

FLORIDA STATE UNIVERSITY



M A N A G E M E N T

**GRADUATE STUDENT  
POLICY HANDBOOK**



## **FOREWARD to Graduate Students**

Welcome to the Department of Sport Management at the Florida State University. This manual sets forth policies and guidelines that the Graduate Faculty and the Department follow in the conduct of the Graduate Program. Additionally, this manual highlights some of the more significant University requirements. However, knowledge of the material in this handbook **does not** relinquish you from the need and responsibility for familiarizing yourself with, and adhering to all University policy and requirements found in the Florida State University Graduate Bulletin (<http://registrar.fsu.edu/bulletin/>) and other appropriate documents from The Graduate School (408 Westcott), and the College of Education Office of Academic Services and Intern Support (<https://education.fsu.edu/OASIS>) (2301 Stone Building).

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## **Department Policies**

### **I. Residency**

A. University policies concerning resident status are followed.

1. Graduate students awarded a **departmental assistantship** will receive a tuition waiver for out-of-state rates, if applicable, during the **first** year of enrollment. **Any departmental assistantship** awarded in subsequent years will only include a tuition waiver for in-state rates. Domestic graduate students are responsible for establishing Florida residency as soon as possible. International students that are not eligible for residency may be awarded a tuition waiver for out-of-state rates in subsequent years, depending on availability of funds.
2. Information for residency classification may be obtained through the Office of Admissions (<https://admissions.fsu.edu/residency/>).
3. Please refer to Appendix C for information/directions on residency reclassification.

### **II. Academic Common Market**

Through the Academic Common Market (ACM), residents of select states may qualify for in-state tuition rates at Florida State University. Eligibility varies by program of study and state of residence. The lists below indicate which states participate in the ACM in relation to the masters and doctoral degree programs.

MS—Louisiana

PhD—Georgia, Louisiana, Mississippi, Tennessee, & West Virginia

For information consult the Southern Regional Education Board (<https://www.sreb.org/>). Those who qualify may be exempt from out-of-state tuition fees and would only be required to pay in-state tuition and fees.

### **III. Florida's Linkage Institutes**

Through the state of Florida's Linkage Institutes, citizens of numerous countries may be eligible to receive waivers of the out-of-state portion of tuition at Florida State University. For further information consult the information available through the following webpage: <https://www.cge.fsu.edu/international-students/funding> (select "Linkage Institute Waivers").

## **IV. Transfer Credits**

Transfer of courses not counted toward a previous degree from another regionally accredited graduate school is limited to six (6) semester hours. The transfer of courses not counted toward a previous degree within Florida State University is limited to a maximum of twelve (12) semester hours. The majority of credit hours for a graduate degree must be earned through Florida State University or its official consortia institutions. Transfer credit may be applied toward general elective coursework and/or department elective coursework (if applicable). Transfer credits will not be accepted for core coursework. The department chair in consultation with the department faculty members will determine how many, if any, courses will be recommended for transfer credit.

All transfer credits must: 1) be recommended by the major department; 2) be evaluated as graduate work by the evaluation section of the Office of Admissions of Florida State University; and 3) have been completed with grades of 3.0 (“B”) or better.

The University does not accept experiential learning, or award credit for experiential learning. Transfer credit based on experiential learning from another institution will not be accepted.

## **V. Retention**

### **A. General Policy**

1. University regulations are followed for retention.
2. Any student with cumulative GPA below 3.0 is placed on probation by the University and monitored by Departmental faculty. Two consecutive semesters with a cumulative GPA below 3.0 will result in dismissal from the university.
3. Students are expected to follow accepted, rigorous standards of academic performance and honesty that is consistent with the Honor Code found in the Student Handbook (<http://fda.fsu.edu/Academic-Resources/Academic-Honor-Policy>).

### **B. Departmental Policy**

1. There is an annual review to assess the progress of all graduate students. Feedback will be provided to all students concerning the results of the review; any student whose work is unsatisfactory must consult with their advisor about procedures for correcting the problem(s) and about proper registration for the next term.
2. Students with difficulty in reading, writing, and/or speaking English may be required to undertake specific work to improve language skills.
3. Students that do not meet the expectations for scholarly engagement for two consecutive review periods will be ineligible to continue in the program.

## VI. REGISTRATION

- A. Students must secure an advisor's approval to register. Students should not enroll in courses prior to discussing their prospective schedule with their advisor.
- B. Students should retain a copy of enrollment information.
- C. To register for variable credit courses (Directed Individual Study (DIS), Supervised Research, Field Internship, Supervised Teaching, Thesis Hours, or Dissertation Hours) a student is to consult with the major professor regarding the particular variable credit course. The major professor will work with the student to complete the appropriate form. A completed form is to be submitted to the Academic Program Specialist who will set up the appropriate section and process the enrollment. The Academic Program Specialist must have a completed form with approval of the appropriate faculty member to complete the enrollment process.

## VII. ADVISORY (SUPERVISORY) COMMITTEES

- A. Masters Supervisory Committee: Coursework Only Track
  - 1. The Director of Graduate Studies for the Master's program serves as the advisor for coursework only students. The Director of Graduate Studies will work with students following the coursework only track to identify and establish a supervisory committee.
  - 2. The Committee Appointment form, a part of the Program of Study form, is to be completed and submitted to the College of Education Office of Academic Services and Intern Support. This form must be on file before the student can register for the master's comprehensive examination.
  - 3. The advisory committee may be changed if appropriate or necessary. There is a separate committee form that should be used for revising committees, and may be obtained from the COE website: <http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>.
- B. Master's Supervisory Committee: Thesis Track

Students approved for the thesis option are engaged in learning about the research process, and focus in-depth on a particular issue in the sport industry. Those seeking to develop a particular expertise in a certain topic area, and/or those with the future goal of pursuing doctoral studies, are encouraged to apply for the thesis track. **Individuals must complete the approval process to be eligible for the thesis track.** Refer to Appendix B for further information about applying for approval to conduct a master's thesis. The application for approval of a master's thesis topic is included in Appendix C.

## **VII. ADVISORY (SUPERVISORY) COMMITTEES (cont.)**

### **C. Doctoral Advisory Committees:**

1. The faculty member agreeing to sponsor a doctoral applicant's admission will be appointed to serve as the major professor to assist the student in developing a program of study and to advise the student regarding enrollment.
2. Preliminary Exam Committee

The committee is composed of three faculty members. The three members will provide testing pertaining to a student's specialization, additional topic area, and research methods. All three of the committee members must be from within the department. The members should be selected in consultation with a student's major professor.

3. Dissertation Committee

The committee is composed of no less than four faculty members with the proper graduate faculty status. One of the four members must be from outside the Department and have graduate faculty status. The outside member is also the designated University Representative; this member must have graduate faculty status and also be a tenured faculty member. Two committee members may be from outside the department; in such an instance, one outside member will be designated as the University Representative. The outside member(s) should be selected based on that person's ability to make a significant contribution to the development of the dissertation. The other members should be chosen for their expertise, and their interest in and ability to assist in planning the student's work, as well as (or) be able to guide research efforts. The student, in conjunction with the major professor, will identify prospective committee members that will subsequently be invited to serve.

4. The dissertation advisory committee may be changed if appropriate or necessary. There is a separate committee form that should be used for revising committees, and may be obtained from the COE website: <http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>.

