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INTRODUCTION AND WELCOME

The University of Central Florida Physics Department offers degrees at the masters and doctoral level. Our department places a strong emphasis on research. Research opportunities are available in condensed matter physics, nanostructure devices, surface science, optical physics, complex systems, biophysics, atomic and molecular physics, and planetary and space sciences. Intra-campus partnerships with other schools, departments, and centers provide additional academic and research benefits for Physics graduate students, as well as outstanding post-graduate employment opportunities in industry.
I. Mission Statement

The Doctor of Philosophy degree in Physics intends to provide a broad base in experimental and theoretical Physics. A series of core courses and a variety of elective courses offers a basis for attaining the knowledge necessary for a successful career. Students will obtain distinction in their field of study with research opportunities in condensed matter physics, nanostructure devices, surface science, optical physics, complex systems, biophysics, atomic and molecular physics, and planetary/space science. The department is characterized by rapid growth and dynamic partnerships. This activity, fueled by the university’s focus on industrial partnerships and research, strengthens the department and provides research and employment opportunities for our students.
II. Organizational Charts

College of Sciences Organizational Chart (including Office of Graduate Services)

For the most up-to-date organizational chart or contact information click below:

http://www.cos.ucf.edu/graduate/about-us/contact/

Important contacts:

<table>
<thead>
<tr>
<th>College of Graduate Studies</th>
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<tbody>
<tr>
<td>Dr. C. Ross Hinkle</td>
</tr>
<tr>
<td>Vice Provost and Dean</td>
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<td>407/823-6432</td>
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<table>
<thead>
<tr>
<th>College of Sciences</th>
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<tr>
<td>Dr. Michael Johnson</td>
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<tr>
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Physics Doctoral Program Organizational Chart

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Dr. A. Schulte  
Dr. E. Flitsiyan  
Dr. V. Kokoulin  

Ms. M. Crittenden  
Dr. S. Stolbov  
Ms. Elizabeth Rivera  
Ms. Esperanza Soto

Coordinator  
Physics Graduate Coordinator  
Administrative Services  
Program Assistant

Graduate curriculum  
Graduate Teaching Assistantships  
Teaching Assignments  
Recruitment and Inquiries

Graduate affairs  
Candidacy Exam  

Department of Physics Chair

Dr. T. Rahman

Planetary Track Program Coordinator

Dr. D. Britt

Associate Chair

Dr. E. Flitsiyan

Dr. S. Stolbov

Research Services

Ms. M. Crittenden

Dr. A. Bhattacharya

Administrative Services

Ms. Elizabeth Rivera

Program Assistant

Ms. Esperanza Soto

Dr. V. Kokoulin

Dr. A. Schulte

Dr. D. Britt

Dr. E. Mucciolo

Dr. S. Stolbov

Dr. A. Bhattacharya

Dr. V. Kokoulin

Dr. A. Schulte

Graduate Teaching Assistantships

Dr. S. Stolbov

Candidacy Exam

Dr. D. Britt

Planetary Track Program Coordinator

Dr. E. Mucciolo

Graduate affairs
III. Advising and Mentoring

All graduate students will be advised by the Graduate Coordinator and the Graduate Program Assistant upon entering the program. Full-time, regular faculty member of the Department of Physics serve as the student's advisors for students admitted with a Graduate Research Assistantship (GRA). The student’s advisor will help the student in creating a Program of Study besides offering research opportunities. For formal matters, such as course waivers, credit transfers, and petitions, the student must always consult the Graduate Coordinator. Students can request to change Advisors at any time. Students with a Graduate Teaching Assistantship will be advised by the Graduate Coordinator on academic issues, tuition, petitions, etc. For advice on their teaching duties, students will be advised by the coordinator for their teaching assignments.

The Dissertation or Thesis Advisor supervises the student's research work and should be defined shortly before the student takes the candidacy exam. Dissertation and Thesis advising requires the mutual consent of the student and the faculty member. The Graduate Coordinator does not assign Dissertation Advisors. Dissertation or Thesis Advisor will also be responsible for academic advising, but the Graduate Coordinator will still be available for students seeking advice. All regular Physics faculty members, as well as joint and secondary joint faculty members affiliated to the Physics Department can supervise doctoral dissertations.

**It is the student's responsibility to identify a Dissertation Advisor.** The Graduate Coordinator will help the student in that task. However, it is expected that students will actively search for a Dissertation Advisor before taking the candidacy exam and prior to completing core courses. Students are encouraged to contact faculty members of the Department of Physics to learn about their research projects and find out about research opportunities. Students can receive credit for research performed before taking the candidacy exam by registering for Directed Research hours.

All PhD students must have a Dissertation Advisor and a Dissertation Committee in place after passing the written component of the candidacy exam or completing 30 credit-hours, whichever comes first. MS students choosing the Thesis option must have a Thesis Advisor after completing 15 credit-hours. If the student has not chosen an advisor, College of Sciences and College of Graduate Studies will place a hold on your account and registration in subsequent terms will be forcibly blocked. As a result, students who have not identified a Dissertation/Thesis Advisor will be removed from the program.

It is possible to change a Dissertation or Thesis advisor. Changes must be requested and discussed with the Graduate Coordinator. A new advisor must be identified by the student before the end of the term during which the change will take place.

It is the advisor's role to supervise the research work performed by the student. In most cases the advisor will provide a theme or a research project that can be developed within a reasonable timeframe and using available resources. It is the student's responsibility to perform the research and follow the guidance provided by the advisor as well as the recommendations of the dissertation committee.
IV. PhD Degree

The following applies to the regular Physics PhD program, and not to the Planetary Science track.

A. Steps to Completion

There is a natural sequence of events that occur during the doctoral program. For a typical student they involve the following milestones, in chronological order:

- Create a Program of Study during the first semester by the second week of classes.
- Complete core courses and take written component of the candidacy exam by the end of the 2\textsuperscript{nd} semester. Only two attempts are allowed.
- Identify a Dissertation Advisor and select a Dissertation Committee no later than 2 weeks after successfully passing the written component of the candidacy exam.
- Register for research hours and begin work on Dissertation Proposal.
- Complete required electives by the end of the 2\textsuperscript{nd} year/6\textsuperscript{th} semester.
- Once a Dissertation Advisor and Dissertation Committee have been selected and approved, submit and present a Dissertation Proposal no later than one year (or earlier) after passing the written component of the candidacy exam. Only two attempts are allowed.
- Obtain Candidacy Status after passing both written and oral component of Candidacy Exam (the oral component is a part of the Dissertation proposal).
- Register for Doctoral Dissertation Hours and earn at least 15 dissertation credit-hours.
- Apply for graduation after completing all department graduation requirements, obtaining 69 credit-hours and register for the last 3 credit-hours.
- Defend and graduate at the end of the fourth or fifth year, assuming student has obtained a total of 72 credit-hours required by the program for all PhD’s.

