



Dr. David LaVetter
Arkansas State University
2105 E. Aggie Road
Jonesboro, AR 72401

August 23, 2012

To Dr. LaVetter:

Thank you for submitting your application fee for membership to the Commission on Sport Management Accreditation (COSMA). Your annual membership payment of \$1,800 was received on August 16, 2012. The fiscal year runs from July 1 – June 30. This letter serves as the official record of your membership into COSMA.

Candidacy Status

The next step in the accreditation process is to obtain "Candidacy Status." The purpose of a COSMA member obtaining Candidacy Status is to provide your academic unit/sport management program with an opportunity to prepare itself for the development of a comprehensive self-study (or self-evaluation) and then have a site visit conducted by a professional team of evaluators from COSMA. The Candidacy Status process will save your program considerable time and effort in preparing the self-study and build understanding and confidence in the overall accreditation process. **All materials should be submitted electronically as one .pdf.** The candidacy process for an institutional member with U.S.-based regional accreditation includes submitting the following information to COSMA for review:

1. A copy of the most recent regional reaffirmation of accreditation letter or, for institutions that recently received accreditation, a copy of the regional accreditation letter.
2. An electronic copy (.pdf) of the most recent catalog for undergraduate and graduate programs. If the catalog is online, provide the URL.
3. A program overview of the academic unit/sport management program which includes the following (please provide page number references to the online or electronic catalog):
 - a. The mission statement of the academic unit/sport management program.
 - b. Reference the specific page number in the institution's catalog **and** cut and paste the information into the body of your submission which:
 - 1) Describes the sport management program
 - 2) Identifies the academic credentials of each full-time faculty who teaches in the sport management program, including the highest earned degree and major field of study
 - 3) Identifies the sport management core courses required by each sport management major and/or concentration
 - 4) Identifies the general education requirements for each sport management major and/or concentration
 - 5) Identifies the required courses beyond the sport management core courses for each sport

management major and/or concentration

- c. The number of undergraduate and graduate students majoring in sport management programs for each of the past three years
 - d. The number of degrees conferred, for the past three years, in sport management programs, listed by degree, major, and concentration.
4. A complete outcomes assessment plan for the academic unit/sport management program or the outline of a proposed plan **using the format of the included sample plan**. This plan should include the mission and goals of the program, student learning outcomes, basic skills development, personal development, and operational effectiveness. The plan should also include copies of assessment instruments and rubrics. Further detail on COSMA's outcome assessment expectations can be found in the Accreditation Principles and Self-Study Preparation Manual: www.cosmaweb.org/manuals.
 5. The most current assessment results from the direct and indirect measures of student learning.
 6. A description of the linkages between the academic unit/sport management program and industry (e.g., advisory board, internships, etc.).
 7. Organizational charts for the academic unit/sport management program and the institution.
 8. A letter from the president and/or chief academic officer affirming the institution's commitment to attaining and maintaining excellence in sport management education and supporting the COSMA's accreditation process.

If needed, mentoring is available through the COSMA to assist the academic unit/sport management program in compiling the information required for the candidacy process. Please contact me as indicated below to request mentoring.

The information outlined above should be sent **electronically as one .pdf** to cosma@cosmaweb.org for review at your earliest convenience. The Board of Commissioners holds bimonthly conference calls to discuss Candidacy Status applications. Please check the website for an updated schedule of calls. All submissions must be received two weeks prior to the conference call. When the Candidacy requirements have been met, the academic unit/sport management program will be granted Candidacy Status by the Board of Commissioners. The academic unit/sport management program will remain as an institutional member until it is granted Candidacy Status.

After Candidacy Status is obtained, the academic unit/sport management program will, in consultation with COSMA, determine the timeframe for attaining first-time accreditation.

Candidacy Status in COSMA normally will not exceed five years. Under extenuating circumstances, a single one-year extension may be approved by the Board of Commissioners. Under no circumstance is there any guarantee that candidates for accreditation will be accredited. Such determination is made by the COSMA Board of Commissioners after a self-study or self-evaluation is prepared and a site visit is conducted.

Please contact me with any questions at cosma@cosmaweb.org.

Sincerely,

Heather L Alderman

Heather Alderman
Executive Director