Master of Public Administration and Master of Nonprofit Management New Student Handbook

School of Public Administration

College of Community Innovation and Education
University of Central Florida

Dual Degree: Master of Nonprofit Management and Master of Public Administration

Congratulations! Welcome to the Master of Public Administration (MPA) and Masters of NonprofitManagement (MNM), Dual Degree program at the University of Central Florida.

Dr. Young-Joo Lee and I, Dr. Abdul-Akeem Sadiq, are the Program Directors for the MPA and the MNMdual degree program. Both of us will be happy to answer any program related questions you may have at any time. You may also contact Ms. Nasrin Lakhani (nasrin@ucf.edu), Director of Academic Services and Graduate Adviser for the program.

This New Student Handbook contains critical information about your program and your nextsteps. You are responsible for knowing the information contained in the Handbook.

At UCF, most of our communication is by email and we are mandated to communicate with studentsusing Knight's mail so please set up your Knights email account through MyUCF > Student Center. Theschool will send you important information and news so you may stay connected and up to date on special events.

Per UCF policy, it is mandatory that you take at least one class in your admission semester otherwiseyour admission will be revoked.

All 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 further registration. You may access the immunization information and forms from Health Services.

If you have any questions, please feel free to contact any of us. As of fall 2019, the School of Public Administration will be located on the 4th floor of the Dr. Phillips Academic Commons, UCF Downtown. h and Public Affairs, Building 2 (HPA II), Suite 238. Our phone number is 407-823-2604.

We are delighted to have you as part of the dual degree: MNM/MPA program and look forward to working with you over the coming years. If your plans have changed and will not be enrolling inthe dual degree program this term, please let us know.

Sincerely,

Abdul–Akeem Sadiq   *Dr. Young–Joo Lee*

Dr. Abdul-Akeem Sadiq   **Dr. Young-Joo Lee**
MPA Program Director   **MNM Program Director**

Dual Degree: Master of Public Administration and Master of Nonprofit Management

School of Public Administration Office

(407)2823 2604

School Director

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PROGRAM CURRICULUM

Dual Degree: Master of Nonprofit Management and Master of Public Administration

The dual degree consists of 54 credit hours. Each student completes a core of 16 courses (48 credit hours), and a capstone class for each program (6 credit hours).

Total Credit Hours Required: 54

Core Courses (48 credit hours)

PAD 6035 Public Administration in the Policy Process (3 credit hours)
PAD 6037 Public Organizational Management (3 credit hours)
PAD 6053 Public Administrators in the Governance Process (3 credit hours)
PAD 6207 Public Financial Management (3 credit hours)
PAD 6227 Public Budgeting 3 credit hours)
PAD 6335 Strategic Planning and Management (3 credit hours)
PAD 6417 Human Resource Management (3 credit hours)
PAD 6700 Research Methods for Public Administration 3 credit hours)
PAD 6701 Analytic Techniques for Public Administration (3 credit hours)
PAD 5145 Volunteerism in Nonprofit Management (3 credit hours)
PAD 5146 Nonprofit Resource Development (3 credit hours)
PAD 5850 Grant and Contract Management (3 credit hours)
PAD 6142 Nonprofit Organizations (3 credit hours)
PAD 6327 Public Program Evaluation (3 credit hours)
PAD 6208 Nonprofit Financial Management (3 credit hours)
PAD 6327 Ethics and Gov. in Nonprofit Management

Capstone Experience (6 credit hours)

Nonprofit Capstone

PAD 6149 Nonprofit Administration (3 credit hours)

Public Administration Capstone

PAD 6062 Advanced Concepts and Applications in Public Administration (3 credit hours)

Students will engage in a capstone experience intended to bring together the various areas of knowledge and skills covered in both the programs.

College of Health and Public Affairs
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MASTER OF PUBLIC ADMINISTRATION/ MASTER OF NONPROFIT MANAGEMENT - PLAN OF STUDY

The POS serves as your road map for the program. Please use your best faith estimates for 'TERM/YR' for courses not yet taken.

