



UNIVERSITY OF CENTRAL FLORIDA

# Graduate Program Handbook - 2023/24

## *Nonprofit Management*

### *Master Program*

*Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the Master of Nonprofit Management (MNM)*



College of Community Innovation and Education • School of Public Administration • 06/08/2023

## **MNM Program Director Welcome**

Congratulations! Welcome to the Masters of Nonprofit Management (MNM) program at the University of Central Florida. This welcome booklet contains highlights of the critical information to help you complete your program successfully.

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

At UCF, most of our communication is by email and we are mandated to communicate with students using Knights 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. If you do not take one or more courses in your admit semester, your admission is revoked.

Should you have additional questions, please feel free to contact me at [angela.white-jones@ucf.edu](mailto: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 on the 4th floor of the Dr. Phillips Academic Commons in downtown.

If you have changed your plans and will not be enrolling in the Nonprofit Master's program this term, please let us know.

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

Sincerely,  
Angela White-Jones, Ph.D.

Director, Master of Nonprofit Management (MNM)  
Lecturer, School of Public Administration

# Table of Contents

<b>Letter of Welcome</b> .....	<b>ii</b>
<b>Navigating Policy and Resources at the University of Central Florida</b> .....	<b>3</b>
<i>How to Use This Handbook</i> .....	7
<i>Who to Contact for Questions</i> .....	7
<i>Onboarding</i> .....	8
<b>Introduction/Overview Section</b> .....	<b>11</b>
<i>Complete Name of Degree</i> .....	11
<i>College</i> .....	11
<i>Department</i> .....	11
<i>Program Type</i> .....	11
<i>Program Website</i> .....	11
<i>Year of Program Inception</i> .....	11
<i>Program Overview Narrative</i> .....	11
<i>Program Accreditation/Certification</i> .....	13
<i>Student Learning Outcomes/Competencies</i> .....	13
<i>Student Expectations</i> .....	13
<i>Program Professional Conduct/Ethics Statement</i> .....	14
<i>Professional Development</i> .....	16
<b>Curriculum Section</b> .....	<b>18</b>
<i>Admission Requirements</i> .....	20
<i>Degree Requirements</i> .....	19
<i>Plan of Study</i> .....	21
<i>Three-term enrollment</i> .....	21
<i>Intent to Graduate</i> .....	22
<i>Template of the Plan of Study</i> .....	22
<i>Internship Program Overview</i> .....	24

<b>Program and Institutional Policies .....</b>	<b>26</b>
<i>Absences .....</i>	<i>26</i>
<i>Academic Standards/Conduct/Integrity .....</i>	<i>26</i>
<i>Accommodations .....</i>	<i>26</i>
<i>Appeals/Grievances .....</i>	<i>27</i>
<i>Communication.....</i>	<i>27</i>
<i>Continuous Enrollment.....</i>	<i>28</i>
<i>Disability Statement.....</i>	<i>29</i>
<i>Dismissal/Discipline .....</i>	<i>29</i>
<i>Diversity Statement.....</i>	<i>29</i>
<i>Golden Rule.....</i>	<i>30</i>
<i>Harassment.....</i>	<i>30</i>
<i>International Students .....</i>	<i>31</i>
<i>Academic Integrity .....</i>	<i>31</i>
<i>Probation .....</i>	<i>32</i>
<i>Satisfactory Progress .....</i>	<i>32</i>
<i>Time Limits to Degree Completion.....</i>	<i>33</i>
<i>Transfer Credit .....</i>	<i>33</i>
<b>Additional Program Details .....</b>	<b>33</b>
<i>Financial Aid Funding.....</i>	<i>33</i>
<i>Graduate Assistantship Details.....</i>	<i>34</i>
<i>Graduation Requirements.....</i>	<i>35</i>
<i>Job Search and Career Pathways.....</i>	<i>35</i>
<i>Student Associations.....</i>	<i>36</i>
<i>Graduate Student Center.....</i>	<i>36</i>
<i>Graduate Research Forum/Symposium .....</i>	<i>36</i>
<i>3MT.....</i>	<i>37</i>
<i>Forms .....</i>	<i>37</i>
<i>Useful Links/Resources.....</i>	<i>37</i>

# Navigating Policy and Resources at the University of Central Florida

This handbook is one of many sources to consult as you become familiar with the policies, procedures, requirements, resources, and norms of graduate education at the University of Central Florida.

**ACADEMIC CATALOGS**

These online catalogs can help you quickly locate and save details about our undergraduate and graduate programs. Whether you are a prospective student or already enrolled, you can easily see what the University of Central Florida has to offer!

**Current Undergraduate Offerings**  
VISIT CATALOG

**Latest Graduate Programs**  
VISIT CATALOG

**Prior Years' Catalogs**  
VISIT ARCHIVES

**STUDENT LIFE**  
ORLANDO, FL | 73°F

**Student Handbook**

**THE GOLDEN RULE STUDENT HANDBOOK**

**GRADUATE STUDENT HANDBOOK**  
[Student Handbook Intro](#)  
[Financial Matters](#)  
[Role of the College of](#)

**Understanding Your Graduate Experience**

**UCF Regulations**

**Pathways to Success**  
Personal and Professional Development Opportunities

HOME NOTICE ARCHIVES SUBSCRIBE TO NOTIFICATIONS UCF POLICIES

**Chapter 5: Students**

## How to Use This Handbook

This handbook has been developed to provide the information that you will need regarding the specific policies and procedures in the Master of Science in Urban and Regional Planning (MSURP) program. It is expected that you familiarize yourself with the contents of this handbook and adhere to the policies described herein. This handbook does not substitute for other documents provided by the College of Community Innovation and Education (CCIE) and/or the University of Central Florida (UCF).

## Who to Contact for Questions

Many of your questions about how to meet expectations and thrive as a graduate student will be answered by the various sources of policies, procedures, requirements, resources, and norms listed in this document.

Students are welcome and encouraged to meet with their Program Director and Academic Adviser when they have questions or concerns regarding their program of study, courses, or other issues that may affect their educational goals.

### **Academic Program Adviser**

Nasrin Lakhani, Manager, Academic Support Services, and MNM advisor, will be your first stop for questions related to your progress in completing your degree, assisting with course selection, planning your academic path, and Plan of Study.

Feel free to contact her at [nasrin@ucf.edu](mailto:nasrin@ucf.edu) and/or (407) 823 0912. Office located in DPAC, Rm. 446A.

