



Check out this policy guide for **Graduate Certificate Students** **Are you in the know?**

This is a quick reference to academic policies for graduate certificate students. The policies below are a selection of the policies that students must follow.

Visit **Policies** in the [Graduate Catalog](#) for detailed information on academic policies

The links for the following policies go to the **Graduate Students website** (www.students.graduate.ucf.edu) and to the **Graduate Students Policies and Procedures Guide** (www.students.graduate.ucf.edu/policy)

Graduate Certificate Policy

www.students.graduate.ucf.edu/policy/grad_certificate

Graduate Plan of Study (GPS)

www.students.graduate.ucf.edu/GPS

Grade Changes

www.students.graduate.ucf.edu/policy/grade_changes

Late Add

www.students.graduate.ucf.edu/policy/late_add

Late Drop

www.students.graduate.ucf.edu/policy/late_drop

Late Withdrawal

www.students.graduate.ucf.edu/policy/late_withdrawal

Medical Withdrawal

www.students.graduate.ucf.edu/policy/medical_withdrawal

Student Responsibility to Keep Informed - It is the student's responsibility to keep informed of all rules, regulations, and procedures required for graduate studies. Graduate program regulations will not be waived or exceptions granted because students plead ignorance of the regulations or claim failure of the adviser to keep them informed.

www.graduatecatalog.ucf.edu/content/Policies.aspx?id=5700



College of Graduate Studies Contacts

Student Services

407-823-2766

gradservices@ucf.edu

Academic Progress and Graduation

407-823-2766

graddegr@ucf.edu

Policy Lingo

Golden Rule – The Golden Rule provides the answers to many of your questions regarding UCF rules and regulations.

Academic Calendar – The official list of UCF dates and deadlines for each semester.

GPS – The Graduate Plan of Study (GPS) tool is located in your myUCF Student Center. It is an automated degree audit system that enables students and college administrators to plan for and track a student's academic progress.

Plan of Study – A Plan of Study is a listing of course work agreed to by a degree-seeking student and their graduate program specifying degree requirements. A specific Plan of Study, which may vary from student to student, must be prepared jointly by the student and the appropriate committee or adviser in the program and approved by the college. Graduate certificate students do not prepare a plan of study.

Thesis – The thesis is the culminating experience for master's students who conduct an original research study as part of a thesis-option program.

Dissertation – The dissertation is required for doctoral students in a research-focused degree program (PhD). It is an original and substantial research study designed, conducted and reported by the student with the guidance of a Dissertation Committee. For EdD programs, one track requires a dissertation, while other tracks require a dissertation-in-practice.

Internal Transfer Work – Any graduate-level course credits completed at UCF prior to admittance into a graduate program and being used toward the program requirements is considered internal transfer work.

External Transfer Work – Graduate-level course credits completed at a regionally accredited institution (excluding UCF) or recognized international institution and being used toward a graduate degree program at UCF.

Late Add – A late add happens when a student is unable to add a course(s) by the add deadline (typically the first week of classes). Late adds should only be requested due to extraordinary circumstances or when a documented administrative error occurred that prevented the student from adding the class(es) during regular or late registration. Late adds are not usually approved beyond the second week of classes, unless there are well-documented extenuating circumstances. Instructor approval for the course to be added late is required with the request submission.

Late Drop – A late drop happens when a student is unable to drop a course(s) by the drop deadline. Late drops should only be requested due to extraordinary circumstances or when an administrative error occurred that caused the student to be unable to drop the class(s) by the drop deadline. An approved late drop will result in a full refund of tuition fees, if processed within six months of the term affected. The course(s) is removed from the student's academic record.

Petition – When unusual situations arise, petitions for exceptions to policy may be requested. Students should contact their program adviser to discuss their issue and start the process.