STUDENT and PROGRAM INFORMATION			
Name (last, first, MI):		PID:	
Term Admitted:		Catalog Year:	
College:	**CCIE**		
Program Director	**Dr. Sadiq and Dr. Lee**		
Total hours required for degree and in Program of Study		**54**	

REQUIRED CORE COURSES—9 COURSES, 27 CREDIT HOURS						
PREFIX	NUMBER	COURSE TITLE	TERM/YR	GRADE	HRS.	XFER Y/N
PAD	6053	**PA in the Governance Process**			3	
PAD	6035	**PA in the Policy Process**			3	
PAD	6700	**Research Methods in PA**			3	
PAD	6701	**Analytic Techniques for PA (PR: PAD 6700)**			3	
PAD	6037	**Public Organization Management**			3	
PAD	6227	**Public Budgeting (PR: 6700)**			3	
PAD	6207	**Public Financial Management (PR: 6700, 6227)**			3	
PAD	6417	**Human Resource Management (PR: 6700)**			3	
PAD	6335	**Strategic Planning and Management (PR: 6700)**			3	
PAD	5145	**Volunteerism in NP Management**			3	
PAD	5146	**NP Resource Development**			3	
PAD	5850	**Grant and Contract Management**			3	
PAD	6142	**Nonprofit Organization**			3	
PAD	6327	**Public Program Evaluation**			3	
PAD	6208	**Nonprofit Financial Management**			3	
PAD	6237	**Ethics in Gov.and Nonprofit Management**			3	
PAD	6149	**Nonprofit Capstone - Nonprofit Administration**			3	
PAD	6062	**Public Admin. Capstone - Adv. Concepts in PA**			3	

Note: Capstone courses are to be taken only after all core courses for that program have been completed. It can be taken with one other core course (only two courses that semester as capstone courses are work intensive)

With the submission of this Planned Program of Study, I understand that:

- It is my responsibility 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.

- The UCF Graduate Catalog is the university's official record of graduate policies. In any case where this document and the Graduate Catalog appear to disagree, the Graduate Catalog is the final authority.

- It is my responsibility to keep informed of all program related rules, regulations, procedures and requirements. To graduate an 'intent to graduate' must be filed in the semester prior to graduating.

Student Signature: _____ Date: _____

School of Public Administration

UCF

NAME:

DATE:

PID/STUDENT ID:

PROGRAM DIRECTOR

Plan of Study – Master of Public Administration and Master of Nonprofit Management		
Full time load is 3 courses, part time is 2. Electives are not always offered in summer. Capstones are NOT offered in summer.		
1st Year	Suggested Plan: 1st- PAD 6700, 6035, 6053; 2nd - PAD 6701, 6227, 6037 3rd - PAD 6207, 5850, 6335	
1st Semester	**2nd Semester**	**3rd Semester**

2nd Year	Suggested Plan: 4th- PAD 5146, 6327, 6237 5th - PAD 6142, 5145, 6208 6th - PAD 6417, 6149, 6062	
4th Semester	**5th Semester**	**6th Semester**

Capstone is taken after all core courses are done. It advised to take only one additional elective class with it.

With the submission of this Planned Program of Study, I understand that:

o   It is my responsibility to keep informed of all rules, regulations, and procedures required for graduate studies. Graduate programs will not be waived or exceptions granted because students plead ignorance of the regulations or claim failure of the adviser to keep them informed.
o   The UCF Graduate Catalog is the university's official record of graduate policies. In any case where this document and the graduate catalog appear to disagree, the Graduate Catalog appear to disagree, the Graduate Catalog is the final authority.
o   It is my responsibility to become familiar with the academic requirements of my program and with the provisions of the online Graduate Catalog.

College of Graduate Studies

Registration Guidelines

Please visit registrar.ucf.edu/ for important registration dates, frequently asked questions and contact information. To find out your registration appointment date and time, log on to my.ucf.edu, click " Student Self Service" and go to "Enrollment Appointment."