### **Out of State Cohort Services**

Success Coach:

Lorie Elrod: [Lorie.Elrod@ucf.edu](mailto:Lorie.Elrod@ucf.edu)

### **Program Director**

MNM Program Director – Dr. Angela White-Jones, is designated to lead the program educational vision and structure. Feel free to contact her at [angela.white-jones@ucf.edu](mailto:angela.white-jones@ucf.edu) and Phone (407) 823 5786. Office located in DPAC, Rm. 447C.

## **School Director**

School Director – Dr. Doug Goodman    DPAC Rm. 448T    [Doug.goodman@ucf.edu](mailto:Doug.goodman@ucf.edu)

## **Onboarding**

### **Accept your program**

Before registering for courses, all new admitted students need to accept the program. Go to the MyUCF portal, the online student's recourse for all personal records, academic history and financial aid information. It is accessible from any device with a connection to the internet. To find your NID, click on "What is my NID?" on the right side of the sign in page. Follow the prompts to get your NID if you do not know it already.

### **Instructions**

1. 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."
  2. To accept/decline your admission, from the Student Center main page, scroll down to the Graduate Students section.
  3. Click "Accept/Decline Admission."
  4. 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.
- 
1. Select either the "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 select at this time.

### **Accepting Admissions**

After you have accepted your admissions offer, it takes approximately one to two 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.

## Using MyUCF Portal and Student Center

The myUCF portal is an online student's No. 1 resource for all personal records, academic history and financial aid information. It is accessible from anywhere, from any device with a connection to the Internet following the steps below. Navigate to [my.ucf.edu](http://my.ucf.edu). Click the Sign On button at the top left of the page. Login with your NID and NID password.

## UCF ID and NID

UCFID is your primary identification within the UCF system used to access online registration, class schedule searches, adding or dropping classes, viewing your grades and fee schedules.

NID is your Network Identification Number used to access MYUCF Portal. To obtain your UCF ID, go to myUCF, log in using your NID and password, click Student Self Service > Personal Information >UCF ID Info. This page will display your UCF ID, your NID and your UCF ID Card number, once you have been issued one. For more information on UCFID & NID, please go to <https://infosec.ucf.edu/identity-management/identity-details/>

## Immunizations

All students, even distance-learning students, are responsible for complying with UCF's Immunization Policy. Students who have not completed UCF Health Services' requirements will have a hold that will prevent registration. You may access the immunization information and forms at [Forms • Student Health Services • UCF](#)

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 visit: <https://studenthealth.ucf.edu/>

## E-Mail

The official mode of communication used by faculty and staff to contact students is e-mail. Students are required to create a Knights email account. The MECM program distributes official information to this email. Students are responsible and will be held accountable for all information disseminated by email. This will be the only email address to which the program or university will send official information.

To set up your account go to <https://knightsemail.ucf.edu/>

## First semester enrollment

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

## Introduction/Overview Section

### Complete Name of Degree

Master of Nonprofit Management

### College

College of Community Innovation and Education

### Department

School of Public Administration

### Program Type

Master

### Program Website

<https://ccie.ucf.edu/public-administration/nonprofit-management/mnm/>

### Program Overview Narrative

The nonprofit sector is the fastest growing area of the economy, and the completely online Master of Nonprofit Management MNM program prepares students for careers in this dynamic field. The degree program provides opportunities for students to prepare for employment or to advance their careers as administrators in nonprofit organizations. The program is intended to produce graduates equipped with the management skills and analytical skills needed for successful careers in the nonprofit sector.

### Mission

The Master of Nonprofit Management program prepares students for professional public service leadership in the nonprofit sector through a competency-based curriculum set on a foundation of ethical principles, set on a foundation of ethical principles, community

engagement, and scholarship that creates usable, relevant knowledge to address complex societal issues in Central Florida and beyond.

### **Vision**

The University of Central Florida's Master of Nonprofit Management program is an international leader in graduate nonprofit management education and research, providing the highest quality graduate public service education for careers in the nonprofit sector. In partnership with the community, the program positively impacts the nonprofit sector through a contemporary curriculum, innovative instruction, and scholarly and applied research.

### **Values**

The Master of Nonprofit Management program is dedicated to advancing public service values and civic leadership in the nonprofit sector. For our faculty and students, public service values are demonstrated by adhering to ethical principles of behavior and by acting in a professional manner.

### **Ethical Principles Guiding MNM Program**

We advocate the following ethical principles of conduct as the foundation of public service:

- Integrity – to serve in an honest, transparent manner while honoring promises.
- Benevolence – to promote the public good, avoid doing harm, and respect the worth of everyone.
- Fairness – to act in way that is just and equitable to all, while avoiding undue burden on the most vulnerable in our society; and
- Social Justice – to identify and address the unfair burdens experienced by groups of individuals through intentional and unintentional policies, laws, and societal projects and practices.

### **Competencies of Nonprofit Management Programs**

#### **Curriculum Competencies**

The Master of Nonprofit Management program's competencies are based on the NASPAA Universal Competencies adapted to the nonprofit sector.

The MNM curriculum is based on the following competencies:

- The ability to lead and manage in a dynamic, mission driven, nonprofit sector
- The ability to analyze, synthesize, think critically, solve problems, and make decisions for strengthening nonprofit organizations, the nonprofit sector, and society at large.
- The ability to communicate and interact productively with a diverse and changing workforce and citizenry.
- The ability to articulate and apply a public service perspective emphasizing the role of civil society in democratic governance:
- The ability to participate in and contribute to the policy process while functioning in the nonprofit sector.

## Program Accreditation/Certification

The Master of Nonprofit Management (MNM) program is accredited by the Network of Schools of Public Policy, Affairs and Administration (NASPAA) and nationally ranked by U.S. News and World Report.

## Academic Integrity

We value honesty, integrity, and responsibility in the MNM 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).

## Program Professional Conduct/Ethics Statement

The MNM program celebrate the diversity of our students, faculty, and staff. It is expected that all students, faculty, and staff conduct themselves in a professional manner while in the program.

Students are expected to adhere to the rules and regulations as stipulated by the University of Central Florida and the MNM 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 the MNM 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 MNM/CCIE/UCF 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:

- a. Knowing and following the rules: Adherence to the rules and regulations as stipulated by UCF and the MSURP program.
- b. 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.
- c. Attendance: It is required for students to attend each lecture and comply with the instructor's attendance policy as stated in the course syllabus.
- d. Civility: Students are expected to behave in a respectful and courteous manner to instructors, fellow students, guest speakers, college, and university administrators, MNM 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 MNM 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.

