



WASHINGTON STATE UNIVERSITY
College of Education

SPORT MANAGEMENT

M.A. PROGRAM 2022-2023



Department of Educational Leadership and Sport Management

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Welcome from the Program Coordinator

Welcome to the Master's program in Sport Management at Washington State University! Thank you for entrusting us with educating you for a career in sports or recreation.

We are dedicated to shaping you into the best graduate you can become. Well-versed, experienced and diverse Sport Management faculty are dedicated to leading you on your journey to becoming an excellent and thoughtful professional and scholar.

Our courses are designed to expand your academic, intellectual and professional horizons. Additionally, both the program and the wider Pac-12 university setting provide many opportunities for practical engagement and professional development. Consider taking advantage of them throughout your stay in Pullman. Ultimately, we encourage and expect you to take charge of your future and become involved with the wider program and campus communities.

This handbook is designed to provide you with an overview of the program. It includes many useful links, tips and resources; please be sure to keep it handy and refer to it often. Also, do not hesitate to reach out to your advisor to discuss any questions that are not answered in this manual.

We are gradually exiting a very turbulent period that shook sport, education, and society to the core. While the world seems to be reining in the Covid-19 pandemic, global warming, unprecedented draught, income inequality, and other issues caused by unsustainable development continue affecting sport and recreation as much as other fields. We are reviewing and gradually updating our curriculum to ensure we cover the greatest possible number of relevant subjects and emerging issues. Sports and societies are changing at an unprecedented pace and staying abreast of the changes is a unique challenge.

We see educating people as a team effort aimed at making sports and societies the best they can be. We are committed to leading this endeavor—but cannot succeed in achieving personal and societal progress without your involvement and contribution. The Renaissance polymath Leonardo da Vinci noted, “Poor is the pupil who does not surpass his master.” It is worth learning from the best.

Dr. Simon Ličen

Program Coordinator and Assistant Chair,

Department of Educational Leadership and Sport Management

Introduction

The program faculty is dedicated to meeting students' needs as future leaders in a variety of settings within the fields of sport and recreation. Sport's growing economic, political and social significance creates a corresponding need for well-educated and professionally-trained sport managers who can govern and deliver sport that serves the greater good of interconnected societies. To this end, the program provides a balanced integration of theory, practical experience, empirical research and policy analysis.

Beyond the curriculum, the Sport Management program at Washington State University offers students many opportunities to pursue their academic and professional goals. Students may—independently or in collaboration with faculty—conduct original research or earn practical experience in an array of diverse setting, including a Pac-12 university athletic department and an innovative university recreation department.

Upon completion of this degree, students are prepared for a range of careers in sport management. Graduates with master's degrees from the Sport Management program are employed in educational, non-profit and/or professional work settings such as:

Sport management firms
University and junior college athletic departments
Semi-professional and professional sport
Parks and recreation departments
Private/commercial recreation providers
Youth organizations
City and regional sports commissions

Sport governing bodies (e.g., conferences and federations)
Tennis, golf and country clubs
Major tournaments and college bowls
Retail sporting goods
Event and venue management
Sport marketing
Sport media

Program overview

The Sport Management program is focused on the management and administration of the sport and recreation industry. It includes, but is not limited to, content in the areas of management, marketing, law, communication, sociology and administration as they apply to sport.

Mission

The mission of the Sport Management Graduate Program is to prepare students for a variety of careers as managers/administrators in the sport industry and for further graduate study in sport management, and to conduct research aimed at developing the body of knowledge in sport management.

Indigenous Land Acknowledgement

WSU Pullman is located on the ancestral homelands of the Palus people and on the ceded lands of the Nimípuu (Nez Perce) Tribe.

Student learning outcomes

Student learning outcomes for the Sport Management graduate program include the ability to:

1. Incorporate an understanding of ethical, legal, and socio-cultural issues in managerial decision making and policy determinations in sport;
2. Employ sound principles of strategic planning, financial management, risk management, and human resource management in sport;
3. Apply fundamental knowledge and practical understanding of sport marketing, communication, and event management principles;
4. Utilize critical thinking and abstract reasoning skills in analyzing sport management issues and in managerial planning and decision making;
5. Demonstrate information literacy and oral, written, and group communication skills;
6. Develop research skills and utilize sound theoretical frameworks relevant to the different aspects of the sport industry.

Program Content

Students may earn a Master of Arts (M.A.) in Sport Management by pursuing either a thesis or a non-thesis program of study. Both options generally take two years to complete. Entering students are assumed to be familiar with and possess sufficient fundamental knowledge in core curricular areas (law, marketing, management and mass communication). Ideally, applicants will have completed undergraduate coursework in these areas as well as in economics, accounting, finance and sport humanities/social sciences (e.g., sport sociology, sport history, sport ethics and/or sport philosophy). Students admitted with identified background deficiencies may be required to complete undergraduate coursework prior to enrolling in graduate coursework in the identified areas.

Master of Arts in Sport Management (thesis option)

The thesis option requires a total of 34 semester hours, consisting of a minimum of 30 graded semester hours of approved coursework and a minimum of 4 semester hours of SpMgt 700 (Master's Research, Thesis, and/or Examination) for the thesis to be defended in an oral examination.

Master of Arts in Sport Management (non-thesis option)

The non-thesis option requires a total of 34 semester hours, consisting of a minimum of 30 graded semester hours of approved coursework and a minimum of 4 semester hours of SpMgt 702 (Master's Special Problems, Directed Study, and/or Examination) for the final comprehensive examination.

Course Requirements

The following charts summarize the courses and credit hours required to obtain a graduate degree in Sport Management.

M.A. Sport Management

Thesis Credit Overview (see p. 9 for details)	Credits
Graded Credits	
Sport Management Core	12
Theoretical & Social Foundations of Education	3
Research Core	6
Sport Management Electives	9
Total Required Graded Credits	30
Thesis credits (SPMGT 700)	4
Total Credits	34

Non-Thesis Credit Overview (see p. 14 for details)	Credits
Graded Credits	
Sport Management Core	12
Theoretical & Social Foundations of Education	3
Research Core	3
Sport Management Electives	12
Total Required Graded Credits	30
Non-Thesis credits (SPMGT 702)	4
Total Credits	34

Academic & Degree Requirements, Policies, and Procedures

Academic Standing and Annual Review

Minimum grade point average (GPA) policy and academic probation status are described in [Chapter 6C of the WSU Graduate School Policies and Procedures](#) manual.

