



2024 – 2025

# Sport Management Master's Program Policies & Procedures

## Graduate School Policy

“It is the responsibility of the graduate student to become informed and to observe all regulations and procedures required by the program s/he is pursuing. The student must be familiar with those sections of the Graduate Catalog that outline general regulations and requirements, specific degree program requirements, and the offerings and requirements of the major academic unit. Ignorance of a rule does not constitute a basis for waiving that rule.”

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## Introduction

This handbook is a compilation of policies and procedures of the Sport Management graduate program at the University of Florida. It is meant to serve as a guide to help students successfully make their way through the program. Note that this handbook does not cover all of the policies of the University of Florida Graduate School. Those policies are compiled in the University of Florida Graduate Catalog which is available at the Graduate School web site. You must follow both the department guidelines and the UF Graduate School guidelines as you pursue your advanced degree.

Your degree progress at the University of Florida is administered by your Graduate Supervisory Committee (explained later in detail). After meeting with your graduate advisor to develop your program plan, the next point of contact for graduate students is the Program Assistant listed below. Students can contact the Graduate Program Assistant, the Graduate Coordinator or any member of their Graduate Supervisory Committee regarding questions or other issues relevant to program logistics, forms or procedures.

### Program Contacts

#### Graduate Coordinator

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Graduate Coordinator

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#### Graduate Program Assistant and Advisor

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## New Student Information

### UFID Number

Students are assigned a UFID during the application process to the University of Florida and this 8-digit number will always be your student UF identification.

- Find Your UFID Number: <https://identity.it.ufl.edu/process/uf-identifier/>

### GatorLink Account

A GatorLink username and password is required for access to most University of Florida information systems. GatorLink accounts are provided to individuals with active affiliations with the university, as recorded in the UF Identity Registry. Please go to UF Computing Help Desk to set up your email and log in accounts. All official university communication will be sent to your GatorLink email address. Please check your UF email regularly, even if you do not use it for your daily email correspondence.

- GatorLink Account Info: <https://identity.it.ufl.edu/process/gatorlink/create-account/>
- Forgot/Reset Your Password: <https://account.it.ufl.edu/>
- UF Computing Help Desk: <https://helpdesk.ufl.edu/>
- UF Email: <https://www.mail.ufl.edu/>

### ONE.UF

ONE.UF is an online portal where students register for courses, view class schedules, pay tuition/fees, order transcripts, check financial aid status, clear registration holds, find textbook information, update directory profile information, and more.

- Link: <https://one.ufl.edu/>

### Registration Holds

Each semester, holds are placed on student accounts requiring students to accept the terms of registration and update emergency contact information before they are allowed to register for the following semester. Students should check their account holds periodically through ONE.UF.

### Final Official Transcript Requirement

It is the responsibility of the student to verify that their final official transcript was received by the Office of Admissions. The final official transcripts need to show a degree has been awarded. Failure to comply will result in a hold on your student account, preventing your ability to register for future classes. International Students: The final official transcript as well as copies of degree certificates must be received in both native language and translated to English. For transfer students, final grades need to be recorded for the last semester attended.

## Conditional Acceptance

The Graduate School grants conditional admission for students to begin master's work with the understanding that they will meet specific conditions to continue in the program such as minimum GRE scores, minimum GPA in graduate coursework, or pre-requisite coursework. The letter of acceptance lists conditions students must meet. Responsibility for meeting the conditions, both in terms of specific details and within specific time limits, rests with the student, with support from the advisor, and Graduate Program Assistant. Students who do not meet the conditions may be dismissed from the program.

## Violence Prevention Course

The University of Florida requires completion of the online Violence Prevention course for all new students. Graduate students are required to complete the "Graduate Student Upstanders" course online. You will not be able to register for your second semester until this has been completed.

- Link: <https://titleix.ufl.edu/training/student-training/violence-prevention-hold/>

## Gator 1 Card

The Gator 1 Card is the official UF picture ID card. This card contains your UFID. A valid Gator 1 Card must be presented to transact business at UF and check out books from the library. The card can be obtained and purchased for \$15.00 at the Gator 1 Central office located at the UF Bookstore and Welcome Center at the Museum Road door entrance (in room G072). An official photo ID is required for most campus functions. You can contact the Gator 1 Central office at (352) 392-8343.

