UNIVERSITY OF PIKEVILLE
College of Arts and Sciences

Graduate Catalog
2012-2013
This section of the College of Arts and Sciences (CAS) Catalog addresses the specific policies and procedures associated with the University of Pikeville’s graduate programs administrated by the College of Arts and Sciences. The University currently offers graduate level degrees in business (M.B.A.), Sport Management (M.S.), and Osteopathic Medicine (D.O.). The osteopathic medical program is housed in a separate academic unit – the University of Pikeville - Kentucky College of Osteopathic Medicine (KYCOM). Policies and procedures for the medical school are found in the University of Pikeville Kentucky College of Osteopathic Medicine Catalog.
GENERAL ADMISSIONS POLICIES FOR CAS GRADUATE PROGRAMS

All master’s degree programs are selective and require program permission before admission and registration for any graduate courses. Admission standards are established for each master’s degree program at the University of Pikeville by the responsible academic unit. Students should contact the appropriate program director for specific program admission requirements and an application. Students must meet the following minimum criteria to be considered for admission to graduate study toward a master’s degree:

1. Complete the graduate program application for the program of interest. These are available in the Office of Admissions or from the specific graduate program office.

2. Hold an earned bachelor’s degree from a regionally accredited university or college or meet the special admission requirements. The University of Pikeville reserves the right, even after the enrollment of students, to make individual curricular adjustments whenever serious deficiencies have been identified by the program faculty. Students may be required to take such courses without credit toward the master’s degree and at their own expense.

3. Provide official transcripts of all post-secondary degree course work (undergraduate and graduate).

4. Satisfy one of the following:
   a. an undergraduate cumulative grade point average (GPA) of at least 2.5 on a 4.0 scale (all undergraduate course work, including work completed after the baccalaureate degree, is used to calculate the cumulative GPA).
   b. a cumulative GPA of at least 3.0 on a 4.0 scale for the last 60 hours of undergraduate course work taken (all coursework taken in semester when the 60th semester hour was taken will be included in the GPA calculation).

5. Meet all program admission requirements.

Special Admissions

There are two groups of students who must meet special admission requirements:

International Students

All international students have earned the equivalent of a baccalaureate degree must have their transcripts evaluated by an agency approved by the National Association of Credential Evaluation Services (NACES). All international students whose primary language is not English are required to take the standardized Test of English as a Foreign Language (TOEFL) offered by the Educational Testing Service (ETS). The minimum required score for a paper test is 550, for an Internet test is 79, or for a computer test is 213. International students who have completed a bachelor’s degree from an accredited college or university in the U.S. are exempt from this requirement. International students will be officially admitted and issued a Form I-20A only after Enrollment Services has been notified that they have successfully passed the TOEFL, have met the program admission requirements, and have submitted a statement certifying their ability to meet all financial obligations.

Graduates of Non-Regionally-Accredited U.S. Colleges and Universities

Graduates of colleges and universities that are not regionally accredited must meet the University of Pikeville undergraduate requirements for graduation before their applications for graduate study will be approved. In such instances the program director will evaluate the student’s preparation and if a student’s undergraduate preparation is deemed inadequate, this deficiency must be satisfied by taking designated courses that will not be counted as graduate credit. The University of Pikeville reserves the right, even after the enrollment of students, to make individual curricular adjustments whenever serious deficiencies have been determined by the program director. Students may be required to take such courses without credit toward the master’s degree and at their own expense.

Transfer Applicants

Transfer students interested in transferring in graduate level coursework are required to submit official transcripts from all colleges and universities attended by the specified document deadline. Transcripts will be evaluated by the Registrar in consultation with the appropriate graduate program director. The Registrar’s Office will notify the applicant regarding the transferability of the coursework. The University of Pikeville accepts credit for graduate courses from regionally accredited institutions according to the policies outlined below:

1. Transfer credit will be awarded for courses comparable to those taught at the University of Pikeville and/or that are compatible with the graduate program curriculum.

2. Credit will be granted only for courses with a grade of “B” or above and are subject to the degree time limits established by the individual programs. In general, no course work older than ten (10) years may be used to satisfy degree requirements at the time of graduation. Specific programs may have shorter time limits. For specific program requirements refer to the program listing in the University of Pikeville Catalog.

3. Transfer hours are limited to a maximum of one-third of the program requirements. Only course work with a grade of “B” or better will be accepted for transfer. For specific program requirements refer to the program listing in the University of Pikeville Catalog.

4. A minimum of nine of the last twelve semester hours used to complete the master’s degree requirements must be taken at the University of Pikeville.

5. The final grade point average (GPA) will include only those hours earned at the University of Pikeville.
6. Upon receipt of official transcripts, the University will make every effort to inform students of the amount of credit that will transfer prior to enrollment, but no later than the end of the first term of enrollment. A notation of “P” and the credit hours transferring are recorded on the University of Pikeville transcript; grade point averages and quality points are not recorded. Students may petition for the transfer of credit not covered by the aforementioned. Requests will be considered on an individual basis according to established criteria. Further information and appropriate procedures for requesting transfer credit may be obtained from the Registrar’s Office.

Readmission
Any student who has been away from the University of Pikeville for at least one academic semester or has withdrawn during the previous semester must reapply for admission. An updated application and official transcripts from any institutions attended while away from the University of Pikeville are required for readmission. Please consult with the Program Director of the appropriate graduate program for details regarding rejoining the program.

Categories of Admission
All graduate students at the University of Pikeville are admitted under one of the following categories:

1. Degree candidates (regular) are those students seeking a graduate degree and meeting all requirements, general and program, for admission.

