



UNIVERSITY OF CENTRAL FLORIDA

# Graduate Program Handbook - 2022/23

*Theatre MA*

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Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the *Theatre MA Program*

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Last updated: May 2, 2022

## **Letter of Welcome**

Welcome to Theatre UCF and our MA Program. This handbook will provide guidance and reference policies that will be important to your UCF experience. Please read through the handbook and become familiar with the contents. Many of your questions will be answered in this handbook but the faculty is always available to help you navigate your time with us. With two concentrations under the Theatre MA, this handbook provides a general overview for all our MA concentrations—MA in Theatre Studies and MA in Musical Theatre. Each individual MA track might have additional resources specific to their requirements.

# Table of Contents

<b>Letter of Welcome .....</b>	<b>i</b>
<b>Navigating Policy and Resources at the University of Central Florida .....</b>	<b>1</b>
<i>How to Use This Handbook .....</i>	<i>Error! Bookmark not defined.</i>
<i>Who to Contact for Questions.....</i>	<i>2</i>
<i>Onboarding.....</i>	<i>3</i>
<b>Introduction/Overview Section.....</b>	<b>4</b>
<i>Complete Name of Degree.....</i>	<i>4</i>
<i>College .....</i>	<i>4</i>
<i>Department.....</i>	<i>4</i>
<i>Program Type.....</i>	<i>4</i>
<i>Program Website .....</i>	<i>4</i>
<i>Program Overview Narrative .....</i>	<i>4</i>
<i>Program Accreditation/Certification.....</i>	<i>4</i>
<i>Student Learning Outcomes/Competencies.....</i>	<i>5</i>
<i>Student Expectations .....</i>	<i>5</i>
<i>Program Professional Conduct/Ethics Statement.....</i>	<i>5</i>
<i>Advising/Mentoring .....</i>	<i>6</i>
<i>Giving &amp; Receiving Feedback .....</i>	<i>6</i>
<i>Program Costs and Fees.....</i>	<i>6</i>
<i>Organizational Chart.....</i>	<i>7</i>
<i>Program Assessment .....</i>	<i>7</i>
<i>How to Get Involved.....</i>	<i>7</i>
<i>In Our Discipline .....</i>	<i>7</i>
<i>In Our Program/Department .....</i>	<i>7</i>
<b>Curriculum Section .....</b>	<b>8</b>
<i>Admission Requirements.....</i>	<i>8</i>
<i>Degree Requirements.....</i>	<i>8</i>
<i>Practicum .....</i>	<i>11</i>
<i>Independent Study.....</i>	<i>11</i>
<i>Other Program Requirements.....</i>	<i>11</i>
<i>Sample Plan of Study/Course Sequence/Completion Timeline .....</i>	<i>12</i>
<i>Statement of Graduate Research.....</i>	<i>14</i>

<b>Examination Section</b> .....	<b>16</b>
<i>Comprehensive Exam</i>	
<b>Thesis and Dissertation Section</b> .....	<b>17</b>
<i>Master’s Thesis - Overview</i> .....	17
<i>Master’s Thesis – Committees</i> .....	18
<i>Master's Thesis--Enrollment</i> .....	18
<i>Master's Thesis--Request for Thesis Project Approval</i> .....	19
<i>Master's Thesis--Written Document</i> .....	19
<i>Master’s Thesis – Defense</i> .....	20
<b>Program and Institutional Policies</b> .....	<b>22</b>
<i>Absences</i> .....	22
<i>Conduct/Integrity</i> .....	22
<i>Academic Standards</i> .....	23
<i>Accommodations</i> .....	25
<i>Annual Review</i> .....	26
<i>Appeals/Grievances</i> .....	26
<i>Communication</i> .....	26
<i>Continuous Enrollment</i> .....	27
<i>Disability Statement</i> .....	27
<i>Dismissal/Discipline</i> .....	28
<i>Diversity Statement</i> .....	28
<i>Enrollment in Thesis Hours</i> .....	30
<i>Golden Rule</i> .....	30
<i>Harassment</i> .....	30
<i>Plagiarism</i> .....	31
<i>Probation</i> .....	31
<i>Satisfactory Progress</i> .....	31
<i>Time Limits to Degree Completion</i> .....	31
<i>Transfer Credit</i> .....	32
<i>Turnitin/Ithenticate</i> .....	32
<b>Additional Program Details</b> .....	<b>33</b>
<i>Financial Aid Funding</i> .....	33
<i>Graduate Assistantship Details</i> .....	33
<i>Professional Development</i> .....	37
<i>Graduation Requirements</i> .....	38

<i>Job Search and Career Pathways</i> .....	38
<i>Student Associations</i> .....	39
<i>Graduate Student Center</i> .....	39
<i>Graduate Research Forum/Symposium</i> .....	39
<i>Forms</i> .....	39
<i>Useful Links/Resources</i> .....	40
<i>Graduate Faculty</i> .....	40

# **Navigating Policy and Resources at the University of Central Florida**

## **How to Use This Handbook**

This handbook is one of many sources to consult as you become familiar with the policies, procedures, requirements, resources, and norms of graduate education at the University of Central Florida.

# ACADEMIC CATALOGS

These online catalogs can help you quickly locate and save details about our undergraduate and graduate programs. Whether you are a prospective student or already enrolled, you can easily see what the University of Central Florida has to offer!



**Current Undergraduate Offerings**

VISIT CATALOG



**Latest Graduate Programs**

VISIT CATALOG



**Prior Years' Catalogs**

VISIT ARCHIVES



## THE GOLDEN RULE STUDENT HANDBOOK

# STUDENT LIFE

ORLANDO, FL | 73°F

## Student Handbook

### Knight Life at UCF

Don't just go to college — get the most out of it. At UCF, you'll have many ways to get involved inside and outside of the classroom. From application to graduation, you'll be inspired to do amazing things. So whether you prefer academics and research or campus activities and athletics, we'll provide you with the tools and support you need to find your place and foster your purpose.

Discover your next adventure at UCF.

### GRADUATE STUDENT HANDBOOK

#### Understanding Your Graduate Experience

[Student Handbook Intro](#)  
[Financial Matters](#)  
[Role of the College of](#)

## UCF Regulations

## Pathways to Success

Personal and Professional Development Opportunities

[HOME](#) [NOTICE ARCHIVES](#) [SUBSCRIBE TO NOTIFICATIONS](#) [UCF POLICIES](#)

## Chapter 5: Students

## Who to Contact for Questions

Many of your questions about how to meet expectations and thrive as a graduate student will be answered by the various sources of policies, procedures, requirements, resources, and norms listed in this document. Several key positions in this department and on campus are ready to answer your remaining questions. In addition, each graduate program will have at least one department staff person typically called a Graduate Program Director who serves as a point person for program policy and procedures. Graduate Program Directors are well versed in most

elements of graduate education that extend beyond academic instruction in your program and will likely be your first stop for questions related to anything in this handbook.

Michael Wainstein, School Director, [Michael.wainstein@ucf.edu](mailto:Michael.wainstein@ucf.edu)

Julia Listengarten, Graduate Program Director, Artistic Director, MA in Theatre Studies  
[Julia.Listengarten@ucf.edu](mailto:Julia.Listengarten@ucf.edu)

Earl Weaver, Coordinator, MA in Musical Theatre, [Earl.Weaver@ucf.edu](mailto:Earl.Weaver@ucf.edu)

Keith Koons, Associate Director, School of Performing Arts, Advisor for Student Advisory Board, [Keith.koons@ucf.edu](mailto:Keith.koons@ucf.edu)

Carla Gripp, Head of Graduate Programs, College of Arts and Humanities, [Carla.Gripp@ucf.edu](mailto:Carla.Gripp@ucf.edu)

Lauren Becker, Academic Support Coordinator, [Lauren.Becker@ucf.edu](mailto:Lauren.Becker@ucf.edu)

### **Graduate Program Director**

Each graduate program has one faculty member designated to direct its educational vision and structure. Julia Listengarten serves in this capacity.

Names and contact information of your Graduate Program Director and as well as Area Coordinator of your respective graduate track can be found on your program's page in the [Graduate Catalog](#). Simply navigate to the Programs tab in the catalog and then navigate to the program name.

### **Graduate School Services**

For general graduate inquiries and graduate student services from the Graduate School, please review the [College of Graduate Studies](#) website as an additional resource.

## **Onboarding**

Each graduate student will work with their coordinators to become familiarized with specific requirements during the onboarding process. Those processes will be explained through direct communication from your coordinator.



## Introduction/Overview Section

### Complete Name of Degree

MA In Theatre

### College

College of Arts and Humanities

### Department

Theatre UCF

### Program Type

Master of Arts

### Program Website

<https://performingarts.cah.ucf.edu/study/#theatregrad>

### Program Overview Narrative

#### Theatre MA

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. This program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the College of Graduate Studies.

The MA Graduate Program seeks to develop theatre scholars of high quality by providing a select number of graduate students with the training, education, and experiences necessary for the successful pursuit of PhD studies, teacher certifications in specific areas of theatre and careers in the Arts and Entertainment Industry

### Program Accreditation/Certification

All degrees within the theatre graduate program are accredited by the National Association of Schools of Theatre.

