**Spring 2024 MA Timeline (Thesis Track)**

**\*Important Dates & Deadlines\***

1. [Thesis Advisory Committee form](https://nextgensso.com/sp/startSSO.ping?PartnerIdpId=http://federation.net.ucf.edu/adfs/services/trust&TargetResource=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/a9cce747-256b-43b3-84be-740c0a1778b8) due: **Friday, December 8, 2023**
2. [Restricted Registration Agreements](https://powerforms.docusign.net/86c806c2-1f37-41a7-89f2-f826b363af3d?env=na3&acct=bcdaf540-1162-4b18-b348-d879c21e32db&accountId=bcdaf540-1162-4b18-b348-d879c21e32db) due: **Friday, December 15, 2023**
3. Last day to register for classes: **Sunday, January 7, 2024**
4. First day of class: **Monday, January 8, 2024**
5. Last day to submit your intent to graduate: **Friday, January 12, 2024**
6. Last day to submit Thesis Proposal Defense Announcement (if defending on deadline): **Friday, January 19, 2024**
7. **Thesis Proposal Defense Deadline** (if final semester)**: Friday, February 2, 2024**
8. [MA Comprehensive Exam request form](https://sciences.ucf.edu/politics/wp-content/uploads/sites/2/2020/10/Comp-Exam-Req-Form-09.23.20.pdf) due**: Friday, February 2, 2024**
9. **MA Comprehensive Exam: Friday, February 16, 2024**
10. Thesis Format Review Deadline: **Friday, March 15, 2024**
11. Last day to submit Thesis Defense Announcement (if defending on deadline)**: Friday, March 22, 2024**
12. Thesis Defense Deadline:  **Friday, April 5, 2024**
13. Thesis Defense [Approval Form](https://sciences.ucf.edu/politics/wp-content/uploads/sites/2/2023/09/Thesis-and-Dissertation-Approval-Form_Five-Committee.pdf) and Final Draft Submission Deadline: **Friday, April 19, 2024**
14. Last day of classes: **Monday, April 22, 2024**
15. Degree Conferral Date**: Thursday, May 2, 2024**
16. Grades due on myUCF: **Friday, May 3, 2024**
17. Commencement: **Thursday, May 2, 2024 – Saturday, May 4, 2024**

**…See Pages 2-5 for Procedure Guide**

**Procedure Guide**

**Comprehensive Exam:**

* The expectation is that you take the exam immediately following your successful completion of POS 6736 Conduct of Political Inquiry and POS 6746 Quantitative Methods in Political Research.
* The instructor of POS 6746 will serve as the exam creator and will assess your submissions. All questions you have about the exam content should be directed towards the assigned professor.
* This exam is made up of two parts. Part I will involve a critique of a political science article. Part II consists of two questions on data analysis and interpretation, involving you doing data analysis using STATA.
* Use the Comprehensive Exam Request form to inform the Program Assistant of your intention to take this exam by the deadline, usually the fourth Friday of the semester. The exam is normally scheduled on the sixth Friday of every semester.
* You will be taking this exam remotely but if you would like access to SPSIA lab space during your exam period please let the program assistant know.
* The article you will be critiquing for Part I of the exam will be sent to you a few days prior to your exam date. You are encouraged to complete your critique prior to the start of the exam.
* You will receive the exam via email at 8:30AM on the scheduled date and you will have until 5:00 PM to submit your response. The exam is open book/open notes. There should be no talking, consulting, asking questions, etc. during the exam. You may take breaks as needed but be sure to save your work as you go. The data you will be using for the data analysis will be emailed to you at the start of the exam.
* Graders assess your performance using the rubrics [here](https://sciences.ucf.edu/politics/wp-content/uploads/sites/2/2016/09/MA-Comp-Exam-Part-I-Evaluation.pdf) and [here](https://sciences.ucf.edu/politics/wp-content/uploads/sites/2/2016/09/MA-Comp-Exam-Part-II-Evaluation.pdf).
* You must be enrolled in a minimum of 3 credit hours in the semester you take Comprehensive Exam. However, if all your requirements are met, including your required thesis hours, you can enroll in only 1 credit of thesis 6971. Enroll with your committee chairs.
* It is possible to take the Comprehensive Exam, coursework, and thesis credit in the same semester, but only if required core courses have been passed.

**Committees:**

* Thesis committees must be formed, filed, and approved prior to Thesis Hours (POS 6971) enrollment.
* Thesis Advisory Committee forms are initiated by the student using a dynamic form (linked in timeline) and must be fully approved by the posted deadline for the student to begin Thesis Hours for the associated term.
* All members of the committee must be listed as [UCF Graduate Faculty](https://graduate.ucf.edu/graduate-faculty/).
* Committees can be updated by the student at any time by submitting a new dynamic form. All committee members, new and old, will have to re-sign the form.

