

UNITED STATES SPORTS ACADEMY

“America’s Sport University”



Undergraduate Programs Academic Catalog 2005-2006

1 September 2005

United States Sports Academy
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Honor Code for the United States Sports Academy

As a student at the United States Sports Academy (USSA), you are joining a community of scholars who are committed to the pursuit of excellence in the instructional process; therefore, we expect the same by all members of the community. It is expected that all students will pursue their studies with both integrity and honesty. Those students who choose not to do so are forewarned that academic integrity and honesty are taken very seriously at USSA. Any student caught in academic dishonesty, including but not limited to plagiarism and cheating, will be subject to disciplinary action, which may include expulsion from the program.

Notice to All Students

The United States Sports Academy is an equal opportunity, coeducational, not-for-profit institution of higher learning. It is open to all students and faculty and does not discriminate in admissions or employment on the basis of race, color, sex, age, religion, disability or national origin. Every effort has been made to include in the catalog information, which at the time of printing, most accurately and pertinently mirror the United States Sports Academy within the context in which it is offered. However, the provisions of this catalog are subject to change by the United States Sports Academy without prior notice and do not constitute a contract between any student and the United States Sports Academy. As a private institution, the Academy explicitly reserves the right to judge whether it is in the best interest of the institution that a student be allowed to continue affiliation and may, for reasons deemed sufficient by the Academy itself, discontinue affiliation. By registering, the student concedes to the Academy the right to require withdrawal whenever the Academy deems withdrawal necessary.

The United States Sports Academy accepts students regardless of race, religion, gender, age, disability or national origin.

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1. GENERAL POLICIES AND INFORMATION	1
1.1. Mailing Address	1
1.2. Communicating with the Academy	1
1.3. Special Provisions	1
1.4. Accreditations.....	2
1.5. Alabama State Licensure and Certification.....	2
1.6. Military Programs.....	2
1.7. History and Purpose	2
1.8. The Philosophy of the Academy	4
1.9. Mission Statement	5
1.10. Goals of the Upper-Division Undergraduate Degree Program.....	5
1.11. Expectations of Students at the Undergraduate Level.....	6
1.12. Location	6
1.13. Affiliations.....	7
2. United States Sports Academy Academic Calendar.....	9
3. ADMISSION TO THE UNDERGRADUATE PROGRAM	10
3.1. E-Mail Requirement.....	10
3.2. General Admission	10
3.3. Admissions Requirements.....	11
3.4. Transfer of Credit	13
3.5. Remediation Entrance Program.....	15
3.6. Issuance of a Certificate of Eligibility (Form I-20).....	15
3.7. Admission Factors	16
3.8. Statute of Limitation on Acceptance.....	16
3.9. Registration/Orientation for the Undergraduate Program	16

3.10.	Registration: Class Admission Cards (Residential Students).....	17
3.11.	Institutional Testing Codes	17
3.12.	Testing Facilities.....	17
3.13.	Alabama and Other State Teaching Certification Requirements.....	18
4.	DIVISION OF ACADEMIC AFFAIRS.....	19
4.1.	Bachelor of Sports Science Degree Program	19
4.2.	Delivery Options	20
4.3.	Affiliated Groups.....	20
4.4.	Sports Management Degree Curriculum.....	21
4.5.	Sports Coaching Degree Curriculum.....	22
4.6.	Resident Four-Year Rotation Undergraduate Program	24
4.7.	Undergraduate Course Descriptions.....	25
5.	Upper Division Undergraduate Degree Fees and Costs	31
5.1.	Enrollment/Application Fees.....	31
5.2.	Registration Course Fees.....	31
5.3.	Special Fees.....	31
6.	Financial Aid Programs	33
6.1.	Types of Assistance Available for Undergraduate Students Who Qualify	33
6.2.	Steps to Apply for Financial Aid.....	34
6.3.	Distribution of Financial Aid Funds.....	35
6.4.	Veterans Administration Programs	35
6.5.	Definition of Academic Year	36
6.6.	Satisfactory Academic Progress.....	36
6.7.	Reinstatement of financial aid academic eligibility and appeals of decisions:	37
6.8.	Return of Title IV Funds	37

6.9.	Review of USSA Financial Aid Processes.....	38
7.	UNDERGRADUATE DEGREE REGULATIONS/POLICIES/PROCEDURES	40
7.1.	Academic Integrity	40
7.2.	Academic Probation/Dismissal	40
7.3.	Academic Update	41
7.4.	Accounts Receivable from Students.....	41
7.5.	Adding/Dropping Courses.....	41
7.6.	Advising Program.....	42
7.7.	Application for Graduation.....	42
7.8.	Attendance Policy: Resident and Distance Learning	42
7.9.	Auditing Classes.....	43
7.10.	Campus Computing and E-mail.....	43
7.11.	Catalog Coverage and Change.....	43
7.12.	Change of Major	44
7.13.	Committees – Structure and Function	44
7.14.	Conferring of Degrees	44
7.15.	Continuance Policy	44
7.16.	Course Descriptions - Expanded	45
7.17.	Course/Instructor Evaluation	45
7.18.	Distance Learning Faculty.....	45
7.19.	Drug and Alcohol Policy	45
7.20.	Examinations	45
7.21.	Exit Interviews.....	46
7.22.	Facilities.....	46
7.23.	Recreational Facilities and Activities	47

7.24.	Full Time Student	47
7.25.	Grading Policies & Procedures.....	48
7.26.	Grading System	48
7.27.	Grade Appeal Procedures	49
7.28.	Graduation Requirements	50
7.29.	Health Services	51
7.30.	Holds.....	51
7.31.	Mentorship – Culminating Experience.....	52
7.32.	Microsoft Campus Agreement	52
7.33.	Motor Vehicle Registration/Parking.....	53
7.34.	The National Faculty	54
7.35.	Online Course Grading.....	54
7.36.	Online Student Security.....	54
7.37.	Program of Study (POS).....	54
7.38.	Readmittance	54
7.39.	Refund Policy	55
7.40.	Repeat Policy.....	55
7.41.	Special Student Services.....	56
7.42.	Statute of Limitations for Degree Completion	56
7.43.	Student Conduct.....	56
7.44.	Student Mail.....	58
7.45.	Student Organizations.....	58
7.46.	Student Petitions on Grades, Policies and Procedures.....	60
7.47.	Release of Grades	62
7.48.	Transcripts	62

7.49.	Weapons Policy	62
7.50.	Withdrawing from the Academy	62
7.51.	Coordinator of Student Services	63
8.	Faculty	64
9.	Addenda	67
A.	Student Rights and Responsibilities	A-1
B.	Application for Admission Form.....	B-1
C.	Pre-Admission Achievement Form	C-1
D.	Program of Study (POS) Forms.....	D-1
E.	Graduation Audit Sheets.....	E-1
F.	Request for Transcript Form.....	F-1

1. GENERAL POLICIES AND INFORMATION

1.1. Mailing Address

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Fax: 251-625-1035 (Student Services)
E-mail: academy@ussa.edu
World Wide Web: <http://www.ussa.edu>

1.2. Communicating with the Academy

For information concerning a specific program or area of study, address correspondence to the Office of Student Services.

1.3. Special Provisions

The United States Sports Academy is an equal opportunity, coeducational, not-for-profit, independent institution of higher education. It is open to all students and faculty and does not discriminate in admissions or employment on the basis of race, color, sex, age, religion, disability, or national origin. Every effort has been made to include in the catalog information that at the time of printing, most accurately and pertinently mirrors the United States Sports Academy within the context in which it is offered. However, the provisions of this catalog are subject to change by the United States Sports Academy without prior notice and do not constitute a contract between any student and the United States Sports Academy.

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Fees, charges, and costs set forth in this catalog are subject to change at any time without prior notice. All courses, programs, and activities described in this catalog are subject to change, cancellation, or termination by the institution at any time. Academy regulations and degree requirements are subject to revision during the effective period of this catalog to reflect changes in policies, occupational and licensure requirements, and other changes related to the quality of the program. The catalog that will govern the student's enrollment

at the Academy will be the one in force on the date of the first enrollment in any course of the institution.

The provisions of the Family Educational Rights and Privacy Act of 1974 require that all students be notified of the rights afforded them by that act. In compliance with that requirement, a copy of the act is available in the Office of Student Services at the Academy and can be accessed through the World Wide Web at www.deltabravo.net/custody/ferpa.htm.

A statement setting forth the type of student records maintained by the institution, the names and locations of persons responsible for maintaining them, and the procedures established for access to, review, and disposition of such records is published in the USSA Administrative Manual. Students wanting to view their records should see the Dean of Student Services.

1.4. Accreditations

The United States Sports Academy is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Baccalaureate degree (level II), the Masters of Sport Science degree (level III), and the Doctor of Sports Management degree (level V).

1.5. Alabama State Licensure and Certification

The Academy is also licensed by the Alabama Department of Education to grant the Master of Sports Science and the Doctor of Sports Management Degree.

Students seeking teaching certification in states other than Alabama should check with their local school district administration and State Department of Education.

1.6. Military Programs

The United States Sports Academy is currently affiliated with the Department of Defense Activity for Non-Traditional Education Support (DANTES) distance learning program. Members of the Armed Forces who wish to use the Services Tuition Assistance Program to pursue distance-learning opportunities with the USSA may do so. The United States Sports Academy is a member of the Service-Members Opportunity Colleges. Service members should visit their Education Center or Navy Campus office for information about current tuition assistance policy and procedures. The academy is also an approved educational institution for the Veteran's Administration.

1.7. History and Purpose

Dr. Thomas P. Rosandich, the current President and Chief Executive Officer founded the United States Sports Academy in 1972, in direct response to the ever-increasing needs and demands in sport and society in America. From the beginning, the Academy's general

mission has been to serve the nation and the world as a sport education resource, upgrading sport through programs of instruction, research, and service.

The Academy was born from the United States' need for a national school of sport. This need was highlighted by the inferior United States' performance at the 1972 Munich Olympiad, due largely to poor administration, the lack of medical support, unscientific coaching, and training.