- Gator 1 Card Info: <https://businessservices.ufl.edu/services/gator-1-card/>

## Graduate Information Management System (GIMS)

View the degree programs you have on record and the supervisory committees assigned to you on this convenient and easy-to-use online portal. If there are any items on your GIMS record in need of correction or updating, contact a graduate staff member in your department for help.

- GIMS: <https://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp>

## Other Resources:

- Parking: <https://taps.ufl.edu/>
  - Order a Decal: <https://taps.ufl.edu/decals/student-decals/>
  - Campus Parking Maps: <https://taps.ufl.edu/parking-info/parking-map/>
  - Parking FAQ's: <https://taps.ufl.edu/about/faq/>
- Bike Laws: <https://police.ufl.edu/resources/links-faqs/bicycle-laws/>
- Campus Safety: <https://police.ufl.edu/>
- SNAP: <https://taps.ufl.edu/alternative-transportation/snap/>

- Meal Plan Information: <https://businessservices.ufl.edu/services/gator-dining/meal-plans/>
- Technology Requirements: <https://it.ufl.edu/it-policies/student-computing-requirements/>
- Housing
  - On Campus Housing: <https://housing.ufl.edu/>
  - Off Campus Housing: <https://offcampus.ufl.edu/>
  - Off Campus Housing Locator: <https://housing.offcampus.ufl.edu/>

## Registration Guidelines

### Choosing Courses

Advisors, as indicated in your acceptance letter, help students select elective coursework that align with their professional interests and career goals for their program of study. Students electing to complete a thesis or project will obtain input from their supervisory committee members during the program planning process. If changes are made to the plan of study the advisor must approve the changes and note those changes on the original program of study planning sheet.

### Registration Requirements

Graduate students must register for a minimum of three credits in fall or spring and two credits in summer; minimum registration for students receiving financial aid may be different. Students on a fellowship, traineeship, or assistantship must be registered appropriately for their appointments. During the terms of the final examination and the final term in which the degree is awarded, the student must be registered for the minimum number of credits and courses that count toward the graduate degree.

### Drop/Add Procedure

Any change in registration after the drop-add deadline must be initiated with the advisor's approval. The regular drop-add period only extends a few days into the semester. Changes in enrollment after this time must have justification and will result in tuition and potential fee liability to the student.

It is imperative that students verify and confirm registration each semester before the end of drop-add to prevent late course change requests and incurring additional late enrollment expenses.

### Registering for Classes

Students are responsible for registering themselves for classes. ONE.UF is where a student will process their course registration changes. The Schedule of Courses allows you to search for and view available classes. Refer to the Office of the University Registrar for registration dates and deadlines.



- Office of the University Registrar: <https://registrar.ufl.edu/>

### Non-Lecture Coursework

To register for practicum/internship/independent study/research courses, students must complete and submit the appropriate registration form to their advisor for approval, and then to the Graduate Program Assistant for processing. Students participating in a practicum or internship must include an internship/practicum packet with the registration form. Registration must be completed according to the university add/drop deadline.

## Master's Program Guidelines

### Degree Title and Options

The Master of Science Degree awarded in the Department of Sport Management, referred to in general terms as the M.S. degree, includes one primary degree with two options:

#### M.S. in Sport Management

- 30 credit thesis option
- 36 credit non-thesis option
- Concentrations
  - Athlete Development
  - High Performance Coaching
  - Sport Law
  - Director of Racquet Sports

### M.S. Student Classifications

Graduate students seeking their first master's degree are classified as 7HH. Graduate students who have earned a master's degree, or who have earned 36 or more credits while seeking a master's degree are classified as 8HH.

### Faculty Advisors and Supervisory Committees

The Advisor (also referred to as the Supervisory Committee Chair) represents a key person in a successful M.S. program for the thesis and non-thesis tracks. Advisors help students plan a program of study and supervise completion of thesis or capstone work if appropriate. They also provide personal, professional, and academic advice. The thesis Advisor should be selected preferably during the first semester of studies.

