



Athletic Leadership M.S.

PROGRAM HANDBOOK

College of Education
Educational and Organizational Leadership Development
864-656-3484 | TILLMAN HALL

[Type here]

Table of Contents

Overview ...p. 2
Purpose ...p. 2
Requirements ...p. 2
Admission to the Program
Application Dates ...p. 3
Application Materials ...p.3
GRE Waiver ...p.3
Graduate Assistantships ...p.4
Transfer Credit ...p.4
Once you have been admitted ...p.5
Program Curriculum/Course Sequence ...p.5
First/Second Year Courses ...p.6
Academic Forms ...p.7
GS2 Committee Selection ...p.8
GS2 Plan of Study ...p.8
GS2 Instructions ...p.9
GS2 Document Approval Flow ...p.9
AL Final Exam ...p.9
Continuous Enrollment ...p.10
Application for Graduation ...p.10
Navigating the Athletic Leadership Program ...p.10
Athletic Leadership Graduate Certificate...p.11
Admission ...p.11
Curriculum ...p.12
Certificate Completion Forms ...p.12
Concentration within the MHRD program ...p.12
Important Phone Numbers ...p.13
Primary Contacts for the AL Program ...p.13
Athletic Leadership Faculty Contact ...p.13
Check sheet for Program Completion ...p.14



Overview

Welcome to the Athletic Leadership Masters of Science program at Clemson University. The Athletic Leadership Masters of Science degree was one of the first online graduate degrees in the nation that focused on intercollegiate athletic coaching development. This handbook has been developed to assist you in completing the requirements and provide general guidance for program success. This handbook is used as a reference to clarify policies and procedures as well as ensure students accepted to the program understand their responsibilities along the way. We will update this handbook as policies and procedures are developed and changed, however, this handbook is not exhaustive. For additional information, please refer to the [Graduate School Website](#).

Purpose

The Athletic Leadership Master's Degree is designed for in-career professionals working in or interested in coaching and athletic administration at the collegiate level. Taught by both current professionals in the field and academics, this program provides working professionals with an opportunity to earn an advanced degree from a highly respected academic and athletic institution. As part of their coursework, students will prepare projects to develop individualized coaching philosophies and improve developmental coaching skills in areas such as leadership, ethics, sport psychology, and administration.

Requirements

The requirements for the Athletic Leadership Master's Degree are met by completing an approved program of 36 semester credit hours of graduate course work. Students must satisfy requirements for the Graduate School, complete the approved program of study for the degree, and maintain a 3.0 (B) average in all graduate coursework.

- Students are admitted in the Fall and Spring semesters and anticipated to complete the program in two years.
- All courses are delivered online
- Admitted students are encouraged to register for two courses each semester (Fall, Spring, and Summer) if they are to complete the program in two years.





Admission to the Program

Athletic Leadership program applicants may apply to begin classes in either the Fall or Spring semester. Admission is evaluated on a continual basis until the application dates have passed.



Application Dates:

Applications need to be submitted by the following deadlines:

- November 15th, to enroll in the Spring semester
- April 15th, to enroll in the Summer semester
- July 1st, to enroll in the Fall semester



Application Material

In order to apply to the Athletic Leadership Master's Degree program at Clemson University, you must:

- Complete the application packet available from the [Clemson University Graduate School](#). Applications, along with a minimal non-refundable fee, should be received no later than five weeks prior to registration. The application packet must include the application, official transcripts, an application letter detailing professional goals, a resume describing your education and work history, and two letters of reference.
- Have completed a baccalaureate degree from a regionally accredited college or university with a preferred minimum GPA of 3.0.
- Have three or more years of relevant, full-time experience in athletics.
- Submit competitive Graduate Record Exam (GRE) scores. Information regarding the GRE test can be obtained from [Educational Testing Services](#).
- GRE Waiver (if applicable)



GRE Waiver

Applicants to the Athletic Leadership program may request a waiver of the GRE if you meet the following requirements:

- a. A grade point average of 3.0 (B) or better on prior coursework. Provide undergraduate/graduate transcripts
- b. You have significant progressive work experience in the field of coaching or athletic administration (5 or more years); provide a resume detailing this experience.
- c. And one(1) of the following:



1. 5 years from graduating with an undergraduate degree
2. A separate Master's Degree

To Submit a GRE waiver request you must meet requirements detailed above, AND write a "Request or Waiver of the GRE Requirement" letter, explaining why you are requesting the waiver and what criteria you have met to allow for the waiver. This request should describe your relative strength of your skills and provide objective evidence to attest to these competencies. The written request and supporting documentation should be uploaded into your Application for Admission, and you should send an email to Alison Search (alisonp@clemson.edu) informing her of your request.

Once you have uploaded all of the appropriate documents, including your written request into the application, the Athletic Leadership admissions committee will evaluate the waiver request. Decisions on the waiver are made on a case by case basis. It should be noted that applying for the GRE waiver is no guarantee that it will be granted. The GRE score or the approved waiver are only one component of the application for the Athletic Leadership Master's Degree and do not constitute acceptance into the program.



Graduate Assistantships

In general, this program does not offer graduate assistantships at this time. However, internship opportunities are available to a limited number of students in the Athletic Leaders Master's Degree program within Clemson Athletics. For students interested in graduate assistantships in athletics (coaching, administration, etc.), please contact the athletic department directly. For more information, please contact Dr. Godfrey, Program Coordinator for more information.



Transfer Credit

Degree and non-degree seeking students may transfer up to 12 credits of graduate courses into the degree program from accredited degree-granting institutions whose scholastic reputation is acceptable to Clemson University. To transfer, the graduate course content must be very similar to one of our required courses with a grade of B or above. Transfer credits must not have been used to satisfy the requirements for any other degree and must have been completed within the six-year period preceding the date the graduate degree will be awarded. Transfer courses cannot be revalidated for graduate credit. The program coordinator must approve all transfer courses. There are no exceptions to this requirement.





Once You Have Been Admitted

Once accepted, you will need to contact Clemson Computing and Information Technology – CCIT to set up a Clemson University user ID and email, as all correspondence will go through your Clemson account. Make sure to check for Graduate School emails as they may have additional requirements and payment reminders. Click here to review an up-to-date copy of the [Graduate School Announcements](#). Understand that you are responsible for meeting all deadlines. Your advisor is specified in the acceptance letter you receive from the College of Education. After connecting with your advisor, you can then enroll in classes.



Athletic Leadership Masters of Science Curriculum

Because the Athletic Leadership program is designed to be completed in two-years, students should take two courses (6 credit hours) each semester (Fall, Spring, & Summer) in the sequence described below. Full-time students who have received assistantships may be required to take 9 hours per semester. To satisfy this requirement, students may select graduate level coursework from athletic leadership, education, Human Resource Development, management, or psychology, however, this should be discussed with your advisor or the program coordinator

Athletic Leadership Master's Degree Year 1 Sequence*

Fall Semester	Spring Semester	Summer Semester
AL 8490	AL 8640	AL 8610
AL 8500	AL 8530	AL 8620

Athletic Leadership Master's Degree Year 2 Sequence*

Fall Semester	Spring Semester	Summer Semester
AL 8440	AL 8630	AL 8510
AL 8650	AL 8700	AL 8710

*the above sequence indicates a fall semester start date.



Additional special topic classes may be offered in the fall and spring semesters. Please contact the program coordinator regarding additional classes to discuss using special topic courses in the degree sequence.

Athletic Leadership Master's Degree Course Titles – First Year*

AL 8490	Leadership Development in Intercollegiate Athletic Programs	3 Credit Hrs.
AL 8500	Strength and Conditioning in Intercollegiate Athletics	3 Credit Hrs.
AL 8640	Ethical Issues in Intercollegiate Athletics	3 Credit Hrs.
AL 8530	Legal Issues in Intercollegiate Athletics	3 Credit Hrs.
AL 8610	Administration and Organization of Intercollegiate Athletic Programs	3 Credit Hrs.
AL 8620	Psychological Issues in Intercollegiate Athletics	3 Credit Hrs.