The National Association of Collegiate Directors of Athletics (NACDA) was supportive of upgrading education in coaching, management, and sports medicine and provided a forum for an exchange of ideas. From the NACDA forum came the Academy's first Board of Advisors (today's Academy's Board of Visitors). That advisory board played a key role in the development of the basic founding concepts for establishment of a graduate institution for the education of teachers, coaches, sports medicine specialists, and administrators, primarily at the nation's secondary school level.

Implementation of these concepts fell to the governing Board of Directors (today's Board of Trustees), which consisted of diverse professionals with specific expertise important to the formation of such an organization. The founding Board included Mr. Robert Block, media specialist; Mr. Charles Cape, attorney (deceased); Mr. Gerald Hock, accountant; Dr. George Uhlig, educator; and Dr. Thomas P. Rosandich, sport administrator. Four of these members continue to serve to this day.

Perhaps the true wealth of the Academy is its National Faculty that was developed during the Academy's formative years. It consists of distinguished sport educators in all areas of sport. Members of the Academy's National Faculty have served as sport specialists throughout the world in the Academy's cultural exchange programs reaching out to some 60 nations of the Americas, Africa, and Asia.

A milestone in the Academy's development was reached in 1976 with the signing of its first international agreement to deliver educational and training programs in the Kingdom of Bahrain, Arabian (Persian) Gulf. Since that time, the Bahrain Sport Institute (BSI), patterned after the Academy, has been established to deliver special programs in sports coaching, sport management, sports medicine, physical fitness testing, and research.

In 1981, the Academy became a candidate for membership in the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). The Academy was evaluated by SACS in 1983 and admitted to membership on 13 December 1983. Thus, the Academy became the nation's first and only free-standing, accredited institution dedicated solely to professional graduate studies in sport. In the summer of 1986, a new milestone was reached when the Academy purchased a permanent campus in Daphne, Alabama, on the Eastern Shore of Mobile Bay. In the summer of 1988, following a two-year self-study, the Academy received reaffirmation of accreditation from the Commission on Colleges of SACS. In 1996, the USSA was accredited at the doctoral level and the distance learning delivery system was reviewed. Since then, the Academy has undergone its ten-year comprehensive self-study and a successful reaffirmation of accreditation in December 1998.

Work on the upper-division undergraduate degree program formally began in May 2002 with a recommendation from the Institutional Effectiveness Committee to the Academic Committee. The Academic Committee voted on 14 May 2002 to recommend to the Cabinet the adoption of an upper-division undergraduate degree program. The Cabinet concurred and voted to recommend to the Board of Trustees that the program be developed. The Executive Committee of the Board of Trustees in their regularly scheduled meeting in May 2002 voted to authorize the commencement of a Southern Association of Colleges and Schools (SACS) Substantive Change process for the implementation of an upper-division undergraduate degree program. The Full Board of Trustees ratified this decision in its regularly scheduled annual meeting in July 2002. On 24 June 2004 SACS approved the candidacy for accreditation for the Upper-Division Undergraduate Program.

One of the visions of the Academy during its conception was that it would be a university without walls so that the Academy could meet the needs of its students by teaching sport in any location on the globe. The Academy has met this challenge and offered a great deal of flexibility to its students through innovative teaching practices such as the mentorship, independent, and individualized study. The full promise of this concept was realized in the fall of 1993 with the introduction of the distance learning delivery system that now enables master's degree students to take their entire curriculum away from the Academy campus with the exception of the comprehensive examination.

A secondary mission of the Academy has been the establishment and development of the American Sport Art Museum and Archives (ASAMA). A division of the United States Sports Academy, ASAMA is dedicated to the preservation of sport art and archival materials and is located in the main building on the Academy campus. The gallery has periodic exhibits by renowned sport artists throughout the year. An annual event for ASAMA is the Awards of Sport program. Designated as a Tribute to the Artist and the Athlete, the medallion series recognizes outstanding performances and contributions by national and international leaders, coaches, administrators, athletes, and artists in the world of sport.

1.8. The Philosophy of the Academy

The Academy believes that sport is both an academic discipline and an industry. As such, students need to learn both the theory of the discipline and the application of that theory to the industry to prepare for their chosen career.

As an academic discipline, sport has both a discernible and distinct body of knowledge in higher education at both the undergraduate and graduate levels. The Academy provides a strong theoretical body of knowledge for its students.

In addition, the Academy recognizes that the students must be able to apply the theory successfully in the industry. Hence, the Academy also emphasizes experiential learning both in the classroom and field study called Mentorships where students, working with leaders in the industry, apply the theory to provide practical solutions to problems.

1.9. Mission Statement

The Academy is an independent, non-profit, special mission school of sport offering programs of instruction, research and service nationally and internationally. The role of the Academy in higher education is to prepare men and women for sport professions.

1.10. Goals of the Upper-Division Undergraduate Degree Program

The specific goals of the upper-division undergraduate program were conceived with the mission of the Academy in mind and are distinct from those developed for the graduate program. The goals and objectives in the individual courses for both majors are written to these specific program goals which are designed to introduce students to the theory, principles and methods used in sport science by providing instruction and supervised practice, i.e.

1. To require students to read and analyze existing texts and journals to gain knowledge of the principles and methods governing the practices in the profession of sport.
2. To provide class work on the theory and practice of the sport disciplines to produce educated individuals who can:
 - A. Think independently.
 - B. Articulate clearly their own ideas orally and in writing.
 - C. Discuss with conviction issues of significance in their chosen discipline.
 - D. Exhibit an expanded view or vision of the sport discipline of their major specifically and sport in general.
 - E. Understand an expanded view on sport and its role in society on a national and international basis.
3. To provide class work which shows students how to take theoretical information and put it into practice by:
 - F. Reviewing issues and trends in the world of sport and making appropriate application of the knowledge in creating solutions.
 - G. Gaining knowledge of the theory of sport in order to apply it correctly, to the right situation at the right time.
 - H. Demonstrating the appropriate skill sets to work in the profession of sport at various levels from amateur through professional.
 - I. Engaging in self-directed study, critical thinking, critical incidence reporting and problem solving specifically in sport and in the world in general.
4. To increase the student's awareness of the need for a personal philosophy and the use of ethical principles related to their chosen profession and life in general, by:
 - J. Reading information on the philosophical, sociological, psychological and historical aspect of the sport profession in the United States.
 - K. Gaining knowledge of current sport literature, its origins, deviations and expressions in a contemporary world.

- L. Gaining knowledge of ethical principles and how these can be applied in the world of sport and life in general.
- 5. To provide materials necessary for students to gain the knowledge, skill sets and practical abilities to succeed in the discipline of the sport major being studied.
- 6. To provide a practical experience in the area of sport discipline where the student can fully test the knowledge and sets of skills acquired in real life experience under a qualified mentor.

1.11. Expectations of Students at the Undergraduate Level

The Academy anticipates that students, both national and international, will come from a variety of backgrounds to pursue their Bachelor of Sports Science (B.S.S.) degree programs. Recommended backgrounds may include physical education, liberal arts, sport, business administration, and related fields including management, marketing, finance, or human resources. Other backgrounds will be considered according to work experience in sport. Upon receipt of the B.S.S. degree, students are expected to assume regional, national, or international positions in the development, delivery, or administration of sport or sport education programs. Those already employed in sport or sport education are expected to have enhanced skills, knowledge, and understanding which will promote the advancement of sport, sport education, or Sports Sciences.

Throughout this catalog there are statements that are the policy for student rights and responsibilities. These statements have been brought together as a composite document called Student Rights and Responsibilities. The composite document should be read thoroughly by each undergraduate student. A copy of this composite document may be found in Addendum A.

1.12. Location

The Academy campus is located in Daphne, Alabama, on the beautiful Eastern Shore of historic Mobile Bay. To reach the Academy, take Exit 35 off U.S. Interstate 10 and travel one mile south on U.S. Highway 98 East.

The area enjoys semi-tropical weather most of the year with average temperatures ranging from the 50s in January to the 90s in July. One of the fastest growing areas of the Sun Belt, Metropolitan Mobile has a population in excess of 400,000.

Famous for its boating, fishing, and close proximity to the white sand beaches of the Gulf of Mexico, the area is also well known for the beauty of its architecture and abundant greenery and flowers.

Metropolitan Mobile has a strong international flavor dating back almost 500 years when the Spanish, the first European explorers, first sailed into Mobile Bay. Since then, five other flags have flown over Mobile: French, English, Confederate, United States, and Mobile's own.

The Port City has much to offer residents, visitors, and Academy students. It is the home of the Senior Bowl (an all-star college football game), the Mobile Alabama Bowl, the Mobile Bay Bears (San Diego Double A baseball team), Mardi Gras (a festival of parades and activities prior to Lent), America's Junior Miss pageant, and numerous cultural and recreational activities making the area a great place to live and to learn.

1.13. Affiliations

Listed below are some of the organizations in which the Academy, faculty or staff are represented with memberships:

Alabama Art Education Association
Alabama Association of College and University Business Officers
Alabama Association of International Educators
Alabama Association of Student Financial Aid Administrators
Alabama Council of Graduate Deans
Alabama Distance Learning Association
Alabama Museums Association
American Alliance for Health, Physical Education, Recreation, and Dance
American Association of Collegiate Registrars and Admissions Officers
American Association of Museums
American Association of Presidents of Independent Colleges and Universities
American Library Association
Association for Institutional Research
College and University Personnel Association
Council for the Advancement and Support of Education
Council for Advancement of Private Colleges in Alabama
Council on Higher Education Accreditation
Eastern Shore Chamber of Commerce
International Association of Sport Museums and Halls of Fame
International Coaches Association
International Council for Health, Physical Education, Recreation, Sport and Dance
International Council of Sports Science and Physical Education
International Sport For All Federation
International Society of Olympic Historians
National Association of Academic Advisors for Athletics
National Association of College and University Business Officers
National Association of Collegiate Directors of Athletics
National Association of International Educators
National Association of Student Financial Aid Administrators
National Strength and Conditioning Association
National University Continuing Education Association
Network of Alabama Academic Libraries
North American Society for Sport History
North American Society for Sports Management
Southern Association of Colleges and Schools
Southern Association of Collegiate Registrars and Admissions Officers

Southern Association of Student Financial Aid Administrators
Southern Regional Electronic Campus
United States Distance Learning Association
United States Track and Field Coaches Association

