



UNIVERSITY OF CENTRAL FLORIDA

Graduate Program Handbook 2023

Business Administration MBA-Evening Track

Last updated February 2023



College of Business

Welcome to UCF's College of Business and the Evening MBA program!

You have made a wise decision regarding your education and career by joining our program. You are about to embark on the next chapter of your academic career and one of your most rewarding life experiences. We realize you had many MBA programs to choose from and feel privileged that you have chosen the College of Business at UCF to continue your academic preparation and development. By selecting our program for your graduate education, you will be joining the UCF College of Business in leading the charge in cultivating the next generation of business and education professionals.

Since 1969, the UCF MBA has provided students with an engaging learning environment to challenge both their professional and personal growth. Our faculty will serve as your teachers as well as mentors. Through their instruction, you will develop advanced business and analytical skills, expand your professional network, and cultivate life-long friendships.

We are confident that your time invested in the MBA program and its faculty will enable you to achieve your professional and personal goals.

Congratulations again on your wise choice and welcome to our team!

Sincerely,

Sevil Sonmez

Sevil Sönmez, PhD

Associate Dean of Faculty, Research, and Graduate Programs
UCF College of Business

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PREFACE

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

OVERVIEW

The Evening MBA program allows students to apply advanced theoretical concepts and knowledge from all functional areas of business through an analytical, decision-making process that focuses on solving practical problems. Students in this program also learn to efficiently access, retrieve, and analyze information through technology. The program promotes the use of networking, leadership, and interpersonal competencies to develop and sustain effective relationships with peers and to create an appreciation for the value of a diverse workforce.

COLLEGE OF BUSINESS MISSION & VISION

MISSION

The mission of the College of Business at the University of Central Florida is to offer high-quality academic programs designed to give students a competitive advantage in the world of business now and in the future. As such, the college will establish partnerships with some of the nation's most innovative leaders to model new best practices that harness evolving technology and ensure students are well prepared to enter the marketplace.

VISION

To continue the transformation into a next-generation business school through the development of a unique college culture; one that promotes engagement, risk-taking, cross-disciplinary collaboration and data-driven decision making.

In delivering these programs, the college places primary emphasis on excellence in teaching and research with a strong commitment to developing mutually supportive relationships with the business community of central Florida.

In pursuit of its mission, the College of Business Administration affirms its commitment to the university's focus on excellence and accent on the individual. Furthermore, the college pledges to deliver innovative and progressive programs to its clientele.

GETTING STARTED

Many of the tools to get started in your program, as well as tools that you will continue to use throughout your program, can be accessed from the UCF Home Page (www.ucf.edu); namely myUCF, Knights Email and Webcourses. Below you will find information on how to access each area.

UNIVERSITY OF CENTRAL FLORIDA

myUCF KnightsEmail Webcourses

Academics Admissions Research Locations Campus Life Alumni & Giving Athletics Apply Now.

Research

SPOTLIGHT

Connect with UCF on Your Phone
From events to videos and news to maps, UCF Mobile

NEWS

UCF's Sport and Exercise Science Doctoral Program Ranks 6th Nationally

UPCOMING EVENTS

Date	Description
Oct 06 11:00 AM	Networking Strategies CAREER SERVICES AND EXPERIENTIAL

UCF NID & UCF ID

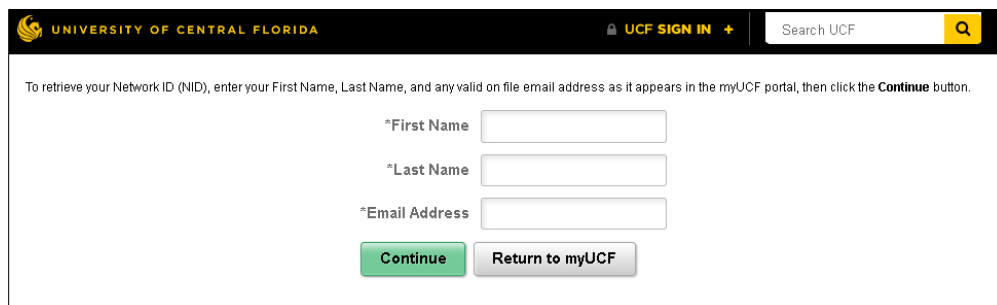
As a UCF student you are assigned two unique identifiers, your NID and your UCF ID. It is important to understand the difference between these two identities and when each is to be used.

NID (Network ID): Your NID is formed from combining the first two letters of your first name with unique random numbers and is assigned when you are first entered into the UCF system. Your NID is yours for life and will never be assigned to another individual. Your NID is used for logging on and gaining access to many UCF systems such as:

- The my.ucf.edu portal
- The UCF_WPA2 wireless network

Your NID serves no other purpose than to authenticate you into UCF systems. However, it is very important that your NID not be shared, and that the password be kept secure as anyone that gains access using your NID will have access to your data within the UCF system.

To lookup your NID go to <https://my.ucf.edu/nid.html>. The box below will appear. Follow the instructions.



The screenshot shows the top navigation bar of the University of Central Florida website, including the logo, "UNIVERSITY OF CENTRAL FLORIDA", "UCF SIGN IN +", and a search bar. Below the navigation bar is a form titled "To retrieve your Network ID (NID), enter your First Name, Last Name, and any valid on file email address as it appears in the myUCF portal, then click the Continue button." The form contains three input fields: "*First Name", "*Last Name", and "*Email Address". Below the input fields are two buttons: a green "Continue" button and a grey "Return to myUCF" button.

NID PASSWORD: Once you have your NID, go to my.ucf.edu and click on “NID PASSWORD RESET.” The box below will appear. Follow the instructions. This is also where you go to reset your NID password.

- There is no default NID password. You set it for the first time with a password reset.
- Always use a strong password (8 or more characters, mix of letters, numbers, special characters).
- Your NID password expires 60 days after the last reset and can't be used to access UCF services until it is reset.

If you have difficulty using the self-service tools or have additional questions, you can contact the UCF Service Desk at 407-823-5117 or email at servicedesk@ucf.edu.

