you to self-enroll into the PAD 6946 Internship Course. **Students must ensure that the class is confirmed on their schedule.**

Students should meet with an academic advisor prior to enrolling in an internship to ensure the course is a part of their individualized plan of study.

For more information, please send an email to: Mirtha.Bailey@ucf.edu, Mirtha Bailey, Experiential Learning Coordinator

SERVICE-LEARNING PROGRAM OVERVIEW

Service learning is a teaching method that is part of UCF's initiative to provide a means for every student to enhance his or her academic program with experiential learning. Service learning within the School of Public Administration provides an opportunity for students to work with community partners by collecting and compiling data and producing quality products that will be beneficial to nonprofit organizations. Students have been involved in the following projects:

- Volunteer program evaluation
- Strategic planning
- Grant proposals
- Nonprofit administration case study
- Nonprofit program evaluation

Service-learning projects address community needs and require students to reflect on their activities to gain an appreciation for the relationship between civics and academics. The service-learning projects are usually completed as a group assignment. Faculty will guide the process. Not all graduate courses will offer this teaching method.

PROGRAM POLICIES

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 students in both the academic setting and in the practical world. Professionalism in this graduate program begins 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 program and university 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:

1. **Knowing and following the rules:** Adherence to the rules and regulations as stipulated by UCF and the graduate program.
2. **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. Students are also expected to meet all deadlines in class and in the program.
3. **Attendance:** It is required for students to attend each lecture and comply with the instructor's attendance policy as stated in the course syllabus.
4. **Civility:** Students are expected to behave in a respectful and courteous manner to instructors, fellow students, guest speakers, college and university administrators, program staff, and other UCF Staff. Examples of respectful behavior include but are not limited to modulated tone of voice; professional language that avoids inappropriate, vulgar, or foul expressions; maintaining control of emotions and avoiding threatening or bullying behaviors; respect for others' personal space; respect for PAF and affiliated faculty and staff as well as UCF property; refraining from distracting and disruptive behaviors while on campus, in hallways, and in classrooms; and a generally civil demeanor.
5. **Respectfulness:** Being respectful and courteous to others is central to creating a learning environment where individuals can comfortably express ideas.
6. **Guest Speakers / Presentations:** Graduate programs often invite guest speakers from the local community. Students in their 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 attire and conduct are required when guest speakers are present.
7. **Electronic devices:** Use of cell phones, pagers, and other electronic devices is determined by the instructor.

8. **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 program staff or UCF personnel.

SATISFACTORY ACADEMIC PROGRESS

Upon enrollment in their graduate program, each student will be assigned an academic program advisor. This advisor will ensure that the student's plan of study is appropriate. Students are encouraged to meet with the academic advisor at least once during each semester.

A grade point average of 3.0 is required for continued study in your graduate program. If at any time, a student's graduate status GPA falls below 2.0, they are automatically dismissed from the program. Please refer to the Graduate Catalog for further information regarding the graduate status GPA.

Advancement from one semester to the next is contingent upon satisfactory progress each semester. The student must maintain satisfactory progress toward meeting the following expectations:

- Students are expected to earn a B- or higher in all core courses. Students who receive more than six (6) hours of "C" grades (C, C+ or C-) in elective courses may be dismissed from their graduate program.
- Students who receive a C grade (C, C+ or C-) in a core course will be required to retake that course. Students who receive a C grade C, C+ or C-) after retaking a course, may be dismissed from the program.
- Students earning a D or an F grade in any of their course work will be dismissed from their graduate program.
- Students earning three or more unsatisfactory grades in one semester (C+ or lower) will be dismissed from their graduate program.
- Satisfactory performance also involves maintaining professional integrity and behaviors expected in a clinical program. Failure to maintain these standards may result in dismissal of the student from the program.
- The student may appeal dismissal decisions [as outlined in The UCF Golden Rule](#).

A degree program may dismiss any student at any time when, in its judgment, the individual is deemed incapable of successfully performing at required standards of excellence. If a student is dismissed, reinstatement to graduate student status in the same program can occur only through a formal appeal process.

ACADEMIC INTEGRITY

We value honesty, integrity, and responsibility in the PAF program. Cheating, plagiarism, and other types of academic dishonesty will be referred to the University for appropriate sanctions. Professors have the right to fail a student that they believe has been involved in any aspect of academic misconduct. A full discussion of students'

rights and responsibilities on this issue can be found in the Golden Rule at <http://goldenrule.sdes.ucf.edu>

Students are expected to read the Golden Rule prior to starting the program to ensure that they understand and will not be involved in any aspect of academic dishonesty. Students should also refer to the UCF Graduate Catalog, as they will be responsible for following all policies from Graduate Studies as well as those of the University.

Cheating includes, but is not limited to, plagiarizing materials, using information from notes, books, or the internet during on-line exams, or working with other students in classroom or on-line exams to secure information or answers. When in doubt, ask before you assume that you can work with other student(s) on exams or projects, or use information from other sources. APA citation is required for all information taken from an outside source (including the internet, books, journals, articles, and published and non-published materials).

