

## **Graduate Council Curriculum Committee**

**March 8, 2017**

**2:30 p.m., Millican Hall 395E**

### **Agenda**

1. Welcome and call to order
2. Approval of the minutes from the last meeting (curriculum, course)
3. Courses and special topics
4. **Revision to GRDST Modeling and Simulation of Behavioral Cybersecurity Graduate Certificate**, effective Summer 2017.
5. **Revision to COS Chemistry MS**, effective Summer 2017.
6. **Revision to COS Chemistry PhD**, effective Summer 2017.
7. **Revision to COS Conservation Biology PhD**, effective Fall 2017.
8. **Revision to COS Forensic Science MS**, effective Fall 2017.
9. **Revision to COHPA Criminal Justice MS (revising core courses)**, effective Summer 2017.
10. **Revision to COHPA Criminal Justice MS (adding thesis option)**, effective Summer 2017.
11. **Name change to COHPA Health Sciences MS**, effective Summer 2017.
12. **Revision to COHPA Nonprofit Management MNM**, effective Fall 2017.
13. **Revision to CEHP Counselor Education MA, Mental Health Counseling track (changing 900 hours of internship to 600 hours)**, effective Summer 2017.
14. **Name change to CEHP Counselor Education MA, Mental Health Counseling track (changing track name)**, effective Summer 2017.
15. **Revision to CEHP Education PhD, Early Childhood track**, effective Fall 2017.
16. **Revision to CEHP Marriage, Couple and Family Therapy MA**, effective Summer 2017.
17. **Revision to CEHP Reading Education MEd**, effective Summer 2017.
18. Adjournment

### **Members of the Graduate Council Curriculum Committee**

Kerry Purmensky, Chair, CAH  
Charles Kelliher, CBA  
Jim Moharam, Steering Liaison, COP  
Elsie Olan, CEHP  
Jennifer Sandoval, COS  
Asli Tasci, RCHM  
Art Weeks, CECS  
Diane Andrews, CON  
Steven Ebert, COM  
Mercedeh Khajavikhan, COP  
Terrie Sypolt, LIB  
Joshua Troche, COHPA  
Andrea Pulido, GSA  
John Weishampel, CGS Liaison  
Devon Jensen, CGS Liaison

## Graduate Program Recommendation Form - REVISIONS ONLY

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This form is to be used to **REVISE** degree programs, tracks, or certificate programs. If there are changes to a program and the changes will also affect the program tracks, one form may be used for both the program and the track(s).

**Please refer to the Graduate Council Curriculum Meeting Schedule for submission deadlines.**

### Checklist of items to be attached with completed form:

- ☐ Complete and current Graduate Catalog copy ([www.graduatecatalog.ucf.edu](http://www.graduatecatalog.ucf.edu)), including description, curriculum, contact information, application requirements, and application deadlines. **Use Track Changes in Word to show revisions.**
- ☐ A list of faculty who will participate in the program, track or certificate and their credentials.
- ☐ All course action requests that will be needed to implement the curriculum changes.
- ☐ If applicable, a written agreement from all involved units that they are in support of the revisions.

College/Unit(s) Submitting Proposal: \_\_\_\_\_

Proposed Effective Term/Year: \_\_\_\_\_

Unit(s) Housing Program: \_\_\_\_\_

Name of program, track and/or certificate: \_\_\_\_\_

Please check all that apply: This action affects a: ☐ Program ☐ Track ☐ Certificate

If the revision applies to multiple tracks, please list them here:

\_\_\_\_\_

Brief description of **program and rationale** of the revision: **Do not add complete catalog copy here.**

Briefly list curriculum changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**

## Name Change

Are you changing the name of an existing program, track, or certificate? ☐ Yes ☐ No

If yes, provide the new name of the program, track, or certificate: \_\_\_\_\_

**A proposed name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.**

**If you are ONLY making a name change, skip the "Impact on Current Students" section.**

## Impact on Current Students

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate? ☐ Yes ☐ No

If yes, state the name of the program or track where students are currently enrolled and attach a list of students if possible:

\_\_\_\_\_

Will students have the option to stay in their existing program, track, or certificate? ☐ Yes ☐ No

If yes, how will current students be impacted by this change?

**If there are substantial revisions**, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	Number of assistantship students	Source of funds	Number of fellowship students (specify fellowship)	Number of tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

## Signature Page

Recommend Approval (all approval levels must be signed)

Graduate Faculty (Print) Bruce Caulkins, PhD (Signature)  Date 2/20/2017  
Program Coordinator

Department Chair (Print) Joseph J. LaViola, Jr., PhD (Signature)  Date 2/20/2017  
/Director

College Academic (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_  
Standards

College Dean (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Graduate Council (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Research and Dean of the College of Graduate Studies

(Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

### Approval

Provost and Executive Vice President \_\_\_\_\_ Date \_\_\_\_\_

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Knowledge Management; Academic Services; College of Graduate Studies



# Modeling and Simulation of Behavioral Cybersecurity Graduate Certificate

## Related PROGRAMS

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## Program DISCIPLINES

This program belongs to the following disciplines:

- [Simulation](#)
- [Interdisciplinary](#)
- [Cybersecurity](#)

College : <a href="#">Graduate Studies</a>	Degree :CRT
Department : <a href="#">Select Department</a>	Option : N/A
Program Websites : <a href="http://www.ist.ucf.edu/grad/">http://www.ist.ucf.edu/grad/</a>	

## PROGRAM DESCRIPTION

The Graduate Certificate in Modeling and Simulation of Behavioral Cybersecurity provides students with an interdisciplinary modeling and simulation approach to cybersecurity with a particular emphasis on the behavioral aspects of cybersecurity and cyber operations. This graduate certificate is beneficial to individuals who have an interest in interdisciplinary studies and problem solving for modeling, simulation, and behavioral aspects of cybersecurity.

### UCF Partnerships

This certificate partners with several UCF master's programs. This means that if students complete this certificate and are accepted into a partnering program, all certificate coursework can be used towards that master's degree. Here is a list of our partnering UCF master's programs:

- [Computer Engineering MSCpE <link>](#)
- [Industrial Engineering MS <link>](#)
- [Modeling and Simulation MS <link>](#)

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## CURRICULUM

The Graduate Certificate in Modeling and Simulation of Behavioral Cybersecurity requires a total of 13 credit hours in courses in the required competency areas of Modeling and Simulation Fundamentals, Testing and Evaluation, and Modeling Techniques and Applications.

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

## Required Courses—13 Credit Hours

- IDC 5602 Cybersecurity: A Multidisciplinary Approach (3 credit hours) (Fall)
- CNT 5410L Cyber Operations Lab (3 credit hours) (Spring)
- IDC 6601 Behavioral Aspects of Cybersecurity (3 credit hours) (Summer)

- IDC 6600 Emerging Cyber Issues (1 credit hour) (Summer)
- IDS 6916 Simulation Research Methods and Practicum (3 credit hours) (Fall) [or](#)  
[IDS 6262 Research Design for Modeling and Simulation \(3 credit hours\) \(Fall\)](#)

## APPLICATION 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 the general UCF graduate application requirements, applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended
- Résumé or Curriculum Vitae

## Application Deadlines

Modeling and Simulation of Behavioral Cybersecurity Graduate Certificate	*Fall Priority	Fall	Spring	Summer
Domestic Applicants	-	Jul 15	Dec 1	<a href="#">-Apr 15</a>
International Applicants	-	-	-	-
International Transfer Applicants	-	-	-	-

\*Applicants who plan to enroll full time in a degree program and who wish to be considered for university fellowships or assistantships should apply by the Fall Priority date.

## Contact INFO



**Request Information**

## Graduate Program

Bruce Caulkins PhD, Colonel (Ret), US Army

[bcaulkin@ist.ucf.edu](mailto:bcaulkin@ist.ucf.edu)

Telephone: 407-882-2427

Partnership II Building, Room 319 [Map](#)

## Graduate Admissions

Kara McCuller

[gradadmissions@ucf.edu](mailto:gradadmissions@ucf.edu)

Telephone: 407-823-2766

Millican Hall 230 [Map](#)

[Online Application](#)

[Graduate Admissions](#)

### Mailing Address

UCF College of Graduate Studies

Millican Hall 230

Sabrina Gordon

**From:** Ahmad Elshennawy  
**Sent:** Tuesday, January 24, 2017 11:12 AM  
**To:** Sabrina Gordon  
**Cc:** Caulkins, Bruce; Ahmad Elshennawy; Waldemar Karwowski  
**Subject:** RE: Modeling and Simulation of Behavioral Cybersecurity  
**Importance:** High

Hi Sabrina:

I agree with the proposal and we will continue to support your certificate as a partnership with your MS program.

Let me know if I be of any assistance!

Ahmad

---

**From:** Sabrina Gordon  
**Sent:** Monday, January 23, 2017 5:38 PM  
**To:** Ahmad Elshennawy <Ahmad.Elshennawy@ucf.edu>  
**Cc:** Caulkins, Bruce <bcaulkin@ist.ucf.edu>  
**Subject:** RE: Modeling and Simulation of Behavioral Cybersecurity

Ahmad,

We have enjoyed partnering our certificate with the IEMS program, thank you for your support which has continued from Jose's initial approval (original reply included below for further context). As a valued partner, I am writing to let you know that we are proposing a minor revision to the curriculum for this GC.

We would like to allow certificate students an opportunity to choose between two courses for their final certificate required course. Here is a brief summary of our proposed revision:

- CURRENT:
  - Final required course for the GC is **IDS 6916 Simulation Research Methods and Practicum** (3 credit hours).
- PROPOSING:
  - Continue allowing same final course (IDS 6916) **or option to instead accept** IDS 6262 Research Design for Modeling and Simulation (3 credit hours).

A syllabus for IDS 6262 can be found at this link: <http://www.ist.ucf.edu/grad/syllabi/IDS6938-2.pdf>.

Also, I am attaching our draft program revision document for more information. As you can see, we are also editing to explicitly mention our program partners, including IEMS.

Once you have reviewed this proposal, would you please write back to let me if you will continue to support it as a partnership with your MS program? We also welcome any feedback you have.

Very sincerely,  
Sabrina

**Sabrina Gordon**

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**From:** Kalpathy Sundaram  
**Sent:** Wednesday, February 15, 2017 4:27 PM  
**To:** Sabrina Gordon  
**Subject:** RE: Modeling and Simulation of Behavioral Cybersecurity

Sabrina,

Yes, we support the change.

Thanks  
Sundaram

---

**From:** Sabrina Gordon  
**Sent:** Wednesday, February 15, 2017 3:38 PM  
**To:** Kalpathy Sundaram <Kalpathy.Sundaram@ucf.edu>  
**Cc:** Caulkins, Bruce <bcaulkin@ist.ucf.edu>  
**Subject:** RE: Modeling and Simulation of Behavioral Cybersecurity

Dr. Sundaram,

I hope that you have had some time to review our note below. Now that some time has passed, would you please let me know if your program supports this change?

Many thanks,  
Sabrina

**Sabrina Gordon, M.A.**

Program Coordinator  
Modeling and Simulation Graduate Program  
University of Central Florida  
Office: (407) 882-1407  
[www.ist.ucf.edu/grad](http://www.ist.ucf.edu/grad)

Join our networks!    
Search "UCF Modeling & Simulation Graduate Program" on Facebook and Linked In

*Please note:* Florida has a very broad open records law (F.S. 119). Emails may be subject to public disclosure.

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**From:** Sabrina Gordon  
**Sent:** Monday, January 23, 2017 5:38 PM  
**To:** Kalpathy Sundaram <[Kalpathy.Sundaram@ucf.edu](mailto:Kalpathy.Sundaram@ucf.edu)>  
**Cc:** Caulkins, Bruce <[bcaulkin@ist.ucf.edu](mailto:bcaulkin@ist.ucf.edu)>  
**Subject:** RE: Modeling and Simulation of Behavioral Cybersecurity

Dr. Sundaram,

We have enjoyed partnering with the Computer Engineering MSCpE program and were pleased to include some of your students in our first cohort of certificate completers. As a valued partner, I am writing to let you know that we are proposing a minor revision to the curriculum for this GC.

We would like to allow certificate students an opportunity to choose between two courses for their final certificate required course. Here is a brief summary of our proposed revision:

- CURRENT:
  - Final required course for the GC is **IDS 6916 Simulation Research Methods and Practicum** (3 credit hours).
- PROPOSING:
  - Continue allowing same final course (IDS 6916) **or option to instead accept** IDS 6262 Research Design for Modeling and Simulation (3 credit hours).

A syllabus for IDS 6262 can be found at this link: <http://www.ist.ucf.edu/grad/syllabi/IDS6938-2.pdf>.

Also, I am attaching our draft program revision document for more information. As you can see, we are also editing to explicitly mention our program partners, including Computer Engineering MSCpE.

Once you have reviewed this proposal, would you please write back to let me if you will continue to support it as a partnership with your MS program? We also welcome any feedback you have.

Very sincerely,  
Sabrina

**Sabrina Gordon, M.A.**

Program Coordinator  
Modeling and Simulation Graduate Program  
University of Central Florida  
Office: (407) 882-1407  
[www.ist.ucf.edu/grad](http://www.ist.ucf.edu/grad)

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**From:** Kalpathy Sundaram

**Sent:** Thursday, September 18, 2014 10:16 AM

**To:** Sabrina Kalish <[Sabrina.Kalish@ucf.edu](mailto:Sabrina.Kalish@ucf.edu)>; Sheau-Dong Lang <[slang@ucf.edu](mailto:slang@ucf.edu)>; [foroosh@eecs.ucf.edu](mailto:foroosh@eecs.ucf.edu); Jose Sepulveda <[Jose.Sepulveda@ucf.edu](mailto:Jose.Sepulveda@ucf.edu)>

**Cc:** Kincaid, Peter ([pkincaid@ist.ucf.edu](mailto:pkincaid@ist.ucf.edu)) <[pkincaid@ist.ucf.edu](mailto:pkincaid@ist.ucf.edu)>; [wiegand@ist.ucf.edu](mailto:wiegand@ist.ucf.edu); Charles Reilly <[reilly@ucf.edu](mailto:reilly@ucf.edu)>

**Subject:** RE: Modeling and Simulation of Behavioral Cybersecurity

Sabrina,

ECE Department supports the new interdisciplinary curriculum for a **Graduate Certificate in Modeling and Simulation of Behavioral Cybersecurity**

**Sundaram**

---

**From:** Sabrina Kalish

**Sent:** Tuesday, September 16, 2014 6:30 PM

**To:** Sheau-Dong Lang; [foroosh@eecs.ucf.edu](mailto:foroosh@eecs.ucf.edu); Kalpathy Sundaram; Jose Sepulveda

**Cc:** Kincaid, Peter ([pkincaid@ist.ucf.edu](mailto:pkincaid@ist.ucf.edu)); [wiegand@ist.ucf.edu](mailto:wiegand@ist.ucf.edu); Charles Reilly

**Subject:** RE: Modeling and Simulation of Behavioral Cybersecurity



## Program Recommendation Form - REVISIONS ONLY

This form is to be used to **REVISE** degree programs, tracks, or certificate programs. If there are changes to a program and the changes will also affect the program tracks, one form may be used for both the program and the track(s).

Please refer to the Graduate Council Curriculum Meeting Schedule for submission deadlines.

### Checklist of items to be attached with completed form:

- ☐ Complete and current Graduate Catalog copy ([www.graduatematerials.ucf.edu](http://www.graduatematerials.ucf.edu)), including description, curriculum, contact information, application requirements, and application deadlines. Use Track Changes in Word to show revisions.
- ☐ A list of faculty who will participate in the program, track or certificate and their credentials.
- ☐ All course action requests that will be needed to implement the curriculum changes.
- ☐ If applicable, a written agreement from all involved units that they are in support of the revisions.

College/Unit(s) Submitting Proposal: College of Sciences

Proposed Effective Term/Year: Summer 2017

Unit(s) Housing Program: Chemistry

Name of program, track and/or certificate: Chemistry MS

Please check all that apply: This action affects a: ☒ Program ☐ Track ☐ Certificate

If the revision applies to multiple tracks, please list them here:

Brief description of **program and rationale** of the revision: **Do not add complete catalog copy here.**

This program revision will primarily account for changes to the Seminar requirement. We are increasing the number of times that seminar needs to be taken from 2 to 4 times. The current faculty feels that there should be more focus on research and a more extended period of attending professional seminars.

Briefly list curriculum changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**

Required Courses: Changed from 14 to 16 credit hours.  
Elective Courses: Changed from 10 to 8 credit hours.



Name Change

Are you changing the name of an existing program, track, or certificate? ☐ Yes ☒ No

If yes, provide the new name of the program, track, or certificate: \_\_\_\_\_

A proposed name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

Impact on Current Students

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate? ☐ Yes ☒ No

If yes, state the name of the program or track where students are currently enrolled and attach a list of students if possible:

\_\_\_\_\_

Will students have the option to stay in their existing program, track, or certificate? ☐ Yes ☒ No

If yes, how will current students be impacted by this change?

Our program is advising current students to enroll in Graduate Chemistry Seminar (CHM 6936). The students are aware that it is not a part of their current catalog, which only requires them to take the course two times in total. If these students take the seminar course more than two times, the credits will count toward their "Electives" requirement. There should be no real impact on these students.

If there are substantial revisions, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	Number of assistantship students	Source of funds	Number of fellowship students (specify fellowship)	Number of tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

## Signature Page

### Recommend Approval (all approval levels must be signed)

Department Chair (Print) \_\_\_\_\_ (Signature) Cherie L. Gestralsky Date 11/18/2016  
/Director

College Academic (Print) Jana L. Jasinski (Signature) Jana L. Jasinski Date 1/24/17  
Standards

College Dean (Print) Michael Johnson (Signature) Michael Johnson Date 2016-1-25

Graduate Council (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Graduate Dean (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

### Approval

Provost and Executive Vice President: \_\_\_\_\_ Date \_\_\_\_\_

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Knowledge Management; Academic Services; College of Graduate Studies



## PROGRAM DESCRIPTION

The Master of Science in Chemistry (MS) program prepares students for careers in the chemical industry or further graduate studies.

Show Program Description▼

## CURRICULUM

The thesis option in the Chemistry MS program requires a minimum of 30 credit hours beyond the bachelor's degree, including ~~16~~14 credit hours of required courses, at least 6 credit hours of thesis research, and ~~8~~10 credit hours of electives that must be approved by the student's advisory committee. The nonthesis option requires a minimum of 31 credit hours beyond the bachelor's degree, including ~~16~~14 credit hours of required courses, ~~14~~16 credit hours of electives that must be approved by the student's advisory committee, and 1 credit hour of independent study that culminates in a research report.

<b>Total Credit Hours Required:</b>
<b>30-31</b> Credit Hours Minimum beyond the Bachelor's Degree

### Qualifying Examinations

All students must satisfy qualifying (proficiency) requirements in four of the five areas (analytical chemistry, biochemistry, inorganic chemistry, organic chemistry and physical chemistry) during the first year by taking exams in four of these five subjects. Additional course work may be required if one or more of the qualifying exams are not satisfied. Satisfaction of this requirement will help ensure that all students are adequately prepared for the core courses. If students do not satisfy the proficiency exam requirements within the first year, they may be subject to dismissal from the program.

### Required Courses—~~16~~14 Credit Hours

Students must take four of the following courses. If a student successfully completes all five required courses, one course will count toward fulfilling the electives requirement.

- CHM 6710 Applied Analytical Chemistry (3 credit hours)
- CHS 6240 Chemical Thermodynamics (3 credit hours)
- CHS 6251 Applied Organic Synthesis (3 credit hours)
- CHM 6440 Kinetics and Catalysis (3 credit hours)
- BCH 6740 Applied Biochemistry (3 credit hours)

In addition, students must complete the following seminar.

- CHM 6936 Graduate Chemistry Seminar (1 credit hour, taken ~~twice~~four times)

### Elective Courses—~~8~~10 Credit Hours

All students must take ~~810~~ credit hours of electives from the following list. All elective courses must be approved by the student's advisory committee.