Athletic Leadership Master's Degree Course Titles – Second Year*

AL 8440	Survey of Research Methods in Intercollegiate Athletics	3 Credit Hrs.
AL 8650	Marketing and Communications Responsibilities in Intercollegiate Athletics	3 Credit Hrs.
AL 8630	Sociological Dynamics in Intercollegiate Athletics	3 Credit Hrs.
AL 8700	Intercollegiate Athletics Finance	3 Credit Hrs.
AL 8510	Intercollegiate Athletics Facility Management and Planning	3 Credit Hrs.
AL 8710	Governance and Policy in Intercollegiate Athletics	3 Credit Hrs.

*the above sequence indicates a fall semester start date

**the above sequence indicates a traditional sequence for students. At times, the Athletic Leadership program will add Special Topic Courses (AL 8380) covering various topics. These classes are included based off of need and faculty availability. When these courses are available, communications will be sent out



through the program coordinator that will include the course topic as well as which of the above courses students may use the special topics course to replace.

Academic Forms

Over the course of your program, there are 4 academic forms that must be submitted by the student and approved by the faculty of the program. These forms are:

1. **GS2 Committee Selection** (to be completed at the end of student's first semester)
2. **GS2 Plan of Study** (to be completed at the end of student's second semester)
3. **Application for Graduation** (to be completed according to dates set by the graduate school)
4. **GS7M – Final Exam and Thesis Approval Form** (to be completed by Program Coordinator in final semester)

These forms are online and accessible through IROAR. Submitting a GS2 is a 2-step process that includes (A) Committee Selection and (B) Plan of Study that is initiated during the second term of enrollment. First, students will select a Committee in IROAR. Once the Committee Members have approved the requests, students may move on to the second step. In the Plan of Study, students will list the courses they have taken and are planning to take during the remainder of their enrollment and submit for approval via IROAR.

- Courses listed in the GS2 form may not be any older than 6 years prior to the date of graduation. Only Clemson courses may be revalidated.
- A GS2 form must be on file in the Graduate School before applying for graduation

A student must select his/her committee and get approval prior to submitting of the actual plan of study. Degree seeking Master's Students must submit the GS2 Committee Selection by the end of the first semester and the GS2 Plan of study by the end of their second semester. The final version of the student's GS2 must be on file by the date specified by Enrolled Services (graduation deadlines can be found on the deadlines page), or a late fee of \$25 for the first day and \$5 for every additional day will be charged.

Below are the steps to navigate the GS2 online.

1. Go to the IROAR portal and select the Current Students, Faculty, and Staff option (login required).
2. On the next screen, select the IROAR button, located under the "Current and Future Terms" heading.



3. From here, Click the Student button
4. Select the Registration tab that appears just below the Student button, and you should now see several options including the GS2 links.
5. Note: Choose the Non-Thesis option

From here, you have access to both the GS2 Committee Selection and to the GS2 Plan of Study.



GS2 Committee Selection

Athletic Leadership Students committee chair and committee members should reflect the option below.

Dr. Tony Cawthon, Chair (Dr. Cawthon is the coordinator of graduate programs in the EOLD Department that houses Athletic Leadership)

Deborah Cadorette, Committee member (Deborah Cadorette is the program coordinator of the undergraduate minor in Athletic Leadership)

Dr. Michael Godfrey, Committee Member (Dr. Godfrey is the program coordinator of the Master of Science graduate degree in Athletic Leadership)

Once all Committee Members are selected, click the submit button to trigger the approval process. You will not be able to make changes to the committee until the current process is completely approved or denied by an approver. You will receive an email when the process has been completed. DO NOT submit a Plan of Study until your committee is approved.