## **Student Learning Outcomes/Competencies**

The Theatre MA program is designed in such a way as to develop students' research and practical skills through various means of intellectual and artistic engagement. Through the curriculum and artistic projects, students are challenged to develop their cultural, intellectual and technical skills, analyze complex ideas, synthesize theoretical and practical concepts and venture into cross-disciplinary environments. A wide range of research and practice-based projects encourage students to foster their creativity, address larger cultural and political concerns, develop new methodologies and experiment with cutting-edge technology. By applying traditional and non-traditional approaches to theatre making, students further develop their ability to collaborate within and across disciplines and communicate information and knowledge they acquired in both traditional theatre settings and non-traditional artistic venues such as site-specific performances or devised theatrical events. There has always been a desire among graduate students to explore devised and self-created work and we support those projects, when possible, by providing space and available resources.

## **Student Expectations**

The breadth of competence is manifested through various theoretical and artistic collaborative projects, in which each student develops a set of relationships with students from other graduate tracks by creating a shared vocabulary across different fields of theatre such as performance, dramaturgy, technical direction, lighting design, etc. The department offers a multitude of opportunities to engage graduate theatre students in projects with students from other disciplines. Opportunities include class related collaborative projects and performances produced in collaboration with other departments or partnership organizations.

Students are engaged in a variety of academic and professional activities that train them to become professionals. These activities include class-related projects in career development, practicum and professional internship assignments, as well as professional, partnership-based relationships which result in graduate students working as understudies for professional theatres and fulfilling graduate assistantship responsibilities in various departments such as education, grant writing, development, etc. The graduate programs are rooted in the belief that students should be encouraged to acquire the career development and entrepreneurial techniques necessary to advance themselves according to their area of specialization and their own career objectives.

## **Program Professional Conduct/Ethics Statement**

### **Attendance and Lateness**

It is expected that all graduate students attend all classroom sessions. It is further expected that all students arrive prior to the class start time. Each professor, through their syllabus, will outline their specific lateness and absence policies. We take punctuality very seriously as part of your training to function well in professional spaces after graduation. Turning in work on time, attending classes, arriving on time and being present, staying off devices and respecting the classroom environment is all part of that training.

## **Advising/Mentoring**

Advising and mentoring are two very important elements in a graduate student's career, and it is essential that the graduate student seek appropriate guidance through advising and mentoring as they begin the program.

Your primary advisor is the Graduate Program Director. The Graduate Program Director provides guidance on overall academic requirements, program and university policies and procedures. In addition, the Graduate Area Coordinators can provide guidance and assistance on track specific issues and questions.

Your Area Coordinator serves as an additional advisor and mentor in providing information on your specific track, as well as professional guidance in internship decisions, career development and thesis development.

Your thesis advisor also serves as a mentor providing academic guidance on thesis requirements, implementation, and defense. For further information please see section on Thesis Guidelines.

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 any adviser to keep them informed.

It is the student's responsibility to check their schedule every term to make sure the courses are accurate. If the student believes s/he was enrolled incorrectly by the department, it is the student's responsibility to notify the department immediately.

## **Giving & Receiving Feedback**

The area coordinators will schedule regular sessions throughout your studies that will give you an opportunity to voice any feedback you might have. There is also a Student Advisory Council and each degree track will have a representative on that Council to channel concerns and questions.

Students will receive feedback regularly in their classrooms and in a review with faculty held at the end of every semester.

## **Program Costs and Fees**

All students will be required to pay university fees even if they are in GTA positions. More information about the fees can be found here. They are paid every semester in addition to any tuition the student might be responsible for.

<https://studentaccounts.ucf.edu/tf-graduate/>

## **Organizational Chart – Theatre UCF**

The Director of the School of Performing Arts is responsible for the administration and coordination of curricular and production aspects of the program. The Artistic Director is responsible for artistic oversight of all productions. Final decisions concerning both academics and productions must be approved by the Director of the School of Performing Arts in conjunction with the Dean of the College of Arts and Humanities.

The Coordinator of Undergraduate Studies, the Graduate Program Director, and the Area Coordinators report to the Director of the School and assist in the overall administration of all academic programs.

Students experiencing any problems or difficulties should first express their concerns to their immediate supervisors, advisors, or Area Coordinators before bringing them directly to the attention of the Director of the School of Performing Arts (SPA) and the Artistic Director of Theatre UCF. If your supervisor, advisor, coordinator or Graduate Program Director is unable to assist you, or you are dissatisfied with their consultation, please do not hesitate to make an appointment with the Director.

## **Program Assessment**

The MA program is assessed annually by the Graduate Program Director in coordination with the Area Coordinators. The assessment results are evaluated annually and a new plan is proposed for the next assessment cycle.

## **How to Get Involved**

As a graduate student at UCF, you have a multitude of opportunities to become involved on campus and in your academic discipline. This involvement often enhances your academic, professional, and personal growth through developing advanced leadership, communication, and collaboration skills. It also provides opportunity for professional networking.

## **In Our Discipline**

We have various student opportunities for students to be involved in the governance and activities of the department. Those include serving as a representative on the Student Advisory Council, serving in leadership positions with various student clubs like Project Spotlight, and serving on the Season Selection Committee. More opportunities are announced through our list-serve mailings on a regular basis.

## **In Our Program**

- The Student Advisory Council

1-2 student representatives are chosen from among each cohort to represent that cohort. The council meets every month to discuss ongoing issues with the council faculty advisor, Keith Koons.

# Curriculum Section

## Admission Requirements

For information on general UCF graduate admissions requirements that apply to all prospective students, please visit the [Admissions](#) section of the Graduate Catalog. Applicants must [apply online](#). All requested materials must be submitted by the established deadline.

## Theatre MA

In addition to the general UCF graduate application requirements, applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended
- A 3.0 Theatre GPA in previous study
- The GRE is not required for admission to this program
- 5-10 page academic paper
- Goal Statement
- Three letters of recommendation
- Interview
- Complete the general entrance and area-specific undergraduate prerequisites or their equivalents.
- Applicants applying to this program who have attended a college/university outside the United States must provide a course-by-course credential evaluation with GPA calculation. Credential evaluations are accepted from [World Education Services \(WES\)](#) or [Josef Silny and Associates, Inc.](#) only.

**General Entrance and Area Specific Prerequisites** -Students applying for entrance into the MA Programs must have successfully completed the following undergraduate courses or their equivalent:

**Script Analysis or Play Analysis, Theatre History or Dramatic Literature, Directing I.**

Meeting minimum UCF admission criteria does not guarantee program admission. Final admission is based on the evaluation of the applicant's abilities, past performance, recommendations, match of this program and faculty expertise to the applicant's career/academic goals, and the applicant's potential for completing the degree.

## Degree Requirements

### Core

6 Total Credits

- Complete the following:
  - [THE5910](#) - Research Methods in Theatre (3)

- [THE5945L](#) - Theatre Practicum I (1)
- [THE5946L](#) - Theatre Practicum II (1)
- [THE6947L](#) - Theatre Practicum III (1)

## **Concentration**

15 Total Credits

- Complete 1 of the following

### Theatre Studies Concentration - 15 Credit Hours

- Complete the following:
  - [THE6507](#) - Dramatic Theory and Criticism (3)
  - [THE5205](#) - American Theatre (3)
  - [TPA5405](#) - Theatre Management (3)
  - [THE6086C](#) - Careers in Professional Theatre (3)
  - [THE5307](#) - Contemporary Theatre Practice (3)

### Musical Theatre Concentration - 15 Credit Hours

- Earn at least 15 credits from the following:
  - [THE6308](#) - Script and Score Analysis (3)
  - [TPP6344](#) - Musical Theatre Directing (3)
  - [TPP5754](#) - Musical Theatre Voice I (2)
  - [TPP6755](#) - Musical Theatre Voice II (2)
  - [THE6756](#) - Methods of Teaching Drama (3)
  - [TPP5554C](#) - Musical Theatre Dance I (2)
  - [THE6918](#) - Directed Research (1 - 99)
  - [TPP6933](#) - Acting Studio V (2)

## **Elective Courses**

9 Total Credits

- Complete 1 of the following

### Theatre Studies Concentration - 9 Credit Hours

- Complete all of the following
  - Earn at least 9 credits from the following:
    - [TPA5345C](#) - 2D Computer Assisted Design for Theatre (2)
    - [TPA5346C](#) - 3D Modeling for Theatre (2)
    - [THE5288](#) - Period Costumes, Architecture and Decor I (3)
    - [THE5289](#) - Period Costumes, Architecture and Decor II (3)

- [TPA5885C](#) - Puppetry (2)
- [TPP5248C](#) - Storytelling as a Theatrical Art Form (2)
- [THE6756](#) - Methods of Teaching Drama (3)
- [THE5385](#) - Dramatic Literature for Children (3)
- [TPA5085C](#) - Design Seminar for Theatre (2)
- [TPP6247](#) - Theatre for Social Change (3)
- Other graduate-level courses may be permitted with school approval.