- CHM 5225 Advanced Organic Chemistry (3 credit hours)
- CHM 5235 Applied Molecular Spectroscopy (3 credit hours)
- CHM 5305 Applied Biological Chemistry (3 credit hours)
- CHM 5450 Polymer Chemistry (3 credit hours)
- CHM 5451C Techniques in Polymer Science (3 credit hours)
- CHM 5580 Advanced Physical Chemistry (3 credit hours)
- CHM 6134 Advanced Instrumental Analysis (3 credit hours)
- CHM 6711 Chemistry of Materials (3 credit hours)
- CHS 6260 Chemical Unit Operations and Separations (3 credit hours)
- CHS 6261 Chemical Process and Product Development (2 credit hours)
- CHS 6613 Current Topics in Environmental Chemistry (3 credit hours)
- CHM/CHS Special topics courses

#### **Thesis Option—6 Credit Hours**

- CHM 6971 Thesis (6 credit hours)

The grounding in scientific research methodology provided by the thesis requirement is a central focus of the thesis option in the Chemistry MS program. Students will conduct research either on site or at the professional laboratories where they work. In either case, a member of the UCF Chemistry Department faculty will act as research adviser and approve the research topic. This research culminates in the writing and presentation of the thesis. The student will present his/her thesis for final examination (oral defense of thesis) by a committee consisting of three members including the research adviser. The committee has to be approved by the Graduate Coordinator of the Chemistry program. The thesis must be judged worthy of publication by the review committee and may not be submitted for examination until so deemed. For nonresident students, the thesis adviser will visit the student's laboratory, where their research is to be performed, before the research begins and on a regular basis until the work is complete.

#### **Nonthesis Option—7 Credit Hours**

Nonthesis students take an additional 7 credit hours of courses, including 6 credit hours of electives from the list above and 1 credit hour of independent study, resulting in a required research report of independent learning experience.

- Electives (6 credit hours)
- CHM 6908 Independent Study (1 credit hour)

### Equipment Fee

Full-time students in the Chemistry MS program pay a \$90 equipment fee each semester that they are enrolled. Part-time students pay \$45 per semester.

### Independent Learning

For the thesis option, the grounding in scientific research methodology is a central focus. This research culminates in the writing and presentation of the thesis. For the nonthesis option, students take an additional 6 credit hours of approved electives and one-credit hour of Independent Study (CHM 6908), which culminates in a required report of the independent study experience.

### APPLICATION 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 the [general UCF graduate application requirements](#), applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- Official, competitive GRE score taken within the last five years.
- Two letters of recommendation.

Meeting minimum UCF admission criteria does not guarantee program admission. Final admission is based on evaluation of the applicant's abilities, past performance, recommendations, match of this program and faculty expertise to the applicant's career/academic goals, and the applicant's potential for completing the degree.

### Application Deadlines

All application materials must be submitted by the appropriate deadline listed below.

Chemistry MS	*Fall Priority	Fall	Spring	Summer
Domestic Applicants	Jan 15	Jul 15	Dec 1	Apr 15
International Applicants	Jan 15	Jan 15	Jul 1	Nov 1
International Transfer Applicants	Jan 15	Mar 1	Sep 1	Dec 15



\*Applicants who plan to enroll full time in a degree program and who wish to be considered for university fellowships or assistantships should apply by the Fall Priority date.

## **FINANCIALS**

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies [Funding website](#), which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The [Financial Information](#) section of the Graduate Catalog is another key resource.

### **Fellowships**

Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see [UCF Graduate Fellowships](#), which includes descriptions of university fellowships and what you should do to be considered for a fellowship.



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- ☐ All course action requests that will be needed to implement the curriculum changes.
- ☐ If applicable, a written agreement from all involved units that they are in support of the revisions.

College/Unit(s) Submitting Proposal: College of Sciences

Proposed Effective Term/Year: Summer 2017

Unit(s) Housing Program: Chemistry

Name of program, track and/or certificate: Chemistry PhD

Please check all that apply: This action affects a: ☒ Program ☒ Track ☐ Certificate

If the revision applies to multiple tracks, please list them here:

Chemistry MS along the way track

Brief description of **program and rationale** of the revision: **Do not add complete catalog copy here.**

This program revision will primarily account for changes to the Seminar requirement. We are increasing the number of times that seminar needs to be taken from 3 to 7 times. The current faculty feels that there should be more focus on research and a more extended period of attending professional seminars. It is also felt that the presentations for candidacy and of the dissertation is sufficient practice in public presentation.

Briefly list curriculum changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**

Required Courses: Changed from 15 to 19 credit hours.  
Elective Courses: Range changed from "18-42" to "18-38."

## Name Change

Are you changing the name of an existing program, track, or certificate? ☐ Yes ☒ No

If yes, provide the new name of the program, track, or certificate: \_\_\_\_\_

**A proposed name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.**

## Impact on Current Students

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate? ☐ Yes ☒ No

If yes, state the name of the program or track where students are currently enrolled and attach a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? ☒ Yes ☐ No

If yes, how will current students be impacted by this change?

Our program is advising current students to enroll in Graduate Chemistry Seminar (CHM 6936) until the semester in which they present candidacy. The students are aware that it is not a part of their current catalog, which only requires them to take the course three times in total. If these students take the seminar course more than three times, the credits will count toward their "Remaining Electives" requirement of 24 credit hours. There should be no real impact on these students.

**If there are substantial revisions**, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	Number of assistantship students	Source of funds	Number of fellowship students (specify fellowship)	Number of tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

## Signature Page

### Recommend Approval (all approval levels must be signed)

Department Chair (Print) <u>Cherie Yestrebsky</u>	(Signature) <u>Cherie L. Yestrebsky</u>	Date <u>11/18/2016</u>
/Director		
College Academic (Print) <u>Jana Jasinski</u>	(Signature) <u>Jana Jasinski</u>	Date <u>2/17/17</u>
Standards		
College Dean (Print) <u>M. Johnson</u>	(Signature) <u>M. Johnson</u>	Date <u>2017-2-24</u>
Graduate Council (Print) _____	(Signature) _____	Date _____
Graduate Dean (Print) _____	(Signature) _____	Date _____

### Approval

Provost and Executive Vice President: \_\_\_\_\_ Date \_\_\_\_\_

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Knowledge Management; Academic Services; College of Graduate Studies

## PROGRAM DESCRIPTION

The Chemistry PhD program focuses on Materials Chemistry, Environmental Chemistry, Forensic Science and Biochemistry. The training prepares future scientists and educators for research within contemporary fields to accommodate changing and growing industry demands.

Show Program Description▼

## CURRICULUM

The Chemistry PhD program requires 72 credit hours beyond the bachelor's degree with a minimum 18 credit hours of electives in the chosen sub-discipline, an original research project and dissertation presentation. A maximum of 24 credit hours may be transferred for students that have completed an approved MS degree program. At least 27 hours of formal course work, exclusive of independent study, are required in order to fulfill degree requirements. This includes four core courses and four electives, three of which must be taken from Chemistry. Six credit hours of directed research are also required; additional courses may be specified by the student's research adviser.

### Total Credit Hours Required:

72 Credit Hours Minimum beyond the Bachelor's Degree

One of the primary means of education and training in the PhD program is achieved through successful completion of an original research project, close mentorship by their research adviser and the presentation and defense of the PhD dissertation. This intense research experience provides the education and training necessary for the student to substantiate his/her expertise and develop the skills necessary to become an independent professional.

By the second semester, students will choose a dissertation adviser and establish a program of study. Students will take a ~~two-semester~~ seminar course a minimum of 7 times, presenting Students are required to complete a ~~a~~ seminar presentation to the department during the ~~second-sixth~~ semester of seminar, prior to presenting candidacy. A ~~third-final~~ seminar credit hour will be taken in preparation for the dissertation defense. During this semester, the student will present a seminar to the department on their dissertation research. The research adviser and graduate program director will establish an advisory committee for each student. Students must maintain a 3.0 GPA or higher.

### Required Courses—~~195~~ Credit Hours

#### • ~~Core—12 Credit Hours~~

Students must take four of the following courses.

- CHM 6710 Applied Analytical Chemistry (3 credit hours)
- CHM 6440 Kinetics and Catalysis (3 credit hours)
- CHS 6251 Applied Organic Synthesis (3 credit hours)
- CHS 6240 Chemical Thermodynamics (3 credit hours)
- BCH 6740 Applied Biochemistry (3 credit hours)

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If a student successfully completes all five core courses, one course will count toward fulfilling the electives requirement.

- **Seminar—~~73~~ Credit Hours**
  - CHM 6936 Seminar (1 credit hour, to be taken ~~three-six~~ times before presenting candidacy)

#### **Elective Courses—18-~~3842~~ Credit Hours in Chosen Concentration**

- **Directed Research – 6 credit hours**
  - CHM 6918 Directed Research (variable credit hours)
- **Elective Courses – 12 credit hours**
  - Selected from courses listed below, or chosen by advisor.
- **Additional Hours – 0-20 credit hours**

Students who enter the program with a master's degree need to take four elective courses (12 credit hours) and 6 credit hours of directed research. They may choose four courses from the departmental offerings or three courses from the departmental offerings and one from outside of the department. Directed research will always be within the department. Students who enter the program without a master's degree will be required to take ~~204~~ additional hours for a total of ~~3842~~ credit hours of a combination of elective and research courses.

A program of study requires 27 hours of total formal course work exclusive of independent study. Students and advisors need to be careful about how elective courses are selected so that at least 12 credit hours of electives must be formal course work, exclusive of independent study. Doctoral research, dissertation research, independent study and directed research may also be used to satisfy additional hours in the concentration.

#### **Materials Chemistry Concentration**

Choose from the following courses (one may be from outside the department) in addition to 6 hours of directed research.

- CHM 5225 Advanced Organic Chemistry (3 credit hours)
- CHM 5580 Advanced Physical Chemistry (3 credit hours)
- CHS 6260 Chemical Unit Operations and Separations (3 credit hours)
- CHM 6711 Chemistry of Materials (3 credit hours)
- CHM 6620 Solid State Inorganic Chemistry (3 credit hours)
- CHM 5450 Polymer Chemistry (3 credit hours)
- CHM 5451C Techniques in Polymer Science (3 credit hours)
- CHM 5715C Optical Materials Processing and Characterization Techniques (3 credit hours)
- CHM 6449 Photochemistry (3 credit hours)
- CHM 5305 Applied Biological Chemistry (3 credit hours)

- CHM 6938 Special Topics (3 credit hours)
- CHM 5235 Applied Molecular Spectroscopy (3 credit hours)
- CHM 6134 Advanced Instrumental Analysis (3 credit hours)
- CHM 7938 Frontiers in Chemistry (three semesters, 1 credit hour each semester)
- CHM 7919 Directed Research in Materials Chemistry (6 credit hours)

Courses from outside the Chemistry Department.

- OSE 5203 Fundamentals of Applied Optics (3 credit hours)
- OSE 5313 Materials for Optical Systems (3 credit hours)
- OSE 5414 Fundamentals of Optoelectronic Devices (3 credit hours)
- EMA 5504 Modern Characterization of Materials (3 credit hours)
- EMA 6518 Transmission Electron Microscopy (3 credit hours)
- EMA 5108 Surface Science (3 credit hours)
- EMA 6129 Solidification and Microstructure Evolution (3 credit hours)
- EMA 6130 Phase Transformations in Metals and Alloys (3 credit hours)
- EMA 6136 Diffusion in Solids (3 credit hours)
- EMA 6516 X-Ray Diffraction and Crystallography (3 credit hours)
- IDS 7691 Structure-Function-Relationships of Biomolecules I (5 credit hours)
- PHY 5933 Selected Topics in Biophysics of Macromolecules (3 credit hours)
- PCB 5527 Genetic Engineering and Biotechnology (3 credit hours)
- BSC 5408L Advanced Biology Laboratory Techniques (3 credit hours)

#### **Environmental Chemistry Concentration**

Choose from the following courses (one may be from outside the department) in addition to 6 hours of directed research.

- CHS 6260 Chemical Unit Operations and Separations (3 credit hours)
- CHS 6613 Current Topics in Environmental Chemistry (3 credit hours)
- CHS 6508 Advanced Mass Spectrometry for Forensic Science (3 credit hours)
- CHM 5235 Applied Molecular Spectroscopy (3 credit hours)
- CHM 5580 Advanced Physical Chemistry (3 credit hours)
- CHM 6134 Advanced Instrumental Analysis (3 credit hours)

- CHM 6449 Photochemistry (3 credit hours)
- CHM 6938 Special Topics (3 credit hours)
- CHM 7938 Frontiers in Chemistry (three semesters, 1 credit hour each semester)
- CHM 7919 Directed Research in Environmental Chemistry (6 credit hours)

Courses from outside the Chemistry Department.

- ENV 5410 Drinking Water Treatment (3 credit hours)
- ENV 6046 Membrane Mass Transfer (3 credit hours)
- ENV 6055 Fate and Transport of Subsurface Contaminants (3 credit hours)
- ENV 6106 Theory and Practice of Atmospheric Dispersion Modeling (3 credit hours)
- ENV 6126 Design of Air Pollution Controls (3 credit hours)
- ENV 6336 Site Remediation and Hazardous Waste Treatment (3 credit hours)
- ENV 6519 Aquatic Chemical Processes (3 credit hours)
- ENV 6558 Industrial Waste Treatment (3 credit hours)

#### **Forensic Science Concentration**

Choose from the following courses in addition to 6 hours of directed research.

- CHS 6545 Forensic Analysis of Explosives (3 credit hours)
- CHS 6546 Forensic Analysis of Ignitable Liquids (3 credit hours)
- CHS 6508 Advanced Mass Spectrometry for Forensic Science (3 credit hours)
- CHM 6134 Advanced Instrumental Analysis (3 credit hours)
- CHM 5451C Techniques in Polymer Science (3 credit hours)
- CHM 6938 Special Topics (3 credit hours)
- CHS 6535 Forensic Molecular Biology (2 credit hours)
- CHS 6535L Forensic Analysis of Biological Materials (3 credit hours)
- CHS 6536 Population Genetics and Genetic Data Analysis (3 credit hours)
- CHM 7938 Frontiers in Chemistry (three semesters, 1 credit hour each semester)
- CHM 7919 Directed Research in Forensic Science (6 credit hours)

#### **Biochemistry Concentration**

Choose from the following courses (one may be from outside the department) in addition to 6 hours of directed research.

- CHM 5305 Applied Biological Chemistry (3 credit hours)
- CHM 5235 Applied Molecular Spectroscopy (3 credit hours)
- CHM 5225 Advanced Organic Chemistry (3 credit hours)
- CHM 6278 The Organic Chemistry of Drug Design (3 credit hours)
- CHM 5580 Advanced Physical Chemistry (3 credit hours)
- CHM 6449 Photochemistry (3 credit hours)
- CHS 6535 Forensic Analysis of Biological Materials (3 credit hours)
- CHS 6535L Forensic Analysis of Biological Materials Lab (3 credit hours)
- CHS 6536 Forensic Analysis of DNA Data (3 credit hours)
- CHM 7938 Frontiers in Chemistry (three semesters, 1 credit hour each semester)
- CHM 7919 Directed Research in Biochemistry (3 credit hours)

Courses from outside the Chemistry Department.

- IDS 7691 Structure-Function-Relationships of Biomolecules I (5 credit hours)
- PHY 5933 Selected Topics in Biophysics of Macromolecules (3 credit hours)
- MCB 5654 Applied Microbiology (3 credit hours)
- MCB 6417C Microbial Metabolism (3 credit hours)
- BSC 6407C Laboratory methods in Molecular Biology (3 credit hours)
- IDS 5127 Foundation of Bio-Imaging Science (3 credit hours)
- PCB 5236 Cancer Biology (3 credit hours)
- PCB 5527 Genetic Engineering and Biotechnology (3 credit hours)
- EMA 6516 X-Ray Diffraction and Crystallography (3 credit hours)
- EMA 6518 Transmission Electron Microscopy (3 credit hours)

#### **Dissertation—15 Credit Hours Minimum**

- CHM 7980 Doctoral Dissertation (15 credit hours)

Within three months before defending the dissertation, the student will present a dissertation research seminar to the Department of Chemistry, registering for one credit hour of seminar.

#### **Qualifying Examinations**

Students will be expected to satisfy qualifying (proficiency) requirements (analytical chemistry, biochemistry, inorganic chemistry, organic chemistry and physical chemistry) during the first year by taking exams in four of these five areas. Additional course work may be required if one or more of the

qualifying exams is not satisfied. These exams may be waived if the entering student possesses an MS degree in the Chemical Sciences. Satisfaction of this requirement will help ensure that all students are adequately prepared for the core courses. If a student does not satisfy the proficiency exam requirements within the first year, the student may be subject to dismissal from the program.

### **Candidacy Examination**

By the end of the fifth semester (excluding summers), students must pass the PhD candidacy oral examination. The candidacy examination consists of writing and orally defending an original research proposal to the student's program faculty advisory committee as well as a presentation of their preliminary dissertation research accomplishments and plans. The research proposal will focus on a topic not directly related to the student's dissertation research and must be approved by the adviser and advisory committee. Failure to pass the PhD candidacy exam will result in dismissal from the program.

### **Admission to Candidacy**

The following are required to be admitted to candidacy and enroll in dissertation hours:

- Completion of all required and formal elective course work, except for dissertation hours.
- Successful completion of the candidacy examination.
- Successful defense of the written dissertation proposal.
- The dissertation advisory committee is formed, consisting of approved graduate faculty and graduate faculty scholars.
- Submittal of an approved program of study.

### **Dissertation Defense**

The final requirement for the PhD degree is completion of a satisfactory written dissertation of the student's research, along with successful presentation and defense of the dissertation to the advisory committee, including one doctorate-holding non-program faculty member.

### **Equipment Fee**

Full-time students in the Chemistry PhD program pay a \$90 equipment fee each semester that they are enrolled. Part-time students pay \$45 per semester.

### **Independent Learning**

The grounding in scientific research methodology provided by the dissertation requirement is a central focus of the proposed program. Students will conduct research either on site or at the professional laboratories where they work. In either case, a member of the UCF Chemistry Department graduate faculty will act as research adviser and approve the research topic. This research culminates in the writing and presentation of the dissertation. The student will present his/her dissertation for examination by a committee consisting of a minimum of five members including the research adviser. One of the committee members will be from outside the Chemistry department. A majority of the program committee members will hold tenure-earning faculty appointments in the Chemistry

Department. The committee has to be approved by the Graduate Coordinator of the Chemistry program and the department Chair. The dissertation must be judged worthy of publication by the dissertation committee and may not be submitted for examination until so deemed. For students performing their dissertation research off campus, the dissertation adviser will visit the student's laboratory, where their research is to be performed, before the research begins and on a regular basis until the work is complete.

#### APPLICATION 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 the [general UCF graduate application requirements](#), applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- A Bachelor of Science degree in the Chemical Sciences or a closely related field.
- Official, competitive GRE score taken within the last five years.
- Three letters of recommendations.
- A statement of purpose.
- Résumé.

Meeting minimum UCF admission criteria does not guarantee program admission. Final admission is based on evaluation of the applicant's abilities, past performance, recommendations, match of this program and faculty expertise to the applicant's career/academic goals, and the applicant's potential for completing the degree.

#### Application Deadlines

Chemistry PhD	*Fall Priority	Fall	Spring	Summer
Domestic Applicants	Jan 15	Jul 15	Dec 1	-
International Applicants	Jan 15	Jan 15	Jul 1	-
International Transfer Applicants	Jan 15	Mar 1	Sep 1	-

\*Applicants who plan to enroll full time in a degree program and who wish to be considered for university fellowships or assistantships should apply by the Fall Priority date.

## **FINANCIALS**

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies [Funding website](#), which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The [Financial Information](#) section of the Graduate Catalog is another key resource.

### **Fellowships**

Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see [UCF Graduate Fellowships](#), which includes descriptions of university fellowships and what you should do to be considered for a fellowship.



## Program Recommendation Form - REVISIONS ONLY

This form is to be used to **REVISE** degree programs, tracks, or certificate programs. If there are changes to a program and the changes will also affect the program tracks, one form may be used for both the program and the track(s).

Please refer to the Graduate Council Curriculum Meeting Schedule for submission deadlines.

### Checklist of items to be attached with completed form:

- ☒ Complete and current Graduate Catalog copy ([www.graduatecatalog.ucf.edu](http://www.graduatecatalog.ucf.edu)), including description, curriculum, contact information, application requirements, and application deadlines. Use Track Changes in Word to show revisions.
- ☒ A list of faculty who will participate in the program, track or certificate and their credentials.
- ☐ All course action requests that will be needed to implement the curriculum changes.
- ☐ If applicable, a written agreement from all involved units that they are in support of the revisions.