Assuming a student has attended continuously for the first two years, the student will have accumulated 48 credit-hours. This will leave only 24 credit-hours in order to complete the required total of 72 credit-hours. The 24 credit-hours can be completed within a period of 2 or 3 years, assuming students are enrolled full time and have continuous attendance. This will allow students to complete 15 credit-hours of Doctoral Dissertation, focus on their research work, prepare their Dissertation Defense and complete all remaining requirements for graduation.

Graduate students are expected to engage in research as early as possible. Registering for Directed Research during the first two years, preferably during the summer semesters, is the best way to do that. Students interested in Directed Research need to identify a faculty member who is willing to supervise a research project or plan that can be executed during the semester. At the end of the semester, the student has to present a report and have his or her performance evaluated by the supervisor. This experience helps students to find the field they want to concentrate their studies and facilitates the identification of a dissertation adviser. In several cases the work carried out during a Directed Research course has led to publications and even presentations in professional meetings by students.
B. Course Requirements

The courses offered in the doctoral program are divided into three groups: Core, Electives, and Doctoral Dissertation hours.

1. Core Courses

Students are required to complete six core courses totaling 18 credit-hours. The typical term when the course is offered is indicated in italic. The courses are:

- PHY 5606 Quantum Mechanics I (3 credit-hours).  \textit{Fall}
- PHY 6624 Quantum Mechanics II (3 credit-hours). \textit{Spring}
- PHY 5346 Electrodynamics I (3 credit-hours). \textit{Fall}
- PHY 6347 Electrodynamics II (3 credit-hours). \textit{Spring}
- PHY 6246 Classical Mechanics (3 credit-hours). \textit{Fall}
- PHY 5524 Statistical Physics (3 credit-hours). \textit{Spring}

The objective of the core courses is to provide a solid, general basis in advanced physics. Most core courses are essentially theoretical, focusing on fundamentals but using a more sophisticated mathematical treatment than that usually seen in undergraduate physics courses.

2. Electives

Students are required to complete a total of 39 credit-hours in electives. Elective courses have a different objective. They can either provide an in-depth view of a topic within the student's specialization area or help broaden the student's general education. Some are offered on a biannual basis and others are one-time opportunities that usually go under the denomination of "Special Topic".

UCF has a policy that all students must complete a total of 27 credit-hours of formal course work. Students can fulfill this requirement by completing 18 credit-hours of core courses and 9 credit-hours of electives in formal courses.

In addition, all students must complete 3 credit-hours in a methods course that has been approved by the department. Students can choose from the following courses:

- PHY 5846C Methods of Experimental Physics (3 credit-hours)
- PHZ 5156 Computational Physics (3 credit-hours)
- PHY 5937 Nano- Electronics (3 credit-hours)
- AST 5765C Advanced Astronomical Data Analysis (3 credit-hours)

3. Doctoral Dissertation Hours

Doctoral Research is an elective that is taken while the student is working on the dissertation research project. Students can register for dissertation hours only after obtaining candidacy status.

Finally, the Doctoral Dissertation hours are used for the completion of the dissertation research project after it has been approved.
Below, we present a table with the typical course sequence that a student entering the program in the Fall term should follow.

### 1st Year

<table>
<thead>
<tr>
<th>Term</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tr>
<td>Fall</td>
<td>PHY 5606 Quantum Mechanics I (3)</td>
<td>PHY 6624 Quantum Mechanics II (3)</td>
<td>PHY 6938 Graduate Seminar (3)</td>
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<td>PHY 5346 Electrodynamics I (3)</td>
<td>PHY 6347 Electrodynamics II (3)</td>
<td>PHY 6918 Directed Research (3)</td>
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<td>PHY 6246 Classical Mechanics (3)</td>
<td>PHY 5524 Statistical Physics (3)</td>
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### 2nd Year

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<tr>
<td>Fall</td>
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<td>Electives (3)</td>
<td>PHY 6918 Directed Research (6)</td>
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<td>Electives (6) or PHY 6918 Directed Research (6)</td>
<td>PHY 6918 Directed Research (6)</td>
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<td>Fall</td>
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<td>PHY 7919 Doctoral Research (3)</td>
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### 4th Year

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<tr>
<td>Fall</td>
<td>PHY 7980 Doctoral Dissertation (3)</td>
<td>PHY 7980 Doctoral Dissertation (3)</td>
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### 5th Year

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The choice of electives is dictated primarily by the student’s field of specialization. The doctoral program in Physics distinguishes three specializations, namely: General Physics, Condensed Matter Physics, and Optical Physics. Below, we provide a list of electives recommended for each specialization (the number of credit-hours is indicated in parenthesis):

### General Physics

The General Physics Specialization emphasizes strong preparation in physics fundamentals. It is intended to prepare students for careers in theoretical physics teaching at the college level. A number of active research programs exist in the department to accommodate such students.
Recommended Courses

PHY 6673 Advanced Quantum Mechanics (3 credit-hours)
PHY 5933 Selected Topics in Biophysics and Macromolecules (3 credit-hours)
PHZ 5156 Computational Physics (3 credit-hours)
PHY 5846C Methods of Experimental Physics (3 credit-hours)
PHZ 5405 Introduction to Condensed Matter Physics (3 credit-hours)
PHZ 6426 Condensed Matter Physics I (3 credit-hours)
PHZ 6428 Condensed Matter Physics II (3 credit-hours)
PHY 6667 Quantum Field Theory I (3 credit-hours)
PHY 7669 Quantum Field Theory II (3 credit-hours)
PHZ 5505 Plasma Physics (3 credit-hours)
PHY 5650 Introduction to Quantum Computation (3 credit-hours)
PHZ 5304 Nuclear and Particle Physics (3 credit-hours)
PHZ 6234 Atomic Physics (3 credit-hours)
PHY 6420 First Principles Computational Methods in Condensed Matter Physics and Materials Science (3 credit-hours)
PHY 6600C Theory and Computation of Molecular Wave Functions (3 credit-hours)
PHY 6938 Selected Topics in Scattering Theory (3 credit-hours)
OSE 5312 Fundamentals of Optical Science (3 credit-hours)
OSE 6347 Quantum Optics (3 credit-hours)
PHY 7919 (Doctoral) Directed Research

Other courses from Physics, Math, Optics, Materials Science, Engineering require approval by the students advisor and the Graduate Coordinator.

Condensed Matter Physics

The Condensed Matter Physics Specialization is intended to prepare students for careers in materials physics, nanoscale science and technology, semiconductors, and soft condensed matter physics. It emphasizes strong experimental preparation with hands-on courses in advanced materials characterization and processing instrumentation. Related research programs at UCF include magnetic nanostructures, soft condensed matter, electronic and optoelectronic devices, and nanoscale characterization.