### SPM Master's Degree Committee Requirements

- Students in the Non-Thesis Master of Science program: Committee Chair + 1 Member (optional)
- Students in the Thesis Option: Committee Chair + 1 Member + 1 External Member (outside student's department)
- If formal Minor is declared: 1 External Member from minor department

## Committee Selection

Supervisory committee members for thesis should be selected no later than the second term of enrollment. Only faculty specifically designated as “Graduate Faculty” by the Graduate School may serve as advisors or supervisory committee members for thesis students. To finalize your supervisory committee, students complete a supervisory committee form, obtain all signatures, and return to the Graduate Program Assistant. Once approved, committee members will be listed under the student profile in GIMS.

## Committee Changes

If the student requests to change his/her supervisory committee chair or committee members after the first two semesters, s/he must petition to the department graduate committee, who will make a recommendation to the department chair for final approval or denial.

## Planning a Program of Study

The Academic Advisor helps students select elective coursework that align with their professional interests and career goals for their program of study. Students electing to complete a thesis will obtain input from their supervisory committee members during the program planning process. In addition to specifying coursework in the various categories, the program of study includes projected dates for internships, capstone project or thesis defense, and a projected timeline for graduation. The dates may change, but the student, advisor, and supervisory committee (when indicated) plan work within the projected calendar. If changes are made to the plan of study the advisor must approve the changes and note those changes on the original program of study planning sheet in the academic file.

### Minimum Credits Required for the M.S. Degree in Sport Management

	Non-Thesis	Thesis
Core Coursework	21	24
Elective Coursework	15	0
Research Coursework	0	6
Total Credits	36	30

### Sport Management Non-Thesis (7 core courses)

- SPM 5016 Sport Sociology (3)
- SPM 5309 Sport Marketing (3)
- SPM 5506 Sport Finance (3)
- SPM 6158 Management/Leadership in Sport (3)
- SPM 6726 Issues in Sport Law (3)
- HLP 6515 Evaluation Procedures in Health and Human Performance (3)
- HLP 6535 Research Methods in Health and Human Performance (3)

### Sport Management Thesis (8 core courses)

- SPM 5016 Sport Sociology (3)
- SPM 5309 Sport Marketing (3)
- SPM 5506 Sport Finance (3)
- SPM 6158 Management and Leadership in Sport (3)
- SPM 6726 Issues in Sport Law (3)
- HLP 6515 Evaluation Procedures in Health and Human Performance (3)
- HLP 6535 Research Methods in Health and Human Performance (3)
- Research Course Approved by Supervisory Committee (3)

### Special Coursework/Non-Lecture Coursework

Lecture coursework includes courses offered in a traditional, face-to-face, teaching-learning format where instructors and students meet during a set schedule for a semester. Non-lecture coursework includes work scheduled independently between students and a faculty sponsor in courses such as supervised readings, independent study, supervised teaching, and supervised research. Courses that qualify as non-lecture are listed below:

- SPM 6905—Directed Independent Study (1-5 credits; max: 12 credits) Individual projects under faculty guidance. Letter grade.
- SPM 6910—Supervised Research (1-5 credits; max: 5 credits) S/U grade.
- SPM 6940—Supervised Teaching (1-5 credits; max: 5 credits) S/U grade.
- SPM 6947—Graduate Internship in Sport Management (3-9 credits; max: 5 credits to count towards degree credit requirement) On-site, full-time, practical experience in field of study. S/U Eligibility: Completion of 2 semesters of course work applicable to specialization; permission of advisor, written application and site approval.
- SPM 6948—Advanced Practicum in Sport Management (1-5 credits; max: 10 credits) On-site practical experience in field of study. Letter grade.
- SPM 6971—Research for Master's Thesis (1-15 credits) S/U grade.
- HLP 7979—Advanced Research (1-12 credits) Research for doctoral students before admission to candidacy. S/U grade.
- HLP 7980—Research for Doctoral Dissertation (1- 15 credits) Eligibility: Doctoral students admitted to candidacy. S/U grade.