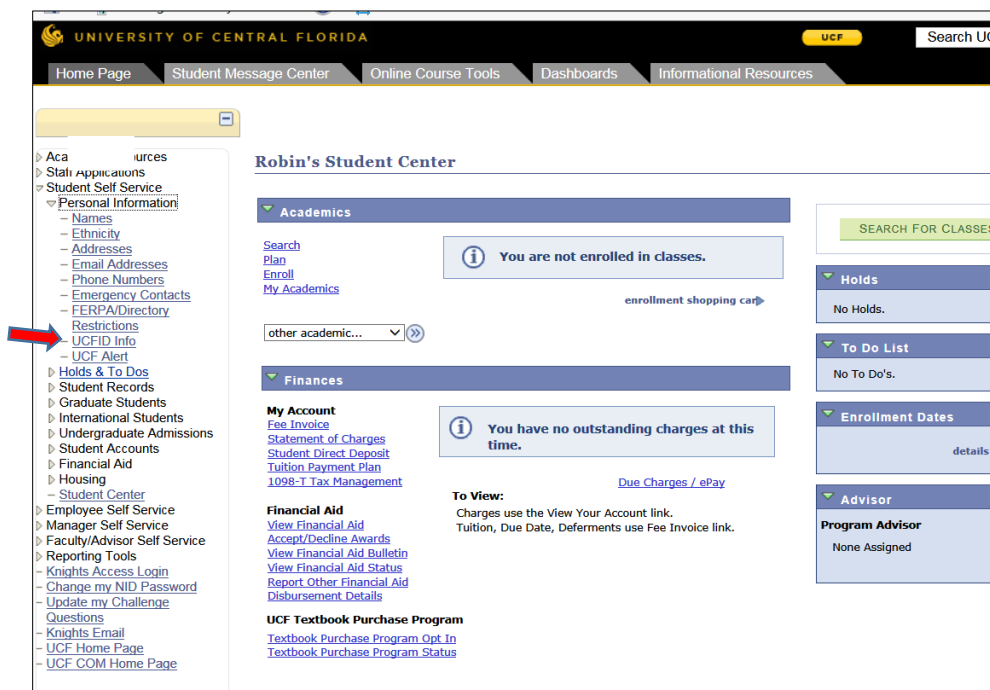
GETTING LOCKED OUT: Be sure to log off all secondary devices (smartphones, iPads, laptops, etc.) and sign out of all services (e-mail, wireless, etc.) that are using your NID and NID password before you change it. If those devices or services keep trying the old password, your NID account will become locked. If your NID is locked, change the password on devices that store it and then sign out of all devices and services. Wait 20 minutes and then attempt to sign back in. If you find the account is still locking up, contact the UCF Service Desk at 407-823-5117 for further assistance.

UCF ID: Your UCF ID is a unique random number that is assigned when you first enter the UCF system. Like your NID, your UCF ID is yours for life and will never be assigned to another individual.

Your UCF ID is your primary identification number within the UCF system. This number is associated with your student record that contains your personal information as well as things like grades and class schedule. Your UCF ID is not used to log on to the portal or any other system at UCF. It is used only to identify you within the system.

Your UCF ID number is printed on the front of your newly assigned UCF student ID card. If you do not know your UCF ID, please follow these steps:

1. Go to my.ucf.edu.
2. Sign on using your NID and NID password.
3. Go to Student Self Service > Personal Information > UCF ID Info.
4. Your UCF ID, NID and UCF ID Card # information will be displayed.



KNIGHTS EMAIL & CONTACT INFORMATION

Every student must register for, and maintain, a Knights Email account at knightsemail.ucf.edu.

Knights Email is the primary email system for all UCF students and the predominant means of communication between UCF, professors, staff and students for official university business. The email system is hosted by Microsoft and powered by Office 365, but UCF maintains control of the accounts. All official university communications will be sent through Knights Email including information on registration, deadlines, financial assistance, scholarships, tuition and fees, and any other official university correspondence.

Knights Email may not be forwarded to any outside system. Communications sent to the Knights Email address on record will be deemed adequate notice for all university communications. The university does not accept responsibility if official communication is rejected or fails to reach a student who has not registered for, or maintained and checked on a regular basis, their Knights e-mail account.

Each student must have an up-to-date emergency email address and cell phone number on record, which will be used for emergency purposes only. Students must also ensure that permanent and mailing (local) addresses and telephone numbers are always current with the university. Students can update their contact information online at my.ucf.edu.

REQUIRED MODULES

HONOR YOUR KNIGHTHOOD

As a new UCF student, you are required to complete “Honor Your Knighthood.” Honor Your Knighthood is a concept regarding new UCF students developing an understanding of the importance UCF places on subject matters related to **Academic Integrity, Alcohol Awareness, Sexual Assault, and Hazing Prevention**. Through the completion of four individual on-line modules, UCF students will begin to demonstrate tenets associated with the UCF Creed of Integrity, Scholarship, Community, Creativity, and Excellence. UCF is committed to student safety and success both inside and outside the classroom.

Each module has a unique access date (when the module is available to take) and a unique deadline date for completion. We encourage the completion of these four individual modules prior to the designated deadlines for each module. Failure to complete each of these modules by the deadlines will result in a HOLD on the student’s account mid-semester, which will prevent registration for future semesters. Access and deadlines dates for the current term are located at honor.sdes.ucf.edu/integrity.

Questions? Please visit the Honor Your Knighthood website at honor.sdes.ucf.edu for more information.

PRESSURES TO PLAGIARIZE

The College of Graduate Studies requires all graduate students to complete the Pressures to Plagiarize Module. Please expect the module to appear in your Webcourses account toward the end of week two or beginning of week three in your first semester of your graduate program. This module takes approximately 45 minutes to complete.

If you were previously enrolled in another graduate program at UCF, and completed the Plagiarism module at that time, you will not be required to complete it a second time; however, you will need to send an email with a screenshot of your final quiz grade, your name and UCF ID to graddegr@ucf.edu to be removed from the course. If you do not send this email, a hold will be placed on your student account.

Students who fail the Pressures to Plagiarize Module quiz three times will be required to write an essay about plagiarism. This information is included in the FAQ and weekly course reminders sent to your Knights Email. Failure to complete this module will result in a HOLD being placed on your student account, which will block future course registration.

WELLNESS COURSE MODULE

Currently, the College of Graduate Studies is developing this module. It will go into effect Fall 2021 and will be a requirement for you to complete at that time. Failure to complete it will block future course registration. Please check your Knights Email for updates.