As a general rule, students are required to maintain a 3.0 cumulative GPA in their graduate program. A graduate student who has completed his/her first semester of graduate study and earns a GPA between 2.75 and 2.99 is eligible for one additional semester of continued enrollment on a probationary status. Upon completion of the probationary semester, and thereafter until graduation, a minimum of a 3.0 cumulative GPA is required to continue in Graduate School. **Probationary status is only available to students immediately following their first semester of graduate study, and is not available to students who have been provisionally admitted.**

The enrollment of a graduate student will be terminated under any one of the following conditions:

- The student has a cumulative GPA below 2.75 at the end of the first semester of study.
- The student has been provisionally admitted and has a cumulative GPA below 3.0 at the end of the first semester of study.
- The student fails to establish and maintain a cumulative GPA of at least 3.0 after more than one semester of study.
- The student has failed a preliminary or final exam for a second time.
- The student has failed a preliminary or final exam for the first time with a Graduate School representative present, and a second examination is not recommended by the faculty committee, program chair, or representative; in such cases, the Dean of the Graduate School will review the case and make the final determination.
- The student has earned a U (Unsatisfactory) grade for research credits (700, 701, 702, 800) for two semesters (including the summer term).

Other reasons for termination might include failure to make normal progress toward degree completion (such as failure to complete coursework on time or multiple incompletes), failure to maintain continuous enrollment, failure to assemble and maintain an approved faculty committee, issues related to academic integrity or student conduct, etc. **Only the Dean of the Graduate School or the University Conduct Board has the authority to terminate a student's enrollment.**

When a student's enrollment is subject to termination due to a low GPA and/or the receipt of "U" grades in research credits (SPMGT 700/702), the program coordinator may, after consultation with the student and other program faculty members, petition the Graduate School for the student's reinstatement.

Sport Management faculty shall conduct annual reviews of students' progress in the program. Each year of enrollment students are asked to meet with their advisor/committee chair to complete and sign the annual review form (Appendix A). Recommendations for discontinuing enrollment shall be consistent with the criteria listed above. Students must complete the graduate degree within six years from the beginning date of the earliest course applied toward the degree. Petitions for extensions to this time limit must conform to the procedures described in Chapter 6F of the Graduate School Policies and Procedures.

Mandatory Research Training

All graduate students are required to complete the Responsible Conduct of Research online training module. This is a web-based training located at <https://myresearch.wsu.edu/MandatoryTraining.aspx>. Students are encouraged to complete this training as soon as possible. Students will not be eligible for an assistantship or be able to conduct research until the training is completed. The student will receive email confirmation upon successful completion of the module. Please forward this email to the College of Education (COE) Office of Graduate Education (gradstudies@wsu.edu) as well as the department through which you have

received an assistantship, if applicable. Delay in the completion of this training could delay students' progression through their graduate programs. The training needs to be renewed every five years.

Questions regarding the training can be answered by the Office of Research Assurances at 509-335-7183 or irb@wsu.edu.

Temporary/Permanent Advisor and Committee

The admission letter from the COE Office of Graduate Education identifies a student's temporary advisor. The temporary advisor assists the student with the initial selection of coursework. It is the student's responsibility to contact the temporary advisor as soon as possible after admission to the program. The temporary advisor works with the student during their first year of the program. At the end of the student's first academic year, they meet to discuss whether the temporary advisor shall become the student's permanent advisor or another faculty member might better meet the student's needs. If a student wishes to change temporary advisors prior to submitting their Program of Study, they shall submit a Change of Temporary Advisor form found at <https://education.wsu.edu/documents/2015/09/change-of-temporary-advisor.pdf>.

Thesis students

Thesis students must select a permanent advisor/committee no later than the end of the second semester, and are encouraged to do so as soon as possible following their admission to the program. Students should meet with both temporary advisor and desired permanent advisor to discuss the switch and acquire the permanent advisor's commitment before submitting the necessary forms to the Office of Graduate Education. A permanent advisor is appointed through the submission of a completed Program of Study (see below).

Graduate committees must consist of at least three WSU faculty members, two of whom must have Graduate Faculty status within the Sport Management program. The Chair of the committee must be a tenured or tenure-track faculty member with Graduate Faculty status from the Sport Management program (see p. 17). If the desired third committee member is from outside the Sport Management program, their inclusion must be approved by the committee chair and the faculty program coordinator for eligibility. Students shall work with their committee and chair to develop an appropriate program of study. Thesis students identify and approach potential committee members in consultation with the advisor. Typically, committees include program faculty with graduate status whose area of expertise overlaps with the student's research area. In some cases, students identify an additional committee member from another program or department who can provide unique knowledge or insight beneficial to the student's research. Please note that faculty may decline or be unavailable to sit on committees.

Non-thesis Students

Non-thesis students are assigned a committee by the program for the purpose of evaluating the comprehensive exam. The student may request to change advisor or committee members in case of conflicts or other extraordinary reasons.

Developing and Submitting the Program of Study

The Program of Study Request form (<https://gradschool.wsu.edu/facultystaff-resources/18-2/>) lists a student's committee chair and other committee members (typically two), as well as the courses that comprise a student's program of study. This program is a student's degree requirement to graduate. The student's advisor, in collaboration with other members of the student's committee, helps a student identify the appropriate coursework and research activities for their program of study. The courses are then listed on the Program of Study form. Committee members approve the form to indicate their acceptance of committee membership and approval of a student's program of study.

A program of study shall include a minimum of 34 semester hours of graded course work. The spreadsheets on pages 9 (for thesis students) and 14 (for non-thesis students) identify required and elective courses.

All graded coursework shall be included in the “COURSEWORK: Graded (A-F)” section on page 3 of the Program of Study form. Generally, only graduate-level WSU and transfer courses can be included in the program of study.

A committee may approve up to six (6) credits of undergraduate-level credit (300- or 400-level courses at WSU with an A-F grading rubric) for a thesis master’s degree, and up to nine (9) credits of undergraduate-level credit (300- or 400-level courses at WSU with an A-F grading rubric) for a non-thesis degree taken while enrolled as a WSU graduate student.

Students seeking to transfer graded graduate-level coursework from another accredited institution may not transfer courses taken towards a completed graduate degree (see [section G.2.e of Chapter Six](#) of the Graduate School Policies and Procedures manual).

