Sport Administration Program (Distance Learning)

Master's Student Handbook
2018-2019

School of Human Services
College of Education, Criminal Justice, and Human Services

Table of Contents

PREFACE

The Sport Administration Program Master's Student Handbook is intended to provide students with specific information about the University of Cincinnati; the College of Education, Criminal Justice, and Human Services (CECH); the School of Human Services; and the Sport Administration Program. This handbook is a tool for students as they progress through the Online Master's in Sport Administration Program. Program policies exist within the framework of those of the College and the University (Graduate School). The Master's Student Handbook presents specific policies and procedures specific to the Master's Degree Program and is compliant with the rules and policies of the Graduate School, and the College of Education, Criminal Justice, and Human Services. Students are responsible for being aware of Program, College, and University regulations and policies described in the Sport Administration Masters handbook and the University of Cincinnati Graduate Handbook (https://grad.uc.edu/fac-staff/handbook.html), and the Student Code of Conduct (http://www.uc.edu/conduct/Code_of_Conduct.html).

Graduate programs at the University of Cincinnati are organized within the Graduate School. The Dean of the Graduate School is responsible for coordinating, implementing, and administrating all policies, rules, and regulations pertaining to graduate degree programs, including those of the School of Human Services. Graduate faculty determine educational policy of the Graduate School and regulates admissions of students, advancement of candidacy, and awarding of graduate of degrees. The Graduate faculty have sole power in establishing the requirements, but individual units and programs determine specific course of study, instruction methods, and evaluation of comprehensive examinations.

THE UNIVERSITY AND THE COMMUNITY

The University of Cincinnati (UC) consists of 14 Colleges and Schools that provide a wide range of graduate programs. Over the years, the University has achieved an outstanding national and international reputation in many areas. The University of Cincinnati is classified as a Research University (Highest Research Activity) by the Carnegie Commission, and is ranked as one of America's top 30 public research universities by the National Science Foundation. *U.S. News* has ranked UC in the Top Tier of America's Best Colleges; *The Chronicle of Higher* Education has called UC a "research heavyweight," and UC has consistently been named a "green university" by Princeton Review. *The New York Times*, *Forbes*, *Delta Sky* and *Travel + Leisure* magazines have highlighted UC.

The campus includes excellent facilities for a variety of recreational activities including the Campus Recreation Center for swimming, basketball, running, tennis, racquetball, weight training, and other activities. There is wide access to computer labs and wireless networks. The University has undergone extensive renovation to modernize and enhance student facilities, including our building: The Teachers-Dyer Complex. It also sponsors movies, concerts, theater, athletic, and musical events. The athletic department competes in the American Athletic Conference, and Nippert Stadium will be temporary home to the new Major League Soccer expansion team.

The University is situated within the city of Cincinnati, rated as being one of the most attractive and livable cities in the United States. Greater Cincinnati captures the unique characteristics of three states (Ohio, Kentucky, and Indiana) within a single metropolitan area. Its hills and valleys surround the Ohio River, providing a setting for one of America's most beautiful inland cities. It is a city in the midst of an exciting urban revival and a place known for its love of the arts, passion for sports, and local food. As the center of culture and commerce for a region of more than 2 million people, the Queen City is an important hub of the Midwest. The

area is home to nine Fortune 500 companies and lays claim to one of the most vibrant startup ecosystems in the nation.

The University of Cincinnati offers students a balance of educational excellence and real-world experience, and the city itself provides a large number of sport opportunities. In addition to the well-known professional franchises, the Cincinnati Reds and Cincinnati Bengals, the city also has two Division I Athletic programs, several Division III programs, an MLS expansion team, the ECHL Cincinnati Cyclones, the Flying Pig Marathon, ProCamps, National Association of Sport Commissions, Cincinnati RollerGirls, the 2nd largest tennis tournament in the U.S. with the Western & Southern Open, and many more sport organizations. Within the state of Ohio, there are 79 interscholastic conferences, as well as 32 independent schools. There are 10 conferences and 2 independent schools within Cincinnati. There are numerous sport organizations within a two-hour drive from Cincinnati that includes addition professional, collegiate, and governing bodies such as the National Collegiate Athletic Association, Kentucky Motor Speedway, US Track and Field, and many more. Cincinnati is also home to the National Association of Sports Commissions.

Within the region are many opportunities for outdoor recreation including camping, hiking, rock climbing, downhill skiing, and boating/canoeing. Cincinnatians love festivals; the legendary firework show on Labor Day weekend, Oktoberfest in the fall, and numerous holiday celebrations between Thanksgiving and New Year's Day are special favorites. The cost of living is moderate, as is the climate. There are several quality restaurants, breweries, and local shops to enjoy, including some of Cincinnati's favorites: Graeter's Ice Cream, Skyline Chili, and the Montgomery Inn.