How to Register Online

myUCF (my.ucf.edu) is your source for easy online registration as well as the latest UCF news and current events. You can personalize your **myUCF** pages for access to your favorite web information each time you log in!

Your Responsibilities - Please Read Carefully

- It is the student's responsibility to pay for their term tuition and fees by the published deadline. If students fail to pay their tuition and fees by the deadline, they will be charged a $100 Late Payment Fee, their records will be put on hold, their account will be referred to a collection agency, and they may incur other financial consequences.

- It is the student's responsibility to drop or withdraw from courses. Students must not assume that their classes will be canceled if they do not pay for the courses or do not attend class meetings.

- Withdrawing from classes may have financial aid, NCAA eligibility, or international visa consequences. Students should seek appropriate advisement prior to withdrawing from class.

- **Your admission is valid only in the term for which you were admitted. If you decide not to enroll in your first term you must apply for reactivation.**

> **Late Registration and Add/Drop**
> Students who register for the first time during Late Registration and Add/Drop will be assessed a Late Registration Fee of $100. A Late Payment Fee of $100 will also be assessed on accounts not paid or deferred by the payment deadline. All registration activity must be completed by 5:00 p.m. on the last day of Late Registration and Add/Drop.

GRADUATE COMMUNICATION METHODS

UCF College of Graduate Studies communicates with graduate and post-baccalaureate students by e-mail. To avoid missing important communications, it is the student's responsibility to ensure that the university has an up-to-date "preferred" e-mail address—as well as both a permanent and mailing (local) address. Students can update their contact information through **myUCF**.

IMPORTANT INFO

- Visit the official UCF Academic Calendar at calendar.ucf.edu for more information regarding Late Registration, Add/Drop and Payment Deadlines.

- **Avoid the Late Fee**
  Students unable to enroll in any open section during regular Registration and Add/Drop may register for the UCF temporary course **UCF 1500** before the end of regular Registration and Add/Drop. This will avoid the $100 Late Registration Fee. Students should drop this temporary course before the end of Late Registration and Add/Drop.

QUICK CHECKLIST

- ☐ Have a completed Immunization Form on file
- ☐ Know your UCFID
- ☐ Know your appointment day and time
- ☐ Consult department offering course for info on restricted courses
- ☐ Find the classes you need online at **myUCF**
- ☐ Register online using **myUCF**
- ☐ Obtain a copy of your Fee Invoice and verify your residency classification
- ☐ Pay by the payment deadline

Registration Guidelines - For Graduate Degree Seeking Students

Additional Information

Immunization Form

You will not be able to register without a completed Immunization Form. A completed Immunization Form must be submitted by ALL students enrolled in course work for which attendance on the main campus, branch campus, or other designated center is required. For any questions regarding the Immunization form and other important health information, please contact the UCF Health Services at (407)823-3707 or visit www.hs.sdes.ucf.edu.

Auditing

To audit a class, students should obtain an Audit Registration Form from the Registrar's Office (407)823-3100 to submit to the department where the course is being offered. You can also download the form from their website (registrar.ucf.edu).

International Students

Your health insurance must be in force (paid for and proof provided to the International Services Center) by the middle of the semester or you will be Administratively dropped from all of your courses. If you do not have this information, please contact the International Services Center at (407)823-2337 or visit the website at www.intl.ucf.edu.

Assistantships

Graduate students with assistantships must see their program director to ensure their employment contract form is filled out. If the department has not recorded tuition waivers by the payment deadline, the student must pay all tuition and fees. If the department has waived partial tuition, the studnet must pay the remainder by the payment deadline.

What To Do After Registration

You will need to get an ID card, purchase a parking decal, and buy your texbooks.

Student ID Cards

In order to pick up your All Campus Card, take your fee invoice and a photoID to the All Campus Card Office (located across from the UCF Bookstore). You can call them at (407)823-2100 or visit www.ucfcard.ucf.edu to find out the hours of operation.