Recommended Courses

PHZ 5405 Introduction to Condensed Matter Physics (3 credit-hours)
PHZ 6426 Condensed Matter Physics I (3 credit-hours)
PHZ 6428 Condensed Matter Physics II (3 credit-hours)
PHZ 5156 Computational Physics (3 credit-hours)
PHY 5846C Methods of Experimental Physics (3 credit-hours)
PHY 6420 First Principles Computational Methods in Condensed Matter Physics and Materials Science (3 credit-hours)
PHZ 5437 Nanoscale Surface Physics (3 credit-hours)
PHZ 5432 Introduction to Soft Condensed Matter Physics (3 credit-hours)
PHZ 5933 Selected Topics in Biophysics of Macromolecules (3 credit-hours)
PHY 5650 Introduction to Quantum Computation (3 credit-hours)
PHY 6667 Quantum Field Theory I (3 credit-hours)
PHY 7669 Quantum Field Theory II (3 credit-hours)
PHY 6938 Theory and Computation of Molecular Wave Functions (3 credit-hours)
PHY 6938 Selected Topics in Scattering Theory (3 credit-hours)
Two "studio lab" courses: PHY 5140C Ion-solid interactions (3 credit-hours) and PHZ 5425C Electron Solid Interactions (3 credit-hours)
Other courses from Materials Science, Physics, Optical Science and Engineering, Electrical Engineering, or Industrial Chemistry require approval of the student’s adviser and the graduate program director.

**Optical Physics**

The Optics Specialization coordinator is David Hagan, PhD, College of Optics and Photonics. Students are recommended to take at least one of the following courses.

OSE 6111 Optical wave propagation (3 credit-hours)
OSE 5115 Interference and Diffraction (3 credit-hours)

Select at least one of the following laboratory courses.

OSE 6526C Laser Engineering Laboratory (3 credit-hours)
OSE 6455C Photonics Laboratory (3 credit-hours)

The remaining courses (up to three) may be selected from other graduate courses in Optics see www.creol.ucf.edu.

These courses do not exhaust all possibilities. The complete list of electives offered by the Physics Department and other units at UCF can be found in the Graduate Catalog. Students are encouraged to register for courses offered outside the Physics Department, but should always consult first their academic advisers or the Physics Graduate Program Coordinator. Courses which do not have any connection with Physics or that fall into specialties that are not relevant to the student’s research field may not be considered toward the degree completion.

Students should be aware that not all elective courses are offered on a regular, annual basis. It is important to consult with the Graduate Coordinator to know about their frequency before making plans for a program of study. Also, it should be noted that new courses, usually focused on particular areas or subfields, are constantly being introduced into the program as “Special Topics” and may provide one-time opportunities for students.

Certain electives have pre-requisites. These tend to be fundamental core courses, such as Quantum Mechanics I and II, Statistical Mechanics, and Electrodynamics I and II.

**C. Degree Plan of Study**

Once the student enters the doctoral program, it is of surmount importance to develop a plan of study. Initially, the plan should comprise a sequence of courses, including core and electives that fit the student’s interests. It should also be sufficiently flexible to accommodate some contact with research (through Directed Research) without delaying the completion of the core courses. Typically, students begin defining their interests and field of specialization in the second year. Thus, completing the maximum number of core courses during the first year gives the student more time to register into electives that are closer to his or her interests.
The plan of study should be developed in consultation with the student’s academic adviser, as well as with the Graduate Coordinator when necessary. Sometimes the adviser or the Graduate Coordinator may suggest that the student take an undergraduate course in order to overcome certain deficiencies in his or her background. A limit of 6 credit-hours of undergraduate courses (4000 level, usually) can be incorporated into the doctoral program of study. They require the consent of the Graduate Coordinator and cannot be counted towards the total of 72 required credit-hours.

D. Examinations

One or two exams are required upon entering into the Physics doctoral program, depending on the student’s background. Students who have not obtained a degree from an institution where the official language of instruction was English must take the SPEAK test in order to be employed as graduate teaching assistants. This test is offered by UCF before the beginning of the Fall and Spring terms. The score obtained in the test will dictate the type of teaching assistantship that the student will be permitted to take and possibly the stipend. A low score bars the student from having contact with undergraduate students, participate in laboratory instruction as an assistant, and hold office hours. The test can be retaken and is offered about two times per term. Students who do not pass the speak test may not receive teaching assistantships for the second and following years.

The second exam is taken by all incoming students and is a diagnostic test similar to the Physics subject GRE. This test has placement purposes only, allowing the Graduate Coordinator and academic adviser to identify possible weaknesses in the students’ background and help devise a suitable plan of study. There is no passing or failure.

E. Doctoral Candidacy

The doctoral candidacy exam is divided into written and oral parts. The written part is broken down into four main sections: Classical Mechanics, Quantum Mechanics, Statistical Mechanics, and Electrodynamics. Each section contains a set of questions and/or problems on fundamental and applied aspects of the corresponding subject. The topics covered in the written exam are those listed in the Graduate Catalog for the courses PHY 5606 (Quantum Mechanics I), PHY 6624 (Quantum Mechanics II), PHY 5346 (Electrodynamics I), PHY 6347 (Electrodynamics II), PHY 5524 (Statistical Physics), and PHY 6246 (Classical Mechanics). Students are required to master these subjects at the same level that they are taught in the graduate program.

The oral part usually covers the students’ physics knowledge at the undergraduate level, in conjunction with his or her ability to expose ideas clearly and concisely. Conceptual understanding is favored over analytical skills in this part of the candidacy exam. The student may also be asked basic questions on topics related to his or her field of specialization. The oral examination is carried out by a committee of three to five regular faculty members from the Physics Department. The students’ academic or research supervisors cannot participate in this committee and typically lasts one hour. The composition of each oral committee is determined by the candidacy exam committee chair.

The doctoral candidacy exam is offered twice a year, usually in early June and in December. The written exam takes two days, followed by the oral part to be completed within one (1) year from the date the student passed the written exam. The oral part is included in the Dissertation proposal.

Although the candidacy exam has two independent parts, passing is only allowed if the student performs at the 50% level or better in both written and oral parts. Only two attempts to the candidacy exam are allowed.
In cases of failing the exam for a second time, the Graduate Coordinator may suggest to the student to pursue a terminal, non-thesis option master’s degree. The student usually satisfies the course work for a MS degree with accumulated hours.

Dissertation Committee

A doctoral student’s dissertation committee must consist of at least four members and be approved by the Program Coordinator, Department Chair, and the College’s Associate Dean of Graduate Studies. Of the four members, three of these must be qualified regular faculty members in the Physics Department. That includes affiliated faculty members with joint and secondary joint appointments but excludes courtesy appointments. One member of the committee must serve as the chair, typically the research supervisor. When the research supervisor is not a regular faculty member of the Physics Department, it is recommended that a co-chair with that qualification be appointed. The fourth member must be from either outside the program (cannot be affiliated to the Physics Department in any capacity) or outside the university.