2. Special students (non-degree seeking) are those students not meeting all requirements for “regular” acceptance who may be admitted to certain classes as special, non-degree seeking students. Students must be qualified to enroll in classes with prerequisites and have the permission of the Graduate Program Director and the Dean of the College of Arts and Sciences to enroll. A student may take up to six (6) hours under this status.
FINANCIAL INFORMATION AND POLICIES FOR CAS GRADUATE PROGRAMS

The University of Pikeville seeks to provide excellent instruction at a modest price. All graduate students are expected to familiarize themselves with the information and policies found in this section.

Graduate Tuition and Fees. The following are tuition and fee costs* associated with the University of Pikeville Graduate Program for the 2011-2012 academic year. These fees are subject to annual revision. The cost of all instructional materials, with the exception of books, required supplies, and the fees listed below, is included in the tuition charge.

2012-2013 Graduate Program Tuition and Fees*

<table>
<thead>
<tr>
<th>Cost *</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Program Application Fee</td>
<td>$50.00 per application</td>
</tr>
<tr>
<td>M.B.A. Program Tuition</td>
<td>$500.00 per credit hour</td>
</tr>
<tr>
<td>M.S. Sport Management Tuition</td>
<td>$500.00 per credit hour</td>
</tr>
<tr>
<td>Graduate Program Graduation Fee</td>
<td>$250.00 (includes diploma, cap, gown, and hood)</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$10.00 per transcript</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Smart Card Replacement Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Replacement Diploma Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Room and Board Options</td>
<td>See Financial Information for Undergraduate Program</td>
</tr>
</tbody>
</table>

*All charges are accurate at the time of printing but are subject to change as deemed appropriate by the University of Pikeville in order to fulfill its mission or to accommodate circumstances beyond its control. Any changes may be implemented without prior notice and without obligation and, unless otherwise specified, are effective when made.

Official Registration

A student is not officially registered for any class until he or she has made a satisfactory settlement with the Business Office for tuition and fees, as well as room and board, if applicable.

Financial Responsibilities

All students are personally responsible for payment of financial obligations. Therefore, students must be familiar with the following policies, since no exceptions will be made.

Once a student has pre-registered for classes, the Business Office will send the student a bill showing the total charges for the term or session. All graduate students must have settled their account prior to the first day of classes as indicated in the published calendar for the program or they will be withdrawn from all courses. Students who register late for classes must settle their account immediately. Students are urged to report to the Business Office any inability to comply with a billing or any perceived discrepancies in their account. Questions concerning billing statements should be directed to the University’s Student Receivables Accountant at 606-218-5203.

Charges for parking tickets, library fines, unauthorized use of phones, or other charges will automatically be added to a student’s account and will become part of what the student owes the University. Any student who does not have a balance of zero at the end of the term or course session will not be permitted to register for a new semester or course session until that balance is paid.

No transcript will be will be issued to a student, nor will one be forwarded to another institution when there is an unpaid balance. A student will not be allowed to participate in commencement or receive a diploma if there is an unpaid balance.

Graduate Program Withdrawal and Refund Policy

All students who withdraw before a semester or session is completed may be assessed an administrative fee, the lesser of $100 or 5% of total cost. As the semester or session begins, charges will be credited as outlined below provided a student completes and submits the official withdrawal process. If a student discontinues attending classes and does not notify the Registrar’s Office in writing, the student forfeits all rights to a refund or reduction of fees. Graduate students are subject to the administrative withdrawal policies as outlined in the Undergraduate Scholarship and Financial Aid section of the University of Pikeville Catalog. Students who are administratively withdrawn from coursework with a grade of Q are not entitled to a refund. The refund schedule for graduate students is provided by the Graduate Program Tuition Refund Table shown below. The University reserves the right to make changes to the refund schedule when such changes are deemed necessary.
Graduate Program Tuition Refund Table*

<table>
<thead>
<tr>
<th>Courses Duration</th>
<th>Official Date of Withdrawal</th>
<th>Charge</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses of twelve (12) weeks or greater in length</td>
<td>On or before the end of the first week of classes.</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>On or before the end of the second week of classes.</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td></td>
<td>On or before the end of the third week of classes.</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>On or before the end of the fourth week of classes.</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>After the fourth week of classes</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Courses greater than eight (8) weeks but less than twelve (12) weeks in length</td>
<td>On or before the end of the first week of classes.</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>On or before the end of the second week of classes.</td>
<td>33%</td>
<td>67%</td>
</tr>
<tr>
<td></td>
<td>On or before the end of the third week of classes.</td>
<td>67%</td>
<td>33%</td>
</tr>
<tr>
<td></td>
<td>After the third week of classes</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Courses of eight (8) weeks or less in length.</td>
<td>On or before the end of the first week of classes.</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>On or before the end of the second week of classes.</td>
<td>50%</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>After the second week of classes</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

* All charges are accurate at the time of printing but are subject to change as deemed appropriate by the University of Pikeville in order to fulfill its mission or to accommodate circumstances beyond its control. Any changes may be implemented without prior notice and without obligation and, unless otherwise specified, are effective when made.

Return of Title IV Funds Policy

Federal law specifies how the University of Pikeville must determine the amount of Title IV program assistance (Federal Financial Aid Programs) that a student has earned when they withdraw from school. The law assumes that the Title IV student aid is used to pay for institutional charges -- tuition, fees, dorm room, and board. If a student withdraws prior to completing 60% of the semester or term for which they received federal student aid, they may be required to return some or all of the aid awarded. The calculation of amount of aid earned is based on the number of days (percentage of enrollment period) completed. This percentage will be applied to the total amount of Title IV aid which the student established eligibility for before withdrawing. This is the aid the student has earned. The amount of earned aid will be subtracted from the amount of aid which was (or could have been) disbursed and the remaining amount will be returned to the respective sources by the University of Pikeville and/or the student. If the student withdraws after 60% of the semester or term is completed, they will have earned 100% of the Title IV funds he or she was scheduled to receive during the period. The calculation of Title IV funds earned by the student has no relationship to the student’s incurred institutional charges. For question about the University of Pikeville Return of Title IV Funds Policy, please contact the Office of Student Financial Services.

