

Policies and Procedures for Graduate Studies  
Sport Management (MS)  
Louisiana State University  
Established Summer 2023

*All policies and procedures in this document follow those specified by the Graduate School and the School of Kinesiology. All students and faculty should consult the General Catalog of the Graduate School Bulletin for further information about policies and procedures not described in this document.*

## **MASTER OF SCIENCE (MS)**

### **Sport Management (Non-Thesis)**

Recommended courses to be taken for the M.S. degree in Sport Management are presented on the website and should be scheduled in consultation with the student's M.S. advisor. For this non-thesis degree program, the minimum requirement is 36 semester hours. At least one-half of all M.S. degree programs must be in courses at or above the 7000 level. Next, a maximum of 6 semester credit hours of independent study can be included in a non-thesis M.S. program. Finally, transfer work from other institutions may not be counted toward this requirement.

Up to a total of 12 semester hours of transfer credit from other schools and/or 9 credits taken at LSU as a non-matriculating student may be used in the M.S. degree program. Hours transferred may not exceed one-half of the total semester hours of graduate coursework required for the student's degree program. Approval for these hours must be obtained from the student's M.S. advisor, the school director/department chair, and the dean of the Graduate School. For more additional information see [Transfer of Credit](#) information posted on the Graduate Catalog.

Students are not eligible to enroll in KIN4900, KIN8900, and KIN7500 (Internship/Practicum) until they have successfully passed 18 credit hours in the program.

## **TIME LIMIT FOR MASTER'S DEGREES**

Programs for master's degrees must be completed within five years from entrance into a degree program. Credit for individual courses taken at LSU more than five years before the termination of a program may be revalidated by the student's graduate committee through an examination. This examination may be oral, written, or both oral and written, depending on the requirements of the department concerned. The documentation of such an examination must be signed by members of the committee and the department's graduate advisor and reported to The Graduate School on the "[Master's Course Revalidation form](#)" before the request for the student's final examination will be approved. Students are responsible for verifying if their department has a revalidation policy. No more than 50 percent of the courses in a student's program may be revalidated and counted toward the degree requirements. For regulations regarding time limits and eligibility of transfer work, see "[Transfer of Credit](#)" under "[Graduate School Regulations](#)." Courses in the School of Kinesiology and within the Sport Management degree program can be revalidated only under extenuating circumstances, and a maximum of 12 credit hours can be revalidated to count toward the degree.

## **MS Advisory Committees**

All students must have an advisor (i.e., a committee chair) to be enrolled in a non-thesis program in the School of Kinesiology and within Sport Management. Advisors will be assigned to M.S. students and students should work with their advisor to identify an advisory committee.

## **Changing Advisors and Committee Members**

Changing an advisor may be desirable when such change will enhance the student's ability to achieve his or her academic and professional goals. Should a student decide that it is in his/her best interests to change to a new advisor, the student should first discuss this matter with his/her advisor before meeting with the Coordinator of Sport Management. No change can be made unless another faculty member has agreed to assume the responsibilities of being the student's advisor or major professor. It should be noted that such changes should come from the student's initiative and should not be the result of other faculty solicitation of the student. Furthermore, request to change advisor requires legitimate reasons, again focused on helping the student achieve his or her academic and professional goals.

## **Non-Thesis Programs**

The advisory committee for students in non-thesis programs should consist of three members. These may be from the Sport Management program. The student's advisor must be on the committee and serve as committee chair. At least one of the committee members must be a full Member of the LSU graduate faculty (see the [LSU Graduate School](#) to find a faculty member's graduate status). Selection of committee members should be agreed upon by the student, his/her advisor and the Coordinator of Sport Management in the form of paperwork to be completed when a student intends to take the [comprehensive exam](#). This committee is responsible for conducting the M.S. comprehensive examination.

## **MS Final Examinations**

Students in a non-thesis program must submit to the Graduate School a request for the appointment of the examination committee at least three weeks prior to the final examination. If the student is a [degree candidate](#) in the semester/term in which the final examination is to be taken, this request must be submitted to the Graduate School by the published current semester/term deadline. Normally, the final examination is taken in the graduation semester/term. If a student wishes to take the final examination at an earlier date, the student's committee must furnish the Dean of the Graduate School with a sound academic reason for doing so. M.S. final examinations may not be scheduled between semesters/terms or when the university is not "open for business."

To be eligible to take the Final Exam, the student must be in good academic standing. Graduate students are considered to be in good academic standing (i.e., making satisfactory academic progress), if they maintain a 3.00 cumulative grade point average on all graduate coursework taken within the university (all LSU campuses) and a 3.00 semester/term average on all coursework (graduate), and earn a grade of “S” in research. Students who are not in good academic standing may not take any graduate milestone exams and cannot apply to graduate. Milestone exams are defined by the Graduate School as the Master’s Non-Thesis Defense.

- **Notably, a student is required to earn a semester/term grade point average of 3.0 or higher in the semester/term before they intend to apply to graduate. A semester/term grade point average below 3.0 will place a student on semester probation, which prohibits a student from taking the final examination.**

Students in non-thesis programs must pass a written comprehensive final examination that will be given by the student's advisory committee. Committee members will be solicited by the committee chair (the student's advisor) for questions. These questions will be compiled by the committee chair and given to the School of Kinesiology Communications Coordinator. The examination will be given on one day each semester or term; the date and time is set by the Sport Management Coordinator.

To pass the examination, the student must receive a "Pass" evaluation on the examination by the committee member responsible for that section. Should the student receive a "Fail" evaluation on any part of the examination, the student and the committee members(s) involved can set a date and time to administer re-taking that part of the examination (or equivalent) by the student. If the committee member evaluates this second attempt as "Fail", then the whole committee will evaluate this part of the exam in conjunction with the other sections. The student must receive 2 "Pass" votes from the 3 committee members to pass the exam. Students failing to answer a question on the examination will not be permitted to pass the examination until a re-take has been completed. Failure to secure 2 “Pass” votes indicates that the student has failed the entire Defense and is not permitted to retake any or all of the Defense. This “Failure” results in the student being terminated from the program at the end of the regular semester/term in which the Defense is taken. The committee is required to provide the student feedback on why the Defense was failed. The student has the right to petition for reconsideration.