## **VIII. PLANNING PROGRAM OF STUDY**

### **A. Program Requirements:**

1. The Program of Study (POS) outlines the courses taken and the term of completion for these courses.
2. The advisor, advisory committee, and/or major professor are to assist the student in planning and preparing the Program of Study.

## VIII. PLANNING PROGRAM OF STUDY (cont.)

3. The College of Education POS form may be retrieved from the Office of Academic Services and Intern Support (<http://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>). The departmental doctoral student advising guide contains information about the program of study for PhD students, including a working template for setting up the POS.
4. For **Master's** students the POS is to be approved and signed by the committee members and the Department Chair, and submitted to the COE Office of Academic Services and Intern Support (2301 Stone Building) **during the first month of the semester of enrollment**. The student will not be permitted to register for classes in the second semester until his or her POS is on file. The Director of Graduate Studies for the master's students will coordinate identification of committee members for students completing the coursework only track. **Each Master's student is responsible for completing his/her program of study and submitting to the Director of Graduate Studies (MS) for final approval.**
5. For **Doctoral** students the POS is to be approved and signed by the committee members and the Department Chair, and submitted to the COE Office of Academic Services and Intern Support (2301 Stone Building) immediately following the successful completion of the second semester of course work. Doctoral students are to consult with their major professor to identify committee members. **Doctoral students are responsible for completing and submitting the program of study form in the specified timeframe.**

## IX. VARIABLES INFLUENCING DEGREE PROGRAMS

- A. Time to degree completion
  1. The **master's** program is structured so that the degree may be completed in three semesters, though more time may be used to complete the degree requirements.
  2. The **doctoral** program is structured so that two years will focus on course work, and the third year (and any subsequent years) is utilized for completion of the dissertation.
- B. Due to budgetary and programmatic fluctuation, summer schedules, faculty employment, and the class schedules of other departments, class offerings cannot be predicted with great accuracy. Therefore, advance inquiry is required so plans and programs of study can be as accurate as possible and delays anticipated.
- C. Faculty members in this department will attempt to honor a two-week turnaround schedule regarding papers and other work unless holidays or professional obligations interfere. The two-week turnaround applies for students in good academic standing who are continuously enrolled, and who are in Tallahassee. Students should not expect a shorter turnaround time. Doctoral students working ABD and not residing in Tallahassee, or master's student working to complete a thesis and not residing in Tallahassee, should allow for a four-week turnaround regarding papers and other work.

## **IX. VARIABLES INFLUENCING DEGREE PROGRAMS (cont.)**

D. Faculty who are not employed for a term, such as summer, cannot supervise work for which credit is given. They may, if they wish, serve on committees or advise students.

E. Continuous Enrollment:

1. Doctoral Students:

a. University policy requires continuous enrollment in at least three credit hours (at least two must be dissertation hours) every term after admission to candidacy, until the degree is completed. An exception to this requirement would occur when:

(1) The major professor is not employed for a term.

(2) A candidate has completed the dissertation defense and must enroll in one subsequent semester in order to graduate. In this instance, only one credit hour is required by the department. Note: The University may require two credit hours. The requisite number will be determined by the Dean of the Graduate School.

b. A minimum total of 24 dissertation hours is required. Additional hours may be completed.

2. Master's students completing a thesis should enroll continuously for at least three credit hours (at least two must be thesis hours) unless the major professor is not employed for a term, for a minimum of six total thesis hours. Additional credits may be required.

3. Registration shall be required in the final term in which the degree is granted and shall consist of a minimum of two semester hours of thesis/dissertation credit, unless a student qualifies for an exception as noted in item E 1 a (2) above, plus registration for the appropriate examination, defense, etc.

4. Students must register for graduation in the semester they expect to graduate. If a student registered in a previous semester and was unable to graduate, s/he must register again.

F. Student Files:

a. Departmental files for each student are located in the Departmental Office, Suite 1002 Tully Gym.

b. Each major professor may also maintain a working file on each student that he/she advises.

## **IX. VARIABLES INFLUENCING DEGREE PROGRAMS (cont.)**

### **F. Student Files:**

- c. Each student should maintain his/her own file of all transactions. Each transaction or decision should be in writing (which may be in electronic form) with a copy for the student and the advisor.
- d. The official student files are in the COE Office of Academic Services and Intern Support (2301 Stone Building). All verifications of eligibility, etc., are received in and from that office.

## **X. ACADEMIC COURSE POLICIES**

### **A. Evaluation/Examinations:**

1. The Department follows the final examination policy specified by Florida State University.
2. Final examinations may or may not be required in graduate courses as some professors choose to use other performance data for evaluation.
3. If a final examination is to be given, the published examination schedule is to be followed. University policy states that no examination in lieu of a final examination is to be given during the last week of classes.
4. The Department adheres to the policy of continuous evaluation and examination of all graduate students. Please refer to the information regarding student evaluation, comprehensive examinations, qualifying and preliminary examinations.

### **B. Academic Honesty:**

1. As stated in The University's Student Handbook (<https://dos.fsu.edu/resources/student-handbook>), students are expected to adhere to the highest standards of academic honesty, which include doing one's own work and giving an acknowledgment when using the work of others. Each student should be thoroughly aware of the standards to which the Academic Honor System holds each student, and the consequences for failing to meet those standards. The department strongly supports the Academic Honor System embraced by the university. Students should consult the University policy on Academic Honesty for more details: <http://fda.fsu.edu/Academic-Resources/Academic-Honor-Policy>.
2. Part of academic honesty, and indeed academic professionalism, involves the proper citing and attribution of all work turned in for class assignments, manuscripts prepared for publication, qualifying exams, preliminary exams, dissertation proposals, and completed dissertations (as well as any other writing not covered in the foregoing). Students must adhere to the style guidelines for proper referencing outlined in the most recent edition of the *Publication Manual of the American Psychological Association*, otherwise known as APA style. For academic writing outside the department, including but not limited to manuscripts prepared for publication in journals or books, presentations at scholarly conferences, and so forth, students should adhere to the professional guidelines of those areas (e.g., APA, MLA, Chicago Style, Bluebook, etc.).

## **X. ACADEMIC COURSE POLICIES (cont.)**

### **C. Grading:**

1. The University scale of letter grades is used. Each professor will indicate how his/her grading system translates to that format.
2. Incomplete grades will be given only for extenuating circumstances. Per university policy, “Incomplete” (“I”) grades should be recorded only in exceptional cases when a student, *who has completed a substantial portion of the course and who is otherwise passing*, is unable to complete a well-defined portion of a course for reasons beyond the student's control”). The “I” is to be removed during the next term of enrollment or the next term in which the professor is employed. If there is a delay in this process, the professor may request an extension. It is the responsibility of the student to ask the professor for the extension.
3. Incomplete grades for credit hours will become “F” at the end of one semester if the instructor of record does not submit a grade change form or request an extension. It is the responsibility of the student to request a grade change once course requirements have been completed, or to ask the instructor for the extension.

### **D. Grade Appeals**

University procedures are followed for grade appeals. In general, this includes discussing the problem with the professor first, and then with the Department Chair if there is evidence that subsequent action is warranted.