- e. Respectfulness: Being respectful and courteous to others is central to creating a learning environment where individuals can comfortably express ideas.
- f. Guest Speakers / Presentations: The MNM Program often invites guest speakers from the local community. Students in the 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.
- g. Class participation: Students are encouraged to ask questions at appropriate times to expand their knowledge of the material. Pertinent student-to-student interaction is considered a valuable part of the learning process and appropriate articulation of critical-thinking during class time will be viewed as making an effort to developing deeper understanding of the materials.
- h. Electronic devices: Use of cell phones, pagers, and other electronic devices is determined by the instructor.
- i. Appropriate behavior: Appropriate non-distracting behavior while on campus, in hallways and in classrooms is expected of all students.
- j. Honesty: Honesty and veracity are expected of all students in terms of both how they conduct themselves and approach their work.
- k. Demonstrating interest: Exhibiting interest in understanding and growing the knowledge base in the discipline is critical to the doctoral process.
- l. Accepting constructive criticism offered by instructors and others in an appropriate manner.

## **Safety and Security**

While UCF is as safe as any college campus, students should always be concerned for their personal safety and security. University police can be reached by dialing 911 in an

emergency and 3-5555 (on-campus phones) / 407-823-5555 for all other matters. Students may call the university escort service to be escorted to their vehicle.

Students should always keep personal effects with them and should not leave any personal items in a hallway or conference room. If unfamiliar or suspicious persons are seen in the building, students should not confront them, but instead should contact faculty, staff, or campus police immediately.

## Professional Development

The University of Central Florida and the College of Community Innovation and Education are dedicated to the development of skills that relate to the career goals of students. A graduate student's professional development goes beyond completing course work, passing exams, conducting research for a thesis or dissertation, and meeting degree requirements. Professional development also involves developing the academic and non-academic skills needed to become successful in the field of choice. Students should speak with regularly with their faculty members for guidance in their professional development.

### **Preparing Tomorrow's Faculty Program**

Sponsored by Faculty Center for Teaching and Learning: The Karen L. Smith Faculty Center for Teaching and Learning invites current and aspiring Graduate Teaching Assistants to enroll in our Preparing Tomorrow's Faculty (PTF) Program. Students will complete a series of online modules, assemble a first draft of their teaching portfolio, and engage in a learning community facilitated by Faculty Center staff. Texts will be provided, and the program is free to participants. See <http://www.fctl.ucf.edu/Events/GTAPrograms/PreparingTomorrowsFaculty>

### **Conference Attendance**

Participating in professional meetings is an important part of the doctoral student education. Students may present papers or posters and should consult the faculty on opportunities.

### **Graduate Research Forum**

Sponsored by the College of Graduate Studies: The Research Forum features poster displays and oral presentations representing UCF's diverse colleges and disciplines. The Research Forum is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best



poster and best oral presentation in each category will be given and all participants will receive recognition. The College of Graduate Studies and the Graduate Student Association invite all UCF students, community, and employers to attend the Graduate Research Forum. See [www.graduate.ucf.edu/ResearchForum](http://www.graduate.ucf.edu/ResearchForum)

### **Student Associations**

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational, and professional experience. To learn more or get involved, please visit [www.gsa.ucf.edu](http://www.gsa.ucf.edu).

Please refer to the [Pathways to Success](#) program for additional information on professional development opportunities.

# Curriculum Section

## Admission Requirements

For information on general UCF graduate admissions requirements that apply to all prospective students, please visit the Admissions section of the Graduate Catalog. Applicants must apply online. All requested materials must be submitted by the established deadline.

In addition to UCF's Admission Standards, the program requires applicants to meet the following requirements:

- One official transcript (in a sealed envelope) from each college/university attended for both bachelors and master's degrees showing a GPA of 3.0 or better in both degrees.
- The GRE is NOT required for admission to this program.
- Two letters of recommendation evaluating scholarly and professional capacity. Letters from professors from the colleges/universities attended are preferred, but if that is not feasible, letters from current or past supervisors will be accepted. The recommender must address your work ethic and ability to succeed at graduate-level academic work.
- Résumé: Current professional resumé including experience in the field (paid or voluntary).
- Goal Statement: The goal statement is a key component of the admission review process and serves as an example of the applicant's ability to express himself or herself in writing. The goal statement must be no longer than two pages double-spaced (500-800 words) and should address the following: Personal background and career aspirations in the nonprofit environment. Reason for pursuing graduate study in Nonprofit Management, including future career goals and plans. Specific areas of the NP of interest to the applicant.

### International students:

**This program is not available to international students requiring most classes in person.**

If you are an international student interested to attend the program, from your home country, please see below the requirements:

- In addition to official transcripts and certification of degrees, a course-by-course credential evaluation with GPA calculation is required of all students who have attended a college/university outside the United States. UCF accepts transcript evaluations from the following two agencies only: Josef Silny and Associates, Inc, or World Education Services (WES).
- International students, except those who are from countries where English is the only official language, those who have earned a degree from a regionally accredited US college or university, or those who have earned a degree from a country where English is the only official language of instruction, are required to submit a score on the Test of English as a Foreign Language (TOEFL). Although we prefer the TOEFL, we will also accept International English Testing System (IELTS) scores.

## Degree Requirements

The Master of Nonprofit Management (MNM) program is offered completely online. Students in this program are expected to have the ability to complete the coursework online. The program requires 30 credit hours of core courses, 3 credit hours of restricted electives and 3 of general electives.

The MNM program incorporates service learning in some of its courses. Service learning is hands-on learning that provides real-life experience in executing tangible projects such as strategic plans, grant proposals, and volunteer management case studies. It enhances the student's understanding of the course core concepts, helps develop leadership skills and provides networking opportunities with a community partner.

Some of the courses also involve group work intended to develop leadership abilities while providing an opportunity for the student to show his or her ability to be a team player. Group projects promote important intellectual and social skills and help to prepare students for professional work where teamwork and collaboration are necessary.

Total Credit Hours Required: 36 Credit Hours Minimum beyond the Bachelor's Degree

### **Required Courses** – 27 Total Credits

Complete the following:

- PAD5145 - Volunteerism in Nonprofit Management

- PAD5146 - Nonprofit Resource Development
- PAD5850 - Grant and Contract Management
- PAD6142 - Nonprofit Organizations
- PAD6208 - Nonprofit Financial Management
- PAD6237 - Ethics and Governance in Nonprofit Management
- PAD6335 - Strategic Planning and Management
- PAD6417 - Human Resource Management
- PAD6327 - Public Program Evaluation Techniques

### **Capstone Course – 3 Total Credits**

Complete PAD 6149 - Nonprofit Administration

This course is the capstone learning experience for the program requiring the development of a portfolio and analysis that demonstrate the student's mastery of the NASPAA Universal Competencies. The capstone course is offered only in fall and spring semesters. Must be taken in the final semester, core courses are prerequisites.