The Cincinnati metropolitan area of 2.1 million people has 8 colleges and universities in addition to the University of Cincinnati. The city is located conveniently along major interstates, as well as airline, train and bus routes. It is within a two-hour drive of Columbus, Indianapolis, Louisville, and Lexington.

SPORT ADMINISTRATION PROGRAM

The Online Master of Science (M.S.) in Sport Administration Program at the University of Cincinnati is designed for students seeking to advance their career in the fields of interscholastic or intercollegiate athletic administration. At the pinnacle of these industry segments exist career opportunities as athletic directors and assistant/associate athletic directors; however, within college and high school athletics there is a need for skilled sport managers in the areas of sales, development, corporate partnerships, finance, public relations, marketing, facility and event operations, compliance, and student-athlete support services.

Our one-year program[*] is built around developing skills in these areas through real-world application of course content, industry partnerships, and research-based best practices. The master's program is available both on-campus and online.

*The program can be completed in one year if the student is enrolled full time.

MASTER'S PROGRAM OF STUDY

Program Overview

The overall mission of the Sport Administration program is to develop scholars, practitioners, and leaders in sport administration through innovation, collaboration, education, and leadership. Central to our values are advancement in the classroom, embracing diversity, engagement with the real world, and the building of leaders specifically in interscholastic and intercollegiate sport. The Master of Science (M.S.) degree in Sport Administration reflects these values and engages students in an applied, real-world, and interdisciplinary learning experience related to the sport industry.

Upon graduation, students will be prepared for a successful career in athletic administration. Specifically, graduates will enter into the profession in organizations directly affiliated with intercollegiate and interscholastic sport. Roles may include ticketing, marketing, sponsorship, communication, facility and event management, student athlete support, and compliance, among others. The curriculum is designed to focus on developing the skills, knowledge, and behaviors needed to be successful leaders in each of these areas. In addition to the curriculum, students will have the opportunity to engage with the real world outside of the classroom through their capstone project. This experience along with our diverse group of faculty members, advisors, and professional partners, give students the opportunity to develop and/or further unique professional knowledge and skills that can help launch or accelerate their career.

Program Objectives

Upon completion of the Sport Administration M.S. program, students should be able to:

1. Demonstrate knowledge of governance structures associated within athletic administration, education, and student-athlete services.
2. Utilize research methods to address sport-related problems, issues, and opportunities.
3. Integrate and apply knowledge and skills to develop best-practice approaches within athletic administration.
4. Demonstrate the ability to display leadership behaviors consistent with being a well-educated, ethical, socially-conscious, and competent sport management professional.

Curriculum

Our Online Master of Science in Sport Administration program is designed to cultivate the next generation of sport industry leaders in athletic administration. Our Master's curriculum emphasizes the practical application of knowledge as it relates to high school and collegiate athletic administration.

The curriculum for the Master's degree was designed with the standards of Commission on Sport Management (COSMA) Accreditation as a framework. COSMA is a specialized accrediting body whose purpose is to promote and recognize excellence in sport management education worldwide in colleges and universities at the baccalaureate and graduate levels through specialized accreditation. The program, school, and college, and university are committed to seeking future accreditation review for the program. Faculty have begun activities and data collection toward this goal. For additional information about COSMA, please visit www.cosmaweb.org.

Classes

Sport Finance and Budgeting
This course will explore conceptual and theoretical aspects of financial accounting management practices associated with the organization and operation of intercollegiate and interscholastic programs. Special emphasis will be placed on understanding budgeting methods, using financial analysis ratios, non-profit sector financing, and public financing.

Revenue Generation in Athletics
This course will examine the application and effectiveness of the predominant forms of revenue generation being utilized at both the intercollegiate and interscholastic levels. Students will gain an appreciation for the intricacies of these strategies and acquisition techniques used for various types of private fund-raising campaigns, corporate sponsorships programs, ticket sales efforts and in other areas such as trademarks, licensing and special promotions.

Facility Operations and Systems Management
The course will examine facility and event management within interscholastic and intercollegiate athletics. The course will examine the process of planning or renovating a new facility through a feasibility study. Management systems will include capacity management, booking and scheduling, bidding on events, maintenance and security, and ADA compliance. Issues of volunteer recruitment and management, event evaluation, and sustainability will be addressed.

Strategic Athletic Marketing and Communications
This course focuses on development of marketing and communication strategies associated with interscholastic and intercollegiate athletics; specifically, market and customer analysis, market segmentation, and marketing mix tactics. Topics will cover the strategies used to market the teams and maintain a relationship between the athletic department and media.