## **XI. DOCTORAL CANDIDACY**

### **A. Schedule for Admission to Candidacy**

1. All required course work (courses listed on Program of Study) must be completed.
2. Preliminary examination successfully completed.
3. Complete and submit an Admission to Candidacy form.
4. Upon admission to candidacy, the student must be continuously enrolled in a minimum of three credit hours (at least two must be dissertation hours) unless the major professor is not employed that term.
5. A student must be admitted to candidacy six (6) months prior to planned graduation.

## **XII. DOCTORAL CANDIDACY (cont.)**

### **B. Time Limit for Completion of Degree Requirements**

1. Upon successful completion of the preliminary examination, doctoral candidates should schedule and complete a prospectus hearing with their dissertation committee within 120 days. If a student is making progress and requires additional time to schedule the prospectus hearing, the major professor may petition the Department Chair for an extension. Failure to either complete a prospectus hearing or seek an extension can result in termination of any department support.
2. All requirements for the doctoral degree must be completed within five (5) calendar years from the time the student passes the preliminary examination and is admitted to candidacy.
3. Extension of Dissertation Time Limit
  - a. Doctoral candidates who have used up the allotted five-year time period for completing the dissertation may request an extension of time if they meet the following criteria:
    - (1) The prospectus must have been approved by the student's committee and signed off by the College of Education's Associate Dean of Graduate Studies at least two months prior to the beginning of any time extension.
    - (2) It must be determined and verified by the student's Doctoral Committee that the student is making satisfactory progress toward the completion of the degree, and that a time extension is appropriate for completion of all requirements.
    - (3) If approved, the Doctoral Committee will specify the appropriate time extension (e.g., one semester, two semesters) based on a student's circumstances. The maximum time allowed for an extension will be one calendar year.
  - b. The members of the Dissertation Committee and the Department Chair must all approve an extension of time request. If the request is not approved the student is no longer eligible to continue in the program or at Florida State University.
  - c. Taking the preliminary examination and/or completing additional coursework for readmission to candidacy is not an option in the Department of Sport Management.

## **XII. PROSPECTUS FOR THESIS/DISSERTATION**

A. A prospectus should be prepared using the Graduate School's ETD formatting guidelines. The guidelines are posted on the Graduate School's webpage (<https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation>) for all graduate students.

### **B. Content**

1. The prospectus should be written in future tense.
2. Chapter 1 typically contains the introduction, statement of the problem, research questions and/or hypotheses, definitions of terms, assumptions, limitations, and significance of the study. Chapter 2 contains the review of literature, including theoretical framework. Chapter 3 contains items related to research site and/or research participants, the method or methods to be utilized, and a discussion of how data will be analyzed or empirical material will be interpreted. If a pilot study is completed, the results are to be incorporated in the appropriate section/chapter.
3. All thesis and dissertation prospectuses must include (usually as an appendix) a letter of approval from the Florida State University Institutional Review Board (unless an exception from IRB approval is granted by the Graduate School—in which case the letter of exception must be included as an appendix). That letter must acknowledge that the student is the primary research/researcher of record, and that the proposed research has been approved for a time period following the proposal date and in line with the data collection period proposed by the student.

### **C. Reading Time:**

The standard of two weeks for the reading of each draft of the prospectus by the Major Professor is to be expected. More than one draft of the prospectus will likely be completed before approval is given by the Major Professor for distribution of the document to the Committee. Students should recognize that it may take several drafts before the prospectus is approved as suitable for a defense. Once the prospectus has been distributed to the Committee, the reading time for the committee is at least two weeks prior to the defense of the prospectus.

### **D. Prospectus Hearing**

All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. If exceptional emergency circumstances, e.g., medical or other emergency situations prevent the participation of a committee member, it may be necessary to arrange for an additional appropriately qualified colleague to attend the prospectus hearing. A minimum of four members with requisite status must participate in a doctoral dissertation prospectus hearing. A minimum of three members with requisite status must participate in a master's thesis prospectus hearing.

## **XII. PROSPECTUS FOR THESIS/DISSERTATION (cont.)**

### **E. Submission for Approval:**

1. After the committee has received the prospectus, completed the prospectus hearing, and approved the prospectus, the committee members are to sign and submit the Prospectus Clearance Form.
2. As part of the approval process, the major professor/advisor will process the prospectus document through a document review program (e.g., Turnitin). The major professor/advisor will submit to the Department Chair a copy of the summary report page from the document review program as additional evidence of the authenticity of the student's work.
3. The student and major professor are to confirm with the Director of Graduate Studies for the Master's program that all requisite forms/processes are completed for the prospectus.
4. The Associate Dean will sign the prospective clearance form, unless there are concerns regarding the prospectus which shall be communicated to the student and major professor. In an instance where the prospectus is not approved, the student shall consult with the major professor as to the next appropriate step(s).

### **F. Pass Conditional Upon Revisions**

If a student passes the oral examination but is required to make additional revisions prior to submission of the final prospectus document, the committee shall extend a 30-day deadline for revisions to be made and submitted to the major professor. If a student fails to complete the prescribed revisions within the 30 days, the committee members (1) will deem the prospectus as a "Fail" due to lack of progress, (2) may require the student to sit for an additional oral examination, or (3) award additional time if there is evidence revisions are progressing but require more work than anticipated. The committee members will designate the additional time allowed. A student that does not meet a second deadline will "Fail" the prospectus hearing and the Department Chair shall be advised the student should be dismissed from the program.

### **G. Failed Prospectus Hearing**

If the prospectus is not approved by at least two-thirds of the committee members, a memo will be prepared by the committee members for the Department Chair explaining the reasoning for failure to approve the prospectus, and advising that a student is no longer eligible to continue in the program.

### **XIII. THESIS/DISSERTATION**

#### **A. Format**

A thesis/dissertation document should be prepared using the Graduate School's ETD formatting guidelines. The guidelines are posted on the Graduate School's webpage (<https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation>) for all graduate students.

#### **B. Completing the Thesis/Dissertation:**

1. Chapters 1, 2, and 3 are to be updated and completed as necessary and converted to past tense.
2. Chapters 3, 4 and 5 are written according to guidelines for each specialization.
  - a. Chapter 3 should contain methods and pilot study results (if applicable).
  - b. Chapter 4 should contain the results.
  - c. Chapter 5 should contain the summary, conclusions and recommendations.

Note: The preceding outline of chapters is one approach to structuring the document. Other structures, approved by the committee, may be used. It is possible that the thesis/dissertation will have more than five (5) chapters; the above is a sample guide. For example, Doctoral students, in consultation with their major professor, maybe adopt a three article model for structuring a dissertation, whereby the student would prepare a proposal consistent with the structure outlined above (XII.B.2) followed by three (3) distinct chapters formatted as separate journal article submissions (to be submitted after, but never prior to, a successful final defense) and a final chapter that contains summary, conclusions, and recommendations.

3. When all chapters have been written to the satisfaction of the advisor, they are submitted to the committee for review.
4. Reading Time:
  - a. A minimum of two weeks for the reading of each draft of the thesis/dissertation is to be allowed. More than one draft may be required by the committee so it can review corrections and changes.
  - b. Meetings, holidays, and faculty absences may extend the reading time.
  - c. Students who are off campus must allow additional time for receipt, reading, and returning. A minimum of four weeks per draft is to be expected.