Further, only one adjunct or visiting faculty member may serve as a member of a dissertation committee. An adjunct or visiting faculty may not serve as the chair, but may serve as a co-chair. One of the co-chairs must satisfy faculty qualifications for serving as a chair of a dissertation committee. The other co-chair must satisfy the minimum requirements for serving as a member of a dissertation committee. Qualifications of additional members must be equivalent to that expected of UCF faculty members. UCF faculty members must form the majority of any given committee.

For more details about the Dissertation Committee, please refer to the UCF Graduate Catalog: http://www.graduate.ucf.edu/CurrentGradCatalog/ > Policies > Doctoral Program Policies > Dissertation Requirements > Dissertation Advisory Committee Membership

The dissertation committee must be identified by the time the student passes the candidacy exam.

F. Post-Candidacy Enrollment

Prior to enrollment into PHY 7980 Doctoral Dissertation or PHY 7919 (Doctoral) Directed Research, the student must have passed the candidacy exam and have a dissertation committee reviewed and approved by the College of Graduate Studies. This form can be obtained from the program assistant.

Doctoral students engaging in dissertation research must be continuously enrolled in at least three (3) hours of PHY 7919 or PHY 7980 every semester, including summers, until they successfully defend and submit their dissertation to the University Thesis Editor. The three hours of dissertation enrollment each semester reflects the expenditure of university resources, particularly if more than the minimum number of hours is required for completion of the dissertation.

G. Graduate Research

Research is a fundamental part of the Physics Doctoral Program. Starting with Directed Research hours and then continuing with Doctoral Research and Doctoral Dissertation courses, students gain a solid experience in how to carry competitive research programs in their fields of specialization. It is expected that they will adhere to the highest standards of conduct and act responsibly. Academic dishonesty and plagiarism are sufficient for the dismissal of the student from the Program.
The UCF Graduate Student Association frequently organizes workshops for dissertation formatting, library research, and writing essentials. Students are encouraged to enlist in these activities.

Students should also be aware that any laboratory or experimental work must comply with certain regulations and safety standards set by UCF. Students should discuss this subject with their research supervisor before starting any laboratory research activity.

It is expected that the research carried out during a doctoral program results in publications in specialized, peer-reviewed journals and in technical communications during professional meetings and conferences. While there is no publication requirement for the dissertation defense, it is expected that at least one major paper about the subject of the dissertation should appear in a reputable journal or in a peer-reviewed conference proceedings within a short period after graduation. The dissertation committee may delay the defense until it is clear that the candidate is ready to submit his or her work to publication. Therefore, it is important that students try to publish not just major results, but also partial ones that are sufficiently novel and valuable contributions to their area of study.

The student is also expected to participate in professional conferences in his or her field of specialization. These events are important not just for communicating results, but also for making contacts that may help open future employment opportunities. Funding for participating in conferences, summer schools, and workshops is usually available from the supervisor’s research grants. There are also some in-house sources.

The College of Graduate Studies offers a Graduate Travel Award that provides funding for master's, specialist, and doctoral students to deliver a research paper or comparable creative activity at a profession meeting. Students must be the primary author and presenter. More information can be found on the Graduate Studies website: https://funding.graduate.ucf.edu/presentation/

Graduate Students Travel Funding is available to pay transportation expenses for graduate students who are delivering a research paper or comparable creative activity at a professional meeting. Contact the Student Government Association at 407/823-2191 for more information or go to http://ucfsga.com.

**Human Subjects**

If the student chooses to conduct research that involves human subjects (i.e. surveys, interviews, etc.), he or she must gain Institutional Review Board (IRB) approval prior to beginning the study. For access to the IRB submission form and sample consent forms, please visit the Office of Research website: http://www.research.ucf.edu/Compliance/IRB/Investigators/pi_manual.html

**Animal Subjects**

If the student chooses to conduct research that involves animal subjects, he or she must gain Institutional Animal Care and Use Committee (IACUC) approval prior to beginning the study. For access to the IACUC submission forms, please visit the Office or Research website: http://www.research.ucf.edu/Research/OfficeOfAnimalWelfare.html

If you have questions regarding human or animal subjects, please contact Ms. Joanne Muratoni, IRB Coordinator, at 407/823-2901. You may also e-mail IRB@mail.ucf.edu
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: http://facultygovernance.arizona.edu/sites/facgov/files/code-of-ethics-research.pdf

Patent and Invention Policy

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and to (3) disseminate the intellectual property to the general public. UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the invention. The full policy is available online from the Graduate Catalog: http://www.graduate.ucf.edu/CurrentGradCatalog/ > Policies > General Graduate Policies > Patent & Invention Policy

UCF’s Thesis & Dissertation Manual


H. Graduation

In the semester of intended completion, the student must file an intent-to-graduate that must be completed and signed by the end of late registrations add/drop for that semester.

Further, the student should be aware of the various deadlines associated with completing the dissertation and filing the final, electronic copy with the University Thesis Editor. The student should familiarize him or herself with the Thesis/Dissertation Manual that is available from the graduate studies website: http://www.graduate.ucf.edu/ click on Current Student > Thesis & Dissertation (ETD). This includes guidelines, deadlines and information about formatting and completing a UCF Dissertation.

Students who submit an intent-to-graduate but are missing degree requirements (with no indication of completion in process) will be either approved for graduation on a pending status or denied. It is the student’s responsibility to ensure that the requirements of their degree have been met; therefore, students are encouraged to review their SASS audit regularly. The audit can be found online at https://my.ucf.edu > Polaris Student Self Service > View Degree Audit Report

When the student is ready for defending the dissertation, he or she should contact the members of the dissertation committee to set a date and a time for the defense. It is important that the defense occurs within the deadline set by UCF for a certain term.

Failure to comply with such deadline immediately sends the official graduation to the next term. Once a day, time, and location have been arranged, send the final examination announcement (include the dissertation title, an abstract, and short bio) to the Program Assistant, Ms. Esperanza Soto Arcino. The
student is responsible for printing the Dissertation Approval Form (from the Thesis & Dissertation website at https://ww2.graduate.ucf.edu/ETD-Student-Services/) prior to the defense date and will need to bring it with him/her for the committee to sign.

Dissertation defenses are public and anyone can attend. After the presentation, the committee members are allowed to ask questions and make comments about the dissertation work. After that, the candidate and the public are required to leave the room to the committee deliberation. The result, pass or fail, is then communicated in public to the candidate. The defense form must be signed by all, candidate and committee members, and immediately taken to the Program Assistant. Finally, the Graduate Coordinator will perform an exit interview with the student. The student is required to contact the Graduate Coordinator regarding this exit interview. The completed and signed Exit Interview form must be returned to the Program Assistant.

I. Updates to the PhD program catalog

For the PhD program the Physics department submitted a new proposal to the university. These changes are effective for new incoming students starting Fall 2010. Students with an admit term prior to Fall 2010 can ask the Graduate Coordinator to be moved into this new catalog.