Financial Aid Policies for Graduate Programs

Financial aid for all students is handled through the Office of Student Financial Services on the first floor of the Administration building. For specific graduate programs, students may want to also discuss possible financial aid options with the Program Director for their specific program.
STUDENT SERVICES FOR CAS GRADUATE PROGRAMS

All student services provided by the University are available to graduate students. The Student Services Office, located on the ground floor of the Administration Building, is responsible for all non-academic aspects of student life. The office provides the following services: Career Development, Residence Life, Dining Services, Intramural Sports, Counseling, Student Activities, Testing, Disability Services, Veteran Affairs, and Health Services. Each graduate program is responsible for its own orientation program for incoming students. Please refer to the Undergraduate Student Services section of the University of Pikeville - College of Arts and Sciences Catalog and the University of Pikeville Student Handbook for details concerning the various services offered.

Student Rights and Responsibilities

The campus environment is intended to foster the personal growth and development of the students who choose to attend the University of Pikeville.

Students are entitled to the basic rights and privileges of U.S. citizens. University of Pikeville students are expected to obey all federal, state, and local laws. In addition, they are expected to obey the rules and regulations established by the University. These specific regulations are contained in the University of Pikeville Student Handbook which is given to all students during the fall semester. It is the policy of the University that no student shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program sponsored by the University because of gender, race, religion, sexual orientation, age, handicap, or national origin. In order to promote a broad learning environment, University of Pikeville welcomes applications from individuals of diverse backgrounds.

Students with Disabilities

The University of Pikeville is committed to providing students with disabilities the same educational programs and services offered other students, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Under Section 504, a student has a disability if that individual has a physical or mental impairment that substantially limits major life activities such as walking, seeing, hearing, speaking, working, or learning. Section 504 further requires that institutions make appropriate and reasonable adjustments for students with disabilities to ensure accessibility to academic and nonacademic activities. Under ADA, all institutions of higher education must comply with government policies, procedures, and employment practices that impact the treatment of students.

Each student brings a unique set of strengths and experiences to the academic setting. Even though students learn in different ways, it is not necessary to dilute curriculum or to reduce course requirements for individuals with disabilities. Special accommodations may be needed, however, as well as modifications in the way information is presented and in methods of testing and evaluation. Faculty will be assisted in these efforts by drawing upon the students’ own prior learning experiences, using available institutional resources and collaborating with the Student Services Counselor. An individual with a disability is not required to accept an accommodation if the individual has not requested one and does not believe one is needed. However, if the individual refuses accommodation necessary to perform in that area of study and, as a result, cannot meet established requirements, the individual may not be considered qualified.

In order to be granted protection under Section 504 and ADA, students with disabilities must make the disability known to appropriate University officials (Student Services Counselor) and must provide current and comprehensive documentation concerning the nature and extent of the disability. A student with a disability may make known his/her disability and seek verification for it at any point in his/her academic career. Upon verification, the Disabilities Resources Office will work with the instructor and the student to determine reasonable accommodations. With the student’s written permission, a written description of accommodations will be forwarded to the instructor by the Disabilities Resources Office. Students with verified disabilities should contact the Disabilities Resources Office and inform faculty very early in the semester if they wish to exercise their rights to reasonable accommodations. Accommodations necessary for ensuring complete access and full participation in the education process do not require the instructor to adjust evaluations of academic performance nor absolve the student from personal responsibility for class attendance, assignments and other course requirements. Rather, accommodations make it possible for a student with a disability to learn the material presented and for the instructor to fairly evaluate the student’s performance.

Located in the Student Services Counselor’s Office, Administration Building, LL, 218-5232 the Disabilities Resources Office is under the supervision of the Office of the Vice President for Student Services. The Disabilities Resources Office maintains various publications regarding reasonable accommodations under Section 504 and ADA and serves both students and University employees with assistance in regard to appropriate services for students with disabilities.
ACADEMIC POLICIES FOR CAS GRADUATE PROGRAMS
Many of the academic policies for graduate degree programs are the same as those policies for the undergraduate degree programs. This section highlights the differences in policies and directs the student to the appropriate section of the University of Pikeville Catalog when necessary. All students enrolled at the University of Pikeville are responsible for and expected to be familiar with the academic policies and procedures outlined in the catalog.

Student Rights and Responsibilities
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Graduate Student Classification
Individuals who are admitted into a University of Pikeville graduate program are classified either as Degree Candidates or Special Students:
1. Degree candidates (regular) are those students seeking a graduate degree and meeting all requirements, general and program, for admission.
2. Special students (non-degree seeking) are those students not meeting all requirements for “regular” acceptance who may be admitted to certain classes as special, non-degree seeking students. Students must be qualified to enroll in classes with prerequisites and have the permission of the Graduate Program Director and the Dean of the College of Arts and Sciences to enroll. A student may take up to six (6) hours under this status.

Graduate Course Credit
Academic credit is awarded as semester hours. Earned graduate semester hours are only used for the fulfillment of the course requirements for a single specific program.

Graduate Student Course Load
A full-time graduate student must be enrolled in the equivalent of six (6) semester hours per semester. A student may enroll in up to twelve (12) semester hours per regular term without special permission. During the summer, a student may take up to six semester hours per summer term but no more than 12 semester hours overall for the summer. A student wishing to take an overload may do so only with the permission of the Program Director, Division Chair, and Dean of the College. For programs that operate on an alternative model (for example: MBA cohort program), full-time is defined by the schedule of courses required.

Academic Advising
Upon acceptance into a University of Pikeville graduate program, the student will be assigned a graduate advisor (usually the Program Director) by the University Registrar. Students who have questions about courses or their academic program should seek assistance from their instructors, their graduate advisor, or the Program Director.