### **XIII. THESIS/DISSERTATION (cont.)**

#### **B. Completing the Thesis/Dissertation:**

##### **5. Schedule for Defense**

- a. Sport Management students must register for SPM 8976 (Thesis Defense) or SPM 8985 (Dissertation Defense), for 0 credit, at the beginning of the term in which they plan to defend the thesis or dissertation. If a defense does not take place during that term, the “course” will be dropped and the student must enroll again in the next semester. An Incomplete (I) is not awarded for a thesis or dissertation defense.
- b. Students must be registered for a minimum of two hours of thesis or dissertation in the term they defend. They must defend before the conclusion of the seventh week of classes.
- c. The doctoral defense cannot be scheduled until at least four (4) months after the approval of the prospectus and six (6) months after admission to candidacy. There is no similar time constraint for defense of a master’s thesis.
- d. The defense is scheduled by the student and advisor, with the approval of the committee when the thesis/dissertation is in its final form. A student should schedule the room and equipment with the department for their defense. Permission to schedule a defense is no guarantee that a student will successfully defend his or her dissertation document.
- e. University policy requires that at least two weeks prior to the date of the examination an abstract of the dissertation with an announcement of the dissertation title and the date and place of the examination must be submitted to the Graduate School. The notification is required in order for the Graduate School staff to electronically circulate the requisite forms. The major professor should e-mail all department faculty members announcing the student’s defense.
- f. All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. If exceptional emergency circumstances, e.g. medical or other emergency situations prevent the participation of a committee member, it may be necessary to arrange for an additional appropriately qualified colleague to attend the prospectus hearing. A minimum of four members with requisite status must participate in a dissertation defense. A minimum of three members with requisite status must participate in a master’s thesis defense.
- g. A grade of PASS for the defense of the thesis or dissertation must be agreed upon by at least 2/3’s of the committee members.

### **XIII. THESIS/DISSERTATION (cont.)**

#### **B. Completing the Thesis/Dissertation:**

##### **5. Schedule for Defense**

- h. If a student fails to pass the defense of the thesis or dissertation, a memo shall be prepared by the committee members documenting the reasons for the failing evaluation. The memo shall be submitted to the department chair with the notice that a student is no longer eligible to be in the program.

### **XIV. CLEARANCE AND GRADUATION**

#### **A. Clearance:**

1. Students must process clearance forms prior to and after defense.
2. As part of the approval process, the major professor will process the dissertation document through a document review program (e.g., Turnitin, SafeAssign, etc.). The major professor/advisor will submit to the Department Chair a copy of the summary report page from the document review program as additional evidence of the authenticity of the student's work.
3. Approval and clearance must come from the University Business Office, the Graduate School, the COE, and the Department.
4. The dissertation document must be submitted and cleared for graduation within 60 days of the defense date. Failure to complete any revisions and receive approval for final clearance within 60 days will nullify the first defense and require a second defense.

#### **B. Graduation**

1. Students must apply for graduation (University Registrar Office) at the beginning of the term in which they expect to graduate. Doctoral students must be registered for at least two dissertation hours the term they plan to graduate. If the dissertation has been defended in a previous term, the Graduate School may approve enrollment in only one dissertation credit hour. The staff in the Graduate School must be consulted for a final decision.
2. Application for graduation does carry over. If a candidate applied for graduation in a previous term but did not complete the degree, the application for graduation will be carried forward to the subsequent term.

#### **XIV. CLEARANCE AND GRADUATION (cont.)**

##### **B. Graduation**

4. Students must rent/buy caps, gowns, and hoods if they plan to participate in the ceremony.
5. Students and Major Professors must arrange for the hooding ceremony. Either the Major Professor or a substitute may perform this duty.
6. If the work was completed, but not during the scheduled dates, it is proper for the student to return at the appropriate date for the graduation ceremony.

#### **XV. SUMMER POLICY**

- A. As faculty summer employment cannot be readily predicted, students should plan their programs of study carefully. No student can expect any service or attention from a faculty member not employed during a term.
- B. University policy prohibits a faculty member not employed for that term from teaching any course for credit; thus, a student may not enroll with that professor for DIS, supervised research, etc.

#### **XVI. ASSISTANTSHIPS**

##### **A. Assistantships**

Students receiving graduate assistantships must be enrolled for 12 credit hours per term, unless otherwise directed by the Department Chair. Students may submit a request to the Department Chair to enroll in fewer than 12 credit hours per term. Exceptions to the 12 hours are only approved by the Department Chair. Students are notified in the assistantship offer letter of the requisite number in which they must be enrolled.

##### **1. Types**

- a. Teaching assistantships (TAs) will be awarded to students who are assigned instructional duties of various types. This might include assisting with face-to-face instruction or acting as a 'course mentor' for online courses.
- b. Research assistants (RAs) will assist faculty in their research.
- c. Graduate assistants (GAs) will assist faculty and/or staff in administrative projects or assignments as defined by the Department Chair, Associate Department Chair, and/or Department Manager.
- d. A student may receive funding support from a combination of sources.

## **XVI. ASSISTANTSHIPS (cont.)**

### A. Assistantships

#### 2. Administrative Procedures:

- a. Employment paperwork should be processed early, prior to the beginning of classes, to avoid a payroll delay of up to six weeks.
- b. The supervision of assistants is the obligation of the Department Chair. When TAs and RAs are assigned to work with faculty, however, the involved faculty member is also responsible for supervision and guidance.
- c. TAs are expected to follow all University regulations. If they are ill, they are to attempt to arrange for a substitute to cover the course, and to notify the Department Chair or supervising faculty member.
- d. For Teaching Assistants assigned in the Lifetime Activities Program, the coordinator of that program will serve as their primary administrator.

### B. Funding Policy:

The policy of the Department is that funding of graduate students is a recruitment tool. The funding of new students has priority over the funding of students currently in the program who may or may not have previously received funding. Although students who are enrolled in the department without an assistantship will have a lower funding priority than new students, a student might receive an assistantship on a semester-by-semester basis according to department priorities.

The policy of funding graduate students is based on Department needs, College of Education and University policy, and equal opportunity guidelines.

#### 1. Priority:

- a. Recruitment
- b. Instructional needs of the department.
- c. Retention of students who are members of groups under-represented in both the profession and our graduate programs.
- d. Academic performance, test scores, work experience, etc.

## **XVI. ASSISTANTSHIPS (cont.)**

### **B. Funding Policy:**

#### **2. Length of Funding:**

**All assistantships are for one semester.** Assistantships may be renewed in subsequent semesters if the University continues an appropriate level of funding, according to the Department priorities, and the student satisfactorily meets Department obligations. To retain funding, the criteria students must meet include, but are not limited to:

- a. Performing instructional and administrative duties in an acceptable manner.
- b. Maintaining regular academic standing.
- c. For doctoral students, making consistent progress toward their degree and meeting the expectations for scholarly engagement, as determined by the faculty members. Doctoral students making consistent progress toward their degree and meeting the expectations for scholarly engagement may anticipate funding through the completion of their degree. Funding should not be expected though, beyond a fourth year.
- d. Adhering to the University's Student Conduct Code; students violating the code are subject to losing their funding.

#### **3. Summer Funding:**

It is expected that doctoral students will be enrolled as full-time students during each summer term. Summer assistantships come with the expectation students will work 20 hours per week during the full summer term (12 weeks). Students are expected to be in Tallahassee during the full summer term in order to receive an assistantship.