### **Restricted Elective – 3 Total Credits**

Earn at least 3 credits from the following types of courses:

This elective must be a UCF Public Administration 6000-level course that is chosen after consultation with the student's academic adviser.

### **Electives Option – 3 Total Credits**

Earn at least 3 credits from the following types of courses:

Students take one elective course in addition to the restricted elective (three credit hours each) with the prior approval of the program director. The elective courses are to be in the student's area of interest, such as public administration, criminal justice, health care, social work or the arts. The MNM program does not accept 4000-level courses.

## **Additional Program Requirements**

Students must achieve a grade of "B-" (80%) or higher in every course listed under core requirements and in the Capstone course PAD 6149. Students must maintain a program of study and graduate status GPA of 3.0 or higher and can only graduate with a graduate status GPA of 3.0 or higher.

If you are struggling with any class, please first talk with your professor to resolve any issues.

If you're not earning a grade of "B-" or better in a course by the official withdrawal date (see Academic Calendar at <https://calendar.ucf.edu>, 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.

## COURSE SECTION SELECTION

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. A couple of the programs may use the same course however yours would be distinguished by the section number. Please make sure you are using the correct section number when registering or you will get an error message.

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

**In-state students in the MNM program should register for classes that have the following section numbers: 0W59, 0W6, and 0W61.**

For students in the **Out of State Cohort track, your classes will have section number 0W58.** Please contact Kallie Reyes ([Kallie.reyes@ucf.edu](mailto:Kallie.reyes@ucf.edu)) for class registration.

## Three term registration

In March of each year, all graduate students are allowed to register for the summer, the fall, and the following spring semesters.

Click into your "Enrollment Appointment" box to view the semesters that you can enroll in and the days and times you can begin enrollment. Once enrollment is open, register for the summer term first, then the Fall term, and then the Spring term. This will help you meet any requirements needed for the later term.

## TUITION WAIVERS

To meet the space-available registration for the tuition waiver, UCF and State Employees must begin the registration at the designated date and time. Registration prior to the prescribed date and time for a term invalidates the tuition waiver. The

registration date and time is typically the last Friday before the term begins that following Monday. The date can be found on the Academic Calendar each term. If your preferred course is full and closed at the time of your registration, the school will not provide an override.

You need to submit the tuition waiver form to [saswaivers@ucf.edu](mailto:saswaivers@ucf.edu). Additional information is available at: <http://studentaccounts.ucf.edu/waivers/>.

## 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 undergraduate 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.

## National Nonprofit Leadership Alliance Certification Option — 6 credit hours

The Nonprofit Leadership Alliance represents the achievements of national academic and experiential standards in nonprofit management. Students pursuing the Nonprofit Leadership Certification must meet the Nonprofit Leadership Alliance mandated requirements.

Contact the Director of the Nonprofit Leadership Alliance program, Dr. Stephanie Krick (at [Stephanie.Krick@ucf.edu](mailto:Stephanie.Krick@ucf.edu)) for information and registration.

- Internship (3 credit hours)
- Elective (3 credit hours)

An internship is required for students with less than 300 hours of nonprofit sector experience. Students who provide documentation of at least 300 hours of experience in the nonprofit sector may have their internship requirement waived but must take an approved elective (3 credit hours) in place of the internship. Work experience does not count toward credit for the MNM program.

## INDEPENDENT LEARNING

Independent learning is demonstrated throughout the curriculum through the process of inquiry, dialogue and service learning. Tangible projects such as strategic plans, grant proposals, and volunteer management case studies along with research projects, scholarly papers, internships, and presentations at professional conferences also contribute to the self- development of our students. The final culminating experience for those enrolled in the Master of Nonprofit Management results in students taking and satisfactorily completing the capstone course PAD 6149 Nonprofit Administration. A portfolio of representative work from the MNM program is required in the capstone course, and students must demonstrate mastery of the competencies taught in the program to successfully graduate.

### Final Semester

You should file your Intent to Graduate form online through your my.ucf.edu. You can access the Intent to Graduate form by going into your myUCF portal/ selecting the Student Self Service link/ then selecting the “other academic...” drop down box/ and clicking on Intent to Graduate: Apply. If the Intent to Graduate is filed after the deadline, you can't participate in the commencement ceremony.

### Program of study

Students who have not completed their Plan of Study by the end of the first semester will have a hold that will prevent registration for classes. You should work with your academic advisor to complete the Program of Study using your best estimate of when you will complete the courses. The Plan of Study will serve as a roadmap for your graduation timeline and help you complete the three term-registration.

# Graduate Student Internship Program Overview

## INTERNSHIPS

While enrolled in the MSURP, students can select to complete an internship as one of their elective classes. 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.

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

## 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:

- The ability to lead and manage in public and nonprofit governance
- The ability to participate in and contribute to the policy process
- The ability to analyze, synthesize, think critically, solve problems, and make decisions
- The ability to articulate and apply the service perspective
- 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.
- Contact [edlira.dursun@ucf.edu](mailto:edlira.dursun@ucf.edu) with your name and PID, for enrollment into the Internship course.
- 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.
- Activate your account on Handshake (<http://csel.ucf.edu/>) to view the current listing of available internships.
- The student and host site must complete the required documents, Learning Agreement and Confirmation of Placement.
- Once forms are received, the student will be enrolled in 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 on internship opportunities, please send an email to: Marcus Williams, the Experiential Learning Coordinator at [marcus.williams@ucf.edu](mailto:marcus.williams@ucf.edu).

## 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 collaborate 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.

### SIGN UP FOR A SERVICE-LEARNING PROJECT

- If you have been assigned a service-learning project for a class, please fill out the digital form.
- Once you have completed the digital form, please print, and complete the form and submit to Marcus Williams, the Experiential Learning Coordinator at [marcus.williams@ucf.edu](mailto:marcus.williams@ucf.edu)
- You must complete both the digital form and the paper form.
- You will receive a copy of this form as will your instructor and the agency.

## Program and Institutional Policies

### Absences

Students who anticipate that they may not be able to enroll continuously due to external circumstances should apply for [Special Leave of Absence](#). Specifically, students who are taking courses should apply for a Special Leave of Absence when they cannot enroll in more than two consecutive semesters. Students who are in thesis/dissertation hours should apply for a Special Leave of Absence when they cannot enroll in every semester (including summer).