### Practicum/Internship Guidelines

#### Sport Management Advanced Practicum – SPM 6948

- Students with fewer than 18 credit hours of graduate coursework must register for SPM 6948.
- Students can have no more than 12 combined credit hours of internship and/or practicum count towards their required elective credit hours.
- Every 48 clock hours = 1 credit hour of coursework.

- Students cannot retroactively add or drop credit hours to/from the course.
- Registration credits vary from 1-3 credits with a maximum of 6 credits total over multiple semesters towards one degree.
- Work must be completed during the term of enrollment, except in rare, preapproved instances.
- The student's supervisory committee chair/advisor will assist with the internship site approval and serve as the university internship supervisor.
- Registration occurs by completely filling out the practicum registration form, attaching the job description/plan of work, and obtaining the advisor's signature of approval. Incomplete registration forms will not be processed. All registration holds must be cleared before the practicum registration will be processed. It is the student's responsibility to submit the request in a timely fashion and verify all holds have been removed or additional fees may be incurred.
- Mid-term practicum evaluation forms completed by the on-site supervisor are due at the mid-point of the semester to the faculty advisor of this course.
- End of semester evaluation forms completed by the on-site supervisor are due one week prior to final exams.
- Practicum is graded on letter scale. Student grades will be assigned based on their supervisor's evaluations as well as their agreed upon deliverables.

#### Sport Management Advanced Internship – SPM 6947

- Students who have successfully completed two full-time semesters or 18 credit hours of graduate coursework can register for SPM 6947.
- Every 48 clock hours of internship = 1 credit hour of coursework.
- Students cannot retroactively add or drop credit hours to/from the course.
- Work must be completed during the term of enrollment, except in rare, preapproved instances.
- Registration credits vary from 3-9 credits with a maximum of 9 credits total over multiple semesters towards one degree.
- Students can have no more than 12 combined credit hours of internship and/or practicum count towards their required elective credit hours.
- The student's supervisory committee chair/advisor will assist with the internship site approval and serve as the university internship supervisor.
- Registration occurs by completely filling out the practicum registration form, attaching the job description/plan of work, and obtaining the advisor's signature of approval. Incomplete registration forms will not be processed. All registration holds must be cleared before the practicum registration will be processed. It is the student's responsibility to submit the request in a timely fashion and verify all holds have been removed or additional fees may be incurred.

- Mid-term internship evaluation forms completed by the on-site supervisor are due at the mid-point of the semester to the faculty advisor for this internship.
- End of semester evaluation forms completed by the on-site supervisor are due one week prior to final exams to the faculty advisor for this internship.
- Graduate Internship is graded on Satisfactory/Unsatisfactory basis. Student grades will be assigned based on their supervisor's evaluations as well as their agreed upon deliverables.

### Elective Coursework

The student and advisor select graduate level (5000 or above) elective coursework based on the student's career or research interests. Projects relating to interest areas can be completed as non-lecture coursework (see page 9). Coursework taken outside of the SPM department must be approved by the student's advisor. A sample list of elective courses is provided below (this list is not all-inclusive):

- SPM 5107: Sport Event Management: Principles and applications
- SPM 5181: Athlete Development
- SPM 5206: Sport Ethics
- SPM 5936: Current Topics in Sport Management
- SPM 6036: Research Seminar in Sport Management
- SPM 6106: Management and Planning of Sport and Physical Activity Facilities
- SPM 6308: Sport Consumer Behavior
- SPM 6606: Management of Olympic Games' functional areas
- SPM 6610: Sport Events and Community Development
- SPM 6905: Directed Independent Study

### Sport Event Management Graduate Certificate

The Department offers a graduate certificate in sport event management. The sport event management graduate certificate offers a tremendous opportunity for individuals with a Bachelor's degree interested to acquire sport event management skills and gain insights into how to run large and small scale sport events. The Graduate certificate includes three courses (SPM 5107, SPM 6606 & SPM 6610) that can be completed in three semesters (Fall, Spring, Summer). All students enrolled in the certificate program will gain knowledge in sport event management principles and applications, the management of mega events such as the Olympic Games and also how to manage the impacts of these sport events for their community. To apply for the certificate you can visit the following page:

[http://hhp.ufl.edu/about/academics/certificate\\_sport-event-management/](http://hhp.ufl.edu/about/academics/certificate_sport-event-management/)

### Undergraduate Courses

Six credits of upper-level undergraduate courses (3000-4000) outside the SPM department may count when taken as part of an approved graduate program. Consult your Academic

Advisor/Committee Chair before registering to determine if the proposed course is acceptable to your degree plan. Advisors must sign an updated program plan that includes the requested courses for approval. Enrollment without approval may result in the course being evaluated as inadequate to count towards the graduate degree. Undergraduate courses taken within the department of SPM will not count towards graduate degree requirements under any circumstances.

Undergraduate courses (1000-2000) may not be used as any part of graduate degree requirements. All 1000- and 2000- level courses may be taken on a satisfactory/unsatisfactory (S/U) basis to enhance one's background knowledge, if enrolled as a graduate student, but do not count towards the credits needed for a graduate degree.

### Transfer of Credit

No more than 9 credits of graduate courses may be transferred from another approved institution. Transfer courses must be completed with a grade of A, A-, B+, or B to be accepted. The supervisory committee is responsible for ensuring the academic integrity of coursework before accepting graduate transfer credits.

Petitions for transfer of credit must be made during the student's first term of enrollment in their graduate program and submitted to the Graduate Program Assistant.

### Time Limitation

All work (including transferred credit) counted toward the master's degree must be completed within 7 years from initial matriculation, for the degree to be awarded.

### Leave of Absence

Any student who does not register at UF for a period of more than 3 consecutive semesters (including summer terms) needs prior written approval from the supervisory committee chair. The student must apply for readmission upon return.

### Unsatisfactory Progress or Unsatisfactory Scholarship

Any graduate student may be denied further registration or placed on probation, if progress towards completing the program of study becomes unsatisfactory to the graduate committee, department, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted.

## Grades

### Grade Point Average

Grade point averages for graduate students are computed on all eligible credits attempted at the 5000 level and above and 3000/4000 level outside the major taken at the University of Florida while in a 7, 8, or 9 classification. Courses receiving grades of S and U are excluded. Courses taken at the 1000-2000 level are excluded.

### Non-Punitive Grades and Symbols: Zero Grade Points – Not Counted in GPA

- W = Withdrew
- U = Unsatisfactory
- H = Deferred grade assigned only in approved sequential courses or correspondence study N\* = No grade reported
- I\* = Incomplete

### Failing Grades: Zero Grade Points – Counted in GPA

- E = Failure
- WF = Withdrew failing NG = No grade reported
- I = Incomplete (final grade)

### Passing Grades

The only passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S. Grades of B-, C+ or C count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+, A- and A, respectively. Grade points are not given for S and U grades; S and U grades are not used to calculate grade point averages. Letter grades of C-, D+, D, D- or E are not considered passing at the graduate level, although the grade points associated with these letter grades are included in grade point average calculations.

### Minors & Concurrent/Combined Degrees

#### Minors

If a minor is chosen, the supervisory committee must include a representative from the minor field. A minor requires at least 6 to 15 credits depending on the program. The minor appears on the student's transcript along with the program name and the degree awarded.

M.S. students who wish to declare a formal minor must provide a letter signed by the minor representative, which includes the title of the minor, number of credits and coursework to be completed to fulfill the minor. Coursework selected for the minor must be approved by the supervisory committee.

#### Concurrent/Combined/Joint Degrees

Concurrent:

- The purpose of a "concurrent" program is to allow students to pursue more than one graduate/professional degree at the same time with the opportunity to share up to 9 credits. Any student interested in pursuing two master's degrees in two different programs must apply and be admitted into both programs independently. Written approval is needed from each academic unit and the Graduate School Dean to officially be designated as a concurrent student.