Graduate Course Requirement
Registration schedules are posted in advance of each semester and summer term. Students are strongly encouraged to meet with their Academic Advisors or the Program Director during these scheduled registration periods. Students needing assistance with registration, class selection, transcript evaluation and academic counseling may contact the Registrar’s Office at any time. Credit is granted only for courses for which students are properly registered.

Withdrawal from the University
Any student who wishes to withdraw from the University must submit a completed Withdrawal Form to the Registrar. Forms are available in the Registrar’s Office. As part of the withdrawal process, students are required to meet with the Program Director, members of the Financial Aid Office, Business Office, and Student Services Office prior to submitting the form to the Registrar. Grades for courses will be assigned in accordance with the course withdrawal policies and refunds are issued in accordance with the policies outlined in the Financial Information section of the University of Pikeville Catalog. Withdrawal becomes effective only when the student presents the completed Withdrawal Form to the Registrar.

Cancellation of Courses
The University administration reserves the right to cancel any course for which an insufficient number of students has enrolled or for other reasons deemed necessary.
Semester Grades
The Faculty member will prepare a syllabus for each course taught that clearly states the course requirements and methods of evaluation. Syllabi for courses will be distributed to students at the beginning of each semester. At the end of each semester, grades are available approximately 48 hours after the scheduled final exam and can be viewed online using WebAdvisor.

Grading System:
The graduate programs at the University of Pikeville use the same letter system of grading as the undergraduate program.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Point/Hour Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 points per earned hour</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3 points per earned hour</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2 points per earned hour</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1 point per earned hour</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0 points per attempted hour</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete*</td>
<td>0 points per attempted hour</td>
</tr>
<tr>
<td>Q</td>
<td>Quit (Administrative Withdrawal)</td>
<td>0 points per attempted hour</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew*</td>
<td>0 hours, 0 points</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrew Passing*</td>
<td>0 hours, 0 points</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew Failing</td>
<td>0 points per attempted hour</td>
</tr>
<tr>
<td>P</td>
<td>Pass*</td>
<td>Hours earned only</td>
</tr>
<tr>
<td>Au</td>
<td>Audit*</td>
<td>0 hours, 0 points</td>
</tr>
</tbody>
</table>

* Not used in computing the grade point average.

Incomplete Grade
A grade of “Incomplete” is assigned only in instances where work is not completed because of serious illness, accident, death in the immediate family, etc. Before an “I” grade can be given, the appropriate form must be completed by the student and approved by the faculty member, the Program Director, and the Dean of the College of Arts and Sciences. Courses in which a student receives a grade of “I” must be completed within sixty calendar days from the last day of final exams; otherwise the grade becomes an “F.” The responsibility rests with the student to complete the work within the allotted time. The grade of “I” does not count as credit hours earned and may in some circumstances influence a student’s eligibility for financial aid.

Grade Point Average
The grade point average (GPA) is computed by dividing the total number of quality points by the total number of hours attempted. Semester hours earned and those for which a grade of “F”, “WF”, or “Q” is recorded comprise the number of semester hours attempted. Courses for which students receive grades of “W” or “WP” are not included in the grade point average computation.

Repeat a Graduate Course
Graduate students are allowed to repeat courses in accordance with the policy established by each graduate program. Please refer to the specific program requirements regarding repeat course policies.

If a student is allowed to repeat a course, the student will notify the Registrar of his or her intent to repeat a course (Use: Registration Permissions Form). Only the grade received on the final attempt will be used for calculating the cumulative grade point average and for meeting degree requirements. However, the student’s transcript will show all attempts and will indicate that the course was repeated. A course repeated at another institution will not affect the University of Pikeville GPA.

Graduate Academic Standing – Probation and Dismissal
Graduate students whose overall grade point average is at or above a 3.00 will be considered in good academic standing. Students who have less than a 3.00 overall GPA will be placed on academic probation or will be subject to dismissal from the program. Please refer to the specific program requirements regarding probationary and dismissal policies.

Withdrawal from a Graduate Course
A student wishing to withdraw from a course must consult with their graduate advisor and the Program Director (signature approval required). Withdrawal becomes effective only when the student presents official notice to the Registrar. A student who withdraws from a course after drop/add dates for classes will receive grade of “W” or a grade of “WP” or “WF” depending on the date of withdrawal. Refer to the academic calendar for specific dates. When a student does not officially withdraw from a class or from the University, a grade of “F” is incurred. For those graduate programs organized as a cohort, withdrawing from a course may result in a significant delay in progress through the program.
Academic Due Process – Course Grade Appeal
The undergraduate and graduate programs at the University of Pikeville use the same Course Grade Appeal Procedure. Please refer to the Undergraduate Academic Affairs section of the University of Pikeville Catalog or the University of Pikeville Student Handbook for details on the grade appeals procedure.

Academic Honesty
The University of Pikeville is an academic community, and like all other communities, it can function properly only if its members adhere to clearly established goals and values. Essential is the commitment to the principles of truth and academic honesty. In order to articulate fully its commitment to academic honesty and to protect members of its community from the results of dishonest conduct, the University of Pikeville has adopted the following policies to deal with cases of academic dishonesty.

Academic dishonesty includes, but is not limited to, the following acts:
(a) **Cheating**: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
(b) **Plagiarism**: the deliberate or accidental taking of another’s ideas, work, or words as one’s own without properly documenting or crediting the original source in any academic exercise.
(c) **Fabrication**: the deliberate falsification or invention of any information or citation in an academic exercise.
(d) **Facilitating Academic Dishonesty**: intentionally or knowingly helping or attempting to help another violate any provision of this policy.

If an act of academic dishonesty is determined to have occurred, sanctions will be imposed depending on the perceived intent and extent of the offense. Possible sanctions may include, but are not limited to, the following:
(a) giving a warning;
(b) reducing the grade for the academic exercise;
(c) giving an “F” or zero for the academic exercise;
(d) giving a failing grade in the course with the inability to withdraw;
(e) reporting the matter to the Dean of the College of Arts and Sciences for further possible action.