Athletic Governance and Compliance
This course focuses on the structure and operations of interscholastic and intercollegiate athletic governing bodies. The class will discuss the role compliance serves in the management of athletic administration and how rules and regulations impact practices and procedures of athletic administration. Emphasis will be placed on discerning regulations, eligibility, practice, procedures, and bylaws by proactive oversight.

Sport and the Social Context
This course is designed to provide students with an overview of the major sociological issues in interscholastic and intercollegiate athletic administration. All primary issues impacting athletics are covered, including but not limited to gender and sex, race and ethnicity, disability, religion, media involvement, and globalization.

Managerial Strategies in Athletics
The focus of this course is on the application of leadership and management theory to issues in interscholastic and intercollegiate athletics, including organizational behavior, strategic planning, and effective human resources management. Emphasis will be placed on the issues, forces, and problems impacting decision-making. The course will utilize case studies and draw from current events and trends to connect theories with practice.

Risk Management and Policy Development in Sport
This course is designed to focus on applying knowledge and skills needed to mitigate risks in athletics. Emphasis will be placed on administering civil law concepts to common scenarios within interscholastic and intercollegiate athletics. Additionally, students will learn how to develop, implement and evaluate policies and procedures addressing areas of liability within sport organizations. Students will be able to identify proper safety guidelines and standards within a diverse set of sport contexts based on relevant case law, statutes, federal law, and industry standards.

Schedule of Courses

The Online Master's program can be completed at your own pace. We do not recommend taking more than four classes in a single semester, however. Below is the suggested order in which the Master's course work should be completed.

SMGT 7012 - Sport and the Social Context (3 credit hours)
SMGT 7013 - Strategic Athletic Marketing and Communication (3 credit hours)
SMGT 7014 - Risk Management and Policy Development in Sport (3 credit hours)
SMGT 7023 - Athletic Governance and Compliance (3 credit hours)
SMGT 7024 - Sport Finance and Budgeting (3 credit hours)
SMGT 7026 - Revenue Generation in Athletics (3 credit hours)
SMGT 7028 - Managerial Strategies in Athletics (3 credit hours)
SMGT 7032 - Facility Operations and Systems Management (3 credit hours)
SMGT 8085 - Master's Project - Sport Administration (6 credit hours)*

Total: 30 hours
*Can be taken in conjunction with one other class. All other course work must be successfully completed.

Capstone Requirements

All students will be required to complete a six-credit hour capstone experience during their final semester in the program upon successful completion of all coursework. The capstone project is graded as pass/fail.

Students should work closely with their Student Success Coordinator and program faculty to determine what the project will entail to ensure it suits his/her educational and career goals. The details for the project are as follows:

SMGT 8085 - Master's Project: Students will complete an applied project reflecting application and integration of their knowledge and skills. Students will collaborate with an individual within an interscholastic or intercollegiate sport organization who is directly involved or in charge of the area related to the project. Students will investigate a problem, issue or challenge, or create a plan where the organization possibly has a void or is looking to expand. Students will develop a summary of the project, outlining goals for the idea proposal to their instructor. Once approved by the instructor, students will provide a detailed overview of what the project will entail and expected deliverables, an annotated bibliography, evidence of all work completed on the project, and a reflection, in which students will summarize how their work on the project satisfies the program learning outcomes for the M.S. in Sport Administration degree. Guidelines for the project can be found in Appendix A.

FACULTY

Currently, the Sport Administration program is comprised of six full-time faculty members (three research faculty and three educator faculty). All members of the faculty possess years of experience in both the field and education, and continue to work within the industry via research, partnerships, or service.

Andrea L. Buenaño, Ed.D. *(Assistant Professor - Educator)* joined the Sport Administration faculty in the Fall of 2017 and was a former collegiate softball student-athlete. Dr. Buenaño has degrees in higher education leadership, organizational leadership, and sport management. Prior to her arrival at UC, Dr. Buenaño was an instructor at the University of North Florida in Sport Management. Dr. Buenaño worked in intercollegiate athletics at Penn State University and Nova Southeastern University, in addition to teaching and lecturing. She has more than 10 years of sport industry experience that includes, professional, recreational, interscholastic athletics, and intercollegiate athletics at the Division I and II levels.

Alicia Cintron, Ph.D. (Assistant Professor) completed her Doctorate at the University of Louisville. Dr. Cintron joined the Sport Administration faculty as a visiting professor in the Fall of 2016 and was added to the faculty in the Fall of 2017. She has more than seven years of experience working in the sport industry in the areas of facility marketing and management, and student-athlete development. Her area of research centers on sport facility development and urban planning, and research surrounding underrepresented populations in sport.