Seniors who have at least a 3.0 GPA in the last 60 semester hours of graded undergraduate work at WSU may reserve up to six (6) semester hours for a thesis master’s program, and nine (9) hours for a non-thesis master’s program, providing the student earns a grade of “B” (3.0) or better in the course(s). The approval of the Dean of the Graduate School is required prior to registering for the course(s). The student must complete a [Reservation of Graduate Credit](#) form before term start of course(s), and obtain the appropriate signatures before submitting it to the Office of Graduate Education (gradstudies@wsu.edu), who will forward it to the Graduate School for final approval.

Any course included in the Program of Study form in which a grade of “C-” or below is earned must be repeated as a graded course. Such courses cannot be repeated on an S/F (satisfactory/fail) basis nor may they be dropped from a student’s Program of Study.

Non-graded coursework, including any Special Projects or Independent Study work (SPMGT 600), shall be included in the “COURSEWORK: Non-Graded (S/F)” section on page 3 of the form. When listing such coursework, be sure to include a course prefix, number, and the **total number of credits for each course**. Courses graded S/F cannot be used to fulfill core program requirements nor do they count towards the total required credit hours (30 graded credits).

Research or final examination credits shall be included in the “Research Credits” section of the form on page 3. Non-thesis students shall list SPMGT 702 (Master’s Special Problem, Directed Study and/or Examination) while thesis students shall list SPMGT 700 (Master’s Research, Thesis, and/or Examination) credits. Students must complete satisfactorily at least four (4) research credits (SPMGT 702 or 700) to graduate.

Full-time students must enroll in at least one (1) research credit (SPMGT 702 or 700) every semester of full-time enrollment and at least two (2) research credits in the semester they complete their studies (by sitting for a comprehensive examination or defending a thesis). Students shall schedule a meeting with their advisor each semester to discuss goals and complete an [Independent Study Form](#) upon enrollment in any amount of research credits. The completed and signed form shall be submitted to the Office of Graduate Education (Cleveland Hall 70, gradstudies@wsu.edu) **before** the 10th day of classes in the semester.

The [Program of Study](#) is submitted through a student’s myWSU account. The electronic routing for Graduate School forms may be found in a student’s myWSU account under Profile > Service Requests. A student’s upload and subsequent approvals by committee members and department chair count as ink signatures and become binding for all. When the program of study is approved by the Graduate School, an email is sent both to the student and the COE Office of Graduate Education. The approved program becomes a part of the requirements for the degree and becomes a “contract” between the Graduate School, the academic program, and the student. *Although Graduate School policy requires that this form be completed*

no later than the beginning of the third semester of graduate work, students are encouraged to submit it shortly after their first semester of coursework and no later than when they have obtained 18 graded credits. Students are held to the master's program requirements in effect at the date of their admission, provided they submit a Program of Study and have it approved by the Graduate School within one year of the admission date. Otherwise, they will be held to the program requirements in effect at the time of approval of their Program of Study.

After the Program of Study has been approved by the Graduate School, it can be changed by completing [Change of Program](#) or [Change of Committee](#) forms. Forms are uploaded by the student through myWSU > Profile > Service Request for electronic approvals.

Students who wish to switch between thesis and non-thesis tracks must submit a [Plan and Degree Level Change Form](#). If a program of study had already been submitted, students must also complete a [Program Change](#) form to switch SPMGT 700 (Master's Research, Thesis, and/or Examination) credits and SPMGT 702 (Master's Special Problem, Directed Study and/or Examination) credits, as well as any other courses to meet program and graduate school requirements. In case of such a switch, the student still needs to satisfactorily complete four of the appropriate research credits (e.g., four credits of SPMGT 702 in case of switch to the non-thesis/comprehensive examination track).

Students should keep copies of all submitted paperwork for their reference.

Deadlines

Students should refer to the Graduate School's [Deadlines and Procedures for Master's Degree](#) document for current information about procedures and due dates that affect them.

Continuous Enrollment Policy

All full- and part-time degree-seeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. Continuous enrollment is maintained by registering for a minimum of two (2) graduate credits per semester (excluding the summer). For further information regarding the [Continuous Enrollment policy](#) visit the Graduate School Policy and Procedures at: <https://gradschool.wsu.edu/policies-procedures/>.

Leave Guidelines

Leave from the Program

Students who decide that a leave of absence is necessary must petition for such status through their advisor and ultimately the Department Chair. Such petitions must state the reason(s) for requesting a leave of absence and present a plan for completing the remainder of the master's program. The plan must include a timetable specifying when course and program requirements will be completed. The Department Chair will not consider any request for a leave until the student, in conjunction with their advisor, submits such a plan.

The student will then file a [Graduate Leave Status form](#) (GLS) through their myWSU account. GLS is only awarded once in a student's degree career. Students who are absent for three consecutive semesters, excluding the summer, will be discontinued from the Graduate School (see Chapter 5.A.4 of the Graduate School Policies and Procedures).

Please note: Being granted a leave from the program does not extend your time to degree. Students are expected to develop a plan with their advisor and committee and keep communication open if circumstances allow.

Leave Guidelines for students appointed on an assistantship – TA, RA or SA

During the term of their appointments, all graduate assistants are expected to be at work each workday, including periods when the University is not in session (no classes being held), with the exception of the legal holidays designated by the Board of Regents. All University holidays are designated by the Board of Regents and are published in the WSU Announcements/Insider and on the Human Resource Services at <https://hrs.wsu.edu/>. Graduate students on appointment do not earn annual leave or sick leave.

Grade Point Average (GPA)

Students are required to earn a minimum 3.0 cumulative and 3.0 program GPA to be awarded a graduate degree. No work of B- or below may be dropped from a program nor can a course be repeated for a higher grade if the final grade is C or higher. Any course listed in the Program of Study for a master's degree with a grade of C- or below must be repeated and the course cannot be repeated on an S/U (satisfactory/unsatisfactory) basis.

Registration and Credit Load

Graduate Students are responsible for completing appropriate enrollment procedures each semester. Full-time graduate students must register for a minimum of 10 credit hours to maintain full-time enrollment status in the fall and spring semesters. All full-time graduate students must register for at least one (1) 700-level (master's) research credit each semester to track faculty advisor effort. Part-time graduate students must register for a minimum of two (2) credit hours and no more than nine (9) credit hours to maintain part-time enrollment status in the fall and spring semesters. For further information regarding the Registration and Credit Load policy go to the Graduate School Policy and Procedures at <https://gradschool.wsu.edu/policies-procedures/>.