Permission to Study at Other Institutions
Graduate students enrolled at the University of Pikeville who wish to take a course at another accredited institution for credit toward a University of Pikeville graduate degree must obtain the permission of the Program Director and, either, the Registrar or the Dean of the College of Arts and Sciences prior to enrolling in the course. Repeating a course at another institution will not change the grade received at the University of Pikeville. Policies regarding repeating a course and the transfer of a course vary from graduate program to graduate program. Please refer to the specific program guidelines for details.

Disciplinary Dismissal
Inappropriate behavior in the classroom, clinical, field experience, or campus setting which seriously disrupts the learning process, endangers the health or safety of persons, or involve the destructive use or neglect of facilities will result in disciplinary action up to and including dismissal. Students dismissed for disciplinary reasons who wish to return must apply for reinstatement through the Office of Student Services.

Students who have been readmitted after Disciplinary Dismissal may be required to abide by a Readmission Contract which may specify one or more require activities or behaviors. Failure to abide by the Readmission Contract may result in the immediate dismissal of the student.

Students with Disabilities
The University of Pikeville is committed to providing students with disabilities the same educational programs and services offered other students, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. For details of the regarding the University’s ADA policies and available services please see the Student Services section of the University of Pikeville Catalog.

Student Responsibility for Graduation
The ultimate responsibility for fulfilling graduation requirements rests with the individual student. Students should consult with their Academic Advisor to ensure that they are meeting all degree requirements. Students must apply for graduation. Applications for graduation are available in the Office of the Registrar. Diplomas will be issued only at yearly commencement exercises and only after all financial obligations to the University have been met.

Transcript of Record
Requests for transcripts must be made in writing to the Office of the Registrar. The request should include class or dates of attendance, full name, any former names, Social Security number, date of birth, and ID number. The university will exercise the right to withhold the transcript of any student with outstanding financial obligation to the university.
Upon request, official transcripts will be mailed directly to other institutions or agencies. Requests must specify the office and/or person to which the transcript is to be sent. Under special conditions, an official transcript, in a sealed envelope with the Registrar’s signature over the seal, may be given to a student. Transcripts given directly to students will be stamped “Issued to Student.”

Confidentiality of Student Records
In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), University of Pikeville students have the right to inspect and review their official records, files, and data, including all materials incorporated in their cumulative record folder.

Students have the right to request a hearing to challenge the contents of these records to insure that they are accurate and do not violate the student’s rights. Students may also correct, amend or supplement their records.

The only information that will be released concerning students will be directory information, as defined in the Act, unless the student has specifically waived rights guaranteed under this Act.

Graduate Program Calendar
The University of Pikeville College of Arts and Sciences reviews and publishes its academic calendar each year. The University of Pikeville graduate program adheres to the academic calendar unless otherwise stated. Questions regarding the schedule of courses for a particular program should be addressed to the appropriate Program Director.

CAS Graduate Degrees Offered
The University of Pikeville offers the following graduate degrees in the College of Arts and Sciences:

- Master of Business Administration (M.B.A.)
- Master of Science (M.S.)

General Requirements for a Master’s Degree
A candidate for a Master’s degree is expected to fulfill the requirements for graduation at the time of admission or readmission to the University of Pikeville. The general requirements for the master’s degree are as follows; however, requirements will vary from program to program. For specific program requirements, refer to the program listing in the University of Pikeville Catalog College of Arts and Sciences Catalog or consult with the program’s director.

1. A minimum of 30 semester hours (at the 500 level or higher) with a minimum cumulative grade point average of 3.00 or higher. All course work (including transfer work) used to meet the requirements for a degree must have been completed no more than ten years prior to degree completion. For specific program requirements refer to the program listing in the University of Pikeville College of Arts and Sciences Catalog.

2. A grade of “C” or better in all course work used to meet program requirements. For specific program requirements refer to the program listing in the University of Pikeville College of Arts and Sciences Catalog.

3. Transfer hours are limited to a maximum of one-third of the program requirements. Only course work with a grade of “B” or better will be accepted for transfer. All transfer course work is listed with a grade of “P” on the University of Pikeville transcript. For specific program requirements refer to the program listing in the University of Pikeville College of Arts and Sciences Catalog.

4. A minimum of nine of the last twelve semester hours used to complete the master’s degree requirements must be taken at the University of Pikeville.

5. Successful completion of all program degree requirements

6. Successful completion of institutional and program assessment requirements.
CIS GRADUATE CURRICULUM AND COURSE REQUIREMENTS
Business Administration (M.B.A.)
The University of Pikeville Master of Business Administration (M.B.A.) program is designed specifically for working professionals and their organizations. Professionals increase their business knowledge and maximize analytical and decision-making skills through participation in the program, which emphasizes application of business principles and demonstration of management competencies. The program’s integrative management approach provides cross-functional, cross-industry, and boundary-spanning perspectives on management.

The use of complex business cases requires students to assume the roles and responsibilities of organization leaders and managers. Students work in teams as they encounter organizational issues, problems, and assignments in a simulated business environment. The challenges and tasks confronting students are modeled on those faced by managers on a daily basis as they meet organizational responsibilities.

M.B.A. Admission Requirements
The University of Pikeville M.B.A. program admission standards meet or exceed the general admission requirements for graduate programs. In addition to the general admission requirements, applicants to the M.B.A. program must meet the following criteria:

1. Complete the M.B.A. Graduate Application and submit the application fee;
2. An undergraduate degree from a regionally accredited institution or, with approval of the program director, and a proven history of executive management experience;
3. A recommended 3.00 GPA in their undergraduate work;
4. A recommended minimum of three (3) years of work experience since receiving the undergraduate degree;
5. A minimum of two professional recommendations, one from their current employer, addressing career potential and ability to do graduate-level work.
6. All application materials must be submitted by the published deadline.