David Kelley, Ph.D. (Assistant Professor - Educator and Online Master Program Coordinator) has more than 20 years combined experience in education-based athletics and higher education teaching. As a graduate of Ohio University, Dr. Kelley has developed an expertise in coordinating with a variety of athletic organizations and constituencies including interscholastic athletic programs, professional sport organizations, intercollegiate athletic departments and an array of other sport businesses to assist with their fundraising and development. He currently serves on the Ohio High School Athletic Association's Special Committee on the future on Interscholastic Athletics.

Michael A. Odio, Ph.D. (Assistant Professor) joined the Sport Administration faculty in the Fall of 2014 and is a graduate of the University of Florida. His scholarly interests include organizational behavior and human resource issues in sport as well as career and learning outcomes for nonstandard workers (e.g., temporary, seasonal, part-time) and internships.

Patty Raube Keller, Ed.D. (Assistant Professor - Educator) joined the Sport Administration faculty in the Fall of 2016 and was a former two sport collegiate student-athlete. Dr. Raube Keller began her career as a physical education teacher, athletic trainer, and soccer coach at Grimsley High School in Greensboro, North Carolina. Dr. Raube Keller began her 16-year career working in college athletics in all phases of student-athlete advising, NCAA compliance, and administration. Dr. Raube Keller has worked at every level of the NCAA; Rutgers (NCAA DI), Campbell University (NCAA DI), Rowan University (NCAA DIII), and University of Mary (NCAA DII), in addition she was a junior college athletic director at Camden County College.

Jason Simmons, Ph.D. (Assistant Professor and Program Coordinator) joined the Sport Administration faculty in the Fall of 2014, and is a graduate of the University of Louisville. After graduating, Dr. Simmons spent three years on the faculty at the University of Tampa. Prior to attending graduate school, he worked as an Assistant Sports Information Director and in media relations. His research is in the area of sport consumer behavior, with a focus on inter role conflict between sport and family roles.

PROGRAM ADVISORY COMMITTEE

The Program Advisory Committee includes individuals representing the community and sport industry. This group is an important vehicle for community and industry input, future planning, collaboration for local professional development and experiential learning opportunities, and in general, receiving feedback and input on program planning and direction.

Name	Title	Organization
Bob Bedinghaus	Director of Business Development	Cincinnati Bengals
Jackie Reau	CEO	Gameday Communications
Joe Luckey	Senior Associate AD	University of Cincinnati Athletics
John Cappella	Race Director	Flying Pig Marathon
Karen Forgus	Senior VP of Business Operations	Cincinnati Reds
Mark Simendinger	Ex. VP	Kentucky Speedway
Paul Schildmeyer	Director of Sales	CRC/Billy Casper Golf
Steve Neil	Assistant Commissioner	Ohio High School Athletic Association
Steve Rossi	Director of Athletics	Roger Bacon High School
Bruce Brown	Executive Director	OIAAA
Elliot Hopkins	Director of Educational Services	NFHS
Brian Leshner	Executive Director	Activities Beyond the Classroom
Brandon Hunter	President	KMG Basketball Group
Bob Brinkmeyer	Retired Faculty	UC Sport Administration
Jolinda Miller	Athletic Director	Hughes High School
Jeff Berding	President/GM	FC Cincinnati

PROFESSIONAL ORGANIZATIONS

There are several valuable sport management organizations that provide additional educational, professional development and networking opportunities. Students are strongly encouraged to become members or attend conferences, proceedings, symposiums, workshops, etc. provided by these organizations. While this list is not exhaustive, it does provide the majority of organizations aligned with the Sport Administration Program.

- College Sport Research Institute (www.csriconference.org)
- National Association of Collegiate Marketing Administrators (http://nacma.nacda.com/home)
- Collegiate Event and Facility Management Association (http://www.nacda.com/cefma/nacda-cefma.html)
- National Association of Academic and Student-Athlete Development Professionals (http://www.nacda.com/nfoura/nacda-nfoura.html)
- North American Society of Sport Management (www.nassm.org)
- National Association of Collegiate Directors of Athletics (www.nacda.com)
- Women Leaders in College Sports (www.womenleadersincollegesports.org)
- National Association of Sport Commissions (www.sportscommissions.org)
- National Collegiate Athletic Association (www.ncaa.org)
- National Federation of State High School Associations (www.nfhs.org)
- National Sport Forum (www.sports-forum.com)
- Ohio High School Athletic Association (www.ohsaa.org)
- Sport Event and Venues Tomorrow (www.sevt.org)
- National Interscholastic Athletic Administrators Association (www.niaaa.org)
- Sport Marketing Association (http://www.sportmarketingassociation.com)

PROGRAM COMMUNICATION

Students are expected to stay in close communication with faculty teaching courses, their Student Success Coordinator, and the program coordinator to stay apprised of any program policies, expectations, changes, news, etc. The program communicates with students via an initial online orientation (Blackboard) and the *Handbook* (as a primary source of official requirements) and also through communication in required courses, meetings with faculty and students, and via e-mail. Students are reminded that University rules require that faculty and students communicate via e-mail using only their UC email account, not other accounts. It imperative students check their UC e-mail frequently and correspond with faculty using only these accounts.

