POS 3703 - Scope and Methods of Political Science

Section: 0001

College of Sciences

School of Politics, Security, and Intl Affairs

Course Information

Term: Spring 2025
Class Meeting Days: MWF
Class Meeting Time: 09:30AM - 10:20AM
Class Meeting Location: HPH O310
Modality: P
Credit Hours: 3.00

Course Description

POS 3703 COS-POLS 3(3,0) Scope and Methods of Political Science: PR: POS 2041 or C.I. The scope and methodology of political analysis. Extensive examination of the discipline, research design and methodology. Fall, Spring.

Course Materials and Resources

The Elements of Social Scientific Thinking
ISBN: 978-1-13360-767-0
Authors: Hoover, Kenneth and Todd Donovan
Publisher: Thomson/Wadsworth
Publication Date: 2013
Edition: 11th

Notes: This is available on Canvas Reserves.

The Essentials of Political Analysis
ISBN: ISBN 978-1-5063-8961-4
Authors: Pollock, Philip H., III, and Barry C. Edwards
Publisher: CQ Press
Publication Date: 2020
Edition: 6th

A Stata Companion to Political Analysis
ISBN: 978-1-0718-1504-5
Authors: Pollock, Philip H., III, and Barry C. Edwards
Publisher: CQ Press
Publication Date: 2024
Edition: 5th
Notes: Also note that Pollock and Edwards's Companion does not contain the Stata program itself. One must either find that in one of the general access computer labs, find it at https://ucfapps.cloud.com/Citrix/StoreWeb/#/apps/all/static/All/ or purchase some version of Stata. The Companion describes the steps to download the data that are then loaded into Stata separately to complete the required assignments. Stata offers students a discounted rate for temporary periods of use. You may find details about that offer here: https://www.stata.com/order/new/edu/profplus/student-pricing/. I would highly recommend that you invest in this option ($48.00) that will save your enormous amounts of time and frustration.

Basic Calculator
Notes: Students will need a basic calculator that performs the following functions: addition, subtraction, multiplication, division, squaring of variables, square root and natural log. One may be purchased at Walgreens or similar store; students do not need a highly complex instrument. Bring it, along with the other course materials, to class each day as it will be used to work problems assigned in class and on the tests. Such calculators may be used during the in-class exams but cell-phone based calculators will NOT be allowed.

Scantrons (Form No. 209161)

Notes: In addition, students must purchase a pack of Scantrons (Form No. 209161), which are strawberry in color and bear the UCF logo. These will be used during the four course exams administered across the term. No other form is acceptable. If you nevertheless attempt to submit an exam with another form of Scantron, your exam WILL BE REFUSED. You may obtain these free of charge in the Student Government Association office located in the Student Union.

Class Schedule

TENTATIVE COURSE SCHEDULE, TOPICS AND ASSIGNMENTS

H&D = Hoover and Donovan's *The Elements of Social Scientific Thinking* (11th ed. – Canvas Reserves)
Essentials = Pollock and Edwards's *The Essentials of Political Analysis* (6th ed.)
Stata = Pollock and Edwards's *A Stata Companion to Political Analysis* (5th ed.)

Date/Week	Topic	Readings	Assignment
Jan. 6 – Jan. 10	Course requirements Brief Introduction to Stata The Scientific Method Studying Politics Scientifically A Brief History of the Scientific Study of Politics	**Syllabus and Attachments** H&D, Chapts. 1 (Reserves) Essentials, pp. xxi-xxv Stata, pp. xiii-xv, 1-5 Carlson and Hyde, Chapt. 1, "How Do We Know What's True?" (Reserves)	**Self. Intro** (*due Fri.., Jan. 10 by 11:57 pm on Canvas*)
Jan. 13 – Jan. 17	The Research Process (Deduction, Induction and Theory-Building) Concepts and Operational	H&D, Chapts. 2 and 5 (pp. 78-84) Essentials, Chapt. 1	**Assignment 1:** Distinguishing Empirical from Normative Statements (*due*