STUDENT ACCESIBILITY SERVICES

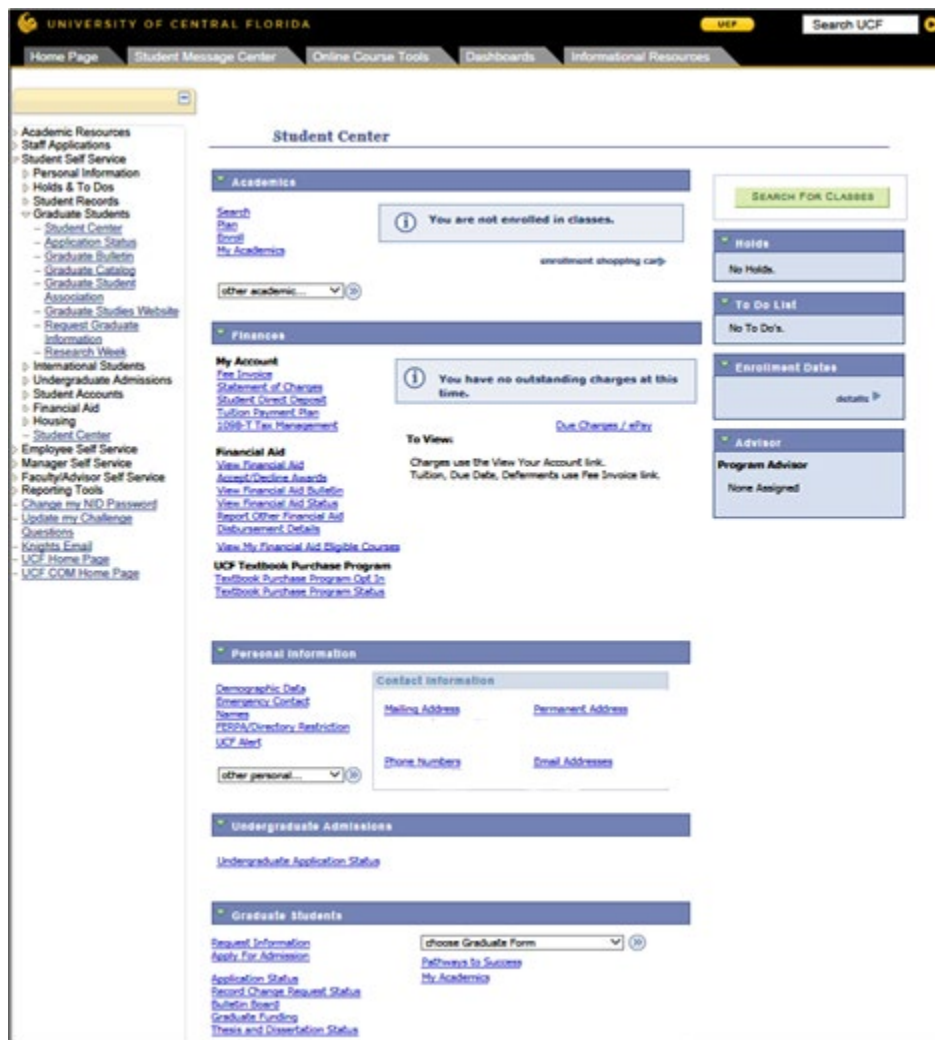
Students who are requesting accommodations for disabilities or other learning differences need to register with the UCF Office of Student Accessibility Services. More information about the services offered and how to register can be found on their website sas.sdes.ucf.edu or by calling 407-823-2371. Their office is located on the main campus at 4000 Central Florida Blvd., Ferrell Commons 7F, Room 185, Orlando, FL 32816-0161.

MyUCF & THE STUDENT CENTER

myUCF is an online personalized portal that is accessed with your NID and NID password. This secure site allows you to view your UCF account as well as update personal information. Through the Student Center, you can view your class schedule and grades, view HOLDS and TO DO LISTS (necessary items that require action), pull a fee invoice, pay your tuition, view your Financial Aid status, accept/decline Financial Aid awards, apply for graduation, and request official transcripts. To access myUCF, go to the UCF home page www.ucf.edu, > UCF SIGN IN > myUCF and sign in using your NID and NID password or go to my.ucf.edu.

To access your Graduate Plan of Study (GPS) (*the UCF graduate degree audit*) in the Student Center click on the "other academic..." drop down box under Academics and click on Graduate Plan of Study. Follow the prompts from there to review your plan.

UCF STUDENT CENTER:



WEBCOURSES

Some of your faculty will use Webcourses, an online course platform that organizes class communications, allows for collecting, storing, and grading assignments. It allows students to track their performance and offers a shortcut to UCF's online library. Webcourses is also referred to as 'Canvas' and can be accessed through my.ucf.edu under the 'Online Course Tools' tab or www.ucf.edu, at top 'UCF SIGN IN' button.

If you are new to Webcourses, we recommend you view this short video on using Webcourses:
<https://online.ucf.edu/support/webcourses/other/student-tour/>

TO ACCESS WEBCOURSES:

1. Go to webcourses.ucf.edu.
2. Log in using your NID and NID Password.
3. Hover over *Courses* or *Courses & Groups* at the top of the window.
4. Select the course or group you wish to access.

You may contact Webcourses for support by phone at 407-823-0407, or webcourses@ucf.edu and live chat, or through the Online Support Form available at <https://cdl.ucf.edu/support/webcourses/>.

LIBRARY

The UCF Library offers many resources such as academic journals, magazines, and databases. The library can be accessed online by using your NID and NID password. A listing of popular business databases and resources can be found at <http://guides.ucf.edu/Business>. Each database holds different types of information. For example, Business Source Premier contains mostly articles, journals, and periodicals while NetAdvantage contains current industry and business summaries. Students have free access to the UCF Library as long as they are an active student.

Questions? For UCF Library questions, contact your Business Librarian, at min.tong@ucf.edu or 407.823.3604. To schedule an appointment, go to ucf.ibcal.com/appointment/7775. As the UCF business librarian, Min's mission is to support the research needs of students and faculty in the College of Business.

UCF Apps & Wireless Connection

UCF APPS

Use your NID and NID password to access and download Microsoft Word, Excel, and PowerPoint.