Transfer Credit and Credit Restrictions

The program will follow the Graduate School Policies & Procedures for transfer credits. The number of transfer credits allowed for a master's program is subject to departmental recommendation and final approval by the Graduate School.

Credits appropriate to the Program of Study (with a grade of B or higher) earned in other accredited graduate schools after the award of the bachelor's degree may be transferred and applied toward a student's graduate degree program pending approval by the committee chair and members, as well as by the department and Graduate School. Graduate credit earned (with a grade of "B" or higher) at Washington State University prior to formal admission to the Graduate School, other than credit earned while enrolled as a second bachelor's or personal enrichment student, may be included in the number of prior credits allowed as long as they are reserved. The total of such credits (transfer and prior WSU credits) is subject to the usual time restrictions and approval by the department and the Graduate School. None of these credits may be applied toward another advanced degree.

Extension courses, special problems, research and thesis, workshops, and correspondence courses will not receive graduate transfer credit.

All proposals regarding transfer credits should first be discussed with the chair of the student's graduate committee. Transfer credit is requested formally by listing the courses on the Program of Study, but preliminary determination will be made earlier upon request to the committee chair, members, program coordinator and the Graduate School. Graduate credit from non-accredited institutions will not be accepted for transfer to graduate degree programs.

Sport Management – Master of Arts Thesis Program Coursework

Program of Study Total Credits: (Minimum required: 34 credits)

Required Graded Coursework: (Minimum 30 graded credits)

Research Core (Minimum: 6 credits)

ED_PSYCH 505	Research Methods (3)
ED_PSYCH 507	Foundations of Qualitative Research (3)
ED_PSYCH 508	Educational Statistics (3)

Theoretical & Social Foundations of Education Core (Minimum: 3 credits)

ED_PSYCH 502	Theoretical Foundations of Learning and Instruction (3)
ED_AD 501	Philosophy of Education (3)
ED_AD 503	Values & Ethics for Educational Leaders (3)
ED_AD 507	Social Foundations of Education (3)
ED_AD 561	Introduction to College Student Development

Sport Management Core (Required: 12 credits)

SPMGT 564	Marketing Sports Events and Programs (3)
SPMGT 568	Administrative Concepts in Sport Organizations (3)
SPMGT 577	Law and Risk Management in the Sport Industry (3)
SPMGT 579	Sport Media and Communication (3)

Sport Management Electives (Minimum: 9 credits)*

SPMGT 521	Special Topics (Variable 1-6)
SPMGT 540	Current Issues in Sport Management (3)
SPMGT 563	Sport Governance and Policy
SPMGT 565	Ethical Perspectives of Sport and Physical Activity (3)
SPMGT 567	Social and Cultural Issues of Physical Activity and Sport (3)
SPMGT 569	Sport in Higher Education (3)

* *With approval from the advisor, other courses may be counted as elective coursework.*

The rotation of courses by semester is determined based on student and program needs and instructor availability.

Required Additional non-Graded Coursework

Thesis Credits (Minimum: 4 credits)

SPMGT 700	Master's Research, Thesis, and/or Examination (V)	<i>Fall, Spring</i>
	<i>Enroll in at least 1 credit per semester. Enroll in at least 2 credits when defending the master's thesis.</i>	

SPMGT 600 Independent Study

Independent study provides a student with the opportunity to investigate topics of personal interest for exploratory purposes (e.g., investigate possibilities for a thesis topic), or complete supporting coursework that is not offered during a semester that accommodates a student's schedule. In either case, the student is required to develop an agreement with the independent study sponsor (mentor) about the activities and goals for the semester. If the student wishes to undertake an independent study for the explicit purpose of developing a thesis, this [contract](#) should specify in detail what activities and outcomes can be expected for that semester. **SPMGT 600 credits cannot be counted toward the 30-credit minimum.**

Course Rotation

All incoming students should complete core Sport Management courses (SPMGT 564, 568, 577 and 579) during their first year in the program. Students pursuing the master's thesis track should enroll in the Research Methods I course (ED_PSYCH 505) during their first semester in the program and plan on completing the second research course in their second or third semester.

Thesis Guidelines

Presenting the Research Idea

By halfway through the second semester of coursework, students should have earned some knowledge and identified preliminary research ideas related to their topic of interest. The next step is to marshal these ideas into a short, cohesive presentation and present it to a professional audience comprising faculty and student peers at a graduate student symposium typically scheduled in the month of April.

This presentation should discuss the student's research question(s) (a brief explanation of why it is significant and how it relates to key sources or authors in the field) and the proposed research methods (what information will be collected, how it will be gathered and processed, what we are ultimately going to learn from the study).

A call to aspiring presenters will be circulated about six weeks before the symposium. Students may discuss their ideas with advisors (official, temporary or tentative) but do not need to obtain the advisor's approval of the presentation before it is presented at the symposium. The presentation should reflect the student's own work.

Writing the Thesis – Thesis Proposal (T1)

After presenting the research idea and solidifying preliminary research question(s), the student writes a thesis proposal. This occurs in the context of an independent study by registering for Master's credit (SPMGT 700). A proposal includes a careful review of relevant literature, firm research question(s) or hypotheses, and a research design. The student prepares a formal thesis proposal consisting of an introduction, statement of the problem, survey of literature, methodology, and plans for data analysis. The proposal should be formatted following the APA style guide. The student's thesis advisory committee reviews the proposal and makes recommendations for further refinement.

The formal thesis proposal (T-1) is presented orally in a departmental colloquium or open meeting.

Scheduling a Thesis Proposal (T-1)

When the student and the advisory committee determine the student is ready for the formal presentation of the proposal (typically early in a student's third semester in the program), the student completes and submits a [Proposal Scheduling Form](#). This includes reserving a room for the presentation (consult with the department staff about scheduling a location). The student must secure the approvals of committee members and submit the T-1 Scheduling Form to the COE Office of Graduate Education who then obtains the approval of the department chair and places the form in the student's file.

Following the colloquium presentation, the student's advisory committee meets to recommend acceptance or rejection of the thesis proposal. Often, the committee provides recommendations to the student to improve the proposed research. The student may begin the thesis work when the advisory committee has formally approved the proposal and signed the [T-1 Approval Form](#).

Human Subjects Form and CITI training

After approval of the T-1 and prior to any data collection, students must complete Research Ethics and Compliance training through the CITI Program as noted on their T-1 approval form. If the study will involve human subjects (e.g., information will be collected through interviews or a survey), a proposal and selected appendices must be submitted to the WSU Institutional Review Board (IRB) for review.