	Definitions Measurement Validity	Stata, Chapt. 1	*Friday, Jan. 17 by 09:30 am*)
Jan. 20 – Jan. 24	Concepts and Operational Definitions Measurement Validity Reliability of Measures of Political Phenomena	H&D, Chapt. 3 Essentials, Chapt. 2	*No class on Monday, Jan. 20 for the MLK Holiday.*
Jan. 27 – Jan. 31	Types of Data Levels of Measurement (NOIR) Types of Research Designs	Essentials, Chapt. 4 Stata, Chapt. 2	**Assignment 2**: Stata, Chapt. 2, exercises 1- 4 (*due, Mon., Jan. 27 by 09:30 am)*
FRI., JAN. 31	***** TEST I *****		
Feb. 3 – Feb. 7	Explanations and Hypothesis Testing Null and Alternative Hypotheses The Ecological and Individual Fallacies	H&D, Chapt. 4 Stata, Chapt. 2	**Assignment 3**: Stata, Chapt. 2, exercises 5-8 (*due Monday, Feb. 3 by 09:30 am)*
Feb. 10 – Feb. 14	<u>Using and Interpreting Descriptive Statistics</u> Describing Variables Frequency Distributions and Tables Measures of Central Tendency (3Ms) Measures of Dispersion Standardized Scores (*z*-scores)	Essentials, Chapt. 3 Stata, Chapt. 3	**Assignment 4**: Stata, Chapt. 3 (*due Mon., Feb. 10 by 09:30 am)*
Date/Week	**Topic**	**Readings**	**Assignment**
Feb. 17 –	<u>Bivariate Analyses</u>	Re-read,	**Assignment 5**:

Feb. 21	Making Comparisons Cross-Tabulations and their Interpretation Graphical Analysis	Essentials, Chapt. 3 Stata, Chapt. 4	Stata, Chapt. 4 (*due Mon., Feb. 17 by 09:30 am)*
Feb. 24 – Feb. 28	<u>Bivariate Analyses</u> (continued) Making Controlled Comparisons Types of Analytical Relationships Cross-Tabulations with Three Variables Means Comparison Analysis	Essentials, Chapt. 5 Stata, Chapt. 5	**Assignment 6**: Stata, Chapt. 5 (*due Mon., Feb. 24 by 09:30 am)*
Mar. 3 – Mar. 7	<u>Using and Interpreting Inferential Statistics</u> Sample Size and Random Error The Standard Normal Distribution Standard Deviation and Random Error	H&D, Chapt. 5 (pp. 84-92) Essentials, Chapt. 5 (review)	
FRI., Mar. 7	***** TEST II *****		
Mar. 10 – Mar. 14	Inference Using the Standard Normal and t-Distributions Statistical Significance and Hypothesis Testing Comparing Two Sample Means	H&D, Chapt. 5 (pp. 92-115) Essentials, Chapt. 6 Stata, Chapt. 6	**Assignment 7**: Stata, Chapt. 6 (*due Mon., Mar. 10 by 09:30 am)*

	Comparing Two Sample Proportions		
Mar. 17 – Mar. 21	***** SPRING BREAK *****		
Mar. 24 – Mar. 28	Measures of Association and their Use The PRE Approach	Essentials, Chapt. 7 Stata, Chapt. 7	**Assignment 8**: Stata, Chapt. 7 (*due Mon., Mar. 24 by 09:30 am)*
Mar. 31 – Apr. 4	Correlation (*r*), its Uses and Limitations Bivariate Regression R-Squared (R^2)	Essentials, Chapt. 8 Stata, Chapt. 8	**Assignment 9**: Stata, Chapt. 8 (*due Mon., Mar. 31 by 09:30 am*)
Apr. 7 – Apr. 18	Dummy Variables Multivariate Regression Interaction Effects in Multivariate Regression OLS Multicollinearity	Essentials, Chapt. 9 Stata, Chapt. 9	**Assignment 10**: Research Paper (due Friday, Apr. 18 by 09:30 am)
Monday, Apr. 21	Summary and catch up		
Fri., Apr. 25, 07:00 am–8:15 am	***** TEST III (Final Exam) ***** **– NO EXCEPTIONS to this date and time. Do not ask, as I cannot grant them.**		

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	Class Participation	Assignment	10
	Describing Variables - Part II	Assignment	0
	Final Course Average	Assignment	100
	Final Course Letter Grade	Assignment	0
	HELP!	Discussion	0
	Main Discussions	Discussion	0
	Pre-Final Average	Assignment	100
	Reserve Readings	Discussion	0
	Self-Introductions	Discussion	0
	Surveys	Assignment	10
	Unit 3 PowerPoint Slides: Describing Variables and Making Comparisons.ppt	Assignment	0
	Unit 5 PowerPoint Slides: Sampling and Statistical Inference.ppt	Assignment	0
	Unit 6 PowerPoint Slides: Tests of Statistical Significance and Measures of Association.ppt	Assignment	0