2. United States Sports Academy Academic Calendar

2005-2006		FALL SEMESTER	2006-2007	
2005			2006	
6	August	Fall Resident Pre-Registration Deadline	7	August
5	September	Labor Day Holiday	4	September
6	September	Resident Orientation/Registration	5	September
7	September	Resident Classes Begin	6	September
14	September	Last Day for Resident Late Registration	13	September
15	September	Last Day to Drop/Add with Refund	15	September
9	November	MAT Testing	11	November
24	November	Thanksgiving Holiday	23	November
1	December	Last Day to Register for DSM Spring Comp Exam	1	December
12	December	Last Day to Drop a Course with a W Grade	15	December
16	December	Last Day of Resident Classes	15	December
15-16	December	Resident Semester Examinations	14-15	December
19	December	Winter Break	18	December
SPRING SEMESTER				
2006			2007	
9	December	Spring Resident Pre-Registration Deadline	8	December
4-6	January	DSM Comprehensive Examination	3-5	January
9	January	Resident Orientation/Registration	8	January
10	January	Resident Classes Begin	9	January
16	January	Martin Luther King Holiday	15	January
17	January	Last Day for Resident Late Registration	16	January
23	January	Last Day to Drop/Add with Refund	22	January
1	February	MAT Testing	1	February
28	February	Mardi Gras Holiday	20	February
17	April	Last Day to Drop a Course with a W Grade	16	April
26	April	Last Day of Resident Classes	25	April
27-28	April	Resident Semester Examinations	26-27	April
SUMMER SESSION				
2006			2007	
5	May	Summer Resident Pre-Registration Deadline	4	May
29	May	Memorial Day Holiday	28	May
4	June	Resident Orientation /Registration	3	June
5	June	Resident Classes Begin	4	June
7	June	MAT Testing	6	June
12	June	Last Day for Resident Late Registration	11	June
13	June	Last Day to Drop/Add with Refund	12	June
21	June	Last Day to Apply for Summer Comprehensive Exam	20	June
3	July	Last Day to Drop a Course with a W Grade	2	July
4	July	Independence Day Holiday	4	July
6-8	July	DSM Comprehensive Examinations	5-7	July
14	July	Last Day of Resident Classes	13	July
14-15	July	Resident Semester Examinations	12-13	July
21-22	July	*MSS Comprehensive Examinations	20-21	July
22	July	Graduation	21	July

**Masters comprehensive examinations are offered on the main campus in Daphne. Off-campus Masters Comprehensive Exams are offered the 3rd Thursday of each month. Applications for off-campus Masters Comprehensive Exams must be received by the 30 days prior to the test date desired.*

3. ADMISSION TO THE UNDERGRADUATE PROGRAM

All inquiries and applications should be sent to the Office of Student Services.

Applications for admission to the Upper Division Undergraduate Program are accepted on an ongoing basis. Online students may start their course work at any time following acceptance. Orientation and registration for online students is done by phone, electronic mail, or Internet. Orientation and registration is held on campus for all resident students. All fees and tuition are due at the time of registration for both online and resident students.

3.1. E-Mail Requirement

All students are required to have a usse.edu e-mail address at the beginning of his/her first course of study. Residential students can use local network accounts to access the Internet. Online students must use their ussa.edu address for all course work using the distance learning delivery system. All notices, newsletters, and official communications that are sent by e-mail will be sent to the student's ussa.edu account. Students are responsible for checking their assigned ussa.edu account periodically for such communications. Please note; it is the student's responsibility to use the proper e-mail address in course work and to notify the Academy of any changes in his/her back-up personal e-mail address. Students are also required to adhere to academy policies with respect to use of the network and e-mail facilities described elsewhere in this catalog.

3.2. General Admission

All prospective students for the Upper Division Undergraduate Degree Program must undergo the application and admissions process. This process is designed to determine whether or not the applicant has completed the requisite general education requirements and has accumulated sufficient transferable credit necessary for admission. Further, applicants are evaluated in an effort to predict whether or not they will ultimately be successful in completing the degree requirements for the Bachelor of Sports Science degree from the Academy in their chosen discipline. To that end, the documents that the student must submit as a part of the admissions process are crucial and include:

1. Application Form (See Addendum B). All prospective students must complete the Application Form. Domestic students can do this online while foreign students are required to download and submit a paper-based application.
2. Application Fee. Applicants are required to pay the non-refundable application fee. The application fee for domestic students is \$100.00 and \$150.00 for foreign students.
3. Transcripts. While applicants may submit copies of their transcripts evidencing their previous educational attainments for evaluation purposes, they must arrange to have official transcripts submitted from their previous institution(s) in order to be admitted to full standing.

4. A written essay describing the motivations or reasons for pursuing a Bachelor of Sports Science Degree.
5. Résumé. Applicants must submit a résumé detailing their educational and professional attainments.
6. Notification. Applicants accepted by the Applicant Evaluation Committee are sent a letter indicating their admission status, which is either full standing or conditional, and what they must do to move to full standing if they are accepted conditionally. Applicants who are rejected by the Applicant Evaluation Committee are sent a letter which includes what they may do, if anything additional, to gain acceptance into the program.
7. Registration. Once accepted, students are assigned a faculty advisor and are notified that they are eligible to register for courses. The student is given instructions on accessing the online orientation (in the case of a distance learning student) or the time and place for registration and orientation (in the case of a resident student), the advising and registration process and the need to work with their faculty advisor before attempting to register for classes.

With respect to applicant transcripts, the Academy will accept unofficial copies of an applicant's transcripts for evaluation purposes during the admissions process. The decision to do so is based on instances in which official transcripts requested by an applicant have taken months to arrive in the Registrar's office. Students who are admitted into the program on the basis of unofficial transcripts are admitted in a conditional status and cannot move to full standing until the official transcripts are received as outlined in "Admissions Requirements" (below).

3.3. Admissions Requirements

Students interested in pursuing the Bachelor of Sports Science degree in either Sports Coaching or Sports Management may be accepted from a variety of academic backgrounds.

The admission standards for those seeking Bachelor of Sports Science degree in Sports Coaching or Sports Management are the same (See Addendum C). Students must satisfy one of the following sets of criteria for full-standing admission:

1. Present proof of an associate's degree from a regionally-accredited junior or community college with an emphasis in sport, physical education, recreation, leisure, business administration, liberal arts, or a related field which demonstrates completion of the 30 semester credit hour general education requirement with a 2.0 or better GPA as provided for in the SACS "Principals of Accreditation" and required by the Alabama State Board of Education. Alternatively, students who have not graduated from a junior college may present a minimum of 60 and up to a maximum of 75 transferable semester hours from an accredited institution. Specifically, the general education requirements consist of the following:

- 3-6 hours in English
- 3-6 hours in fine arts/humanities
- 3-6 hours in social/behavioral science
- 9-12 hours in natural science/mathematic
- Remaining electives in above areas to total 30 hours

30 hours total

2. Foreign students, unless associate's degree holders from American junior or community colleges OR who have completed 60 semester credit hours or more from an English speaking regionally accredited institution, must take the TOEFL and score 550 or better on the paper-based format or 213 or better on the computer-based format to be eligible for full-standing admission to the program. Students may be conditionally admitted with a TOEFL score of 500 to 549 on the paper-based format or a score of 193 to 212 on the computer-based format.

In addition, foreign students must have certified English translations of foreign school transcripts evaluated by an international transcript evaluation service to demonstrate that they have attained a minimum of 60 and up to a maximum 75 semester hours of transferable credit. Among the semester credit hours to be transferred are the 30 semester credit hours of the general education requirement with a cumulative GPA over 2.0 as set out in the preceding paragraph. The only exception to this requirement is that the 3-6 hours of English composition or English language arts that may be waived by a TOEFL score that will admit the student into full standing.

Students who do not meet the above criteria but wish to matriculate into the upper-division undergraduate degree program may be admitted on a conditional basis. A conditionally admitted student will register in the same manner as a full-standing student and all work taken as a conditional student will automatically apply toward the student's degree when the student is granted admission as a full-standing student. Conditionally admitted students will not be allowed to progress in the program without meeting the requirements outlined below.

1. If the student has less than a 2.0 GPA for 60 transferable semester hours of class, then the student may be conditionally admitted, but only under the following conditions:
 - A. Students may enroll in up to four classes in the required core curriculum and must complete each class with a C grade or better to continue.
 - B. If any of the grades in the coursework submitted to meet the general education requirement are below a D, the student must retake the general education course in question and score D or better with a cumulative overall GPA of 2.0 in so doing. Students who do not fulfill these requirements will be dropped from the program.
 - C. Students with fewer than 60 but with at least 49 transferable semester credit hours may be admitted conditionally. Students must have completed all of the admission criteria in each category as outlined in the "Admission Requirements" (above) before the completion of their 12th semester credit

hour. Failure to fulfill admission criteria will result in the student being prevented from registering for additional course work pending completion of said criteria.

2. If a student is admitted in a conditional status because required admission documents such as an official transcript are missing, the student must provide the required documents before completing the first 12 semester credit hours of enrollment. If the required documents are not received, subsequent registrations must be approved by the Dean of Academic Affairs.
3. In the event that a foreign student is admitted conditionally because of a low TOEFL score, the student may take six semester credit hours of English composition or English language arts, posting a GPA of 2.0 or better for the coursework. Alternatively, the student may elect to take English as a Second Language (ESL) courses and re-take the TOEFL test to meet the required minimum score for admission in a full standing status.

Lastly, it is possible that some students may seek to take some undergraduate course work from the Academy to transfer to another institution. These students will be deemed to be non-degree-seeking and will be defined as a student who desires enrollment in a course but does not intend to enter the Academy's upper-division undergraduate degree program. Such students will be required to complete an application form accompanied by an official undergraduate transcript and a non-refundable application fee. These documents and fees are used to establish a student file and determine eligibility for the subsequent credit students will earn if they successfully complete the course. An Academy transcript will not be available to the student without the aforementioned documents, and financial aid will not be available to non-degree-seeking students.