To use UCF Apps on a computer running Windows or Mac OS:

1. Visit <http://my.apps.ucf.edu>.
2. Enter your NID and NID password.
3. Install the Citrix Receiver client when prompted.
4. When the install is finished, add the applications you need by clicking the “+” on the left-hand side of the browser window.
5. Start using your apps!

To use UCF Apps on your Android or iOS device:

1. Go to your device app store.
2. Search for, download, and install the free Citrix Receiver app.
3. Click add account and fill out the following information:
 - Address: **my.apps.ucf.edu**
 - Username: **Your NID**
 - Password: **Your NID Password**
 - Domain: **net**
4. Add the applications you need.
5. Start using your apps.

Questions/issues? Visit www.it.ucf.edu. You may visit the Student Support Desk in Technology Commons on the main campus, email TechCommons@ucf.edu or call the UCF IT Support Center at 407-823-5117.

CONNECTION TO UCF WIRELESS

First-time Set-Up: Sign on to UCF_WPA2 with your NID and NID password.

Credentials: Select the UCF_WPA2 network and sign on with your credentials.

- Your Username: Your NID ([Don't know your NID?](#))
- Your Password: Your NID Password ([Don't know your NID password?](#))
- Domain: **NET**

Accept the “AddTrust External CA Root” and the “InCommon Server CA Root” certificates. Be sure to set network type as “Public.”

Tips:

- Remove cached Credentials on shared computers.
- Be sure your computer has the latest updates installed.
- Remove credentials on shared computers.
- Note your NID password expires every 60 days.

Additional Support:

UCF IT Support Center Main Campus

Phone: 407-823-5117, Monday-Friday from 7 a.m. to 10 p.m.

Email: itsupport@ucf.edu

Visit: it.ucf.edu

CURRICULUM

BUSINESS ADMINISTRATION-EVENING TRACK

Total Credit Hours Required

39 Credit Hours Minimum beyond the Bachelor's Degree

MBA Professional Core I: Decision-Making Tools: 18 Credit Hours

- [ACG 6425 - Managerial Accounting Analysis](#) 3 Credit Hours (Spring only)
- [BUL 5332 - Advanced Business Law Topics](#) 3 Credit Hours (Fall only)
- [ECO 6115 - Economic Analysis of the Firm](#) 3 Credit Hours (Spring only)
- [ECO 6416 - Applied Business Research Tools](#) 3 Credit Hours (Fall only)
- [MAN 6245 - Organizational Behavior and Development](#) 3 Credit Hours (Fall only)
- [GEB 6365 - International Business Analysis](#) 3 Credit Hours (Spring only)

Students who wish to sit for the CPA exam must substitute appropriate [ACG 6425](#) with any other graduate level ACG or TAX course.

BUL 6444 Business Law can be used in place of BUL 5332 Advanced Business Law Topics.

Students who are dual enrolled in the Sport Business Management MS program and the Evening MBA program will substitute GEB 6365 with SPB 6735 The Global Environment of Sport, and BUL 5332 with SPB 6406 Sport Law.

MBA Professional Core II: Decision Applications: 12 Credit Hours

Core I is a prerequisite for Core II courses except for GEB 6365 which may be taken alongside a Core II course.. [FIN 6406](#) and [MAR 6816](#) must be completed prior to [MAN 6721](#). [MAR 6466](#) must be completed after [ECO 6416](#) is completed.

- [FIN 6406 - Strategic Financial Management](#) 3 Credit Hours (Fall only)
- [MAR 6816 - Strategic Marketing Management](#) 3 Credit Hours (Fall only)
- [MAR 6466 - Strategic Supply Chain and Operations Management](#) 3 Credit Hours (Spring only)
- [MAN 6721 - Applied Strategy and Business Policy](#) 3 Credit Hours (Spring only)
(grade of "B-" (2.75) or better is required)

MBA Electives: 9 Credit Hours

Electives may include approved 5000- and 6000-level courses from the College of Business or approved courses taken outside of the College of Business. At least one course must come from within the College of Business, and a maximum of two courses or six credit hours can be taken outside the College of Business **with permission from the Graduate Business Programs Office and the department offering the course prior to taking the course.**

Check all elective course prerequisites in the graduate catalog at www.graduatecatalog.ucf.edu.

TIMELINE FOR COMPLETION

The Evening MBA is a part-time program. The program does not allow for full-time enrollment. Completion of each course is updated on your Graduate Plan of Study (GPS) as you progress through the program. After each semester please check your GPS at myUCF for accuracy and notify cbagrad@ucf.edu with any discrepancies.

The Evening MBA professional core courses are only offered in the terms listed in the schedule. They are not offered in other terms. Classes meet 1 evening per week from 6:00 p.m.-8:50 p.m. in the fall and spring terms for 16 weeks; summer classes meet 2 evenings per week for either 3 hours per night for 8 weeks from 6:00 p.m.-8:50 p.m., or 4 hours per night for 6 weeks from 6:00 p.m.-9:50 p.m. depending on the summer session they are offered in.

All Core I courses must be completed prior to Core II courses, except for the spring semester in the second year in which GEB 6365 (Core I) and MAR 6466 (Core II) are taken in the same semester. The capstone class, MAN 6721, must be taken in the final semester of Core II classes as noted in the course sequence below (must have completed FIN 6406 and MAR 6816).

Evening MBA students are limited to 6 hours per semester.

EVENING MBA SCHEDULE

Evening MBA courses are taught in an integrated sequence, building upon one another.

Fundamental business skills and tools → Advanced analytical and quantitative techniques and application → Critical thinking and strategic decision-making methods.

Follow the course sequence below associated with your admit term for optimal learning and to complete the Evening MBA in the minimum amount of time (32 months for fall admits, 28 months for spring admits).

For Fall Semester Admits:

Year One

Fall 1	Spring 1	Summer 1
<ul style="list-style-type: none"> BUL 5332 (3) Core I MAN 6245 (3) Core I 	<ul style="list-style-type: none"> ACG 6425 (3) Core I ECO 6115 (3) Core I 	<ul style="list-style-type: none"> Elective One (3)
Semester Total: 6 credit hours	Semester Total: 6 credit hours	Semester Total: 3 credit hours

Year Two

Fall 2	Spring 2
<ul style="list-style-type: none"> ECO 6416 (3) Core I Elective Two (3) 	<ul style="list-style-type: none"> MAR 6816 (3) Core II GEB 6365 (3) Core I
Semester Total: 6 credit hours	Semester Total: 6 credit hours

Year Three

Fall 3

- MAR 6466 (3)
Core II
- FIN 6406 (3)
Core II

Semester Total: 6 credit hours

Spring 3

- MAN 6721 (3)
Core II, Capstone
- Elective Three (3)

Semester Total: 6 credit hours

Any variance from this course schedule will delay graduation.