Students found in violation of academic integrity as it pertains to cheating may be dismissed from their graduate program at the discretion of the Program Director.

INTERNSHIP

While enrolled in courses, students may be required to complete internships in community agencies or public organizations. The internship plays a key role in teaching practice behaviors to students while measuring and reflecting the student's ability to demonstrate capacity in field. Internships helps student gain skills to apply learned theory to practice in the field.

Student Service-Learning contract provide a broad framework for developing an individualized learning plan that is responsive to the needs of the student and the resources of the selected agency. It is designed to give direction and learning structure to the internship experience.

While serving as an intern, students are expected to abide by the policies in line with professional conduct. Appropriate behavior refers to the following:

- Civility
- Respectfulness
- Timeliness
- Attendance
- Appropriate Attire

Any student intern found not in compliance with professional conduct while representing the School of Public Administration may be placed on academic probation or potentially dismissed from the program.

STUDENT SERVICES CONTACTS

STUDENT ACCOUNT SERVICES

Student Services Millican Hall, Room 109 Phone: (407) 823-2433

Fax: (407) 823-6476

Email: stuaccts@ucf.edu <http://www.studentaccounts.ucf.edu/>

STUDENT FINANCIAL ASSISTANCE

Millican Hall, Room 120 Phone: (407) 823-2827

Fax: (407) 823-5241

Email: finaid@ucf.edu http://finaid.ucf.edu/applying/app_costs.html

UCF CARD SERVICES

John T. Washington Center, Room 104 Phone: (407) 823-2100

Fax: (407) 823-3278

<https://ucfcard.ucf.edu/index.html>

UCF PARKING SERVICES

South Garage—Garage B Phone: (407) 823-5812

Fax: (407) 823-6715

Email: decals@ucf.edu

KNIGHTS EMAIL ACCOUNT

<https://extranet.cst.ucf.edu/kmailselfsvc>

COMPUTER AND NETWORK QUESTIONS

Phone: (407) 823-5117

Email: servicedesk@ucf.edu

Using MyUCF Portal and Student Center



NETWORK ID (NID)

The NID is a UCF-issued credential that allows access to UCF resources (e.g., UCF wireless networks, UCF Exchange). The NID is used by current students to log into MyUCF portal.

If you do not know or can't recall your NID, use the [I forgot my NID](#) link which is found on the NID passwordreset page (<http://mynid.ucf.edu>).

NID PASSWORD

If you do not know or cannot recall your NID password, please use the NID Password Self-Service Reset tool at <http://mynid.ucf.edu>. 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). Learn more about [strong passwords](#).

Your NID password expires 60 days after the last reset and can't be used to access UCF services until it is reset.

Accepting Graduate Admission



INSTRUCTIONS TO ACCEPT GRADUATE ADMISSION

In the upper right-hand corner, in the myUCF Menu box, click Student Self Service.

**If the address menu appears, verify your email and valid addresses and click OK.*

To Accept/Decline your admission, from Student Center mainpage, scroll down to the Graduate Students section.

Click Accept/Decline Admission

Select the program you would like to Accept or Decline admission to by clicking on the Accept/Decline link to the right on each application.

Select either I Accept Admission or I Decline Admission button to indicate your choice. You will then be asked to confirm your selection. Select the Previous Button if you do not wish to make a selection at this time.

If Admission is Accepted:

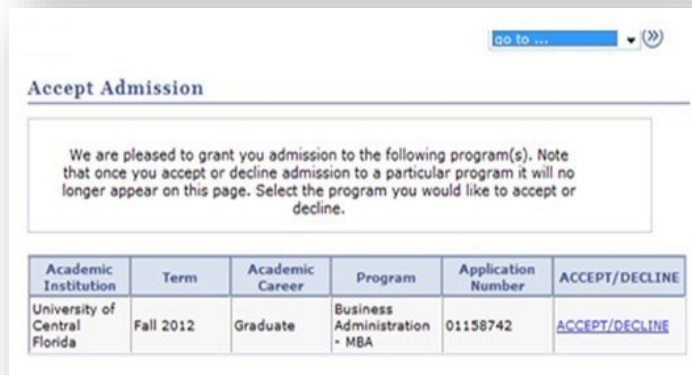
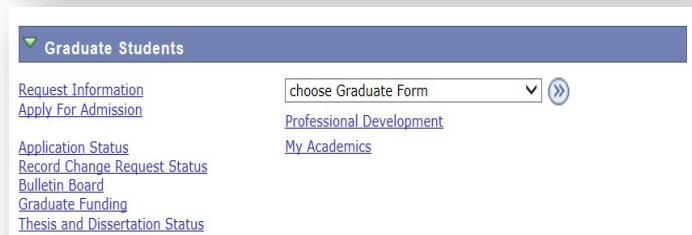
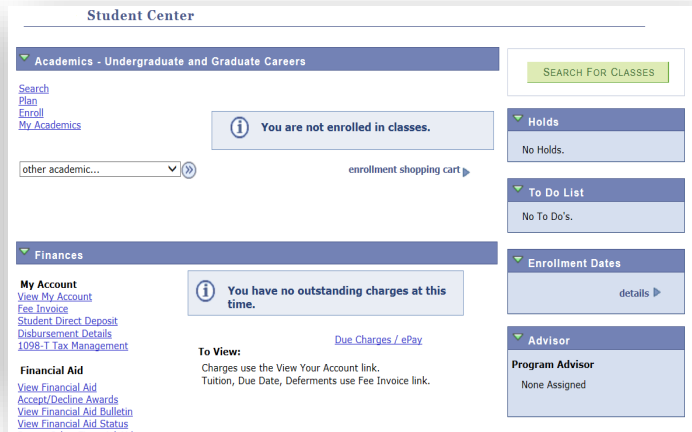
After you have accepted your admissions offer, it takes approximately 1-2 business days for the database to complete its processes and a registration appointment time to be