#### Musical Theatre Concentration - 9 Credit Hours

- Complete all of the following
  - Earn at least 9 credits from the following:
    - [THE5237](#) - Cultural Diversity in Theatre (3)
    - [THE5425](#) - Women in Theatre (3)
    - [THE6908](#) - Independent Study (1 - 99)
    - [THE5205](#) - American Theatre (3)
    - [THE5288](#) - Period Costumes, Architecture and Decor I (3)
    - [THE5289](#) - Period Costumes, Architecture and Decor II (3)
    - [THE5307](#) - Contemporary Theatre Practice (3)
    - [THE5385](#) - Dramatic Literature for Children (3)
    - [THE6507](#) - Dramatic Theory and Criticism (3)
    - [TPA5085C](#) - Design Seminar for Theatre (2)
    - [TPA5345C](#) - 2D Computer Assisted Design for Theatre (2)
    - [TPA5346C](#) - 3D Modeling for Theatre (2)
    - [TPA5405](#) - Theatre Management (3)
    - [TPA5885C](#) - Puppetry (2)
    - [TPP5248C](#) - Storytelling as a Theatrical Art Form (2)
    - [TPP6247](#) - Theatre for Social Change (3)
    - [THE6086C](#) - Careers in Professional Theatre (3)
    - [THE5215](#) - Global Theatre (3)
  - Other graduate-level courses may be permitted with school approval.

#### **Thesis**

9 Total Credits

- Earn at least 9 credits from the following:
  - [THE 6971](#) - Thesis (1 - 99)

#### **Examination**

0 Total Credits

- A comprehensive Theatre exam is administered to MA majors at the end of their course work. The department allows two attempts at a comprehensive exam.

## **Transfer and Residency**

0 Total Credits

- Students without an earned master's degree can usually transfer up to 9 semester hours of credit into this program. A minimum of 30 credits must be taken at the University of Central Florida. Students must complete a residency requirement of at least two full-time consecutive semesters. A summer session may be counted toward the two consecutive semester requirement.

## **Independent Learning**

0 Total Credits

- A thesis is required.

**Grand Total Credits: 39**

## **Practicum**

THE 5945L (Theatre Practicum I), THE 5946L (Theatre Practicum II) and THE 6947L (Theatre Practicum III) are the required graduate theatre practicum courses that foster a “practice as research” approach to studying and practicing theatre. Students will engage in an approved practice-based project throughout the semester. These activities may include, but not limited to, directing a scene or a fully produced production, devising a performance, or providing dramaturgy to a production team.

## **Independent Study**

THE 6908 Independent Study is a course of study created outside of the standard-format formal courses offered by the university. Independent Study must have a formally defined core of knowledge to be learned by the student(s). The core of knowledge to be learned by the student(s) must be specified in written form and approved by the student(s), the instructor, and the program director prior to enrollment in Independent Study. Independent study may be taken for a total of no more than six semester hours.

## **Other Program Requirements**

- Fifty percent of the program’s requirements should be at the 6000 level.
- Students must maintain a minimum “B” (3.00) overall Theatre grade point average to continue in the major.
- Theatre courses with grades of less than "C" will not be counted toward degree requirements.
- Continuation in the MA program requires a positive annual evaluation from the graduate faculty.
  - Students meet with graduate faculty at the end of every semester
  - If a student receives “below expectation” at the end of semester review, they will be “on probation” for the following semester.



- Two failed reviews in a row will result in removal from the program
- All graduate students must consult with their Graduate Area Coordinators.
- All MA students must successfully complete a thesis project (thesis proposal must be approved in advance). The thesis is the culminating experience for the MA Program.

## Sample Plan of Study/Course Sequence/Completion Timeline

### Theatre Studies Concentration

#### 1st Year of Graduate Training

Fall	Spring	Summer
<ul style="list-style-type: none"> <li>• Research Methods in Theatre(3)</li> <li>• Theatre Management or Elective (3)</li> <li>• 5000-level Theatre elective (3)</li> <li>• Theatre Practicum I (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Careers Professional Theatre(3)</li> <li>• American Theatre (3)</li> <li>• Contemporary Theatre Practice (3)</li> <li>• Theatre Practicum II (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Optional Semester</li> </ul>
Semester Total: 10 credit hours	Semester Total: 10 credit hours	

#### 2nd Year of Graduate Training

Fall	Spring	Summer
<ul style="list-style-type: none"> <li>• 6000-level Theatre Electives (3)</li> <li>• Dramatic Theory &amp; Criticism (3)</li> <li>• Theatre Practicum III (1)</li> <li>• Thesis (3)</li> </ul>	<ul style="list-style-type: none"> <li>• 6000-level Theatre Electives (3)</li> <li>• Thesis (6)</li> </ul>	<ul style="list-style-type: none"> <li>• Optional Semester</li> </ul>
Semester Total: 10 credit hours	Semester Total: 9 credit hours	

### Musical Theatre Concentration

#### 1st Year of Graduate Training

Fall	Spring	Summer
<ul style="list-style-type: none"> <li>• Theatre Practicum I (1)</li> <li>• Theatre Elective (3)</li> </ul>	<ul style="list-style-type: none"> <li>• Theatre Practicum II (1)</li> <li>• Theatre Elective (3)</li> </ul>	<ul style="list-style-type: none"> <li>• Musical Theatre Voice I (2)</li> <li>• Musical Theatre Directing (3)</li> <li>• Musical Theatre Dance I (2)</li> <li>• Research Methods in Theatre (3)</li> </ul>
Semester Total: 4 credit hours	Semester Total: 4 credit hours	Semester Total: 10 credit hours

#### 2nd Year of Graduate Training

Fall	Spring	Summer
<ul style="list-style-type: none"> <li>• Theatre Practicum III (1)</li> <li>• Theatre Elective (3)</li> <li>• Thesis (3)</li> </ul>	<ul style="list-style-type: none"> <li>• Directed Research (1)</li> <li>• Thesis (6)</li> </ul>	<ul style="list-style-type: none"> <li>• Musical Theatre Voice II (2)</li> <li>• Acting Studio V (2)</li> <li>• Methods of Teaching Drama (3)</li> </ul>

Semester Total: 7 credit hours

Semester Total: 7 credit hours

Semester Total: 7 credit hours

# Statement on Graduate Research

## Ethics in Research

Researchers in every discipline have a responsibility for ethical awareness as the status of the profession rests with each individual researcher. It is important to be honest and ethical in conducting research as well as in taking classes. The ethical collection and use of information includes, but is by no means limited to, the following: confidentiality, accuracy, relevance, self-responsibility, honesty, and awareness of conflict of interest.

The University of Arizona's Code of Research Ethics provides our students with guidelines for responsible practice in research. This code of ethics can be found here:

[facultygovernance.arizona.edu/sites/facgov/files/code-of-ethics-research.pdf](http://facultygovernance.arizona.edu/sites/facgov/files/code-of-ethics-research.pdf) .

## Human Subjects

Human Subjects: Any student who uses human subjects during the course of his/her study (i.e. surveys, interviews, etc.) must gain IRB approval prior to beginning the study. For access to the IRB submission form and sample consent forms, please visit the [Office of Research IRB](#) website. You must include a copy of your human subjects' permission letter as an appendix in your ETD, even if your study received exempt status.

## Academic Behavior Standards

University of Central Florida is committed to a policy of honesty in academic affairs. Examples of conduct for which students may be subject to academic and/or disciplinary penalties including expulsion are:

- Cheating, whereby non-permissible written, visual, or oral assistance including that obtained from another student is utilized on examinations, course assignments, or projects. The unauthorized possession or use of examination or course-related material may also constitute cheating.
- Plagiarism, whereby another's work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own. Any student failing to properly credit ideas or materials taken from another has plagiarized.
- Unauthorized assistance: communication to another through written, visual, or oral means. The presentation of material which has not been studied or learned, but rather was obtained solely through someone else's efforts and used as part of an examination, course assignment or project. The unauthorized possession or use of examination or course related material may also constitute cheating.
- Commercial Use of Academic Material: Selling notes, handouts, etc. without authorization or using them for any commercial purpose without the express written permission of the university and the Instructor is a violation of this rule.

NOTE: A student who has assisted another in any of the aforementioned breach of standards shall be considered equally culpable. In cases of cheating or plagiarism, the instructor may take appropriate academic action ranging from loss of credit for a specific assignment, examination, or project to removal from the course with a grade of "F." Additionally, the instructor may request disciplinary action through the Office of Student Rights and Responsibilities as outlined in The Golden Rule.

## **Research/Creative Activities**

Graduate Students are encouraged to present their research/creative projects at the Annual Graduate Research Forum, hosted by the UCF Graduate Studies and the Graduate Student Association. For more information about UCF Research Week, please visit the [researchweek.ucf.edu/](http://researchweek.ucf.edu/).

Students are encouraged to present at regional and national conferences such as SETC (South Eastern Theatre Conference), ATHE (Association for Theatre in Higher Education), KC/ACTF (Kennedy Center/American College Theatre Festival) and USITT (United States Institute of Theatre Technology).

Students are encouraged to participate in the Graduate Student Association's workshops on thesis and dissertation formatting, library research, and writing essentials. For additional information about Graduate Student Association's events, workshops, and opportunities, please visit: [Graduate Student Association page](#).

### **Graduate Presentation Fellowship**

The Graduate Presentation Fellowship (<https://graduate.ucf.edu/presentation-fellowship/>) provides funding for UCF master's, specialist, and doctoral students to deliver a research paper or comparable creative activity at a professional meeting. Students must be the primary author and presenter.

## **Examination Section**

### **Comprehensive Examination**

A comprehensive departmental theatre exam is administered to MA students at the end of their course work. The department allows two attempts at a comprehensive exam.

The Comprehensive Exam is graded upon the following criteria: clarity and maturity of expression; accuracy of facts; knowledge and understanding; and analytical skills.