3.4. Transfer of Credit

A student may transfer between 60 and 90 semester credit hours to the Academy toward fulfilling the requirements of the degree. Transfer credit shall only be accepted under the following conditions:

1. The first 60 semester credit hours students transfer from a college or university must include the completion of the general education requirement of 30 semester hours and 30 semester credit hours which would lead to the completion of an associate's degree or its equivalent in the areas of sport, leisure, physical education, recreation, kinesiology, business, applied sciences or liberal arts.
2. Transfer of credit beyond the 60 semester credit hours will be limited to 30 semester credit hours. These 30 semester credit hours must represent collegiate-level course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those contained within the Academy's upper-division undergraduate degree program.
3. Transferable credit on required or elective courses must be at the D level or higher.

4. There is no credit given for experiential learning.

3.5. Remediation Entrance Program

This is a specially designed program for individuals who have been out of school for at least five years, posted poor grades at their previous institution, and have an interest in earning a degree in sport. Admission in this manner includes only those individuals who have taken at least 49 or more semester hours of credit, have completed the general education requirements outlined above but who do not have a 2.0 GPA in these classes. The program is designed to give students a second chance to prove their ability to do well enough to earn a bachelor's degree in a subject area that they enjoy.

In the "Remediation Program", students must only retake courses in which they have an F or failing grade, but while they are repeating these courses at another institution, they will be allowed to enter either program (Sports Management or Sports Coaching) and take the core courses only. To continue in the remediation program, the student must make a C or higher in the course repeated and the core requirements. Failure in either area will result in the student being dropped from the program.

The concept is to have the students demonstrate their academic ability by the attainment of a C or better grade in each and every one of these remedial courses. If students prove themselves through performance in the classroom by repeating all the classes in which they originally received an F and scoring a grade of at least a C together with scoring a C or better on the Academy's core courses, they will be admitted in full-standing with all the rights and privileges thereto appertaining.

3.6. Issuance of a Certificate of Eligibility (Form I-20)

An international applicant must submit the following to Student Services for issuance of a Certificate of Eligibility (Form I-20), which is issued to accepted degree-seeking students only:

- *Documentary evidence in the form of a letter from a bank, a sponsoring government agency, a sponsoring company, or another acceptable third party source stating the amount of financial resources available and/or amount guaranteed to provide for transportation and normal living expenses for the period of time to be spent in the United States.*

Certificates of Eligibility (Form I-20) are issued for a 12-month period of time. International students who have been enrolled on a full-time basis with a satisfactory grade point average for a period of one year will be eligible to have their Form I-20 renewed for a subsequent 12-month period. International students studying in their own country do not need to apply for a Form I-20.

3.7. Admission Factors

In addition to meeting the admission requirements, an applicant must be aware that a number of other factors are considered by the Academy in determining the admission status of an applicant. These factors include, but are not limited to the following:

1. The quality of the student's academic preparation.
2. Performance in specific courses.
3. The student's motivation and attitude, which may be determined from his/her essay and/or recommendation written by instructors, people in the sports field or by personal interview.
4. Other miscellaneous factors that might be relative, such as personality, creativity, temperament, talent, etc.

3.8. Statute of Limitation on Acceptance

A prospective student applying for undergraduate study at the Academy has one year from the date of acceptance to enroll in the undergraduate program. A student failing to enroll within the one-year time limit is required to reapply for admission. The Academy reserves the right to request any or all of the required admission materials and fees for readmission.

3.9. Registration/Orientation for the Undergraduate Program

Residential Only

All students must register and pay for classes before admission to a class is granted in residency or online. For purposes of better planning and teaching loads, the Academy has a deadline date for registering for residential courses. Any student registering after these dates will be subject to a late registration fee of \$50.00, payable when registering for courses. The cutoff dates for residential students are as follows:

- 6 August for the Fall semester.
- 9 December for the Spring semester
- 5 May for the Summer Session.

New resident students may register for classes at summer orientation without paying the late registration fee. Proof of health insurance coverage is required for students registering for resident courses. Students should be prepared to pay for the semester's tuition and fees at the time of registration. Attendance at the regularly scheduled orientation is mandatory for all residential students.

3.10. Registration: Class Admission Cards (Residential Students)

To provide a secure system allowing students to officially and appropriately enter a class, and to safeguard against inaccurate registration for students in classes, the Academy requires Class Admission Cards for all resident students. The following policies govern these cards:

- Student Class Roster will be issued to the professor for residence programs only at the
- Orientation Session prior to each residence term: Fall, Spring, and Summer.
- Each student must register properly online prior to the *deadline dates* for each term.
- Students are not permitted to enter a class if they are not listed on Class Roster.
- Students who do not attend Orientation prior to the start of each semester will not be registered until paying a late fee of \$50 per class (except first time enrollees).
- The faculty will review the Class Roster and advise the Register of any discrepancies.

The faculty will keep the Class Roster in their possession and turn them in at the Office of Student Services at the end of the semester with the grades on them.

This policy is intended to facilitate registration, monitor class admission, and provide an effective means for reporting grades at the end of each term.

Resident students may register for mentorships or other off-campus courses by calling or sending an e-mail to the Registrar. Acceptable forms of payment include MasterCard, American Express, Discover, and VISA credit cards, certified check or money order, and personal checks. Students who are eligible for and received notification of acceptance for financial aid will be approved at registration. Online students may register for all courses by e-mail or a telephone call to the Registrar.

3.11. Institutional Testing Codes

The Educational Testing Service has assigned to the United States Sports Academy an institutional code number of 1885 for the Test of English as a Foreign Language (TOEFL).

Examinees who wish to have official scores reported to the United States Sports Academy should use these numbers. It should be noted that the testing agencies will not send score reports from tests which were taken more than 5 years ago.

3.12. Testing Facilities

The following testing facilities and services may be of help to students in the undergraduate program at USSA:

1. <http://www.act.org/caap/index.html>
TOEFL (International Students)

www.toefl.org.
Score Required = 500

2. ETS (Educational Testing Services)
Info: (609) 771-7630
www.ets.org.
3. CCTC (Consortium of College Testing Centers)
<http://testing.byu.edu/NCTA/Consortium>.

3.13. Alabama and Other State Teaching Certification Requirements

Students who are planning to be certified as teachers in the state of Alabama or another state of their choice must contact that State Department of Education for current requirements and to determine if the state recognizes degrees earned by online or distance education. It is the student's responsibility to check on these requirements with his/her respective State Department of Education.

Alabama applicants will be required to obtain background clearance through a fingerprint review conducted by the Alabama Bureau of Investigation (ABI) unless they hold or have held an Alabama Professional Certificate or Career/Technical Certificate that was issued on the basis of an application submitted prior to July 1, 1997. Individuals, who obtain background clearance for the issuance of an Alabama teaching certificate and allow that certification to lapse more than 90 days, will be required to obtain another background clearance for the issuance of a certificate.

Alabama applicants must meet the teacher certificate requirements in effect on the date the application is received in the Teacher Education and Certification Office. Please note, certification regulations are always subject to change.

4. DIVISION OF ACADEMIC AFFAIRS

4.1. Bachelor of Sports Science Degree Program

The Bachelor of Sports Science curriculum was developed by the Academy faculty and is sport specific in keeping with the special mission of the institution. Students gaining admission to the program will be expected to accumulate at least 60 semester credit hours beyond the associate degree as presented in the following discussion. The course descriptions for the curriculum appear Section 4.7 of this Catalog.

Students taking either major must follow a prescribed progression in their upper division program. In both majors, students must have successfully completed the 30 semester credit hour general education requirement as mandated by SACS and the Alabama State Department of Education; and have completed an associate degree or its equivalent in the areas of sport management, sport coaching, physical education, health, fitness, wellness, recreation, athletic training, business or liberal arts programs with a minimum of 60 semester hours to enroll in the program.

All students will be required to begin their course of study with the Academy in the “Core” courses. Once the students have finished the core courses successfully, they will work with their advisor and set up a “Program of Study” to complete all the “Required” and “Elective” courses to complete their course work. After successful completion of the core, required, and elective courses in the proper sequence with a 2.0 or better cumulative grade point average (GPA), students meet with their academic advisor to decide on their “Culminating Experience”.

The culminating experience in the upper division undergraduate program is an experiential education component called a “mentorship.” The mentorship is done under the direction of the student’s advisor and requires 300 clock hours of activity based on specific learning objectives and expected outcomes. The mentorship also requires monthly diary reports, a final evaluation and a 5,000-word project paper describing how the learning objectives were or were not achieved, all under the supervision of a mentor who is a professional in the discipline. The mentorship is graded based on three criteria with each section weighted as follows in the evaluation:

1. An exit interview with the student’s advisor: 5%
2. The written 5,000 word project paper assessing attainment of expected outcomes: 10%
3. Assessment of learning objectives and expected outcomes by the mentor: 85%

It should be noted that for those Sports Coaching majors who undertake all of their course work in residence, there will be a requirement for them to complete two of the Sports Coaching Science (SCS) sequence courses in conjunction with the mentorship. As it is likely that these students will be seeking to do their experiential education in a sport that

most interests them, it is likely that the SCS courses selected by the student will complement the mentorship.

4.2. Delivery Options

Students may take course work through two delivery options to best meet their needs. These options may be combined in some cases to provide maximum flexibility. The Bachelor of Sports Science degree may be taken entirely online or as a residence program.

Residential Study

Under the guidance of on-campus faculty members, students study in a traditional classroom setting. Resident study allows a student to combine classroom instruction with practical work or applied research providing flexibility, which is designed to meet the specific needs of the individual. The traditional six-week Summer Session is the most popular residential programs at the Academy.

Distance Learning

Distance learning offers the student the opportunity to earn a bachelor's degree through a combination of independent and practical study. Distance learning students are able to complete their degrees at their homes or places of work without having to travel to the campus except for the residential study option. Distance learning at the USSA is asynchronous. This means that the professor and student do not have to be in simultaneous contact with each other for learning to take place or assignments to be completed and is computer mediated.

For most courses, distance learning students at USSA receive a log on and password for the electronic, web-based courses and the required textbook(s) for each course. Each student is assigned a professor for each course. At least three contacts with the assigned professor are required as well as the completion of written assignments, participation in threaded discussions, quizzes, and a final examination. The USSA library and its extensive reference data base system can be accessed through the USSA web site. Please note, there are specific time limits (16 weeks* plus extensions) that apply to completion of the course. (*Note: The actual course is 15 weeks, with an extra week built in for shipping.)