### **C. Professional Responsibilities of Graduate Teaching Assistants:**

Each teaching assistant should treat people with respect and carry out duties with integrity. Each teaching assistant has an important obligation to students. It is important to be friendly and professional. Teaching assistants represent the Department, the College, and the University. Members of the University community are responsible for their actions on and off campus. A teaching assistant's obligation to behave in a manner that reflects favorably upon the Department and the University does not cease when the teaching assistant leaves the classroom. If a teaching assistant is unable to answer a question of an ethical nature, the teaching assistant should see the Department Chair.

Each instructor should be well prepared for class. An instructor should begin and end class at the scheduled time. Instructors should follow the course syllabus carefully. The Department considers the course syllabus a binding document between the instructor and the instructor's students.

## **XVI. ASSISTANTSHIPS (cont.)**

### **C. Professional Responsibilities of Graduate Teaching Assistants:**

It is inappropriate to arrange with a student for individual instruction outside of class time. This may include the invitation to a student to meet for the purpose of participating in recreational activities.

It is unprofessional to date, even once, to have a personal relationship with a student enrolled in a class you are teaching, or to intrude upon the personal dignity of any person. It is unacceptable to make sexist remarks about a student's appearance, sexual activity, or sexual orientation; or to verbally harass or abuse a student; or to attempt in any way to establish physical or emotional intimacy with a student.

### **D. Employment outside the department**

Students seeking other employment within the university must notify the Department Manager of their intent. Students must request permission from the Department of Sport Management to pursue other university employment. The Department of Sport Management reserves the right to terminate an offer of assistantship to an individual who takes other employment within the university without receiving prior permission from the Department Manager.

## **XVII. TUITION WAIVER POLICY**

Tuition waiver moneys should be considered as part of a financial aid package offered to graduate students to enhance the recruitment and retention of graduate students of highest professional potential. The assistantship award letter will designate the rate at which a tuition waiver will be paid (in- or out-of-state).

## **XVIII. ANNUAL EVALUATIONS**

The focus of the evaluation is the periodic assessment by the faculty of the student's progress in developing competence in the required areas. This will normally occur during the end of the spring term or beginning of the summer term. Students will be notified following the evaluation of their progress, and in the event the performance is below the acceptable standard, they will be provided recommendations for improving their performance. The evaluation will be conducted by the Sport Management faculty and based on the predetermined competencies or standards. For doctoral students, Annual Evaluations will be based on Scholarly Engagement expectations as well as performance in teaching, assistantship activities, and scholarship within and outside the program. Students will be notified of the results of the evaluation.

## **XIX. MASTER’S STUDENTS COMPREHENSIVE EXAMINATION (Career Portfolio)**

Coursework only students must register for SPM 8969 (0 credits) during the registration period of the term the student expects to complete the comprehensive examination, usually their final semester. If the examination is not completed, the student will receive a grade of “Fail.” A student has the option to enroll in a subsequent semester to attempt completion of the comprehensive examination. If the examination is not completed, even though the program of study for the degree may be completed, the degree will not be awarded. A student may only attempt to complete the comprehensive examination two (2) times. After a second failed attempt a student will no longer be eligible to continue in the program, and the degree will not be awarded.

The Career Portfolio and Exit Survey comprise the comprehensive exam and provide final evidence of **scholarly work** students are required to submit before the awarding of a master’s degree from the Sport Management program. The electronic career portfolio should reflect the knowledge, skills, and abilities an individual has learned and/or developed as a graduate student in the program. More information on a career portfolio is available on the website, <https://career.fsu.edu/portfolio>.

The portfolio must be written using complete sentences as well as the correct grammar and spelling. The portfolio is a comprehensive exam and as such **should not** be written using informal language and abbreviations. It is recommended that students type up the various sections in a word processor document in order to use spell check and grammar check. The writing should be of high enough quality that the portfolio could be sent to a prospective employer.

The career portfolio is an opportunity to showcase one’s educational experience as a graduate student receiving a master’s degree in Sport Management. The career portfolio should be compiled throughout the student’s experience in the master’s program with the final project due 4 weeks before the end of the final semester of graduation. The faculty member supervising the comprehensive examination will send out a notice to those students at the beginning of their final semester with the actual due date.

### **FSU Career Center**

The Career Center is located at 100 South Woodward Avenue, Tallahassee, FL 32306-4162.

### **Career Advising & Information**

#### **Regular Career Advising Hours**

Monday, Wednesday, Thursday, Friday (9 a.m.- 4:30 p.m.)

Tuesday (9 a.m. to 8 p.m.) evening hours are available during the fall and spring semesters.

**COE Liaison:** Julia Kronholz, [jkronholz@admin.fsu.edu](mailto:jkronholz@admin.fsu.edu)

## **XX. QUALIFYING EXAMINATIONS FOR DOCTORAL STUDENTS**

- A. In order to demonstrate their ability to continue the program, students will be required to complete a written qualifying examination by the end of the second semester of enrollment. They will enroll in SPM 6967 for zero credit hours during the term in which the exam is administered (usually the second semester [spring] of degree program).
- B. The examination will be given over a specified time block to all eligible students at the same time. Students will be notified of the exam schedule at least two weeks in advance of the exam date. In the event a student has an accommodation through the Office of Accessibility Services (OAS), the exam will be administered in a way that does not disadvantage the student. It is the student's responsibility to notify the Director of Graduate Studies (PhD) at least four (4) weeks prior to the administration of the exam, and sooner if possible, so that arrangements can be made to accommodate the student in a timely fashion.
- C. The examination will cover core prerequisite courses and other content to be determined by the program faculty. Students will be made aware of the exam content and parameters in the Spring term.
- D. The Examining Committee will develop, monitor, and evaluate the examinations.
- E. The Committee will evaluate the questions both for content and for writing ability. Students will be notified of the examination results by the Director of Graduate Studies (PhD).
- F. The Committee will read, evaluate, and give results to students within a two-week period. Each section of the qualifying exam will be evaluated by two members of the Examining Committee. Committee members will score the exam sections as PASS, LOW PASS, or FAIL. If a consensus of the committee is that the student has passed a given section (PASS/PASS, PASS/LOW PASS, or LOW PASS/LOW PASS) then the student receives a passing mark for that section. In the event that the average mark is below pass (LOW PASS/FAIL) or is a consensus fail (FAIL/FAIL) the student will be deemed to have failed that part or all of that section.
- H. In cases where the student fails the first administration for any section of the qualifying examination, he/she will be provided feedback on his/her responses to the examination by the Director of Graduate Studies (PhD). The student will be required to retake part or all of each failed section(s) during a second administration of the qualifying examination. The second administration is to take place no later than two weeks after the first administration. A student may choose to terminate the degree program rather than complete a second administration of the qualifying examination.
- I. If a student is determined to have failed the second administration of the qualifying examination, he or she will be ineligible to continue in the doctoral program.

## **XX. QUALIFYING EXAMINATIONS FOR DOCTORAL STUDENTS (cont.)**

- J. Satisfactory performance (PASS) on all sections of the Qualifying Exam earns a grade of “S”.
- K. A grade of “U” or “I” may be given. An “I” will expire at the end of one term; students must complete the qualifying exam within one term or the grade will be “U.”

## **XXI. FAILURE TO PROGRESS**

Upon finishing course work it is expected that students will progress toward completion of the preliminary examination in a timely manner. During the intervening period between completion of required course work and the preliminary examination, students will be enrolled in preparatory course work to maintain their status as a student in the program.