GS2 Plan of Study

The Plan of Study must be completed by the end of the students second semester after beginning the program. The GS2 Plan of Study should list the following 12 three-credit hour courses required to complete the 36-credit hour program*:

Athletic Leadership Masters of Science Degree, Course List		
AL	8490	Leadership Development in Intercollegiate Athletic Programs
AL	8500	Strength and Conditioning in Intercollegiate Athletics
AL	8640	Ethical Issues in Intercollegiate Athletics
AL	8530	Legal Issues in Intercollegiate Athletics
AL	8610	Administration and Organization of Intercollegiate Athletic Programs
AL	8620	Psychological Issues in Intercollegiate Athletics
AL	8440	Survey of Research Methods in Intercollegiate Athletics



AL	8650	Marketing and Communications Responsibilities in Intercollegiate Athletics
AL	8630	Sociological Dynamics in Intercollegiate Athletics
AL	8700	Intercollegiate Athletics Finance
AL	8510	Intercollegiate Athletics Facility Management and Planning
AL	8710	Governance and Policy in Intercollegiate Athletics

After each course listing, please include the semester in which you have or plan to take each course.

*This plan of study list the traditional sequence of classes. If students substitute any approved Special Topics courses, the Plan of Study should reflect this change.

The AL-MS program is a non-thesis option.

GS2 Plan of Study Instructions

- To ADD courses, click on the Course Selection link at the bottom of the page.
- To REMOVE courses, click on the check box to the left side of the course(s), and then click the Remove button.
- The ADD TO PLAN button will add the courses to the Plan of Study.
- To submit for APPROVAL, click on the Submit for Approval (this will only show if you have courses in your plan).
- Your plan will remain LOCKED until the approval process completes. Once the process of approval is completed you will be notified by email as to the final decision, either Approved or Denied. After the final decision has been made, you will have the option to UNLOCK the plan and re-submit a new one if so desired.

The date or term to be completed is not required.

GS2 Document Approval Flow

1. Chair of the Committee
2. Other Committee Members
3. Program Coordinator
4. Departmental Chair
5. Associate Dean
6. Enrollment Services



Athletic Leadership Final Exam

The Athletic Leadership program concludes each class with a final exam. The program does not include a program comprehensive exam at this time.

Continuous Enrollment

Graduate students are expected to pursue their degrees with a minimum of interruptions. Students who do not remain continuously enrolled (summers excluded) are subject to the requirements in effect at the time of return. If students need to take a leave of absence for a semester or consecutive semesters for any reason, a GS-LoA form should be completed. Please read the Graduate School's policies and procedures pertaining to leave of absence, Continuous Enrollment, and Readmission. These topics are searchable and listed in the table of contents of the *Graduate School Policy Handbook*, available online as a PDF at:

<http://www.clemson.edu/graduate/students/policies-procedures/index.html>

Application for Graduation

The formal application process for the diploma is governed by the Graduate School and published in the Graduate School Announcements (www.grad.clemson.edu). A nominal diploma fee must be paid at the time of application if mailing is required, and arrangements should be made for cap and gown rental.

Apply for graduation through your IROAR account. Choose "Apply for Graduation" under the "Student Record" menu.

Navigating the Athletic Leadership Masters of Science Program

Carrying out the steps above, along with satisfactory completion of all required coursework will ensure that you graduate. However, communicating early and often with your advisor and professors will ensure that you receive timely feedback; and using the skills of inquiry and dialogue with your fellow classmates ensures you will benefit from their shared experiences and diverse perspectives.

As a fully online program, the Athletic Leadership Master's Degree program has as one of its chief goals to create a connected, constructive, and experiential virtual learning community. To that end, remember to call or email faculty for an appointment. Faculty are available during the scheduled workday, and messages can be left for them. Your email messages and phone calls will be returned.



While it is ultimately your responsibility to see that all Clemson University regulations are followed and all deadlines met, we are here to assist you in solving any problems that might arise, and above all, to see that you are successful. We look forward to working with you.