Technical requirements: Log on to ussaonline.org and click on "Technical Requirements."

4.3. Affiliated Groups

The United States Sports Academy is a member of the Southern Regional Electronic Campus (SREC). The SREC is made up of colleges and universities from 16 southern states and offers 1,250 courses and 60 degree programs through the SREC web portal. USSA was among the first independent colleges and universities in Alabama selected for participation in the SREC consortium. USSA courses that are now offered through the SREC Electronic Campus can be found at www.srec.sreb.org.

4.4. Sports Management Degree Curriculum

The curriculum in Sports Management is designed to give the student a broad-based knowledge of the unique management fundamentals associated with organized sport on the interscholastic, intercollegiate, Olympic, professional and manufacturing levels. The curriculum will allow students to be competent managers in a sport organization. The curriculum provides students with a broad understanding of the sport industry through a mixture of core, required, elective, and experiential components.

The curriculum for Sports Management has four core courses, nine required courses, five elective courses, and a required mentorship. These groups of courses must be taken in a certain sequence beginning with the core courses:

- SAB 334 Ethics in Sports 3 hours
- SAB 361 Contemporary Issues in Sports 3 hours
- SAM 340 Organization and Management in Sports 3 hours
- SAM 400 Leadership Principles in Sports 3 hours

Once the core courses are completed, the student may take the nine required courses in any sequence:

- SAM 322 Foundations of Amateur & Professional Sports 3 hours
- SAM 342 Personnel Management in Sports 3 hours
- SAM 344 Sports Marketing 3 hours
- SAM 445 Sports Managerial Accounting 3 hours
- SAM 448 Sports Promotion and Event Planning 3 hours
- SAM 451 Public Relations in Sports 3 hours
- SAM 450 Fund Raising in Sports 3 hours
- SAM 482 Sports Facilities Management 3 hours
- SAM 486 Sports Law and Risk Management 3 hours
- SAM 498 Mentorship (culminating experience) 6 hours

While taking the aforementioned required courses, students may take five of the following eight elective courses after consulting with their Academic Advisor, as follows:

- SAB 305 Sociology of Sports 3 hours
- SAB 310 History of Sports 3 hours
- SAB 368 Psychology of Sports 3 hours
- SAM 367 Olympic Culture 3 hours
- SAM 386 Legal Concepts in Sports 3 hours
- SAM 392 Sports Agent Business 3 hours
- SAM 496 Topical Reading in Sports 3-6 hours

4.5. Sports Coaching Degree Curriculum

The Sports Coaching major is designed to prepare students to enter the coaching profession. Since coaches often are required to do multiple tasks at the same time, the course work covers ethics, medicine, psychological, administrative, and management functions as well as the “skills and drills” that are relevant to all coaching assignments. The program is designed to produce the highest quality coaching possible by offering the student all relevant aspects of a very demanding profession.

The Sports Coaching major consists of four core courses that must be taken first in the sequence. The nine required courses cannot be taken until the core courses are finished. The five electives may be taken at any time following the completion of the core courses and consists of three general topic courses (e.g. SAM or SAB course designators) and two sports specific Sports Coaching Science courses (with an SCS course designator) that can be taken in conjunction with the mentorship if the student so desires. The mentorship that is the culminating experience for the student is required and has already been described. The core courses are:

- SAB 334 Ethics in Sports 3 hours
- SAB 361 Contemporary Issues in Sports 3 hours
- SAM 340 Organization and Management in Sports 3 hours
- SAM 400 Leadership Principles in Sports 3 hours

Once the core courses have been completed, the student may take the nine required courses in any sequence:

- SAB 305 Sociology of Sports 3 hours
- SAB 368 Psychology of Sports 3 hours
- SAB 371 Sports Coaching Methodology 3 hours
- SAB 373 Scientific Principles of Coaching 3 hours
- SAD 320 Applied Sports Performance Analysis 3 hours
- SAD 346 Sports Medicine 3 hours
- SAD 356 Sports Nutrition 3 hours
- SAM 322 Foundations of Amateur & Professional Sports 3 hours
- SAR 332 Sports Strength and Conditioning 3 hours
- SAM 498 Mentorship (culminating experience) 6 hours

While taking the required courses, the student make take three of the following six elective courses after consulting with the student’s Academic Advisor as follows:

- SAB 301 Sports Officiating 3 hours
- SAB 302 Sports Coaching Technology 3 hours
- SAB 310 History of Sports 3 hours
- SAM 386 Legal Concepts in Sports 3 hours
- SAM 482 Sports Facilities Management 3 hours

4.6. Resident Four-Year Rotation Undergraduate Program

Sports Management

	Core	Required	Elective
Year One (2005-2006)	SAM 340 Organization and Management in Sports SAM 400 Leadership Principles in Sport	SAM 445 Sports Managerial Accounting SAM 448 Sports Promotion and Event Planning SAM 482 Sports Facilities Management	SAB 305 Sociology of Sport SAM 386 Legal Concepts in Sports
Year Two (2006-2007)	SAB 334 Ethics in Sports SAB 361 Contemporary Issues in Sports	SAM 342 Personnel Management in Sports SAM 450 Fund Raising in Sports	SAB 310 History of Sport SAM 392 Sports Agent Business
Year Three (2007-2008)	SAM 340 Organization and Management in Sports SAM 400 Leadership Principles in Sports	SAM 322 Foundations of Amateur and Professional Sports SAM 486 Sports Law and Risk Management	SAM 367 Olympic Culture SAM 496 Topical Readings in Sports
Year Four (2008-2009)	SAB 334 Ethics in Sports SAB 361 Contemporary Issues in Sports	SAM 344 Sports Marketing SAM 451 Public Relations in Sports	SAR 368 Psychology of Sport

NOTE: Course offerings are contingent upon sufficient student enrollment are subject to change without notice.

Sports Coaching

	Core	Required	Elective
Year One (2005-2006)	SAM 340 Organization and Management in Sports SAM 400 Leadership Principles in Sports	SAB 305 Sociology of Sports SAB 373 Scientific Principles of Coaching	SAB 302 Sports Coaching Technology SAB 310 History of Sports
Year Two (2006-2007)	SAB 334 Ethics in Sports SAB 361 Contemporary Issues in Sports	SAB 368 Psychology of Sports SAD 346 Sports Medicine	SAM 386 Legal Concepts in Sports SAM 482 Sports Facilities Management
Year Three (2007-2008)	SAM 340 Organization and Management in Sports SAM 400 Leadership Principles in Sports	SAR 332 Sports Strength and Conditioning SAD 320 Applied Sports Performance SAD 356 Sports Nutrition	SAB 301 Sports Officiating SAM 496 Topical Readings in Sport
Year Four (2008-2009)	SAB 334 Ethics in Sports SAB 361 Contemporary Issues in Sports	SAB 371 Sports Coaching Methodology SAM 322 Foundations of Amateur and Professional Sports	SAB 301 Sports Officiating SAM 451 Public Relations in Sports

NOTE: Course offerings are contingent upon sufficient student enrollment are subject to change without notice.

4.7. Undergraduate Course Descriptions

SAB 301 Sports Officiating

This course is designed to teach students the rules and regulations for each specific Sports and how to apply them in games. Current rule changes will be reviewed and discussed. (3 sem hrs)

SAB 302 Sports Coaching Technology

Technological advances in the mainstream of contemporary culture can be applied to coaching. The uses and applications of technology to improve coaching efficiency, strategy, player performance, maintenance of equipment, recruitment at certain levels, and statistics gathering, recording, reporting and archiving are central to this course. (3 sem hrs)

SAB 305 Sociology of Sports

This course is designed to introduce the student to the mutual influences which society and Sports exercise on each other. How people in sports relate to one another and create social measures that enable them to compete without compromising a basic social contract is one focus of this course. Understanding sports groups and the social issues that have an impact on sports is a central theme. (3 sem hrs)

SAB 310 History of Sports

This survey course examines the development of competition in the human condition from its inception into organized forms of sport to the highly developed enterprise that has emerged in contemporary times. Observations of the influence of culture and history on this development are central to the presentation of this course (3 sem hrs)

SAB 334 Ethics in Sports

Some leaders are more effective than others because of who they are as individuals and how they approach the ethical circumstances they face. The application of these ethical approaches in sports is the central theme of this course. It is intended to support the thesis that principle-centered leaders are more capable of inspiring confidence and rallying others to achieve a common goal. (3 sem hrs)

SAB 361 Contemporary Issues in Sports

This course is designed to introduce the student to current issues in society and their impact on sport at all levels of participation. Emphasis focuses upon the variety of the issues facing sport as a leisure activity and as an industry, as well as how they are addressed by the media, sport organizations, and sport coaches and administrators. (3 sem hrs)

SAB 368 Psychology of Sports

This survey course presents focuses on the study of motivational phenomena that affect the performances of individual athletes and teams. Stress and leadership characteristics of coaches and athletes will also be studied. (3 sem hrs)

SAB 371 Sports Coaching Methodology

This course is designed to provide the student with a conceptual blueprint for teaching sport and the fundamentals of sport coaching. The development of a personal coaching philosophy will be derived from a process of consciously assessing critical issues and developing a clear rationale for holding one particular approach as opposed to another. (3 sem hrs)

SAB 373 Scientific Principles of Coaching

In order to optimize performances, guarantee safety, and promote well-being in athletes, coaches must constantly update and modify their coaching practices, by regularly seeking out new knowledge in the sport sciences. This course is designated to teach coaches to be active consumers and appliers of scientific information. (3 sem hrs)

SAD 320 Applied Sports Performance

This course is designed to cover the complete spectrum of training intensity from low to high intensity. A conditioning program is established to meet the need of each specific sport. (3 sem hrs)

SAD346 Sports Medicine

This course is designed to give the student as the first responder a basic understanding needed to recognize sport-related injuries and to provide appropriate emergency treatment, along with ensuring proper follow-up medical care. (3 sem hrs)

SAD 356 Sports Nutrition

This course is designed to emphasize the importance of nutrition on the enhancement of performance and on the prevention of diseases, such as cardiovascular disease, cancer and obesity. Specific applications of nutrition and sport will also be examined. (3 sem hrs)