Parking Decals

You can order and pay for your parking decal online. Go to the UCF Parking Services website at www.parking.ucf.edu to get the latest information about parking at UCF.

If you want to purchase your parking decal in person, please make sure you register your vehicle online first at the UCF Parking Services website. You may then go to the UCF Parking Services Main Office (located in the South Parking Garage) to pick up and pay for your decal. Contact UCF Parking Services at (407)823-5812 or visit their website to find out the hours of operation.

UCF Bookstore

Reserve or order your textbooks online at ucf.bncollege.com. The hours of operation vary per semester, so please visit the UCF Bookstore website or call them at (407)823-2665 to find out the hours of operation.

UCF | College of Graduate Studies

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://csel.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.

IMPORTANT NEW STUDENT INFORMATION

Welcome to the School of Public Administration. **Please read this information carefully, it willassist you in successfully navigating through your program**.

ACCEPTING YOUR PROGRAM

Please accept your admission to this program through your Student Center, accessibleby 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 youhave been notified by the College of Graduate Studies that you may register for courses, pleasedo so immediately. Classes fill to capacity quickly.

PROGRAM COURSES & SCHEDULING

Most of the program core (required) courses are offered in the fall and spring semesters, **summer hasvery few and all online courses. Students are advised** not to rely on summer semester to plan their graduation.

REGISTRATION

Online students in the MPA/MNM program should register for classes that bear section numbers 0W60; 0W61, 0W62 section numbers.

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

Your Plan of Study is due to your advisor at the end of your first semester. Without the submission of this form, the College of Graduate Studies will place a hold on your records. The hold will prevent you from registering for classes. POS is to be completed using your best-faith estimate of when you will complete the courses. Please feel free to seek your advisor's assistance if you are unsure how to complete the form. Once completed, sign, date and return it to your advisor. 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-" 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 master's and the Graduate Certificate program. This time frame covers any semesters that you do not take courses, including summer semesters.

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.

TUITION WAIVERS

Tuition waivers are accepted by the school. However, please be aware that the tuition waiver is used on a space-available basis only, and if your preferred course is full and closed at the time of your registration, the school will not provide an override.

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. Instruction can be found at www.cohpa.ucf.edu/pubadm. Click on STUDENT RESOURCES and then WRITING/APASTYLE. As grad students, you will be doing a lot of research. Please familiarize yourself with the services that the UCF Library offers at http://library.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. Itis 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.

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 in 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 in 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.

ADMINISTRATIVE CONTACTS

PROGRAM DIRECTORS

Dr. Sadiq (MPA)

Email: Abdul-Akeem.Sadiq@ucf.edu

Dr. Lee (MNM)

Email: Young-Joo.lee@ucf.edu

DIRECTOR, ACADEMIC SUPPORT SERVICES GRADUATE ADVISING

Nasrin Lakhani, MNM

Email: Nasrin@ucf.edu

SCHOOL OF PUBLIC ADMINISTRATION

Dr. Naim Kapucu, Ph.D.

Director, School of Public Administration

Email: Kapucu@ucf.edu

COLLEGE OF GRADUATE STUDIES

Millican Hall, Room 230

4000 Central Florida Blvd. Orlando, FL 32816

Phone: (407) 823-2766

Fax: (407) 823-6442

Email: graduate@ucf.edu

Graduate Studies Email Contacts

General Admissions Inquiry—gradadmissions@ucf.edu

Graduate Residency Inquiry—gradresidency@ucf.edu

Academic Records—gradservices@ucf.edu

Graduate Residency Reclassification—gradreclass@ucf.edu

Graduation— graddegr@ucf.edu

Fellowships—gradfellowship@ucf.edu

Assistantships— gradassistantship@ucf.edu

TUITION AND FEES

http://tuitionfees.smca.ucf.edu/ (Select Program Level—Graduate)

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

htps://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)

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

NID Password

There is no default NID password. You set it for the first time with a password reset.

Always use a strong password (8 or more characters, mix of letters, numbers, special characters). 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.