Approval of the study or certification of exemption by the Office of Research Assurances must be obtained and submitted to the committee chair and the College of Education Office of Graduate Education before any data is collected from human subjects. Failure to gain approval or exemption prior to data collection shall result in rejection of the final thesis and prevent the student from scheduling the final examination.

Human Subject research forms and templates are available at the website of the Institutional Review Board: <http://www.irb.wsu.edu/>. The application must be signed by the chair of the committee who will act as Principal Investigator, with the student acting as co-investigator. The application must also be signed by the department chair before it is submitted. After submission, the review of the application generally takes about two weeks to complete (and sometimes longer), at which time the student is informed by email as to whether the research is approved.

Final Approval of the Thesis

Each member of the student's advisory committee will examine the thesis manuscript and indicate preliminary approval or disapproval, along with comments and suggestions for improvement. Revisions may be (and often are) required before the committee is satisfied that the student is ready for the final oral defense (T-2). When all members of the committee have given their preliminary approval, the student submits final copies of the thesis according to the guidelines of the Graduate School and schedules their final exam (thesis defense).

All faculty members are invited to read the thesis before the final examination and attend the examination. Only members of the student's advisory committee are eligible to vote.

Scheduling the Thesis Final Examination (T-2 Defense)

The student must register for at least two credits of SPMGT 700 (or as many as necessary to meet the number of credits listed on the Program of Study) in the semester in which they take the final examination. The student must also [apply to graduate in myWSU](#). The final examination is conducted by the student's advisory committee.

At least fifteen business days before the desired defense date, the student completes the [Scheduling Exam: Doctoral/Thesis Final, Non-thesis Final, and Preliminary Exams](#) form. Students upload this form to myWSU > Profile > Service Request for electronic approvals within myWSU. The form is then approved electronically by the committee, department chair, and Graduate School.

Also at least fifteen days before the desired thesis defense, a PDF copy of the thesis draft must be [distributed to committee members and](#) uploaded through [Proquest](#) for the official formatting check. Although the Proquest Administrator checks the thesis, this check does not constitute final acceptance as it only scans the document for formatting issues. The content is reviewed and approved by the committee. Finally, a copy of the thesis must be sent to the COE Office of Graduate Education (gradstudies@wsu.edu) for announcements within the college

The Graduate School schedules the final examination and publicly announces the examination in an appropriate campus-wide publication. The final examination shall be scheduled during regular business hours and only during academic sessions.

Exceptions will not be made for late paperwork except in dire circumstances. It is the student's responsibility to make sure that all paperwork is completed in a timely manner.

Thesis Final Examination (T-2 Defense)

The final oral examination is an official university examination that is open to the public. From a content standpoint, it is primarily a seminar presentation aimed at defending the thesis, but may also cover the general fields of knowledge pertinent to the degree. The examination may not exceed two and a half hours. The chair is responsible for conducting the final examination/defense. While the examination is open to the public, only faculty members may ask questions and vote, assuming they have participated in the assessment of the student's examination work. (See [Chapter 7D](#) of the Graduate School Policies and Procedures manual for more detailed information about the examination process.)

The candidate shall "pass" if the number of affirmative votes by committee members is equal to or greater than two-thirds (i.e., at least two affirmative votes on a three-person committee, at least three affirmative votes on a four-person committee, at least four affirmative votes on a five-person committee, etc.). In the event of a failed examination, a second and final attempt may be scheduled after a lapse of at least three months. When scheduling for a second exam, the scheduling form must be submitted at least 15 business days in advance of the exam day. Only committee members may vote. The entire committee must be present and vote.

Thesis Submission and Binding

After passing the final oral examination, the student has five (5) business days to submit the final corrected digital copy of the thesis to the link provided by the Proquest Administrator after the precheck. For information about the format of the thesis, please refer to the [Thesis and Dissertation guidelines and documents](#) found on the Graduate School website.

Additionally, the student must upload to myWSU > Profile > Service Request a PDF copy of the title page, signature page, and abstract page, and a [Hold Harmless Agreement/Copyright Acknowledgement](#) as well through myWSU.

Students are required to submit a copy of the thesis to the committee chair either in electronic format or on paper (binding is optional and decided upon by the chair/advisor). Any additional copies submitted to the other committee members are up to the student's advisor.

Thesis Graduation Checklist:

This section includes information about the application for the master's degree, a summary of deadlines and procedures, and information for committee members and students planning the thesis defense.

- The semester prior to scheduling the final examination, review the [Graduate School Deadlines and Procedures Summary](#). Reviewing the summary at that time allows the student time to complete any deficiencies.
- Obtain a copy of the [Thesis and Dissertation Formatting and Submission Requirements](#) and [Thesis Word Template](#). These documents includes important information about the format of the thesis title page, signature page and abstract; copyright releases; and submission of digital dissertations or thesis.
- Verify the coursework on WSU transcripts matches the Program of Study. The Program of Study must be approved by the Graduate School before the Apply button for Graduation will be active in myWSU.
- [Apply to Graduate](#), ideally in the semester before the final oral examination is planned so that students can be notified of graduate requirements (to-do lists) before enrolling for their last semester. This link in the myWSU student center is only active after the Program of Study is approved. The fee associated with

graduation must be paid prior to the final examination. If the student does not graduate in the semester for which they applied, they must reapply for the degree. The paid fee carries over to the next semester for up to one calendar year.

Register for SPMGT 700 (Master's Thesis Examination) (minimum of two credits or as many as necessary to meet the number of credits listed on the Program of Study) at the beginning of the semester in which the thesis is to be defended.

Once the advisor approves the thesis, set an appointment with Kelly McGovern in the Office of Graduate Education for a formatting check of the document. Then arrange the T-2 presentation date and time with committee members and reserve a room.

Complete the [Scheduling Exam form](#). Submit the form no later than 15 business days before the exam by uploading it to myWSU > Profile > Service Request for electronic approvals within myWSU. Ballots will be sent directly to the committee for voting.

At the same time the Scheduling Exam form is due, upload the thesis (in PDF format) to the [Proquest/UMP/ETD Administrator](#) for the official format checking prior to the ballots being released to the committee. Expect an email detailing any necessary corrections to formatting. Also, submit a copy to the Office of Graduate Studies (gradstudies@wsu.edu) for the departmental announcement.

If the thesis research involved human subjects, submit the IRB approval or exemption email confirmation with the scheduling form through myWSU > Profile > Service Request.

Defend the thesis examination.

