



T&T Advising Cheat Sheet

Advisers often only deal with policies and practices intermittently, so here is a quick reference for every stage of the process of advising a student:

Students in Coursework:

- Students often need help choosing **courses** appropriate to their research interests and area of specialization. To see electives by specialization, [check the Catalog](#).
- Students often need help identifying and applying for **conferences** appropriate to their area of specialization and career goals.
- Students often need help identifying and submitting to scholarly **journals** appropriate to their area of specialization and career goals.
- Students often need general **support and guidance**.

Exams:

- Any T&T core faculty member may serve as **exams chair**.
- **Exams committees** consist of three UCF graduate faculty; at least two members must be T&T faculty.
- Committee members sign the [Candidacy Exam Committee form](#) (email/scan/electronic signatures are fine) and the student submits to the T&T office.
- Students may choose to add a fourth (external) member. This is optional for exams, but required for dissertation. It may be beneficial to invite the external member early to contribute to developing the specialized reading lists.
- The **Candidacy Examination** has three parts
 - Core Exam: Based on a selection of 30 texts from the core [T&T Reading list](#). Two questions, six pages per question, 24 hours. The first question of the core exam asks about Texts and Technology as a field, but the specific phrasing is not fixed.
 - Primary Exam: Based on 25-30 texts in the student's primary field of concentration. Two questions, twelve pages per question, 48 hours.
 - Secondary Exam: Based on 25-30 texts in a distinct secondary field or subfield of the student's research. Two questions, twelve pages per question, 48 hours.
- Students may not **enroll in ENC 7919 Doctoral Research** hours or schedule Candidacy Examinations until their last semester of formal coursework.
 - Complete a [Restricted Registration form](#) for a minimum of 3 credits of ENC 7919, to be graded S/U.
 - Students who are on graduate assistantships or fellowships may enroll for up to nine hours of ENC 7919 in order to maintain their full-time status.
 - On the form, near the middle, is a box in where students must list what they hope to accomplish (e.g. Exam 1 September 15, Exam 2 October 15, Exam 3 November 15). This box cannot be left empty! See the attached sample form.
 - If the student does not take and pass all parts of the Candidacy Examination in one semester, they must register for at least one credit hour in ENC 7919 during the semester they complete the exam. They must be enrolled in order to sit for any exam.
- Students **must complete all portions of the Candidacy Examination within one semester (16 weeks)**. This can be a 16-week period that spans two semesters, e.g., Part 1 in September, Part 2 in November, and Part 3 in January.
 - Students can take exams on any schedule mutually agreed with the committee within that 16 weeks, but the recommendation is to allow a month between exams to have time to incorporate feedback.

- To go on to Dissertation (ENC 7980) in the next semester, the last exam must be taken and graded prior to the College of Graduate Studies candidacy deadline, typically on or just before the last day of classes.
- On the day of the exam, the usual **procedure** is for the chair to email the questions at an agreed time and ask the student to confirm receipt.
 - Once the student has written the exam, they should return it by email by the end of the time period (24 hours for the first exam, 48 hours for the second and third).
- Committee members generally **provide feedback** in writing within two weeks of each exam.
 - All members provide a score of pass or fail on each exam. Each exam must be approved by a majority of the committee. Students who fail the candidacy examination twice cannot continue in the program.
- During exams, students should also begin the process of **finding the external member** for their dissertation committee.
 - To continue to Dissertation (ENC 7980), students must have an approved dissertation committee with an external member before the College of Graduate Studies candidacy deadline, typically on or just before the last day of classes.

Dissertation

- The **dissertation committee** can be comprised of the same faculty that served on the candidacy committee, or it can be different.
 - Committees should be filed using the [CGS Dynamic Form](#).
 - A faculty member is only **eligible to chair** if they have served on another thesis or dissertation committee to completion. If a faculty member is in doubt regarding their eligibility, please contact the T&T administration for clarification.
 - Committees consist of at least four members who are approved members of the UCF Graduate Faculty or Graduate Faculty Scholars. At least three members must be Texts & Technology faculty, one of whom must serve as the chair.
 - Students also need **a fourth member who is from outside the College of Arts & Humanities**. They can be from UCF, from another institution, or from industry.
 - If an external member is from outside of UCF, they must be nominated as a Graduate Faculty Scholar. Not all external faculty or industry mentors are eligible, so be sure to [review the guidelines](#).
 - All dissertation committee members, including outside readers, must hold a PhD or another relevant terminal degree.
 - **All members must be approved** before submitting the dissertation committee form, and approval can take a couple of weeks to process.
- Students cannot register for **dissertation credit (ENC 7980)** until the semester after they have successfully completed the candidacy examination.
 - Students must complete a [Restricted Registration form](#) for a minimum of 3 credits of ENC 7980, to be graded S/U.
 - Dissertation research is considered a full-time effort, and post-candidacy enrollment in at least 3 ENC 7980 credit hours constitutes full-time graduate status.
 - Students on assistantships should usually register for more hours to ensure that all 15 hours are complete by the end of their assistantship.
 - On the form, near the middle, is a box in which the student must list what they hope to accomplish during the term for which they are registering (e.g. complete and defend dissertation prospectus). This box cannot be left empty! See the attached sample form.
 - Each term, the student must complete this form and submit it the T&T office.