Core courses -18 Credit-hours

There will be only 6 core courses (18 credit-hours). The suggested core course sequence for students starting in the Fall term is:

PHY 5606 Quantum Mechanics I (3 credit-hours, Fall term)
PHY 5346 Electrodynamics I (3 credit-hours, Fall term)
PHY 6246 Classical Mechanics (3 credit-hours, Fall term)

PHY 6624 Quantum Mechanics II (3 credit-hours, Spring term)
PHY 6347 Electrodynamics II (3 credit-hours, Spring term)
PHY 5524 Statistical Physics (3 credit-hours, Spring term)

Elective Courses-12 Credit-hours

Elective and research courses are determined by the students chosen specialization. At least four courses (12 Credit-hours) must be formal courses, exclusive of Independent Study and Directed Research. Of the four Electives courses (as listed above for each specialization), one has to be an approved Methods Courses for all specializations:

PHY 5846C Methods of Experimental Physics (3 credit-hours)
PHZ 5156 Computational Physics (3 credit-hours)
AST 5765C Advanced Astronomical Data Analysis (3 credit-hours)
PHY 5937 Nano-Electronics (3 credit-hours)

Candidacy Exam –Written Part

Part 1 is a written exam covering the common core. It should be taken after the core requirements have been satisfied. The minimum passing grade is 50% and a maximum of two attempts will be allowed. Students who fail the first attempt will be required to take the exam again in the next offering. Students
who failed twice can stay in the Ph.D. program until completion of the requirements of the MS program. After passing the written exam, the student should identify a research supervisor and a dissertation committee must be put in place with the approval of the Graduate Coordinator.

**Candidacy Exam – Oral Part (Dissertation Proposal)—Part 2**

Part 2 of the Candidacy Exam is an oral exam that combines an examination of the student's command of physics and his/her Dissertation Proposal. It should be taken *no later than one year* after the written part has been satisfied.

Only two attempts to the oral part will be allowed and must happen in consecutive terms. Students who failed twice can stay in the Ph.D. program until completion of the requirements of the MS program. Students who pass the oral exam will gain post-candidacy status.

**Dissertation—15 Credit-hours Minimum**

PHY 7980 Dissertation Research (15 credit-hours minimum)
All students require a minimum of 15 credit-hours of dissertation prepared in consultation with a dissertation adviser. The fifteen-page written proposal is presented orally to the student’s dissertation committee within one year after the candidacy exam. The final oral defense of the dissertation is administered by the student’s dissertation committee following completion of a written dissertation describing the student’s research.
V. Masters of Science Degree

The Masters of Science in Physics degree is flexibly designed to prepare students for the widest possible range of industrial careers or further study at the doctoral level, according to student interests and goals. With a 12-credit common core, the student’s other 18 remaining required credit-hours are planned in consultation with an academic adviser. These may include courses from other departments. Courses must be selected so that at least one-half of the required courses are taken at the 6000 level. Additionally, 3 hours of directed research or 6 thesis hours are required. Students pursuing a non-thesis master’s degree must take at least one Directed Research course as part of their elective work. In this course students will work on a research project under the supervision of a faculty member and present a final report.

The following applies to the regular Physics MS program, and not to the Planetary Science track.

Minimum Hours Required for M.S. 30 Credit-hours

Core Courses — 12 Credit-hours

All students are required to take:

PHY 5606 Quantum Mechanics I (3 credit-hours)
PHY 5346 Electrodynamics I (3 credit-hours)
PHY 5524 Statistical Physics (3 credit hours)
PHY 6246 Classical Mechanics (3 credit hours)

Elective Courses — 18 Credit-hours

Elective selection is intended to be very flexible in order to meet student needs and interests. Electives may be chosen following one of the suggested specializations below, or a different program of study may be followed with academic advisor approval. Out of the 18 elective credit hours at least 12 credit hours of formal course work are required and not more than 6 credit hours of 5000-level elective courses are counted toward the degree. At least 6 credit hours of thesis or 3 credit hours of directed research for the non-thesis option are required.

Materials Physics Specialization

PHY 6624 Quantum Mechanics II (3 credit-hours)
PHY 6347 Electrodynamics II (3 credit-hours)
PHZ 6426 Condensed Matter Physics I (3 credit-hours)
PHZ 6428 Condensed Matter Physics II (3 credit-hours)
PHZ 5505 Plasma Physics (3 credit-hours)
PHZ 5437 Nanoscale Surface in Physics (3 credit hours)
PHY 5933 Selected Topics in Biophysics of Macromolecules (3 credit-hours)
PHZ 5425C Electron Solid Interactions (3 credit hours)
PHY 5140C Ion-Solid Interactions (3 credit-hours)
PHY 5455 Modern X-ray Science (3 credit-hours)
PHY 6420 First Principles Computational Methods in Condensed Matter Physics and Materials Science (3 credit-hours)
PHY 5933 Selected Topics in Biophysics of Macromolecules (3 credit hours)
PHZ 5432 Introduction to Soft Condensed Matter Physics (3 credit hours)
PHY 6938 Theory and Computation of Molecular Wave Functions (3 credit hours)
PHY 6938 Selected Topics in Scattering Theory (3 credit-hours)
EEL 5556C Fabrications of Solid-State Devices (4 credit-hours)
Other graduate courses from Optics, Materials Science, Physics, Optical Science and Engineering, Electrical Engineering or Industrial Chemistry.

**Optical Physics Specialization**

PHY 6624 Quantum Mechanics II (3 credit-hours)
PHY 6347 Electrodynamics II (3 credit-hours)
PHY 6938 Theory and Computation of Molecular Wave Functions (3 credit hours)
OSE 6111 Optical Wave Propagation (3 credit-hours)
OSE 6115 Interference and Diffraction (3 credit-hours)
OSE 6526C Laser Engineering Laboratory (3 credit-hours)
OSE 6455C Photonics Laboratory (3 credit-hours)
OSE 6347 Quantum Optics (3 credit-hours)
OSE 5312 Fundamentals of Optical Science (3 credit-hours)
Other graduate courses from Optics, Materials Science, Physics, Optical Science and Engineering, Electrical Engineering or Industrial Chemistry.

**Space Physics Specialization**

PHY 6624 Quantum Mechanics II (3 credit-hours)
PHY 6347 Electrodynamics II (3 credit-hours)
PHZ 5505 Plasma Physics (3 credit-hours)
AST 5165 Planetary Atmospheres (3 credit-hours)
EAS 5315 Rocket Propulsion (3 credit-hours)
EAS 6405 Advanced Flight Dynamics (3 credit-hours)
EAS 6507 Topics of Astrodynamics (3 credit-hours)
OSE 5041 Introduction to Wave Optics (3 credit-hours)
EEL 5820 Image Processing (3 credit-hours)
EEL 6823 Image Processing II (3 credit-hours)
Other graduate courses from Optics, Materials Science, Physics, Optical Science and Engineering, Electrical Engineering or Industrial Chemistry.