Within five (5) business days after the defense, upload the final thesis to the provided ETD/Proquest link and upload to myWSU > Profile > Service Request a PDF copy of the title page, signature page, and abstract page(s), and the [Hold Harmless Agreement/Copyright Acknowledgement](#).

Awarding of the Degree

At the end of the term, after completing the degree requirements for the master's and the student's account is cleared, the student will receive the diploma approximately 6-8 weeks after the term is completed.

Graduate Student Exit Survey

After completing the final examination, students are strongly encouraged to complete the online Graduate Student Exit Survey. A link to the survey will be sent by the Office of Assessment for Curricular Effectiveness.

Thesis Library

Former student theses may be found through the WSU Library system by using the search engine <https://libraries.wsu.edu/>.

Sport Management – Master of Arts Non-Thesis Program Coursework

Program of Study Total Credits: (Minimum requirements: 34 credits)

Required Graded Coursework: (Minimum 30 graded credits)

Research Core (Minimum: 3 credits)

ED_PSYCH 505	Research Methods (3)
ED_PSYCH 507	Foundations of Qualitative Research (3)
ED_PSYCH 508	Educational Statistics (3)

Theoretical & Social Foundation of Education Core (Minimum: 3 credits)

ED_PSYCH 502	Theoretical Foundations of Learning and Instruction (3)
ED_AD 501	Philosophy of Education (3)
ED_AD 503	Values & Ethics for Educational Leaders (3)
ED_AD 507	Social Foundations of Education (3)
ED_AD 561	Introduction to College Student Development

Sport Management Core (Required: 12 credits)

SPMGT 564	Marketing Sports Events and Programs (3)
SPMGT 568	Administrative Concepts in Sport Organizations (3)
SPMGT 577	Law & Risk Management in the Sport Industry (3)
SPMGT 579	Sport Media and Communication (3)

Sport Management Electives (Minimum: 12 credits)*

SPMGT 521	Special Topics (Variable 1-6)
SPMGT 540	Current Issues in Sport Management (3)
SPMGT 563	Sport Governance and Policy
SPMGT 565	Ethical Perspectives of Sport and Physical Activity (3)
SPMGT 567	Social and Cultural Issues of Physical Activity and Sport (3)
SPMGT 569	Sport in Higher Education (3)

* *With approval from your advisor, other courses may be counted as elective coursework.*

The rotation of courses by semester is determined based on student and program needs and instructor availability.

Required Additional non-Graded Coursework

Non-Thesis Credits (Minimum requirements: 4 credits)

SPMGT 702	Master's Special Problems, Directed Study, and/or Examination (V)	<i>Fall, Spring</i>
	<i>Enroll in at least 1 credit per semester. Enroll in at least 2 credits when taking the final examinations.</i>	

SPMGT 600 Independent Study

Independent study provides a student with the opportunity to investigate topics of personal interest for exploratory purposes (e.g., investigate possibilities for a thesis topic), or complete supporting coursework that is not offered during a semester that accommodates a student's schedule. In either case, the student is required to develop an agreement with the independent study sponsor (mentor) about the activities and goals for the semester. If the student wishes to undertake an independent study for the explicit purpose of developing a thesis, this [contract](#) should specify in detail what activities and outcomes can be expected for that semester. **SPMGT 600 credits cannot be counted toward the 30-credit minimum.**

Course Rotation

Incoming students should complete core Sport Management courses (SPMGT 564, 568, 577 and 579) and the Research Methods course (ED_PSYCH 505) during their first year in the program.

Non-Thesis Master's Comprehensive Exam (SPMGT 702)

The comprehensive exam tests whether students have a sufficient (Master's level) grasp of sport management fundamentals. To this end, students are presented with a narrative case study describing a problem or issue to be solved, and a description of their "role" relative to the case. They are expected to develop a well-reasoned analysis of the problem or issue and use this analysis to inform specific recommendations or conclusions. The student's response should integrate and apply knowledge from the four core areas of sport management (marketing, management, law, and communication) as well as knowledge from the student's elective courses as necessary and applicable.

The written examination is held on two consecutive days for four hours each day, followed by an oral examination lasting no more than 60 minutes approximately ten days later. Students will be provided with a document describing general expectations and guidelines early in their final semester. The case and exam prompts will not be provided to students in advance of the examination.

Each student's response is evaluated by a three-person committee. The student's advisor acts as the committee chair, with the other two members being randomly-assigned graduate program faculty. Each committee member votes ("pass" or "fail") based on an overall assessment of the student's responses. The candidate shall "pass" the comprehensive exam if the number of affirmative votes is equal to or greater than two-thirds (i.e., at least two affirmative votes on a three-person committee).

In the event of a failed examination, a second and final attempt may be scheduled after a lapse of at least three months. When scheduling for a second exam, the scheduling form must be submitted at least 15 business days in advance of the exam day.

Scheduling the Non-Thesis Final Examination

Final examination dates are determined at the beginning of each academic year. Students must register for at least two (2) credits (or as many as needed to meet the number of credits listed on the Program of Study) of SPMGT 702 in the semester in which they take the final examination and have [applied to graduate in myWSU](#).

Students shall complete the official university [Scheduling Final Examination form and](#) upload it to myWSU > Profile > Service Request for electronic approvals within myWSU. The completed form must be submitted at least 15 business days before the examination date.

The Graduate School schedules the final examination and publicly announces the examination in an appropriate campus-wide publication. The final examination shall be scheduled during regular business hours and only during academic sessions.

Exceptions will not be made for late paperwork except in dire circumstances. It is the student's responsibility to make sure that all paperwork is completed in a timely manner.

Non-Thesis Graduation Checklist:

This section includes information about the application for the master's degree, a summary of deadlines and procedures, and information for committee members and students planning final examinations.

- The semester prior to scheduling the final examination, review the [Graduate School Deadlines and Procedures Summary](#). Reviewing the Summary at that time allows the student time to complete any deficiencies.
- Verify the coursework on WSU transcript matches the Program of Study. The Program of Study must be approved by the Graduate School before the Apply button for Graduation will be active in myWSU.
- [Apply to Graduate](#), ideally in the semester before the final examination is planned so that students can be notified of graduate requirements (to-do lists) before enrolling for their last semester. This link in the myWSU student center is only active after the Program of Study is approved. The fee associated with graduation must be paid prior to the final examination. If the student does not graduate in the semester for which they applied, they must reapply for the degree. The paid fee carries over to the next semester for up to one calendar year.
- Register for SPMGT 702 (Master's Comprehensive Examination) (minimum of two credits or as many as necessary to meet the number of credits listed on the Program of Study) at the beginning of the semester in which the final examination is to be taken.
- Complete the [Scheduling Exam form](#). Submit the form no later than 15 business days before the exam by uploading it to myWSU account > Profile > Service Request for electronic approvals within myWSU. Ballots will be sent directly to the committee for voting.

