



2024 – 2025

# Sport Management Ph.D. Program Policies & Procedures

## Graduate School Policy

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

Department of Sport Management

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## SPM Ph.D. Program Policies

### General Guidelines and Expectations

The following milestones apply to all SPM Ph.D. students and are provided to give an overview of the program structure.

- The program requires a minimum of 90 semester credit hours beyond the bachelor's degree level.
- A minimum of a 3.0 grade point average is required to be maintained by all students.
- The supervisory committee consists of four members.
- Per graduate school guidelines, the supervisory committee should convene at least once per year and review student progress.
- All students must complete the annual student performance evaluations.
- A qualifying exam is required of all students. The mentor and supervisory committee will prepare and evaluate the exam.
- A proposal of dissertation topic and approval of the topic by the supervisory committee is required.
- Admission to candidacy for the Ph.D. occurs after the qualifying exam is passed and a dissertation topic has been approved by the supervisory committee.
- All students are required to complete a written dissertation in accordance with the guidelines of the Graduate School. This document must be presented to the supervisory committee in advance of the final Ph.D. defense.
- The student is strongly advised to check the published deadlines for all items related to the Ph.D. defense. These deadlines are provided by the Graduate School and are not the same from year to year.
- There is an expectation that students will be responsible for their progression in the program. This includes an awareness of policies and procedures that govern the University, the Graduate School, the College of Health and Human Performance, as well as the SPM program. The Graduate Coordinator and administrative staff will regularly provide information to students via email. Students are expected to read these emails and respond, or take action, when requested. The program handbook is updated annually. Students will be informed of these updates via email. The most recent version of the handbook can be found on the SPM website. Finally, the Graduate School catalog contains information on the rules that govern the granting of all graduate degrees and is a very useful reference tool.
- The students are expected to maintain clear lines of communication with their advisor about all issues related to their academic progress. Any academic or program-related issues (including but not limited to potential conflicts with the advisor, committee members, or other program faculty) should be first discussed with the advisor. If the student does not feel comfortable discussing such issues with the advisor, he/she should address the issue with the Graduate Coordinator. Students should not engage in

discussion with other faculty members that are not part of the issue at hand. If the Graduate Coordinator is the student's advisor, the student should arrange a meeting to discuss the matter with the Department Chair. If the issue is not resolved at the Department Chair level the student can request a meeting with the HHP Associate Dean for Academic Affairs. If the issue is not resolved at the Associate Dean level, then the student could request an appointment with the Ombuds.

### Expectations of Ph.D. Students

During the period of doctoral study, the faculty expects Ph.D. students to:

- Work full time toward their academic pursuits avoiding secondary employment.  
\*Applies to full time students and candidates only
- Complete an Individual Development Plan\* (IDP) with the advisor during first year of study.
- Attend any available seminar series talks.
- Attend the public portion of dissertation proposal meetings of other Ph.D. students.
- Attend the public portion of dissertation final defense meetings of other Ph.D. students.
- Join at least 1 professional organization.
- Submit at least 1 presentation proposal to a professional conference per year or attend one professional conference per year.
- Submit at least 1 first author manuscripts to a professional journal per year.
- Conduct themselves with the highest level of professionalism and scientific integrity.
- Communicate clearly about ANY problems related to their academic progress. The adviser is there to help the student during any issue related to their academic progress and despite the sensitivity of the issue.

### Responsibilities of the Faculty Mentor

This information is provided to give incoming students an idea of what can reasonably be expected from a faculty mentor in SPM. Please note that there may be significant variability in the approach utilized across the different research mentors. Some mentors will meet with their students on a day-to-day basis, and other mentors may take a more "hands off" approach encouraging students to work independently from the beginning of the training program. Both approaches can be highly successful.

Further, some mentors are actively involved with data collection, and others are not. However, both mentoring styles can be highly effective.

At a minimum, the primary mentor should:

- Review coursework and progression towards graduation at least once per semester.
- Approve Individual Development Plan\* (IDP) during first year of study and review annually.