# Thesis and Dissertation Section

## Master's Thesis – Overview

The thesis project is the culminating or comprehensive experience of all academic and production work in the course of study in the Department of Theatre at the University of Central Florida.

The University allows up to seven years to complete your degree requirements. Once the coursework and residency are completed, students must enroll in a continuing thesis credit for every semester thereafter until their defense if they wish to keep their student status as “active.” Students who need to interrupt their thesis work for extenuating circumstances must submit a [Leave of Absence Form](#) to the College of Graduate Studies. Submission and approval of the form must be obtained prior to the first day of classes for the term of non-enrollment. It is highly recommended that MFA Acting students finish the performative aspect of their thesis before the fall of their third year and finish writing their thesis before mid-spring semester of their last year.

The College of Graduate Studies [Thesis and Dissertation page](#) contains information on the university's requirements for dissertation formatting, format review, defenses, final submission, and more. A step-by-step completion guide is also available on [Thesis and Dissertation Services Site](#).

All university deadlines are listed in the [Academic Calendar](#). Your program or college may have other earlier deadlines; please check with your program and college staff for additional deadlines.

### **The following requirements must be met by thesis students in their final term:**

- Submit a properly formatted file for initial format review by the format review deadline
- Submit the Thesis Release Option form well before the defense
- Defend by the defense deadline
- Receive format approval (if not granted upon initial review)
- Submit signed approval form by final submission deadline
- Submit final thesis document by final submission deadline

Students must format their dissertation according to the standards outlined in [Thesis and Dissertation Webcourse](#). Formatting questions or issues can be submitted to the Format Help page in the [Thesis and Dissertation Services](#) site. Format reviews and final submission must be completed in the [Thesis and Dissertation Services](#) site. The Dissertation Approval Form is also available in the Thesis and Dissertation Services site.

The College of Graduate Studies offers several thesis and dissertation [Workshops](#) each term. Students are highly encouraged to attend these workshops early in the dissertation process to fully understand the above policies and procedures.

The College of Graduate Studies thesis and dissertation office is best reached by email at [editor@ucf.edu](mailto:editor@ucf.edu).

## **Master's Thesis—Committees**

A student writing a thesis must have a Thesis Advisory Committee consisting of at least three members who are approved members of the Graduate Faculty. This committee will recommend to the Dean of the College regarding the student's program of study, provide continual guidance for the student, and be the principal mechanism for the evaluation of the student's thesis and performance in any general examinations. At least two members of the Thesis Advisory Committee must be Graduate Faculty, one of whom must serve as the chair of the committee. Graduate Faculty Scholars may serve as a member or co-chair of a thesis advisory committee but may not serve as the chair.

These committee members must also be approved members of the Graduate Faculty or Graduate Faculty Scholars. Graduate Faculty members must form the majority of any given committee. Additional information regarding the criteria for serving as a member, co-chair, or chair of a Thesis Advisory Committee is provided in the updated [Graduate Faculty policy](#).

UCF faculty members must form the majority of any given committee. Once the committee's chair has been determined, the student will propose other thesis committee members in consultation and agreement with the committee chair. Committee membership must be approved by the Program Director and submitted to the College of Graduate Studies. All members must be in fields related to the thesis topic. The UCF College of Graduate Studies reserves the right to review appointments to a Thesis Advisory Committee, place a representative on any Thesis Advisory Committee, or appoint a co-chair. A student may request a change in membership of the Thesis Advisory Committee with the approval of the Program Director and re-submission to the College of Graduate Studies.

All committee members vote on acceptance or rejection of the final thesis. The thesis proposal and final thesis must be approved by a majority of the committee.

## **Master's Thesis—Enrollment**

Prior to enrollment into THE 6971 Thesis, your thesis committee must be reviewed and approved by the College of Graduate Studies. For this form, refer to [Thesis Advisory Committee Form](#). Remember to resubmit this form anytime there are changes to the student's committee.

The MA student is required to complete nine credit hours of thesis work prior to or concurrent with the defense of their thesis project. Students are allowed to defend their thesis project when the thesis has been written and satisfies the committee.

After completion of other course requirements, master's level students may be considered full-time if they enroll in at least three credit hours of thesis (THE 6971) hours only. They subsequently must enroll in three thesis hours each semester continuously (including summers)

until the successful completion of minimum program coursework and thesis hours. After which, with the approval of the thesis committee chair or adviser, students may enroll in a minimum of one thesis hour per semester. Students enrolled in thesis hours simultaneously with coursework hours must be enrolled in a combined nine credit hours to be considered full time for the fall and spring semesters, or six credit hours to be enrolled full time in the summer semester.

## **Master's Thesis—Request for Thesis Project Approval**

For approval of their thesis proposal, the student must submit a list of their proposed thesis committee (which the student will choose in consultation and agreement with the committee chair) and a brief thesis abstract to the Graduate Program Director. The thesis abstract should include specific assignment request with brief justification of scope and appropriateness of the thesis project as well as its anticipated outcomes. The thesis abstract and thesis committee should be approved by the SPA Graduate Committee in a semester prior to the student's enrollment in thesis hours. After the thesis abstract and thesis committee are approved by the SPA Graduate Committee, the Department will submit the [Thesis Advisory Committee Form](#) to the College of Graduate Studies.

If the student chooses a thesis project that is linked to a specific production, the student must initiate a thesis proposal process within a two-week period after notification of casting or any other production assignment. Any student who uses human subjects during the course of their study (i.e. surveys, interviews, etc.) must gain IRB approval prior to beginning the study. For access to the IRB submission form and sample consent forms, please visit the Office of Research [IRB website](#). You must include a copy of your human subjects' permission letter as an appendix in your ETD, even if your study received exempt status.

## **Master's Thesis—Written Document**

Once the proposal abstract is approved, the student should begin their work on a written outline, which describes preliminary research and analysis of the topic. The thesis outline should also include a preliminary working bibliography, which presents the resources the student plans to use to guide them in the research process. The student should work with the selected committee chair to tailor a plan for the specific project and discipline. Students are strongly encouraged to keep in touch with their committee as they develop their thesis outline. The thesis outline should be submitted to the thesis committee for approval before beginning any production work. Deadlines for the thesis outline will be extended if necessary.

After the approval of the thesis outline by the thesis committee, the student will work primarily with the committee chair on the body of the document. Once the document is in an appropriate form, the committee chair will let the student distribute a revised draft to each committee member for comments. Allow at least two weeks for each committee member to respond. The student will then proceed to write the final draft of the document. The final



document is to be completed and submitted to the entire committee two weeks prior to the scheduled defense. The final document must be formatted in accordance with the latest version of the MLA Handbook and the University of Central Florida Format requirements, which are available from the College of Graduate Studies at [graduate.ucf.edu/ETD\\_Student\\_Services/](http://graduate.ucf.edu/ETD_Student_Services/). The university requires all students submitting a thesis as part of their graduate degree requirements to first submit their electronic document through [iThenticate.com](http://iThenticate.com) for advisement purposes and for review of originality. The thesis chair is responsible for scheduling this submission to iThenticate.com and for reviewing the results with the student's advisory committee (typically during the student's final semester). Please see the [Thesis and Dissertation page](#) for comprehensive information about originality and using [iThenticate.com](http://iThenticate.com).

## Master’s Thesis—Defense

The thesis project defense, which is an oral defense of the entire thesis project, must be approved by a majority vote of the thesis committee. Defend your thesis or dissertation by the deadline.

The thesis project defense will be evaluated upon the following criteria:

1. The student shows a recognition of the nature and extent of the information needed.
2. The student utilizes appropriate search techniques to locate relevant information.
3. The information is used effectively in support of the assignment.
4. The document is formatted in an appropriate manner.
5. Information and its sources are appropriately documented (including quotations and footnotes).
6. Bibliographic sources are appropriately documented.
7. The content of the document establishes the main purpose of the assignment.
8. The content of the document shows good command of the topic, including awareness of the background of the topic, familiarity with pertinent literature, etc.
9. The content of the document achieves its main purpose.
10. The prose is effective and clear, based on spelling, grammar, and similar writing skills

The Thesis Approval Form from the Thesis and Dissertation Services Site must be signed by the committee. Further approval is required from the Program Director, Director of the School of the

Performing Arts, Dean or Dean designee and the College of Graduate Studies before final acceptance of the Thesis in fulfilling degree requirements.

See the [Thesis and Dissertation](#) page for further details on completing your thesis requirements.

# Program and Institutional Policies

## Absences

It is expected that all MA students attend all classroom sessions and rehearsals when they are cast in shows. It is further expected that all students arrive prior to the class or rehearsal start time. Especially in productions, MA students set the bar for the undergraduate students and therefore professional rehearsal behavior is expected.

Each professor, through their syllabus, will outline their specific lateness and absence policies.

Students who anticipate that they may not be able to enroll continuously due to external circumstances should apply for [Special Leave of Absence](#). Specifically, students who are taking courses should apply for a Special Leave of Absence when they cannot enroll in more than two consecutive semesters. Students who are in thesis/dissertation hours should apply for a Special Leave of Absence when they cannot enroll in every semester (including summer).

To qualify for a Special Leave of Absence, the student must demonstrate good cause (e.g., illness, family issues, financial difficulties, personal circumstances, recent maternity/paternity, employment issues). The specific reason for the Leave of Absence request must be indicated by the student on the [Leave of Absence Form](#). Due to current U.S. government regulations, international students must be enrolled every fall and spring semester. For students in this category, a Special Leave of Absence is only available for documented medical reasons.