Applications, letters of recommendation, and transcripts of all undergraduate and graduate work should be sent to the M.B.A. Admissions, University of Pikeville, 147 Sycamore Street, Pikeville, KY 41501, Email: MBA@upike.edu.

All M.B.A. program applicants will be reviewed by the M.B.A. Graduate Program Review Committee who will make the final admissions determination. A personal interview may be recommended prior to enrollment.

M.B.A. Curricular Requirements
To earn the M.B.A. a student must complete thirty six credit hours of graduate level course work. All course work (including transfer work) used to meet the requirements for a degree must have been completed no more than ten years prior to degree completion. University of Pikeville reserves the right, even after the enrollment of students, to make individual curricular adjustments whenever serious deficiencies or needs are found. This may involve additional coursework whenever necessary. Deficiencies will be determined by the program faculty. Students may be required to take such courses without credit toward the master’s degree and at their own expense. The program curriculum is as follows:

Masters of Business Administration Requirements ..................................................................................................................36 hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 521</td>
<td>Managerial Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS 531</td>
<td>Accounting Analysis for Managerial Decisions</td>
<td>3</td>
</tr>
<tr>
<td>BUS 541</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 545</td>
<td>Quantitative Methods for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 551</td>
<td>Managerial Economics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 561</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 565</td>
<td>Legal Environment of Business and Government</td>
<td>3</td>
</tr>
<tr>
<td>BUS 571</td>
<td>Marketing Administration</td>
<td>3</td>
</tr>
<tr>
<td>BUS 580</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BUS 583</td>
<td>Contemporary Issues in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 585</td>
<td>Leadership</td>
<td>3</td>
</tr>
<tr>
<td>BUS 590</td>
<td>Business Policy and Strategy</td>
<td>3</td>
</tr>
</tbody>
</table>

M.B.A. Program Grade Point Average Requirement
A student must have a 3.0 overall GPA in all program coursework, with no more than two C’s in the program. In addition the student must maintain a 3.0 GPA in the program. This standard must be met for the student to graduate. If the student falls below these standards, then that student shall be placed on academic probation or will be subject to dismissal from the program.
M.B.A. Learning Outcomes
At the conclusion of the degree program the graduate will:

1. Evaluate business problems by utilizing modeling and systems thinking to make decisions across functional areas;
2. Apply effective written and verbal communication skills, including interpersonal interaction and team behavior;
3. Integrate principles of executive leadership and managerial development;
4. Assess the impact of contemporary business trends on business decisions;
5. Use principles of strategic planning to improve long-term business viability; and
6. Describe the various forms of economic systems and models used by world-class organizations.

M.B.A. Transfer Credit Policy
M.B.A. student in the may not transfer more than six credit hours of graduate level work from a regionally accredited institution to the University of Pikeville. All course work (including transfer work) used to meet the requirements for a degree must have been completed no more than ten years prior to degree completion.

M.B.A. Repeat Course Policy
The graduate student may repeat a course one time if a grade of C or below was earned in the course. Only the grade received on the last attempt is computed into the cumulative GPA. No more than two courses may be repeated. The semester hours will be counted only once toward meeting the program requirements.

Business Course Descriptions
BUS 521 Managerial Communication
An analysis and application of personal and organizational skills associated with the effective management of both public and private sector organizations. Skills to be developed or refined include oral and written communication, team-building and others. Prerequisite: Admission to the program.

BUS 531 Accounting Analysis for Managerial Decisions
Determination, analysis, and reporting of data for planning and controlling operations. Includes flexible budgets, standard costs, and systems of determining historical costs. Prerequisite: Admission to the program.

BUS 541 Management Information Systems
To familiarize students with the characteristics and functions of management information systems, as well as the benefits, limitations, and applications for advanced management information systems. Prerequisite: Admission to the program.

BUS 545 Quantitative Methods for Business
The use of quantitative methods for managerial decision making. A review of basic calculus and statistics as required in business. Other topics include decision analysis and linear programming. Prerequisite: Admission to the program.

BUS 551 Managerial Economics
Utilization of microeconomic theory and optimization techniques for management decision making. Prerequisite: Admission to the program.

BUS 561 Financial Management
An examination of business corporations practicing at the level of the individual firm with emphasis on quantitative analysis of the variables which affect liquidity and profitability. Prerequisite: Admission to the program.

BUS 565 Legal Environment of Business and Government
Preparing business executives for dealing with problems of the firm in its relationships with government. Applies case analysis to the broad categories of antitrust, trade regulation, and agency regulation. Prerequisite: Admission to the program.

BUS 571 Marketing Administration
An integrated approach to marketing from a managerial point of view: making use of economic, quantitative, and behavioral concepts in analyzing and developing a framework for the decision-making and implementation of the firm’s marketing program. Prerequisite: Admission to the program.

BUS 580 Organizational Behavior
Basic ideas and concepts for the effective management of an organization. Major topics include motivation, communication and decision-making processes, group dynamics, leadership study, conflict management, work and organizational design, and organization development. Prerequisite: Admission to the program.

BUS 583 Contemporary Issues in Business
This course will examine contemporary issues as they relate to the business climate and incorporate analytical thinking, flexibility, and creativity. Prerequisite: Admission to the program

BUS 585 Leadership
This course will enable potential leaders in the public sector to define and evaluate personal and organizational goals and to develop strategies to achieve shared goals, categories of antitrust, trade regulation, and agency regulation. Prerequisite: Admission to the program.
BUS 590 Business Policy and Strategy
The study of administrative decision making under conditions of uncertainty. Policy construction at top administrative levels with emphasis on strategy and ethics with consideration of major functions of the business organization. Prerequisite: Admission to the program.