PROGRAM DELIVERY

All students accepted into the Online M.S. in Sport Administration program must register for classes through Catalyst at https://onestop.uc.edu/. Sport administration courses begin with the prefix SMGT (e.g. SMGT 7012, SMGT 7013, SMGT 7014). Your Student Success Coordinator will assist you with proper course sequencing.

Blackboard
Blackboard is the main content management system used by the Sport Administration program for all courses and coursework. Blackboard is also used to submit assignments unless otherwise specified by the course instructor. If a student is not familiar with Blackboard, tutorials are provided during orientation and on the Sport Administration student community board. YouTube also provides Blackboard tutorials. If a student experiences technical issues or has questions relating to Blackboard, they should contact IT@UC at https://www.uc.edu/ucit.html.

Sport Administration courses operate in EST/EDT unless otherwise specified in the course syllabus or by the course instructor. Therefore, assignments, quizzes, tests, and other assessments are due EST/EDT. Grades are also posted in Blackboard.

Course Delivery
There are a number of ways courses are taught in the Sport Administration program. It is the student's responsibility to read course announcements and the course syllabus to learn how each course is structured.

Most Sport Administration courses are **asynchronous** with pre-recorded lectures by professors. Along with lectures, courses also utilize lecture slides, discussion boards, videos, links to resources, and readings. Not all lectures are available when the course opens in Blackboard. It is the instructor's decision on how far in advance lectures are posted.

Some Sport Administration courses will require at least one **synchronous** learning activity. These synchronous, or live, sessions will be made available virtually, usually via webinars. The course instructor will provide the time and date of the synchronous activity. Students will access the live session through the course in Blackboard. A link will be provided to access the virtual meeting room where the activity will occur. Activities could include, but are not limited to, live speakers, virtual office hours, lectures, question and answer sessions, and/or review sessions. These live sessions are also recorded for students who are not available during the live sessions to view later.

PROGRAM DESIGN AND APPROVAL

Working with Student Success Coordinators

All students in the Online Sport Administration Master's Program will work with a Student Success Coordinator with University of Cincinnati Online. Regular contact with the Student Success Coordinator is essential for the student's smooth progression through the program. Among other tasks, the Student Success Coordinator will help students register for courses, improve time management skills and study habits, facilitate meetings with faculty, and stay apprised with important dates and timelines of when certain items are due. It is the student's responsibility to maintain open and consistent communication with their Student Success Coordinator.

Program Plan

See Semester Schedule of Courses to know what courses are offered each semester. As educational goals or career plans change, it may be necessary to modify the program plan. Changes to the program plan must be described in writing and must have program coordinator approval.

Transfer of Coursework

Students who have completed graduate work at other schools, or at UC, may petition their graduate program director for transfer of credits to be applied towards a master's or doctoral degree at the University of Cincinnati. This petition is evaluated by the program that has been petitioned. A University of Cincinnati graduate program can accept or reject transfer credits at its own discretion, regardless of the graduate degree program or discipline in which they were earned. Should the program choose to accept the credits, the program (not the student) will complete an online form that will be accessed in GradTracker.

The number of credit hours transferred from a course taken at another institution into a program at the University of Cincinnati cannot exceed the number of credit hours given for a University of Cincinnati course that covers equivalent material (When converting quarter hours to semester hours, 3 quarter credit hours are equal to 2 semester credit hours; 1 quarter hour equals 2/3 semester credit hours). Normally, credits are not transferred if they were earned more than five years prior to the date of the student's application to the University of Cincinnati program that is considering the credit transfer without approval by the Director or Associate Dean of the Graduate School.

Some students may wish to take courses outside the university while they are a matriculated student in a UC degree program. If a student wishes to take courses from outside the university as part of their graduate degree at UC, they must obtain advance approval from their program for those transfer credits prior to enrolling in the outside courses.

The Sport Administration program allows up to six credit hours to be transferred into one's course of study from another institution if deemed appropriate by the program coordinator.

Completing Coursework

Full-time master's student can complete the course in a single calendar year (three semesters). Part-time students should work closely with their Student Success Coordinator to avoid problems in course sequencing which could delay graduation.

Students may track their completion of the curricular requirements for their program by referring to the Degree Progress Audit system available at the One Stop Student Services website: https://onestop.uc.edu/classes/GetMyDegreeAudit.html. Drawing on the Registrar's database of courses attempted and completed, this service compares the student's record of completed coursework to the required curriculum for the student's academic program. Regular review of one's completion status can help the student avoid graduation delays.