For Spring Semester Admits:

Year One

Spring 1

- ACG 6425 (3)
Core I
- ECO 6115 (3)
Core I

Semester Total: 6 credit hours

Summer 1

- BUL 5332 (3)
Core I
- MAN 6245 (3)
Core I

Semester Total: 6 credit hours

Fall 1

- ECO 6416 (3)
Core I
- Elective One (3)

Year Two

Spring 2

- MAR 6816 (3)
Core II
- GEB 6365 (3)
Core I

Semester Total: 6 credit hours

Summer 2

- Elective Two (3)

Semester Total: 3 credit hours

Fall 2

- MAR 6466 (3)
Core II
- FIN 6406 (3)
- Core II

Semester Total: 6 credit hours

Year Three

Spring 3

- MAN 6721 (3)
Core II, Capstone
- Elective Three (3)

Semester Total: 6 credit hours

Any variance from this course schedule will delay graduation.

Course sequence requirements and recommendations:

- Students must complete ACG 6425, BUL 5332, ECO 6115, ECO 6416 and MAN 6245 before enrolling in MAR 6466.
- Students must complete all Core I courses (ACG 6425, BUL 5332, ECO 6115, ECO 6416, MAN 6245) before enrolling in FIN 6406 and MAR 6816. GEB 6365 can be taken alongside a Core II course.
- Student must complete FIN 6406 and MAR 6816 before enrolling in MAN 6721.
- Electives include College of Business courses (minimum 3 hours) and courses outside of the College.
- Students should not enroll in their first elective before Summer 1 for fall admits or before Summer 2 for spring admits to avoid graduation delays..
- The only section numbers for Evening MBA required courses are 0026 and 0126 (*sometimes 0326 or 0426*). Other section numbers of required classes are not available for Evening MBA students. Requests to enroll in sections restricted to other programs will be denied.
- Evening MBA accounting course, ACG 6425, does not qualify for CPA upper-level credit hour requirements. Students must take another graduate-level ACG or TAX class to meet the CPA upper-level credit hours requirement. An accounting undergraduate degree is required to take the ACG and TAX graduate-level courses.

GRADUATE PLAN OF STUDY (GPS)

GPS OVERVIEW

GPS, the Graduate Plan of Study tool, is an automated degree audit system that serves to empower students and enable college administrators to plan for and track a student's academic progress. Certain features allow a student to test "What If" scenarios by accessing the academic impact of certain course choices or future track changes.

Please be advised that the GPS is your degree audit, so please make sure to NOT use the My Knight Audit feature when looking for this document. Click on Graduate Plan of Study to review your records.

WHAT DOES GPS FEATURE?

- Real-Time updates and 24-hour access to a student's Plan of Study
- The ability to view transfer credit, review completed courses and monitor in-progress coursework
- The ability to access the number of courses or other program requirements needed to complete your degree
- The ability to simulate "WHAT IF" scenarios and determine the impact of course changes, should you decide to make changes to your program.
- The ability to display progress in non-course requirements.
- Allows for class enrollment directly from the Interactive Report.
- Easy to identify outstanding courses needed to graduate.

Below are training resources to assist in using your GPS.

TRAINING GUIDES

[How To Process Your Interactive GPS Report](#)

[How To Process Your WHIF \(What If\) Report](#)

REGISTRATION

Registration for Fall '21 and Spring '22 is in progress.

Make sure to check the [Academic Calendar](#) at the beginning of the Spring 2022 semester to determine the date that your enrollment appointment day/time and the schedule for Summer 2022, Fall 2022 and Spring 2023 will be posted for viewing only.

- For appointment times, check the term and year as the system defaults to the current term and year.
- Students need to wait for the enrollment appointment time listing in MyUCF. Students cannot enroll on the day the scheduled is posted.

Please note: You will NOT be able to register for classes until the day/time of your enrollment appointment.

New Student registration:

- Allow one business week from the time you accept your admission to the time you can register.

UCF/State Employee registration

- Students using the UCF/State employee tuition waiver program must wait until the Friday before classes begin for each term to register for that term. Registration attempts (including placing items in your shopping cart) will result in the nullification of your tuition waiver.

For those not using a tuition waiver program, you should register for summer, fall and spring on the date of your appointment time. Waiting too late to register will result in classes filling to capacity before you are able to secure a seat in your preferred section. Exceptions to swap to full sections are not made due to lateness in registration.

Please pay attention to Add, Drop and Withdraw deadlines for each semester available on the UCF [Academic Calendar](#).

Holds:

If you have a hold on your account preventing you from registering, then you must click on the link for more information about the hold and the contact information for the department that placed the hold. Our office does not place holds, nor can we remove them.

REGISTRATION WAITLIST & SWAP FUNCTION

REGISTRATION WAITLIST

A registration waitlist is the electronic process that auto-enrolls students in closes classes as seats become available. Waitlists operate on a first-come, first-served basis, so students who enroll sooner have a better chance to get a seat in a closed course. This will enable you to get into a class you want without having to continuously check for possible openings.

The requirements to be moved from waitlisted to enrolled are the same as registration. You will not be enrolled from the waitlist if the credit hours of the course exceed those permitted in that term. The maximum credit hours allowed per semester is 6 credit hours.

SWAP FUNCTION

The Swap Function allows you to swap a class you are currently enrolled in for a different course. If you are currently enrolled in a different section of the same courses or in a class that has a time conflict with a waitlisted course, using the Swap Function will automatically replace the enrolled course with the desired waitlisted course when a seat becomes available.

If you are enrolled in the maximum six credit hours and waitlist for a third class or different section of a course, the system will only register you for the waitlisted course if set up as a Swap.

REMOVAL FROM WAITLIST

If you decide that you no longer want to take a class that you waitlisted, it is your responsibility to remove yourself from the waitlist. If you have been enrolled from the waitlist and do not wish to take the class, it is your responsibility to drop the class before the last day to drop. If you fail to do this, you will be fee liable for the class and you will be graded.