College/Unit(s) Submitting Proposal: College of Science

Proposed Effective Term/Year: Fall 2017

Unit(s) Housing Program: Biology

Name of program, track and/or certificate: Conservation Biology PhD

Please check all that apply: This action affects a: ☒ Program ☒ Track ☐ Certificate

If the revision applies to multiple tracks, please list them here:

Conservation Biology Track and Integrative Biology Track

Brief description of **program and rationale** of the revision: **Do not add complete catalog copy here.**

The Conservation Biology PhD program is based heavily on research competence and productivity. Furthermore, the interdisciplinary nature of conservation biology deemphasizes the need for common core classes, and instead favors the creation of individualized student study plans. These two programmatic traits drive the need to (1) reduce the number of formal coursework credits to the minimum requirement of 27 in both PhD tracks, and (2) remove two existing core course requirements in the Integrative track in favor of a more individualized program of study. These changes will provide the students with a more nimble program better able to meet their needs and help them remain competitive upon leaving this institution.

Briefly list curriculum changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**

- \* ConBio track to reduce coursework electives from 20 to 12, freeing up time for research.
- \* Integrative Biology track to remove 2 required formal courses in favor of formal electives, allowing a more individualized plan of study.
- \* These changes will result in both tracks dropping the total number of required credits to 72.



## Name Change

Are you changing the name of an existing program, track, or certificate? ☐ Yes ☒ No

If yes, provide the new name of the program, track, or certificate: \_\_\_\_\_

**A proposed name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.**

## Impact on Current Students

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate? ☐ Yes ☒ No

If yes, state the name of the program or track where students are currently enrolled and attach a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? ☒ Yes ☐ No

If yes, how will current students be impacted by this change?

Students will not be affected by this change, as the proposed revision reduces requirements.

**If there are substantial revisions**, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	Number of assistantship students	Source of funds	Number of fellowship students (specify fellowship)	Number of tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

## Signature Page

### Recommend Approval (all approval levels must be signed)

Department Chair (Print) <u>Graham Worthy</u>	(Signature) <u>Graham A.J. Worthy</u>	Date <u>2-8-17</u>
<small>Digitally signed by Graham A.J. Worthy DN: cn=Graham A.J. Worthy, ou=University of Central Florida, ou=Biology, email=Graham.Worthy@ucf.edu, c=US Date: 2017.02.08 16:35:17 -0500</small>		
/Director		
College Academic (Print) <u>Jana Jasinski</u>	(Signature) <u>Jana Jasinski</u>	Date <u>2-17-17</u>
Standards		
College Dean (Print) <u>M. Johnson</u>	(Signature) <u>M. Johnson</u>	Date <u>2-17-17</u>
Graduate Council (Print) _____	(Signature) _____	Date _____
Graduate Dean (Print) _____	(Signature) _____	Date _____

### Approval

Provost and Executive Vice President: \_\_\_\_\_ Date \_\_\_\_\_

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Knowledge Management; Academic Services; College of Graduate Studies

List of Graduate Faculty who will participate in the tracks:

1. Patrick Bohlen, Professor
2. Lisa Chambers, Assistant Professor
3. Geoffrey Cook, Assistant Professor
4. William Crampton, Associate Professor
5. Charissa de Bekker, Assistant Professor
6. John Fauth, Associate Professor
7. Ken Fedorka, Associate Professor
8. Ross Hinkle, Professor
9. Eric Hoffman, Associate Professor
10. Dave Jenkins, Professor
11. Josh King, Associate Professor
12. Kate Mansfield, Assistant Professor
13. Chase Mason, Assistant Professor
14. Reed Noss, Professor
15. Chris Parkinson, Professor
16. Anna Savage, Assistant Professor
17. Laurie Von Kalm, Associate Professor
18. Linda Walters, Professor
19. John Weishampel, Professor
20. Graham Worthy, Professor

## PROGRAM DESCRIPTION

The Conservation Biology PhD program prepares students for independent research and roles within industry, nongovernmental organizations, academia or government sectors combining biological sciences with disciplines such as economics, law, urban/rural planning, politics, communication, philosophy and environmental engineering.

Show Program Description▼

## CURRICULUM

Students in the Conservation Biology PhD program must choose either the Conservation Biology Track or the Integrative Biology Track.

The Conservation Biology Track requires ~~75-72~~ credit hours beyond the bachelor's degree, including a minimum of 27 hours of formal course work exclusive of independent study. The formal course work includes 15 credit hours of required core courses, and 20-12 credit hours of graduate-level courses from Biology (or other departments) selected in consultation with the adviser and the dissertation committee (at least 4 of the 12 credits must be offered through the Biology Department)., ~~and 15 hours of dissertation research.~~ The remaining 45 credit hours may consist of additional electives, doctoral dissertation research (PCB 7980), and a maximum of 12 credit hours of combined directed research (PCB 6918, PCB 7919, and PCB 5917) and independent study (PCB 6908). In addition, 15 credits of the remaining 45 credits must be comprised of doctoral dissertation research (PCB 7980). ~~All students will take core courses that provide an introduction to the science of conservation biology.~~

The Integrative Biology Track requires ~~73-74~~72 credit hours beyond the bachelor's degree, including a minimum of 27 hours of formal course work exclusive of independent study. The formal course work includes ~~13-14~~17 credit hours of required core courses, and 20 credit hours of graduate-level courses from Biology (or other departments) selected in consultation with the adviser and the dissertation committee (at least 12 of the 20 credits must be offered through the Biology Department)., ~~The remaining 45 credit hours may consist of additional electives, doctoral dissertation research (PCB 7980), and a maximum of 12 credit hours of combined directed research (PCB 6918, PCB 7919, and PCB 5917) and independent study (PCB 6908).~~ In addition, 15 credits of the remaining 45 credits must be comprised of doctoral dissertation research (PCB 7980).

~~and 15 hours of dissertation research. The remaining credit hours may consist of additional electives, doctoral research, and a maximum of 12 credit hours of combined directed research and independent study. All students will take core courses that provide an introduction to the science of conservation biology.~~

A student is required to establish a program of study before the completion of nine credit hours of course work, in conjunction with their dissertation adviser and advisory committee. ~~Students are required to complete a minimum of 20 hours of electives in consultation with their advisory committee. In addition to these selected electives, a~~ A student's advisory committee may require the candidate to take any graduate course taught at UCF if deemed appropriate for the student's area of emphasis. Students entering with a master's degree may request up to 30 semester credit hours of previous work be waived toward the requirements for this degree with approval from the advisory committee. Students who transfer 30 credits still must take 2 credits of Biology Seminar (BSC 6935) and Professional Development I (PBC 6095) and II (PCB 6096). Students may register for dissertation research only after passing the candidacy exam.

**Total Credit Hours Required:**

~~73-75~~72 Credit Hours Minimum beyond the Bachelor's Degree

## TRACK DESCRIPTION

The Conservation Biology track in the Conservation Biology PhD program prepares students for independent research and roles within industry, nongovernmental organizations or government sectors combining traditional biological sciences with economics, law, urban/rural planning, politics, communication, philosophy and environmental engineering.

Show Program Description▼

## CURRICULUM

The Conservation Biology Track in the Conservation Biology PhD program requires ~~75-72~~ credit hours beyond the bachelor's degree, including a minimum of 27 hours of formal course work exclusive of independent study. The formal course work includes 15 credit hours of required core courses, ~~and 20-12~~ credit hours of graduate-level courses from Biology (or other departments) selected in consultation with the adviser and the dissertation committee (at least 4 of the 12 credits must be offered through the Biology Department). The remaining 45 credit hours may consist of additional electives, doctoral dissertation research (PCB 7980), and a maximum of 12 credit hours of combined directed research (PCB 6918, PCB 7919, and PCB 5917) and independent study (PCB 6908). In addition, 15 credits of the remaining 45 credits must be comprised of doctoral dissertation research (PCB 7980).

~~, and 15 hours of dissertation research. The remaining credit hours may consist of additional electives, doctoral research, and a maximum of 12 credit hours of combined directed research and independent study. All students will take core courses that provide an introduction to the science of conservation biology.~~

A student is required to establish a program of study before the completion of nine credit hours of course work, in conjunction with their dissertation adviser and advisory committee. Students are required to complete a minimum of ~~20-12~~ hours of electives in consultation with their advisory committee. In addition to these selected electives, a student's advisory committee may require the candidate to take any graduate course taught at UCF if deemed appropriate for the student's area of emphasis. Students entering with a master's degree may request up to 30 semester credit hours of previous work be waived toward the requirements for this degree with approval from the advisory committee. Students who transfer 30 credits still must take 2 credits of Biology Seminar (BSC 6935) and Professional Development I (PBC 6095) and II (PCB 6096). Students may register for dissertation research only after passing the candidacy exam.

### Total Credit Hours Required:

~~75-72~~ Credit Hours Minimum beyond the Bachelor's Degree

## Required Courses—15 Credit Hours Minimum

- PCB 6042 Conservation Biology Theory (4 credit hours)
- PCB 6053C Restoration Ecology (4 credit hours)
- PCB 6466 Methods in Experimental Ecology (3 credit hours)
- BSC 6935 Seminar in Biology (2 credit hours, take twice at 1 credit hour each)
- PCB 6095 Professional Development in Biology I (1 credit hour)
- PCB 6096 Professional Development in Biology II (1 credit hour)

## Elective Courses—~~45~~ 42 Credit Hours Minimum

A minimum of ~~20~~ 12 credit hours of formal graduate-level courses from Biology, or other departments, are selected in consultation with the adviser and the dissertation committee. The goal is to tailor the program of study to the individual student's needs while maximizing exposure to a variety of disciplines including, among others, policy, economics, engineering, chemistry or sociology. The remaining ~~25~~ 30 credit hours may include additional electives, dissertation research (PCB 7980), internship, and a maximum of 12 credit hours of combined independent study (PCB 6908), and directed research (PCB 6918, PCB 7919, and PCB 5917). Professional internship hours can be substituted for directed research.

## Dissertation—15 Credit Hours Minimum

- PCB 7980 Dissertation (15 credit hours)

## TRACK DESCRIPTION

The Integrative Biology track in the Conservation Biology PhD program prepares students for independent research and roles within industry, nongovernmental organizations or government sectors combining traditional biological sciences with economics, law, urban/rural planning, politics, communication, philosophy and environmental engineering.

Show Program Description▼

## CURRICULUM

The Integrative Biology Track requires ~~73~~ 74 ~~72~~ credit hours beyond the bachelor's degree, including a minimum of 27 hours of formal course work exclusive of independent study. The formal course work includes ~~13~~ 14 ~~7~~ credit hours of required core courses, and 20 credit hours of graduate-level courses from Biology (or other departments) selected in consultation with the adviser and the dissertation committee (at least 12 of the 20 credits must be offered through the Biology Department).; The remaining 45 credit hours may consist of additional electives, doctoral dissertation research (PCB 7980), and a maximum of 12 credit hours of combined directed research (PCB 6918, PCB 7919, and PCB 5917) and independent study (PCB 6908). In addition, 15 credits of the remaining 45 credits must be comprised of doctoral dissertation research (PCB 7980).

~~and 15 hours of dissertation research. The remaining credit hours may consist of additional electives, doctoral research, and a maximum of 12 credit hours of combined directed research~~

~~and independent study. All students will take core courses that provide an introduction to the science of conservation biology.~~

A student is required to establish a program of study before the completion of nine credit hours of course work, in conjunction with their dissertation adviser and advisory committee. Students are required to complete a minimum of 20 hours of electives in consultation with their advisory committee. In addition to these selected electives, a student's advisory committee may require the candidate to take any graduate course taught at UCF if deemed appropriate for the student's area of emphasis. Students entering with a master's degree may request up to 30 semester credit hours of previous work be waived toward the requirements for this degree with approval from the advisory committee. Students who transfer 30 credits still must take 2 credits of Biology Seminar (BSC 6935) and Professional Development I (PBC 6095) and II (PCB 6096). Students may register for dissertation research only after passing the candidacy exam.

#### Total Credit Hours Required:

~~73-74~~ 72 Credit Hours Minimum beyond the Bachelor's Degree

#### Required Courses—~~13-14~~ 17 Credit Hours Minimum

- PCB 6466 Methods in Experimental Ecology (3 credit hours)
- BSC 6935 Seminar in Biology (2 credit hours, take twice at 1 credit hour each)
- PCB 6095 Professional Development in Biology I (1 credit hour)
- PCB 6096 Professional Development in Biology II (1 credit hour)

~~Students also take two of the following courses:~~

- ~~• PCB 6675C Evolutionary Biology (4 credit hours)~~
- ~~• PCB 6046 Advanced Ecology (3 credit hours)~~
- ~~• PCB 6677 Molecular Evolution (3 credit hours)~~

#### Elective Courses—~~45-50~~ 50 Credit Hours Minimum

A minimum of 20 credit hours of formal graduate-level courses from Biology, or other departments, are selected in consultation with the adviser and the dissertation committee. The goal is to tailor the program of study to the individual student's needs while maximizing exposure to a variety of disciplines including, among others, policy, economics, engineering, chemistry or sociology. The remaining ~~25-30~~ 30 credit hours may include additional electives, dissertation research (PCB 7980), and a maximum of 12 hours of combined independent study (PCB 6908) and directed research (PCB 6918, PCB 7919, and PCB 5917). Professional internship hours can be substituted for directed research.

#### Dissertation—15 Credit Hours Minimum

- PCB 7980 Dissertation (15 credit hours)

## *Advisory Committee*

The Advisory Committee shall consist of a minimum of four members, including the dissertation adviser, with at least three members coming from the graduate faculty of the Biology Department. At least one member will be from a department other than Biology or from outside the university. The chair, or co-chair, must be a member of the program graduate faculty.

## *Enrollment Requirements*

Students are required to register for 9 credit hours in fall and spring and 6 credit hours in summer before their candidacy exam. After being admitted to candidacy, minimum enrollment is 3 credit hours of dissertation research each semester.

## Qualifying Examination

The written qualifying examination should be completed within the first two years of the students program. The exam seeks to cover areas of general knowledge and discipline-specific knowledge within the student's declared track. These questions could be related to the dissertation research proposal or designed to examine general knowledge and reasoning within the field.

The candidate will meet with their advisory committee at least two months prior to the examination to discuss expectations. Committee members must clearly articulate in writing the general areas that may be examined. Any student failing the examination must repeat the examination within six calendar months of the date of the first examination and the examination requires a majority vote by committee members. A second failed attempt will result in dismissal from the program.

## Candidacy Examination

Each student will be required to generate, organize and orally defend a written proposal outlining their dissertation research to their dissertation advisory committee no later than 12 months after passing the Qualifying Examination. The oral Candidacy Examination will cover all areas within the scope of the student's doctoral program and requires that the student demonstrate knowledge of the theory, literature and research methodologies relevant to the proposed area of research as well as demonstrate an understanding of how their work relates to the field of biology as a whole. After passing the candidacy examination and meeting other requirements, the student will be deemed as having been admitted to candidacy and can register for dissertation hours. Once a student is admitted to candidacy, the focus will be on dissertation research. For most students, the research and writing of the dissertation will take two to three years after advancing to candidacy. During this time, students should remain in close contact with the dissertation adviser and advisory committee and annual progress reports must be filed with the Graduate Program Director.

## *Candidacy Examination Proposal*

A written dissertation proposal, already approved by the adviser, must be submitted to each committee member no later than two weeks prior to the Candidacy Examination. Typically, the proposal will be in the format described below. However, in cases where this format is not appropriate, an alternative format may be used with the approval of the dissertation adviser. The proposal should be approximately 10 to 15 pages in length not including references, single-spaced and typed in 12-point font with one-inch margins on all sides. The use of figures and tables is encouraged. With rare exceptions it is expected that dissertation research will be hypothesis-driven.

1. Specific Aims: Describe concisely the problem(s) to be addressed and the specific goals of the dissertation research as they relate to the problem(s), including clear statements of hypotheses to be tested.



2. **Background and Significance:** Review background literature relevant to the dissertation topic, indicating clearly where gaps in knowledge exist. Justify the need for the research by explaining its anticipated significance. Conclude by linking gaps in current knowledge to the proposed specific aims.
3. **Methodology:** Outline carefully the study design (observations, experiments, models, statistical analysis, etc.) related to, and the methodology to be used for, each specific aim. Methodologies should be explained in sufficient detail to allow committee members to assess the validity of its use in the study. Potential outcomes and alternative approaches should be discussed.
4. **Literature Cited:** References should be indicated in the main body of the proposal wherever appropriate and should follow the format of a peer-reviewed journal in a field of study appropriate to your research. This section can be as long as necessary.

## ***Examination***

At least two weeks prior to the examination, an abstract describing the proposed research will be posted in the Biological Sciences Building and circulated by e-mail among faculty and graduate students. The candidate will present the research proposal in a forum open to all faculty, students and visitors. The oral presentation should be approximately 30-45 minutes in length to be followed by a public question-and-answer period. Presentation of preliminary data is neither required nor expected, but should be provided if available and relevant. With the exception of the advisory committee and candidate, all faculty, students and visitors will leave at the conclusion of the public question-and-answer period. The committee will continue the exam in closed session with further questioning. Questions can be directed to any matter relevant to the research proposal and areas of weakness previously identified in the written (qualifying) exam. A majority vote is required to pass the examination; however, no more than one negative vote is permitted. The majority must include the dissertation adviser. Any student failing the examination must repeat the examination within six calendar months of the date of the first examination. A second failed attempt will result in dismissal from the program.

## ***Admission to Candidacy***

The following are required to be admitted to candidacy and enroll in dissertation hours:

- Program of study submitted and approved.
- Dissertation Committee formed (without external member).
- Successful completion of qualifying exam.
- Completion of all coursework (except for dissertation hours).
- External member added to Dissertation Committee.
- Successful completion of candidacy exam.

## **Dissertation Defense**

The dissertation is expected to represent an original and significant contribution to the discipline. Upon completion and approval of the doctoral dissertation by all appropriate faculty and university offices, the student will make a formal presentation of the research findings in seminar format to the dissertation committee and other university faculty and students who may wish to attend.

The dissertation should be in a format appropriate for publication and should be "tightened" to a readiness for submittal by use of appendixes for nonessential information. The major role of the student's advisory committee is to offer guidance on study design and interpretation of results. A polished draft must be delivered to the advisory committee for review after the student and dissertation adviser have agreed upon editorial changes; this should occur well before the anticipated date of the final defense. Committee members have the right to reject documents that fail to meet these guidelines. Committee members should be given at least two weeks to review the draft before the student attempts to schedule the final

defense. The final defense is to be scheduled only after the advisory committee agrees that the dissertation is ready for defense. Committee members should return the corrected dissertation to the student two weeks after receipt and the candidate should check with committee members to ensure they have the time to review the document. If the student delivers the final draft to the committee one month prior to the proposed defense date, that would allow two weeks before the scheduled defense date for the student to make recommended changes.

At least two weeks prior to the defense, an abstract describing the research conducted and conclusions reached will be posted in the Biological Sciences Building, circulated by e-mail among faculty and graduate students, and posted on the College of Graduate Studies Events Calendar. The candidate will present the research in a forum open to all faculty, students, and visitors. The oral presentation should be approximately 45-50 minutes in length to be followed by a question-and-answer period. In the presentation the candidate should focus on background information, describe the research performed, and draw attention to the significance of the conclusions reached. With the exception of the committee and candidate, all faculty, students, and visitors will leave at the conclusion of the question-and-answer period. The committee will continue the defense and the candidate will answer questions about the subject matter presented and defend the conclusions drawn. The committee will ask questions of the process used and assess the candidate's level of competency with the research topic. A majority vote is required to pass the examination; however, no more than one negative vote is permitted. The majority must include the dissertation adviser.

## Student Orientation

An orientation for all incoming students will be scheduled one week prior to each fall semester. The orientation will include tours of the program facilities, a session on registration, university policies and procedures, and expectations of doctoral study. Further, Environmental Health and Safety will present a program on topics such as laboratory safety, chemical and fire safety, biohazard training, and radioisotope handling. Expectations for Graduate Teaching Assistants (GTA) and Graduate Research Assistants (GRA) will be fully covered. In addition, students will be required to participate in the program for GTAs offered by the UCF Faculty Center for Teaching and Learning and the College of Sciences. Students are strongly encouraged to attend the university orientation as well, held approximately one week prior to each fall semester.

## Independent Learning

The dissertation satisfies the independent learning experience.

# APPLICATION 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 the [general UCF graduate application requirements](#), applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- Official, competitive GRE score taken within the last five years.
- Three letters of recommendation.
- Résumé.
- Statement of research interest and purpose, including a summary of relevant work or research experience.
- A computer-based score of 230 (or 89 internet-based score) on the Test of English as a Foreign language (TOEFL) if an applicant is from a country where English is not the official language, or if an applicant's degree is not from an accredited U.S. institution, or if an applicant did not earn a

degree in a country where English is the only official language or a university where English is the only official language of instruction. Although we prefer the TOEFL, we will accept IELTS scores of 7.0.

