

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

(Revised September 2019)

- 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 must be proctored by Examity, the Academy's online proctoring service.**

Examity is accessed directly through the Learning Management System (Canvas) course shell. After the student is enrolled in the Comprehensive Examination course shell, he/she must create a profile with Examity. After the profile is created, the student may schedule the exam. A picture ID is required to create a profile and the same ID must be shown to the online proctor on the day of the exam.

For more information about Examity, use the Canvas [Student Integrated Quick Guide](#).

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 2019-2020 Academic Calendar Year

2019	FALL – September, October, November, December 2019
19-20 September	Master’s Comprehensive Examination
17-18 October	Master’s Comprehensive Examination
21-22 November	Master’s Comprehensive Examination
2020	SPRING – January, February, March, April 2020
16-17 January	Master’s Comprehensive Examination
20-21 February	Master’s Comprehensive Examination
19-20 March	Master’s Comprehensive Examination
16-17 April	Master’s Comprehensive Examination
2020	SUMMER – May, June, July, August 2020
21-22 May	Master’s Comprehensive Examination
18-19 June	Master’s Comprehensive Examination
16-17 July	Master’s Comprehensive Examination
20-21 August	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.

EXAMITY PROCTORING INFORMATION

1. The student will be notified by email when the Canvas examination course shell is open. At that time, the student should create the Examity profile and schedule the examination. The exam itself will remain locked until the actual exam date.
2. Examity requirements:
 1. Webcam
 2. Functioning computer microphone
 3. Compatible web browser: Google Chrome, Mozilla Firefox, or Safari
4. Internet Explorer is NOT an acceptable web browser.

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 two weeks for the grading process to take place.
 - 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 4 and 5, the 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 Date: _____

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: _____