For more details and instructions for waitlist and swap, visit registrar.ucf.edu/waitlist.

ACADEMIC & CONDUCT POLICIES

GPA=Grade Point Average. A graduate status GPA will be calculated based on the graduate courses taken at UCF since admission into each degree or certificate program. See UCF Graduate Catalog for more information at <http://catalog.ucf.edu/content.php?catoid=4&navoid=201#grade-system>.

GRADING POLICIES AND EXPECTATIONS

Grades	Grade Points Per Semester Hour of Credit	Grades	Grade Points Per Semester Hour of Credit
A	4.00	C	2.00
A-	3.75	C-	1.75
B+	3.25	D+	1.25
B	3.00	D	1.00
B-	2.75	D-	0.75
C+	2.25	F	0.00

Grades will be available on myUCF after each term ends. To view dates, go to the UCF Academic Calendar at calendar.ucf.edu. Our office will not have access to grades before they are officially posted at myUCF.

UCF does not award GPA honors such as Magna Cum Laude and Summa Cum Laude at the graduate level.

Each student’s academic progress is reviewed by both the College of Business and the College of Graduate Studies each semester. Students who have not met conditions or restrictions of their admission may be prohibited from further study in the program. Additionally, students who have not performed to academic standards of the program or university will be placed on Probationary Status or Dismissed from the program.

In accordance with the College of Graduate Studies’ Policies and with the minimum university standards for satisfactory performance to continue graduate study, the College of Business graduate programs maintain the following requirements for all business graduate students:

- Students must maintain a GPA* of at least 3.0 or higher in order to maintain regular graduate student status, receive financial assistance, and qualify for graduation.
- Students are not permitted to get more than two “C” grades (C, C+, C-).
- A course in which a student has received an unsatisfactory grade may be repeated; however both grades will be used in computing the GPA. The opportunity to re-take courses is at the discretion of the College of Business.

GRADE POLICY COMPARISON CHART

	College of Graduate Studies Grade Policies	College of Business Grade Policies
GPA	3.0 minimum GPA ; <3.0 will be put on Academic Probation	3.0 minimum GPA; <3.0 will be put on Academic Probation
Academic Probation	9 credit hours of Academic Probation	9 credit hours of Academic Probation
“D” and “F” grades	Unsatisfactory grade; Course may be repeated	Unsatisfactory grade; Cause for dismissal
“C” grades	Maximum of 6 credits of “C” grades usable towards degree program	Maximum of 6 credits of “C” grades usable towards degree program; more than 6 credit hours is cause for dismissal
MBA Capstone Course Grade		A minimum grade of B- is required in the capstone course, MAN 6721
Restricted Admission		B grades or higher in all courses in the initial semester for students who earned <70% on admission modules

ACADEMIC PERFORMANCE CONCERNS

For any academic performance concerns speak with your professor. It is best to bring your concerns to your professor’s attention as soon as possible.

For grade disputes, students must follow the UCF Golden Rule. Grounds for a grade appeal and timeline requirements are outlined in the UCF Golden Rule <https://goldenrule.sdes.ucf.edu/>, section UCF-5.016 Student Academic Appeals.

PROFESSIONAL CONDUCT

Students are expected to adhere to the rules and regulations as stipulated by the University of Central Florida and the program handbook. Professionalism encompasses behaviors and qualities that are expected of graduate business students in both the academic setting and in the business world. University of Central Florida College of Business degrees begin at the time of program application; therefore, professional conduct is assessed from that point forward.

Attendance, timeliness, and attire are all reflections of professionalism. In the assessment of professionalism, instructors and program administrators will consider each student's conduct; the quality of interactions; tone of oral and written communication; language; meaningful engagement in all aspects of the program; and substantive contribution to class discussions. Students who are in violation of these behaviors will be counseled and reminded of UCF expectations. In such events, the faculty or program administrators may conclude that the student is not able or willing to demonstrate an acceptable standard of professionalism. Repeated disregard or violation of these behaviors will lead to dismissal from the program. Some of the criteria by which a student's professional demeanor is measured are below.

- **Civility:** Students are expected to behave in a respectful and courteous manner to instructors, fellow students, guest speakers, college and university administrators, and UCF Staff. Examples of respectful behavior include but are not limited to modulated tone of voice; professional language that avoids inappropriate, vulgar, or foul expressions; maintaining control of emotions and avoiding threatening or bullying behaviors; respect for others' personal space; respect for UCF property; refraining from distracting and disruptive behaviors while on campus, in hallways and in classrooms; and a generally civil demeanor.
- **Attendance:** It is required for students to attend each lecture and comply with the instructor's attendance policy as stated in the course syllabus.
- **Timeliness:** Students are expected to regularly arrive in class on time and to comply with each instructor's tardiness policy as stated in the course syllabus.
- **Use of Technology:** The use of computers, cell phones, or electronic devices during class that are unrelated to course activities or not permitted by instructors (i.e., web searches, IMs, etc.) is considered unprofessional.
- **Use of Electronic Media:** As per Florida Law (§ 934.03) it is illegal to audio or video record any interaction with another individual without their explicit consent. This includes lectures, meetings with instructors, meetings with fellow students, or any situation involving UCF personnel.
- **Professional Attire:** Refers to a minimum of business casual that may include pants, khakis, dress shirts, skirts, dresses, and jeans free of rips/tears/fraying that are neat and clean. Note that clothes that are revealing (plunging necklines, tank tops, open midriffs, short skirts/shorts, sheer fabrics); offensive T-shirts; sweatpants, leggings, workout clothes; thongs/flip-flops/Croc-like sandals; and overpowering perfumes/colognes can be distracting or annoying to others.
- **Guest Speakers / Presentations:** The program often invites guest speakers from the local business community. Students in the program must demonstrate professional conduct, respect, and appreciation for these professionals' donation of their time to enrich students' educational experiences. Students are expected to arrive to class on time and be attentive as a sign of appreciation for their time. Professional business attire is required when guest speakers are present.

Probation & Dismissal Policy & Process

Probationary Status in the programs means that the student is at risk (academic, professional, or ethical) within the program. A student cannot graduate from the program while on probationary status.