Students entering the graduate program with regular status are normally expected to have completed course work generally required for a bachelor's degree in biology.

Applicants should first identify faculty who match their own research interests, and then contact faculty in advance to inquire about research opportunities in faculty labs and to solicit agreement that a faculty member is interested in serving as the student's dissertation advisor. Applicants to the Ph.D. program who do not have a consenting dissertation advisor within the department faculty will not be accepted into the program. Admission is competitive and based on an overall assessment of the qualifications as submitted and the availability of faculty to serve as dissertation advisor.

Meeting minimum UCF admission criteria does not guarantee program admission. Final admission is based on evaluation of the applicant's abilities, past performance, recommendations, match of this program and faculty expertise to the applicant's career/academic goals, the identification of a dissertation adviser, and the applicant's potential for completing the degree.

## Application Deadlines

Students applying for summer or spring admission will be considered on an ad hoc basis.

<b>Integrative Biology</b>	<b>*Fall Priority</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>Domestic Applicants</b>	Jan 15	Jan 15	-	-
<b>International Applicants</b>	Jan 15	Jan 15	-	-
<b>International Transfer Applicants</b>	Jan 15	Jan 15	-	-

\*Applicants who plan to enroll full time in a degree program and who wish to be considered for university fellowships or assistantships should apply by the Fall Priority date.

## FINANCIALS

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies [Funding website](#), which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The [Financial Information](#) section of the Graduate Catalog is another key resource.

## Fellowships

Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of

Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see [UCF Graduate Fellowships](#), which includes descriptions of university fellowships and what you should do to be considered for a fellowship.

## Graduate Program Recommendation Form - REVISIONS ONLY

This form is to be used to **REVISE** degree programs, tracks, or certificate programs. If there are changes to a program and the changes will also affect the program tracks, one form may be used for both the program and the track(s).

Please refer to the Graduate Council Curriculum Meeting Schedule for submission deadlines.

### Checklist of items to be attached with completed form:

- ☒ Complete and current Graduate Catalog copy ([www.graduatecatalog.ucf.edu](http://www.graduatecatalog.ucf.edu)), including description, curriculum, contact information, application requirements, and application deadlines. **Use Track Changes in Word to show revisions.**
- ☒ A list of faculty who will participate in the program, track or certificate and their credentials.
- ☒ All course action requests that will be needed to implement the curriculum changes.
- ☒ If applicable, a written agreement from all involved units that they are in support of the revisions.

College/Unit(s) Submitting Proposal: College of Sciences/Chemistry

Proposed Effective Term/Year: Fall/2017

Unit(s) Housing Program: Chemistry

Name of program, track and/or certificate: Master of Science Forensic Science

Please check all that apply: This action affects a: ☒ Program ☐ Track ☐ Certificate

If the revision applies to multiple tracks, please list them here:

Brief description of **program and rationale** of the revision: **Do not add complete catalog copy here.**

We want to make the MS in Forensic Science a program that allows students an option of continuing into the Chemistry Ph.D. program without taking additional courses for the Ph.D. These revisions provide a pathway for students to complete the requirements for a MS in Forensic Science (Professional Concentration) and proceed directly into the doctoral program in Chemistry without taking additional courses to satisfy the doctoral program requirements. The other two concentrations in the MS Forensic Science Program (Forensic Analysis and Forensic Biochemistry) are intended to be terminal degrees. The department has had several students in the Professional Concentration MS in Forensic Science who would like to continue in the Chemistry doctoral program (Forensic Science concentration) but were required to take at least four additional courses in Chemistry. This change will help students pursuing doctoral level research to obtain that degree without penalizing them for also pursuing a MS in Forensic Science first.

Briefly list curriculum changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**

Adding one existing course to the list of electives for the thesis students  
Adding 8 courses to the list of electives for the non-thesis option  
Several minor grammar, clarification and order changes

## Name Change

Are you changing the name of an existing program, track, or certificate? ☐ Yes ☒ No

If yes, provide the new name of the program, track, or certificate: \_\_\_\_\_

**A proposed name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.**

**If you are ONLY making a name change, skip the "Impact on Current Students" section.**

## Impact on Current Students

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate? ☐ Yes ☒ No

If yes, state the name of the program or track where students are currently enrolled and attach a list of students if possible:

\_\_\_\_\_

Will students have the option to stay in their existing program, track, or certificate? ☒ Yes ☐ No

If yes, how will current students be impacted by this change?

No adverse impact to students. The changes only provide an additional option if they intend to pursue a doctoral degree in our program after they obtain the MS in Forensic Science.

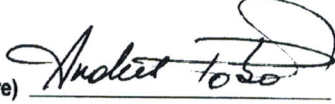
**If there are substantial revisions**, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	Number of assistantship students	Source of funds	Number of fellowship students (specify fellowship)	Number of tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					



## Signature Page

Recommend Approval (all approval levels must be signed)

Graduate Faculty (Print) Andres Campiglia (Signature)  Date 12-6-2016  
Program Coordinator

Department Chair (Print) Cherie L. Yestrebsky (Signature)  Date 12-6-2016  
/Director

College Academic (Print) Jana L. Janssen (Signature)  Date 1/24/17  
Standards

College Dean (Print) Michael Johnson (Signature)  Date 2016-1-25

Graduate Council (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Research and Dean of the College of Graduate Studies

(Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

### Approval

Provost and Executive Vice President \_\_\_\_\_ Date \_\_\_\_\_

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Knowledge Management; Academic Services; College of Graduate Studies

## Forensic Science MS

### UCF Online

This program/track is offered online

College: Sciences	Degree: MS
Department: Chemistry	Option: Thesis, Nonthesis
Program Websites: <a href="http://chemistry.cos.ucf.edu/">http://chemistry.cos.ucf.edu/</a>	

### PROGRAM DESCRIPTION

The Master of Science in Forensic Science program is designed to service the needs of both practicing professionals and full-time students who desire an advanced program of study in forensic science. The program is comprised of three concentrations: Forensic Analysis, Forensic Biochemistry and Forensic Professional.

[Show Program Description](#) ▼

### CURRICULUM

The Forensic Science MS degree is comprised of 32 or 34 credit hours of study beyond the BS degree with intensive specialization in one of three concentrations: Forensic Analysis, Forensic Biochemistry or Forensic Professional. Full-time students should complete the degree in two years of continuous full-time study, while part-time students will generally finish the degree in four years.

The program in Forensic Analysis and Forensic Biochemistry is research-based and requires original and independent research resulting in a written thesis to be defended before a committee consisting of two UCF graduate faculty members and at least one other acknowledged forensic expert in the field. These concentrations require 32 credit hours, including 9 credit hours of required courses, 15 credit hours of concentration courses, and 8 credit hours of Thesis.

The program in Forensic Professional requires 34 credit hours, including 9 hours of required courses and 24 hours, including 9 credit hours of required courses, 24 credit hours of elective courses and one credit hour of independent study as the capstone experience. This concentration does not require an original laboratory-based research project. Students not in residence at UCF should consult the catalog for courses with online offerings.

Students with undergraduate degrees in forensic science, chemistry, biochemistry, physics and biology are encouraged to apply.

Total Credit Hours Required:

32-34 Credit Hours Minimum beyond the Bachelor's Degree

### Thesis-Based Concentrations:

#### Required Courses—9 Credit Hours

Students in all the all three concentrations take the following required courses.

- CHS 5504 Topics in Forensic Science (3 credit hours)
- CHS 5596 The Forensic Expert in the Courtroom (3 credit hours)
- CHS 6513 Quality Assurance for Forensic Scientists (3 credit hours)

#### Concentration Courses—15-24 Credit Hours

<https://www.graduatecatalog.ucf.edu/programs/program.aspx?id=1474>



**Forensic Analysis Concentration—15 Credit Hours**

Students in the Forensic Analysis concentration ~~take take 15 credit hours from~~ the following courses and complete a thesis.

- STA 5206 Statistical Analysis (3 credit hours) or equivalent course
- CHM 5235 Applied Molecular Spectroscopy (3 credit hours)
- CHM 6492 Atomic Spectroscopy (3 credit hours)
- CHS 6546 Forensic Analysis of Ignitable Liquids (3 credit hours)
- CHS 6545 Forensic Analysis of Explosives (3 credit hours)
- CHS 5937 Chemometric Applications in Forensic Science (3 credit hours)

### Forensic Biochemistry Concentration—15 Credit Hours

Students in the Forensic Biochemistry concentration take the following courses and complete a thesis.

- STA 5206 Statistical Analysis (3 credit hours) or equivalent course
- CHS 6535L Forensic Analysis of biological Materials (3 credit hours)
- CHS 6535 Forensic Molecular biology (3 credit hours)
- CHS 6536 Population Genetics and Genetic Data Analysis (3 credit hours)
- BCH 6740 Advanced Biochemistry (3 credit hours)

### Thesis—8 Credit Hours

~~The Forensic Analysis and Forensic Biochemistry concentrations require the student to conduct original research and successfully defend a written thesis.~~

- CHS 6971 Thesis (8 credit hours)

### Non-Thesis-Based Concentrations:

### Forensic Professional Concentration—24-34 Credit Hours

Students in the Forensic Professional concentration are required to take ~~an additional 24-24 credit hours of~~ ~~electives selected from the list below~~ with approval of their faculty adviser and complete the Capstone course. ~~Elective courses may be selected from the courses listed below.~~

- STA 5206 Statistical Analysis (3 credit hours)
- CHM 5235 Applied Molecular Spectroscopy (3 credit hours)
- CHM 6492 Atomic Spectroscopy (3 credit hours)
- CHS 6546 Forensic Analysis of Ignitable Liquids (3 credit hours)
- CHS 6545 Forensic Analysis of Explosives (3 credit hours)
- CHS 6535L Forensic Analysis of Biological Materials (3 credit hours)
- CHS 6535 Forensic Molecular Biology (3 credit hours)
- CHS 6536 Population Genetics and Genetic Data Analysis (3 credit hours)
- BCH 6740 Advanced Biochemistry (3 credit hours)
- CGS 5131 Computer Forensics I (3 credit hours)
- CNT 6418 Computer Forensics II (3 credit hours)
- CHS 5518 Forensic Examination of Digital Evidence (3 credit hours)
- CIS 6207 Practice of Digital Forensics (3 credit hours)
- CAP 6133 Advanced Topics in Computer Security and Computer Forensics (3 credit hours)
- CHS 5937 Chemometric Applications in Forensic Science (3 credit hours)
- CHM 6710 Applied Analytical Chemistry (3 credit hours)
- CHM 6440 Kinetics and Catalysis (3 credit hours)
- CHS 6251 Applied Organic Synthesis (3 credit hours)
- CHS 6240 Chemical Thermodynamics (3 credit hours)
- BCH 6740 Applied Biochemistry (3 credit hours)
- CHM 6134 Advanced Instrumental Analysis (3 credit hours)
- CHM 6938 Special Topics (3 credit hours)

### Thesis—8 Credit Hours

<https://www.graduatecatalog.ucf.edu/programs/program.aspx?id=1474>

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~~The Forensic Analysis and Forensic Biochemistry concentrations require the student to conduct original research and successfully defend a written thesis.~~

- ~~• CHS 6971 Thesis (8 credit hours)~~

### Capstone—1 Credit Hour

The capstone experience in the Forensic Professional concentration requires one credit hour of Independent Study, which culminates in the submission of a required report on a pre-approved topic. This study will comprise either (1) a review of the current literature on a particular forensic science research topic area, or (2) a holistic case study dealing with a particular criminal case in which forensic evidence played a significant role.

- CHS 6908 Independent Study (1 credit hour)

### Equipment Fee

Full-time students in the Forensic Science MS program pay a \$90 equipment fee each semester that they are enrolled. Part-time students pay \$45 per semester.

### Independent Learning

Students in the Forensic Analysis and Forensic Biochemistry concentrations are required to conduct original research and defend a written thesis. Students in the Forensic Professional concentration complete a capstone experience that requires independent research and a report.



## APPLICATION 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 the general UCF graduate application requirements, applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- Official, competitive GRE score taken within the last five years.
- A bachelor's in Forensic Science or another physical science, based on at least 30 hours of college-level science subjects, that provides the background required to be successful in the proposed program. Acceptable non-Forensic Science BS degrees may include Chemistry, Physics, Molecular Biology, and Chemical Engineering.
- Three letters of recommendation. If the applicant is employed in a forensic laboratory and wishes to continue working in that laboratory while a distance learner in the Forensic Science MS program, one letter should come from his/her supervisor and should express their willingness to allow the student to use the laboratory instrumentation for their thesis research. Otherwise, the student will be unable to complete the research component of the degree.
- Short (one page) statement describing why the applicant wants to pursue an advanced degree in Forensic Science.

The Forensic Science Graduate Committee will evaluate the background of potential students applying for admission into the program.

Meeting minimum UCF admission criteria does not guarantee program admission. Final admission is based on evaluation of the applicant's abilities, past performance, recommendations, match of this program and faculty expertise to the applicant's career/academic goals, and the applicant's potential for completing the degree.

## Application Deadlines

Forensic Science MS	*Fall Priority	Fall	Spring	Summer
<b>Domestic Applicants</b>	Jan 15	Mar 15	-	-
<b>International Applicants</b>	Jan 15	Jan 15	-	-
<b>International Transfer Applicants</b>	Jan 15	Mar 1	-	-

\*Applicants who plan to enroll full time in a degree program and who wish to be considered for university fellowships or assistantships should apply by the Fall Priority date.

## FINANCIALS

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies Funding website, which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The Financial Information section of the Graduate Catalog is another key resource.

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Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see UCF Graduate Fellowships, which includes descriptions of university fellowships and what you should do to be considered for a fellowship.

## Contact INFO



**Request Information**

## Graduate Program

Jack Ballantyne PhD  
Professor

8/19/2016

Forensic Science MS Degree - UCF Graduate Catalog 2016-2017

jballant@ucf.edu  
Telephone: 407-823-0163  
Chemistry 117 [Map](#)

**Michael Sigman PhD**  
Associate Professor  
michael.sigman@ucf.edu  
Telephone: 407-823-3420  
CH 328 [Map](#)

## Graduate Admissions

**Kara McCuller**  
gradadmissions@ucf.edu  
Telephone: 407-823-2766  
Millican Hall 230 [Map](#)  
Online Application  
Graduate Admissions

### Mailing Address

UCF College of Graduate Studies  
Millican Hall 230  
PO Box 160112  
Orlando, FL 32816-0112

### Institution Codes

GRE: 5233  
GMAT: RZT-HT-58  
TOEFL: 5233  
ETS PPI: 5233

## Graduate Fellowships

**Grad Fellowships**  
Telephone: 407-823-0127  
gradfellowship@ucf.edu  
<https://funding.graduate.ucf.edu>

## Graduate Financial Aid

**UCF Student Financial Assistance**  
Millican Hall 120  
Telephone: 407-823-2827  
Appointment Line: 407-823-5285  
Fax: 407-823-5241  
finaid@ucf.edu  
<http://finaid.ucf.edu>

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[Catalog Home](#) | [About the Graduate Catalog](#) | [Events Calendar](#) | [Apply Now!](#)

<https://www.graduatecatalog.ucf.edu/programs/program.aspx?id=1474>



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DEVELOPED AND MAINTAINED BY THE UCF COLLEGE OF GRADUATE STUDIES. QUESTIONS? E-MAIL [WEBMASTER](mailto:webmaster@ucf.edu).

List of faculty participating in the M.S. in Forensic Science (CVs attached)

Dr. Michael Sigman

Dr. John Ballantyne

Dr. Candice Bridge

Dr. Matthieu Baudalet



## Program Recommendation Form - REVISIONS ONLY

This form is to be used to **REVISE** degree programs, tracks, or certificate programs. If there are changes to a program and the changes will also affect the program tracks, one form may be used for both the program and the track(s).

Please refer to the Graduate Council Curriculum Meeting Schedule for submission deadlines.

### Checklist of items to be attached with completed form:

- ☐ Complete and current Graduate Catalog copy ([www.graduatecatalog.ucf.edu](http://www.graduatecatalog.ucf.edu)), including description, curriculum, contact information, application requirements, and application deadlines. Use Track Changes in Word to show revisions.
- ☐ A list of faculty who will participate in the program, track or certificate and their credentials.
- ☐ All course action requests that will be needed to implement the curriculum changes.
- ☐ If applicable, a written agreement from all involved units that they are in support of the revisions.

College/Unit(s) Submitting Proposal: Health and Public Affairs

Proposed Effective Term/Year: Fall 2017

Unit(s) Housing Program: Criminal Justice

Name of program, track and/or certificate: Criminal Justice MS

Please check all that apply: This action affects a: ☒ Program ☐ Track ☐ Certificate

If the revision applies to multiple tracks, please list them here:

Brief description of program and rationale of the revision: **Do not add complete catalog copy here.**

Core requirement CCJ 6719 Translational Criminal Justice will be replaced with CCJ 6706 Data Analysis I in Criminal Justice. With the deletion of the Criminal Justice Research track, the program is in need of a stats course in the core. A methods/stats sequence is common among Criminal Justice and Criminology programs nationally. This change will keep the program competitive.

Briefly list curriculum changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**

- Core requirement CCJ 6719 Translational Criminal Justice deleted
- Add core requirement CCJ 6706 Data Analysis I in Criminal Justice



## Name Change

Are you changing the name of an existing program, track, or certificate? ☐ Yes ☒ No

If yes, provide the new name of the program, track, or certificate: \_\_\_\_\_

A proposed name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

## Impact on Current Students

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate? ☐ Yes ☒ No

If yes, state the name of the program or track where students are currently enrolled and attach a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? ☒ Yes ☐ No

If yes, how will current students be impacted by this change?

If there are substantial revisions, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	Number of assistantship students	Source of funds	Number of fellowship students (specify fellowship)	Number of tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

## Signature Page

Recommend Approval (all approval levels must be signed)

Department Chair (Print) Catherine Kaukinen (Signature) [Signature] Date 09/20/2016  
/Director

College Academic (Print) Ross Wolf (Signature) [Signature] Date 1/3/17  
Standards

College Dean (Print) Michael Frumkin (Signature) [Signature] Date 1/3/17

Graduate Council (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Graduate Dean (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

### Approval

Provost and Executive Vice President: \_\_\_\_\_ Date \_\_\_\_\_

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Knowledge Management; Academic Services; College of Graduate Studies

## MASTER OF SCIENCE IN CRIMINAL JUSTICE

### Minimum Hours Required for MSCJ—36 Credit Hours

#### Core Requirements - 21 Credit Hours

- CCJ 5015 The Nature of Crime (3 credit hours)
- CCJ 5456 The Administration of Justice (3 credit hours)
- CCJ 6704 Research Methods in Criminal Justice (3 credit hours)
- ~~CCJ 6719 Translational Criminal Justice (3 credit hours)~~
- CCJ 6706 Data Analysis I in Criminal Justice (3 credit hours)
- CCJ 6106 Policy Analysis in Criminal Justice (3 credit hours)
- CCJ 6118 Criminal Justice Organizations (3 credit hours)
- CJE 6718 Pro-seminar in Criminal Justice (3 credit hours)

*\*Students must earn at least a B grade (3.0) in all core requirements.*

#### Restricted Electives (pick two courses) - 6 Credit Hours

- CJC 5020 Foundations of Corrections (3 credit hours)
- CJE 5021 Foundations of Law Enforcement (3 credit hours)
- CJJ 6020 The Juvenile Justice System (3 credit hours)
- CJL 6568 Law and Social Control (3 credit hours)
- CJL 6520 American Criminal Courts (3 credits hours)

#### General Graduate Electives - 9 Credit Hours

Students need to consult with an advisor for approval of an elective outside of the Criminal Justice program prior to enrolling. Criminal Justice courses at the 5000 or 6000 level, not already listed above, are preapproved general electives.



## Program Recommendation Form - REVISIONS ONLY

This form is to be used to **REVISE** degree programs, tracks, or certificate programs. If there are changes to a program and the changes will also affect the program tracks, one form may be used for both the program and the track(s).

Please refer to the Graduate Council Curriculum Meeting Schedule for submission deadlines.

### Checklist of items to be attached with completed form:

- ☐ Complete and current Graduate Catalog copy ([www.graduatecatalog.ucf.edu](http://www.graduatecatalog.ucf.edu)), including description, curriculum, contact information, application requirements, and application deadlines. Use Track Changes in Word to show revisions.
- ☐ A list of faculty who will participate in the program, track or certificate and their credentials.
- ☐ All course action requests that will be needed to implement the curriculum changes.
- ☐ If applicable, a written agreement from all involved units that they are in support of the revisions.