Athletic Leadership Graduate Certificate

The four-course, graduate certificate in athletic leadership online program is designed specifically around the time demands of the intercollegiate coaching community. The certificate is designed to prepare coaches and administrators to build a philosophical foundation of leadership by equipping them with knowledge related to:

- Leadership Theories
- Student Athlete Development
- Ethical Decision Making
- Coaching Organization and Administration
- Sport Psychology Techniques for Coaches

Admission

Traditional cohort students are accepted and begin courses in the fall semester of the academic year. While this is the preferred course of action for degree completion, the faculty and staff of the Athletic Leadership program will consider spring and summer entrance when circumstances are warranted. For more information on Spring and/or summer entrance, please contact the program coordinator. Students who are applying within 5 years of undergraduate graduation must take the GRE. Applicants who have graduated with their undergraduate degree more than 5 years ago have the option to request a GRE waiver if they possess 5+ years of direct work experience in the field. Most successful candidates for admission to the certificate program will have:

- A Bachelor's degree with a GPA of 3.0 or higher
- An acceptable score on the Graduate Record Exam (GRE) or approved GRE Waiver.
- Two letters of reference
- Experience in the field of coaching, student athlete development, or athletic administration
- Online Application
- Official Transcripts
- Resume
- Letter detailing your professional goals



Curriculum

The athletic leadership graduate certificate affords students the opportunity to establish a foundation of knowledge in the areas of leadership, ethics, administrative responsibility and sport psychology. The certificate program requires the completion of the following four courses:

AL 8490 Leadership Development in Intercollegiate Athletic Programs (Fall Semester Course)

AL 8610 Administration and Organization of Intercollegiate Athletic Programs (Summer Semester Course)

AL 8620 Psychological Issues in Intercollegiate Athletics (Summer Semester Course)

AL 8630 Ethical Issues in Intercollegiate Athletics (Spring Semester Course)

This program meets the needs of students who are also working professionals. All courses are offered in an online format and are designed around the time constraints and responsibilities of the intercollegiate coaching community. If you are accepted into the certificate program, you will progress through the program by enrolling in one course during the fall and spring semesters, and two courses taken simultaneously over the summer semester. Throughout this process, students will interact with instructors and students electronically in both synchronous (at the same time) and asynchronous (at different times) formats.

Certificate Completion/Forms

Once all 4 classes have been completed with a grade point average of 3.0 or higher, the student must complete the Graduate Certificate Curriculum form and submit to Enrolled Student Services. This form can be found in the Forms and Applications webpage for Graduating Students on the Clemson University Graduate School website. To access this site directly, [click here](#).

Concentration within the MHRD program

In addition to the full Master's Degree and Graduate Certificate, the Athletic Leadership program also includes a Concentration area within the Masters of Human Resource



Development program. To obtain more information regarding this program and concentration path, please visit the [MHRD Handbook](#).

Important Phone Numbers

Graduate School: (864) 656-3195

Bookstore: (864) 656-2050

Computer Center Help Desk: (864) 656-3494

Primary Contacts for the AL Master's Degree Program

Ms. Alison Search
Student Services Program Coordinator
(864) 250-8880
alisonp@clemson.edu

Dr. Michael Godfrey
Program Coordinator
(864) 884-4406
mgodfre@clemson.edu

Athletic Leadership Full-Time Graduate Faculty

Michael Godfrey, PhD mgodfre@clemson.edu

Misty Soles, PhD msoles@clemson.edu

Kris Frady, PhD frady@clemson.edu



🌸 Check Sheet for Program Completion:

Application

AL 8490

AL 8440

GS2 Committee Selection

AL 8500

AL 8650

GS2 Plan of Study

AL 8640

AL 8630

Application for Graduation

AL 8530

AL 8700

GS7

AL 8610

AL 8510

AL 8620

AL 8710

Notes:



