Master of Research Administration

New Student Handbook

UCF Downtown

School of Public Administration

College of Community Innovation and Education
University of Central Florida

University of Central Florida School of Public Administration

Welcome to the Master of Research Administration Program!

Congratulations! Welcome to the Master of Research Administration (MRA) program at the University of Central Florida.

I am the MNM Program Director and I will be able to answer questions regarding your academic progress as they arise. Additionally, please feel free to contact Ms. Nasrin Lakhani, Academic Services Coordinator (nasrin@ucf.edu), for advising and any program related questions or issues.

This welcome booklet contains highlights of the critical information. Students are also responsible for knowing the information contained in the Research Administration Handbook found at http://

www.handbooks.graduate.ucf.edu/hb/.

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

It is mandatory, per UCF policy, that you take at least one class in your admission semester otherwise your admission is revoked.

Should you have additional questions, please feel free to contact me at Angela.White-Jones@ucf.edu or call the Public Administration office for specific information on admissions, changes in graduate status, and certification for graduation. As of fall 2019, the School of Public Administration is located in the Dr. Phillips Academic Commons Building, Suite 446, at UCF Downtown. If you have changed your plans and will not be enrolling in the Research Administration program this term, please let us know.

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

Sincerely,

Angela White-Jones

Dr. Angela White-Jones

Director, Research Administration Programs

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School of Public Administration
Master of Research Administration
Program Directory

School of Public Administration Office

Dr. Phillips Academic Commons

Suite 446

Phone: (407)823-2604

School Director

Dr. Doug Goodman

doug.goodman@ucf.edu

Research Administration Programs Director

Dr. Angela White-Jones

Angela.white-jones@ucf.edu

Academic Services and Advising

Nasrin Lakhani, MNM

Nasrin@ucf.edu(407)823-0912

Class Registration and Tuition Questions

Kallie Reyes

Kallie.reyes@ucf.edu

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.

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 AND REGISTRATION

You will get an error message if you are trying to register for the wrong course section.

Students in the MRA program should register for classes that bear the section number 0W57 - this section is specifically created for you. You will acquire your permission to register from the MRA program liaison, Kallie Reyes at kallie.reyes@ucf.edu.

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)

Your Program of Study must be completed and returned to your advisor at the School of Public Administration during 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.

COMPLETEING Plan of Study

POS is to be completed using your best-faith estimate of when you will complete the courses. Sign and date the POS and return it to your advisor or the Public Administration office. 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 your 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 notbe 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 toreview 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/APA STYLE. Asgrad 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/ 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.

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.

UCF | School of Public Administration

MASTER OF RESEARCH ADMINISTRATION—Planned Program of Study

The Plan of Study (POS) serves as a roadmap for navigating the program. Please use your best faith estimates for the TERM/YR for the courses not yet taken. Your POS must be on file with your advisor at the end of your first semester. All courses are 3 credit hours.

NAME		TERM ADMITTED	
COLLEGE		CATALOG YEAR	
PROG DIRECTOR		TOTAL CR. HOURS	

REQUIRED COURSES—27 CREDIT HOURS

PREFIX	CATALOG #	COURSE TITLE	TERM/YR	GRADE
PAD	6742	Introduction to Research Administration		
PAD	6748	Gov. and Regulatory Issues for Sponsored Prog.		
PAD	6743	Leadership and Org models in Research Admin		
PAD	6744	Financial Man in Research Admin		
PAD	6745	Contracting for Research Programs		
PAD	6746	Intel. Property, Tech Transfer and Comm		
PAD	6327	Public Program Evaluation Techniques		
PAD	6747	Audits in Research Administration		
PAD	6741	Research Integrity for Research Admin.		
ADDITIONAL REQUIRED ELECTIVES				
PAD	5850	Grants and Contract Management		
PAD	6335	Strategic Planning and Management		
PAD	6417	Human Resource Management		

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: _____

MRA Suggested Plan of Study

FIRST YEAR		
FALL	**SPRING**	**SUMMER**
PAD 6742 **Introduction to Research Administration** **PAD 6748** **Government and Regulatory Issues for Sponsored Programs**	**PAD 5850** **Grant and Contract Management** **PAD 6743** **Leadership and Organization Models in Research Administration**	**PAD 6745** **Financial Management in Research Administration** **PAD 6471** **Human Resource Management**
SECOND YEAR		
FALL	**SPRING**	**SUMMER**
PAD 6744 **Financial Management in Research Administration** **PAD 6335** **Strategic Planning and Management**	**PAD 6746** **Intellectual Property, Transfer and Commercialization** **PAD 6747** **Audits for Research Administration**	**PAD 6741** **Research Integrity for Research Administrators** **PAD 6327** **Public Program Evaluation Techniques**

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.

PROGRAM DESCRIPTION

Master of Research Administration

CURRICULUM

The Master's in Research Administration (MRA) is a two-year completely online professional program designed for practicing research administrators that wish to advance in their careers. Research Administrators are in demand among various types of organizations involved in re- search activities: universities, research centers, industry, and private research organizations. The School of Public Administration is offering the MRA Program starting Fall 2011. The MRA program will equip students with the necessary knowledge and understanding of the complex framework and processes of research administration and examines important issues that impact our research endeavors. The MRA Program is attractive to working research administrators due to the online delivery format, which allows students to earn an MRA degree from any location and at times convenient to each student.

Students admitted into this program must possess a minimum of one (1) year of relevant research administration experience. Students enroll in the program as a cohort with a maximum of 30 students. The cohort model provides faculty the opportunity to discuss issues in greater detail and allows students the ability to network amongst their peers. The program will be delivered in an online format.

Total Credit Hours Required:

36 Credit Hours beyond a Baccalaureate Degree

Required Courses—27 Credit Hours

- PAD 6742 Introduction to Research Administration (3 credit hours)
- PAD 6748 Governance and Regulatory Issues for Sponsored Programs (
- PAD 6743 Leadership and Organization Models in Research Administration (3 credit hours)
- PAD 6744 Financial Management in Research Administration (3 credit hours)
- PAD 6745 Contracting for Sponsored Programs (3 credit hours)
- PAD 6746 Intellectual Property, Technology Transfer and Commercialization (3 credit hours)
- PAD 6327 Public Program Evaluation Techniques (3 credit hours)
- PAD 6747 Audits in Research Administration (3 credit hours)
- PAD 6741 Research Integrity for Research Administrators (3 credit hours)

Additional Required Courses—9 Credit Hours

- PAD 5850 Grant and Contract Management (3 credit hours)

- PAD 6335 Strategic Planning and Management (3 credit hours)
- PAD 6417 Human Resource Management (3 Credit hours)

ADDITIONAL PROGRAM REQUIREMENTS

Students must achieve a grade of "B-" (3.0) or better in every course listed under required courses. Students must maintain a program of study GPA of 3.0 or higher and will not be allowed to graduate without a graduate status GPA of 3.0.

INDEPENDENT LEARNING

Independent learning is demonstrated throughout the curriculum through the process ofinquiry, dialogue, and service learning. Tangible projects such as strategic plans, grant proposals along with research projects, scholarly papers, internships, and presentations atprofessional conferences also contribute to the self-development of our students.

IMPORTANT CONTACTS

SCHOOL OF PUBLIC ADMINISTRATION

Dr. Doug Goodman, Ph.D.
Director, School of Public Administration
Email: Doug.Goodman@ucf.edu

COLLEGEOFGRADUATESTUDIES

Millican Hall, Room 230

4000 Central Florida Blvd., Orlando, FL 32816 Phone:(407)823-2766

Fax: (407)823-6442

Email:graduate@ucf.edu

http://www.graduate.ucf.edu/

Graduate Studies Email Contacts

General Admissions Inquiry—gradadmissions@ucf.edu

Graduate Residency Inquiry—gradresidency@ucf.edu

AcademicRecords—gradservices@ucf.edu

Graduate Residency Reclassification—gradreclass@ucf.edu

Graduation—graddegr@ucf.edu

Fellowships—gradfellowship@ucf.edu

Assistantships—gradassistantship@ucf.edu

TUITIONANDFEES

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

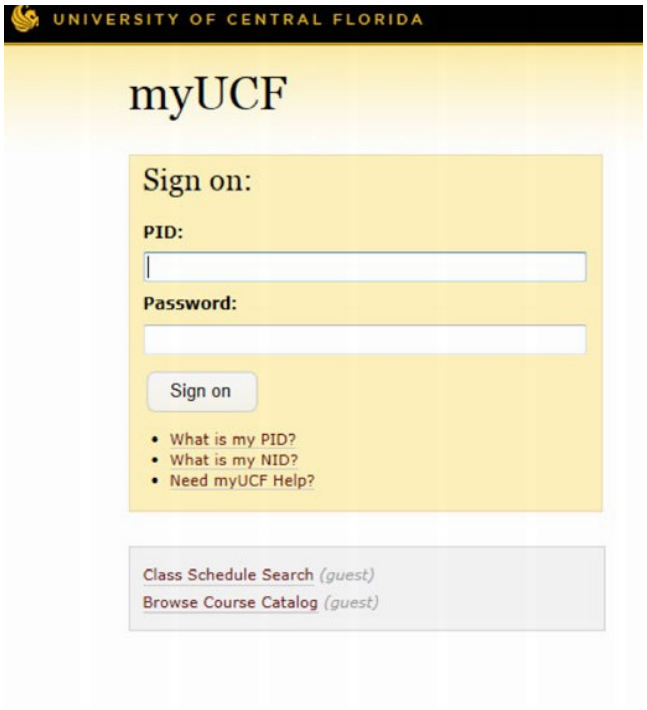
KNIGHTS EMAIL ACCOUNT

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

COMPUTER AND NETWORK QUESTIONS

Phone: (407) 823-5117

Email: servicedesk@ucf.edu



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 password reset page (http://mynid.ucf.edu).

NID Password

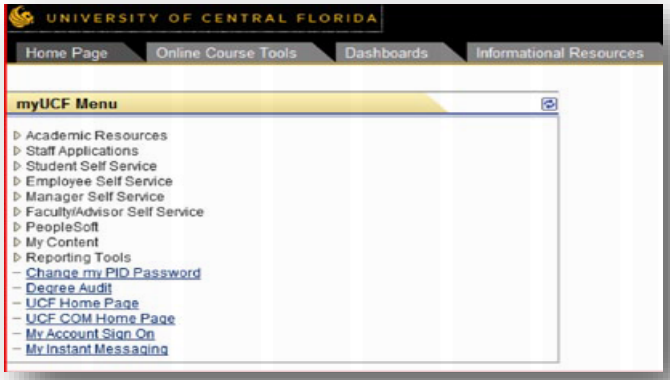
If you do not know or cannot recall your NID password, please use the NID Password Self-Service Reset tool at http://mynid.ucf.edu

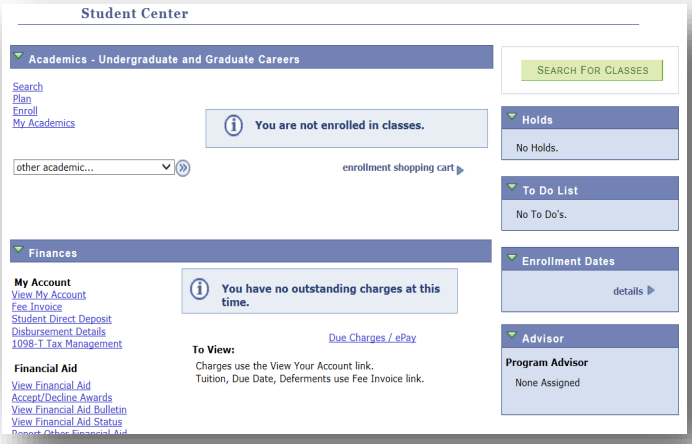
There is no default NID password. You set it for the first time with a password reset.

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





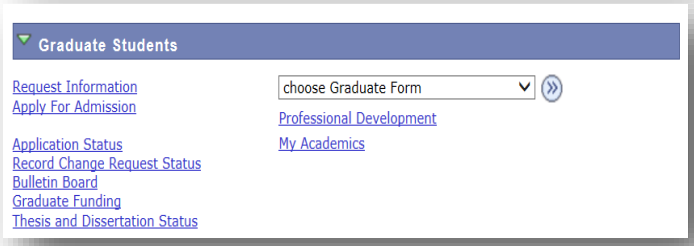
INSTRUCTIONS TO ACCEPT GRADUATE ADMISSION

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.*

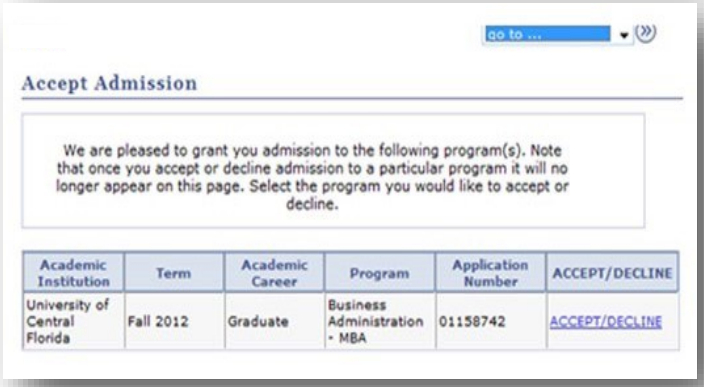
To Accept/Decline your admission, from Student Center main page, scroll down to the Graduate Students section.