## Conduct/Integrity

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity. Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

The University of Central Florida is a community brought together by the tenets of the UCF Creed: Integrity, Scholarship, Community, Creativity, and Excellence. These are the values that guide our conduct, performance, and decisions. Please review the [Golden Rule](#) that students are expected to adhere to while at UCF. [The Golden Rule](#) is a University handbook specifically created to provide the answers to questions regarding university rules and regulations. It attempts to define a student's rights and responsibilities as a member of the university community and to give them a better understanding of their role as a student at UCF.

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.

## **Academic Standards**

A graduate status GPA will be calculated based on the graduate courses taken at UCF since admission into the program. The graduate status GPA is used to monitor the student's progress in the program. The university requires that students must maintain a graduate status GPA of at least 3.0 or higher in order to maintain regular graduate student status, receive financial assistance, and qualify for graduation. This GPA requirement cannot be waived.

In order to earn a graduate degree or graduate certificate at the University of Central Florida, students must have a minimum 3.0 Graduate Status GPA. To ensure that graduate students adhere to this requirement, the College of Graduate Studies conducts GPA audits at the end of each semester. Any student not achieving this mark will be placed on Academic Probationary Status. This is a formal designation. Students may also be placed on Academic Probation or Dismissed for S/U graded courses, but the College of Graduate Studies will not conduct audits of S/U grades. See Maximum Hours of Unsatisfactory Grades for these performance requirements and Review of Academic Performance and Student Conduct for other grounds for probation or dismissal.

When Graduate Status GPA falls below a 3.0, the following occurs:

1. Impacted students will receive notice from the College of Graduate Studies.
2. The probationary status will be imprinted on the student's advising transcript and will remain for each successive semester while on probation. This information remains as a permanent record on the transcript.
3. Students will have a maximum of 18 graduate credit hours of graded A-F course work from their Graduate Plan of Study to increase their Graduate Status GPA to 3.0 or higher.
4. Students who have fewer than 18 credit hours of course work left in their Graduate Plan of Study will only have the number of remaining credit hours toward degree completion to attain the 3.0 Graduate Status GPA.
5. Students who cannot mathematically attain a 3.0 Graduate Status GPA, either through the 18 credit hours of course work or through the remaining credit hours to degree completion, will be formally dismissed without the probationary period. Exceptions can be made for students who start their final semester of coursework with a 3.0 (or higher) Graduate Status GPA, but fall below a 3.0 when grades post at the end of the final semester of coursework. In this case, the student will be put on probation and may enroll in up to 6 credit hours of electives from their graduate program's approved list of electives. If the student cannot remedy the GPA in the 6 hours, the student will be dismissed.
6. At the end of each semester, the College of Graduate Studies will continue to monitor each student on probation. If further audits reveal that it is mathematically impossible to attain the 3.0, students on probation will be dismissed from the program.

7. Once the 3.0 Graduate Status GPA is met, the student will automatically be removed from Academic Probationary Status and be notified by appropriate communication from the College of Graduate Studies.
8. Students who are placed on probation with Incomplete (I) grades on their record or who earn I grades while on probation are expected to complete their work to satisfy the course requirements as soon as is possible. Once the grade has changed to an A-F letter grade, Graduate Status GPA will be recalculated retroactively to the semester in which the I grade was earned. This updated Graduate Status GPA may cause a student to be dismissed (if it is no longer mathematically possible to earn a 3.0 in the probationary period) or removed from probation (if the 3.0 is now achieved).
9. Incomplete grades can also cause a student who was not on probation to be placed on probation retroactively to the semester of the I grade (when the updated Graduate Status GPA is now lower than a 3.0). All grades following that semester will now be part of the probationary period.
10. International students placed on Academic Probationary Status will be sent to UCF Global for advisement regarding the immigration status implications of this action.
11. Students enrolled in multiple graduate programs may be placed on probation for all graduate programs, depending on their initial admit term to each program. When a student's initial admit term is the same for multiple programs, then the student who falls below a 3.0 will be placed on probation for all programs. If the student's initial admit term is different for each graduate program, the probation is determined for each program, based on the Graduate Status GPA since the initial admit term for each program. In this case, the student may be placed on probation for one or more programs, depending on that calculation. The College of Graduate Studies will inform students about their standing in each program.

Students placed on probation are required to meet with their graduate program director to create a **Probation Plan**. This plan will state the maximum number of hours that the student can remain on probation (if there are fewer than 18 hours left of graded courses in the student's Graduate Plan of Study) and may include specific direction on courses to be taken and the timing of those courses. In addition, the plan may include other conditions as necessary for the continued enrollment of the student in the program such as retaking courses, taking remedial course work in specified areas, or completing special projects to better prepare the student for success in the program. Failure to meet any of the conditions of the Probation Plan may result in dismissal without any further appeal. The plans are signed by the student and the graduate program director and submitted to the College of Graduate Studies for review and approval. The primary responsibility for monitoring the progress of the student in meeting the terms of the Probation Plan rests with the degree or certificate program, although the appropriate academic college and the College of Graduate Studies may also monitor the plans for compliance.

After dismissal for low GPA, the student may re-apply to the graduate program from which he/she was dismissed after one year of non-enrollment in that program. The student must submit a completely new application (application fee, letters of reference if applicable, AND a statement describing why the student thinks he/she is more capable now to successfully complete the program). If the program admits the student, the student will continue to have the original

dismissal denoted on the transcript and will continue with the same graduate status GPA that the student held prior to dismissal. Also, the student is admitted on restricted status. The restriction is that the student must bring their cumulative Graduate Status GPA up to at least a 3.0 in the next 9 hours of enrollment. Graduate programs may not readmit students in cases where it is not mathematically possible to achieve a 3.0 Graduate Status GPA in the next 9 hours of enrollment.

A student may apply a maximum total of six semester credit hours of "C" grades, or the "C" grade credits associated with at most two classes, whichever is greater, to satisfy degree program requirements.

Exceeding six semester credit hours of unsatisfactory grades is grounds for dismissal for all degree-seeking and nondegree students. A course in which a student has received an unsatisfactory grade may be repeated, however, both grades will be used in computing the GPA. There is no forgiveness policy for any course taken while in graduate status.

A grade of "I" (incomplete) is assigned by the instructor when a student is unable to complete a course due to extenuating circumstances, and when all requirements can clearly be completed in a short period of time following the close of regular classes. In all circumstances where the "I" grade is received, the student and faculty member must complete an agreement form that specifies how and when the incomplete grade will be made up. This agreement form is submitted with the instructor grade rolls at the end of the semester, and a copy of this agreement is given to the Graduate College for further follow-up. For those students on financial assistance such as loans, the incomplete "I" must be made up by the agreement date. Failure to complete course requirements by that date may, at the discretion of the instructor, result in the assignment of an "F" grade, or a "U" grade for thesis, dissertation, or research report hours. It is the student's responsibility to arrange with the instructor for the changing of the "I" grade.

Grades of "I" must be resolved within one calendar year or prior to graduation, whichever comes first. Incompletes in regular course work left unresolved will be changed to "F" if not changed in the allowed time period, and this time period may be sooner for those receiving financial assistance. The exception to this in enrollment in the thesis (THE 6971) hours where the incomplete grade will be allowed to continue until graduation. UCF fellowship students cannot receive fellowship funds while holding incomplete grades and have thirty days from the issuance of the Incomplete to remedy it in order to continue to receive fellowship funds.

## **Accommodations**

UCF admits a diverse graduate student population. Some of those students may need an (or a variety) of accommodations to help them be successful in the program. Students in the program will be provided information related to how the program approaches accommodations for its students. This link to Student Accessibility Services can also be included in your statement here: <https://sas.sdes.ucf.edu/accommodations/>

## Annual Review

Continuation in the MA program requires a positive annual evaluation from the graduate faculty.

- Students meet with graduate faculty at the end of every semester
- If a student receives “below expectation” at the end of semester review, they will be “on probation” for the following semester.
- Two failed reviews in a row will result in removal from the program

## Appeals/Grievances

There will be instances where students will not agree with an assessment related to their development or progress in a program. In these instances, it is essential that students understand the proper course of action to come to a resolution. Programs should provide their students with the step-by-step details of how to handle this at both the program level as well as the institutional level should it arise. Programs can reference the [Academic Grievance](#) section under General Graduate Policies in the graduate catalog.

## Communication

The pathway for communication is as follows:

For classroom issues: first speak to the instructor, and if you feel the instructor cannot address or is the problem, speak to your advisor/area coordinator or program director. The next step is to speak with Keith Koons, Associate Director, who deals directly with student issues, grievances and concerns. The final step within the school is to speak to the School Director. Students can choose either email or in-person communications. It is important to review all emails to ensure accurate recording of discussions.

### **Student Responsibility for University Communication**

UCF uses email as the official means of notifying students of important university business and academic information concerning registration, deadlines, financial assistance, scholarships, student accounts (including tuition and fees), academic progress and problems, and many other critical items for satisfactory completion of a UCF degree program. The university sends all business-related and academic messages to a student's Knights Email address to ensure that there is one repository for that information. Every student must register for and maintain a Knights Email account at <https://extranet.cst.ucf.edu/kmailselfsvc> and check it regularly to avoid missing important and critical information from the university. Any difficulty with establishing an account or with accessing an established account must be resolved through the [UCF Computer Services Service Desk](#) so that a student receives all important messages.