SAM 322 Foundations of Amateur & Professional Sports

The course addresses the scope, the history, the empirical foundations, and the philosophical aspects in the development of sport both as a leisure activity and as an industry. Special emphasis is placed on the relationship between the evolution of sport and social institutions (i.e., education, religion, politics, mass media, etc.). (3 sem hrs)

SAM 340 Organization and Management in Sports

This survey course is designed to provide a comprehensive and contemporary introduction of administration, organization, and management principles and their applications in the broad sports settings. (3 sem hrs)

SAM 342 Personnel Management in Sports

This is a survey course in which the student will study the recruitment, the procurement, the development, and utilization of the human resources in any organization. Concepts of motivation and teamwork are closely examined. (3 sem hrs)

SAM 344 Sports Marketing

This course examines the basic principles of marketing and how they are applied to the field of sport. They are evaluated in terms of the elemental marketing mix, which includes Product, Place, Price, Promotion and Public Relations. (3 sem hrs)

SAM 367 Olympic Culture

This is a seminar course that examines the history, the basis, the culture, and the structure of Olympics and the Olympic movement as both a genesis and a product of the history of sport in the human condition. The connection between sport as a human activity and its relationship to other human activities will be surveyed and evaluated. (3 sem hrs)

SAM 386 Legal Concepts in Sports

This course introduces the student to a basic conceptual understanding of legal issues related to sport, including but not limited to negligence, sexual harassment, corporal punishment, product liability, anti-discrimination, contracting, buying, hiring, and termination. (3 sem hrs)

SAM 392 Sports Agent Business

An overview of the sports agent business and the various aspects associated with being a sports agent is presented in this introductory, survey format. The expanding sport agent business, particularly in the U.S., is examined in light of its benefits and consequences both to the professional athlete and to the amateur athlete. (3 sem hrs)

SAM 400 Leadership Principles in Sports

This course teaches concepts, principles, and skills of leadership for managers in the sports industry who must influence others to get things done. Styles of successful sport coaches and managers will be examined and analyzed in the context of their times and their settings. (3 sem hrs)

SAM 445 Sports Managerial Accounting

Understanding basic principles of finance in the rapidly growing sport industry demands that those in the industry have a command of it. This course is designed to give the student the financial management tools they need to succeed in the sports industry. (3 sem hrs)

SAM 448 Sports Promotion and Event Planning

Basic concepts of planning and conducting sports related events from their inception to their completions are examined in this course. Applications of principles for marketing and public relations to the sport industry are evaluated and surveyed. (3 sem hrs)

SAM 450 Fund Raising in Sports

In a survey format this course presents the essentials of fundraising and provides an overview of the field of fund raising to give development staff, managers, and directors a platform from which to operate fundraising programs. (3 sem hrs)

SAM 451 Public Relations in Sports

This course is a study of the nature, content, and application of the various concepts of public relations activities as they apply to sport. Techniques and principles of basic marketing as applied to public relations are also examined. (3 sem hrs)

SAM 482 Sports Facilities Management

All sporting events have one thing in common: they take place in some type of facility. This course examines the principles and skills needed to manage such facilities and the events that they host. (3 sem hrs)

SAM 486 Sports Law and Risk Management

This survey course takes a practical approach to law and sport, exemplifying how to use the law as a day-to-day management tool. Issues discussed in this course include risk management, responsibilities of game officials, breach of contract, product liability, role of the EEOC, right to participate, and statutes such as the American with Disabilities Act. (3 sem hrs)

SAM 496 Topical Readings in Sports

This is a seminar course in which various topics important to the field of sport are examined and assessed through selected readings. (3-6 sem hrs)

SAM 498 Mentorship (culminating experience)

The Mentorship is a supervised work experience in the sport industry to enhance the individual's ability to become a productive contributor to the profession. (6 sem hrs)

SAR 332 Sports Strength & Conditioning

This course presents approaches to assessing and enhancing human sport performance through improving strength and cardiovascular endurance. The various methods of achieving this are examined with a focus on injury prevention as well. (3 sem hrs)

SCS 300 Coaching Cross Country Skiing

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic Cross Country skiing skills. (3 sem hrs)

SCS 303 Coaching Track and Field

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic track and field skills. (3 sem hrs)

SCS 308 Coaching Baseball

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic baseball skills. (3 sem hrs)

SCS 313 Coaching Basketball

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic basketball skills. (3 sem hrs)

SCS 317 Coaching Cheerleading

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic cheerleading skills. (3 sem hrs)

SCS 318 Coaching Cross-Country Running

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic cross-country running skills. (3 sem hrs)

SCS 328 Coaching Field Hockey

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic field hockey skills. (3 sem hrs)

SCS 330 Coaching Figure Skating

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic figure skating skills. (3 sem hrs)

SCS 332 Coaching American Football

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic American football skills. (3 sem hrs)

SCS 334 Coaching Golf

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic golf skills. (3 sem hrs)

SCS 337 Coaching Gymnastics

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic gymnastics skills. (3 sem hrs)

SCS 338 Coaching Ice Hockey

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic ice hockey skills. (3 sem hrs)

SCS 364 Coaching Soccer

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic soccer skills. (3 sem hrs)

SCS 366 Coaching Softball

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic softball skills. (3 sem hrs)

SCS 370 Coaching Swimming

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic swimming skills. (3 sem hrs)

SCS 376 Coaching Tennis

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic tennis skills. (3 sem hrs)

SCS 378 Coaching Volleyball

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic volleyball skills. (3 sem hrs)

SCS 384 Coaching Wrestling

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic wrestling skills. (3 sem hrs)

5. Upper Division Undergraduate Degree Fees and Costs

All tuition and fees are due upon registration. Registration is not complete until financial clearance is received indicating full payment. The Academy reserves the right to change tuition, fees and other expenses as deemed necessary, without prior notice. No student may register for any course until all Academy charges are satisfied.

5.1. Enrollment/Application Fees

Application fee (general).....	\$100.00
Application fee (International students).....	\$150.00
Computer technology fee (one time charge).....	\$100.00
General fee (annual fee assessed upon first enrollment on or after 1 September).....	\$100.00
Continuance fee (per semester).....	\$25.00
Re-admittance fee	\$200.00
Consolidated On-Campus Fee* (Residential Students only).....	\$150.00

5.2. Registration Course Fees

Late registration fee (charged after deadline date for residential registration)	\$50.00
Course fee per semester hour credit	\$250.00
Technology delivery fee (per distance learning course)	\$50.00
International postage fee (per course with textbook).....	Varies
Domestic Shipping and handling (per course).....	postage plus \$12.00
Overnight Shipping	Varies

5.3. Special Fees

Library Service Charges.....	Published in the <i>Library Handbook</i>
Add/Drop Charge for each change of class (Resident or Mentorship)	\$15.00
Drop fee for distance learning.....	\$50.00
Mentorship Handbook.....	\$35.00
Transcript fee (after initial request).....	\$10.00
Returned check charge: First check	\$30.00
Second and subsequent checks	\$35.00
Course time extension fee (per 30-days, only 2 allowed).....	\$50.00
Graduation fee.....	\$150.00
Additional diploma (without lamination).....	\$25.00

The published fees and costs schedule includes the basic fees required of all students enrolling in the Academy. Since personal expenses including books, audiotapes, supplies, food and living expenses vary, no attempt is made to estimate such costs in this catalog. However, estimated costs are available from the Office of Student Services. *The Consolidated On-Campus Fee shall be assessed on those students who are enrolling for six or more credit hours in a semester for on-campus study. This fee shall cover all associated costs for on-campus study among which are laboratory fees, student activity fees, use of the Eagles Nest student building, the Academy Fitness Center, Academy outdoor recreational facilities and on-campus parking.

6. Financial Aid Programs

The United States Sports Academy has a variety of financial aid programs available to qualified students enrolled in the Upper Division Undergraduate degree program. Federal financial aid is not available for continuing education units or certification programs.

The availability of financial aid funds may be limited from year to year. In addition, the Academy's participation in federally based financial aid programs is subject to change without notice. The criteria for eligibility and the rules governing the administration of the programs are subject to change without prior notice.

All students receiving financial assistance must maintain enrollment status of **at least half time**.

6.1. Types of Assistance Available for Undergraduate Students Who Qualify

Grants

Grants are gift aid and do not have to be repaid. Only undergraduate students who have not received a bachelor's degree and who demonstrate appropriate need are eligible for the following programs:

Federal Pell Grants are available for students with demonstrated financial need as determined by their Expected Family Contribution. Pell Grants are based on a student's cost of attendance, enrollment status (half-time, full-time, etc). The maximum Pell Grant for the 2004-2005 Award year is \$4,050.00.

Federal Supplemental Education Opportunity Grants (FESOG) are for undergraduate students with exceptional financial need – that is, students with the lowest EFCs. Priority is given to students who receive Federal Pell Grants. Students can receive between \$100 and \$4000 a year, depending on when they apply, their need, and the funding level of the school.

Loans

Federal Stafford Loans are long term, low interest loans. The loans you receive will be either subsidized or unsubsidized. A subsidized loan is awarded based on financial need. You will not be charged any interest before you begin repayment or during deferment periods. An unsubsidized loan is not awarded on the basis of need. You'll be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accrue (accumulate) while you are in school or during other periods of nonpayment, it will be capitalized. This means the interest will be added to the principal amount of your loan, and additional interest will be based on that higher amount.

The current interest rate is 4.70% during repayment. Repayment is deferred until six months after graduation or after you cease to be enrolled at least half time. Federal Stafford Loan information is available on the Internet at: www.studentaid.ed.gov.

ANNUAL LOAN LIMITS FOR SUBSIDIZED AND UNSUBSIDIZED STAFFORD LOANS

	<u>Dependent</u> Undergraduate Student	<u>Independent</u> Undergraduate Student
1 st Year	\$2,625	\$6,625 – No more than \$2,625 of this amount may be in subsidized loans.
2 nd Year	\$3,500	\$7,500 – No more than \$3,500 of this amount may be in subsidized loans.
3 rd Year	\$5,500	\$10,500.00 – No more than \$5,500 of this amount may be in subsidized loans.
Maximum Total Debt From Stafford Loans When You Graduate	\$23,000	\$46,000 – No more than \$23,000 of this amount may be in subsidized loans.