- Meet with the student to review progress at least once per month.
- Work with the student to form a supervisory committee during the first year.
- Provide extensive mentoring and guidance as the student develops a research proposal.
- Provide detailed guidance regarding how to organize and write the Ph.D. thesis.
- Provide opportunities for interactions with visiting scholars and presentation of data at local and/or national meetings.
- Provide career guidance and advice as the student moves through the program.

## SPM Ph.D. Procedures

### Admission Requirements

- A recognized baccalaureate, graduate or professional degree from a regionally accredited U.S. institution or a comparable degree from an international institution.
- A minimum grade point average of B (3.0), calculated from all grades and credits after the semester where the applicant reached 60 semester hours or 90 quarter hours.
- For applicants from countries where English is not the official language, UF requires proficiency in spoken and written English and accepts the results of the Test of English as a Foreign Language (TOEFL) the Michigan English Language Assessment Battery (MELAB) or the International English Language Testing System (IELTS).
  - Minimum scores acceptable for admissions are:
    - TOEFL: 550 (paper test); 80 (internet based)
    - IELTS: 6
    - MELAB: 77
      - International applicants are exempt from the English proficiency requirement if enrolled for one academic year in a degree-seeking program at a recognized/regionally accredited university or college in a country where English is the official language prior to your anticipated term of enrollment at UF.

### Four-Year Funding Policy

Doctoral students may hold two roles at the University of Florida: student and employee. Your admission into the HHP PhD with a concentration in Sport Management program addresses the first. Students may also receive a Graduate Assistant offer, which addresses the second.

Students working as a Graduate Assistant are university employees (.50 FTE) on 9-month appointments, earn a monthly stipend for their work, and receive a full-time tuition waiver. The Department of Sport Management strives to provide summer employment, as well as funding for four academic years. The decision is based on available funds, satisfactory work performance, and the student/candidate remaining in good academic standing.

In exceptional cases, the Department of Sport Management may offer a Graduate Assistantship beyond four years. The decision is based on availability of funds, instructional need, and

support from the student's Committee Chair. The Department Chair provides the final determination.

Beyond department support, the university offers a competitive dissertation completion award that may provide an additional semester of funding for students who need additional time to finish their dissertation.

### Graduate Student Classifications

Graduate students who have earned a master's degree or who have earned 36 or more credits while seeking a graduate degree and have not been admitted to doctoral candidacy are classified as 8HH. Ph.D. students who have been "admitted to candidacy" are reclassified as 9HH.

### Advisors & Supervisory Committee

Prior to registration, it is highly recommended that all incoming doctoral students have identified and received approval of a graduate faculty member in the department who is willing and available to supervise the student. The respective faculty is usually the academic advisor and the Chair of the supervisory committee. The supervisory committee for a candidate for the doctoral degree shall consist of no fewer than four members selected from the Graduate Faculty and must be selected no later than the conclusion of the student's fourth semester

At least two persons (including the chairperson) must be from the Department recommending the degree, and at least one member will be drawn from a different academic discipline. The supervisory committee will include at least one person selected from the Graduate Faculty from outside the discipline of the major (external member). "Special Appointment" committee members do NOT count as the core four committee members, nor to represent minors.

### Minors

A representative from each minor sought by the student must be selected for the committee. The first minor representative committee member may also be the external member; however, any additional minors must have their own represented committee member in addition to the required four.

### Annual Performance Report

Students should keep track of all accomplishments (presentations, papers submitted, research proposals submitted, etc.) achieved each year. Performance reports will be completed annually during the spring semester and reviewed by the supervisory committee chair and the graduate coordinator. All Ph.D. students will receive a written evaluation of their annual performance.

### Course Planning

Students will work closely with their mentor to determine course selection, an individual development plan (IDP), and timeline for academic milestones. Curriculum includes core

Departmental, College, and University course requirements and recommended courses. In summary, doctoral students must pass a comprehensive written and oral qualifying examination upon completion of all coursework, maintain a satisfactory academic record, submit an approved dissertation topic, and receive the supervisory committee's opinion of ability for advancement to candidacy. Upon completion of the dissertation, the student must successfully complete an oral examination pertaining to the dissertation research.