To qualify for a Special Leave of Absence, the student must demonstrate good cause (e.g., illness, family issues, financial difficulties, personal circumstances, recent maternity/paternity, employment issues). The specific reason for the Leave of Absence request must be indicated by the student on the [Leave of Absence Form](#). Due to current U.S. government regulations, international students must be enrolled every fall and spring semester. For students in this category, a Special Leave of Absence is only available for documented medical reasons.

### Academic Standards/Conduct/Integrity

Students should review the Golden Rule Student Handbook for information on conduct regulations and related procedures and resources. Published annually by the Office of Student Conduct, the Golden Rule Student Handbook describes university standards for students regarding their conduct in the university community and their rights and responsibilities. And in particular, for graduate students, [Appeals of Graduate Program Actions or Decisions](#) (Regulation UCF-5.017) outlines academic performance and grievance procedures.

### Accommodations

UCF admits a diverse graduate student population. Some of those students may need an (or a variety) of accommodations to help them be successful in the program. Please refer to the Student Accessibility Services for more information on how to approach accommodations for UCF students: <https://sas.sdes.ucf.edu/accommodations/>

## Appeals/Grievances

There will be instances where students will not agree with an assessment related to their development or progress in a program. In these instances, it is essential that students understand the proper course of action to come to a resolution. Please refer to the [Academic Grievance](#) section under General Graduate Policies in the graduate catalog.

### **Student Responsibility for University Communication**

UCF uses email as the official means of notifying students of important university business and academic information concerning registration, deadlines, financial assistance, scholarships, student accounts (including tuition and fees), academic progress and problems, and many other critical items for satisfactory completion of a UCF degree program. The university sends all business-related and academic messages to a student's Knights Email address to ensure that there is one repository for that information. Every student must register for and maintain a Knights Email account at <https://extranet.cst.ucf.edu/kmailselfsvc> and check it regularly to avoid missing important and critical information from the university. Any difficulty with establishing an account or with accessing an established account must be resolved through the [UCF Computer Services Service Desk](#) so that a student receives all important messages. Additionally, each student must have an up-to-date emergency e-mail address and cell phone number by which to be reached in case of a crisis on campus. This emergency contact information will be used only for emergency purposes. Also, both permanent and local mailing addresses must be on the record, so that any physical documents that must be mailed can be delivered.

It is critical that students maintain and regularly check their Knights Email account for official announcements and notifications. Communications sent to the Knights Email address on record will be deemed adequate notice for all university communication, include issues related to academics, finances, registration, parking, and all other matters. The University does not accept responsibility if official communication fails to reach a student who has not registered for, or maintained and checked on a regular basis, their Knights Email account. Please ensure that this information is current and that any changes in contact information are made online through the myUCF portal at <https://my.ucf.edu/>.

## Continuous Enrollment

All graduate students are required to enroll in at least one class over the span of the Academic year. Failure to enroll in 3 consecutive terms results in dismissal from the program. After candidacy exam is passed for doctoral students, they are required to

enroll in dissertation hours every semester until graduation. The institutional policy from the graduate catalog around continuous enrollment could be provided in this section. [Continuous Enrollment](#) and [Continuous Enrollment and Active Students](#).

## Disability Statement

### **ACCESS matters.**

**Purpose:** We envision UCF to be a fully accessible campus and inclusive environment for people with disabilities. We do this by:

- **A**cknowledging disability as an aspect of human diversity;
- **C**ultivating awareness of the environment's disabling barriers;
- **C**ollaborating on and proactively facilitating accessible environments and experiences;
- **E**ducating faculty and staff to create and maintain access in their spheres of influence;
- **S**hifting to an inclusive-minded attitude;
- **S**upplementing with reasonable accommodations as a last resort measure to ensure access.

## Diversity Statement

The University of Central Florida considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.

Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options at <https://letsbeclear.ucf.edu> and <http://cares.sdes.ucf.edu/>.

If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact [Student Accessibility Services](#).

For more information on diversity and inclusion, Title IX, accessibility, or UCF's complaint processes contact:

- Title IX – OIE <http://oie.ucf.edu/> & [askanadvocate@ucf.edu](mailto:askanadvocate@ucf.edu)
- Disability Accommodation – Student Accessibility Services – <http://sas.sdes.ucf.edu/> & [sas@ucf.edu](mailto:sas@ucf.edu)
- Diversity and Inclusion Training and Events – [www.diversity.ucf.edu](http://www.diversity.ucf.edu)
- Student Bias Grievances – Just Knights response team – <http://jkrt.sdes.ucf.edu/>
- UCF Compliance and Ethics Office – <http://compliance.ucf.edu/> & [complianceandethics@ucf.edu](mailto:complianceandethics@ucf.edu)
- Ombuds Office – <http://www.ombuds.ucf.edu>

## Golden Rule

The Golden Rule is the university's policy regarding non-academic discipline of students and limited academic grievance procedures for graduate (grade appeals in individual courses, not including thesis and dissertation courses) and undergraduate students. Information concerning the Golden Rule can be found at [www.goldenrule.sdes.ucf.edu/](http://www.goldenrule.sdes.ucf.edu/). Section 11, Student Academic Behavior, addresses appeal of graduate program actions or decisions.

## Harassment

The University of Central Florida values diversity in the campus community. Accordingly, discrimination on the basis of race, sex, national origin, religion, age, disability, marital status, parental status, veterans status, sexual orientation, or genetic information is prohibited.

Sexual harassment, a form of sex discrimination, is defined as unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature including any of these three situations.

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or enrollment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or enrollment, or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment is strictly prohibited. Occurrences will be dealt with in accordance with the guidelines above and university rules. Employees, students, or applicants for employment or admission may obtain further information on this policy, including grievance procedures, from the OIE Coordinator. The Director of the Office of Institutional Equity Programs is the campus Equity Coordinator responsible for concerns in all areas of discrimination. The office is located on the main campus, in Barbara Ying CMMS Building 81, Suite 101. The phone number is (407) 823-1336. Policies and guidelines are available online at <http://www.eeo.ucf.edu>.