Awarding of the Degree

At the end of the term, regardless of the examination date, after completing the degree requirements and the student's account is cleared, the student will receive the diploma approximately 6-8 weeks after the term is completed.

Graduate Student Exit Survey

After completing the final examination, students are strongly encouraged to complete the online Graduate Student Exit Survey. A link to the survey will be sent by the Office of Assessment for Curricular Effectiveness.

Sport Management Program Graduate Faculty

Tammy Crawford (tammycr@wsu.edu). Specializations: sport in higher education, student-athlete development, sport sociology.

Scott Jedlicka* (scott.jedlicka@wsu.edu). Specializations: sport governance, sport policy, strategic management.

Christopher Lebens (chris.lebens@wsu.edu). Specializations: sport law, risk management, event management.

Simon Ličen* (simon.licen@wsu.edu). Specializations: communication and sport, sport and society, international/global sport.

Yong-Chae Rhee* (yong-chaeh@wsu.edu). Specializations: sport marketing, consumer behavior, quantitative methods in research.

* - indicates tenured and tenure-track faculty

Financial Support

Graduate Assistantships

Many departments offer graduate assistantships. These are usually half-time positions (20 hours/week) that come with a tuition waiver, monthly stipend and health benefits. These appointments are renewable, and departments often attempt to support graduate students for more than one year. More information about graduate assistantships can be found at this website: <https://gradschool.wsu.edu/assistantships/>.

Students should be mindful of their time and might want to avoid working more than 20 hours per week on a regular basis, regardless of whether it is part of their assistantship or as a result of seeking employment elsewhere.

Students are encouraged to contact the departments or individuals with whom they would want to collaborate directly. When possible, the department assists in identifying possibilities for funding outside of the college. Students who seek assistantships may sign up for the COE Assistantship mailing list at <https://lists.wsu.edu/join.php> (look for the Coe_ga list in the List Name menu) or visit the Graduate School Assistantship website <https://gradschool.wsu.edu/scholarships-fellowships-awards/> for information. However, it is ultimately the student's responsibility to secure funding; assistantships are not guaranteed by the program, department, or college.

Teaching and Research Assistantships in the Sport Management Program

The Sport Management program hires several graduate students to fill teaching assistant (TA) positions each year. These positions require full-time enrollment (i.e., a minimum of 10 semester hours during the spring and fall terms) and include a tuition waiver, monthly stipend, and health benefits. As with other graduate assistantships, these appointments are renewable, but limited to three years per college policy. The department discourages additional employment while holding a TA appointment.

Teaching assistants are hired to assist with teaching and grading in SPMGT 101 *Sport and Popular Culture: Trends and Issues*, or they may teach up to two lower-division undergraduate courses per semester.

Research assistantships (RA) may be available through funded projects. They involve working on research under the direction of a faculty member.

Students funded through teaching or research assistantships are generally expected to be physically present in Pullman throughout the contract period (typically August 16 through May 15). Exceptions and travel plans should be discussed with supervisors.

College of Education Scholarships

Scholarships are available through the College of Education. Applications are available through University Scholarship Services in November and are due January 31st of the following year for the upcoming academic term. For more information, visit the website: <https://education.wsu.edu/students/scholarships/>.

Other Financial Aid

For additional financial aid information, contact the WSU Office of Student Financial Aid and Scholarship Services (509-335-9711) or visit the website: <http://www.financialaid.wsu.edu>.

Business Policies

Checkout/Exit:

Before departure from WSU-COE, students must leave a forwarding address with the COE Office of Graduate Education, return all keys and equipment to the main office, and consult with the advisor about the student's research and office space.

College of Education Computer Lab:

The College of Education computer lab located in Cleveland Hall, room 63, is open to all graduate students when it is not being used for instruction. Contact the Information Systems staff to secure access to the lab during non-business hours. There is a second computer lab dedicated specifically to graduate students that is located in the Graduate Lounge (Cleveland Hall 70E).

Grievances:

If grievances arise, the student should discuss the problem with their advisor/committee chair and the program coordinator. If the student is not satisfied with the outcome or additional consultation is needed, please consult the department chair [Dr. Sharon Kruse](#) or, as a final resort, the WSU Ombudsman. The WSU Ombudsman Office is in Wilson Hall, Room 2, phone (509) 335-1195. Please note the difference between [complaint procedures and formal grievance procedures](#).

Keys:

To obtain keys for assistantships, teaching, etc., students should contact their supervisor and Marie Tucker in Cleveland Hall 168. There is no initial charge for the keys; however, in the event that they are lost or the student leaves the University without returning them, the student will be billed a \$3.00 replacement fee per key. If the keys are not returned, transcripts may be held by the Registrar's Office. Security is the responsibility of everyone, so please assume responsibility for locking your office and classroom doors after regular hours.

Mail:

Mail sent and received at the University should be official correspondence only. Personal mail should be sent to and from the student's private residence. Business correspondence can be left in the department office for mailing. Letters and packages should not be stamped, and must have the correct departmental return address.

Photocopying:

The copy machine in the main office is to be used only for copying materials that are clearly related to a faculty research project or to copy course materials for the course in which the student is a TA. Multiple copies are discouraged. Scan large documents and provide those to students electronically. Graduate students may not use the departmental/COE copy machines to copy any personal material such as classroom notes, term papers, dissertations, books, theses, etc. When in doubt, consult the committee chair or program coordinator. Copy machines available for personal use on campus are located at Cougar Copies in the CUB.

Staff Assistance:

Graduate students may request secretarial assistance only in limited situations. Administrative Assistants will not type personal correspondence or similar materials for students. Students may request assistance with mailing or sending courier packages if they are clearly related to faculty-led research work. All requests for staff assistance should be coordinated with the student's committee chair.

Travel:

For liability and reimbursement purposes, all students must complete a Travel Authorization form for any work-related trip they take outside of Pullman (or any other station for off-campus students). This and other forms can be obtained from staff in Cleveland Hall 351. The form must be submitted, signed by the

department chair, and initialed by the student's advisor/committee chair at least 21 days before a trip. In some circumstances, work-related travel advances may be obtained by submitting a request at least four weeks before the trip. Reimbursement for travel expenses is made by completing and submitting a Travel Expense Voucher within one week upon return. Only approved travel is eligible for reimbursement.