Combination Degree Program:

- A course of study that leads simultaneously to a graduate degree and a professional degree (e.g., J.D., Pharm.D.). Normally, 12 credits of the same coursework can be counted towards both degrees. To participate in a joint program, a student must be admitted to both programs. Enrollment in one program may precede the enrollment in the other program. During the term the student is graduating, registration is required (at least 3 credits fall or spring, or 2 credits summer). This course work must be credits that applies toward graduate degree requirements.

#### Juris Doctor/Sport Management Combination Degree

- Under this combination degree program, a student can obtain both degrees in approximately one year less if both degree programs are pursued concurrently. Students must be admitted, begin and complete both programs of study during the same semester.
- SPM courses must carry a grade of “B” or higher and will not count towards the College of Law GPA. College of Law courses which are to be credited toward the SPM degree must carry a grade of “C” or higher and will not be counted in the GPA for SPM.
- An approved M.S. thesis in the SPM program will satisfy the advanced writing requirement of the College of Law, if certified by a law school faculty member.
- For joint degree seeking students, it is recommended that the student’s graduate supervisory committee be comprised of SPM graduate faculty members and one law faculty member.
- Thesis topics must be related to law and/or legal issues in sport.

#### Final Semester Requirements

Students are required to be registered during their final semester for minimum of 3 credits in Fall and Spring or 2 credits in Summer A, B or C.

- Thesis Students must register for SPM 6971 Masters Research during their final term.
- Non-Thesis students must register for coursework that applies to the degree program.

#### Final Comprehensive Exam

All Master of Science students are required to show competence in their field of study, requiring the passing of the Graduate Final Exam or thesis, as well as a cumulative and core grade point average of 3.0. Students in the Thesis Option must successfully defend their thesis to the Supervisory Committee during the final semester of their program according to the published deadlines determined by the Graduate School.

#### Non-Thesis Graduate Final Exam

A non-thesis student majoring in Sport Management must complete the Graduate Final Exam, which serves as the exit requirement for the degree. The purpose of the Graduate Final Exam is to demonstrate that the student is able to take newly acquired knowledge and skills and apply



them to professional practice. It helps the student understand their weaknesses and strengths when seeking employment, and prepares the student in organizing information that will help them in seeking employment by effectively promoting themselves.

The Graduate Final Exam document is submitted by the student to his/her Committee no later than the final examination date as determined by the Graduate School for the semester in which the student plans to graduate. Supervisory committee members will meet and discuss the written examinations and decide whether the student:

- Passes
- Re-writes any part
- Takes an oral exam on any part
- Fails
- Program Dismissal

If the student fails, s/he may be permitted to retake the entire written examination again the following semester with committee approval. When a student fails the exam, the student may be required to enroll in a specific course(s) to correct deficiencies. Minimum registration requirements, as determined by the Graduate School, must be met in order to complete the final exam during a given semester.

The Department may dismiss students for not making satisfactory progress toward the degree. The grounds for dismissal include a judgment supported by a majority of the supervisory committee, including the Chair of the Committee, determining that the student's performance toward the degree requirements (e.g., coursework, final exam) is unacceptable

## Thesis Procedures

### Thesis Track

Students are admitted to the non-thesis track by default when admitted to the program. In order to pursue the thesis track, students must secure a thesis advisor (a Sport Management faculty member) that aligns with their research interest. The thesis track is not a guaranteed option; it depends on advisor availability and willingness to advise.

### Thesis Proposal

Thesis proposal presentations typically last about 30 minutes. They often include a brief handout of the presentation outline and main points, and electronic presentation formats such as PowerPoint presentations. Advisors help students decide on an appropriate presentation package. The Graduate Program Assistant will invite all graduate students and department faculty to attend the public portion of proposal meetings.

In preparing for thesis proposal meetings, M.S. students will:

- Work closely with the advisor and supervisory committee at all stages in developing a proposal.

- Prepare a proposal that includes 3 fully developed chapters presented to the supervisory committee at least 2-3 weeks (10-15 work days) prior to the proposal meeting.
- Students traditionally take responsibility for contacting committee members and graduate program staff and arranging a date, time, and location for proposal meetings.