## International Students

International students are welcomed in the doctoral program in Public Affairs. There are specific policies and/or requirements related to international students as below:

- In addition to official transcripts and certification of degrees, a course-by-course credential evaluation with GPA calculation is required of all students who have attended a college/university outside the United States. UCF accepts transcript evaluations from the following two agencies only: Josef Silny and Associates, Inc, or World Education Services (WES).
- International students, except those who are from countries where English is the only official language, those who have earned a degree from a regionally accredited US college or university, or those who have earned a degree from a country where English is the only official language of instruction, are required to submit a score on the Test of English as a Foreign Language (TOEFL). Although we prefer the TOEFL, we will also accept International English Testing System (IELTS) scores.
- Students who are non-native speakers of English (and do not have a degree from a U.S. institution) must pass the English-Speaking test administered by the UCF English Institute before they will be permitted to teach as a Graduate Teaching Associate or Graduate Teaching Assistant.
- International students should maintain F-1 and J-1 Status by maintaining full-time enrollment is one of the most important requirements for F-1 and J-1 students. Click here for the [enrollment requirements](#). New students and current students who have been issued a new initial I-20 or DS-2019 must check-in with UCF Global by the start date of their I-20 or DS-2019.

- International students should report changes to UCF Global within 10 days. Changes include changes in address, phone number, and major/academic program must be reported to UCF Global within 10 days. [Click here](#) for details on how to report changes to UCF Global.
- International students should request an extension before the I-20 or DS-2019 expires. If students need more time to complete their program, they must request an extension before their I-20 or DS-2019 expires. Failing to request an extension before the I-20 or DS-2019 expires results in the loss of F-1 or J-1 status. [Click here](#) for information on how to request an extension.
- They should maintain good academic standing and make normal progress in their academic program.
- International students do not work-off campus without prior authorization from UCF Global. International students are not eligible to work off-campus without first obtaining authorization in advance. Working without authorization is a serious violation of F-1 and J-1 status. [Click here](#) for more information about employment authorization options.
- All international students need to file tax forms to the Internal Revenue Service every year. [Click here](#) for more details.
- The federal government does not have any specific programs for international students. The Office of Student Financial Assistance does not award scholarships for non-U.S. citizens. However, the office lists various scholarship opportunities for non-US citizens on the [Scholarship](#) page. To search for additional scholarships, please visit the [International Scholarship](#) website.
- For general information regarding international students, please visit [UCF Global](#).

## Academic Integrity

We value honesty, integrity, and responsibility in the MSURP 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).

Explore the College of Graduate Studies website on this topic: <https://graduate.ucf.edu/plagiarism/> and enroll in the webcourse “Pressures to Plagiarize” offered through the Pathways to Success Program.

## 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.

Satisfactory academic performance in a program includes maintaining at least a 3.0 graduate status GPA (defined below) in all graduate work taken since admission into the program. Please refer to the Graduate Catalog for further information regarding the graduate status GPA: [Academic Progress and Performance \(ucf.edu\)](#)

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 • UCF](#)

## Probation/Dismissal Discipline

To earn a graduate degree or graduate certificate at the University of Central Florida, students must have a minimum 3.0 Graduate Status GPA. Any student not achieving this mark will be placed on Academic Probationary Status.

When Graduate Status GPA falls below a 3.0, the following occurs:

1. Impacted students will receive notice from the College of Graduate Studies.
2. The probationary status will be imprinted on the student's advising transcript and will remain for each successive semester while on probation. This information remains as a permanent record on the transcript.
3. Students will have a maximum of 18 graduate credit hours of graded A-F course work from their Graduate Plan of Study to increase their Graduate Status GPA to 3.0 or higher.
4. Students who have fewer than 18 credit hours of course work left in their Graduate Plan of Study will only have the number of remaining credit hours toward degree completion to attain the 3.0 Graduate Status GPA.
5. Students who cannot mathematically attain a 3.0 Graduate Status GPA, either through the 18 credit hours of course work or through the remaining credit hours to degree completion, will be formally dismissed without the probationary period. Exceptions can be made for students who start their final semester of coursework with a 3.0 (or higher) Graduate Status GPA, but fall below a 3.0 when grades post at the end of the final semester of coursework. In this case, the student will be put on probation and may enroll in up to 6 credit hours of electives from their graduate program's approved list of electives. If the student cannot remedy the GPA in the 6 hours, the student will be dismissed.

Please check the Graduate Catalog for any other conditions of probation, discontinuation, and dismissal as outlined by the College of Graduate Studies and UCF at: [Academic Progress and Performance](#) section from the Graduate Catalog.

Students placed on probation are required to meet with their graduate program director to create a **Probation Plan**. This plan will state the maximum number of hours that the student can remain on probation (if there are fewer than 18 hours left of graded courses in the student's Graduate Plan of Study) and may include specific direction on courses to be taken and the timing of those courses. In addition, the plan may include other conditions as necessary for the continued enrollment of the student in the program such as retaking courses, taking remedial course work in specified areas, or completing special projects to better prepare the student for success in the program. Failure to meet any of the conditions of the Probation Plan may result in dismissal without any further appeal.

## Time Limits to Degree Completion

A student has seven years from the date of admission to the doctoral program to complete the program.

Students who anticipate being out for more than 2 consecutive semesters should apply for a Special Leave of Absence no later than the end of the add/drop period of their second semester of non-enrollment. Students who do not maintain continuous enrollment without a Special Leave of Absence (see Continuous Attendance and Special Leave of Absence in the General Graduate Policies) must file for readmission to the university. The time spent in an approved Special Leave of Absence will essentially “stop the clock” for a student for a maximum of three semesters and be added to a student’s total time limitation for degree completion. A student can request a SLOA for a maximum of six semesters. UCF students can also refer to [Time Limitation and Continuous Enrollment Policy](#) in the Graduate Catalog.

## Transfer Credit

1. The total number of transfer credits cannot exceed 50% of the UCF degree requirements, and at least 15 credit hours of graded (A-F) courses must be taken at UCF once admitted. The only exceptions to this rule are listed in #6 below.
2. Only graduate-level courses with a grade of ‘B’ or higher can be transferred. No Satisfactory/ Unsatisfactory or Pass/Fail courses can transfer. Internal transfer courses (i.e., courses taken at UCF) will appear as a graded course on the transcript.
3. Transfer of international credits may be permitted with the required Josef Silny and Associates, Inc. or World Education Services (WES) transcript evaluations (see Admissions Equivalency Information).
4. Courses older than 7 years cannot be transferred unless they have been reviewed and approved by a formal committee comprised of graduate faculty in the program. Program-level approvals must be accompanied by statements demonstrating the currency of the course content in the context of the student’s experience. The course must then be approved by the dean or dean’s designee of the relevant college. Approval documentation must be attached with the transfer request to the College of Graduate Studies. All other transfer policies apply. Approved courses are valid if the student maintains continuous enrollment in the graduate program. If the student is readmitted after discontinuation or dismissal, the student must initiate a new transfer request for courses older than 7 years.
5. Transfer requests to satisfy Core course requirements or Restricted Electives within the associated UCF degree must include relevant syllabi, and graduate

program directors must certify that the courses taken represent current knowledge and are equivalent in content to the courses offered at UCF.

