

United States Sports Academy Off-Campus Master's Degree Comprehensive Examination Application

(Revised September 2020)

- Students enrolling in the Master's Degree Program **after 1 January 2014** must select one of three academic track options before completing their Core Courses. The three-track options are: **Thesis, Non-Thesis, and Mentorship**.
 - Students who elect the **Thesis Option** will be enrolled in the **Master's Portfolio**.
 - Students selecting the **Non-Thesis Option or the Mentorship Option** will take a **Comprehensive Examination** at the end of their program of study.
- To be eligible to take the Comprehensive Examination:
 - a student must be in good academic standing, and
 - must have completed ALL degree requirements with a cumulative grade point average (GPA) of 3.0 or higher.
- Students must apply to register for the Comprehensive Examination through the Registrar's Office at **least 30 days prior** to the testing date desired. The specific testing dates for the current academic calendar year are listed in the Academic Calendar on the Academy's website and shown on the next page. Only 15 students will be allowed to sit for the Comprehensive Examination each month; examinations are offered on a "first-come, first-served" basis.
- **The Master's Off-Campus Comprehensive Examination is a timed, unproctored exam.**
- The comprehensive examination is offered on the **third Thursday and Friday** of each month, January through November. **No examinations are offered in December.**

Exam dates for the 2020-2021 Academic Calendar Year

2020	FALL – September, October, November, December 2020
17 Sep – 18 Sep	Master’s Comprehensive Examination
15 Oct – 16 Oct	Master’s Comprehensive Examination
19 Nov – 20 Nov	Master’s Comprehensive Examination
2021	SPRING – January, February, March, April 2021
14 Jan – 15 Jan	Master’s Comprehensive Examination
18 Feb – 19 Feb	Master’s Comprehensive Examination
18 Mar – 19 Mar	Master’s Comprehensive Examination
15 Apr – 16 Apr	Master’s Comprehensive Examination
2021	SUMMER – May, June, July, August 2021
20 May – 21 May	Master’s Comprehensive Examination
17 June – 18 June	Master’s Comprehensive Examination
15 July – 16 July	Master’s Comprehensive Examination
19 Aug – 20 Aug	Master’s Comprehensive Examination

Each exam date is limited to 15 students, on a first-come, first-served basis.
Please plan accordingly. There will be no exceptions.

It is highly recommended that the student schedule the exam between the hours of 8:00 a.m. and 5:00 p.m. Central Time so that the Testing Coordinator can properly monitor and assist the student if administrative problems occur.

IMPORTANT NOTES

- Students who do not take their comprehensive exam on the scheduled date and time will forfeit all fees associated with the exam.
- Grading Procedures: The comprehensive exam is more extensive than regular course exams and it is graded by a team of faculty members.
 - Students should allow up to five business days for the faculty members to grade the exam.
 - Students must receive a score of 70% or better **in each of the exam sections** in order to pass the exam.
 - The comprehensive exam is graded on a Pass/Fail basis.
 - The Registrar will notify students of their examination results via their USSA student email.
- Upon successful completion of the examination, students will be eligible for graduation.

To begin the graduation process, students must complete the Graduation Application which can be found in the Student Portal. The required graduation fee must accompany the Graduation

Application

APPLICATION – MSS Comprehensive Examination

(Please print page 3 and 4 and then complete all the required information)
Return to the Registrar’s Office via email, fax, or U.S. mail.

Email: registrar@ussa.edu
Fax: 251-625-1035
U.S. Mail: United States Sports Academy, 1 Academy Drive, Daphne, AL 36526

**If ALL of the information is NOT provided, the application will NOT be accepted
and the student will NOT be able to sit for the exam.**

STUDENT INFORMATION

Student Name: (please print) _____

Student Home Phone Number: _____

Student Cell Phone Number: _____

Student USSA Email Address: _____

(Personal email addresses will not be used. If the student’s USSA email address is not current, the student should contact the Help Desk. It is the student’s responsibility to ensure the USSA Email Address is current and operating properly)

MASTER’S COMPREHENSIVE EXAMINATION INFORMATION

Major: _____

Selected Examination Month: _____

Check one:

This is my first attempt _____

This is my second attempt _____

(If you selected “second attempt” when did you take the exam the first time? _____)

PAYMENT

Payment Method: _____

I understand that my credit card will be charged in the amount of \$225 for the Master's Comprehensive Examination fee. This fee applies to all first-time applicants and to all students retaking the examination.

I understand that if I do not appear for the examination as scheduled, all registration fees will be forfeited.

Credit Card Type: (Visa, MasterCard, Discover) _____

Credit Card Number: _____

Expiration Date: _____ CVV Code _____ Billing Zip Code _____

This form will NOT be processed without signature and date.

Student Signature: _____ Date: _____