The course work will be structured to allow a student to prepare for the preliminary examination. For example, a student may complete a literature review of a topic which will be a component of his or her preliminary examination. The course work will be graded as “S” or “U.” A grade of “U” reflects unsatisfactory progress in preparing for the preliminary exam. A student that earns a grade of “U” in two (2) successive semesters may be ineligible to continue in the program. The university does require that students be continuously enrolled. Any student not enrolled for two consecutive semesters will be dropped from the program. A student dropped from the program due to non-continuous enrollment may apply for readmission. There is no guarantee, however, of readmission.

## **XXII. READMISSION**

The university criteria for readmission are in effect. Refer to <http://www.fsu.edu/students/current/readmission.html> for specific information.

In addition to the university criteria, the following department criteria are also in effect.

- A. Master’s students may seek readmission for any term; doctoral students are only approved for readmission in the Fall term.
- B. An individual seeking readmission to the Department of Sport Management must meet all the admission requirements for the degree program at the time of application for readmission. For individuals seeking readmission to the doctoral program, this includes having a faculty sponsor, a faculty member in the Department of Sport Management with graduate faculty status who agrees to work with the individual. Given the dynamic nature of faculty responsibilities from year-to-year in teaching, research, and service, previous sponsorship does not guarantee future sponsorship.

## **XXII. READMISSION (cont.)**

- C. Readmitted former students are subject to policies and procedures in effect at the time of reentrance.

## **XXIII. DOCTORAL PRELIMINARY EXAMINATION**

### **A. Purpose**

The purpose of the preliminary examination is to determine if the student has mastered the requisite content, and is prepared to plan and conduct independent and scholarly research. Upon successful completion of the preliminary examination, the student is admitted to candidacy and may begin taking dissertation hours.

### **B. Format of the Preliminary Examination:**

1. The preliminary examination shall consist of a written examination and a subsequent oral examination (at the committee's discretion). Students should enroll in SPM 8968, preliminary examination, for zero credit hours during the semester in which they will complete the preliminary examination.
2. Students in good standing and who have completed the requisite coursework as outlined in the Doctoral Student Advising Guide will take the preliminary examination during the summer semester of their second year in the Doctoral program (as scheduled by their committee).
3. The examination will have questions that cover three content areas: 1) the student's area of specialization, 2) research tools, and 3) a second selected sport management content area. Questions for the respective content areas will be determined by discussion between the student and his/her committee. The examination will be facilitated by the students' major professor.
4. The testing of each content area will be completed across three 36-hour time periods. A student will receive the exam via email at 8:00 am EST, and return it to his or her major professor by 8:00 pm EST the following day. The process will repeat for each of the three questions. Each testing period will cover one content area. Each exam response is expected to be no less than 6,500 words and no more than 9,000 words in length (excluding references). Each completed exam will be scanned through Turnitin. The assessment of the three content areas must be completed within a two-week period.
5. A student with an OAS accommodation must notify his or her major professor as well as the Director of Graduate Studies (PhD) of such accommodation so that steps can be taken to schedule the exam at the OAS Testing Center if necessary.

### **XXIII. DOCTORAL PRELIMINARY EXAMINATION (cont.)**

#### **B. Format of the Preliminary Examination:**

6. The committee will evaluate the responses to questions both for content and for writing ability. An oral examination may be required at the discretion of the committee.
7. The committee will read, evaluate, and give results to students within a two-week period. If an oral examination or additional writing is needed it will be scheduled with the committee as soon as possible. If the preliminary examination is completed in the summer term, the availability of faculty members may necessitate a review period beyond two weeks.
8. It will be the responsibility of the major professor to communicate to the student the results of the written examination. In cases where the student fails the written examination, he/she is to be referred to his/her faculty advisor to discuss a possible second administration of the preliminary examination, academic program plans, or dismissal from the program.
9. Satisfactory performance earns a grade of Pass “P” on SPM 8968. A grade of Fail “F” will be awarded for SPM 8968 if the work is not satisfactory.
10. The preliminary examination may only be taken twice. A second failure on the preliminary examination makes the student ineligible to continue in the degree program. The first administration will include at least a written component, and may include an oral component as well. The second administration may include another written and oral component, only a written component, or only an oral component.

#### **C. Timing of the Preliminary Examination**

1. As outlined in the Doctoral Student Scholarly Engagement Requirements (see Section XXV below), students are expected to pass the preliminary examination by the end of the summer semester of their second year. Thus, students should prepare to sit for the examination over a two (2) week period during the Summer C session of their second year in the program and defend the oral component of the preliminary examination by no later than the end of July in that same summer term. Students should plan to utilize the Spring term and the Summer B term in their second year in the program to study and prepare for the examination.
2. The student will only be eligible to sit the preliminary examination after completion of all coursework listed in the “Doctoral Core” and “Research Tools” sections of his/her Program of Study. The student may still be enrolled in elective or specialization coursework in the semester in which the Examination takes place (or take such coursework in subsequent semesters).

## **XXIV. DOCTORAL PRELIMINARY EXAMINATION (cont.)**

### **C. Timing of the Preliminary Examination**

3. If an individual fails the first administration of the preliminary examination, a second administration may be recommended by the examination committee. If recommended, the student will develop a plan with the major professor for completing the second administration. If a student is not recommended for a second administration she/he will be ineligible to continue in the degree program.

If recommended for a second administration, the second attempt at the preliminary examination shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. For the purpose of this policy, a “full class week” is defined as a week with five days during which classes are held at FSU. Students must be registered separately for their first and second attempt, if necessary within the same semester, and must receive either a “Pass” or a “Fail” grade for each attempt. If a student fails the second administration, or the second administration is not completed in the specified time period, a student will be ineligible to continue in the degree program.

An exception request regarding the timing of the re-examination can be submitted for consideration to the Dean’s Office by either the student or the supervisory committee. Students who allege that academic regulations and/or procedures were improperly applied for the re-examination of their preliminary examination may have their grievances addressed through the general academic appeals process.

### **D. Performance criterion**

Students completing the preliminary exam will be evaluated based on the following.

#### **1. High Pass**

A student is able to discuss ideas based on a synthesis of information, portrays confidence in her/his responses, and is able to convey personal positions and ideas.

#### **2. Minimum performance (Pass)**

A student is able to provide “textbook” answers, and their delivery conveys a confidence in the knowledge. A student is able to discuss foundational or key ideas. In this instance, an individual shows retention of foundational knowledge.

#### **3. Fail**

A student cannot or does not discuss content or ideas; she/he is unable to provide even “textbook” answers. In this instance an individual does not show retention of foundational knowledge.

## XXIV. DOCTORAL PRELIMINARY EXAMINATION (cont.)

### E. Registration Procedures and Policies:

1. DISSERTATION HOURS MAY NOT BE TAKEN UNTIL THE PRELIMINARY EXAMINATION HAS BEEN PASSED. A student will enroll in SPM 8968 for zero credit during the semester the preliminary examination will be completed. If the student is not enrolled in other courses, she/he will be enrolled in directed individual study courses for the number of hours needed (e.g., nine (9) hours for full-time status in a Fall or Spring term). Students will enroll in up to nine (9) credits of DIS in that summer semester to prepare for the exam, and will earn a grade of “S” for those credit upon successful completion of the preliminary examination. Students who fail the first administration of the preliminary examination will receive a “U” for SPM 8968 Preliminary Examination and for the corresponding DIS credits. If the student successfully completes the preliminary examination in the first seven weeks of a given semester, the directed individual study credits maybe be dropped and dissertation hours added.
  