Course requirements for doctoral degrees vary from field to field and from student to student. In all fields, the Ph.D. degree requires at least 90 credits beyond the bachelor's degree. All master's degree credits that are counted towards the Ph.D. must have been earned in the last 7 years. The supervisory committee is responsible for using established criteria to ensure the academic integrity of coursework before accepting graduate transfer credits. Acceptance of transfer of credit requires approval of the student's supervisory committee and the Dean of the Graduate School.

#### 4 Year ideal Ph.D. program roadmap

Year 1: Admission, coursework selection, committee selection, research

Year 2: Coursework, committee selection (if not completed), research

Year 3: Qualifying examination, dissertation proposal, admission to candidacy, research

Year 4: Research Dissertation completion and graduation

#### Transfer of Credit

No more than 30 credits of a master's degree from another institution will be transferred to a doctoral program. All courses to be transferred must be graduate-level, letter-graded with a grade of "B" or better and must be demonstrated to relate directly to the degree being sought.

Faculty must complete a holistic review of the individual's official records and transcripts to specifically evaluate the previously awarded master's degree. Such a review must consider the following elements: age of the degree, curricular level, grades, and grading schemes. If all official transcripts are on file, and the entirety of the master's degree (max 30 credits) is approved by the faculty advisor, then a Master's degree knowledge (MDA) process may proceed by communicating with the Graduate Program Assistant, Jon Erny (erny.j@ufl.edu, FLG 330A) in the student's first semester of study. If fewer than 30 credits are deemed more appropriate by advising faculty, however, an individual course-by-course request using the Graduate Credit Transfer Request Form may be submitted to the graduate program assistant.

All requests must be submitted to the graduate program assistant no later than the third term of Ph.D. study. The total number of credits (including 30 for a prior master's degree) that may be transferred cannot exceed 45, and in all cases, the student must complete the qualifying examination at the University of Florida. In addition, any prior graduate credits earned at UF (e.g., a master's degree in the same or a different discipline) may be transferred into the doctoral program at the discretion of the supervisory committee and by petition to the



Graduate School. The petition must show how the prior coursework is relevant to the current degree.

### Research Courses

Advanced Research (HLP 7979) is open to doctoral students not yet admitted to candidacy. Students enrolled in HLP 7979 during the term they qualify for candidacy will stay in this registration unless the academic unit elects to change their enrollment to Research for Doctoral Dissertation (HLP 7980), which is reserved for doctoral students admitted to candidacy. This requires a letter of petition from the major department. This change of registration is not required for a student, as both courses count towards the students' research credit requirement.

### Qualifying Examination

All Ph.D. candidates must pass a qualifying examination. Qualifying exams usually take place in the semester following the completion of Ph.D. coursework, but before formal work on the dissertation proposal or data collection begins. The student must be registered during the term the qualifying examination is given.

The examination is prepared, evaluated, and graded by the student's full supervisory committee and covers major and minor subjects. Except for allowed substitutions, all members of the supervisory committee must be present with the student during the oral portion of the exam. At the completion of the exam, the supervisory committee is responsible for deciding whether the student is qualified to continue progress toward completing a Ph.D. degree by initiating the dissertation process.

If a student fails the qualifying examination, the Graduate School must be notified. A re-examination may be requested, but it must be recommended by the supervisory committee and approved by the Graduate School. At least one semester of additional preparation is needed before the re-examination.

Time Lapse: There must be at least two terms between the oral part of the qualifying examination and the date of the degree. The term the qualifying examination is passed is counted, if the examination occurs before the midpoint of the term.