Due Date	Assignment Name	Assignment Type	Points
1/8/25	Daily Survey - for 01/06	Quiz	1
1/10/25	Canvas Intro	Assignment	0
1/13/25	Daily Survey - for 01/10	Quiz	1
1/13/25	Daily Survey - for 08/27	Quiz	1
1/15/25	Daily Survey - for 08/30	Quiz	1
1/17/25	Daily Survey - for 09/01	Quiz	1
1/17/25	Distinguishing Empirical from Normative Statements	Assignment	100
1/22/25	Daily Survey - for 09/03	Quiz	1
1/24/25	Daily Survey - for 09/08	Quiz	1
1/27/25	Daily Survey - for 09/10	Quiz	1
1/27/25	Stata - Chapter 2, Part I	Assignment	100
1/29/25	Daily Survey - for 09/13	Quiz	1
1/31/25	Test I	Assignment	100
2/3/25	Daily Survey - for 09/15	Quiz	1

Due Date	Assignment Name	Assignment Type	Points
2/3/25	Stata - Chapter 2, Part II	Assignment	100
2/5/25	Daily Survey - for 09/20	Quiz	1
2/7/25	Daily Survey - for 09/22	Quiz	1
2/10/25	Daily Survey - for 09/24	Quiz	1
2/10/25	SPSS - Chapter 3	Assignment	100
2/12/25	Daily Survey - for 09/27	Quiz	1
2/14/25	Daily Survey - for 09/29	Quiz	1
2/17/25	Daily Survey - for 10/01	Quiz	1
2/17/25	SPSS - Chapter 4	Assignment	100
2/19/25	Daily Survey - for 10/04	Quiz	1
2/21/25	Daily Survey - for 10/06	Quiz	1
2/24/25	Daily Survey - for 10/08	Quiz	1
2/24/25	SPSS - Chapter 5	Assignment	100
2/26/25	Daily Survey - for 10/11	Quiz	1
2/28/25	Daily Survey - for 10/13	Quiz	1

Due Date	Assignment Name	Assignment Type	Points
3/3/25	Daily Survey - for 10/15	Quiz	1
3/5/25	Daily Survey - for 10/18	Quiz	1
3/7/25	Test II	Assignment	100
3/10/25	SPSS - Chapter 6	Assignment	100
3/12/25	Daily Survey - for 10/25	Quiz	1
3/14/25	Daily Survey - for 10/27	Quiz	1
3/17/25	Daily Survey - for 10/29	Quiz	1
3/17/25	SPSS - Chapter 7	Assignment	100
3/19/25	Daily Survey - for 11/01	Quiz	1
3/21/25	Daily Survey - for 11/03	Quiz	1
3/24/25	Daily Survey - for 11/05	Quiz	1
3/24/25	SPSS - Chapter 8	Assignment	100
3/26/25	Daily Survey - for 11/08	Quiz	1
3/28/25	Daily Survey - for 11/10	Quiz	1
3/31/25	Daily Survey - for 11/12	Quiz	1
3/31/25	SPSS - Chapter 9	Assignment	100

Due Date	Assignment Name	Assignment Type	Points
4/2/25	Daily Survey - for 11/15	Quiz	1
4/4/25	Daily Survey - for 11/17	Quiz	1
4/25/25	Test III	Assignment	100

Grading Scale

COURSE POINT ALLOCATION

In calculating final course averages, the *only* rounding will be up from 0.5 below the grade required in the professor's sole professional discretion. I give you opportunities to earn points *all semester long*. Do not expect that I will give you any more points at the end of the term. I interpret this clause very stringently.

COMPONENT	WEIGHT
First Exam	20%
Second Exam	20%
Final Exam	20%
Daily Surveys	10%
Class Participation	10%
Analytical and Stata Assignments	20%

GRADING SCALE (as a Percentage of Total Points)

GRADE	PERCENTAGE
A	100-90
B+	89-87
B	86-80
C+	79-77
C	76-70

D+	69-67
D	66-60
F	59 or less

Those students who have an "A" (as that is defined in this document) immediately prior to the Final Exam are exempt from taking the Final Exam PROVIDED THAT THEY HAVE COMPLETED ALL OTHER ASSIGNMENTS (I.E., YOU MAY NOT HAVE ANY 0s FOR MISSED OR UNSUBMITTED ASSIGNMENTS).