PLUS Loans (Loans to Parents) are unsubsidized loans your parents can get to pay for your education expenses if you're a dependent undergraduate student enrolled at least half-time. Your parents must have good credit history. The yearly limit on a PLUS loan is equal to your cost of attendance minus any other financial aid you receive. Parents must complete the PLUS loan application and Master Promissory Note (MPN). The application and MPN can be obtained from the Financial Aid Office.

6.2. Steps to Apply for Financial Aid

1. You can apply for financial aid before you apply for admission to the United States Sports Academy.
2. You must be a **U.S. Citizen or a permanent resident** of the United States to apply for Federal financial assistance.
3. To apply for financial aid, you must complete the **Free Application For Federal Student Aid (FAFSA)**.
4. **FAFSA on the Web is available at: www.fafsa.ed.gov**. You can sign your application electronically with your Personal Identification Number (PIN) issued by the U.S. Department of Education. If you do not have a PIN the U.S. Department of Education will e-mail you one within three days. Be sure to select the proper year (2005-2006 begins with summer semester) and list the Academy's

Federal School Code (021706). FAFSA paper applications are available in the Financial Aid Center. You can complete the paper FAFSA and mail it to the Federal Processor. Allow 4 to 6 weeks processing time.

5. The United States Sports Academy will receive your information electronically from the Federal Processor. You must be accepted for admission to the U.S. Sports Academy before your financial aid award can be processed. The Academy will review the information and an official award letter will be sent to you by mail.
6. First time applicants must complete required Federal Stafford Loan Entrance Counseling on the Internet at: **www.mapping-your-future.org/entrancecounseling**.

6.3. Distribution of Financial Aid Funds

Fee payment is due when students register. The Academy will post all incoming funds to the student's account. The Academy will deduct tuition, fees, and book charges, if the student has been awarded financial aid. The maximum amount of the payment will be the amount of the financial aid awarded for each semester. A **check** for any remaining funds will be mailed to the student's home address **after** the student begins class attendance each semester.

Students must be **enrolled at least half time** to be eligible to receive any loan funds.

Students must maintain satisfactory academic progress toward a degree to be eligible to receive financial aid. The **Financial Aid Satisfactory Academic Progress Policy** is stated in the USSA Catalog.

Withdrawal: If you withdraw or dropout prior to completing 60% of the term you will be required to **return a prorated portion of the financial aid you received**. This includes loans. The Academy is also required to return a portion in your behalf. You will be responsible for any portion the Academy is required to return due to your withdrawal. (See USSA Catalog "Return of Title IV Funds" section or on-line at **www.ussa.edu** for further detail.)

For Assistance: Visit the USSA Financial Aid Center in the Student Services Division, or e-mail **financialaid@ussa.edu**, or telephone 1-800-223-2668 Ext. 142 or Ext. 141.

6.4. Veterans Administration Programs

Veterans Benefits: Veterans of any branch of the armed forces may be eligible to receive educational benefits *while attending the Academy*. Veterans must be enrolled in an approved program of study. For eligibility, veterans should check with their Regional Veterans Administration Office.

Dependent Benefits: Dependents of some veterans may be eligible for educational assistance while attending the Academy. For eligibility, dependents of veterans should check with their Regional Veterans Administration Office

6.5. Definition of Academic Year

The Academy's academic increments are termed as sixteen-week semesters. Students receiving financial aid on the undergraduate level are permitted twelve semesters (4 years) to complete their program of study.

The United States Sports Academy awards financial aid to eligible students regardless of race, religion, gender, age, disability or national origin.

6.6. Satisfactory Academic Progress

All students at the United States Sports Academy who receive federal financial aid must make satisfactory progress toward completion of their degree program within a reasonable period of time. The Academy has developed the following standards defining satisfactory progress in accord with regulations issued by the U.S. Department of Education.

Undergraduate Students

Undergraduate students are considered to be making satisfactory progress if they:

1. Are admitted and enrolled as degree-seeking students; and
2. Meet the required qualitative measure for financial aid recipients; and
3. Maintain measurable progress toward the completion of the degree; and
4. Complete degree requirements within a reasonable length of time.

Required Qualitative Measure: In order to meet the required qualitative measure, the student must maintain a minimum cumulative GPA of at least 2.0 on a 4.0 scale. This measure comes into effect after the student has attempted 12 semester hours at the United States Sports Academy.

Measurable Quantitative Progress Requirement: In order to maintain measurable progress toward the completion of their degree, students must successfully complete 67% of all USSA credit hours attempted. (Hours attempted include repeated courses, dropped courses, withdrawals, and incomplete courses.) This measure becomes effective when a student has attempted 12 semester hours at USSA.

Reasonable Length of Time Requirement: At the United States Sports Academy, a reasonable length of time frame for the completion of a degree program is defined as no more than 150% of the normal time required to complete a degree program measured in terms of academic years or terms, credit hours attempted, or clock hours completed. The time frame to complete the Upper Division Undergraduate degree is 4 years. Course work, which transfers into a degree program, will adjust the time frame accordingly.

Satisfactory Academic Progress status will be determined for each student when Financial Aid is renewed.

6.7. Reinstatement of financial aid academic eligibility and appeals of decisions:

Students who become ineligible for financial aid because they do not maintain satisfactory progress towards the completion of their degree may reapply for financial aid when they have cleared the deficiency and are again progressing satisfactorily according to the requirements outlined above. When mitigating circumstances are involved, a student may appeal a decision that he or she has not complied with the academic requirements for financial aid. To do so, the student must submit a letter to the Director of Financial Aid requesting reinstatements of eligibility for financial aid. The letter must include the reason(s) why satisfactory progress is not being made and any documentation that supports the rationale for the appeal. Appeals may be accepted without provision, or they may be accepted provisionally, entailing a probationary period in which the student must earn a given number of credit hours and/or earn a specified GPA. Appeals may also be denied. It is the student's responsibility to initiate any appeal for financial aid eligibility.

Appeals for academic reinstatement do not constitute reinstatement of financial aid eligibility.

6.8. Return of Title IV Funds

The Academy's Financial Aid Center is governed by rules concerning your Title IV Federal Student Aid funds, which includes Stafford Loans.

We award you based on 100% completion of your courses. If you withdraw prior, we must determine the percentage of financial aid you earned. If you do not complete 60% of your course or courses, you have not 'earned' the full allotment of financial aid. In this case, the Academy is required to return the 'unearned' portion of aid to its originating source (i.e. student loan lender).

Upon withdrawal, if the Academy determines that you are due a refund, we will credit your student account. Then, we determine the amount, if any, that must returned on your behalf. If return of aid is required, we will use any credit balance you may have to fulfill this responsibility. If those funds are more than we have to return, you will receive the remainder. In most instances, however, those funds are not enough to cover the amount, which could leave you owing the Academy a balance.

In order to determine if funds have to be returned, we determine how much aid was earned. Each sixteen-week term contains approximately 112 class days. Once you have completed 60% of the course, or 68 days, it is considered that 100% of your funds are earned. However, if you completed only 50%, for instance, or 56 days, we would be required to return 50% of aid awarded/dispensed to you during that term. Therefore, if we awarded and dispensed \$2800.00 of aid to you, we would have to return \$1400.00 for this example. Also note that in this situation you would not be afforded a refund from the Academy as 56 days exceed the 38-day maximum, as stated in the USSA Refund Policy.

You can determine the amount of your personal situation by using the same formula. The amount of days attended is determined by the shipping date of your course materials, based

on five school days per week. This number can then be compared to 112 to determine what percentage of aid was earned. That percentage, if less than 60%, can then be compared to your financial aid award amount for that term to determine the amount the Academy will return on your behalf to the student loan lender.

6.9. Review of USSA Financial Aid Processes

- You can apply for financial aid before you apply for admission to the United States Sports Academy.
- You must be a **U.S. Citizen or a permanent resident** of the United States to apply for Federal financial assistance.
- To receive funds, you must be **accepted** for admission in a degree-seeking program.

International Students can apply for an International Student Loan. Application information is available on the Internet at www.internationalstudentloan.com. A co-signer that is a U.S. Citizen is required.

Domestic Students (U.S. Citizens): To apply for financial aid, you must complete the Free Application For Federal Student Aid (FAFSA).

1. **FAFSA on the Web is available at www.fafsa.ed.gov.** You can sign your application electronically with your Personal Identification Number (PIN) issued by the U.S. Department of Education. If you do not have a PIN the U.S. Department of Education will e-mail you one within three days. Be sure to select the proper year (2005-2006 begins with summer semester) and list the Academy's **Federal School Code (021706)**.
2. **FAFSA paper applications are available in the Financial Aid Center.** You can complete the paper FAFSA and mail it to the Federal Processor. Allow 4 to 6 weeks processing time.

The United States Sports Academy will receive your information **electronically** from the Federal Processor. You must be accepted for admission to the U.S. Sports Academy before your financial aid award can be processed. The Academy will review the information and an **official award letter** will be sent to you by mail.

The US Department of Education selects one-third of all financial aid applications for a process called **verification**. If selected, the Academy will ask for documentation of the information reported on the FAFSA.

First time applicants must complete required Federal Stafford Loan Entrance Counseling on the Internet at: <http://www.mapping-your-future.org/entrancecounseling>

Federal Stafford Loans are long term, low interest loans. The current interest rate is 4.70%. Repayment is deferred until six months after graduation or after you cease to be enrolled at least half- time. Federal Stafford Loan information is available on the Internet at: www.studentaid.ed.gov. Begin search by using the term "Student Guide."

Fee payment is due when you register. The Academy will pay your tuition, fees, and book charges, if you have been awarded financial aid. The maximum amount of the payment will be the amount of the financial aid awarded for each semester. A **check** for any remaining funds will be mailed to your home address after you begin class attendance each semester.

You must be enrolled **at least half-time** (Undergraduate = 6 credit hours) to be eligible to receive a Federal Stafford Loan.

Students must maintain **satisfactory academic progress** toward a degree to be eligible to receive financial aid. Please review this policy in detail on the previous pages.