generated. Appointment times are only generated after class schedules are posted. The appointment time is the date and time you are eligible to enroll in classes through your myUCF portal.


Please be sure to inquire with your department directly to verify if there is a deadline they have set for you to accept or

decline your admissions offer. In addition, follow up with them once your admissions offer is accepted to confirm if there is a mandatory orientation through your department that you must attend.

NOTE: If newly admitted students do not register and enroll for classes in their first semester their file will be inactivated and all future registration will be dropped. Once their file is inactivated, they will need to re-apply by a complete new online admissions application.



Getting to Know MyUCF

 UNIVERSITY OF CENTRAL FLORIDA

UCF

Search UCF

Home PageStudent Message CenterOnline Course ToolsDashboardsInformational Resources

Student Center

Academic Resources

Student Self Service

Personal Information

Holds & To Dos

Student Records

Graduate Students

International Students

Undergraduate Admissions

Student Accounts

Financial Aid

Scholarship Application

Housing

Student Center

Reporting Tools

Knight's Access Login

Change my NID Password

Update my Challenge Questions

Knight's Email

UCF Home Page

UCF COM Home Page

Student Center

Academics - Undergraduate and Graduate Careers

Search

Plan

Enroll

My Academics

other academic...

You are not enrolled in classes.

Academic Requirements

Change Major: Request

Change Major: Status

Class Schedule

Commencement Ticket Lottery

Enrollment Bulletin Board

Enrollment: Add

Enrollment: Drop/Withdraw

Enrollment: Swap

Enrollment: Verification

Grade Forgiveness: Application

Grade Forgiveness: Status

Grades

Graduate Plan of Study

Incomplete Grade

Intent to Graduate: Apply

Intent to Graduate: Status

Intent to Graduate: Surveys

Readmission Application

Transcript: Order Status

Transcript: Request Official

Transfer Summary Report

other academic...

enrollment shopping cart

SEARCH FOR CLASSES

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

details

Advisor

Program Advisor

None Assigned

My Account

View My Account

Fee Invoice

Student Direct Deposit

Disbursement Details

1098-T Tax Management

You have no outstanding charges at this time.

Due Charges / ePay

To View:

Charges use the View Your Account link.

Tuition, Due Date, Deferments use Fee Invoice link.

Financial Aid

View Financial Aid

Accept/Decline Awards

View Financial Aid Bulletin

View Financial Aid Status

Report Other Financial Aid

UCF Textbook Purchase Program

Textbook Purchase Program Opt In

Textbook Purchase Program Status

Personal Information

Demographic Data

Emergency Contact

Names

FERPA/Directory Restriction

UCF Alert

other personal...

Contact Information

Mailing Address

8930 Bay Cove Ct

Orlando, FL 32819

ORAN

Phone Numbers

407/288-3903

Permanent Address

8930 Bay Cove Court

Orlando, FL 32819

ORAN

Email Addresses

nlakhani@knights.ucf.edu

Undergraduate Admissions

Undergraduate Application Status

Graduate Students

Request Information

Apply For Admission

Application Status

Record Change Request Status

Bulletin Board

Graduate Funding

Thesis and Dissertation Status

choose Graduate Form

Professional Development

My Academics

International Students

International Students

Bulletin Board

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PROGRAMS OFFERED BY THE SCHOOL OF PUBLIC ADMINISTRATION

GRADUATE DEGREES

Master of Nonprofit Management
Master of Public Administration
Master of Public Policy
Master of Research Administration
Master of Urban and Regional Planning
Doctoral Program in Public Affairs

GRADUATE CERTIFICATES

Graduate Certificate in Nonprofit Management
Graduate Certificate in Public Administration
Graduate Certificate in Research Administration
Graduate Certificate in Urban and Regional Planning
Graduate Certificate in Fundraising
Graduate Certificate in Emergency Management and Homeland Security
Graduate Certificate in Public Policy Analysis