Getting to know MyUCF

Accepting Program Admission
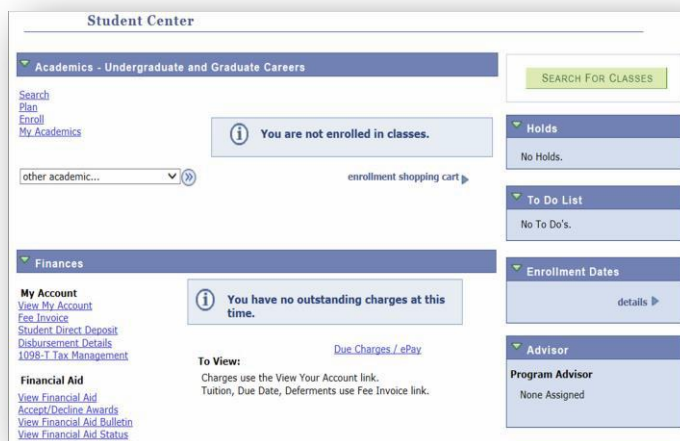
INSTRUCTIONS TO ACCEPT GRADUATE ADMISSION

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 main page, 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 it's 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 a new online admissions application.
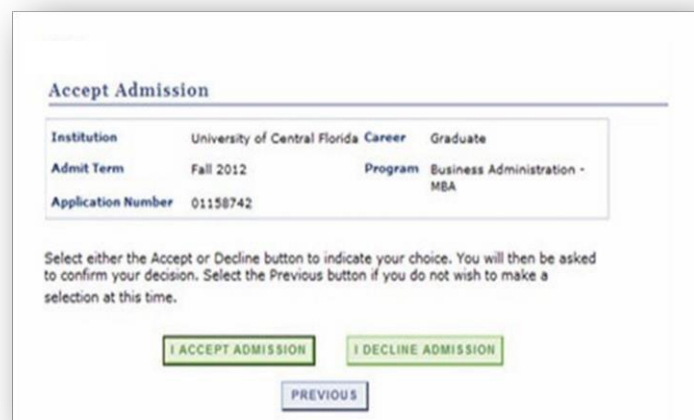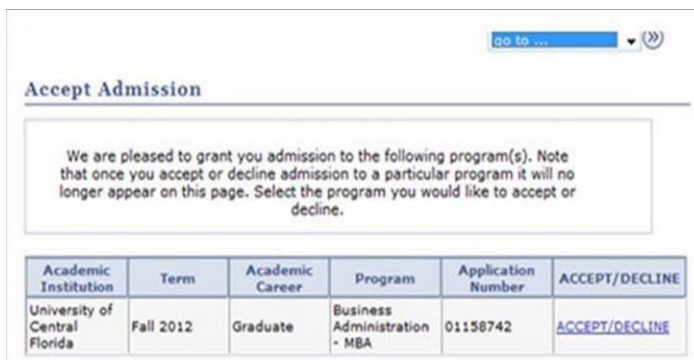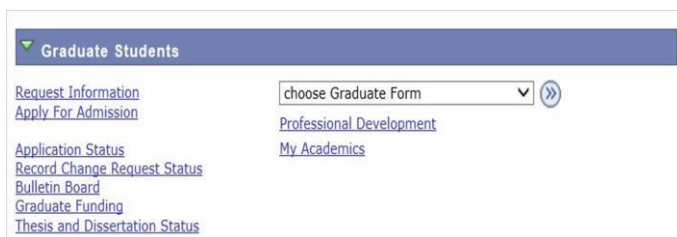
PROGRAMS OFFERED BY THE SCHOOL OF PUBLIC ADMINISTRATION

<u>Graduate Degrees</u>

Master of Nonprofit Management

Master of Public Administration

Master of Research Administration

Master of Urban and Regional Planning

Master of Emergency and Crisis Management

Master of Public Policy

Doctoral Program in Public Affairs

<u>Graduate Certificates</u>

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 Budgeting and Finance

Graduate Certificate in Public Policy Analysis