Additionally, each student must have an up-to-date emergency e-mail address and cell phone number by which to be reached in case of a crisis on campus. This emergency contact information will be used only for emergency purposes. Also, both permanent and local mailing addresses must be on the record, so that any physical documents that must be mailed can be delivered.

It is critical that students maintain and regularly check their Knights Email account for official announcements and notifications. Communications sent to the Knights Email address on record will be deemed adequate notice for all university communication, include issues related to academics, finances, registration, parking, and all other matters. The University does not accept responsibility if official communication fails to reach a student who has not registered for, or maintained and checked on a regular basis, their Knights Email account. Please ensure that this information is current and that any changes in contact information are made online through the myUCF portal at <https://my.ucf.edu/>.

## Continuous Enrollment

Students must be enrolled for at least one semester of every three consecutive semesters in order to maintain active student status. Students who do not meet this enrollment requirement breach continuous enrollment and will be removed from active student status. These students must reapply for admission. Readmission is not guaranteed.

Students with extenuating circumstances that will compel them to be unenrolled for three consecutive semesters or more may complete a Leave of Absence Form to petition to remain in active student status. This form must be submitted no later than the end of the add/drop period of the third semester of non-enrollment. See the Special Leave of Absence section for details.

1. Because of current U.S. government regulations, international students must be enrolled every fall and spring semester. For students in this category, a Leave of Absence is only available for documented medical reasons.
2. A student who is discontinued for breach of continuous enrollment will lose the option of fulfilling the degree requirements originally listed in his/her official program of study already on file and will instead be subject to the degree requirements listed in the graduate catalog in effect at the time the student is readmitted to the program.

For further information, please reference the institutional policy from the graduate catalog on [Continuous Enrollment](#) and [Continuous Enrollment and Active Students](#).

## Disability Statement

### ACCESS matters

**Purpose:** We envision UCF to be a fully accessible campus and inclusive environment for people with disabilities. We do this by:

- Acknowledging disability as an aspect of human diversity;
- Cultivating awareness of the environment's disabling barriers;
- Collaborating on and proactively facilitating accessible environments and experiences;
- Educating faculty and staff to create and maintain access in their spheres of influence;
- Shifting to an inclusive-minded attitude;
- Supplementing with reasonable accommodations as a last resort measure to ensure access.



## Dismissal/Discipline

It is a reality that some students will not be able to remain in good academic standing or will not be able to meet the standards of internships or practicum experiences. Some students may also not be able to meet program level professional/behavior standards. This could result in the necessary avenue to either formally discipline students or dismiss students from the program.

## Diversity Statement

### UCF Diversity Statement

One way to promote a safe and caring classroom community is to encourage each student's unique voice, perspective, and presence. The following diversity statement gives professors language for explaining how students' contributions will be valued:

The University of Central Florida considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.

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 <https://letsbeclear.ucf.edu> and <http://cares.sdes.ucf.edu/>.

If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact [Student Accessibility Services](#).

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

- Title IX – OIE <http://oie.ucf.edu/> & [askanadvocate@ucf.edu](mailto:askanadvocate@ucf.edu)
- Disability Accommodation – Student Accessibility Services – <http://sas.sdes.ucf.edu/> & [sas@ucf.edu](mailto:sas@ucf.edu)
- Diversity and Inclusion Training and Events – [www.diversity.ucf.edu](http://www.diversity.ucf.edu)
- Student Bias Grievances – Just Knights response team – <http://jkrt.sdes.ucf.edu/>
- UCF Compliance and Ethics Office – <http://compliance.ucf.edu/> & [complianceandethics@ucf.edu](mailto:complianceandethics@ucf.edu)

- Ombuds Office – <http://www.ombuds.ucf.edu>

## **UCF School of Performing Arts Diversity and Inclusion Statement**

The University of Central Florida School of Performing Arts considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. Dimensions of diversity can include but are not limited to sex, race, age, size, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.

Members of the UCF School of Performing Arts are committed to actively listening to perspectives that are different than their own, and actively affirming and including different perspectives in the creative process, including but not limited to sex, race, age, size, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. We aim to demonstrate our commitment to diversity through selection of content to be performed, course content, recruitment, leadership, faculty makeup, and a constantly evolving conversation with students, faculty, patrons, and the UCF community.

We, as members of the School of Performing Arts,

1. Will not tolerate racism, homophobia, transphobia, xenophobia, religious intolerance, ageism, or hate speech in any form.  
-“Racism is a marriage of racist policies and racist ideas that produces and normalizes racial inequities.”
2. Affirm that students, faculty and staff will be heard, acknowledged, supported, and safe from any retribution for expressing their needs and opinions.
3. Will reflect equity and diversity in the curriculum, theatre season selection, concert selections, marketing, leadership and casting.
4. Will strive to ensure that artistic and creative teams pursue inclusion on those teams of the people whose stories they are telling, so that the stories of diverse ethnic and social backgrounds are told responsibly. All teams should reflect the diversity of the student body whenever possible.
5. We will take an interdisciplinary approach to equity and diversity, both at UCF and in our Orlando community.
6. Support all members of the School of Performing Arts community to include their personal pronouns in their email signatures.
7. Will establish and clearly display Conflict Resolution Paths to assist students, faculty, and staff in seeking help for problems in the classroom, rehearsal hall, or otherwise. Members of the Conflict Resolution Path will be trained.

If you need to report an issue at the university, please use the [UCF IntegrityLine](#).

## **Enrollment in Thesis Hours**

The MA student is required to complete nine credit hours of thesis work prior to or concurrent with the defense of their thesis project. After the successful completion of minimum program coursework and thesis hours, and with the approval of the thesis committee chair, students may enroll in a minimum of one thesis hour per semester until the successful defense of their thesis project. Students are allowed to defend their thesis project when the thesis has been written and satisfies the committee. For more information see the Thesis Section in this Handbook and Thesis and Dissertation Information at <https://graduate.ucf.edu/thesis-and-dissertation/>

## **Golden Rule**

The Golden Rule is the university's policy regarding non-academic discipline of students and limited academic grievance procedures for graduate (grade appeals in individual courses, not including thesis and dissertation courses) and undergraduate students. Information concerning The Golden Rule can be found at [www.goldenrule.sdes.ucf.edu/](http://www.goldenrule.sdes.ucf.edu/). Section 11, Student Academic Behavior, addresses appeals of graduate program actions or decisions.

## **Harassment**

The University of Central Florida values diversity in the campus community. Accordingly, discrimination on the basis of race, sex, national origin, religion, age, disability, marital status, parental status, veterans status, sexual orientation, or genetic information is prohibited. Sexual harassment, a form of sex discrimination, is defined as unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature including any of these three situations.

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or enrollment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or enrollment, or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment is strictly prohibited. Occurrences will be dealt with in accordance with the guidelines above and university rules. Employees, students, or applicants for employment or admission may obtain further information on this policy, including grievance procedures, from the OIE Coordinator. The Director of the Office of Institutional Equity Programs is the campus Equity Coordinator responsible for concerns in all areas of discrimination. The office is located on the main campus, in Barbara Ying CMMS Building 81, Suite 101. The phone number is (407) 823-1336. Policies and guidelines are available online at <http://www.eeo.ucf.edu>.

## Plagiarism

Understanding plagiarism is essential to the academic integrity of both programs and the institution. Programs can use this section to describe their philosophy and approach to plagiarism. Description of the consequences of plagiarism can also be included. Students can be directed to the College of Graduate Studies website on this topic:

<https://graduate.ucf.edu/plagiarism/>

Reference to the College of Graduate Studies webcourse: “Pressures to Plagiarize – Current Grad Students” can be provided in this field. This is offered through the Pathways to Success program.]

## Probation

**See the section on Academic Standards.** Students can also reference the [Academic Progress and Performance](#) section from the Graduate Catalog.

## Satisfactory Progress

GPA: Students must maintain a GPA of 3.0 or higher to remain in their program. If the GPA slips below 3.0 the student will be placed on academic probation and be given one semester to raise their GPA above 3.0. If the GPA remains below 3.0 for two semesters in a row, the student could be dismissed from the program.

Continuation in the MA program requires a positive annual evaluation from the graduate faculty.

1. Students meet with graduate faculty at the end of every semester
2. If a student receives “below expectation” at the end of semester review, they will be placed “on probation” for the following semester.
3. Two failed reviews in a row will result in removal from the program

## Time Limits to Degree Completion

The student has seven years from the date of admission to the master's program to complete the degree. Students may transfer in coursework according to the Transfer of Credit policy, however, courses older than seven years at the time of admission will not be transferred into the student's Program of Study.

Students who anticipate being out for an extended period of three consecutive semesters or longer should apply for a [Special Leave of Absence](#) no later than the end of the add/drop period of the third semester of absence. Students who do not maintain continuous enrollment without a Special Leave of Absence (see [Continuous](#)

[Attendance](#) and [Special Leave of Absence](#) in the General Graduate Policies) must file for readmission to the university, although seven years is measured from when the student was first admitted to the program.

## **Transfer Credit**

There are a variety of students who come to UCF graduate programs with previous academic courses that they would like transferred in. There are also current UCF students who might be switching programs where transfer courses might be applicable. For information regarding transfer credit, please review the Transfer of Credit Policy in the graduate catalog: [Transfer Credit](#)

## **Turnitin/iThenticate**

The university as well as our graduate programs are very conscious about academic integrity and the authenticity of thesis and dissertation documents. As such, before publication and the passing of a thesis or dissertation documents as it relates to the completion of a degree, each document must go through either a Turnitin or iThenticate review. Description of this process is provided in this section. Relevant details related to the consequences of plagiarism can be described.