PROGRESS MONITORING

Program Expectations and Review Processes

The Sport Administration faculty are dedicated to developing leaders in the sport industry through experience-based learning, best practice approaches, and industry collaborations. To ensure the satisfactory progress toward degree completion, the Student Success Coordinator will continually monitor student performance. Program faculty will communicate with Student Success Coordinators if there are any grade concerns. Further, at the end of each semester all Graduate faculty will meet and review student progress, including academic standing by reviewing all course final grades and the students' GPA. If a student is NOT in good standing related to course grades, GPA, or conduct as set forth by the graduate school, an email will be sent from the program coordinator informing the student of their standing outlining the issue, and requesting a meeting with the student to decide the appropriate course of action. As needed, a written Action Plan may be used to set specific targets and goals for improvement, delineate plans, and note review dates and expectations for good progress. A template of the Action Plan is included in Appendix B.

On-going evaluation in regard to selective retention is focused on demonstration of the following criteria:
- Adherence to the University of Cincinnati *Student Code of Conduct* (*http://www.soa.uc.edu/life/conduct*).
- Maintenance of a 3.0 with at least a grade of B in all but one course.

Academic Performance Requirements

Students must adhere to all University and Colleges rules, policies, and requirements for graduate students. Students also must meet Program requirements for good academic standing, which include:

- All Master's level courses must be taken for a letter grade and all students are required to earn a grade of B or better in all courses.
- A minimum cumulative grade point average of 3.0 for graduation.
- Whenever a student obtains a substandard grade (B-, C+, C, or F) in a course required as part of the student's program plan, the student will be notified by the Program Coordinator. They <u>must</u> meet with his/her Student Success Coordinator to discuss his/her status in the program and develop an Action Plan (Appendix B). Students are allowed one B- grade in a course before they will be required to retake a course. This will include retaking the class and earning the grade B or better. The student has one academic year to achieve a B, or probation or dismissal may occur, depending on the severity of the deficit and the lack of progress to remediate. According to University policy, the original substandard grade remains on the official transcript.
- Four situations can lead to an Academic Probation status including:
    (a) failure to remediate a substandard grade in a course required in the student's program plan,
    (b) more than one grade below a B in graduate work,

(c) a failing grade in any course, or
                    (d) falling below a 3.0 GPA
Failure to remediate probationary status may lead to dismissal from the Program. A student who has been
terminated under this policy may appeal the decision by following the University Graduate Student Grievance
Policies (http://grad.uc.edu/student-life/policies/grievances.html).

GRADING PRACTICES

The Sport Administration Program uses the grading practices specified in the *Handbook of the School of
Graduate Studies and Research* (www.grad.uc.edu).

PROCEDURES FOR REGISTRATION

A student who has applied to and been admitted by the Graduate School registers each term by obtaining,
completing and processing registration materials and promptly making full payment when billed. A student may
not attend classes until registration is completed. Registering involves the use of your student login and
password to the university's on-line registration site (*https://onestop.uc.edu/*). The full listing of available
courses is included online as part of the registration process.

Registration Change Procedure

Once a student has completed registration, the official record can be changed only with a
registration change form (Drop/Add Form). The Drop/Add form can be obtained School Offices 450 TDC or
UC. One Stop. Students should consult *the Registrar's Website* (*http://www.uc.edu/registrar*) and the U.C.
One Stop Center (https://onestop.uc.edu/) for current information about add/drop deadline and refund policies
and procedures.

Withdrawals

The days for course withdrawal can be found here: http://grad.uc.edu/student-life/dates.html. Between the last
day to drop a class and the last day to withdraw from a class, a student may drop with a grade of either "W" or
"F" to be assigned at the discretion of the instructor. The last day to withdrawal from classes, no withdrawal will
be approved, except for reasons beyond the control of the student, such as sickness or accident. The Associate
Dean of Academic Affairs of the College of Education, Criminal Justice, and Human Services judges the
advisability of such exceptions. All late withdrawals must be made through the Associate Dean's Office either
in person or by letter. A student may be withdrawn by the instructor at any time in the semester when excessive
absences have been incurred. A student withdrawn because of excessive absences is not eligible for academic
credit, refund of fees, or reinstatement as an auditor in that course.

Students requiring a withdrawal should consult the UC OneStop website to confirm the correct procedures:
http://www.uc.edu/registrar/policies_and_procedures/withdrawal_procedures.html

Note: In addition, withdrawals may impact a student's financial aid status and should be considered carefully
with the student's Student Success Coordinator to determine the impact of the withdrawal on graduation and
other academic issues.