College/Unit(s) Submitting Proposal: COHPA

Proposed Effective Term/Year: Fall 2017

Unit(s) Housing Program: Criminal Justice

Name of program, track and/or certificate: Criminal Justice MS

Please check all that apply: This action affects a: ☒ Program ☐ Track ☐ Certificate

If the revision applies to multiple tracks, please list them here:

Brief description of program and rationale of the revision: Do not add complete catalog copy here.

Adding a thesis option will be beneficial for students interested in doctoral studies and research.

Briefly list curriculum changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. Remember to attach the catalog copy showing changes, using Track Changes in Word.

Thesis option added. No changes to credit hours or curriculum.

## Name Change

Are you changing the name of an existing program, track, or certificate? ☐ Yes ☒ No

If yes, provide the new name of the program, track, or certificate: \_\_\_\_\_

A proposed name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

## Impact on Current Students

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate? ☐ Yes ☒ No

If yes, state the name of the program or track where students are currently enrolled and attach a list of students if possible:

\_\_\_\_\_

Will students have the option to stay in their existing program, track, or certificate? ☒ Yes ☐ No

If yes, how will current students be impacted by this change?




--

If there are substantial revisions, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	Number of assistantship students	Source of funds	Number of fellowship students (specify fellowship)	Number of tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

## Signature Page

Recommend Approval (all approval levels must be signed)

Department Chair (Print) <u>C. Kaukiren</u>	(Signature) <u></u>	Date <u>02/08/2017</u>
/Director		
College Academic (Print) <u>Ross Wolf</u>	(Signature) <u></u>	Date <u>2/15/17</u>
Standards		
College Dean (Print) <u>Michael Franklin</u>	(Signature) <u></u>	Date <u>2/27/17</u>
Graduate Council (Print) _____	(Signature) _____	Date _____
Graduate Dean (Print) _____	(Signature) _____	Date _____

### Approval

Provost and Executive Vice President: \_\_\_\_\_ Date \_\_\_\_\_

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Knowledge Management; Academic Services; College of Graduate Studies

## **MASTER OF SCIENCE IN CRIMINAL JUSTICE**

### **Minimum Hours Required for MSCJ—36 Credit Hours**

#### **Core Requirements - 21 Credit Hours**

- CCJ 5015 The Nature of Crime (3 credit hours)
- CCJ 5456 The Administration of Justice (3 credit hours)
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- CCJ 6106 Policy Analysis in Criminal Justice (3 credit hours)
- CCJ 6118 Criminal Justice Organizations (3 credit hours)
- CJE 6718 Pro-seminar in Criminal Justice (3 credit hours)

*\*Students must earn at least a B grade (3.0) in all core requirements.*

#### **Restricted Electives (pick two courses) - 6 Credit Hours**

- CJC 5020 Foundations of Corrections (3 credit hours)
- CJE 5021 Foundations of Law Enforcement (3 credit hours)
- CJJ 6020 The Juvenile Justice System (3 credit hours)
- CJL 6568 Law and Social Control (3 credit hours)
- CJL 6520 American Criminal Courts (3 credits hours)

#### **General Graduate Electives - 9 Credit Hours**

Students need to consult with an advisor for approval of an elective outside of the Criminal Justice program prior to enrolling. Criminal Justice courses at the 5000 or 6000 level, not already listed above, are preapproved general electives.

**Thesis Option-** 6 credits of the general elective requirements will be thesis hours

All MSCJ students are automatically placed into the nonthesis option. Students electing to complete a thesis should consult the program advisor. The thesis option will consist of 6 hours of thesis credit and a successful defense of a thesis. Students should select a faculty advisor and form a thesis committee enrolling in thesis hours. A thesis proposal must also be submitted to an approved committee before enrollment.



## Graduate Program Recommendation Form - REVISIONS ONLY

This form is to be used to **REVISE** degree programs, tracks, or certificate programs. If there are changes to a program and the changes will also affect the program tracks, one form may be used for both the program and the track(s).

Please refer to the Graduate Council Curriculum Meeting Schedule for submission deadlines.

### Checklist of items to be attached with completed form:

- ☒ Complete and current Graduate Catalog copy ([www.graduatecatalog.ucf.edu](http://www.graduatecatalog.ucf.edu)), including description, curriculum, contact information, application requirements, and application deadlines. **Use Track Changes in Word to show revisions.**
- ☒ A list of faculty who will participate in the program, track or certificate and their credentials.
- ☒ All course action requests that will be needed to implement the curriculum changes.
- ☒ If applicable, a written agreement from all involved units that they are in support of the revisions.

College/Unit(s) Submitting Proposal: COHPA/HMI

Proposed Effective Term/Year: 2016-17

Unit(s) Housing Program: HMI

Name of program, track and/or certificate: MS HS-HSA

Please check all that apply: This action affects a: ☒ Program ☐ Track ☐ Certificate

If the revision applies to multiple tracks, please list them here:

MS HS and Executive MS HS (e-MSHS)

Brief description of **program and rationale** of the revision: **Do not add complete catalog copy here.**

The program is currently titled the Master's of Science in Health Sciences (MS HS- HSA) with a track in Health Services Administration. Currently, when a student graduates from the program their diploma only reads Master of Science in Health Sciences. This leads to confusion as the Healthcare Administration portion is not contained anywhere on the diploma, thus many fellowships and employers are unsure what type of degree this is. In fact, some look at it as a generalist program rather than as a business degree that specializes in healthcare. The department is proposing changing the title of the degree to a Masters of Health Administration (MHA) as this degree is more widely recognized as a degree for future healthcare administrators. Making this change will not change any curriculum or affect accreditation (This is actually a more widely recognized degree title for our accreditation body). We believe this will enable students to market themselves and their degree better as an MHA is more widely recognized by the industry and potential fellowship sites.

Briefly list curriculum changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**

None





## Signature Page

Recommend Approval (all approval levels must be signed)

Graduate Faculty (Print) Kourmy Nieves (Signature) [Signature] Date 10/25/16  
Program Coordinator

Department Chair (Print) Reid Oetjen (Signature) [Signature] Date 10/25/16  
/Director

College Academic (Print) Ross Wolf (Signature) [Signature] Date 1/3/17  
Standards

College Dean (Print) Michael Franklin (Signature) [Signature] Date 1/3/17

Graduate Council (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Research and Dean of the College of Graduate Studies

(Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

### Approval

Provost and Executive Vice President \_\_\_\_\_ Date \_\_\_\_\_

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Knowledge Management; Academic Services; College of Graduate Studies

**MSHS- HSA faculty list**

**Danielle Atkins, PhD**

**Michelle Chandler, PhD**

**Latarsha Chisholm, PhD**

**Kendall Cortelyou-Ward, PhD**

**Shannon Elswick, MS**

**Meghan Gabriel, PhD**

**Raj Grupur, PhD**

**Albert Liu, PhD**

**Donna Malvey, PhD**

**Kourtney Nieves, PhD**

**Bernardo Ramirez, MD**

**Timothy Rotarius, PhD**

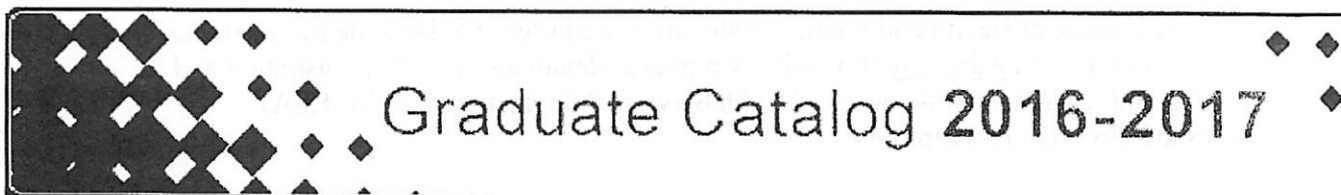
**Jessica Sapp, DrPH**

**Lynn Unruh, PhD**

**Philip Wessel, MHA**

**Lawrence West, PhD**

**Melinda Whetstone, PhD**



CATALOG MENU

## Master of Health Administration ~~Health Sciences~~ MS

× Hide preferences menu.

- ☒ Program Description
- ☒ Application Requirements
- ☒ Financials
- ☒ Contact Information

### Program Tracks

- Executive Health Services Administration
- Health Services Administration

### Program Disciplines

This program belongs to the following disciplines:

- Health Sciences

#### FEEDBACK

College : Health and Public Affairs

Degree :MS

Department : Health Management and Informatics

Option : N/A

Program Websites : <https://www.cohpa.ucf.edu/hmi/ms-health-services-administration/>

## PROGRAM DESCRIPTION

The College of Health and Public Affairs offers a Master of Science degree in Health Sciences Health Administration with two tracks: Health Services Administration and the Executive Masters of Science in Health Services Administration (e-MSHSA).

Show Program Description▼

## Application 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.

Applicants must choose a track in this program. Track(s) may have different requirements.

## FINANCIALS

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies Funding website, which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The Financial Information section of the Graduate Catalog is another key resource.

### Fellowships


Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see UCF Graduate Fellowships, which includes descriptions of university fellowships and what you should do to be considered for a fellowship.

## Program Profile



## **Graduate Program**


### **Kourtney Nieves PhD**

[kourtney.nieves@ucf.edu](mailto:kourtney.nieves@ucf.edu)  
Telephone: 407-823-3264  
HPA 2, Room 206 

## **Graduate Admissions**

### **Emery Carr**

[gradadmissions@ucf.edu](mailto:gradadmissions@ucf.edu)  
Telephone: 407-823-2766

Millican Hall 230   
[Online Application](#)  
[Graduate Admissions](#)

### **Mailing Address**

UCF College of Graduate Studies  
Millican Hall 230  
PO Box 160112  
Orlando, FL 32816-0112

### **Institution Codes**

GRE: 5233  
GMAT: RZT-HT-58  
TOEFL: 5233  
ETS PPI: 5233

## **Graduate Fellowships**

### **Grad Fellowships**

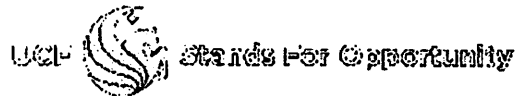
Telephone: 407-823-0127  
[gradfellowship@ucf.edu](mailto:gradfellowship@ucf.edu)  
<https://funding.graduate.ucf.edu>

## **Graduate Financial Aid**

**UCF Student Financial Assistance**  
Millican Hall 120

Telephone: 407-823-2827  
Appointment Line: 407-823-5285  
Fax: 407-823-5241  
[finaid@ucf.edu](mailto:finaid@ucf.edu)  
<http://finaid.ucf.edu>

[Catalog Home](#) | [About the Graduate Catalog](#) | [Events Calendar](#) | [Apply Now!](#)



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Developed and maintained by the UCF College of Graduate Studies. Questions? E-mail [webmaster](#).

[top](#)

x

x



## Graduate Program Recommendation Form - REVISIONS ONLY

This form is to be used to **REVISE** degree programs, tracks, or certificate programs. If there are changes to a program and the changes will also affect the program tracks, one form may be used for both the program and the track(s).

Please refer to the Graduate Council Curriculum Meeting Schedule for submission deadlines.

### Checklist of items to be attached with completed form:

- ☒ Complete and current Graduate Catalog copy ([www.graduatecatalog.ucf.edu](http://www.graduatecatalog.ucf.edu)), including description, curriculum, contact information, application requirements, and application deadlines. Use **Track Changes in Word** to show revisions.
- ☒ A list of faculty who will participate in the program, track or certificate and their credentials.
- ☒ All course action requests that will be needed to implement the curriculum changes.
- ☐ If applicable, a written agreement from all involved units that they are in support of the revisions.

College/Unit(s) Submitting Proposal: College of Health and Public Affairs

Proposed Effective Term/Year: Fall 2017

Unit(s) Housing Program: School of Public Administration

Name of program, track and/or certificate: Master of Nonprofit Management

Please check all that apply: This action affects a: ☒ Program ☐ Track ☒ Certificate

If the revision applies to multiple tracks, please list them here:

Brief description of program and rationale of the revision: **Do not add complete catalog copy here.**

We are requesting to add the existing course PAD 6237 Ethics and Governance in Philanthropy, a requirement for the Fundraising Certificate, to the core for the MNM program. The course has been expanded this fall to go from focusing just on philanthropy to Ethics and Governance in Nonprofit Management. We will be changing the name and expanding the course description. The rationale for this change is that we have identified the need for a course in ethics and ethical decision making in the program to meet NASPAA Accreditation Standards.

We are designating PAD 6149 Nonprofit Administration as our Capstone, because we have added a portfolio as the key project for the course modeled after the one in the MPA Capstone linking projects to meeting the competencies. Our rationale for this change is that it strengthens our case for utilizing the competencies for our curriculum, for our IE assessment, and for the capstone. To accomplish this we need to change the catalog language and add prerequisites to the course -- PAD 5145, PAD 5146, PAD 6142, PAD 6208, and PAD 6335

We are eliminating one unrestricted elective to allow for the additional core course and to maintain our current 36 hour requirement.

Briefly list curriculum changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**

- Adding PAD 6237 Ethics and Governance in Nonprofit Management as core course for the MNM program.
- Designating PAD 6149 Nonprofit Administration as Capstone adding prerequisites
- Eliminating one unrestricted elective = (1) restricted elective and one (1) unrestricted elective.
- Maintaining the 36 hours for the program.



## Name Change

Are you changing the name of an existing program, track, or certificate? ☐ Yes ☒ No

If yes, provide the new name of the program, track, or certificate: \_\_\_\_\_

**A proposed name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.**

**If you are ONLY making a name change, skip the "Impact on Current Students" section.**

## Impact on Current Students

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate? ☐ Yes ☒ No

If yes, state the name of the program or track where students are currently enrolled and attach a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? ☒ Yes ☐ No

If yes, how will current students be impacted by this change?

Current MNM students will continue under their catalog year, and we plan to have this approved in time for the new 2017-18 Catalog Year.

Fundraising Certificate students will now have the opportunity to take PAD 6237 Ethics and Governance in Nonprofit Management in either Fall or Spring Semester. Currently the course is only offered in the fall. This means that MNM students would earn the Fundraising Certificate by only taking one additional course, Fundraising as a Profession, offered every Spring Semester.

**If there are substantial revisions, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)**

	Number of assistantship students	Source of funds	Number of fellowship students (specify fellowship)	Number of tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

## Signature Page

Recommend Approval (all approval levels must be signed)

Graduate Faculty (Print) MARY ANN FELDHEIM (Signature) [Signature] Date 10-17-16  
Program Coordinator

Department Chair (Print) Naim Kepur (Signature) [Signature] Date 10.17.16  
/Director

College Academic (Print) Ross Wolf (Signature) [Signature] Date 1/2/17  
Standards

College Dean (Print) Michael Frumkin (Signature) [Signature] Date 1/3/17

Graduate Council (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Research and Dean of the College of Graduate Studies

(Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

### Approval

Provost and Executive Vice President \_\_\_\_\_ Date \_\_\_\_\_

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Knowledge Management; Academic Services; College of Graduate Studies

The Master of Nonprofit Management (MNM) program is a completely online. Some courses may be offered face-to-face, however students in this program are expected to have the ability to complete the coursework online. The program requires a minimum of 36 credit hours beyond the bachelor's degree and offers a Nonprofit Leadership Alliance option. The program consists of ~~30~~ **27** credit hours of core courses, 3 credit hours of a restricted elective, and ~~36~~ credit hours of electives or 6 credit hours in the Nonprofit Leadership Alliance option.

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—~~30~~ **27** Credit Hours**

- PAD 5145 Volunteerism in Nonprofit Management (3 credit hours)
- PAD 5146 Nonprofit Resource Development (3 credit hours)
- PAD 5850 Grant and Contract Management (3 credit hours)
- PAD 6142 Nonprofit Organizations (3 credit hours)
- PAD 6149 Nonprofit Administration (3 credit hours)
- PAD 6208 Nonprofit Financial Management (3 credit hours)
- PAD 6237 Ethics and Governance in Nonprofit Management (3 credit hours)
- PAD 6335 Strategic Planning and Management (3 credit hours)
- PAD 6417 Human Resource Management (3 credit hours)
- PAD 6327 Public Program Evaluation Techniques (3 credit hours)

### **Restricted Elective—3 Credit Hours**

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

- PAD 6000-level elective course (3 credit hours)

### **Electives Option—~~36~~ **27** Credit Hours**

- Electives (~~36~~ credit hours)



Students take one (1) ~~two~~ elective courses in addition to the restricted elective (three 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.

## **National Nonprofit Leadership Alliance Certification Option—6 Credit Hours**

### National Nonprofit Leadership Alliance Certification:

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

National Nonprofit Leadership Alliance (NLA) Certificate: The Nonprofit Leadership Alliance (NLA) represents the achievements of national academic and experiential standards in nonprofit management. Students pursuing the National Nonprofit Leadership Alliance Certification must meet the Nonprofit Leadership Alliance mandated requirements and contact the NLA Program Director, Dr. Stephanie Krick to declare their intent.

\*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 waived, but must complete an approved elective (3 credit hours) in place of the internship. Work experience does not count for credit toward the MNM program.

## **Additional Program Requirements**

Students must achieve a grade of "B-" (80%) or better in every course listed under required courses. 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.

## **Independent Learning**

Independent learning is demonstrated throughout the curriculum through the process of inquiry, dialog and service learning. Students are encouraged to engage in research projects, scholarly papers, internships, and presentations at professional conferences that contribute to their self development. The final culminating experience for those enrolled in the Master of Nonprofit Management results in students taking and satisfactorily completing the Nonprofit Administration (PAD Program Evaluation course (PAD-61496327)).

## **Application 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 the [general UCF graduate application requirements](#), applicants to this program must provide:

- One official transcript meeting the minimum GPA requirement, in a sealed envelope, from each college/university attended.
- Three letters of recommendation are required. Letters of recommendation must specifically address the prospective student's ability to succeed in graduate coursework and his or her work ethic. Recommendation letters from professors are preferred however, letters from supervisors are also acceptable.
- Résumé: The most current, professional résumé should be provided.
- Statement of goals: This is a key component of the admission review process and serves as an example of the applicant's ability to express him or herself in writing. The goal statement must be no longer than two pages and should address the following:
  - What is your reason for pursuing graduate study in Nonprofit Management including your future goals and plans?
  - What specific areas of Nonprofit Management interest you?
  - Nonprofit sector experience is preferred, not required.
  - What makes you a special candidate for admission to this program?
- Applicants applying to this program who have attended a college/university outside the United States must provide a course-by-course credential evaluation with GPA calculation. Credential evaluations are accepted from [World Education Services \(WES\)](#) or [Josef Silny and Associates, Inc.](#) only.

All requested material must be submitted by the established deadline date. Material received after the established deadline may not be considered. Admission to this program is competitive; applicants meeting the minimum admission requirements are not guaranteed admission to this program.

Students are expected to be computer literate upon entry to the program. This program is completely online so computer skills and internet access are necessary for this program.

A limited number of students who do not meet these requirements may be admitted on a provisional basis. These students must demonstrate proven nonprofit sector experience, present recommendations from either academic or professional advisers, and provide a clear statement of education goals.

## **Faculty Teaching in the UCF Master of Nonprofit Management Program**

### **Master of Nonprofit Management Director**

#### **Mary Ann Feldheim, Ph.D., Associate Professor**

- Lead Instructor for: PAD 6237 Ethics and Governance in Philanthropy
- Lead Instructor for: PAD 5145 Volunteer Management
- Lead Instructor for: PAD 6335 Strategic Planning and Management

### **Program Faculty Members – Lead Instructors Identified for Each Course**

#### **Thomas Bryer, Ph.D., Associate Professor**

- Teaches PAD 6142 Nonprofit Organizations

#### **Stephanie Krick, Ph.D., Associate Lecturer**

- Lead Instructor: PAD 6149 Nonprofit Administration

#### **Wendell Lawther, Ph.D., Associate Professor**

- Lead Instructor: PAD 6417 Human Resource Management

#### **Hui Li, Ph.D., Assistant Professor**

- Lead Instructor: PAD 6142 Nonprofit Organizations
- Lead Instructor: PAD 6327 Public Program Evaluation Techniques

#### **David Mitchell, Ph.D., Assistant Professor**

- Teaches PAD 6335 Strategic Planning and Management

#### **Suzette Myser, Ph.D. Assistant Professor**

- Lead Instructor: PAD 6208 Nonprofit Financial Management
- Lead Instructor: PAD 5146 Nonprofit Resource Development

#### **Jo Ann Smith, Ph.D., C.R.A., Lecturer**

- Lead Instructor: PAD 5850 Grant and Contract Management

### **Required Courses—30 Credit Hours**

- PAD 5145 Volunteerism in Nonprofit Management (3 credit hours)
- PAD 5146 Nonprofit Resource Development (3 credit hours)
- PAD 5850 Grant and Contract Management (3 credit hours)
- PAD 6142 Nonprofit Organizations (3 credit hours)
- PAD 6149 Nonprofit Administration (3 credit hours)
- PAD 6208 Nonprofit Financial Management (3 credit hours)
- PAD 6237 Ethics and Governance in Nonprofit Management (3 credit hours)
- PAD 6335 Strategic Planning and Management (3 credit hours)
- PAD 6417 Human Resource Management (3 credit hours)
- PAD 6327 Public Program Evaluation Techniques (3 credit hours)



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This form is to be used to **REVISE** degree programs, tracks, or certificate programs. If there are changes to a program and the changes will also affect the program tracks, one form may be used for both the program and the track(s).

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### Checklist of items to be attached with completed form:

- ☒ Complete and current Graduate Catalog copy ([www.graduatecatalog.ucf.edu](http://www.graduatecatalog.ucf.edu)), including description, curriculum, contact information, application requirements, and application deadlines. **Use Track Changes in Word to show revisions.**
- ☒ A list of faculty who will participate in the program, track or certificate and their credentials.
- ☒ All course action requests that will be needed to implement the curriculum changes.
- ☐ If applicable, a written agreement from all involved units that they are in support of the revisions.

College/Unit(s) Submitting Proposal: Education and Human Performance

Proposed Effective Term/Year: Summer 2017

Unit(s) Housing Program: Child, Family, and Community Sciences

Name of program, track and/or certificate: Counselor Education Program, Mental Health Counseling Track

Please check all that apply: This action affects a: ☐ Program ☐ Track ☐ Certificate

If the revision applies to multiple tracks, please list them here:

Brief description of program and rationale of the revision: **Do not add complete catalog copy here.**

The Mental Health Counseling Track in the Counselor Education Program used to require a total of 900 hours of Internship (MHS 6830) over the course of two semesters for enrolled students. This number aligned with both the accreditation requirements [as set forth by the Council for Accreditation of Counseling and Related Educational Programs (CACREP)] and the state of Florida licensing board. In the 2009 revisions of the CACREP standards, this number dropped to 600 and the Florida licensing board recently followed suite by dropping its hour requirements for those programs that are CACREP accredited. We are therefore dropping the required hours from 900 to 600 to match these requirements.

Briefly list curriculum changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**

The only curriculum change is that we are dropping the number of internship hours from 900 over the course of two semesters for enrolled students to 600 hours.



## Name Change

Are you changing the name of an existing program, track, or certificate? ☐ Yes ☒ No

If yes, provide the new name of the program, track, or certificate: \_\_\_\_\_

**A proposed name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.**

**If you are ONLY making a name change, skip the "Impact on Current Students" section.**

## Impact on Current Students

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate? ☐ Yes ☒ No

If yes, state the name of the program or track where students are currently enrolled and attach a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? ☒ Yes ☐ No

If yes, how will current students be impacted by this change?

Students currently in their second semester of their two-semester internship must complete the 900 hours that were agreed upon with their internship sites. Students are welcome to continue to seek 900 hours of internship, but from this point forward, students beginning their internships will only be required to complete 600 hours.

**If there are substantial revisions**, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	Number of assistantship students	Source of funds	Number of fellowship students (specify fellowship)	Number of tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

## Signature Page

Recommend Approval (all approval levels must be signed)

Graduate Faculty (Print)	<u>W. Beyce Macdonald</u>	(Signature)	<u>[Signature]</u>	Date	<u>1/24/17</u>
Program Coordinator					
Department Chair (Print)	<u>Gleora Lari</u>	(Signature)	<u>[Signature]</u>	Date	<u>1/27/2017</u>
/Director					
College Academic (Print)	<u>Richard Hartman</u>	(Signature)	<u>[Signature]</u>	Date	<u>2/1/17</u>
Standards					
College Dean (Print)	<u>JP Mendez</u>	(Signature)	<u>[Signature]</u>	Date	<u>2/1/17</u>
Graduate Council (Print)		(Signature)		Date	

Vice President for Research and Dean of the College of Graduate Studies

(Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

### Approval

Provost and Executive Vice President \_\_\_\_\_ Date \_\_\_\_\_

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Knowledge Management; Academic Services; College of Graduate Studies

## TRACK DESCRIPTION

The CACREP Accredited Mental Health Counseling track in the Counselor Education MA program prepares students for licensure in mental health counseling and to practice in agencies, private practice, and other settings.

Show Program Description▼

## CURRICULUM

The CACREP accredited Mental Health Counseling track in the Counselor Education MA program prepares students for Florida licensure in mental health counseling. As such, students must be formally admitted to the program in order to take program area courses. The program requires a minimum of 63 credit hours beyond the bachelor's degree, including 6 credit hours of core courses, 39 credit hours of specialization (including a 3 credit hour elective), 12 credit hours of professional clinical experiences, and 6 credit hours of electives in either the nonthesis or thesis option.

### Total Credit Hours Required:

63 Credit Hours Minimum beyond the Bachelor's Degree

### Required Courses—45 Credit Hours

#### Core—6 Credit Hours

- EDF 6155 Lifespan Human Development and Learning (3 credit hours)
- EDF 6481 Fundamentals of Graduate Research in Education (3 credit hours)

#### Specialization—39 Credit Hours

- MHS 5005 Introduction to the Counseling Profession (3 credit hours)
- MHS 6020 Mental Health Care Systems (3 credit hours)
- MHS 6070 Diagnosis and Treatment in Counseling (3 credit hours)
- MHS 6220 Individual Psychoeducational Testing I (3 credit hours)
- MHS 6400 Theories of Counseling and Personality (3 credit hours)
- MHS 6401 Techniques of Counseling (3 credit hours)
- MHS 6420 Foundations of Multicultural Counseling (3 credit hours)
- MHS 6450 Addictions Counseling (3 credit hours)
- MHS 6470 Human Sexuality and Relationships (3 credit hours)
- MHS 6500 Group Procedures and Theories in Counseling (3 credit hours)
- MHS 6702 Ethical and Legal Issues (3 credit hours)
- SDS 6347 Career Development (3 credit hours)
- Elective approved by adviser (3 credit hours)

#### Thesis Option—6 Credit Hours

- EGC 6971 Thesis (6 credit hours)

### **Nonthesis Option—6 Credit Hours**

- Two approved electives (6 credit hours)

### **Professional Clinical Experience—12 Credit Hours**

The clinical experiences are comprised of two sections, Practicum and Internship. Both are experiential in nature and are independent learning activities that take place in authentic settings in which students must apply, reflect on, and refine knowledge and skills acquired in the program to their work with actual clients. The practicum is conducted on campus in the UCF Community Counseling and Research Center and the Internship is conducted at various clinical sites around central Florida.

- MHS 6803 Practicum in Counselor Education (3 credit hours)\*
- MHS 6803 Practicum in Counselor Education (3 credit hours)\*
- MHS 6830 Counseling Internship (3 credit hours)\*\*
- MHS 6830 Counseling Internship (3 credit hours)\*\*

\* Prerequisites for MHS 6803 Practicum in Counselor Education are the following: MHS 5005, MHS 6070, MHS 6400, MHS 6401, MHS 6500, and MHS 6702. A minimum of 27 credit hours are required prior to beginning the Practicum.

\*\* The prerequisite for MHS 6830 Counseling Internship is a "B" or better in all sections of MHS 6803 as well as MHS 6420.

### **Additional Program Requirements**

- Achieve at least a GPA of 3.0 in counseling specialization courses.
- Achieve a "B" or better in MHS 5005, MHS 6401, MHS 6803, and MHS 6830.
- Complete a total of 800 hours of clinical experiences, 200 of which will be in the UCF Community Counseling and Research Center and 600 of which are field-based experiences in the community.
- Complete a portfolio and receive approval by Counselor Education faculty.
- Complete a professional exit examination.
- Given the experiential, competency, and performance-based nature of the courses taken by Counselor Education students, students are limited to taking a maximum of three (3) courses per semester. However, if students believe that they can verify a need to take more than three courses, they should consult with their academic advisor for additional guidelines. Students who have not received prior approval and who register for more than three courses per semester will be administratively dropped from any courses over the maximum allowed.

### **Independent Learning**

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Practica and internships are independent learning activities that take place in authentic settings in which students must apply, reflect on, and refine knowledge and skills acquired in the program. The internship experience provides students with the practical experience of providing hands-on services for a variety of clients and presenting concerns. Such services may include, but are not limited to, individual, couple, family, and group counseling with children, adolescents, and adults. Client concerns range from developmental and relational concerns to more severe pathology.

## Application 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 the [general UCF graduate application requirements](#), applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- Official, competitive GRE score taken in the last five years.
- Three letters of recommendation.
- Résumé.
- Goal statement.

The Master of Arts in Counselor Education--Mental Health Counseling track can accommodate only a limited number of students; therefore, there is a possibility of being denied admission even when all criteria are met.

The College of Education and Human Performance reserves the right to refuse student entrance or terminate a student after admission to the Counselor Education Program, if in the judgment of the faculty the student demonstrates unacceptable personal fitness to work in the counseling field with children, youth, and/or adults.

A formal interview is required and will be scheduled after the College of Education and Human Performance admission requirements are met. The interview dates for March and October will be posted on our Counselor Education website. Attendance at the program orientation session at 4:30 p.m. on the Thursday before classes begin, in the semester to which the student applied, is **mandatory**.

## Application Deadlines

Mental Health Counseling	*Fall Priority	Fall	Spring	Summer
Domestic Applicants	Jan 15	Feb 15	Sep 15	-
International Applicants	Jan 15	Jan 15	Jul 1	-
International Transfer Applicants	Jan 15	Feb 15	Sep 1	-

\*Applicants who plan to enroll full time in a degree program and who wish to be considered for university fellowships or assistantships should apply by the Fall Priority date.

## **FINANCIALS**

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies [Funding website](#), which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The [Financial Information](#) section of the Graduate Catalog is another key resource.

### **Fellowships**

Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see [UCF Graduate Fellowships](#), which includes descriptions of university fellowships and what you should do to be considered for a fellowship.

### **List of Faculty Who Participate in the Program**

- Sejal Barden, Ph.D., LPC, NCC, ACS
- S. Kent Butler, Ph.D., NCC, NCSC
- W. Bryce Hagedorn, Ph.D., LMHC, NCC, MAC
- Gulnora Hundley, Ph.D., LMHC, NCC
- J. Richelle Joe, Ph.D., NCC
- K. Dayle Jones, Ph.D., LMHC, NCC
- Viki P. Kelchner, Ph.D., LPCS, LPC, NCC, CSC.
- Glenn Lambie, Ph.D., NCC, NCSC
- E.H. Mike Robinson III, Ph.D., NCC.
- M. Ann Shillingford, Ph.D., NCC
- Dalena Dillman Taylor, Ph.D., LPC, RPT
- Stacy Van Horn, Ph.D.
- Mark Young, Ph.D., NCC



## Graduate Program Recommendation Form - REVISIONS ONLY

This form is to be used to **REVISE** degree programs, tracks, or certificate programs. If there are changes to a program and the changes will also affect the program tracks, one form may be used for both the program and the track(s).

Please refer to the Graduate Council Curriculum Meeting Schedule for submission deadlines.

### Checklist of items to be attached with completed form:

- ☒ Complete and current Graduate Catalog copy ([www.graduatematerial.ucf.edu](http://www.graduatematerial.ucf.edu)), including description, curriculum, contact information, application requirements, and application deadlines. **Use Track Changes in Word to show revisions.**
- ☒ A list of faculty who will participate in the program, track or certificate and their credentials.
- ☒ All course action requests that will be needed to implement the curriculum changes.
- ☒ If applicable, a written agreement from all involved units that they are in support of the revisions.

College/Unit(s) Submitting Proposal: Education and Human Performance

Proposed Effective Term/Year: Summer 2017

Unit(s) Housing Program: Child, Family, and Community Science

Name of program, track and/or certificate: Counselor Education Program, Mental Health Counseling Track

Please check all that apply: This action affects a: ☐ Program ☒ Track ☐ Certificate

If the revision applies to multiple tracks, please list them here:

Brief description of program and rationale of the revision: **Do not add complete catalog copy here.**

The proposed revision is to change the name of the Mental Health Counseling track in the Counselor Education Program to the Clinical Mental Health Counseling track. Adding "Clinical" to the name of the track will both match the title of the degree program as designated by the accrediting body (CACREP) as well as align with the Florida Licensing Board's recognition of the track.

Briefly list curriculum changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**

There will be no curriculum changes specific to this name change.



## Name Change

Are you changing the name of an existing program, track, or certificate? ☒ Yes ☐ No

If yes, provide the new name of the program, track, or certificate: Clinical Mental Health Counseling track

**A proposed name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.**

**If you are ONLY making a name change, skip the "Impact on Current Students" section.**

## Impact on Current Students

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate? ☐ Yes ☐ No

If yes, state the name of the program or track where students are currently enrolled and attach a list of students if possible:

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Will students have the option to stay in their existing program, track, or certificate? ☐ Yes ☐ No

If yes, how will current students be impacted by this change?

**If there are substantial revisions, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)**

	Number of assistantship students	Source of funds	Number of fellowship students (specify fellowship)	Number of tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

## Signature Page

Recommend Approval (all approval levels must be signed)

Graduate Faculty (Print)	<u>W. Bryce Hagedorn</u>	(Signature)	<u>WS Hagedorn</u>	Date	<u>1/24/17</u>
Program Coordinator					
Department Chair (Print)	<u>John W. Coi</u>	(Signature)	<u>John W. Coi</u>	Date	<u>1/25/17</u>
/Director					
College Academic (Print)	<u>Richard Hartzhorn</u>	(Signature)	<u>Richard Hartzhorn</u>	Date	<u>2/1/17</u>
Standards					
College Dean (Print)	<u>JPM</u>	(Signature)	<u>JPM</u>	Date	<u>2/1/17</u>
Graduate Council (Print)		(Signature)		Date	
Vice President for Research and Dean of the College of Graduate Studies					
(Print)		(Signature)		Date	

### Approval

Provost and Executive Vice President \_\_\_\_\_ Date \_\_\_\_\_

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Knowledge Management; Academic Services; College of Graduate Studies

UCF Graduate Catalog Description of the  
Clinical Mental Health Counseling Track in the Counselor Education Program

<http://www.graduatecatalog.ucf.edu/programs/program.aspx?id=1136&tid=278&program=Mental%20Health%20Counseling>

**TRACK DESCRIPTION**

The CACREP Accredited Clinical Mental Health Counseling track in the Counselor Education MA program prepares students for licensure in Clinical Mental Health Counseling and to practice in agencies, private practice, and other settings.

As part of the program's pragmatic approach to preparing counselors, in addition to classroom studies, all students complete clinical experiences in the UCF Community Counseling and Research Center and field-based experiences in the community. The UCF Community Counseling and Research Center serves as a hub for training and research in the program, with graduate students providing annual services to over 1,400 individuals, couples, and families in the central Florida community.

Hide Program Description▲

**CURRICULUM**

The CACREP accredited Clinical Mental Health Counseling track in the Counselor Education MA program prepares students for Florida licensure in Clinical Mental Health Counseling. As such, students must be formally admitted to the program in order to take program area courses. The program requires a minimum of 63 credit hours beyond the bachelor's degree, including 6 credit hours of core courses, 39 credit hours of specialization (including a 3 credit hour elective), 12 credit hours of professional clinical experiences, and 6 credit hours of electives in either the non-thesis or thesis option.

**Total Credit Hours Required:**

63 Credit Hours Minimum beyond the Bachelor's Degree

**Required Courses—45 Credit Hours**

**Core—6 Credit Hours**

- EDF 6155 Lifespan Human Development and Learning (3 credit hours)
- EDF 6481 Fundamentals of Graduate Research in Education (3 credit hours)

**Specialization—39 Credit Hours**

- MHS 5005 Introduction to the Counseling Profession (3 credit hours)
- MHS 6020 Mental Health Care Systems (3 credit hours)
- MHS 6070 Diagnosis and Treatment in Counseling (3 credit hours)

Commented [WBH1]: The only change will be to change "Mental Health Counseling" to "Clinical Mental Health Counseling"

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- MHS 6220 Individual Psychoeducational Testing I (3 credit hours)
- MHS 6400 Theories of Counseling and Personality (3 credit hours)
- MHS 6401 Techniques of Counseling (3 credit hours)
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- MHS 6450 Addictions Counseling (3 credit hours)
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- MHS 6702 Ethical and Legal Issues (3 credit hours)
- SDS 6347 Career Development (3 credit hours)
- Elective approved by adviser (3 credit hours)

#### **Thesis Option—6 Credit Hours**

- EGC 6971 Thesis (6 credit hours)

#### **Nonthesis Option—6 Credit Hours**

- Two approved electives (6 credit hours)

#### **Professional Clinical Experience—12 Credit Hours**

The clinical experiences are comprised of two sections, Practicum and Internship. Both are experiential in nature and are independent learning activities that take place in authentic settings in which students must apply, reflect on, and refine knowledge and skills acquired in the program to their work with actual clients. The practicum is conducted on campus in the UCF Community Counseling and Research Center and the Internship is conducted at various clinical sites around central Florida.

- MHS 6803 Practicum in Counselor Education (3 credit hours)\*
- MHS 6803 Practicum in Counselor Education (3 credit hours)\*
- MHS 6830 Counseling Internship (3 credit hours)\*\*
- MHS 6830 Counseling Internship (3 credit hours)\*\*

\* Prerequisites for MHS 6803 Practicum in Counselor Education are the following: MHS 5005, MHS 6070, MHS 6400, MHS 6401, MHS 6500, and MHS 6702. A minimum of 27 credit hours are required prior to beginning the Practicum.

\*\* The prerequisite for MHS 6830 Counseling Internship is a "B" or better in all sections of MHS 6803 as well as MHS 6420.

#### **Additional Program Requirements**

- Achieve at least a GPA of 3.0 in counseling specialization courses.

- Achieve a "B" or better in MHS 5005, MHS 6401, MHS 6803, and MHS 6830.
- Complete a total of 1100 hours of clinical experiences, 200 of which will be in the UCF Community Counseling and Research Center and 900 of which are field-based experiences in the community.
- Complete a portfolio and receive approval by Counselor Education faculty.
- Complete a professional exit examination.
- Given the experiential, competency, and performance-based nature of the courses taken by Counselor Education students, students are limited to taking a maximum of three (3) courses per semester. However, if students believe that they can verify a need to take more than three courses, they should consult with their academic advisor for additional guidelines. Students who have not received prior approval and who register for more than three courses per semester will be administratively dropped from any courses over the maximum allowed.

#### **Independent Learning**

Practica and internships are independent learning activities that take place in authentic settings in which students must apply, reflect on, and refine knowledge and skills acquired in the program. The internship experience provides students with the practical experience of providing hands-on services for a variety of clients and presenting concerns. Such services may include, but are not limited to, individual, couple, family, and group counseling with children, adolescents, and adults. Client concerns range from developmental and relational concerns to more severe pathology.

#### **Application 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 the [general UCF graduate application requirements](#), applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- Official, competitive GRE score taken in the last five years.
- Three letters of recommendation.
- Résumé.
- Goal statement.

The Master of Arts in Counselor Education--~~Clinical Mental Health Counseling~~ track can accommodate only a limited number of students; therefore, there is a possibility of being denied admission even when all criteria are met.

The College of Education and Human Performance reserves the right to refuse student entrance or terminate a student after admission to the Counselor Education Program, if in the judgment of the

**Deleted: Mental Health Counseling**

faculty the student demonstrates unacceptable personal fitness to work in the counseling field with children, youth, and/or adults.

A formal interview is required and will be scheduled after the College of Education and Human Performance admission requirements are met. The interview dates for March and October will be posted on our Counselor Education website. Attendance at the program orientation session at 4:30 p.m. on the Thursday before classes begin, in the semester to which the student applied, is **mandatory**.