### **Review for Original Work**

The university requires all students submitting a dissertation as part of their graduate degree requirements to first have their electronic documents submitted through iThenticate for advisement purposes and for review of originality. The dissertation chair is responsible for scheduling this submission to iThenticate and for reviewing the results from iThenticate with the student's advisory committee. The advisory committee uses the results appropriately to assist the student in the preparation of their dissertation.

Before the student may be approved for final submission to the university, the dissertation chair must indicate completion of the Review for Original Work through iThenticate by signing the [Dissertation Approval Form](#).

]

## Additional Program Details

### Financial Aid Funding

For information on scholarships available to students in the Theatre program at UCF, visit the [Scholarships](#) webpage on the [Theatre Department website](#).

### International Students

Several types of employment are available to international students, including on-campus employment. For more information about the types of employment available to international students, and the requirements and restrictions based in visa-type, please see the International Services Center's website: [global.ucf.edu/](http://global.ucf.edu/) > Current Students > Employment.

### Graduate Assistantship Details

Graduate assistants receive a stipend for the duties that they perform, and UCF provides tuition remission and health insurance coverage for all qualifying assistantship appointments.

For complete information about university assistantship and tuition waivers, please see the UCF Graduate Catalogue: [graduatecatalog.ucf.edu](http://graduatecatalog.ucf.edu) > Financial Information.

To be employed and to maintain employment in a graduate position, the student must be:

- In good academic standing
- Enrolled full time

To be awarded and continue receipt of a tuition waiver, the student must be:

- In good academic standing
- Enrolled full time

All graduate assistantship appointments require full-time enrollment in a graduate program.

Students who have graduate teaching assignments are required to complete UCF GTA training before beginning their assistantships. International students who have graduate teaching associate or assistant positions will need to pass the Versant English Test administered by the UCF English Language Institute before beginning their assistantships.

### Assistantships

An assistantship is our usual method of supporting graduate students and is classified as either Graduate Teaching Assistantships (GTA), Graduate Research Assistantships (GRA), or Graduate Assistantships (GA). Details about your assistantship level of support are provided in the Graduate Financial Support Proposal letter, and your assistantship payments will be bi-weekly, starting near the end of September.

Assistantships are intended to supplement the student's academic program of study in order to give the student professional experiences that will enhance the student's development and prepare them for post-graduation employment. While these activities provide the opportunity for students to be graduate assistants, their overriding purpose is to help develop the skills, abilities, and professionalism of the student.

The standard assignment for graduate assistants is a full-time appointment (0.5 FTE assignment approximately equivalent to 20 hours per week).

Assistantships are usually renewable contingent upon satisfactory performance of assigned duties, the availability of funds, and continued academic progress towards your degree including the maintenance of a graduate GPA of 3.0. Your responsibilities will be assigned by your Graduate Program Director.

- A **GTA** enables you to assist in teaching within your profession and requires you to complete a GTA training offered in the first weeks of each semester prior to beginning the assistantship. International students may also be required to take a Versant test to ascertain your proficiency with spoken English.
- A **GRA** enables you to gain valuable experience working as a researcher within your profession.
- A **GA** enables you to work outside of your program area, although your duties may be closely related to your profession.

### **UCF Fellowships**

The University of Central Florida offers a variety of fellowships with each having unique eligibility requirements. Many are directed toward students pursuing specific degrees in specific professions, while others are broader in their eligibility requirements. In all cases, the fellowships are competitive and most require nomination by your program. University-wide fellowships do carry an obligation to fill service responsibilities and are provided solely to allow you to focus on your studies without undue financial or outside work distractions. However, some college or departmental fellowship may have other requirements. Work outside of the university is discouraged when receiving a fellowship. Your fellowship may also be supplemented by a UCF assistantship. Payment of your fellowship will usually occur through the Office of Financial Aid by a direct deposit or a check once per semester. Continued funding of your fellowship is contingent upon your continued academic progress towards your degree including the maintenance of a graduate GPA of 3.0.

### **Tuition Remission**

The term “tuition remission” refers to all ways that the university pays tuition costs for students receiving assistantships or fellowships.

The level of tuition remission will be commensurate with the level of the student’s assistantship appointment:

- A half-time appointment (10 hours per week) receives remission of one-half of the resident (in-state) tuition

- A full-time appointment (20 hours per week) receives full resident (in-state) tuition remission

Tuition remission requires full-time enrollment in required coursework taken as part of your degree program.

Tuition remission covers the resident (in-state) tuition fee, but not the local university fees (student activity fee, athletic fee, transportation fee, etc.). See [UCF Tuition and Fees](#) for details about these charges.

### **GTA Teaching Assignments**

All GTA's will sign a GTA contract for the following semester that will stipulate the classes they are assigned. Students will be expected to prepare for those classes and be ready to teach them on the first day of classes. They will be responsible for creating syllabi and posting those syllabi prior to the first day of classes. They will be assigned a mentor (s) who they will assist to become familiar with teaching and the associated tasks involved.

### **GTA Training Requirements**

In order to be appointed as a GTA (graduate teaching associate, assistant, or grader), students must have completed the UCF GTA Training requirement by the semester deadline. There are no exceptions to the GTA Training requirement.

In addition to completing the required trainings, all student employees must complete **UCF's Kognito training** for faculty and staff that addresses mental health and suicide prevention. Registration information for Kognito is available at <https://hr.ucf.edu/files/Kognito-Course-Completion-Guide.pdf>.

Completion of the [Preparing Tomorrow's Faculty program](#) satisfies the requirement for GTA Grader, Assistant, and Associate Trainings. The Preparing Tomorrow's Faculty course will only meet the GTA Training requirement if completed in a prior semester. It is not sufficient to attend the Certificate course concurrently with your first teaching experience if you have not taken the GTA Grader, Assistant, and Associate Trainings.

### **Semester Deadlines**

- **Summer 2022** – Friday, May 13
- **Fall 2022** – Friday, August 19
- **Spring 2023** – Friday, January 6

GTA Associates must complete online Grader, Assistant, and Part I Associate Training and also attend an Associate face-to-face workshop (see below).

There is no exception to the GTA Training requirement. Students who complete this requirement by the stated deadline may be hired as GTAs. Students who do not complete the GTA Training requirement as described above may not be hired as GTAs for the current semester. In particular, the late hiring of GTAs, international considerations, and the existence of departmental training



programs do not obviate or mitigate the GTA Training requirement

### **GTA Associate Training**

The GTA Associate Training is mandatory before any graduate student will be permitted to teach independently and have full responsibility for all pedagogical aspects of the assigned course(s). **To qualify as a GTA Associate, students must complete the GTA Grader and Assistant online modules, as well as the GTA Associate online module in UCF Webcourses and attend a face-to-face workshop presented by the Faculty Center for Teaching and Learning.** The Faculty Center for Teaching and Learning (FCTL) typically hosts the face-to-face workshop prior to the start of the Fall, Spring, and Summer terms.

To serve as a GTA Associate, students must have completed a master's degree in the teaching discipline or have completed 18 graduate semester hours in the teaching discipline prior to the start of the term of the assistantship.

Please register for the GTA Training to complete all required training for your assistantship prior to the start of the term. To register for the GTA Training (Grader, Assistant, and Associate Part I online modules), visit <https://webcourses.ucf.edu/enroll/RNANYW>. New GTA Associates must also complete the GTA Associate online Zoom meeting (face-to-face GTA training). Registration for this portion of the GTA Associate training is available at [https://ucf.qualtrics.com/jfe/form/SV\\_bNFRaP6Ln4CTpm6](https://ucf.qualtrics.com/jfe/form/SV_bNFRaP6Ln4CTpm6). More details are below.

### **English-speaking Ability for Graduate Teaching Associates and Assistants**

Students who plan to serve as graduate teaching associates or assistants (GTAs) and for whom English is a second language are required to pass the Versant English test. The Versant English test evaluates an individual's English-speaking skills. This requirement applies to all students from countries where English is not the native language; however, such students will be exempt if they have completed a previous degree from an accredited U.S. college or university recognized by UCF, from a country where English is the only official language, or from a university at which English is the only official language of instruction, or they have received a score of 26 or higher on the Speak portion of the ibt TOEFL. Only exempted students and those who have attended the UCF GTA Training and satisfactorily passed the evaluation of their English-speaking skills may be assigned as GTAs.

For more information about this requirement and the free English-speaking training that the university provides, see English-speaking Ability for Graduate Teaching in the Assistantships section of this graduate catalog and <https://graduate.ucf.edu/graduate-teaching/>. See [Graduate Teaching](#) in the UCF Graduate Student Handbook for Information on registering for GTA Training and Versant English testing.

### **GTA Performance Appraisal**

At the completion of each semester the student is employed as a GTA, the student's performance will be evaluated by the faculty advisor. These assessments will be used to review strengths and weaknesses in the student's performance in preparation for future employment.

## Professional Development

For information about Artistic Partnerships and the Professional Advisory Board visit the [Professional Affiliations webpage](#) on the [Theatre Department website](#).

For more information about research/creative work opportunities, please refer to the Research/Creative Activities section in the Handbook.

