**Spring 2025 MA Timeline (Non-Thesis Track)**

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

1. [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: **Monday, December 2, 2024**
2. Last day to register for classes: **Sunday, January 5, 2025**
3. First day of class: **Monday, January 6, 2025**
4. Last day to submit your intent to graduate: **Friday, January 10, 2025**
5. [Non-Thesis Proposal Approval form](https://sciences.ucf.edu/politics/wp-content/uploads/sites/2/2019/08/Non-thesis-Research-Paper-Proposal-Approval-Form_08.01.19.pdf) (if final semester) due: **Friday, January 31, 2025**
6. [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, January 31, 2025**
7. **MA Comprehensive Exam: Friday, February 21, 2025**
8. Draft of Non-Thesis Paper due to your readers: **Friday, March 14, 2025**
9. Last day to submit Non-Thesis Defense Announcement (if defending on deadline)**: Friday, March 21, 2025**
10. Non-Thesis Defense Deadline:  **Friday, April 4, 2025**
11. Last day of classes: **Monday, April 21, 2025**
12. Notification of Approval of Non-Thesis (Chair must sign and submit [Non-Thesis Approval Form](https://sciences.ucf.edu/politics/wp-content/uploads/sites/2/2020/03/Non-thesis-Research-Paper-Approval-Form_3.25.20.pdf) to Program Assistant): **Friday, April 25, 2025**
13. Degree Conferral Date**: Thursday, May 1, 2025**
14. Grades due on myUCF: **Friday, May 2, 2025**
15. Commencement: **Thursday, May 1, 2025 – Saturday, May 3, 2025**

**…See Pages 2-4 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 on the committee that will create the exam and 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 in a SPSIA lab space. If you need to take this exam remotely, please reach out to the program assistant.
* 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 responses. 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 already met, you can enroll in 1 credit hour of directed research 6918. Enroll with your committee chairs.
* It is possible to take the Comprehensive Exam, coursework, and complete your non-thesis paper in the same semester, but only if required core courses have been passed.

**Committee:**

* Non-Thesis committees should be formed prior to the Non-Thesis Proposal deadline of the semester you intend to graduate. The Non-Thesis Proposal Approval Form serves as record of your committee.
* Non-Thesis committees can be formed at any point during your academic career since the progress of your non-thesis requirement is not tied to a specific course.
* Both your Chair reader and second reader must be listed as [UCF Graduate Faculty](https://graduate.ucf.edu/graduate-faculty/).

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, and Internships.

* 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.
* Completion of your non-thesis paper requirement does not require enrollment in a specific course but many students choose to enroll in an independent study or directed research course with their Chair reader while working on their non-thesis paper. This course can count towards your required 21 credit hours of electives as long as you have not already taken a combined 6 credit hours of independent study, directed research, internship, or external coursework. If you choose this option, you must follow the deadline associated with RRA submission.
* If you choose to work on your non-thesis paper independently of a specific course you are still required to complete 21 credit hours of elective courses.

**Defenses and Announcements:**

* Defenses must be officially announced at least two weeks prior to the relevant defense date.
* Non-Thesis students must complete a publicly announced 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 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 (MA Program Coordinator) 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
	+ Provide the program assistant with your signed proposal approval form by the posted deadline.
	+ Proposal approval forms can be turned in prior to the semester you intend to complete your non-thesis paper and graduate (See Committees).
* Final Defense & Paper Completion
	+ Once you successfully complete your final public defense and any edits your committee requires, submit the signed non-thesis approval form and a copy of your final paper to the program assistant.

**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 on 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/2025/spring>