## Scope of Accreditation Checklist

If your program is responding to questions about sport management programs within your institution OR if you are applying for a “change of scope” – requesting to include or exclude any programs – please fill out the following checklist and include any supporting documentation as appendices or attachments. If a sport management program or location is to be excluded, the academic unit/sport management program must provide a rationale for the exclusion. **The determination of the programs and locations to be included in and excluded from the accreditation review will be made well in advance of the self study year by the COSMA Board of Commissioners.**

1. Please complete the following chart to answer the following questions:

1. Name all degrees at your institution that follow the typical disciplinary areas of sport management (e.g., sport management, sport administration, sport marketing, sport business, athletic administration, event management, sport finance, sport leadership, and sport law.)
2. Indicate in which academic unit the program is housed (e.g., education, business, event management, etc.).
3. Include programs that have a “sport management” degree, minor, concentration, track, specialization, certificate, cognate, etc.
4. Indicate the total number of credit hours required for that degree, minor, concentration, track, specialization, certificate, cognate, etc.
5. Indicate the total number of “sport” credit hours required.
6. Calculate the percentage of “sport” credit hours relative to the total credit hours.

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| Name of program/degree | Academic unit within which program is housed | Type (major, minor, concentration, track, specialization, certificate, cognate, etc.) | Column 4: Total # of credit hours required | Column 5: Total # of “sport” credit hours required | Percentage of “sport” credit hours | Check if **including** this program in accreditation process |
| Example: Sport Management | Education | Major | 128 | 48 | 37.5% | X |
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2. Include an **organizational chart** to provide a “picture” of where each sport academic degree/program listed above is housed, including reporting lines to upper administration. This chart should show the relationship between academic units in the same College/Department that house the programs listed above and/or the relationship between other Colleges/Departments from which any of programs listed above are administrated. Indicate if any cooperative or interdisciplinary arrangements have been formalized (provide copies of agreements, if applicable).

3. Provide a list of the required “sport” courses offered in each sport management program listed in the chart and indicate **which faculty currently teach each course**. Indicate the academic unit in which the faculty are affiliated.

4. Do you offer any sport management degrees at an **off-campus location**? Are these off-campus locations under the accredited degree-granting authority of the institution? What percentage of credit hours are taught at these other campuses?

5. Do you have any online programs, distance learning programs, adult degree completion programs, accelerated programs or any other **“nontraditional” programs** in sport management? Which academic unit administers these programs?

6. Do you have any **new sport management programs**? (Normally a new degree program will have been operational, and produced graduates, for at least two years before it is reviewed for accreditation by the COSMA Board of Commissioners. All new degree programs must be reviewed by COSMA within five years of their inception.)

7. Provide **all URLs** in which a description of your various sport management programs are mentioned on your website. Include all programs outlined in the first question.

8. If you are trying to exclude a sport management program(s) from your accreditation review, tell us which one(s) and why. a) Describe the process for requesting a **degree name change** for the program(s) to be excluded. b) Describe how you would **communicate** that a program appearing to be a sport management program (either by name, location or association) is **not accredited**.