2. When the preliminary examination is successfully passed, the student and the major professor should submit the following documents to the Program Assistant:
  - a. Signed preliminary examination results form(s).
  
  - b. If enrolled in directed individual study courses, use a Drop/Add form to drop the directed individual study courses, and to add the same number of dissertation hours. “Retro drop/add and no fee liability, please,” should be written on each form. **THIS MUST BE DONE BEFORE THE SEVENTH WEEK OF CLASSES.**

THE ABOVE-MENTIONED PROCEDURES/DOCUMENTATION MUST BE COMPLETED AND SENT FORWARD AT THE SAME TIME, IN ORDER TO HAVE THE FEE LIABILITY WAIVED, and to make sure the grade change form and drop/add forms are taken care of by the Registrar’s Office at the same time.

## XXIV. LETTERS OF RECOMMENDATION

As candidates complete their degree program, it is expected that some will seek letters of recommendations from members of the Sport Management faculty. Doctoral candidates are encouraged to seek recommendations from faculty members who are familiar with the individual and her/his work. Doctoral candidates seeking letters of recommendation for academic positions are advised that faculty members do not write such letters until **after** a candidate has successfully proposed and defended her/his prospectus.

## **XXV. DOCTORAL STUDENT SCHOLARLY ENGAGEMENT**

The intent of the Scholarly Engagement requirement is to ensure that students remain engaged in curricular and professional development activities that will prepare them to independently acquire, evaluate, and extend knowledge, as well as develop themselves as effective communicators and disseminators of knowledge. Please consult the current Florida State University Graduate Bulletin for an overview of university-level information pertaining to Scholarly Engagement for doctoral students.

In the Department of Sport Management, expectations for Scholarly Engagement for each doctoral student are determined by their matriculation status within the program, but generally includes the following activities and achievements:

- successfully completing coursework as outlined in the student's program of study;
- sustained participation in Departmental colloquia meetings;
- advancing past the Qualifying Examination;
- advancing past the Preliminary Examination;
- active involvement in presenting and publishing research
- successful completion and defense of dissertation proposal
- successful completion and defense of dissertation

In each year of study, the expectations outlined below must be met. Completion of the various elements and/or activities will be documented in a student's annual evaluation report. Scholarly engagement requirements **MUST** be met for a student to receive a satisfactory annual evaluation.

### Year 1

- (1) It is expected that each student will complete a minimum of twenty-seven (27) graduate credit hours (courses must be 5000-level or above) in a 12-month consecutive period.
- (2) It is expected that each student will attend and participate in all doctoral colloquium meetings taking place in the Fall and Spring semesters respectively.
- (3) It is expected that each student will participate in a supervised teaching experience during the first year in preparation for a prospective teaching assignment.
- (4) It is expected that each student will successfully pass the Qualifying Examination in order to move forward to Year 2 of the degree program.

### Year 2

- (1) It is expected that each student will complete a minimum of twenty-seven (27) graduate credit hours (courses must be 5000-level or above) in a 12-month consecutive period.
- (2) It is expected that each student will attend and participate in all doctoral colloquium meetings taking place in the Fall and Spring semesters respectively.

## **XXV. DOCTORAL STUDENT SCHOLARLY ENGAGEMENT (cont.)**

- (3) It is expected that each student will participate in a research project under the supervision of a faculty member in the Department of Sport Management. Research activity may derive from a faculty member's work or from student-initiated research projects.
- (4) It is expected that each student will pass the Preliminary Examination during the summer semester of Year 2.

### Year 3

- (1) It is expected that each student will complete a minimum of twelve (12) graduate credit hours (courses must be 5000-level or above) in a 12-month consecutive period. Students who have advanced past the Preliminary Examination should be enrolled in no less than 9 hours of Dissertation credits (unless taking additional coursework as outlined in the student's Program of Study).
- (2) It is expected that each student will attend and participate in all doctoral colloquium meetings taking place in the Fall and Spring semesters respectively.
- (3) It is expected that each student will complete the dissertation prospectus prior to the end of Year 3 (end of a student's third summer term).
- (4a) It is expected that each student will submit scholarly work for an oral or poster presentation at an annual conference hosted by a professional association in the field (e.g., NASSM, SMA, NASSS, etc.).

and/or

- (4b) It is expected that each student will submit for publication a scholarly work in a peer-reviewed outlet.

### Year 4

- (1) It is expected that each student will complete a minimum of twelve (12) graduate credit hours (courses must be 5000-level or above) in a 12-month consecutive period. Students who have advanced past the Preliminary Examination should be enrolled in no less than 9 hours of Dissertation credits (unless taking additional coursework as outlined in the student's Program of Study).
- (2) It is expected that each student will attend and participate in all doctoral colloquium meetings taking place in the Fall and Spring semesters respectively.

## **XXV. DOCTORAL STUDENT SCHOLARLY ENGAGEMENT (cont.)**

- (3) It is expected that each student will complete the dissertation in Year 4.

Recognizing the potential for delays in programming, a student may not complete the dissertation by the end of Year 4. At a minimum, it is expected that each student, on a semester basis, will provide evidence of substantial progress toward completion of the dissertation to his/her dissertation committee chair. Such evidence must be provided each semester until the dissertation is completed.

- (4a) It is expected that each student will submit scholarly work for an oral or poster presentation at an annual conference hosted by a professional association in the field (e.g., NASSM, SMA, NASSS, etc.).

and/or

- (4b) It is expected that each student will submit for publication a scholarly work in a peer-reviewed outlet.

## APPENDIX A

### Florida State University Department of Sport Management Master's Thesis Guidelines\*

#### **What is a Master's Thesis?**

The master's thesis is a carefully argued scholarly paper of approximately 10,000 – 30,000 words (roughly 35-100 pages). It should present an original argument that is carefully documented from primary and/or secondary sources. The thesis must have a substantial research component and a focus that falls within the social sciences, and it must be written under the guidance of an advisor. As the final element in the master's degree, the thesis gives the student an opportunity to demonstrate expertise in the chosen research area.

#### **Initiating the Thesis**

You should be thinking about your thesis, if only abstractly, from your first enrollment in the Department of Sport Management Master's Program. At the latest, you should have a clear idea of your topic and have found an advisor by the end of the semester before the one in which you will complete the thesis (see the timetable and deadlines chart, below).

#### **Master's Thesis Advising**

Any Sport Management faculty member with graduate faculty status can be your primary thesis advisor, although individual faculty are not required to advise a set number of master's theses. It is your responsibility to find an advisor. Your advisor will provide general guidance, and will help you refine your topic and develop your argument. Most students choose faculty members they have worked with in courses. Thesis advisors must be approved by the faculty (along with the thesis topic).

#### **Approval Process and Protocol**

After doing the initial research on your topic, prepare a 250-300 word abstract, a preliminary bibliography (approximately ten to fifteen books or journal articles), and a brief outline before approaching a possible advisor. These will help you to convince your future advisor of the value and interest of your project. Once a faculty member has agreed to advise you, discuss your anticipated graduation date and agree on a timetable for meetings and submission of drafts. It is your responsibility to keep your advisor apprised of your progress.