### Admission to Candidacy

A doctoral student becomes a candidate for the Ph.D. degree when the student is granted formal admission to candidacy. Such admission requires the approval of the student's supervisory committee, the department chair, the college dean, and the dean of the Graduate School. The approval must be based on:

1. The academic record of the student (all grades B- or higher with a minimum 3.0 GPA)
2. Passing a qualifying examination
3. A supervisory committee approved dissertation topic

#### 4. The supervisory committee's opinion on overall readiness of the candidacy

The student should apply for admission to candidacy as soon as the qualifying examination is passed, and a dissertation topic is approved by the student's supervisory committee. An "Admission to Candidacy" form should be signed by all committee members after passing the oral examination. A student may not register for HLP 7980 (Research for Dissertation) until he or she is admitted to candidacy for a doctoral degree.

#### Final Semester Registration

Students are required to be registered for a minimum of 3 credits (Fall/Spring) or 2 credits (Summer) during their final semester (more if on assistantship/fellowship). Ph.D. students MUST register for HLP 7980: Advanced Doctoral Research during their final term regardless of if the required credits have been met. This request is only necessary if a student registers for HLP 7979, and then is admitted to candidacy prior to the mid-point of the semester and intends to graduate the following semester consecutively. Changes to registration are not automatically processed. Students must request a petition from the department to change course registration after the add/drop period.

#### Dissertation and Final Examination

Every candidate for a doctoral degree is required to prepare and present a dissertation that shows independent investigation and is acceptable in form and content to the supervisory committee and to the Graduate School. Dissertations must be written in English and must be acceptable in form and content to the supervisory committee and to the Graduate School. The work must be of publishable quality and must be in a form suitable for publication, using the Graduate Schools' format requirements.

**Dissertation First Submission:** When first presented to the Graduate School Editorial Office, the dissertation should be near-final (not a draft), completely formatted, and printed on plain paper (do not print double-sided). The Graduate School Editorial Office reviews dissertations for acceptable format and to make recommendations as needed. Students should be completely familiar with the format requirements and should work with the ETD lab to troubleshoot their files before printing out their submission for the Graduate School Editorial Office.

After the submission of the dissertation and the completion of all other prescribed work for the degree, but in no case earlier than six months before the conferring of the degree, the candidate will be given a final oral examination by the supervisory committee through a meeting on campus. All supervisory committee members must be present with the candidate at the oral examination. The candidate and the entire supervisory committee must be present at the defense. The defense should be no more than six months before the degree is awarded.

All required forms should be signed at the dissertation defense. The candidate and the supervisory committee chair will sign the ETD Rights and Permission form; and the entire supervisory committee should sign the ETD Signature Page and the Final Examination Report. If

dissertation changes are requested, the supervisory committee chair may hold the Final Examination Report until satisfied with the dissertation.

Satisfactory performance on this examination and adherence to all Graduate School regulations outlined above complete the degree requirements for the doctoral degree. All work for the doctoral degree must be completed within five calendar years after successful completion of the qualifying examination or the qualifying examination must be repeated.

### Physical Presence Policy

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

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

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

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

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

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

You can find the Physical Policy Presence form in the PhD Program Canvas page.

### Graduation Requirements

It is the responsibility of the student to make sure they have met the requirements below for graduation.

- Submit a degree application in the term you plan to graduate, before the mid-point of the semester. Failure to submit this application may result in graduation being delayed.
- Obtain a 3.0 GPA overall and in major courses.
- Register for the minimum requirements.
- Resolve any financial or academic holds.
- Check transcript for any I, C-, D+, D, D-, E or U grades. These grades must be resolved prior to the midpoint of your final semester and may require a petition from the department.
- Verify that the Final Exam Form has been submitted in GIMS. (This is the final paperwork signed by your committee at your defense.)
- Verify degree and committee information in GIMS prior to the midpoint of your final semester in which you plan to graduate.

### Clear Prior

Clear Prior status is only possible for thesis and dissertation students who have met all published deadlines for the current term except Final Submission and/or Final Clearance from the Graduate Editorial Office. No other students are eligible. Clear Prior permits students to be exempt from registration for the term in which the degree will be awarded. To find out if you qualify for Clear Prior status, please contact the Graduate School Editorial Office.