Incompletes

The "I" incomplete grade is awarded as a final course grade (without grade point assignment) at the end of a term when a significant portion of course work has been satisfactorily completed, but not all of the required course work has been completed. The incomplete grade is appropriate when the completed course work is of passing quality and the student has had such hardship that completion of the remaining course work within the term timeline would present an additional hardship. The instructor who assigns the incomplete grade may set a specific date (up to one year) by which the student must complete the remaining course work. The student must work with the instructor to develop an agreement that indicates the date by which the remaining course work is to be completed and submitted to the instructor. The instructor is not obligated to provide the student with a full year to complete the remaining course work. If the remaining course work is completed within the time period agreed upon by the instructor and the student, and that completion occurs within the one year, then the instructor will submit, to the Registrar's Office, a change of grade based on the quality of the remaining work. If no specific time for completion is set by the instructor, the student has one year (from the end of the term in which the incomplete was assigned) to complete the remaining course work. If the course-work is not completed within the one-year period (i.e., one year from the end of the term in which the "I" grade was assigned), the "I" grade automatically converts to an "I/F" grade which carries zero (0.00) quality points and affects the student's GPA the same as the grade of "F".

ADDITIONAL INFORMATION

Graduation Application

Upon meeting all requirements for the Online M.S. in Sport Administration program, **students must apply for graduation online** at [www.grad.uc.edu.](www.grad.uc.edu) Deadlines for graduation are strictly adhered to by the Graduate School. Further, students must be enrolled in the term in which they will graduate. Students are required to be aware of these dates, which are posted on the Graduate School website and communicated through repeated emails to students from the Graduate School (https://grad.uc.edu/student-life/dates.html). **It is the student's responsibility to apply at the online graduation website before the deadline posted for the term in which they plan to graduate.**

Before the program can certify that a student can graduate, the student must meet the following requirements:
- The student must earn satisfactory grades for all courses required.
- The student must complete the 30 hours required for the degree.
- The student must satisfactorily complete the required capstone project
- The student must satisfactorily complete all applicable college and program requirements specific to the student's program of study.
- **The student must maintain active student status; meaning the student must register for at least one graduate credit in their program in an academic year, after having met minimum degree course/candidacy requirements**.
- All grades of NG, I, UP, SP must be satisfactorily resolved to ensure on time graduation.

If students have any outstanding issues in their graduation application progress report, they should work with their Student Success Coordinator or program coordinator to resolve these issues prior to graduation.

Time to degree requirements

University policy specifies total time-to-degree limits. The University limit is 5 years for the Master's degree.

Right to Review Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), is the federal law that governs the release of and access to student education records. FERPA affords students certain rights with respect to their education records. For the complete FERPA information, consult the "FERPA and Records Privacy" page of the Registrar's Office website:
http://www.uc.edu/registrar/FERPA_and_records_privacy/FERPA_and_right_to_review.html.

Academic Dishonesty

Academic dishonesty in any form is a serious offense and cannot be tolerated in an academic setting. Dishonesty in any form (e.g., cheating, plagiarism, unauthorized assistance, fabricating data) may result in a failing grade in a course or graduate research credits and/or immediate suspension or dismissal from the program. Faculty are required to report any instances of academic misconduct to the Office of Student Conduct and Community Standards. Further information about academic misconduct may be found at:
http://www.uc.edu/conduct/Academic_Integrity.html.

Misconduct

Instances of student academic or non-academic misconduct should be reported, in writing, to the Program Coordinator. Next steps will be guided by the University of Cincinnati Student Code of Conduct (http://www.uc.edu/conduct/Code_of_Conduct.html).

Grievance procedures and other complaint procedures

Grievance on the part of any student will be processed as described in the *University of Cincinnati Graduate Handbook* and *Graduate Student Grievance Procedures* http://grad.uc.edu/student-life/policies/grievances.html. This includes but is not necessarily limited to grievances pertaining to probation, dismissal from a graduate program, or improper handling of financial aid. Allegations of discrimination will be handled according to the University of Cincinnati Discrimination Policy administered by the Office of Equal Opportunity (513-556-5503). Allegations of sexual harassment will be handled according to the University of Cincinnati Institutional Policy on Sexual Harassment administered by the Office of Equal Opportunity (513-556-5503; http://www.uc.edu/hr/equal_opportunity.html). Students are encouraged to consult with the University Ombuds Office regarding procedures, http://www.uc.edu/ombuds.html.

FINANCIAL ASSISTANCE

Students in the program are eligible to receive financial aid as long as they are registered for at least six (6) credit hours per semester. The University Financial Aid Office at the University Pavilion (www.financialaid.uc.edu; 513-556-9900) can provide additional information and assistance.

MODIFICATION OF HANDBOOK

Please note that this handbook is subject to modification with approval from the Sport Administration program coordinator, Sport Administration program faculty, and director of the School of Human Services.