Policies for Course Grade

COURSE POLICIES (aka My Pet Peeves)

There are several points you should note.

No Excuses

First, this class operates under a "No-Excuse" policy. It is incumbent upon students to be individually responsible for the notes given in the unlikely event that class is missed. If you miss class, you NEED NOT inform me about it. If you do inform me of your impending absence, you are NOT thereby immunized from the terms of the syllabus. Because this course is an upper-division class, you will quickly learn that if you intend to pass, you should plan on regularly attending class, keeping up with the lecture, and completing the assignments as they are given. These activities are especially important in this course, *Scope and Methods of Political Science*.

Seating Chart

Second, shortly after the course begins, I send around a seating chart to facilitate learning names and the Socratic Method. I will quickly learn your last names (which is the manner by which I address you). Please decide where you would like to sit within the first few days of class. If you have vision difficulties, please situate yourself accordingly, as I use the visual display extensively.

Accommodations for Physically Challenged Students

Third, if you are physically challenged, every attempt is made to accommodate your learning needs. See me by the end of the first week of class so that we can make appropriate arrangements. This class operates in accordance with the Office of Student Disability Services here at the University and federal guidelines governing the *Americans with Disabilities Act* (1990).

Plagiarism and Cheating: Don't Let it Happen to You!

Fourth, please consult the policy regarding plagiarism and cheating which is attached. Each of you must review the University policy on the penalties for plagiarism. Almost every semester, one or more students appropriates the published work of someone else, and I have had the unfortunate responsibility of failing those students and seeking disciplinary action against them. You are on notice that I have failed students because they decided to risk their academic careers by choosing the easy way out.

Caveat Emptor

Fifth, this is an upper division course with correspondent responsibilities for you. I expect that you will devote for this course alone **at least 15 *hours per week outside*** of class studying, reading, and meeting with other students to discuss and review the course material. **This is a difficult course**. If you are not at least a sophomore and one who has a sincere interest in understanding the scientific study of politics, you should seriously consider withdrawing from the course and taking it once you attain that status. *This is especially the case in Scope and Methods*.

Socratic Method as a Pedagogical Modality

Sixth, class topics are discussed using the Socratic Method. This means that you are expected to answer questions about the text and material that we have covered in class AND TO HAVE THOUGHT ABOUT ITS IMPLICATIONS. You will quickly learn that one of my favorite questions is, "what does that mean?". You are expected to read and prepare for discussions. This course is not a spectator sport – meaning that students to
do well must immerse themselves in it. I assume that the reading for the day will be done for the day that it is assigned. LEARN TO PACE YOURSELF ACCORDINGLY! *This is especially the case in Scope and Methods*.

Respect for Colleagues and Their Comments

Additionally, you are on notice that this course sometimes engages in difficult discussions about our political leaders. Hopefully we will have intelligent discussions regarding the concepts involved in the course. Above all, everyone will have the right to express their informed beliefs freely and openly without fear of reprisal from other students or myself.

Attendance

Seventh, I do not have a mandatory attendance policy. However, I send around attendance sheet at the beginning of each class so I know who has attended class, and so I can gauge your class participation even if you do not speak in class. Persons who are "borderline" in their grades *may* receive the "benefit of the doubt" in the final computation of grades if they have frequently attende class. It is YOUR responsibility to sign the attendance sheet. The sheet is sent around at the beginning of each class. If you are late, you must see me after class to sign it; otherwise, I will not give you the "benefit of the doubt." You are responsible for announcements made in class and changes to the course syllabus and expectations even if you are absent when such announcemer are made. *This is especially the case in Scope and Methods*.

Word Processing Required

Ninth, all assignments (with the exceptions of exams and quizzes done in class and the Stata exercises) must be typewritten or word processed. If you do not know how to use a computer or word processor, it is strongly recommended that you learn to do so. If you are concerned about this, please see me. Numerous tutorials are available on campus to assist you. You should allocate enough time for printer cartridges to run dry and dogs to eat papers and computer disks! You laugh, but trust me: I have heard every excuse in the book! Late assignments will receive reduced grades at the rate of one letter grade per calendar day late or part thereof.

Duplicates of Assignments

Tenth, while I have never lost an assignment, I require that you make copies of all work submitted to me in the unlikely event that something should happen. In the event that I should need a copy of the assignment, and you are not able to provide it, you will not receive credit. Even after I have returned materials to you, please
retain the work until after you have received your grade from the Registrar. This protects you from any possibility that you might receive an erroneous grade.