### Leave of Absence

Any student who does not register at UF for a period of more than 3 consecutive semesters (including summer terms) needs prior written approval from the supervisory committee chair for a leave of absence for a specified period. This approval remains in the student's departmental file. The student must reapply for admission upon return.

## Sport Management Department

### Graduate Faculty

- Dr. Yonghwan Chang
- Dr. Dan Connaughton
- Dr. Molly Harry
- Dr. Jasmine Hill
- Dr. Gidon Jakar
- Dr. Kyriaki Kaplanidou
- Dr. Yong Jae Ko
- Dr. Christopher McLeod
- Dr. Alyssa Tavormina
- Dr. Christine Wegner
- Dr. Cindy Willming

### Curriculum

- Core: 15 credits minimum
- Research: 27 credits minimum
  - HLP7979: 3 credits minimum
  - HLP7980: 12 credits minimum
- Statistics: 9 credits minimum
- Outside Concentration: 9 credits minimum
- Transfer Credit: 0-30 credits from prior Master's degree
- Total: 90 credit hours needed to graduate

### Qualifying Exam

Eligibility: To be eligible to take the qualifying exam, a student must have presented a paper as a lead author at a national or international academic conference to be eligible as well as submitted at least one manuscript as lead author to an academic peer reviewed journal. Qualifying exam should be taken by the end of the last semester of coursework.

The examination, prepared and evaluated by the full supervisory committee or the major and minor academic units, is both written and oral, and covers the major and minor subjects. Except for allowed substitutions, all members of the supervisory committee must be present with the student at the oral part. At this time, the supervisory committee is responsible for deciding whether the student is qualified to continue to work toward a Ph.D. degree. Grading format is PASS or FAIL. Failing written or oral can lead to dismissal from the program.

Written Component: The exam is to take place over a four-day period, allowing for four hours of writing each day. The supervisory committee can agree to the student completing certain content areas at home during a specific time frame. The four content areas are to include:

1. Statistics and Research Methods
2. Sport management/core concentration
3. Dissertation topic
4. Outside concentration

Oral Component: The oral exam must be scheduled within two weeks of successfully completing the written portion of the exam. Except for allowed substitutions, all members of the supervisory committee must be present with the student at the oral part. Accommodations can be made for committee members not being able to be physically present to facilitate the defense. The Chair must be physically present during the oral exam.

At this time, the supervisory committee is responsible for deciding whether the student is qualified to continue to work toward a Ph.D. degree. The student must be ready to present their prospectus for their dissertation idea after the oral examination has concluded and the committee deemed the qualifying exam as pass.

It is important that students allow plenty of time to schedule the oral exam and it is recommended that this be done in conjunction with the scheduling of the written exam. The length and content of the exam is determined entirely by the supervisory committee. The purpose of the oral component is:

1. To allow the student the chance to clarify any weak components of the written exam or to answer any components of the exam that were not previously addressed;
2. To evaluate the ability of the student to think on his or her feet and carry on an intelligent scientific dialogue with other scientists; and
3. To evaluate whether the student has sufficient breadth of knowledge in sport management and their chosen specialization in the field.

For those students who are approved by the advisor to do a research project in lieu of the sit down/take home qualifying exam, there will be a 30-45 minute oral examination on unrelated to the research project methodology and core sport management theories.

### Admission to Candidacy

The student should apply for admission to candidacy as soon as the qualifying examination is passed, and a dissertation topic is approved by the student's supervisory committee. When a student passes the qualifying written and oral examinations, and once they have successfully proposed their dissertation to their supervisory committee, they are then considered "admitted to candidacy."

### Dissertation Proposal

A dissertation proposal is required and must be submitted in writing to the supervisory committee chair at least 5 weeks prior to the scheduled defense (presentation) date and 3 weeks prior to the full supervisory committee meeting.

### Lasting Commitment to Personal Integrity

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

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

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

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

### Contact information

#### Interim Department Chair

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