Appendix A. UC SPAD Master's Project Guidelines

Master's Project Guidelines

Upon successful completion of all graduate course work, students enrolled in the UC Sport Administration Master's Program are required to complete a 6-credit hour capstone assessment in the form of a project. All projects should be conducted in conjunction with an interscholastic or intercollegiate organization and must be approved by your sport administration faculty advisor and on-site project supervisor. Projects should aid an athletic department, organization, school, or community is addressing some need, problem, or opportunity. Student work on the capstone project should be guided by the principles and knowledge they have gained throughout their course of study.

Please be mindful of the following timeline as it relates to your capstone project:

- ==Week 1== of project semester: Formalize project topic. Faculty advisor and on-site project supervisor approval required.
- ==Week 5== of project semester: Draft of Part 1 (Introduction) and Part 2 (Annotated Bibliography) due to faculty advisor and project instructor. Approval required at this point to continue with project.
- ==Week 14== of project semester: Final draft of complete project due to project instructor.

Your project should be divided into <u>four</u> sections:
1. **Introduction**
2. **Annotated Bibliography**
3. **Project Content**
4. **Reflection (Kaltura Video)**

1. <u>**Capstone Project Introduction**</u>
   - Describe the nature of your project. What is the issue/problem/opportunity/challenge being addressed by your project? How did this issue/problem/opportunity/challenge arise?
   - Provide information about your industry partner. What information does the organization already have regarding this issue/problem/opportunity/challenge? What is already known? How has the organization tried to address this in the past? Why is this project needed?
   - Identify the relevant stakeholders involved in this project. Who is impacted by this project? In what way are they impacted?
   - Describe your role in this project. Detail exactly what you will do in the process of completing this project? What deliverables are to be expected upon the conclusion of this project?
        Length: 2-4 pages formatted following APA guidelines.

2. <u>**Annotated Bibliography**</u>
   - Conduct a thorough literature search **<u>PRIOR</u>** to beginning work on the project to identify prior research on the issue/problem/opportunity/challenge of interest.
   - Identify a minimum of 10 scholarly academic journal articles that relate to your project.
   - For each article, outline the following:
        - Article citation formatted to follow APA Guidelines
        - The primary purpose of the study
        - The study's key findings
        - The study's relevance to your project
   - At the conclusion of your article outline, summarize the common thread between the articles you researched and explain how this prior work will inform your work on this project.

Length: Varying page length and formatted following APA guidelines.

3. **<u>Capstone Project Content</u>**
   - Submit all work completed for your project in its final form. This will vary from project to project, but at a minimum, should align with the deliverables identified in Part one.
   - Detail the work you did on this project (e.g., amount and type of research conducted, time spent on various portions of the project; programs, software, applications, equipment used; meetings/discussions attended, data collection efforts, etc…).
   - Comment on the anticipated implications of the project for the industry partner.
     Length: Varying page length & formatted following APA guidelines.

4. **<u>Reflection (Kaltura Video 6-8 minutes)</u>**
   - Reflect on your work on this project. What did you learn from doing this project? If you did the project again, what would you do differently? Why?
   - Now that the project is completed, how do you think/feel about the work your work? Compare how you think/feel now to how you thought/felt about the project at the outset of this semester.
   - How did the research conducted for your annotated bibliography inform your work on this project? Provide specific examples.
   - What are the next steps for the organization with respect to this project?
   - Specifically discuss how the project and/or your work in the program addresses the program learning outcomes described below.

UC SPAD M.S. Program Learning Outcomes

1. Demonstrate knowledge of governance structures associated within athletic administration, education, and student-athlete services.
2. Utilize research methods to address sport-related problems, issues, and opportunities
3. Integrate and apply knowledge and skills to develop best-practice approaches within athletic administration.
4. Demonstrate the ability to display leadership behaviors consistent with being a well-educated, ethical, socially-conscious, and competent sport management professional.

Appendix B. Action Plan
<div align="center">Sport Administration Action Plan</div>

Student Name _____Date: _____
_____
Items to be addressed:
____Course Grades
____GPA
____Other as noted in the graduate handbook

Action plan items and conditions that address aforementioned items (e.g., attendance, punctuality, quality of work, etc.):

For you to continue to progress toward receiving your sport administration degree, the faculty is collectively requiring that you engage in the following activities. For each competency listed a date by which satisfactory progress must be made should be documented.

Area Requiring improvement:	Required activities to show improvement:	Date by which progress will be satisfactory:

I understand and agree to all of the conditions of this document. If I do not follow through on completing all of the tasks outlined in this contract deadlines prescribed, I will be subject to termination from the Sport Administration Program.

Student Signature _____ Date: _____

 Program Coordinator: _____Date: _____

 Faculty Advisor _____Date: _____