Technological Tools

Eleventh, I require that everyone learn how to use e-mail and the technological tools associated with the course. They can facilitate your comprehension of the course material. I have found that this encourages students to communicate with me about questions you may have regarding the material discussed in class. You are responsible for any assignments or other information that I distribute on the course's associated web sites or via email. If you already have an e-mail account (either through the University or a commercial server),
please do not sign-up for an additional account, but give me your address. You should check your mail on a regular basis as I post any changes about class assignments to your account and/or to the course-associated web site. If your email address changes during the semester, you MUST NOTIFY ME. This is a course requirement.

Classroom Decorum

1. Because it is disruptive to everyone to have students arrive late and/or leave early, *you must be on time for every class and you are expected to remain in class until the period is completed*, unless there are extraordinary circumstances (*e.g.*, you are about to become ill on the person in front of you) or you have informed me of your *urgent need* to leave before the period ends. "Urgent need" does not include job-related responsibilities or issues. How would you act once you manage to find a job in the "real world"? Would you arrive late or leave early? Submit assignments and reports late? Act in a disruptive manner? Act professionally now and it will be easier to transition later to the professional world.

1. Do not talk (even in a whisper) with any of your neighbors. It disturbs them and it disturbs me. If you are talking, I presume you have a question about the material and I will ask you about it.

1. Do not listen to an any electronic device, read a newspaper or other material not previously assigned for class. If you do so, you will be counted ABSENT FOR THE

DAY. Repeated violation of this rule will result in a grade of WF or F.

1. PLEASE SILENCE YOUR CELL PHONES AND/OR OTHER ELECTRONIC DEVICES. Repeated violation of this rule constitutes “continuous unruly behavior.” (*See* Classroom Decorum Policy No. 5 below).

1. Continuous unruly behavior will result in a grade of WF or F. An example of this is the persistent discourtesy of talking in class while someone else (including the instructor) is doing so. The classroom is not a living room, in which one talks during a television show. If you wish to talk, absent yourself from class with the appropriate diminution of your class grade.

Time-Sensitive Communications and Assignments

In past semesters, some students have had difficulty submitting assignments to me by the due date and time. This difficulty arises, in part, from their reliance on email and other technologies beyond their control. Accordingly, for time-sensitive communications, send me a message through the Canvas Mail tool, contact me on the telephone, or see me in person during office hours. *This is especially the case in Scope and Methods*.

Best Allies

Your best allies in helping you make it through this course unscathed are those sitting around you. They will help you understand the material better, and you will do the same for them. By teaching the material to fellow students, one begins to truly understand the concepts and ideas discussed. The learning process begins with teaching. *This is especially the case in Scope and Methods*.

Syllabus NOT a Contract

Finally, this syllabus is not deemed to be a contract. I reserve the right to change any of the exam times or assignments by providing you with a forty-eight hour notice of such changes. Such changes are announced in class, sent on e-mail and/or posted on the Canvas site. Therefore, you are responsible for any changes that may occur during the course of the session. If you are

late, you should check with your classmates about the missed material. As such, your absence in class is not deemed a sufficient excuse as to why work is incomplete. In the event that the University administration closes school for any reason (*e.g.*, hurricane), any assignments or examinations that were scheduled on the day of the canceled class will be due at the next regularly-scheduled class meeting once the University re-opens.

Course Accessibility

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need access to course content due to course design limitations should contact the professor as soon as possible. Students should also connect with Student Accessibility Services (SAS) (Ferrell Commons 185, sas@ucf.edu, phone 407-823-2371). For students connected with SAS, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential course access and accommodations that might be necessary and reasonable. Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student. Further conversation with SAS, faculty and the student may be warranted to ensure an accessible course experience.

Academic Integrity

Students should familiarize themselves with UCF's Code of Conduct at Student Conduct and Integrity Office. According to Section 1, "Academic Misconduct," students are prohibited from engaging in:

a. Academic misconduct is defined as any submitted work or behavior that obstructs the instructor of record's ability to accurately assess the student's understanding or completion of the course materials or degree requirements (e.g., assignment, quiz, and/or exam). Examples of academic misconduct include but are not limited to: plagiarism, unauthorized assistance to complete an academic exercise; unauthorized communication with others during an examination, course assignment, or project; falsifying or misrepresenting academic work; providing misleading information to create a personal advantage to complete course/degree requirements; or multiple submission(s) of academic work without permission of the instructor of record.

b. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.
c. Commercial Use of Academic Material. Selling of course material to another person and/or uploading course material to a third-party vendor without authorization or without the express written permission of the University and the instructor of record. Course materials include but are not limited to class notes, the instructor of record's slide deck, tests, quizzes, labs, instruction sheets, homework, study guides, and handouts.
d. Soliciting assistance with academic coursework and/or degree requirements. The solicitation of assistance with an assignment, lab, quiz, test, paper, etc., without authorization of the instructor of record or designee is prohibited. This includes but is not limited to asking for answers to a quiz, trading answers, or offering to pay another to complete an assignment. It is considered Academic Misconduct to solicit assistance with academic coursework and/or degree requirements, even if the solicitation did not yield actual assistance (for example, if there was no response to the solicitation).

Responses to Academic Dishonesty, Plagiarism, or Cheating

Students should also familiarize themselves with the procedures for academic misconduct in UCF's student handbook, *The Golden Rule*. UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and respond to academic misconduct when necessary. Penalties for violating rules, policies, and instructions within this course can range from a zero on the exercise to an "F" letter grade in the course. In addition, an Academic Misconduct report could be filed with the Office of Student Conduct and Academic Integrity, which could lead to disciplinary warning, disciplinary probation, or deferred suspension or separation from the University through suspension, dismissal, or expulsion with the addition of a "Z" designation on one's transcript.

Being found in violation of academic conduct standards could result in a student having to disclose such behavior on a graduate school application, being removed from a leadership position within a student organization, the recipient of scholarships, participation in University activities such as study abroad, internships, etc.

Let's avoid all of this by demonstrating values of honesty, trust, and integrity. No grade is worth compromising your integrity and moving your moral compass. Stay true to doing the right thing: take the zero, not a shortcut.

Title IX

Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options at Let's Be Clear and UCF Cares.

For more information on diversity and inclusion, Title IX, accessibility, or UCF's complaint processes contact:

- Title IX – OIE – Office of Institutional Equity & askanadvocate@ucf.edu
- Disability Accommodation – Student Accessibility Services – Student Accessibility Services & sas@ucf.edu
- Access and Community Engagement (including the Ginsberg Center for Inclusion and Community Engagement, Military and Veteran Student Success, and HSI Initiatives)
- UCF Compliance and Ethics Office – Compliance, Ethics, and Risk Office & complianceandethics@ucf.edu
- The Ombuds Office is a safe place to discuss concerns.

Reporting an Incident or Issue

If you believe you have experienced abusive or discriminatory behavior by any faculty or staff member, contact the Office of Institutional Equity online or at 407-823-1336. You can also choose to report using the UCF Integrity Line and can report anonymously or as yourself at 1-855-877-6049 or using the online form. UCF cares about you and takes every report seriously. For more information see the Reporting an Incident or Issue Webpage.

Deployed Active-Duty Military Students

Students who are deployed active duty military and/or National Guard personnel and require accommodation should contact their instructors as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements.

Campus Safety

At UCF Public Safety and Police, safety is the top priority. Emergencies on campus are rare, but if one should arise, it's important to be familiar with some basic safety and security concepts.

- In an emergency, always dial 911.
- Every UCF classroom has an **Emergency Procedure Guide** posted on a wall near the door, which will show you how to respond to a variety of situations. This guide can also be found online here.
- In the event of an active threat, remember **AVOID, DENY, DEFEND**. Choose the best course of action and act immediately. Watch the video here to learn more.
    - **AVOID**. Pay attention to your surroundings and have an exit plan. Get as much distance and as many barriers between you and the threat as quickly as possible.
    - **DENY.** When avoiding is difficult or impossible, deny the threat access to you and your space. Lockdown by creating barriers, turning the lights off and remaining quiet and out of sight. Make sure your cell phone is silenced, but do not turn it off.
    - **DEFEND.** When you are unable to put distance between yourself and the threat, be prepared to protect yourself. Commit to your actions, be aggressive and do not fight fairly. Do whatever it takes to survive.
- For emergencies on campus, UCF will utilize the UCF Alert system. All UCF students, faculty and staff are automatically enrolled to receive these email and text alerts, however, it's a good idea to frequently ensure your contact information is up to date.

Financial Aid Accountability

All instructors/faculty are required to document students' academic activity at the beginning of each course. In order to document that you began this course, please complete this activity by the end of the first week of classes or as soon as possible after adding the course. Failure to do so may result in a delay in the disbursement of your financial aid.