Sport Management (M.S. SPM)
The University of Pikeville Master of Science in Sport Management (M.S. SPM) program is designed specifically for working professionals and their organizations. Professionals increase their sport business knowledge and maximize analytical and decision-making skills through participation in the program, which emphasizes application of sport business principles and demonstration of management competencies. The program’s practitioner based management approach provides cross-functional, cross-industry, and boundary-spanning perspectives on sport management.

The use of service learning requires students to assume the roles and responsibilities of organization leaders and managers. Students work in teams as they encounter organizational issues, problems, and assignments in a simulated sport business environment. The challenges and tasks confronting students are modeled on those faced by managers on a daily basis as they meet organizational responsibilities.

Sport Management (M.S.) Admission Requirements
To be admitted to the program, applicants must have:

1. Complete the Sport Management Program application and submit the application fee.
2. An undergraduate degree from a regionally accredited institution. Degrees earned from non-accredited institutions will be reviewed on an individual basis by the Graduate Admissions Committee.
3. A recommended 3.00 GPA in their undergraduate work;
4. Have earned, within the past five years, a combined verbal and quantitative score of at least 750 on the Graduate Record Examination (GRE). Test scores older than five years may be considered if they are above 800 on the GRE. Other graduate school admissions tests such as the GMAT may be considered on a case by case basis.
5. A minimum of two professional recommendations addressing career potential and ability to complete graduate level work;
6. Applicants whose native language is not English are required to present a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). Exceptions may be made for transfer students from other U.S. colleges who have completed at least one semester of course work with a grade point average of “C” or better.

All admission materials will be reviewed by the Sport Management Graduate Admission Committee and must be submitted 30 days prior to the beginning of the semester for which the student intends to enroll. Acceptance to the program is based on availability. A personal interview may be required prior to enrollment.

All application materials will be reviewed by the Graduate Admission Committee. The Committee may admit or reject any or all applicants to the Sport Management Program. Students who are admitted to the program may be admitted as regular admission students, conditional admission students, or as special admission students.

Regular Admission: Applicants may be admitted on a regular basis if they are degree-seeking candidates, meet all admission criteria, and are approved by the Graduate Admission Committee.

Conditional Admission: Applicants may be admitted on a conditional basis if they are degree-seeking candidates who do not meet all program admission requirements but have been identified viable candidates for the program by the Graduate Admissions Committee. Students admitted on a conditional basis will be limited to six credit hours per semester and must earn at least a grade of “B” in program coursework. After completion of six credit hours the students’ status will be reviewed by the Graduate Admissions Committee.

Special Admission: Applicants who are not degree-seeking candidates may be considered for special admission status. Students admitted on a special basis will be limited to a maximum of six credit hours of graduate coursework. Students who wish to continue with the program beyond the six credit hours of graduate coursework. Students who wish to continue with the program beyond the six credit hours must apply for regular admission to the program.

Sport Management (M.S.) Competencies
The student will demonstrate:

1. An understanding of the methodology and significance of research techniques as they relate to the sport management discipline (SPM 510 and SPM 512).
2. An ability to utilize various research methods and apply the findings (SPM 510, SPM 512 or SPM 597).
3. The ability to analyze both quantitative and qualitative data (SPM 510 and SPM 512).
4. An ability to design and conduct research in the discipline of Sport Management (SPM 504, SPM 506, SPM 510, SPM 570).
5. An understanding of the structure of a sport management job hierarchy.
6. The ability to implement a marketing plan in a practical sport management situation.
7. An ability to set corporate objectives in a practical sport situation.
8. An ability to reach corporate objectives through implementation of managerial models in an actual sport education corporate project.
9. Knowledge of basic marketing principles.
11. Knowledge of international sport management opportunities.
12. The ability to interact with sport professionals.
13. The ability to complete a corporate proceedings manual.
14. The ability to develop a personal web page.
15. The ability to effectively use technology in completing practical applications in the field of sport management.

**Sport Management (M.S.) Curricular Requirements**

The University of Pikeville reserves the right, even after the enrollment of students, to make individual curricular adjustments whenever serious deficiencies or needs are found. All course work (including transfer work) used to meet the requirements for a degree must have been completed no more than seven years prior to degree completion. This may involve additional undergraduate coursework whenever necessary. Deficiencies will be determined by the program director. Students may be required to take such courses without credit toward the master’s degree and at their own expense.

**Masters of Science in Sport Management Requirements**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>SPM 510</td>
<td>Educational Sport Research</td>
<td>3</td>
</tr>
<tr>
<td>SPM 511</td>
<td>Planning, Program Development, and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>SPM 512</td>
<td>Statistical Procedures Sport Management</td>
<td>3</td>
</tr>
<tr>
<td>SPM 520</td>
<td>Facility and Event Management</td>
<td>3</td>
</tr>
<tr>
<td>SPM 521</td>
<td>Sport and Marketing</td>
<td>3</td>
</tr>
<tr>
<td>SPM 523</td>
<td>Sport Seminar</td>
<td>3</td>
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<tr>
<td>SPM 524</td>
<td>Legal Issues in Sport</td>
<td>3</td>
</tr>
<tr>
<td>SPM 525</td>
<td>Organization and Management of Athletics</td>
<td>3</td>
</tr>
<tr>
<td>SPM 598</td>
<td>Sport Management Internship</td>
<td>6</td>
</tr>
<tr>
<td>SPM 599</td>
<td>Oral/Written Comprehensive Examination</td>
<td>0</td>
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</tbody>
</table>

Choose one of the following in consultation with the program director:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>SPM 530</td>
<td>Sport Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>SPM 531</td>
<td>Sport Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPM 590</td>
<td>Special Topics in Sport Management</td>
<td>3</td>
</tr>
<tr>
<td>SPM 597</td>
<td>Directed Research in Sport</td>
<td>3</td>
</tr>
</tbody>
</table>

**Sport Management (M.S.) Grade Point Average Requirement**

A student must have a 3.0 overall GPA in all program coursework, with no more than two C’s in the program. In addition the student must maintain a 3.0 GPA in the program. This standard must be met for the student to graduate. If the student falls below these standards, then that student shall be placed on academic probation or will be subject to dismissal from the program.