6. There are 4 exceptions to this policy as written:
  1. Unless part of an approved dual degree program, a maximum of 9 hours may be used to fulfill the requirements of 2 master's degrees. In no case can hours be used to fulfill the requirements of more than 2 degrees.
  2. Unless part of an approved accelerated program, a maximum of 9 hours may be used by a student taking graduate courses while in undergraduate status at UCF.
  3. When doctoral programs require a master's degree for admission, credits from the required, earned master's degree may not be used as transfer credits.
  4. To minimize disruption to the student's research and progress to degree, graduate students recruited to transfer to UCF when their faculty supervisor is being hired by UCF from another institution may transfer up to 66.7% of the total degree requirements if all other transfer requirements are met. In this case, the student's transfer must be requested by the faculty supervisor being hired by UCF (rather than initiated by the student). This exception still requires the student to complete the following at UCF: a minimum of 9 hours of graded coursework, the requirements for Doctoral Candidacy, and a minimum of 15 hours of dissertation.

# Additional Program Details

## Financial Aid Funding

There is a list of sources of funding that are available to students. The [College of Graduate Studies Funding Website](https://graduate.ucf.edu/funding/) <https://graduate.ucf.edu/funding/> provides this information in a larger and more broad sense.

For additional information about funding for graduate school, please visit the Student Finances section of the College of Graduate Studies student website at <http://www.students.graduate.ucf.edu/>.

If you are interested in applying for loans or externally funded need-based awards, visit the Office of Student Financial Assistance website at <http://finaid.ucf.edu> and complete the Free Application for Federal Student Aid (FAFSA), which is available January 1 each year.

## **Other Special Fellowships**

Students seeking alternative funding for scholarships are advised to look at the UCF Alumni Association. This group awards more than \$40,000 in scholarships each year to undergraduate and graduate students. See [www.ucfalumni.com](http://www.ucfalumni.com) for information on how to apply.

## Graduate Assistantship Details

Students with qualifying assistantships or university-wide fellowships will receive financial packages that include an assistantship or fellowship stipend, tuition remission, and health insurance. Qualifying fellowships are accompanied by tuition waivers.

Qualifying assistantships include single appointments of at least .50 FTE (20 hrs. /week) or two appointments of at least .25 FTE (10 hrs. /week) per semester. Tuition remission is in the form of either tuition waivers or tuition payments that cover in-state (resident) tuition. Non-resident students with financial packages are not charged out-of-state tuition or the non-resident financial aid fee.

Graduate Student Assistantships pay students to teach or otherwise facilitate instruction (these are graduate teaching assistants, or “GTAs”), or to work on funded research projects (these are referred to as graduate research assistants, or “GRAs”). Students who are receiving tuition waivers must be attending fulltime (9 credit hours fall and spring except for students in candidacy who must take a minimum of 3 credit hours). Students receiving a tuition waiver are paid a stipend and must work 20 hours per week. GTAs and GRAs may be contracted throughout the fall and spring semesters, or departments may contract for one semester at a time. Students should refer to the [Graduate Catalog](#) for the university’s requirements for assistantships, as well as graduate teaching, tuition remission, health insurance, and parental leave for graduate assistants.

In order to be appointed as a GTA (graduate teaching associate, assistant, or grader), students must have completed the UCF GTA Training requirement by the semester deadline. There are no exceptions to the GTA Training requirement. See [Graduate Teaching](#) for more information on GTA training requirements [College of Graduate Studies \(ucf.edu\)](#).

## Graduation Requirements

The Master of Urban and Regional Planning program requires a minimum of 42 credit hours beyond the bachelor's degree.

You should file your Intent to Graduate form online through your my.ucf.edu. You can access the Intent to Graduate form by going into your myUCF portal/ selecting the Student Self Service link/ then selecting the "other academic..." drop down box/ and clicking on Intent to Graduate: Apply. If the Intent to Graduate is filed after the deadline, you can't participate in the commencement ceremony.

## Job Search and Career Pathways

At the School of Public Administration, we are dedicated to your success. We can prepare you for the job market through mock interviews, resume refinement and editing cover letters. For more information, contact experiential learning coordinator [Marcus.williams@ucf.edu](mailto:Marcus.williams@ucf.edu).

### UCF Job Shadow Program

The UCF Job Shadow Program pairs Knights with employer and alumni partners to facilitate a one-to-five-day job shadow experience. Learn about a particular career or industry, gain workplace experience, and build your professional network. Activate your [Handshake account](#) to gain access to internships, jobs, and professional development opportunities. Visit [UCF Career Services](#) for more information.

### Pathways to Success program

Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students and postdoctoral scholars including workshops in Academic Integrity, Graduate Grantsmanship, Personal Development, Professional Development, and Research. Please explore the link to the [UCF's Pathways to Success Program](#).

## Student Associations

### Urban Knights

The Urban Knights are passionate about urban planning, and they strive to connect students with professionals in the field. They host technical skills workshops throughout the year along with a networking reception prior to each Urban and Regional Planning Distinguished Lecture Series event.

Email: [urbanknights3@gmail.com](mailto:urbanknights3@gmail.com)

### American Planning Association (APA)

The American Planning Association provides leadership in the development of vital communities for all by advocating excellence in planning, promoting education and resident empowerment, and providing our members with the tools and support necessary to ethically meet the challenges of growth and change.

### Association of Collegiate Schools of Planning (ACSP)

The Association of Collegiate Schools of Planning (ACSP) is a consortium of more than 100 university departments and programs offering planning degrees as well as programs that offer degrees affiliated with planning. We also have individual faculty, retired faculty, and student members. Most of our school members are located in North America, particularly the U.S., but our individual members are from around the world.

ACSP connects educators, researchers, and students, to advance knowledge about planning education and research. We are committed to promoting the field of planning as a diverse global community that works collectively toward healthy, equitable, and sustainable neighborhoods, cities, and regions. Our members convene together at annual conferences and workshops, disseminate research through ACSP's journal of record JPER (Journal of Planning Education and Research) and beyond, and engage with like-minded colleagues in a variety of interest groups including the Faculty Women's Interest Group, Global Planning Educators Interest Group, and the Planners of Color Interest Group.