**Theory/Computational Physics Specialization**

PHY 6624 Quantum Mechanics II (3 credit-hours)
PHY 6347 Electrodynamics II (3 credit-hours)
PHZ 6420 First Principles Computational Methods in Condensed Matter Physics and Materials Science (3 credit-hours)
PHY 6938 Selected Topics in Scattering Theory (3 credit-hours)
PHY 5650 Introduction to Quantum Computation (3 credit hours)
PHY 6667 Advanced Quantum Mechanics (3 credit-hours)
PHZ 6426 Condensed Matter Physics I (3 credit-hours)
PHZ 6428 Condensed Matter Physics II (3 credit-hours)
PHY 6667 Quantum Field Theory I (3 credit hours)
PHY 7669 Quantum Field Theory II (3 credit hours)
PHZ 5505 Plasma Physics (3 credit-hours)
OSE 6347 Quantum Optics (3 credit-hours)
OSE 5312 Fundamentals of Optical Science (3 credit-hours)
Other courses from Physics, Math, Optics, Materials Science, Engineering, Computer Science.

Thesis Option — 6 Credit-hours

The Master of Science in Physics candidate who has chosen the thesis option is required to conduct a program of original scientific research or some investigation involving a creative element and to submit a written thesis detailing these investigations. An oral defense and examination of the thesis is required. These six credit-hours count toward the 18 hours of required electives for the degree. An exit interview conducted by the Graduate Coordinator is required after passing the thesis defense.

- PHY 6971 Thesis

Non-thesis Option — 3 Credit-hours

The Master of Science in Physics candidate who has chosen the non-thesis option is required to take 15 credit hours of electives from the list of elective specializations shown above and a minimum of three (3) credit-hours of directed research as well as a written comprehensive exit examination. In the directed research course, students work on a research project under the supervision of a faculty member and are required to present a final report. The credit-hours obtained in directed research count toward the 18 hours of electives. For the non-thesis option an exit exam is required, it covers questions from the core courses. The Graduate Coordinator will arrange this exam. The exit exam is followed by an exit interview.

- PHY 6918 Directed Research

Independent Learning

Students pursuing a non-thesis master’s degree must take at least one directed research course as part of their elective work. In this course, students will work on a research project under the supervision of a faculty member and present a final report.
VI. General Policies

A. Student Rights and Responsibilities

The Golden Rule is provided to answer any questions a student may have about the university rules and regulations, as well as outlines a student’s rights and responsibilities. The Golden Rule can be found online at http://www.goldenrule.sdes.ucf.edu/. In addition, graduate students can find additional information about their responsibilities in the Graduate Catalog, found online at http://www.graduate.ucf.edu/CurrentGradCatalog/ in the section marked Policies > General Policies.

For more information about college and university graduate policies, see also:

COS Graduate Catalog Website: http://www.cos.ucf.edu/graduate/policies.html
UCF Graduate Studies Website: http://www.graduate.ucf.edu/currentGradCatalog/

B. Satisfactory Academic Performance

Satisfactory performance involves maintaining the standards of academic progress and professional integrity expected in a particular discipline or program. Failure to maintain these standards may result in termination of the student from the program.

Students are required to maintain a 3.00 GPA in all coursework included in the program of study. Be aware that a B- (2.75) does negatively impact a GPA. While students are allowed to have six hours C+ (2.33) grades or lower (including U and I) in their program of study, this is the limit. Grades of D+ and lower will count against a graduate GPA but cannot be used toward completion of a degree requirement.

A program GPA below 3.00 at the end of any semester will result in a student being placed on “academic provisional” status. In this status, a student is not eligible for tuition waiver support or employment as graduate assistant (teaching or research). The students are given the next nine hours of their program coursework to improve their GPA to 3.00 or better. Further, exceeding 6 hours of C or lower grades or a program GPA of 2.00 or lower will result in removal from the program.

4000-Level coursework is acceptable in a graduate program of study if taken while a graduate student, but is limited to 6 hours and the grade has to be that of a B- or higher. An approved 4000-level course is not counted toward completion of the program requirement, but it is calculated in the graduate GPA.

C. Satisfactory Academic Progress

Doctoral students must be enrolled in full-time status for at least two semesters following admission into the degree program. Students who do not comply with this rule are removed from the program and will need to file a petition to be reinstated.

For completion of the degree, courses older than seven years cannot be applied toward a graduate program of study. In order to allow courses older than seven to be applied toward the program of study, the student must file a petition.
D. **Full Time and Continuous Enrollment**

Full-time graduate status is nine (9) hours during the Fall and Spring Semesters and six (6) hours during the summer semesters, until regular graduate course work is completed. There are two exceptions to this requirement:

a. Students in their last semester who need less than 9 hours to complete their program, unless they are receiving federal loans. These students are considered full-time for fellowships, employment, and tuition waiver purposes if they enroll into the hours required for program completion and file an intent-to-graduate.

b. Doctoral students who have finished all of their coursework and passed their candidacy exam. These students are considered full-time for fellowships, employment and tuition waiver purposes if they enroll in 3 hours of Dissertation or Doctoral Research (PHY 7980 and PHY 7919, respectively) for each term until degree requirements are completed, unless they are receiving federal loans.

Once a student has begun work on their dissertation, he or she must be continuously enrolled in dissertation course work for a minimum of three hours each term.

A student may be held to other enrollment requirements, as defined by financial awards, veteran status, employment, or other outside agencies.

E. **Transfer Coursework**

All transferred coursework must be approved by the program’s Graduate Coordinator. Transfer coursework is limited to 30 hours from a completed Master’s degree. Students whose Master’s degree was obtained abroad must have it officially evaluated to be equivalent to a Master’s degree in the USA. The 7-year rule is not applied if the coursework is transferred in from a completed Masters degree. If a Masters degree is not received, then the student is limited to 9 hours of transfer coursework.

F. **Incomplete Grades**

Students who received an incomplete (I) in a course are encouraged to resolve this incomplete as soon as possible; however, it must be resolved within one calendar year or prior to graduation certification, whichever comes first. Incompletes left unresolved will be changed to F (or a U in thesis, dissertation or research report) if not resolved in the allowed time period. Incomplete grades cannot be used towards completion of the program of study.

Incomplete grades are not counted as satisfactorily completed courses and are not recognized as such neither by Graduate Studies for fellowship purposes nor by Financial Aid. Students on financial assistance must check with the Financial Aid office to see if the receipt of an incomplete grade will affect their financial award.

G. **Withdrawal Policy**

If a student decides to withdraw from a course, they must do so by the semester’s withdrawal deadline. In doing so, the student is still liable for tuition and fees for the course. For a semester’s withdrawal deadline, refer to the Academic Calendar: [http://www.ucf.edu/info/acad_calendar.php](http://www.ucf.edu/info/acad_calendar.php)
H. Petitions and Grievances

It is the student’s responsibility to be informed of graduate policies and procedures; however, should a student wish to request an exception to a university or program policy, he or she must file a petition that outlines the nature of their request. Normally, petitions are presented to the graduate program’s coordinator and/or committee, the college’s Director of Graduate Services and the Associate Dean for Graduate Studies, and the Graduate Council for consideration.