**Sport Management (M.S.) Transfer Credit**

A student may not transfer more than six credit hours of graduate level work from a regionally accredited institution to the University of Pikeville. All course work (including transfer work) used to meet the requirements for a degree must have been completed no more than seven years prior to degree completion.

**Sport Management (M.S.) Comprehensive Examinations and Assessments**

Assessments include the successful completion of a research project, oral presentations, corporate proceedings manual, corporate objectives, internship evaluation, written comprehensive exam, and an oral comprehensive exam. The written comprehensive examination will be completed before the oral examination is taken. The student must pass the written examination before the oral examination can be taken. The examination will be developed by a faculty committee and coordinated by the program director.

Requirements regarding completion of the Written Comprehensive Examination:

1. All candidates must successfully complete two of the three sections (sport research, statistical procedures, and sport management) of the written comprehensive examination. The first two (sport research, statistical procedures) are in the core curriculum and the last area is specific to sport management or physical education.
2. A candidate who fails to successfully complete one section of the written examination will be required to pass a written re-examination over the section failed.
3. The written re-examination may be scheduled no earlier than fifteen days following notification.
4. The written re-examination will be evaluated by a committee of graduate faculty appointed by the program director.
5. A candidate who fails to successfully complete the written re-examination will be required to pass a second written re-examination. The second written re-examination may not be taken until the candidate has audited the course(s) specific to the deficiencies.
6. The second written re-examination will be evaluated following the same procedure as was utilized for the first written re-examination.
7. The candidate who fails to successfully complete the second written re-examination will be removed from the program.

Requirements for the Oral Examination include:
1. A graduate faculty committee will be established and will include two sport management graduate faculty members and one other graduate faculty member from the Division of Business and Economics. One of the faculty members must be the student’s advisor.
2. A committee will be appointed by the program director to hear the oral examination.
3. The examination consists of questions that will be administered in a one-hour time period.
4. Questions will be asked of the student by committee members, covering material from the student’s academic course work, research project, internship and/or hypothetical situations.
5. If the student’s performance is unsatisfactory, as indicated by the committee members, the oral examination may be repeated one semester following the original examination date. Re-examination may occur only once.
6. This oral exam is typically scheduled at the end of the student’s last semester and after the successful completion of the written comprehensive exam.

Sport Management Course Descriptions

SPM 510 Educational Research
Seeks to provide students with a basic knowledge of the field of educational research through study and practical exploration of the techniques of research. A critical analysis of the different types of research and the various methods of acceptable styles for reporting data.

SPM 511 Planning, Program Development, and Evaluation
Students will be required to conduct effective needs assessment and apply the data to develop and implement appropriate programs to meet the needs of the public. Students should also be capable of conducting effective evaluation using statistical applications.

SPM 512 Statistical Procedures in Education and Psychology
General terminal course for graduate students enrolled in professional educational research, psychology, and guidance covering elementary and advanced statistical methods.

SPM 520 Facility and Event Management
Evaluation of problems relating to programming of equipment and facilities; visits to and evaluation of surrounding facilities.

SPM 521 Sport and Marketing
Evaluation of sport and marketing, including applications of mainstream marketing which include a historical overview of sport marketing, collegiate and professional sporting events, commercial and public organizations, sporting goods, and the sport enterprise.

SPM 523 Sport Seminar
Research and discussion of critical questions in physical education and sport management; topics to be studied will vary according to the concern of seminar students.

SPM 524 Legal Issues in Sport
The course is designed to assist students in understanding the aims, objectives, principles, policies, procedures and requirements in regard to legal issues for a successful career as a Sport Administrator. Ethics from a legal standpoint will be extensively researched and discuss. Graduate students are required to research specific legal issues cases and apply them to practical situations.

SPM 525 Organization and Management of Athletics
The course is designed to assist students in understanding the aims, objectives, principles, policies, procedures and requirements for a successful career as a sport administrator. Ethical issues as they pertain to the management and organization of athletics will be discussed extensively. Graduate students are required to research specific athletic management objectives and apply them to practical situations.

SPM 530 Sport Nutrition
Topics include current nutrition issues in Physical Education and Sport Management. Special emphasis will be placed on nutrient needs of athletes.

SPM 531 Sport Psychology
Topics include personality, aggression, attitudes, competition stress, social facilitation, and small group research as related to athletes and individuals involved in sport. Graduate students are required to research specific sport psychology objectives and apply them to practical situations.
SPM 590  Special Topics ......................................................................................................................... (3)
This course is an intensive exploration of selected topics in Physical Education. Consideration of the sources, characteristics, and significance of the subject treated. May be repeated for credit more than once with a different topic. Prerequisites: SPM 510, SPM 511, and SPM 512.

SPM 597  Directed Research in Sport ........................................................................................................ (3)
This course is a supervised research project in an area applicable to the field of study and agreed upon by the student and major advisor. Prerequisites: SPM 510, SPM 511, SPM 512.

SPM 598  Sport Management Internship ............................................................................................................ (1-6)
This course includes on-the-job learning in a sport management setting. Field experience involving supervised contact with sport administrators. Fifteen contact hours per semester hour credit is required (270 total contact hours). Prerequisite: completion of all requirements of the program; G.P.A. of 3.0, and consent of instructor. (Repeatable)

SPM 599  Oral and Written Comprehensive Examination .................................................................................. (0)
An oral and written examination to assess the candidate’s overall knowledge of course work pursued in the graduate program and his/her ability to apply this knowledge to designated sets of circumstances. Prerequisite: Satisfactory completion of all other requirements for degree completion, and the permission of the program director. This must be taken in the last semester in the Graduate Sport Management Program. A grade of P (pass) or F (fail) will be issued for this course.