If you need assistance identifying committee potential committee members you can make an appointment to speak with Dr. Boutton (MA Program Coordinator).

**Registration:**

Restricted Registration Agreements are required for Independent Studies, Direct Research, Internships, and Thesis Hours.

If you are planning on enrolling in any of these courses you will have to complete the required RRA form with your chosen instructor. The electronic form must be initiated by the posted “Restricted Registration Agreements due” deadline. These are not courses in which you can self-enroll on myUCF. The registrar will manually enroll you in the course after the RRA form is completed and processed.

For those who are not enrolling in coursework that requires an RRA, you will want to enroll by the “Last day to register for classes” deadline. If you are not enrolled in at least one course by this deadline you will be charged a late enrollment fee.

* **Enrolling in Thesis Hours:**
	+ Once you have completed all required coursework, passed your comprehensive exam, and have filed your Thesis Advisory Committee (see Committees), you can enroll in Thesis Hours.
	+ You are required to complete 6 credit hours of Thesis. This can be done during one semester, but it is advised that you spread this over two semesters.
	+ 3 credit hours of Thesis enrollment qualifies as full-time enrollment for tuition and financial aid purposes. If combined with coursework, 9 credit hours qualifies as full-time enrollment for tuition and financial aid purposes.
	+ The Chair of your Thesis Advisory Committee will serve as instructor of your course.
	+ Thesis students, once they have completed their required 6 credits of Thesis, must enroll in at least 1 credit hour of Thesis every semester until they successful defend and graduate.

**IRB Checklist Items:**

Students pursing the Thesis option are required to provide the program assistant with either a IRB approval letter or IRB waiver letter. If you do require IRB approval you must also provide the program assistant with a IRB closure letter once your research is complete. These “to do” items must be completed prior to graduation.

The NIH Decision Tool: Am I Doing Human Subjects Research? <https://grants.nih.gov/policy/humansubjects/hs-decision.htm> can be used as a starting point to determine what types of studies need to come to the IRB for a determination.

**Defenses and Announcements:**

All defenses (proposal and final) must be officially announced **at least two weeks prior to the relevant defense date**. Thesis students must complete a public proposal defense and final defense\*\*. All announcements should be formatted with Date, Time, Location, Title, Abstract, Outline of Studies, Educational Career, and Committee. The announcement should be reviewed and approved by your committee Chair prior to submitting it to the program assistant. The MA Program Coordinator may request edits prior to official announcement. All defenses should be completed in person. If you need to request an accommodation for a virtual defense you must contact Dr. Boutton in advance. You can contact the program assistant to reserve the SPSIA conference room or you can reserve the conference room in the Graduate Student Center by following this link: <https://graduate.ucf.edu/graduate-student-center/room-reservation-request/> . It is highly suggested that you identify a day, time, and location for your defense at the beginning of the semester you intend to defend to ensure committee member and room availability.

**Final Submissions:**

* Proposal
	+ No approval form is required to be submitted following the completion of your proposal defense. The proposal announcement you submit, by the posted deadline, is saved and serves as record of completion.
* Final Defense & Thesis Completion\*\*
	+ Once you successfully complete your final public defense and any edits your committee requires, you will have to obtain the required signatures for your [Thesis Approval Form](https://sciences.ucf.edu/politics/wp-content/uploads/sites/2/2023/09/Thesis-and-Dissertation-Approval-Form_Five-Committee.pdf) and submit your final draft via the Thesis & Dissertation website.
	+ The “Thesis Defense Approval Form and Final Draft Submission Deadline” is the deadline by which both these items must be submitted.

The Thesis Approval Form signature order is the following:

* + 1. Chair of your committee
		2. Member 1
		3. Member 2
		4. Dr. Boutton – Program Coordinator
		5. Dr. Wilson – School Director
		6. Email the completed form to Tonya.Walker@ucf.edu and CC Kyrie.Ottaviani@ucf.edu. Tonya will acquire the College of Sciences Dean’s signature and then submit the form to The College of Graduate Studies for final signatures and processing. This form must arrive at CGS no later than 5pm on the submission deadline.

**Graduation:**

If you intend on graduating this semester you must submit your intent to graduate by the posted deadline. You can file your intent by visiting your student self service page in my.ucf.edu. If you are completing a graduate certificate in addition to your Masters, you will have to file a separate ITG for that certificate program.

Information on Commencement can be found at commencement.ucf.edu once it is established for the term. Graduation regalia and other related items must be pre ordered or reserved well in advance of the end of the semester.

**UCF CALENDAR**

<https://calendar.ucf.edu/2024/spring>

**\*\*Thesis Students**: Please refer to the **Thesis & Dissertation Webcourse** for guidance regarding formatting, procedure, and additional resources.

<https://graduate.ucf.edu/thesis-and-dissertation/>