#### Application Deadlines

<u>Clinical Mental Health Counseling</u>	*Fall Priority	Fall	Spring	Summer
Domestic Applicants	Jan 15	Feb 15	Sep 15	-
International Applicants	Jan 15	Jan 15	Jul 1	-
International Transfer Applicants	Jan 15	Feb 15	Sep 1	-

Deleted: Mental Health Counseling

\*Applicants who plan to enroll full time in a degree program and who wish to be considered for university fellowships or assistantships should apply by the Fall Priority date.

#### FINANCIALS

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies [Funding website](#), which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The [Financial Information](#) section of the Graduate Catalog is another key resource.

#### Fellowships

Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see [UCF Graduate Fellowships](#), which includes descriptions of university fellowships and what you should do to be considered for a fellowship

### **List of Faculty Who Participate in the Program**

- Sejal Barden, Ph.D., LPC, NCC, ACS
- S. Kent Butler, Ph.D., NCC, NCSC
- W. Bryce Hagedorn, Ph.D., LMHC, NCC, MAC
- Gulnora Hundley, Ph.D., LMHC, NCC
- J. Richelle Joe, Ph.D., NCC
- K. Dayle Jones, Ph.D., LMHC, NCC
- Viki P. Kelchner, Ph.D., LPCS, LPC, NCC, CSC.
- Glenn Lambie, Ph.D., NCC, NCSC
- E.H. Mike Robinson III, Ph.D., NCC.
- M. Ann Shillingford, Ph.D., NCC
- Dalena Dillman Taylor, Ph.D., LPC, RPT
- Stacy Van Horn, Ph.D.
- Mark Young, Ph.D., NCC



## Graduate Program Recommendation Form - REVISIONS ONLY

This form is to be used to **REVISE** degree programs, tracks, or certificate programs. If there are changes to a program and the changes will also affect the program tracks, one form may be used for both the program and the track(s).

Please refer to the Graduate Council Curriculum Meeting Schedule for submission deadlines.

### Checklist of items to be attached with completed form:

- ☒ Complete and current Graduate Catalog copy ([www.graduatecatalog.ucf.edu](http://www.graduatecatalog.ucf.edu)), including description, curriculum, contact information, application requirements, and application deadlines. **Use Track Changes in Word to show revisions.**
- ☐ A list of faculty who will participate in the program, track or certificate and their credentials.
- ☐ All course action requests that will be needed to implement the curriculum changes.
- ☐ If applicable, a written agreement from all involved units that they are in support of the revisions.

College/Unit(s) Submitting Proposal: College of Education and Human Performance

Proposed Effective Term/Year: Fall 2017

Unit(s) Housing Program: Child, Family and Community Sciences

Name of program, track and/or certificate: Education PhD- Early Childhood Track

Please check all that apply: This action affects a: ☐ Program ☒ Track ☐ Certificate

If the revision applies to multiple tracks, please list them here:

Brief description of program and rationale of the revision: **Do not add complete catalog copy here.**

The Early Childhood track wishes to update the catalog to reflect the 6 credits of internships which are currently listed as Independent Study credits.

The Internship courses were not available at the time the original catalog was published.

Briefly list curriculum changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**

- Change section from "Independent Study" to "Internship"
- Change EEC 6908 Internship (focusing on teaching an undergraduate Early Childhood course) to EEC 7945 Early Childhood: Internship in Teaching and Supervision
- Change EEC 6908 (focusing on Early Childhood research) to EEC 7948 Early Childhood: Internship in Research



## Name Change

Are you changing the name of an existing program, track, or certificate? ☐ Yes ☒ No

If yes, provide the new name of the program, track, or certificate: \_\_\_\_\_

**A proposed name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.**

**If you are ONLY making a name change, skip the "Impact on Current Students" section.**

## Impact on Current Students

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate? ☐ Yes ☒ No

If yes, state the name of the program or track where students are currently enrolled and attach a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? ☒ Yes ☐ No

If yes, how will current students be impacted by this change?

For students admitted to the Early Childhood track prior to Fall 2017, they will enroll in the internship courses which will substitute for the 6908 Independent Study in their GPS audit.

**If there are substantial revisions**, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	Number of assistantship students	Source of funds	Number of fellowship students (specify fellowship)	Number of tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

## Signature Page

Recommend Approval (all approval levels must be signed)

Graduate Faculty (Print)	<u>Judit Szenté</u>	(Signature)	<u>Judit Szenté</u>	Date	<u>1/24/17</u>
Program Coordinator					
Department Chair (Print)	<u>Glen Landrie</u>	(Signature)	<u>Glen Landrie</u>	Date	<u>1/25/17</u>
/Director					
College Academic (Print)	<u>Richard Harbhorn</u>	(Signature)	<u>Richard Harbhorn</u>	Date	<u>2/1/17</u>
Standards					
College Dean (Print)	<u>JP Mender</u>	(Signature)	<u>JP Mender</u>	Date	<u>2/1/17</u>
Graduate Council (Print)		(Signature)		Date	

Vice President for Research and Dean of the College of Graduate Studies

(Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

### Approval

Provost and Executive Vice President \_\_\_\_\_ Date \_\_\_\_\_

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Knowledge Management; Academic Services; College of Graduate Studies

## Early Childhood **Track**

### TRACK DESCRIPTION

The Early Childhood track in the Education PhD program is designed to prepare highly competent doctoral-level professionals to assume leadership positions in teaching, research and service in the area of early childhood.

Show Program Description▼

### CURRICULUM

The Early Childhood track in the Education PhD program requires a minimum of 69 credit hours beyond the master's degree. Students must complete 24 credit hours of core courses, 15 credit hours of specialization courses, 6 credit hours of independent study, and 24 credit hours of dissertation. All students must also complete the candidacy examination.

#### **Total Credit Hours Required:**

69 Credit Hours Minimum beyond the Master's Degree

#### **Required Courses—45 Credit Hours**

##### **Core Courses—24 Credit Hours**

- IDS 7501 Issues and Research in Education (3 credit hours)
- IDS 7500 Seminar in Educational Research (variable credit and repeatable, 6 credit hours)
- EDF 7475 Qualitative Research in Education (3 credit hours)
- EDF 7403 Quantitative Foundations of Educational Research (3 credit hours)
- EDF 7463 Analysis of Survey, Record, and Other Qualitative Data (3 credit hours)
- IDS 7502 Case Studies in Research Design (3 credit hours) or one of the following approved research electives:
  - EDF 7406 Multivariate Statistics in Education (3 credit hours)
  - EDF 7405 Quantitative Methods II (3 credit hours)
  - EDF 7410 Application of Nonparametric and Categorical Data Analysis in Education (3 credit hours)
  - EDF 7415 Latent Variable Modeling in Education (3 credit hours)
  - EDF 7473 Ethnography in Educational Settings (3 credit hours)
  - EDF 7474 Multilevel Data Analysis in Education (3 credit hours)
  - EDF 7488 Monte Carlo Simulation Research in Education (3 credit hours)

- SPA 7495 Doctoral Seminar II: Spoken and Written Language Disorders (Communication Sciences Track students only) (3 credit hours)
- EDF 7406 Multivariate Statistics in Education (3 credit hours) or one of the following approved research electives:
  - IDS 7938 Research Cluster Seminar (3 credit hours)
  - EDF 7405 Quantitative Methods II (3 credit hours)
  - EDF 7410 Application of Nonparametric and Categorical Data Analysis in Education (3 credit hours)
  - EDF 7415 Latent Variable Modeling in Education (3 credit hours)
  - EDF 7473 Ethnography in Educational Settings (3 credit hours)
  - EDF 7474 Multilevel Data Analysis in Education (3 credit hours)
  - EDF 7488 Monte Carlo Simulation Research in Education (3 credit hours)
  - SPA 7495 Doctoral Seminar II: Spoken and Written Language Disorders (Communication Sciences Track students only) (3 credit hours)

#### **Specialization Courses—15 Credit Hours**

- EEC 7058 Theoretical Foundations of Early Childhood (3 credit hours)
- EEC 7673 Early Childhood: Professional Publishing and Grant Writing (3 credit hours)
- EEC 7055 Advocacy, Public Policy, and Program Evaluation (3 credit hours)
- EEC 7409 Current Trends in Child, Family, and Community Sciences (3 credit hours)
- EEC 7676 Critical Analysis of Early Childhood Research (3 credit hours)

#### **~~Independent Study~~ Required Internship—6 Credit Hours**

- ~~EEC 6908-7945~~ Early Childhood: Internship in Teaching and Supervision Internship (focusing on teaching an undergraduate Early Childhood course) (3 credit hours)
- ~~EEC 6908-7948~~ Early Childhood: Internship in Research Internship (focusing on Early Childhood research) (3 credit hours)

#### **Dissertation—24 Credit Hours**

Doctoral students must present a prospectus for the dissertation to the doctoral adviser, prepare a proposal and present it to the dissertation committee, and defend the final research submission with the dissertation committee.

#### **Candidacy**

To enter candidacy for the PhD, students must have an overall 3.0 GPA on all graduate work included in the planned program and pass all required examinations. Examinations will be scheduled by the student

and major adviser. The associate dean for graduate studies and research must be notified of the date and location of the exam 30 days in advance. Students must be enrolled in the university during the semester an examination is taken.

The following are required to be admitted to candidacy and enroll in dissertation hours:

- Completion of all course work, except for dissertation hours.
- Successful completion of the candidacy examination.
- Successful defense of the written dissertation proposal.
- The dissertation advisory committee is formed, consisting of approved graduate faculty and graduate faculty scholars.
- Submittal of an approved program of study.

### **Candidacy Examinations**

All PhD candidates will be required to complete two examinations.

- Research in the Specialization—8-hour written examination.
- Specialization—3-hour oral examination.

Please note that there may be variations in length of exam time and content based on the respective requirements of each track.

### **Independent Learning**

The dissertation satisfies the independent learning requirement.

### **Application 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 the [general UCF graduate application requirements](#), applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- A master's degree in a related field of study.
- Official, competitive GRE score taken within the last five years.
- Three letters of recommendation.
- Goal statement.
- Résumé.
- Writing sample.

- Interview.

### **Application Deadlines**

<b>Early Childhood</b>	<b>*Fall Priority</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>Domestic Applicants</b>	Dec 20	Jan 15	-	-
<b>International Applicants</b>	Dec 20	Jan 15	-	-
<b>International Transfer Applicants</b>	Dec 20	Jan 15	-	-

\*Applicants who plan to enroll full time in a degree program and who wish to be considered for university fellowships or assistantships should apply by the Fall Priority date.

### **FINANCIALS**

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies [Funding website](#), which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The [Financial Information](#) section of the Graduate Catalog is another key resource.

### **Fellowships**

Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see [UCF Graduate Fellowships](#), which includes descriptions of university fellowships and what you should do to be considered for a fellowship.



## Graduate Program Recommendation Form - REVISIONS ONLY

This form is to be used to **REVISE** degree programs, tracks, or certificate programs. If there are changes to a program and the changes will also affect the program tracks, one form may be used for both the program and the track(s).

Please refer to the Graduate Council Curriculum Meeting Schedule for submission deadlines.

### Checklist of items to be attached with completed form:

- ☒ Complete and current Graduate Catalog copy ([www.graduatematerial.ucf.edu](http://www.graduatematerial.ucf.edu)), including description, curriculum, contact information, application requirements, and application deadlines. **Use Track Changes in Word to show revisions.**
- ☒ A list of faculty who will participate in the program, track or certificate and their credentials.
- ☒ All course action requests that will be needed to implement the curriculum changes.
- ☐ If applicable, a written agreement from all involved units that they are in support of the revisions.

College/Unit(s) Submitting Proposal: Education and Human Performance

Proposed Effective Term/Year: Summer 2017

Unit(s) Housing Program: Child, Family, and Community Sciences

Name of program, track and/or certificate: Marriage, Couple, and Family Therapy Program

Please check all that apply: This action affects a: ☒ Program ☐ Track ☐ Certificate

If the revision applies to multiple tracks, please list them here:

Brief description of program and rationale of the revision: **Do not add complete catalog copy here.**

The Marriage, Couple, and Family Therapy program used to require a total of 900 hours of Internship (MHS 6830) over the course of two semesters for enrolled students. This number aligned with both the accreditation requirements [as set forth by the Council for Accreditation of Counseling and Related Educational Programs (CACREP)] and the state of Florida licensing board. In the 2009 revisions of the CACREP standards, this number dropped to 600 and the Florida licensing board recently followed suite by dropping its hour requirements for those programs that are CACREP accredited. We are therefore dropping the required hours from 900 to 600 to match these requirements. Finally, a total of 180 of these hours must be in a Marriage and Family setting. This is not new information, but we would like it to be stated in the Graduate Catalog.

Briefly list curriculum changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**

The only curriculum change is that we are dropping the number of internship hours from 900 over the course of two semesters to 600 hours.



## Name Change

Are you changing the name of an existing program, track, or certificate? ☐ Yes ☒ No

If yes, provide the new name of the program, track, or certificate: \_\_\_\_\_

**A proposed name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.**

**If you are ONLY making a name change, skip the "Impact on Current Students" section.**

## Impact on Current Students

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate? ☐ Yes ☒ No

If yes, state the name of the program or track where students are currently enrolled and attach a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? ☒ Yes ☐ No

If yes, how will current students be impacted by this change?

Students currently in their second semester of their two-semester internship must complete the 900 hours that were agreed upon with their internship sites. Students are welcome to continue to seek 900 hours of internship, but from this point forward, students beginning their internships will only be required to complete 600 hours.

**If there are substantial revisions**, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	Number of assistantship students	Source of funds	Number of fellowship students (specify fellowship)	Number of tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

## Signature Page

### Recommend Approval (all approval levels must be signed)

Graduate Faculty (Print)	<u>W. Bryce Haggood</u>	(Signature)	<u>[Signature]</u>	Date	<u>1/24/17</u>
Program Coordinator					
Department Chair (Print)	<u>Glenn Lambie</u>	(Signature)	<u>[Signature]</u>	Date	<u>1/27/17</u>
/Director					
College Academic (Print)	<u>Richard Hartshorn</u>	(Signature)	<u>[Signature]</u>	Date	<u>2/1/17</u>
Standards					
College Dean (Print)	<u>JP Mendez</u>	(Signature)	<u>[Signature]</u>	Date	<u>2/1/17</u>
Graduate Council (Print)		(Signature)		Date	

### Vice President for Research and Dean of the College of Graduate Studies

(Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

### Approval

Provost and Executive Vice President \_\_\_\_\_ Date \_\_\_\_\_

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Knowledge Management; Academic Services; College of Graduate Studies

## PROGRAM DESCRIPTION

The CACREP accredited Marriage, Couple and Family Therapy Master of Arts program prepares students for licensure in marriage and family therapy and practice in agencies, private practice, and other settings.

Show Program Description▼

## CURRICULUM

The CACREP accredited Marriage, Couple and Family Therapy MA program requires a minimum of 63 credit hours beyond the bachelor's degree, including 6 credit hours of core courses, 45 credit hours of specialization courses (including 3 credit hours of an elective), and 12 credit hours of professional clinical experience.

### Total Credit Hours Required:

63 Credit Hours Minimum beyond the Bachelor's Degree

The CACREP accredited Marriage, Couple and Family Therapy MA program prepares students for Florida licensure in marriage and family therapy. The program requires a minimum of 63 credit hours beyond the bachelor's degree, including 6 credit hours of core courses, 45 credit hours of specialization (including 3 credit hours of an elective), and 12 credit hours of professional clinical experiences.

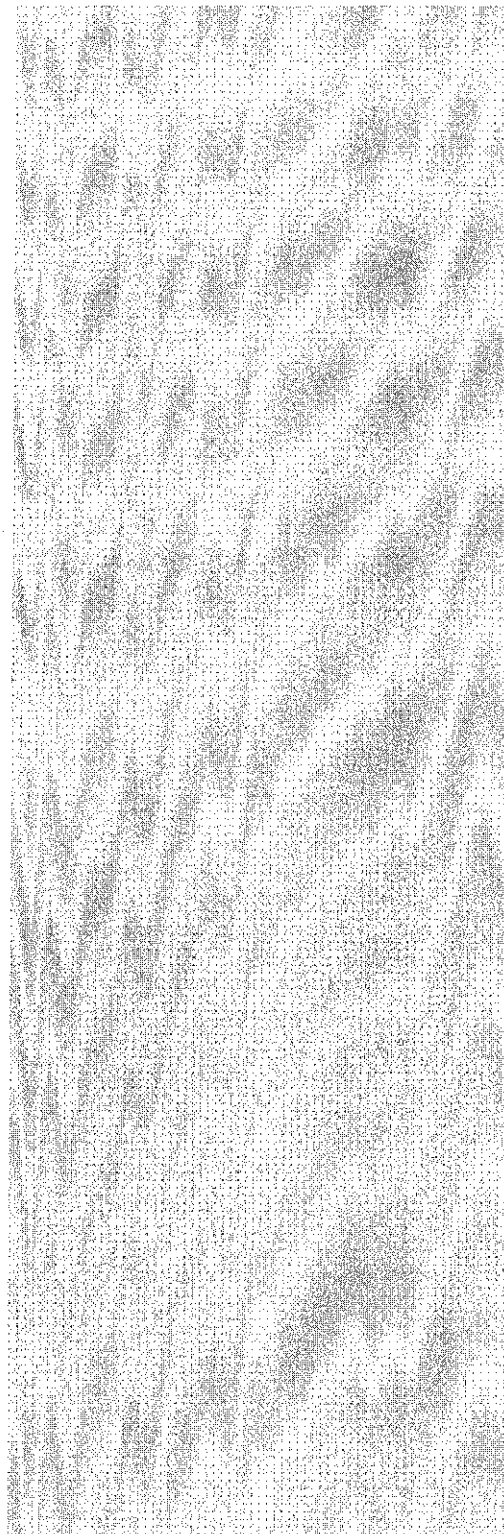
### Required Courses—51 Credit Hours

#### Core—6 Credit Hours

- EDF 6155 Lifespan Human Development and Learning (3 credit hours)
- EDF 6481 Fundamentals of Graduate Research in Education (3 credit hours)

#### Specialization—45 Credit Hours

- MHS 5005 Introduction to the Counseling Profession (3 credit hours)
- MHS 6430 Family Counseling I (3 credit hours)
- MHS 6431 Family Counseling II (3 credit hours)
- MHS 6440 Couples Counseling (3 credit hours)
- MHS 6070 Diagnosis and Treatment in Counseling (3 credit hours)
- MHS 6220 Individual Psychoeducational Testing I (3 credit hours)
- MHS 6400 Theories of Counseling and Personality (3 credit hours)
- MHS 6401 Techniques of Counseling (3 credit hours)
- MHS 6420 Foundations of Multicultural Counseling (3 credit hours)
- MHS 6450 Addictions Counseling (3 credit hours)
- MHS 6470 Human Sexuality and Relationships (3 credit hours)
- MHS 6500 Group Procedures and Theories in Counseling (3 credit hours)
- MHS 6702 Ethical and Legal Issues (3 credit hours)
- SDS 6347 Career Development (3 credit hours)



- Elective approved by adviser (3 credit hours)

### Professional Clinical Experience—12 Credit Hours

The clinical experiences are comprised of two sections, Practicum and Internship. Both are experiential in nature and are independent learning activities that take place in authentic settings in which students must apply, reflect on, and refine knowledge and skills acquired in the program to their work with actual clients. The practicum is conducted on campus in the UCF Community Counseling and Research Center and the internship is conducted at various clinical sites around central Florida.

- MHS 6803 Practicum in Counselor Education (3 credit hours)\*
- MHS 6803 Practicum in Counselor Education (3 credit hours)\*
- MHS 6830 Counseling Internship (3 credit hours)\*\*
- MHS 6830 Counseling Internship (3 credit hours)\*\*

\* Prerequisites for MHS 6803 Practicum in Counselor Education are the following: MHS 5005, MHS 6070, MHS 6400, MHS 6401, MHS 6500, and MHS 6702. A minimum of 27 credit hours are required prior to beginning the practicum.

\*\* The prerequisite for MHS 6830 Counseling Internship is a "B" or better in all sections of MHS 6803 as well as MHS 6420.

### Additional Program Requirements

- Achieve at least a GPA of 3.0 in counseling specialization courses.
- Achieve a "B" or better in MHS 5005, MHS 6401, MHS 6803, and MHS 6830.
- Complete a total of 800 hours of clinical experiences, 200 of which will be in the UCF Community Counseling and Research Center and 600 of which are field-based experiences in the community.
- Students in the Marriage, Couple, & Family Therapy program must complete 180 hours of marriage and family therapy services (within the 800 total hours of clinical experiences over the course of their practica and internships) in a marriage and family therapy setting.
- Complete a portfolio and receive approval by Counselor Education faculty.
- Complete a professional exit examination.
- Given the experiential, competency, and performance-based nature of the courses taken by Marriage, Couple and Family Therapy students, students are limited to taking a maximum of three (3) courses per semester. However, if students believe they can verify a need to take more than three courses, they should consult with their academic advisor for approval guidelines. Students who have not received prior approval and who register for more than three courses per semester will be administratively dropped from any courses over the maximum load.