After you have refined your topic and your advisor has approved it, complete the [Application for Approval of Master's Thesis Topic](#), have your sponsoring advisor sign it, and submit it to the Director of Graduate Studies (Masters) office. This form must be submitted no later than the thesis due date for the semester before the one in which you intend to graduate (e.g., December for May graduation). You will be notified by email if/when the faculty has approved your proposal. Do not start writing the thesis until you have an advisor and the faculty has approved your topic.

In most cases, students and advisors need to meet three or four times: initially, to finalize a topic, and to review the first or second draft. Keep in mind that your advisor must have enough time to read and evaluate your work before returning it to you with comments, and that you must have time to incorporate those comments. Do not expect your advisor to return your thesis in a day or two, whether it is an early draft or the final copy. It is appropriate to ask your advisor when you can expect comments, but not to pressure her or him to respond quickly. You should also be prepared for the possibility that your advisor will request substantial changes in the thesis. Do not expect that your draft will require only minor corrections, or that the proposed final version you submit will necessarily be approved without further changes. It is your responsibility to see that the final copy is free from spelling and grammatical errors; your advisor is not responsible for line-by-line editing.

### **HUMAN SUBJECT RESEARCH**

Theses involving interviews, surveys, or other research on human subjects often require prior approval. Because approval can take time, you should begin the application process as early as possible. Further information is available at <http://www.research.fsu.edu/humansubjects/> or via phone at (850) 644-7900.

### **Thesis Formatting Requirements**

All masters theses must conform to the Graduate School guidelines as outlined at: <http://www.gradstudies.fsu.edu/Information-For/New-Current-Students/Manuscript-Clearance>

\*For the avoidance of doubt, nothing in this policy shall be construed that a master's student shall have the right to pursue a thesis absent explicit advisor approval.

### **Prospective Timeline**

- Semester 1: Explore prospective topics/project ideas; conduct an initial literature search on a topic of interest, prepare a 250-300 word abstract, a preliminary bibliography (approximately ten to fifteen books or journal articles), and a brief outline before approaching a possible advisor. Talk with faculty members about your topic/project idea to identify a prospective thesis advisor.
- Semester 2: Work with a prospective advisor to refine the topic/project idea and complete the Application for Approval of Master's Thesis Topic.
- Enroll in a research methods course, and possibly an additional research tools course.
- Semester 3: Complete thesis proposal and defend prospectus by the end of this semester.
- Semester 4: Complete the thesis project; prepare the final thesis document, defend the thesis work.

**APPENDIX B**

**Florida State University  
Department of Sport Management**

**APPLICATION FOR APPROVAL OF MASTER'S THESIS TOPIC**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed Advisor: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Sponsoring Advisor Signature

\_\_\_\_\_  
Date

Thesis Title:  
\_\_\_\_\_  
\_\_\_\_\_

Thesis Abstract\*:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Attach to this document a preliminary bibliography (approximately ten to fifteen books or journal articles) and a brief outline of the project

Degree Expected:

Semester: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_  
Chair Signature

\_\_\_\_\_  
Date

## APPENDIX C

### Residency Reclassification

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#### What is reclassification?

Reclassification is the process of becoming a Florida resident for tuition purposes after you have attended the university for a semester or more and after you have physically lived in Florida for at least 12 consecutive months. You must physically reside in the State of Florida for at least 12 months and possess three forms of documentation before you can reclassify your residency status to in-state.

#### What do I need to do in order to be reclassified?

Reclassification requires certain supporting documents in order to prove your status as a Florida resident. Undergraduate and graduate students have different reclassification requirements. Graduate students who wish to reclassify will need to provide the following documents:

#### Legal tie:

- A Florida driver's license
- A Florida vehicle registration
- **or** A Florida voter registration

You must obtain at least one of these legal ties to the State of Florida in order to reclassify your residency status to in-state. We can also accept declarations of domicile as a legal tie. At least one of these documents must be issued at least 12 months prior to the first day of classes for the semester you're seeking reclassification. For example, if you are seeking reclassification for the fall semester of 2020, at least one of these documents must be issued at least 12 months prior to the first day of fall classes; on or before **August 24th, 2019**. It is never a bad idea to obtain as many of these documents as possible in case we need to request additional documentation.

#### Physical tie:

- Two lease agreements showing a presence in Florida for at least 12 consecutive months
- OR**
- Proof of a permanent home (warranty deeds/homestead exemptions)

Your physical tie is meant to show a physical presence in the State of Florida for at least 12 consecutive months. If you rent, you will need to provide two lease agreements. Be sure that the lease agreements you provide have been signed by yourself as well as your landlord. We need to be able to see that the lease was signed and is valid. We require two lease agreements because most lease agreements are a few days short of a full year. If you own a permanent home, we can accept a copy of your warranty deed or homestead exemption. These physical ties must meet the same 12-month requirement as the legal tie.

### **Basis:**

- A copy of your Graduate Assistantship Verification Form

You can think of the basis as your reason for coming to Florida. Since Florida laws and statutes state that you cannot come to Florida strictly for educational or tuition purposes, you must show that your coming to Florida was not strictly for educational purposes. Since Graduate Assistantships are a form of employment, we can accept a copy of your Graduate Assistantship Verification Form as your basis. This can be obtained from your department.

### **Reclassification form**

This can be thought of as the “cover letter” to the documents you submit. The reclassification form can be found on the Admissions website (at [admissions.fsu.edu/residency](http://admissions.fsu.edu/residency) at the bottom of the page). This form indicates your name, email address, and lets us know you are pursuing reclassification and for which semester.

To recap; the documents you need to submit are:

- **Legal tie-** A Florida driver’s license, Florida vehicle registration **or** Florida voter registration-issued 12 months prior to the first day of classes for the semester you are seeking reclassification
- **Physical tie-**Two lease agreements **or** a warranty deed or homestead exemption. This must meet the same 12-month requirement as the legal tie
- **Basis-**your graduate assistantship verification form
- **Reclassification form** (found at [admissions.fsu.edu/residency](http://admissions.fsu.edu/residency))

### **Submission:**

Most students will scan, copy or even just take pictures of these documents and turn them into our office as a packet. I usually recommend dropping them off in person. That way you can sit down with our reclassification officer and we can look over the documents together and ensure no further documentation is required. Reclassification materials can be brought to the Admissions Office in building A of the University Center, room A2500. If you are not on campus or dropping off reclassification documents is not an option, you can always email the documents to us as email attachments. Feel free to send any supporting documents to [residency@fsu.edu](mailto:residency@fsu.edu). Please be sure to include your full name in the subject or somewhere in the message and let us know it is regarding residency reclassification. **The deadline to submit reclassification materials is mandated by the financial aid schedule; documents must be submitted by the fourth day of classes for the semester you are seeking reclassification.**

Once all the required supporting documents have been received, reclassifying residency status generally occurs within a few days. You will receive an email notification letting you know you have been reclassified or if further documentation is required. From that point forward, you will continue to receive the in-state tuition rates.

If you have any questions regarding the reclassification process, the required documentation, or if you need additional information please do not hesitate to contact the Admissions Office at (850) 644-6200. You can always speak to one of the residency officers who can answer any further questions you might have.