Should a student wish to file a grievance, he or she should first review UCF’s Golden Rule (http://www.goldenrule.sdes.ucf.edu/) and the Academic Grievance Procedures in the Graduate Catalog (http://www.graduate.ucf.edu/currentGradCatalog/ > Policies > General Policies > Academic Grievance Procedure)
VII. Professional Development

Students may take advantage of several professional developments opportunities on campus, such as grant-proposal writing workshops, graduate research fair, and others. Also every year the Office of Graduate Studies sponsors several graduate Award Recognitions. Nominations typically happen in January. For additional information go to http://www.graduate.ucf.edu/GradAwards/

Travel Support

The Division of Graduate Studies offers a Graduate Travel Award that provides funding for master's, specialist, and doctoral students to deliver a research paper or comparable creative activity at a profession meeting. Students must be the primary author and presenter.

http://funding.graduate.ucf.edu/presentation

Graduate Students Travel Funding is available to pay transportation expenses for graduate students who are delivering a research paper or comparable creative activity at a professional meeting. Contact the Student Government Association at 407/823-2191 for more information.

Instructor Training and Development

The Faculty Center for Teaching & 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 (GTAs) at UCF.

- GTA Training (mandatory for employment as a GTA)
  This training provides information and resources for students who will be instructors in a two-day workshop. The seminars cover 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.

- GTA Teaching Certificate
  This certificate program (12-weeks for domestic students, 16-weeks for international students) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided, and a stipend is offered to current UCF students who complete the certificate. International students are provided the same training as well as information regarding language immersion and tricks and cultural awareness as a way of knowing what to expect from American students.

For more information, go to http://www.fctl.ucf.edu/ > Events > GTA Programs or call 407/823-3544.

Career Services Student Development and Enrollment Services (SDES)

http://career.ucf.edu/

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 SDES offer
services and resources to aid in the career exploration and job search of Master and Doctoral students in every academic discipline.

Graduate Student Association

http://www.students.graduate.ucf.edu/Graduate_Student_Association/

- Seminar Series
  Each semester, GSA offers seminars geared toward academic and professional development.

- Graduate Research Forum
  Sponsored by the Division of Graduate Studies, the Research Forum is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster and best oral presentation in each category will be given and all participants will receive recognition.

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**
  Recognizes 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. Students can only win the university award once.

- **Award for the Outstanding Dissertation**
  Recognizes doctoral students for excellence in the dissertation. The focus of this award is on the quality and contribution of the student's dissertation. Excellence of the dissertation may be demonstrated by evidences such as, but not limited to: publications in refereed 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 Division of Graduate Studies administrative website: http://www.graduate.ucf.edu/Student_Awards/

For more information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, please see their website: http://www.csgs.org/ > Awards.
VIII. Financial Support

The Physics Department offers financial support to all incoming doctoral students in the form of Graduate Teaching Assistantships (GTAs). These positions are renewable on an academic term basis. They are guaranteed in the Fall and Spring terms during the first year provided the student maintains a good academic standing. They may also be offered during Summer terms depending on the availability of positions and departmental funds. All Graduate Teaching Assistants are required to be full-time students and that means enrolling in at least 9 credit-hours during Fall and Spring terms and 6 credit-hours in the Summer if they have not yet passed the candidacy exam. After being one year in the program, the GTA positions are not guaranteed, but typically second year students who did not receive a Research Assistantship receive a GTA position.

The maximum FTE (Full Time Employment) a GTA can take is 0.50, corresponding to 20 hours/week. Stipends range between US$ 15 to 20 per hour. All GTAs receive a full tuition waiver for matriculation fees up to 9 credit-hours per term (when pre-candidacy) and up to 3 credit-hours (post-candidacy). Non-matriculation fees are not included in the waiver. All graduate students with an assistantship and full-time status are considered in-state students. If a student does not maintain full-time status out-of state fees will not be waived.

UCF established a cap to the number of terms a doctoral student that can receive a tuition waiver. Currently it is 12 terms for students with a MS degree and 21 for those without a MS (Summer is included in this counting).

All students who apply to the program before the target deadline of January 15th are automatically considered candidates for UCF-sponsored fellowship. If you were never contacted by the Graduate Coordinator regarding these fellowships, either your application was not complete by the target deadline or you were not eligible.

It is important that all students communicate their interest in renewing their GTA to the Graduate Coordinator at least one month before the beginning of the next term. They must also pre-register for all courses they plan to attend in order to facilitate the assignments of laboratory sections and cause the minimal schedule conflict with their classes.

Regular and affiliated faculty members of the Physics Department often pay graduate research assistants to work in their projects. These positions go by the name of Graduate Research Assistantships (GRAs) and carry an hourly rate similar to a GTA. Students are required to be in good academic standing to take GRAs. UCF also provides full tuition waiver for matriculation fees for the GRAs and the rules are similar to those mentioned above for the case of GTAs. GRA positions can be renewed indefinitely, depending upon mutual interest and the supervisor’s funds availability.

Students are expected to make a transition from GTA to GRA by the time they pass the candidacy exam. In several cases this transition happens sooner, when the student begins working with faculty member in a Directed Research course.
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: http://www.intl.ucf.edu/ > Current Students > Employment

Assistantships and Tuition Waivers

For complete information about university assistantship and tuition waivers, please see the UCF Graduate Catalogue: http://www.graduated.ucf.edu/currentGradCatalog/ > 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
- Employed in a graduate position (GTA, GRA, GA) or receiving a University fellowship or (if employed off-campus) employed where payment is processed through Graduate Studies

Doctoral students can be offered tuition support for a maximum of twelve semesters (for doctoral student beyond the master’s degree) or twenty-one semesters (for doctoral students without a master’s degree).

GTA Training Requirements

If the student is hired in the position of Graduate Teaching Associate, Assistant or Graders, there are training requirements that must be met in order for the contract to be processed. Associates and Assistants must complete a minimum two-day training and an online legal module. Associates must also have completed at least 18 hours of graduate courses in the discipline they will be teaching. Students who are employed as Graders are required to complete the online legal module. These services are offered by the Faculty Center for Teaching and Learning (FCTL) and more information can be found at the following website: http://www.students.graduate.ucf.edu/GTA_Training_Requirements/

All 9184 GTA positions where students will be the “primary” instructor for the laboratory/discussion components of ‘C’ courses, are now asked to complete all the training required of 9183 positions, since they will be interacting with students on a regular basis.

