

## Role of the College of Graduate Studies

The College of Graduate Studies is an advocate for graduate education at the University of Central Florida. The College collaborates with faculty to develop policies and best practices that further the high academic standards and excellence of our graduate programs.

We provide leadership, information and services to help support graduate programs and their students, and work with other UCF offices to provide the best experience possible for our graduate students.

We are honored that you have chosen UCF for your graduate study and encourage you to make the most of your time here. Please take advantage of the many services available to you.

*UCF College of Graduate Studies*



*Left to right: Tracy Jones, Assistant Dean; Mubarak Shah, Interim Vice Provost and Dean; John Weishampel, Associate Dean; Jana Jasinski, Associate Dean.*

## What can we do to help you?

The College of Graduate Studies has several offices with many services and responsibilities:

- Application and admission of all graduate students and residency classification and reclassification
- Students' academic records from the first term through graduation certification and commencement
- Thesis and dissertation formatting and final submission
- Funding packages for assistantship and fellowship students
- Ensuring all graduate student teachers are prepared for their duties and receive assessments
- Presentation Fellowships to help students present their research at conferences
- Resources to help graduate students succeed, including the Pathways to Success workshops program, Graduate Student Center, Graduate Orientation, Graduate Research Forum, among others

### Fall and Spring Office Hours

*Monday – Thursday* 9:00 a.m. to 5:30 p.m.  
*Friday* 9:00 a.m. to 5:00 p.m.

### Contact Information

*Campus Address: Millican Hall, Suite 230*  
*Phone: 407-823-2766*  
*Mailing Address: P.O. Box 160112, Orlando, FL 32816-0112*

## Looking for something? Have questions? Want to talk? Let us help!

Graduate Services	Online Info	Email for Service	Graduate Office
Interdisciplinary Studies MA and MS Programs	<a href="http://www.graduate.ucf.edu">www.graduate.ucf.edu</a>	gradIDS@ucf.edu	Interdisciplinary Programs
Graduate Students Website	<a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a>	grad_web@ucf.edu	Communications
Graduate Orientation Online	<a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> > Student Life	grad_web@ucf.edu	Communications
Graduate Catalog	<a href="http://www.graduatecatalog.ucf.edu">www.graduatecatalog.ucf.edu</a>	grad_web@ucf.edu	Communications
Graduate Program Handbooks	<a href="http://www.handbooks.graduate.ucf.edu">www.handbooks.graduate.ucf.edu</a>	grad_web@ucf.edu	Communications
Graduate Research Forum	<a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> > Student Life	researchweek@ucf.edu	Communications
Graduate Student Center in Colbourn Hall 146	<a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> > Student Life	gradcenter@ucf.edu	Communications
Pathways to Success	<a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a>	gradworkshops@ucf.edu	Communications
Admission	<a href="http://www.admissions.graduate.ucf.edu">www.admissions.graduate.ucf.edu</a>	gradadmissions@ucf.edu	Graduate Admissions
Initial Residency Classification	<a href="http://www.admissions.graduate.ucf.edu">www.admissions.graduate.ucf.edu</a>	gradresidency@ucf.edu	Graduate Admissions
Residency Reclassification	<a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> > Forms and Files	gradreclass@ucf.edu	Graduate Admissions
myUCF Student Center	<a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> > Forms and Files	graddegr@ucf.edu	Student Services and Graduation
Graduate Plan of Study (GPS)	<a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a>	graddegr@ucf.edu	Student Services and Graduation
Academic Services: record changes, appeal inquiries, registration issues, grade changes, special leave of absence, traveling scholar, nine-hour hold release	<a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> > Policies and Procedures	gradservices@ucf.edu	Student Services and Graduation
Doctoral and Thesis Advisory Committee Forms	<a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> > Policies and Procedures	gradcommittee@ucf.edu	Student Services and Graduation
Thesis or Dissertation Format Review	<a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a>	editor@ucf.edu	Communications
Thesis or Dissertation Help in Formatting Word Files	<a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a>	etdassistant@ucf.edu	Communications
Presentation Fellowships	<a href="https://funding.graduate.ucf.edu">https://funding.graduate.ucf.edu</a>	gradpresentation@ucf.edu	Graduate Financial Assistance
Assistantships, Tuition Remission, Health Insurance, GTA Training and SPEAK Test, Parental Leave for Assistantship Students	<a href="https://funding.graduate.ucf.edu">https://funding.graduate.ucf.edu</a>	gradassistantship@ucf.edu	Graduate Financial Assistance
Fellowships	<a href="https://funding.graduate.ucf.edu">https://funding.graduate.ucf.edu</a>	gradfellowship@ucf.edu	Graduate Financial Assistance
Academic Appeals, Petitions, and Conditional Retention Plans	<a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> > Policies and Procedures	gradrcrd@ucf.edu	Student Services and Graduation
Graduation Requirements and Commencement	<a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a>	graddegr@ucf.edu	Student Services and Graduation