A student may be placed on Probation if any of the following occur:

- Academic Probation: Per College of Graduate Studies' policy, if the graduate status GPA falls below the required 3.00, the student will have to bring the GPA above a 3.00 by the end of the probationary period in order to have the Academic Probation removed. Students will receive notice in writing from the College of Graduate Studies.
- Conduct Probation: Any minor violation of the aforementioned professional conduct expectations. The severity of violation will be determined by the procedures outlined in the following section.

Conduct Violation Process:

1. If a violation of a conduct policy occurs, it will be reported in writing to the Graduate Associate Dean/MBA Program Director.
2. Graduate Associate Dean/Program Director will evaluate the matter and determine an appropriate course of action ranging from written warning to convening the Master's Program Review Committee (MPRC) for evaluation to immediate dismissal based on the egregiousness of the violation.
3. If the MPRC is convened, member will discuss the student's academic progress and/or professional conduct when concerns arise and recommend appropriate action based on the severity of violation up to and including program dismissal.

The following may be grounds for dismissal from the program.

- Receiving a "D" or "F" grade in a course listed as a part of the program's curriculum. The student will be summarily dismissed from the program at that time.
- Failure to achieve ≥ 3.0 GPA by the end of the Academic Probation period.
- Receiving more than 6 credit hours of "C" grades. Exceeding this limit is reason for dismissal from the program.
- Students on restricted admission due to earning $< 70\%$ on admission modules that do not achieve a grade of B or higher in all courses in the initial semester.
- Cheating: Which includes plagiarizing of materials from previously published sources or previously submitted course assignments. Students will not discuss the content of written or oral examinations until cleared to do so by the course instructor. See Golden Rule, UCF's Student Handbook- Rules of Conduct.
- Unprofessional behavior: Behavior that is inconsistent with the aforementioned expected professionalism or failure to correct unprofessional behavior as defined by the program handbook is grounds for dismissal from the program. This includes failure to attend classes or excessive unexcused absences, or repeated lateness.

*all references to GPA refer to Graduate Status Grade Point Average. A graduate status GPA will be calculated based on the graduate courses taken at UCF since admission into each degree or certificate program. See UCF Graduate Catalog for more information: <http://catalog.ucf.edu/content.php?catoid=4&navoid=201#grade-system>

GENERAL POLICIES

USE OF PORTABLE DEVICES

The use of portable devices during class is ultimately at the discretion of the faculty. Below are a few reminders for professional use of portable devices in the classroom.

- Laptops are acceptable for taking notes and participating in course simulations or research. The faculty retains the right to request, at any time, that a student close their laptop and refrain from use.
- Cellphones should be turned off or set on silent during class time. Students expecting an urgent phone call during class, should alert the faculty in advance and step outside the classroom to accept the call.
- Voice recording devices should not be used unless permission is obtained in advance from the faculty or instructor. All lectures and course information are considered the intellectual property of the presenting faculty.
- Cellphone, earbuds, or headphones are not allowed during exams.
- Video recording is not allowed unless permission is obtained in advance from the faculty.

RELIGIOUS OBSERVANCES

It is UCF policy to reasonably accommodate the religious observances, practices, and beliefs of individuals regarding admissions, class attendance and the scheduling of examinations and work assignments. A student who desires to observe a religious holy day of his or her religious faith must notify all his or her faculty and will be excused from classes to observe the religious holy day.

The student will be held responsible for any material covered during the excused absence but will be permitted a reasonable amount of time to complete any missed work. Where practicable, major examinations, major assignments and university ceremonies will not be scheduled on a major religious holy day.

Students who are absent from academic activities because of religious observances will not be penalized. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may seek redress under the Student Grievance Procedure, located in [The Golden Rule](#).

WEATHER ALERTS & CAMPUS CLOSURE ALERTS

All UCF campuses follow the lead of the UCF Main campus or affiliated regional campus partner when deciding to cancel a class due to emergencies and man-made or natural disasters. If the UCF Main campus is closed for any reason, an announcement will be posted on the UCF homepage, www.ucf.edu. For regional campus closures, please check with the affiliated regional campus partner's website.

- UCF Downtown programs/students follow the UCF Main Campus/UCF Downtown campus closures.
- Regional campus program/students follow the regional campus closures.

UCF ALERT: UCF Alert is a multi-media communications system that provides timely and accurate information about emergency situations that could impact the university. Students are encouraged to sign up to receive UCF alerts on myUCF.

- Log on to myUCF and select Student Self-Service.
- Scroll down to the "Personal Information" section and select "UCF Alert."
- Fill out contact information and select "Save."

COMMENCEMENT

Commencement is held on the UCF main campus at the end of each term. Commencement is considered an optional event and the exact date of Commencement is determined by the University Registrar. Students graduating from this program graduate from the College of Business (*NOT the College of Graduate Studies*).

INTENT TO GRADUATE FORM: The Intent to Graduate Form serves as your confirmation of commencement attendance and as a request to issue your diploma at the completion of your program. For information on filing your intent to graduate: <https://graduate.ucf.edu/commencement/>.

The ability to file online opens at mid-term of the semester **prior** to the semester of graduation. Intents to graduate should be filed online no later than the last day of registration for the semester of graduation.

Below are the steps for indicating your intent to graduate.

- Students who intend to graduate must complete the online Intent to Graduate Form by logging into myUCF and navigating to the Student Self Service– Other Academics > Intent to Graduate: Apply.
 - Once the online form is completed, students will receive e-mail communications from the College of Graduate Studies at various stages of the review process. Students can also log in to myUCF and check the status of their Intent to Graduate at any time by navigating to the Student Self Service– Other Academics > Intent to Graduate: Status
 - Intent status will be moved to pending status once it is reviewed in a precertification process by the academic college and the College of Graduate Studies. It will stay in pending status until after grades officially post, and all requirements have been satisfied and final degree certification has been completed.
 - An *approved* status indicates the degree has been awarded. Degrees are typically awarded within 45 days of Commencement Ceremonies, while **diplomas can take approximately 6-10 weeks to be mailed**.
 - Official transcripts will reflect the conferred degree in approximately 24 hrs after being awarded. Transcripts must be ordered online through the MyUCF portal. registrar.ucf.edu/transcript-request/.
 - Please refer to the [Student Help Guide](#) for assistance in completing the online form. If you still have questions or concerns, please feel free to email us at graddegr@ucf.edu.
- If your record is placed on hold, please refer to Record Holds in the [Student Handbook](#) for information on how to satisfy the hold requirements.
- Please refer to the [Academic Calendar](#) for dates to apply for graduation.