### Independent Learning

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Practica and internships are independent learning activities that take place in authentic settings in which students must apply, reflect on, and refine knowledge and skills acquired in the program. The internship experience provides students with the practical experience of providing hands-on services for a variety of clients and presenting concerns. Such services may include, but are not limited to, individual, couple, family, and group counseling with children, adolescents, and adults. Client concerns range from developmental and relational concerns to more severe pathology.

## Application 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 the [general UCF graduate application requirements](#), applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- Official, competitive GRE score taken within the last five years.
- Three letters of recommendation.
- Résumé.
- Goal statement.

The Master of Arts in Marriage, Couple and Family Therapy program can accommodate only a limited number of students; therefore, there is a possibility of being denied admission even when all criteria are met.

The College of Education and Human Performance reserves the right to refuse student entrance or terminate a student after admission to the Counselor Education program, if in the judgement of the faculty the student demonstrates unacceptable personal fitness to work in the counseling field with children, youth, and/or adults.

A formal interview is required and will be scheduled after the College of Education and Human Performance admission requirements are met. The interview dates for March and October will be posted on our Counselor Education website. Attendance at the program orientation session at 4:30 p.m. on the Thursday before classes begin, in the semester to which the student applied, is mandatory.

## Application Deadlines

Marriage, Couple, and Family Therapy MA	*Fall Priority	Fall	Spring	Summer
Domestic Applicants	Jan 15	Feb 15	Sep 15	-
International Applicants	Jan 15	Jan 15	Jul 1	-
International Transfer Applicants	Jan 15	Feb 15	Sep 1	-

\*Applicants who plan to enroll full time in a degree program and who wish to be considered for university fellowships or assistantships should apply by the Fall Priority date.

## **FINANCIALS**

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies [Funding website](#), which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The [Financial Information](#) section of the Graduate Catalog is another key resource.

### **Fellowships**

Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see [UCF Graduate Fellowships](#), which includes descriptions of university fellowships and what you should do to be considered for a fellowship.

### **List of Faculty Who Participate in the Program**

- Sejal Barden, Ph.D., LPC, NCC, ACS
- S. Kent Butler, Ph.D., NCC, NCSC
- W. Bryce Hagedorn, Ph.D., LMHC, NCC, MAC
- Gulnora Hundley, Ph.D., LMHC, NCC
- J. Richelle Joe, Ph.D., NCC
- K. Dayle Jones, Ph.D., LMHC, NCC
- Viki P. Kelchner, Ph.D., LPCS, LPC, NCC, CSC.
- Glenn Lambie, Ph.D., NCC, NCSC
- E.H. Mike Robinson III, Ph.D., NCC.
- M. Ann Shillingford, Ph.D., NCC
- Dalena Dillman Taylor, Ph.D., LPC, RPT
- Stacy Van Horn, Ph.D.
- Mark Young, Ph.D., NCC



## Graduate Program Recommendation Form - REVISIONS ONLY

This form is to be used to **REVISE** degree programs, tracks, or certificate programs. If there are changes to a program and the changes will also affect the program tracks, one form may be used for both the program and the track(s).

Please refer to the Graduate Council Curriculum Meeting Schedule for submission deadlines.

### Checklist of items to be attached with completed form:

- ☒ Complete and current Graduate Catalog copy ([www.graduatecatalog.ucf.edu](http://www.graduatecatalog.ucf.edu)), including description, curriculum, contact information, application requirements, and application deadlines. **Use Track Changes in Word to show revisions.**
- ☐ A list of faculty who will participate in the program, track or certificate and their credentials.
- ☐ All course action requests that will be needed to implement the curriculum changes.
- ☐ If applicable, a written agreement from all involved units that they are in support of the revisions.

College/Unit(s) Submitting Proposal: CEDHP/School of Teaching, Learning, and Leadership/ Reading Education

Proposed Effective Term/Year: Summer 2017 (AY: 2017-2018)

Unit(s) Housing Program: College of Education and Human Performance/School of Teaching, Learning, and Leadership

Name of program, track and/or certificate: M.Ed. Reading Education

Please check all that apply: This action affects a: ☒ Program ☐ Track ☐ Certificate

If the revision applies to multiple tracks, please list them here:

Brief description of **program and rationale** of the revision: **Do not add complete catalog copy here.**

Program meets FLDOE requirements for Reading K-12 certification. Program currently consists of 36 hours of required courses and 12 hours of prerequisites. If candidate enters with no prerequisites, then candidate will take 48 hours. Most master's programs are 30-36 hours total. We believe that a move to 30 hour program with possible 9 hours of prerequisites/corequisite will make the program more competitive and viable for candidates. Additionally, the revisions reduce redundancy of content, increase relevance to candidates, and do not affect the certification requirements needed to meet FLDOE Reading K-12 requirements.

Briefly list curriculum changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**

- Move TSL 5085 to corequisite.
- Move prerequisites for children's/adolescent literature and language arts methods to required courses.
- Delete EDF 6481 and EDF 6886
- Delete thesis, research report, and elective options.



## Name Change

Are you changing the name of an existing program, track, or certificate? ☐ Yes ☒ No

If yes, provide the new name of the program, track, or certificate: \_\_\_\_\_

**A proposed name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.**

**If you are ONLY making a name change, skip the "Impact on Current Students" section.**

## Impact on Current Students

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate? ☐ Yes ☐ No

If yes, state the name of the program or track where students are currently enrolled and attach a list of students if possible:

\_\_\_\_\_

Will students have the option to stay in their existing program, track, or certificate? ☐ Yes ☐ No

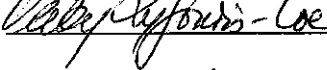
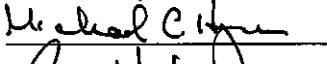

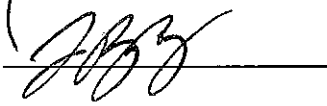
If yes, how will current students be impacted by this change?

**If there are substantial revisions**, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	Number of assistantship students	Source of funds	Number of fellowship students (specify fellowship)	Number of tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

## Signature Page

### Recommend Approval (all approval levels must be signed)

Graduate Faculty (Print) <u>VICKY ZYGOURIS-COE</u>	(Signature) <u></u>	Date <u>2/1/17</u>
Program Coordinator		
Department Chair (Print) <u>Michael C. Hyman</u>	(Signature) <u></u>	Date <u>1/20/17</u>
/Director		
College Academic (Print) <u>Richard Harrison</u>	(Signature) <u></u>	Date <u>2/1/17</u>
Standards		
College Dean (Print) <u>JP Mendez</u>	(Signature) <u></u>	Date <u>2/1/17</u>
Graduate Council (Print) _____	(Signature) _____	Date _____

### Vice President for Research and Dean of the College of Graduate Studies

(Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

### Approval

Provost and Executive Vice President \_\_\_\_\_ Date \_\_\_\_\_

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Knowledge Management; Academic Services; College of Graduate Studies

Date: January 11, 2017  
To: STLL Curriculum Committee  
From: Karri Williams, Reading Education Coordinator  
RE: M.Ed. Reading Education Program revision

The M.Ed. Reading program currently is a 36 hour program with 12 hours of prerequisites. A candidate could take as many as 48 credit hours to meet degree requirements. The prerequisites currently meet Florida Department of Education Reading K-12 certification requirements.

To better meet the needs of current teachers and potential Reading M.Ed candidates and to work toward increasing program enrollment, the reading education faculty proposed the following changes:

1. Delete EDF 6481 and EDF 6886 from current required core courses.
  - Candidates read research in several of the remaining required courses, especially in RED 6116.
  - Candidates practice elements of action research as part of RED 6746 and RED 6846.
  - Candidates have taken a number of courses related to diversity and multicultural issues throughout undergraduate programs, and diverse needs (academic and cultural) are addressed throughout the program required courses.
2. Move TSL 5085 from restricted electives to corequisite status.
  - Most of our candidates enter the program with an ESOL endorsement. Those who do not have the ESOL endorsement are required by the state of Florida to take one ESOL course; this has been identified as TSL 5085 for other programs withing CEDHP. Moving TSL 5085 to corequisite status allows us to address this more efficiently for the few who need a TSL course.
3. Delete the thesis/research/restricted electives options.
  - Very few of our candidates in recent years have selected the thesis or research report options. Our program does include an emphasis on elements of action research in RED 6746 and RED 6846. Data collection, analysis, and interpretation are components of each of those courses.
4. Move current prerequisites to the required core courses.
  - Current prerequisites include 12 credit hours of courses that meet FLDOE Reading K-12 certification requirements. Previous changes (above) allow us to move 6 hrs of these courses into required courses. Moving these to required courses also leads to broadening of knowledge base to K-12 for those candidates who enter with either elementary or secondary background.

Please see other attachments to show specific changes from current catalog to proposed catalog descriptions.

Proposed

## PROGRAM DESCRIPTION

The Master of Education in Reading Education program prepares teachers for certification as reading specialists (e.g., reading coach, reading expert, reading resource teacher, reading/language arts supervisor) in grades K-12 in public schools and private reading clinics.

The Master of Education in Reading Education is a state-approved initial teacher preparation program that is subject to any change in the Florida Administrative Code (State Board of Education Rule 6A-5.066). Students enrolled in this program should remain in close contact with their adviser to keep informed of any program changes implemented to comply with new state requirements.

The College of Education and Human Performance offers a Master of Education degree in Reading Education. The program prepares teachers for certification as reading specialists (e.g., reading coach, reading expert, reading resource teacher, reading/language arts supervisor) in grades K-12 in public schools and private reading clinics. Assessment (screening, diagnosis, monitoring), instruction and intervention, reading in the content fields, management of reading programs, reading trends and research, and dimensions of the language arts other than reading are included among the curriculum. There is considerable emphasis on practice with diverse readers from early childhood to adult levels. Professionals currently certified as Florida teachers are eligible to pursue a degree in the program.

### Hide Program Description▲

This graduate program partners with the Peace Corps Paul D. Coverdell Fellows Program. If you are a returning Peace Corps volunteer, see Peace Corps Coverdell Fellows for more information about attending graduate school at UCF.

## CURRICULUM

The Master of Education in Reading Education program requires a minimum of 30 credit hours beyond the bachelor's degree, including 9 credit hours of core courses, 15 credit hours of specialization courses, and 6 credit hours of a practicum. Students who do not currently hold a Florida ESOL Endorsement must select the specified Teaching English to Speakers of Other Languages course, TSL 5085, as a corequisite. All students must pass a final comprehensive exam, complete a portfolio according to program guidelines, and pass the Reading K-12 Subject Area Exam of the Florida Teacher Certification Examination.

Total Credit Hours Required:

30 Credit Hours Minimum beyond the Bachelor's Degree

### Prerequisites

The following courses meet state certification requirements or as support for the degree program.

- RED 5147 Developmental Reading (3 credit hours) OR
- RED 3012 Basic Foundations of Reading (3 credit hours)
- RED 5517 Classroom Diagnosis and Development of Reading Proficiencies (3 credit hours) OR
- RED 4519 Diagnostic and Corrective Reading Strategies (3 credit hours)
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## Corequisite

Students who are not ESOL Endorsed must complete the following course:

- TSL 5085 Teaching Language Minority Students in K-12 Classrooms (3 credit hours)

## Required Courses—24 Credit Hours

### Core—9 Credit Hours

- EDF 6432 Measurement and Evaluation in Education (3 credit hours)
- \_\_\_\_\_
- Choose one of the following:

LAE 5415 Children's Literature in Elementary (3 credit hours)

LAE 5465 Literature for Adolescents (3 credit hours)

- Choose one of the following:
  - LAE 5319 Methods of Elementary Language Arts (3 credit hours)
  - LAE 5346 Methods of Teaching English Language Arts (3 credit hours)

### Specialization—15 Credit Hours

- RED 6116 Advanced Study in Foundations of Reading (3 credit hours)
- RED 6336 Reading in the Content Areas (3 credit hours)
- RED 6337 Reading in the Secondary School (3 credit hours)
- RED 6746 Management of Reading Programs (3 credit hours)
- RED 6845 Advanced Evaluation and Instruction in Reading (3 credit hours)

### Practicum—6 Credit Hours

The MEd program requires a practicum experience. Practica are independent learning activities that take place in authentic settings in which students must apply, reflect on, and refine knowledge and skills acquired in the program.

- RED 6846 Reading Practicum (Prerequisite: RED 6845 or Consent of Instructor) (6 credit hours)

- \_\_\_\_\_
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### Additional Graduation Requirements

- All students must complete a comprehensive examination.

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**Deleted:** Thesis Option—6 Credit Hours

**Deleted:** Students who do not currently hold a Florida ESOL Endorsement must select Teaching English to Speakers of Other Languages rather than choosing an option.¶  
EDF 6401 Statistics for Educational Data (3 credit hours)¶  
RED 6971 Thesis (3 credit hours; taken 2 credit hours in one term and 1 credit hour in another term)

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**Deleted:** Research Report Option—6 Credit Hours¶  
Students who do not currently hold a Florida ESOL Endorsement must select Teaching English to Speakers of Other Languages rather than choosing an option.¶  
EDF 8155 Lifespan Human Development and Learning (3 credit hours)¶  
RED 6909 Research Report (3 credit hours; taken 2 credit hours in one term and 1 credit hour in another term) ¶  
Restricted Electives Option—6 Credit Hours ¶  
Students who are not ESOL Endorsed must select the following TSL courses:¶  
TSL 5085 Teaching Language Minority Students in K-12 Classrooms (3 credit hours)¶  
TSL 6250 Applied Linguistics in ESOL (3 credit hours)¶  
Students who are ESOL Endorsed may take other program-related courses as electives with adviser approval.

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- Complete a portfolio according to program guidelines. This portfolio requires demonstration of professional growth, reflection, and proficiency in the Florida Educator Accomplished Practices.
- Pass Reading K-12 Subject Area Exam of the Florida Teacher Certification Examination.

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## Independent Learning

The MEd program also requires a practicum experience. Practica are independent learning activities that take place in authentic settings in which students must apply, reflect on, and refine knowledge and skills acquired in the program.

## APPLICATION 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 the general UCF graduate application requirements, applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- Possess or be fully eligible for a professional teaching certificate in one or more other teacher certification specializations in Florida.
- Applicants applying to this program who have attended a college/university outside the United States must provide a course-by-course credential evaluation with GPA calculation. Credential evaluations are accepted from World Education Services (WES) or Josef Silny and Associates, Inc. only.

## Application Deadlines

Reading Education MEd	*Fall Priority	Fall	Spring	Summer
<b>Domestic Applicants</b>	Jan 15	Jul 15	Dec 1	Apr 15
<b>International Applicants</b>	Jan 15	Jan 15	Jul 1	Nov 1
<b>International Transfer Applicants</b>	Jan 15	Mar 1	Sep 1	Dec 15
*Applicants who plan to enroll full time in a degree program and who wish to be considered for university fellowships or assistantships should apply by the Fall Priority date.				

## FINANCIALS

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies Funding website, which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The Financial Information section of the Graduate Catalog is another key resource.

## Fellowships

Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see [UCF Graduate Fellowships](#), which includes descriptions of university fellowships and what you should do to be considered for a fellowship.

## PROGRAM DESCRIPTION

The Master of Education in Reading Education program prepares teachers for certification as reading specialists (e.g., reading coach, reading expert, reading resource teacher, reading/language arts supervisor) in grades K-12 in public schools and private reading clinics.

**The Master of Education in Reading Education is a state-approved initial teacher preparation program that is subject to any change in the Florida Administrative Code (State Board of Education Rule 6A-5.066). Students enrolled in this program should remain in close contact with their adviser to keep informed of any program changes implemented to comply with new state requirements.**

The College of Education and Human Performance offers a Master of Education degree in Reading Education. The program prepares teachers for certification as reading specialists (e.g., reading coach, reading expert, reading resource teacher, reading/language arts supervisor) in grades K-12 in public schools and private reading clinics. Assessment (screening, diagnosis, monitoring), instruction and intervention, reading in the content fields, management of reading programs, reading trends and research, and dimensions of the language arts other than reading are included among the curriculum. There is considerable emphasis on practica with diverse readers from early childhood to adult levels. Professionals currently certified as Florida teachers are eligible to pursue a degree in the program.

### Hide Program Description▲

This graduate program partners with the Peace Corps Paul D. Coverdell Fellows Program. If you are a returning Peace Corps volunteer, see [Peace Corps Coverdell Fellows](#) for more information about attending graduate school at UCF.

## CURRICULUM

The Master of Education in Reading Education program requires a minimum of 36 credit hours beyond the bachelor's degree, including 9 credit hours of core courses, 15 credit hours of specialization courses, and 6 credit hours of a practicum. In addition students choose among a thesis option, a research report option, and a restricted electives option. Students who do not currently hold a Florida ESOL Endorsement must select the restricted electives option and select the specified Teaching English to Speakers of Other Languages courses. All students must pass a final comprehensive exam, complete a portfolio according to program guidelines, and pass the Reading K-12 Subject Area Exam of the Florida Teacher Certification Examination.

### Total Credit Hours Required:

36 Credit Hours Minimum beyond the Bachelor's Degree

## Prerequisites

The following courses meet state certification requirements or as support for the degree program.

- RED 5147 Developmental Reading (3 credit hours) OR
- RED 3012 Basic Foundations of Reading (3 credit hours)
- RED 5517 Classroom Diagnosis and Development of Reading Proficiencies (3 credit hours) OR
- RED 4519 Diagnostic and Corrective Reading Strategies (3 credit hours)
- LAE 3414 Literature for Children (3 credit hours) OR



- LAE 5415 Children's Literature in Elementary Education (3 credit hours) OR
- LAE 4464 Survey of Adolescent Literature (3 credit hours)
- LAE 4314 Language Arts in the Elementary School (3 credit hours) OR
- LAE 4342 Teaching Language and Composition (3 credit hours)

## **Required Courses—24 Credit Hours**

### **Core—9 Credit Hours**

- EDF 6432 Measurement and Evaluation in Education (3 credit hours)
- EDF 6481 Fundamentals of Graduate Research in Education (3 credit hours)
- EDF 6886 Multicultural Education (3 credit hours)

### **Specialization—15 Credit Hours**

- RED 6116 Advanced Study in Foundations of Reading (3 credit hours)
- RED 6336 Reading in the Content Areas (3 credit hours)
- RED 6337 Reading in the Secondary School (3 credit hours)
- RED 6746 Management of Reading Programs (3 credit hours)
- RED 6845 Advanced Evaluation and Instruction in Reading (3 credit hours)

### **Practicum—6 Credit Hours**

The MEd program requires a practicum experience. Practica are independent learning activities that take place in authentic settings in which students must apply, reflect on, and refine knowledge and skills acquired in the program.

- RED 6846 Reading Practicum (Prerequisite: RED 6845 or Consent of Instructor) (6 credit hours)

### **Thesis Option—6 Credit Hours**

Students who do not currently hold a Florida ESOL Endorsement must select Teaching English to Speakers of Other Languages rather than choosing an option.

- EDF 6401 Statistics for Educational Data (3 credit hours)
- RED 6971 Thesis (3 credit hours; taken 2 credit hours in one term and 1 credit hour in another term)

### **Research Report Option—6 Credit Hours**

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- EDF 6155 Lifespan Human Development and Learning (3 credit hours)
- RED 6909 Research Report (3 credit hours; taken 2 credit hours in one term and 1 credit hour in another term)

### **Restricted Electives Option—6 Credit Hours**

Students who are not ESOL Endorsed must select the following TSL courses:

- TSL 5085 Teaching Language Minority Students in K-12 Classrooms (3 credit hours)
- TSL 6250 Applied Linguistics in ESOL (3 credit hours)

Students who are ESOL Endorsed may take other program-related courses as electives with adviser approval.

## Additional Graduation Requirements

- All students must complete a comprehensive examination.
- Complete a portfolio according to program guidelines. This portfolio requires demonstration of professional growth, reflection, and proficiency in the 12 Florida Educator Accomplished Practices.
- Pass Reading K-12 Subject Area Exam of the Florida Teacher Certification Examination.

## Independent Learning

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