### Development in Instructor Training

The Faculty Center for Teaching and Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. To that end, they offer several programs for the professional development of Graduate Teaching Assistants at UCF.

- **GTA Training** (mandatory for employment as a GTA): This training provides information and resources for students who will be instructors. The training covers a variety of topics, including course development, learning theories, lecturing, and academic freedom. Those interested in additional training can also attend an optional training session that normally follows the mandatory training.
- **Preparing Tomorrow's Faculty Program:** This certificate program (12-weeks) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided.
- **The University Writing Center (UWC)** ([uwc.cah.ucf.edu](http://uwc.cah.ucf.edu)) provides workshops, one-on-one consultations, phone and online consultations on a wide variety of topics relevant to graduate-level research and writing including electronic thesis resources, thesis revisions, grant writing, and fellowship applications.

For more information about GTA Training, visit: [graduate.ucf.edu/graduate\\_teaching/](http://graduate.ucf.edu/graduate_teaching/)

### Graduate Excellence Awards

Each year, students can submit a portfolio for nomination of College and University level awards of excellence. These are intended to showcase student excellence in academic achievement, teaching, research, leadership, and community service.

These awards include the following:

- **Award for Excellence by a Graduate Teaching Assistant** - For students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (Not intended for students who are instructor of record)
- **Award for Excellence in Graduate Student Teaching** - For students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.
- **Award for the Outstanding Master's Thesis** - To recognize graduate students for excellence in the master's thesis. The focus of this award is on the quality and contribution of the student's thesis research. Excellence of the master's thesis may be demonstrated by evidences such as (but not limited to): publications in refereed or

peer reviewed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field.

For more information about these awards, please see the College of Graduate Studies website: [graduate.ucf.edu/awards-and-recognition/](http://graduate.ucf.edu/awards-and-recognition/).

For more information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, please see their website: [csgs.org/awards/](http://csgs.org/awards/).

### **Pathways to Success Workshops**

Coordinated by the College of Graduate Studies, the Pathways to Success program offers the following free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit [graduate.ucf.edu/pathways-to-success/](http://graduate.ucf.edu/pathways-to-success/).

### **Career Services and Experiential Learning**

Graduate career development issues are unique and include evaluating academic and nonacademic career choices, discussing graduate school effect on career choices, as well as learning, evaluating, and refining networking and interviewing skills. Whatever your needs, the offices of [Career Services and Experiential Learning](#) offer services and resources to aid in the career exploration and job search of Master and Doctoral students in every academic discipline.

## **Graduation Requirements**

There are many important deadlines and milestones that students should be aware of as they progress through their academic career. The [Commencement](#) webpage is designed to provide graduate students with this important information to keep you on track with your plans for earning your graduate degree and help you navigate the graduation process.

Students should check with their program adviser for information on the important milestones associated with their Plan of study and degree requirements. Please refer to the [Graduate Catalog](#) and your [Program Handbook](#) for this program-

## **Job Search and Career Pathways**

The job search for students in this discipline begins with networking through the Professional Advisory Board. Students should also attend professional conferences to audition and interview for opportunities in the field. It is also important to attend on-campus workshops with various actors and directors from the industry to seek both internship and job opportunities in the field.

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals,

preparation for the job search and job search resources. To learn more, visit their website at [www.career.ucf.edu](http://www.career.ucf.edu).

### **Atlantic Center for the Arts**

We also encourage you to apply for scholarships for the Atlantic Center for the Arts ([atlanticcenterforthearts.org/](http://atlanticcenterforthearts.org/)) where you will be able to work with world-renowned authors.

## **Student Associations**

**The Graduate Student Association (GSA)** is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit [facebook.com/groups/UCFgsa/](https://facebook.com/groups/UCFgsa/). For individual department or graduate program organizations, please see program advisor.

**United States Institute for Theatre Technology Student Chapter** provides grounds for discussion for ideas and inventions concerning technical theater, whether this be rigging, lighting, scenery, CAD, carpentry, electrician work or any other area of expertise. To learn more, please visit [usitt.org/studentchapters/](http://usitt.org/studentchapters/).

## **Graduate Student Center**

UCF is fortunate to have its own Graduate Student Center. It is a great place to relax, practice a presentation in one of our conference rooms, have your lunch, and to meet other graduate students. A brief description of the Grad Student Center can be provided in this section. The following link can be provided: [Graduate Student Center](#)

## **Graduate Research Forum/Symposium**

Many of the graduate students who come to UCF will be involved in research. The College of Graduate Studies hosts an annual Research Forum to provide a conference setting for our own students to showcase their work either with poster presentations or a face-to-face presentation. This section can be used to describe this to students in your program. The following link can be provided: [Graduate Research Forum](#)

## **Forms**

- [College of Graduate Studies Forms and References](#)  
A complete listing of general forms and references for graduate students, with direct links, may be found here.

- [Graduate Petition Form](#)  
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- [Theatre Department Guides and Forms](#)  
A listing of guides, forms and manuals, specifically for students in the Theatre programs.
- [Traveling Scholar Form](#)  
If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

## Useful Links

- [Theatre Website](#)
- [College of Arts and Humanities Website](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [University Writing Center](#)

## Graduate Faculty

Asterisk = has previous committee experience, which qualifies the person to serve as vice chair

### **Boyd, Belinda**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [Belinda.Boyd@ucf.edu](mailto:Belinda.Boyd@ucf.edu)

**Brown, James**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [jbrown@ucf.edu](mailto:jbrown@ucf.edu)

**Brown, Tim**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [timbrown.theatre@ucf.edu](mailto:timbrown.theatre@ucf.edu)

**Edmonson, Chloe**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [Chloe.Edmonson@ucf.edu](mailto:Chloe.Edmonson@ucf.edu)

**Helsing, James**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [James.Helsing@ucf.edu](mailto:James.Helsing@ucf.edu)

**Horn, Elizabeth**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [Elizabeth.Horn@ucf.edu](mailto:Elizabeth.Horn@ucf.edu)

**Lartonoix, Paul**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [Paul.Lartonoix@ucf.edu](mailto:Paul.Lartonoix@ucf.edu)

**Listengarten, Julia \***

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [Julia.Listengarten@ucf.edu](mailto:Julia.Listengarten@ucf.edu)

**Lynch, Claudia**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [Claudia.Lynch@ucf.edu](mailto:Claudia.Lynch@ucf.edu)

**Majkowski, Vivian**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [Vivian.Majkowski@ucf.edu](mailto:Vivian.Majkowski@ucf.edu)

**McDonald, Holly**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [Holly.McDonald@ucf.edu](mailto:Holly.McDonald@ucf.edu)

**Niess, Christopher**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [niess@ucf.edu](mailto:niess@ucf.edu)

**Reed, David**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [David.Reed@ucf.edu](mailto:David.Reed@ucf.edu)

**Scott, Bert**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [Bert.Scott@ucf.edu](mailto:Bert.Scott@ucf.edu)

**Shafer, John**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [John.Shafer2@ucf.edu](mailto:John.Shafer2@ucf.edu)

**Siegfried, Judi**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [Judi.Siegfried@ucf.edu](mailto:Judi.Siegfried@ucf.edu)

**Siler, Rob**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [Rob.Siler@ucf.edu](mailto:Rob.Siler@ucf.edu)

**Snyder, Tara**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [Tara.Snyder@ucf.edu](mailto:Tara.Snyder@ucf.edu)

**St. Claire, Sybil**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre

Contact Info: [Sybil.StClair@ucf.edu](mailto:Sybil.StClair@ucf.edu)

**Tan, Huaixiang**

College: College of Arts and Humanities

Disciplinary affiliations: Theatre  
Contact Info: [thuaixia@ucf.edu](mailto:thuaixia@ucf.edu)

**Tollefson, Kristina**

College: College of Arts and Humanities  
Disciplinary affiliations: Theatre  
Contact Info: [Kristina.Tollefson@ucf.edu](mailto:Kristina.Tollefson@ucf.edu)  
Websites: <http://www.tollefsondesigns.com>

**Wainstein, Michael**

College: College of Arts and Humanities  
Disciplinary affiliations: Theatre  
Contact Info: [Michael.wainstein@ucf.edu](mailto:Michael.wainstein@ucf.edu)

**Weaver, Earl**

College: College of Arts and Humanities  
Disciplinary affiliations: Theatre,  
Contact Info: [Earl.Weaver@ucf.edu](mailto:Earl.Weaver@ucf.edu)

**Weishar, Peter**

College: College of Arts and Humanities  
Disciplinary affiliations: Themed Experience  
Contact Info: [peter.weishar@ucf.edu](mailto:peter.weishar@ucf.edu)

**Wood, Vandy**

College: College of Arts and Humanities  
Disciplinary affiliations: Theatre  
Contact Info: [Vandy@ucf.edu](mailto:Vandy@ucf.edu)

## Contact Info

- **Julia Listengarten**  
Graduate Program Director  
Email: [Julia.Listengarten@ucf.edu](mailto:Julia.Listengarten@ucf.edu)
- Earl Weaver  
MA in Musical Theatre Graduate Coordinator  
Email: [Earl.Weaver@ucf.edu](mailto:Earl.Weaver@ucf.edu)
- **Carla Gripp**  
Coordinator, Graduate Programs  
Email: [Carla.Gripp@ucf.edu](mailto:Carla.Gripp@ucf.edu)