- Doctoral students who have passed candidacy and have begun taking doctoral dissertation hours (ENC 7980) **must enroll in dissertation hours each semester** (including summers, without skipping a semester) until completion.
 - Once they have completed 15 hours, they may decrease enrollment to 1 hour.
 - Students with extenuating circumstances who need to interrupt their dissertation work must submit a [Leave of Absence Form](#). The form must be submitted and approved before the first day of classes of the term of non-enrollment.
- It is expected that a T&T student will **develop a prospectus during the first semester** enrolled in ENC 7980 Dissertation Research
 - Students are required to submit and defend a written dissertation proposal during the first year in dissertation.
 - For projects with a digital component, the student will negotiate the scope of the project/digital component vs. the scope of the text component that is appropriate to the project with the dissertation committee as part of the prospectus process.
 - All members vote on acceptance or rejection of the dissertation proposal. The proposal must be approved by a majority of the committee.
- Prior to the **final Dissertation Defense**, it is good practice for the student to meet with their Dissertation Chair as well as the committee members to determine whether the Dissertation is ready to defend.
 - Students must provide a dissertation announcement showing date, time, and location. Dissertation defenses run 90-120 minutes. Students are required to reserve a location for their dissertation defenses.
 - While members may attend virtually, the student and Dissertation Chair must be present physically (waived during COVID-19).
 - The Chair must approve the dissertation announcement and email it to TandT@ucf.edu. Carla will enter the dissertation announcement in the Events Calendar of the Graduate College and will distribute it to the CAH listserv.
 - The approved defense announcement should be provided to the T&T Office two weeks in advance of the defense date.
 - Before the defense, the student must provide the Thesis and Dissertation Approval Form to the Chair. Only the student can request the Dissertation Approval Form on the [Thesis & Dissertation website](#).
 - The Dissertation Chair's signature on the Approval Form indicates that the Review for Original Work requirement has been met. The Chair is responsible for submitting the dissertation through iThenticate .
 - The student should bring the Thesis and Dissertation Approval Form to the defense. Members of the committee may withhold signing the Dissertation until additional revisions have been made.
 - Dissertations must be approved by the majority of the committee members, and all committee members must sign off on the form for a Dissertation to be considered successfully defended.

* = required field



College of Arts and Humanities

Graduate Student Restricted Registration Agreement and Override Form

UNIVERSITY OF CENTRAL FLORIDA

Directed Independent Studies (only 6 hours)	5907 or 6908
Directed Research	6918
Internships, Practica, Clinical Practice	5944 or 6946
Study Abroad	5957 or 6958
Research Report	6909
Thesis	6971
Doctoral Research	7919
Doctoral Dissertation (must have Candidacy status)	7980
Graduation Requirement	IDS 6999

Student Information

First Name: Last Name:

UCF ID: Email Address:

(All numbers - No letters)

Program: *

Term: *

Year: *

Submitting this form with incomplete or incorrect information will result in delayed processing time and/or the request being cancelled.

* I Understand

Is this a Course Override or Restricted Registration request? *

Restricted Registration

1. COURSE * * * Grade Scale (Check One): *

Prefix Course # Credits All students in the same section must be graded on the same scale. 6918, 6909, 6971, 7919, & 7980 MUST be graded S/U

INSTRUCTOR: First Name: * Last Name: * UCF Email: *

2. DESCRIPTION OF ASSIGNMENTS & EXPECTATIONS

List Assignments below or attach syllabus here:

No file chosen

Files over 25 MB will not be accepted

Assignment 1:	* <input type="text" value="ASSIGNMENTS GO HERE"/>	Due Date: *	<input type="text"/>	% of Grade: *	<input type="text"/>
Assignment 2:	<input type="text" value="CANNOT BE LEFT BLANK"/>	Due Date:	<input type="text"/>	% of Grade:	<input type="text"/>
Assignment 3:	<input type="text"/>	Due Date:	<input type="text"/>	% of Grade:	<input type="text"/>

Consultation Policy (Ex.: Weekly Meetings, Daily Meetings, etc.):

* CONSULTATION POLICY GOES HERE. CANNOT BE LEFT BLANK.

Assignment Details and Learning Outcomes (Specific details for each assignment listed above including expectations, conditions, and learning outcomes. If more assignments are required, include below):

* ADD MORE INFORMATION HERE ABOUT WHAT WILL BE DONE DURING THE SEMESTER. CANNOT BE LEFT BLANK.

- I Hereby Agree to the terms outlined above and/or attached to this form for completion of this Restricted Course.
- I Hereby Agree to observe all safety rules (if applicable) of this Restricted Course. I Hereby Understand that it is my responsibility to ensure that my overall enrollment for the semester is correct.
- I accept responsibility for payment of my semester tuition and fees by the published deadline. I understand that if I fail to pay my tuition and fees by the deadline, I will be charged a \$100 Late Payment Fee; my records will be put on hold, my account will be referred to a collection agency; and I may incur other financial consequences.

* (click to sign)

Date
Student Signature

*

Date
Instructor Signature

CAH GRAD USE ONLY:

Build or Assign: *

Class Number: *

Hold: *

Candidacy Passed: *

T/D Committee Approved: *

T&D Hours min?: *

Notes:

Processed: *