Students are strongly encouraged to attend professional meetings and academic conferences. At times, the department may have funds to cover some travel expenses of students. Advisors may also use grant or project monies to pay partial travel expenses for graduate students attending meetings. The Graduate School disburses some grant-in-aid travel funds, which can be used for travel to professional meetings. Application forms for student travel grants may be obtained from the Graduate School. The Graduate and Professional Student Association (GPSA, <https://www.gpsa.wsu.edu/>) also offers multiple programs that provide financial support for graduate and professional students. It is advisable to apply for a travel grant if you are presenting a quality paper at a professional meeting. In addition, space may be available in university vehicles or some faculty members may share travel expenses.

General Information

Department Office

Washington State University
Department of Educational Leadership and Sport Management
351 Cleveland Hall
Pullman, WA 99164-2136
Phone: (509) 335-9117
Fax: (509) 335-6961
education@wsu.edu

Office of Graduate Education

College of Education
Cleveland Hall 70
Pullman, WA 99164
Fax: (509) 335-9172
Email: gradstudies@wsu.edu

Kelly McGovern

Director

Cleveland Hall 70C

Email: mcgoverk@wsu.edu

Phone: 509-335-9195

Email

Log on to office365.wsu.edu. Log in with your WSU NID and password.

Selected Central Services, Facilities, and Resources

Division of Student Affairs: <https://studentaffairs.wsu.edu/>

Cougar Health Services (a student-centered integrated health services provider):
<https://cougarhealth.wsu.edu/>

Student Care Network (a resource and early intervention provider which accepts referrals from students and faculty): <https://studentcare.wsu.edu/>

Libraries: <https://libraries.wsu.edu/>

Pullman Parking: <http://transportation.wsu.edu/>

Map

Pullman campus: <https://transportation.wsu.edu/parking-maps/> or <http://map.wsu.edu/>

I-9 Forms

WSU employs only U.S. citizens and aliens who are authorized to work in the U.S. in compliance with the Immigration Reform and Control Act of 1986. A list of acceptable documentation may be found here <http://hrs.wsu.edu/wp-content/uploads/2016/05/I9-Acceptable-Documents-9-27-17.pdf>

W-4 Forms

U.S. Citizens: <https://payroll.wsu.edu/taxes/completeW4/>

Non U.S. Citizens: <https://payroll.wsu.edu/nonus-newInstIRSFormW4/>

Tax Information

U.S. Citizens: <http://payroll.wsu.edu/taxes/>

Non U.S. Citizens: <https://payroll.wsu.edu/non-u-s-citizens/>

Graduate Student Payroll Deduction

<https://payroll.wsu.edu/graduate-student-payroll-deduction/>

Social Security Numbers

Significance and correction of an SSN and application pointers:

<http://www.wsu.edu/payroll/stntpay/sscardappoint.htm>

Appendix A: Annual Review Form

**College of Education
Department of ELSM
Sport Management Graduate Student Annual Review**

- The purpose of this form is to provide a tool for a student's self-evaluation as well as evaluation of the student by his/her mentors, namely the student's academic advisor.
- During the fall semester, the advisor will conduct a performance evaluation of each graduate advisee other than incoming first-year students. In the process, the advisor may consult with faculty or staff as appropriate. The review should be discussed with the student. A copy of the review (signed by both student and advisor) must be sent to the Graduate Studies Office.
- The annual evaluation of students considered less than satisfactory or deficient must be sent to the Dean of the Graduate School to be placed in the student's official file.
- If the student has been on an assistantship appointment in the academic year for this review, please be sure to have the student certify that the terms of the assistantship have been met. Language is included at the end of this form.

A. To be completed by the student:

1. Student Name: _____

2. Annual Review Year: _____

3. Date of Current Committee Review: _____

4. Degree sought: (Circle one)

M.A. Thesis

M.A. non-Thesis

5. Degree Status: (Circle one)

Active

Non-Active

Deferred

6. Year/term Studies Begin: _____

7. Has Program of Study been approved by committee and filed? Yes No

a. If no, anticipated date to file is: _____

8. List Graduate Advisory Committee

Advisor/Chair: _____

Co-Chair: _____

Member 1: _____

Member 2: _____

9. For thesis track students:

- a. Anticipated Proposal Defense Date: _____
- b. Anticipated Thesis Defense Date: _____
- c. Research progress since last review:

10. Academic progress since last review (include):

- Cumulative GPA in the graduate program

11. Professional activities (include):

- Awards or scholarships since last review
- Meetings attended
- Abstracts/papers published
- Presentations given
- Academic courses taught (course and semester)
- Skill development/Training(s)/Certificate(s) completed

B. To be completed by Academic Advisor:

Category	Rating					
	Excellent	Good	Average	Fair	Poor*	NA
Academic Performance						
Research Performance						
Work Habits						
Technical Skills						
Rate of Progress						
Communication Skills						
Teaching Performance						
Overall Rating						

** If poor or unsatisfactory, the committee chair will meet with the thesis or dissertation committee to develop formal written recommendations.*

1. Specific conditions or expectations that must be fulfilled prior to next review:

2. Enrollment should be continued _____ or discontinued _____

C. This assessment should be shared with the student, then signed and dated by both prior to submission to the COE Office of Graduate Education.

Signatures:

Academic Advisor: _____ Date: _____

Student: this evaluation has been discussed with me.

Student's signature: _____ Date: _____

Comments on review by student (optional):

D. Certification of Assistantship Duties (if applicable):

If the student served in an assistantship position during the past year, please have the student review and sign below, along with the student's supervisor.

Student: The graduate assistantship position that you have held during this past year and the related tuition waivers were contingent upon factors as outlined in your offer letter. By signing below you certify you have met the following contingent factors for the preceding semester(s) during which you held an assistantship (circle all that apply: fall / spring / summer / year: _____):

- I remained enrolled full time (at least 10 credits as defined in Graduate School policy manual, chapter 9) during the period of the appointment.
- I maintained a 3.0 cumulative GPA during the period of the appointment.
- I met the service requirement of an average of 20 hours per week for 0.5 FTE as scheduled by my department/supervisor (or based on hours required for partial FTE appointment).

Student Sign/Date

Supervisor Sign/Date