### **Urban Affairs Association (UAA)**

The Urban Affairs Association is dedicated to creating interdisciplinary spaces for engaging in intellectual and practical discussions about urban life. Through theoretical, empirical, and action-oriented research, the UAA fosters diverse activities to understand and shape a more just and equitable urban world.

### **International City/County Management Association**

This is the student chapter of the national organization, ICMA. Our student chapter strives to create excellence in local governance by developing students into public sector professionals.

Email: [icmaucf@gmail.com](mailto:icmaucf@gmail.com)

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational, and professional experience. To learn more or get involved, please visit [www.gsa.ucf.edu](http://www.gsa.ucf.edu). Also, refer to the [Office of Student Involvement • UCF](#) for more information on ways to be involved and integrated.

## **Graduate Student Center**

The Graduate Student Center provides a space for graduate students to gather for professional development, workshops, rehearsal of presentations, defenses of their thesis or dissertation research, guest lectures and colloquia series, study, and collaborate. It is located on the second floor in suite 213 of Trevor Colbourn Hall Building, just minutes from the Student Union, Bookstore, Library, and Millican Hall services. The Graduate Student Center contains four main areas: multipurpose study and collaboration area, presentation room, conference room, and study and data analysis rooms. Explore the link for more information: [Graduate Student Center](#)

## **Graduate Research Forum/Symposium**

The College of Graduate Studies hosts an annual Research Forum to provide a conference setting for our own students to showcase their work either with poster presentations or a face-to-face presentation. Explore the link for more information on GRF: [Graduate Research Forum](#)

The College of Graduate Studies also hosts a 3MT competition for graduate students in both the Fall and Spring Semesters. A brief description of what this is and how to be involved can be provided in this link: [3MT](#)

## Forms

There are many different forms associated with being in your program and a graduate student at UCF. Please use this link that provides the links to forms relevant to your program and completing all requirements of your degrees: <https://graduate.ucf.edu/forms-and-references/>

## Useful Links/Resources

There are a variety of events, resources, and field of study information UCF student should be aware of. The following are a few examples:

- [Bookstore](#)
- [Campus Map](#)
- [Graduate Catalog](#)
- [Library](#)
- [Parking Services](#)
- [Shuttles](#)
- [Recreation Center](#)
- [Housing](#)
- [Counseling Center](#)
- [Writing Center](#)
- [Academic Calendar](#)
- [Student Academic Resource Center](#)
- [UCF Veterans Academic Resource Center](#)
- [Student Account Services](#)



## 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  
Graduate Certificate in Public Policy Analysis  
Graduate Certificate in Social Justice in Public Service

## 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:

## Accept Admission

---

Information University of Central Florida  
Admit Term Fall 2013  
Application Number 239586

---

| Accept Admission

| Decline Admission

Previous

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 a new online admissions application.**

# GETTING TO KNOW YOUR MYUCF PORTAL

The screenshot shows the MyUCF Student Center portal. The browser address bar displays the URL: [https://my.ucf.edu/psp/IHPROD/EMPLOYEE/CSPROD/c/SA\\_LEARNER\\_SERVICES.SSS\\_STUDENT\\_CENTER.GBL?pt\\_fname=FX\\_STUDENT\\_SLF](https://my.ucf.edu/psp/IHPROD/EMPLOYEE/CSPROD/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?pt_fname=FX_STUDENT_SLF). The page header includes the University of Central Florida logo and navigation links for Home and Feedback.

The main content area is divided into several sections:

- Home Page / Dashboards:** Includes a "Search for Classes" button and a message: "You are not enrolled in classes."
- My Academics:** Features a "Search Plan Enroll" button and a dropdown menu for "other academic...". A yellow box highlights this dropdown menu, which contains the following options: Degree Audit/myKnightAudit, 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, Late Add Form, Readmission Application, Transcript: Order Status, Transcript: Request Official, Transfer Summary Report, Veteran Certification, What-if Report, and other academic... (highlighted in blue).
- Enrollment Shopping Cart:** A link to view the shopping cart.
- Finances:** Includes a "My Account" section with links for View My Account, Fee Invoice, Statement of Charges, Student Direct Deposit, Tuition Payment Plan, and 1098-T Tax Management. It also features a "Financial Aid" section with links for View Financial Aid, Accept/Decline Awards, View Financial Aid Bulletin, View Financial Aid Status, Report Other Financial Aid, Disbursement Details, and View My Financial Aid Eligible Courses. A "UCF Textbook Purchase Program" section includes links for Textbook Purchase Program Opt In and Textbook Purchase Program Status.
- Personal Information:** Includes links for Demographic Data and Emergency Contact.
- Contact Information:** A section for providing contact details.
- Right-hand Side:** Contains a "Search for Classes" button, a "Holds" section (No Holds), a "To Do List" section (No To Do's), an "Enrollment Dates" section (Details), and an "Advisor" section (Program Advisor: None Assigned).

Institution  Term

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject

Course Number

Course Keyword

Course Career

Location

Special Course Group

Show Open Classes Only  
 Uncheck the box

Additional Search Criteria

Meeting Start Time

Meeting End Time

Days of Week

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name

Instructor First Name

Class Nbr

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Department

▼ PAD 5336 - Introduction to Urban Planning						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
87871	0M77-LEC Regular	Tu 6:00PM - 8:50PM	DPAC 0168	Luis Santiago	08/26/2019 - 12/11/2019	<span style="color: green;">●</span>

  

▼ PAD 5337 - Urban Design						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
87612	0077-LEC Regular	Th 6:00PM - 8:50PM	DPAC 0215	Roberta Fennessy	08/26/2019 - 12/11/2019	<span style="color: green;">●</span>

  

▼ PAD 5356 - Managing Community and Economic Development						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
92089	0W61-LEC Regular	TBA	TBA	Christopher Hawkins	08/26/2019 - 12/11/2019	<span style="color: green;">●</span>

  

▼ PAD 5850 - Grant and Contract Management						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
87679	0W58-LEC Regular	TBA	TBA	Angela White- Jones	08/26/2019 - 12/11/2019	<span style="color: blue;">■</span>
87506	0W61-LEC Regular	TBA	TBA	Angela White- Jones	08/26/2019 - 12/11/2019	<span style="color: orange;">▲</span>

Topic: GRANT/CONTRACTMGT (SL)

▼ PAD 5907 - Directed Independent Studies						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
88174	0077-IND Regular	TBA	TBA	Staff	08/26/2019 - 12/11/2019	<span style="color: blue;">■</span>

## Registering For Class