International students who will be hired in GTA positions must be proficient at speaking English. This is determined by successfully passing the SPEAK test with a score of 55 or better. This test (also known as the Oral Proficiency Exam) is administered during the GTA orientation by the Center for Multicultural and Multilingual Services (CMMS). For international student to register for or inquire about the SPEAK examination, please contact CMMS: 407/823-5515 or the College of Graduate Studies at 407/823-2766.
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 supervisor. The supervisor is typically the faculty member who coordinates the sections of the course where the GTA is an instructor. These assessments will be used to review strengths and weaknesses in the student’s performance in preparation for future employment. GTA Assessment forms can be found at http://www.students.graduate.ucf.edu/GTA_Performance_and_Assessments/

Annual Performance Appraisal

At the beginning of each year the students’ performance will be evaluated by the faculty. This annual assessment reviews performance in course work and in assistantship positions. This appraisal also includes an update to the students’ Program of Study.
IX. Miscellaneous

Other Physics Department Staff:

Monika Crittenden                      Jessica Brooks
Coordinator Research Program Services  Senior Accountant
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GTA positions are assigned usually one month before the beginning of classes. The assignments are based on academic standing, past performance, and availability of funds. Students who want to be considered for these positions must register in advance in order to minimize conflicts between their course schedule and teaching assignments.

GRA positions are made available by individual faculty members of the Physics Department and are not the responsibility of the Graduate Program. Students are strongly encouraged to inquire about these positions by contacting regular and affiliated faculty members of the Department.

Office space is provided to all graduate teaching assistants. A few personal desktop computers for their use are also available. All students admitted into the doctoral program receive a departmental e-mail account, a mailbox, and are listed on the departmental web directory. Students need consent by the Office manager to use the copy machine and to receive departmental stationary and supplies.

The Physics Department runs a weekly colloquium series open to all faculty and students. The schedule is available on the Department web page at http://physics.cos.ucf.edu/ > Colloquia. Graduate students are expected to attend the colloquia. An effort is made to try to bring speakers who can give a broad overview of a certain research area and talk in accessible terms about research in the forefront of their fields.

Several faculty members also run periodic group meetings and seminar series. Students are encouraged to contact faculty members to learn about their research projects and the positions they may have available in their groups.
X. Forms and Procedures

Included below is information about several forms that will be useful to the students while they are completing their coursework. In addition to websites where the forms can be found, procedures for filing each of these forms are also outlined.

Each of these forms can be found on the following websites:
Physics Graduate Program Website: http://physics.cos.ucf.edu/graduate/forms-and-links/
Division of Graduate Studies Website: http://www.students.graduate.ucf.edu/files/
College Graduate Website: http://www.cos.ucf.edu/graduate/current-students/forms/

Transfer Request Form
In order for transfer courses to be requested for use in a UCF degree, the official transcripts from the institution where the courses were taken must be sent to UCF’s College of Graduate Studies. In addition to the form, supporting documentation from the program must include a memo that gives approval for courses to be transferred and where credit should be applied in Program of Study.

Traveling Scholar Form
If a student would like to request permission to enroll in a graduate course at another Florida States University System (SUS) institution, this form and a memo of support from the student’s program must be submitted to the CAS Director of Graduate Services prior to the start of classes for the semester of enrollment in the SUS course.

Dissertation Committee Approval Form (College Form)
Dissertation committees must be in place and approved by the Graduate Program Coordinator, the Department Chair/Director, and the CAS Associate Dean of Graduate Studies prior to a student’s enrollment into Dissertation or Doctoral Research (PHY 7919 or PHY 7980).

Committee Composition:
- Chair (Requirements: regular* Physics department faculty, doctoral degree)
- Minimum of four committee members (Requirements: doctoral degree)
- At least three must be regular* Physics department faculty
- At least one must be from outside the Physics department (no affiliation of any kind)
- Majority UCF faculty
- A co-chair among the regular* Physics department faculty is recommended when the research supervisor acts as Chair and has a secondary joint affiliations status with the Physics department.
  * Regular department faculty are tenured or tenure earning faculty or research faculty with permanent appointments; it includes joint and secondary joint appointments but not courtesy appointments or lecturers

Graduate Petition Form
Requests for exceptions to college or university policies are made by petition. The petition process includes required documentation from both student and program prior to its receipt in the COS Graduate Office.

- In addition to the Graduate Petition Form, the student must supply their program with a clear statement of what exactly is being requested, why it is being petitioned and rationale for support
- If approved, the program supplies an additional letter of support and forwards the request to the COS Director of Graduate Services who reviews and submits to the CAS Associate Dean for Graduate Studies
• If approved, the college supplies an additional letter of support and forwards the request to the UCF Graduate Council Subcommittee for Policy and Appeals

If at any point the petition is denied, the student is given the option of having the petition considered at the next level; however, the Graduate Council provides the final decision regarding petitions. Denials at any level are accompanied with a written explanation.

**Graduate Student Intent-to-Graduate Form**

Intents to Graduate must be filed by the end of registration add/drop in the semester that the student is intending to graduate. For a PhD degree this can be done online. For a Masters degree on the way towards a PhD the paper form has to be submitted.

The Graduate Advisor/Coordinator confirms potential completion of degree or certificate program by confirming program/plan, checking audit (making any revisions) and signing the form. The audit (with needed corrections, if any) and form are forwarded to the CAS Director of Graduate Services who verifies potential completion.

Note: If the program of study does not show that all requirements may be met by the end of the intended term, the application will either be approved pending or not processed.

Approved applications are forwarded to the Division of Graduate Studies for processing and notification is sent to the Registrar’s office that the student is intending to graduate. If it is determined that the student will not graduate, the COS Director of Graduate Services should be notified. The student will need to re-file their intent for the next semester they intend to complete the degree. Final certification is completed after grades have been released for the semester, and final transcripts are normally available about three to four weeks after certification.

Additional forms, specific to the Physics Graduate Program, can be found at [http://physics.cos.ucf.edu/graduate/forms-and-links/](http://physics.cos.ucf.edu/graduate/forms-and-links/) and include, among others,

- Candidacy status form
- Dissertation committee form
- Dissertation proposal form
- Dissertation defense form
- Doctoral exit interview form

**XI. Additional Student Resources**

UCF Graduate Catalog (available online only) [http://www.graduatecatalog.ucf.edu/](http://www.graduatecatalog.ucf.edu/)

COS Graduate Website for Students [http://www.cos.ucf.edu/graduate](http://www.cos.ucf.edu/graduate)

UCF Graduate Website for Students [http://www.graduate.ucf.edu](http://www.graduate.ucf.edu)


Library [http://library.ucf.edu/](http://library.ucf.edu/)

Graduate Student Association [http://www.gsa.graduate.ucf.edu/](http://www.gsa.graduate.ucf.edu/)

University Writing Center [http://www.uwc.ucf.edu/](http://www.uwc.ucf.edu/)

The Counseling Center [http://counseling.sdes.ucf.edu/](http://counseling.sdes.ucf.edu/)