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.



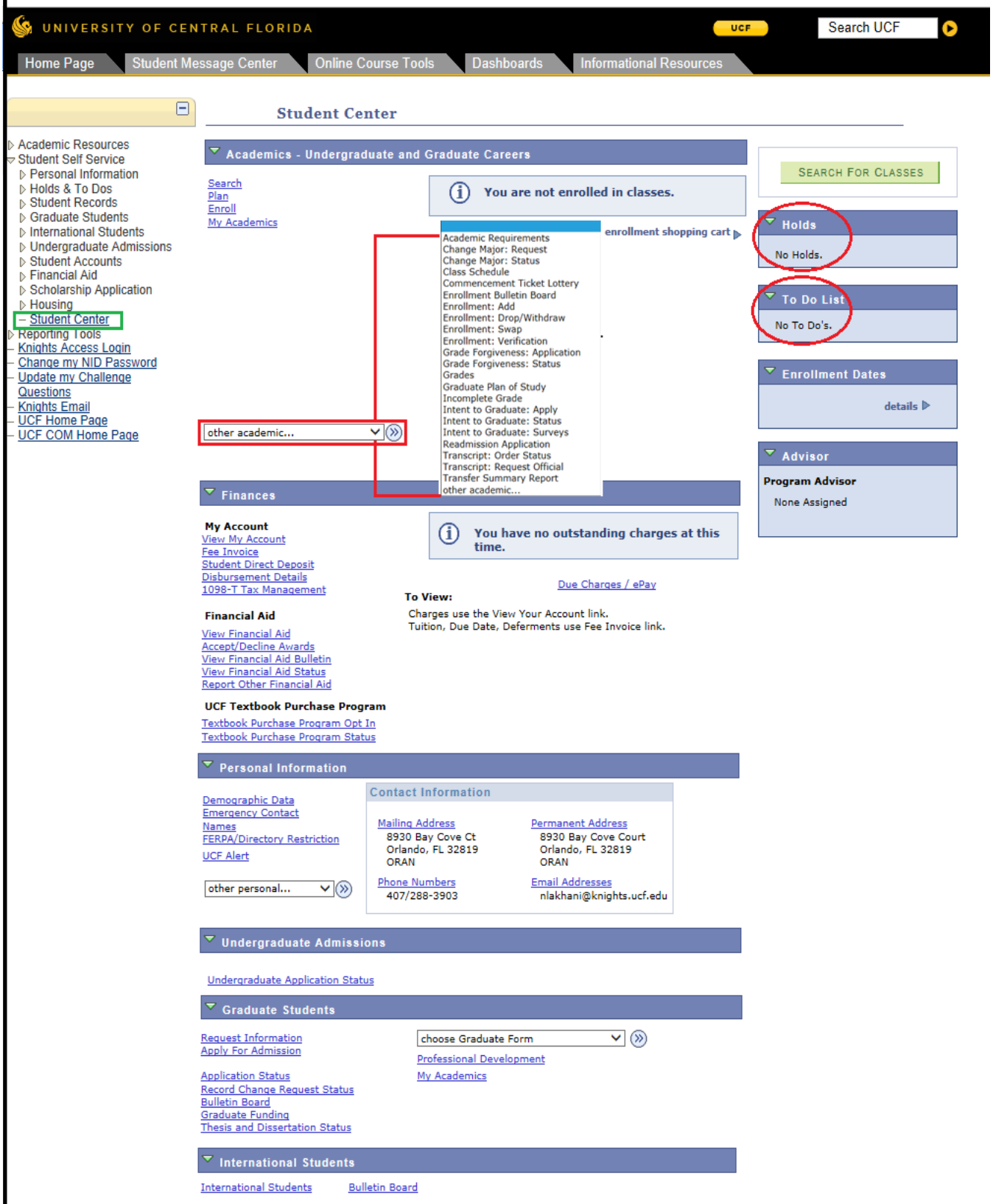
If Admission is Accepted:

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.

Getting To Know MyUCF



PROGRAMS OFFERED BY THE SCHOOL OF PUBLIC ADMINISTRATION

Graduate Degrees

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

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 Budgeting and Finance

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