### Thesis Defense

Final defense presentations typically last about 30 minutes. They often include a brief handout of the presentation outline and main points, and electronic presentation formats such as slides or PowerPoint presentations. Advisors will help students decide on an appropriate presentation package.

The student proceeds with completion of the thesis, under the guidance of the supervisory committee and submits drafts of the thesis to their supervisory committee for comments and suggested revisions before the thesis defense.

The Graduate Program Assistant will announce the thesis final defense date, time, and location at department and college levels once notified by the student.

In preparing for thesis final defense meetings, M.S. students will:

- Work closely with the advisor and supervisory committee at all stages in completing the thesis.
- Prepare a final version of the thesis presented to the supervisory committee at least 2-3 weeks (10-15 work days) prior to the final defense meeting.
- Students traditionally take responsibility for contacting committee members and graduate program staff and arranging a date, time, and location for thesis final defense meetings.
- Dress in business casual attire.

All supervisory committee members must be physically present and sign the appropriate paperwork following successful defense of a thesis. Paperwork is provided by the Graduate Program Assistant. When the thesis is ready to be put in final form for submission to the Graduate School, the student should review the Format Requirements of the Graduate School Editorial Office and should work with the Application Support Center to format the document in order to meet the minimum submission requirements of the Editorial Office.

### Physical Presence Policy

Graduate students in residential programs offered through the College of Health and Human Performance are required to successfully complete an oral component of (1) the master's degree thesis defense, (2) defense of a formal master's degree project (in lieu of thesis), (3) qualifying exams for admission to Ph.D. candidacy, and (4) defense of the doctoral dissertation. The oral component of the exam is conducted in-person, during face-to-face interaction with the student's supervisory committee. These examinations generally occur with the student and

all members of the student's supervisory committee. At minimum, the chair or co-chair of the supervisory committee is physically present and together in the same room as the student.

In-person qualifying and final examinations remain the standard and preferred method for assessing knowledge and mastery of the student's chosen area of study in residential HHP graduate programs. There may, however, be instances where the student and/or some or all members of the supervisory committee agree to conduct the oral component of a qualifying and/or final examination from alternative locations. These reasons include, but are not limited to, living out of state at the time of the defense or an advisor or committee member is out of state at the time of the defense. The request to complete a final examination using an alternate method of assessment must be: (1) documented on the Request to Waive Physical Presence Form, (2) approved by the student and all members of the student's supervisory committee, (3) submitted to the Graduate Coordinator (Master's) or PhD Program Coordinator (PhD) for review by no later than the Degree Application deadline, and (4) conducted simultaneously with all participants in attendance. If the request is approved, the student and all members of the supervisory committee are required to enable both audio and video communication for the duration of the examination, if joining remotely from a device.

Requests to complete a final examination after the deadline specified above will be considered on a case by case basis, understanding that unanticipated events or circumstances may arise. These circumstances include, but are not limited to, sudden illness or other emergency that may require travel.

This policy applies to all students enrolled in an academic graduate program in the Department of Sport Management.

Additional context and information about the UF Graduate School's Policy on Physical Presence for Examinations can be found [here](#).

Additional context and information about the UF Graduate School's Policy on Supervisory Committees and Final Examinations for Master Level Degree Programs can be found [here](#).

Visit the SPM Student Center Canvas page for the Physical Presence Policy form.

## Planning for Graduation

Planning for graduation starts the day M.S. students begin their programs of study. To ensure a successful graduation experience, complete the following steps:

- ✓ Set a tentative term and year for graduation with your advisor at the initial program of study planning meeting.
- ✓ Confirm with the advisor that all degree program requirements will be met for graduation that term and year.
- ✓ Ensure that transferred coursework approved by the graduate program committee is submitted and accepted by the Graduate School.