Note: Names of students who are approved for a late intent to graduate may not appear in the printed Commencement Program (or Virtual Ceremonies), and the ability to participate in the commencement ceremony, or obtain tickets to in-person ceremonies is NOT guaranteed.

- If you are unable to graduate in that semester, a new online form must be filed at the beginning of the semester of anticipated completion.

RENTAL OF COMMENCEMENT REGALIA: The University requires each student to order their rented commencement regalia online. Commencement regalia fees are **not** included in your program fees. As part of your program, our Students Services team will pick up regalia from the main campus and deliver directly to students. Students must complete a release form allowing our office to pick up regalia from the main campus prior

to commencement. After commencement, students will be required to return their rented regalia to the UCF Main Campus Bookstore.

GPA honors such as Magna Cum Laude, Summa Cum Laude, and Cum Laude are not awarded at the graduate level of study at UCF.

GRADUATE RESEARCH

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and (3) disseminate the intellectual property to the general public. Students are responsible for being informed of rules, regulations and policies pertaining to research. Below are some general policies and resources.

Research Policies and Ethics Information: UCF's Office of Research & Commercialization ensures the UCF community complies with local, state and federal regulations that relate to research. For polices including required Institutional Review Board (IRB) approval when conducting research involving human subjects (e.g. surveys), animal research, conflict of interest and general responsible conduct of research, please see their website: research.ucf.edu/ > Compliance.

UCF's Patent and Invention Policy: In most cases, UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the invention. Please see the current UCF Graduate Catalog for details: graduatecatalog.ucf.edu > Policies > General Graduate Policies.

FINANCIAL SUPPORT

Students with qualifying assistantships or university-wide fellowships will receive financial packages that include an assistantship or fellowship stipend, tuition remission, and health insurance. Qualifying fellowships are accompanied by tuition waivers. Qualifying assistantships include single appointments of at least .50 FTE (20 hrs/week) or two appointments of at least .25 FTE (10 hrs/week). Tuition remission is in the form of either tuition waivers or tuition payments that cover in-state (resident) tuition. Non-resident students with financial packages are not charged out-of-state tuition or the non-resident financial aid fee.

For additional information about funding for graduate school, please visit funding.graduate.ucf.edu/. Key points about financial support:

- If you are interested in financial assistance, you are strongly encouraged to apply for admission early. A complete application for admission, including all supporting documents, must be received by the priority date listed for your program under "Admissions."
- You must be admitted to a graduate program before the university can consider awarding financial assistance to you.
- If you want to be considered for loans and other need-based financial assistance, review the UCF Student Financial Assistance website at finaid.ucf.edu and complete the FAFSA (Free Application for Federal Student Aid) form, which is available online at fafsa.ed.gov/. Apply early and allow up to six weeks for the FAFSA form to be processed.
- For information on assistantships (including teaching, research, and general graduate assistantships) or tuition support, contact the graduate program director of your major.

For more information on scholarships for the discipline, visit the [College of Business Administration website](#).

GRADUATE STUDENT ASSOCIATIONS

Beta Alpha Psi is the premiere national honors organization for financial information students and professionals. The primary objective of Beta Alpha Psi is to encourage and give recognition to scholastic and professional excellence in the business information field. This includes promoting the study and practice of accounting, finance and information systems; providing opportunities for self-development, service and association among members and practicing professionals, and encouraging a sense of ethical, social, and public responsibility. bapuof.com/ For a listing of other student organizations associated with the business disciplines visit the [Student Organizations webpage](#) on the [College of Business Administration website](#).

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit facebook.com/groups/UCFgsa/.

PROFESSIONAL DEVELOPMENT

Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers the following free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit graduate.ucf.edu/pathways-to-success/.

Graduate Research Forum

The Graduate Research Forum will feature poster displays representing UCF's diverse colleges and disciplines. The Forum is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster presentation in each category will be given and all participants will receive recognition.

The College of Graduate Studies and the Graduate Student Association invite all UCF students, community, and employers to attend the Graduate Research Forum. For more information, visit graduate.ucf.edu/researchforum or contact researchweek@ucf.edu.

Graduate Excellence Awards

Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work. The award categories include the following:

Award for Excellence by a Graduate Teaching Assistant – This award is for students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (Not intended for students who are instructor of record.)

Award for Excellence in Graduate Student Teaching – This award is for students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.

For the nomination process and eligibility criteria, see graduate.ucf.edu/awards-and-recognition/.

Other

Students should take opportunities to present a poster or a topic of research at a conference. To obtain financial support to present at a conference (other than through your program) or to engage in comparable creative activity at a professional meeting, visit graduate.ucf.edu/presentation-fellowship/.

For information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, see their website: csgs.org/ > Awards.

For grant-proposal writing resources: uwc.cah.ucf.edu.

JOB SEARCH

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at career.ucf.edu/.

The Office of Professional Development in the College of Business Administration offers career management, internship and job placement for graduate business students. For information visit business.ucf.edu/centers-institutes/office-of-professional-development/.

FORMS

- [College of Graduate Studies Forms and References](#)
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Graduate Petition Form](#)
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.

USEFUL LINKS

- [College of Business Administration Website](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Delta Sigma Pi](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Learning Online](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Registrar](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [UCF Global](#)
- [UCF IT](#)
- [University Writing Center](#)

GRADUATE FACULTY

College of Business Faculty Teaching in the Evening MBA program in the 2022-2023 School Year

Please visit <https://business.ucf.edu/faculty/> for bios and contact information of all faculty.

[Ajayi, Richard](#)
[Cherry, Ian](#)
[Combs, James](#)
[Crossley, Craig](#)
[De George, Lauren](#)
[Eubanks, Joshua](#)
[Goldwater, Paul](#)
[Guerra, Frank](#)
[Johnson, Andrew](#)
[Kozlowski, Keri](#)
[Krishnamoorthy, Anand](#)
[Piccolo, Ronald](#)
[Schmidbauer, Eric](#)
[Tian, Yu](#)
[Zemack-Rugar, Yael](#)

CONTACT INFO

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Program Advisor
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Graduate Admissions Coordinator
Program Advisor
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