- ✓ Clear all “holds” on your records (outstanding fees, library charges, SHCC fees, parking fines, and related items.)
- ✓ Check transcripts to verify that the minimum cumulative and core GPA requirements have been met.
- ✓ Address and resolve all incomplete (I) or unsatisfactory (U) grades with the Advisor.
- ✓ Meet final term registration requirements.
- ✓ Check the Academic Calendar for the degree application deadline.
- ✓ Submit an application for degree on ONE.UF by the published deadline. Print and save confirmation.
- ✓ Discuss schedule for final exam, defense or capstone with the advisor.
- ✓ From ONE.UF, select “Graduate Information Management System (GIMS)” and log into GIMS (using your Gatorlink username and password). View the following Milestones in GIMS and make sure they are correct before the published deadline:
  - Non-Thesis
    - View Committee in GIMS; make sure names, committee roles, and titles are correct
    - Final Exam data (mm/dd/yyyy) submitted by Department by published deadline
  - Thesis
    - View Committee in GIMS; make sure names, committee roles, and titles are correct
    - Final Exam data (mm/dd/yyyy) submitted by Department by published deadline
    - The graduate program assistant submits a confirmation of successful completion of this form electronically through GIMS once you have successfully defended your thesis. You must ensure this has been posted to GIMS prior to submitting your thesis for review.
    - Document Title
    - Embargo Period (also known as UF Publishing Agreement)
    - Final Thesis Clearance with Graduate School Editorial Office

## Lasting Commitment to Personal Integrity

By formally registering for coursework at the University of Florida, students agree to conduct themselves based on principles contained in the following official statements:

"We, the members of the University of Florida, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."

"I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University."

"All faculty, staff and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.

## UF Student Resources

### Career Connections Center (CCC)

A comprehensive career planning facility located in the gallery on level 2 of the J. Wayne Reitz Union. Designed to provide opportunities for students to explore paths, prepare for and start an internship/job, including resume writing, and assisting students in learning how to adapt to changing work activities.

- CCC Website: <https://career.ufl.edu/>

### Counseling and Wellness Center

A confidential service provided by professional counselors offering short-term counseling for personal and educational concerns. If you or someone you know are in need of assistance refer them here:

- Counseling & Wellness Center Website: <https://counseling.ufl.edu/>  
3190 Radio Road, PO Box 112662  
Gainesville, FL 32611-2662  
Phone: (352) 392-1575  
Office Hours: Mon-Fri, 8am-5pm

### University Writing Program

The Writing Studio is a free service for current UF graduate and undergraduate students. Students have the opportunity to work one-on-one with a consultant on issues specific to their own particular development.

### Ombuds

The role of the Ombuds is to serve as a resource and designated neutral party for students and staff who may have a university related concern or problem. Such problems may be related to grades, difference of opinion with instructors or co-workers, interpretation of university policies, or other administrative issues that may be of concern. The Ombuds will work with staff and students to interpret university policy, and help identify options and strategies for resolving issues. By considering problems in an unbiased way, the Ombuds works to achieve a fair resolution and works to protect the rights of all involved parties.

- Ombuds Website: <https://www.ombuds.ufl.edu/>

### Student Legal Services

Student Legal Services is staffed by four licensed attorneys who are available to offer students assistance in understanding and solving their legal problems.

- Student Legal Services Website: <https://studentlegalservices.ufl.edu/>

### Student Healthcare Center

- Website: <https://shcc.ufl.edu/>

### Graduate Catalog

- Website: <https://gradcatalog.ufl.edu/graduate/>

### Dean of Students Office

- Website: <https://dso.ufl.edu/>

### Office of Student Financial Aid and Scholarships

- Website: <https://www.sfa.ufl.edu/>

### International Student Resources

The UF International Center can answer any questions relating to international students.

- Website: <https://internationalcenter.ufl.edu/>

### English Skills for International Students

- The Academic Written English (AWE) program is designed to help foreign graduate students improve their American English speaking and writing abilities. Certain requirements apply. <https://eli.ufl.edu/information/academic-information/academic-written-english/>
- The English Language Institute (ELI) is an intensive English program designed to provide rapid improvement in English proficiency. <https://eli.ufl.edu/>
- The Academic Spoken English (ASE) program course EAP 5836 is required of all international teaching assistants (whose first language is not English) during their first semester of teaching at UF.