Withdrawal: If you withdraw or dropout prior to completing 60% of the term you will be required to **return a prorated portion or all of the financial aid you received**. This includes loans. The Academy is also required to return a portion in your behalf. You will be responsible for any portion the Academy is required to return due to your withdrawal. Please contact the USSA Financial Aid Center or visit the Web site (see below).

For Assistance: Visit the USSA Financial Aid Center in the Student Services Division, or e-mail financialaid@ussa.edu, or telephone 1-800-223-2668 ext. 141 or 142.

7. UNDERGRADUATE DEGREE REGULATIONS/POLICIES/PROCEDURES

It is the student's responsibility to know and comply with the regulations, policies and procedures stipulated in this catalog.

7.1. Academic Integrity

Students should maintain high standards of conduct both in their personal behavior and in their academic work. Disrespect for or violation of these standards is a serious offense. The penalty for violations against academic integrity could result in failure on a paper, in the class, or dismissal from the Academy. The process of notification is described in the *Student Conduct* section of this catalog.

Cheating is unacceptable behavior in which a student uses someone else's work and represents it as their own. Examples of this would be copying another student's answers during an examination, using unauthorized materials during an examination, or having someone else take your examination. Using unauthorized test materials, or disseminating them to others, is also cheating.

Plagiarism is a form of cheating. Utilizing information from other people's work in your own paper or project is acceptable under the following conditions:

1. If you use the exact written words of another person, place the words in quotation marks and cite the last name, year and page number where the quote may be found. A quote exceeding 40 words must be indented in a block without quotation marks.
2. If you paraphrase other people's work, you must restate the concept or information in your own words, not just rearrange the words in the sentence, and cite the author and year of publication. Be very careful when you take notes to put quotes in the exact wording, or put the paraphrased information in your notes.

Submitting the same paper for more than one course is not permitted.

The abuse of library materials by writing in journals or books, tearing out pages, or taking materials from the library without properly checking them out is strictly forbidden.

7.2. Academic Probation/Dismissal

The effect of academic probation is to serve notice to the student that his/her quality of work is below accepted level of work. Students who receive academic probation should immediately seek help by contacting their advisor or the Dean of Academic Affairs.

A student will be placed on academic probation any time that his/her cumulative grade point average (GPA) drops below 2.0. The intent of the academic probation warning is to serve as notice that the quality of work is below graduation standards. A student who receives an academic probation warning should immediately seek assistance by contacting

his/her Advisor. A student on probation has 12 semester hours to raise the cumulative GPA. If the GPA remains below 2.0 after the time allowed, the student may be dismissed.

Any student on probation will not be extended academic privileges. These privileges include but are not limited to: individualized study and overloads.

A student receiving a letter grade of "F" in a course will be required to retake that course. The student will be placed on probation and remain on probation until the course is retaken with a passing grade.

A student receiving a letter grade of "F" while on probation may be dismissed.

If a student receives a total of three "F's" during his/her academic progression, they may be permanently dismissed.

The Academy reserves the right to dismiss, at any time, a student whose academic performance is substandard or whose conduct is deemed improper or prejudicial to the interest of the institutional community in the sole opinion of the Academy.

7.3. Academic Update

The Academy publishes an Academic Update on a weekly basis. The update is sent to all students with ussa.edu e-mail addresses. The purpose of the update is to keep students informed regarding regulations, policies, and procedures of the Academy and alert them to upcoming calendar events and general news of interest. Students are expected to read the update and be responsible for its content. This is the quickest way to inform the student population regarding any updates.

7.4. Accounts Receivable from Students

Students owing money to the United States Sports Academy will be assessed an interest charge of 1% per month on outstanding balances not settled within 30 days. Excluded from this policy are student loans made through or insured by any governmental student financial assistance program.

An invoice will be sent monthly to each student with an account receivable under this policy. If no payment is received and no arrangements have been made for payment of the account within 60 days after the invoice is sent, students will be informed that the account will be turned over for collection. If after this warning the student fails to respond within a further 60 days, the account will be considered for referral to a collection agency.

7.5. Adding/Dropping Courses

To add and/or drop a resident course, a student must:

- Obtain an add/drop form in Office of Student Services.
- Obtain the signatures of the course instructor and academic chair.

- Return the form to Office of Student Services and pay the add/drop fee.

The add/drop becomes effective the day the completed form is submitted to the Office of Student Services. A course dropped after the “Last Day to Add/Drop” will be assigned a “W” or “F” grade at the discretion of the Faculty member. All refunds for add/drop will be issued in accordance with the dates set forth in the *Academic Calendar and Refund Schedule*.

To add or drop a distance learning course:

A student withdrawing from a distance-learning course must request withdrawal in writing to the Registrar’s Office. Requests not made in writing will not be honored. Withdrawals will receive a grade of a “W.”

7.6. Advising Program

The *Catalog* is the official advising document for all undergraduate degree students. Students may utilize the catalog to prepare their own course of study, noting all conditions set forth in this catalog. The student should maintain a record of his/her registrations on a Program of Study (POS) sheet. Faculty will serve students as general academic advisors. Questions on course registrations should be directed to the Office of Student Services.

Should a student have a problem with course work, he/she is encouraged to seek the help from the course instructor. If the matter cannot be resolved informally, the student may file an appeal according to the procedure described in the *Student Petitions on Grades, Policies and Procedure* in this section of this catalog. The advising program is supervised by the Dean of Academic Affairs.

7.7. Application for Graduation

Students must apply for graduation (includes fee) in the Office of The Registrar at least 5 weeks prior to the end of the semester in which they plan to complete degree requirements. Students who fail to apply on time risk having their graduation delayed until the end of the following semester.

7.8. Attendance Policy: Resident and Distance Learning

A resident student is expected to attend all regularly scheduled classes. Any resident student missing more than 25% of the regularly scheduled classes in any course during a given semester shall automatically fail the course. Any work missed because of absence shall be the responsibility of the student. Aside from the above, teaching faculty are required to set an attendance policy for each class.

Students who are enrolled in a web-based course must log on and complete the first course assignment within two weeks of course registration. Students are expected to systematically satisfy all of the course assignments and learning activities in accordance with the syllabus within the prescribed 16-week time frame or pay the appropriate

extension fees. In no case will a student be allowed to submit work following the exhaustion of two 30-day course extensions or one 60-day course extension.

7.9. Auditing Classes

Auditing a course is attending class regularly without receiving credit. The fee to audit a course is equal to the fee to enroll in a course. Audits are recorded on the permanent record but do not reflect any credit toward degree requirements. A student auditing course work will not receive a course grade nor be required to take the final exam.

7.10. Campus Computing and E-mail

All students enrolled in the Academy will be issued a valid USSA E-mail address. **All students must maintain and use the Academy provided e-mail address when communicating with the Academy** and to submit work while enrolled in distance education courses. Students are responsible for reading all notices and communications from the Academy.

Residential students are required to have their own laptop or desktop computer to facilitate their on-campus study. Internet connectivity is available in the USSA Library via wired and wireless access. System requirements as follows:

- Computer with Windows XP
- 10/100-ethernet card (for wired access)
- Students are required to provide their own CAT 5 (or higher) cable for wired Internet access.
- Wi-Fi Certified card 802.11b (11MBs) or 802.11g (54MBs) (for wireless access)

A printer is available with a per sheet cost. Please contact one of the library staff for a driver disk and installation instructions.

7.11. Catalog Coverage and Change

Although the Academy reserves the right to change policies and procedures and the student acknowledges this right by registering for a course, the Academy recognizes the student's need to know graduation requirements and like policies. Students entering under one catalog will be expected to graduate under the guidelines of that catalog; however, for whatever reason students may wish to change catalogs which can be done by requesting a change through the Dean of Student Services. If a student changes catalogs, he/she is responsible for all the graduation requirements in the new catalog. Students have one opportunity to change catalogs.

7.12. Change of Major

Students wishing to change from one major to another or change emphasis in their current major, must submit a Change of Major or emphasis request to the Office of Student Services. This form requires the signatures of the chairs in each major.

7.13. Committees – Structure and Function

The Academy operates by committee action. The highest committee is the President's Cabinet, which is chaired by the President and Chief Executive Officer. The Academic Committee is chaired by the Dean of Academic Affairs and is comprised of the Assistant Dean for Doctoral Studies, the Director of Undergraduate Studies, the Director of Continuing Education, the Director of Library with the Dean of Student Services ex-officio. The Academic Committee deals with the operation and administration of the Academic programs. The Library Committee, Environmental, Health and Safety Committee, and the Student Advisory Committee offer the students the opportunity to participate in the operation of the Academy through membership and committee work.

All student members are appointed by the Chief Executive Officer or a designate upon the recommendation of the appropriate committee chair in cooperation with interested students. The term of office for each student member is one year. Each student member is entitled to one vote on all matters pertaining to the committee unless he/she is serving in an ex-officio manner.

7.14. Conferring of Degrees

When the student has completed all requirements for the bachelor's degree, an application for graduation must be made to the Office of The Registrar. If for any reason a student has not paid the graduation fee must accompany this application. If a student has previously filed for graduation but did not receive the degree at that time, reapplication and payment of the fee must be repeated. The Bachelor of Sports Science degree will not be conferred until the student's academic file has undergone a graduation audit.

7.15. Continuance Policy

Resident degree-seeking students must have new registrations in each consecutive semester throughout their degree program. A continuance fee of \$25 will be assessed each semester a student does not register. Extensions from one semester to the next without further registrations do not constitute enrollment in the current semester. If a student fails to enroll for two or more consecutive semesters and has not paid a continuance fee, readmittance will be needed to re-enroll. The fee for readmittance is \$200.

Distance Learning (non-resident) degree-seeking students must have consecutive registration throughout their degree program. (Consecutive registration means that there are no more than three months from the completion of one course to the registration of the next.) A continuance fee of \$25 will be assessed if a student does not register within this three-month period. If a student fails to enroll for six months from the completion of

his/her last course and has not paid a continuance fee, the student will have to petition for re-admittance to the Academic Committee, be accepted, and pay a \$200 readmittance fee before re-enrolling. The re-enrollment does not change the student's Statute of Limitations.

7.16. Course Descriptions - Expanded

Students who need more than the traditional short course description for certification, licensing, reimbursement, and even transfer, may receive an expanded course description. Students desiring an expanded course description must write a letter to the Academic Committee requesting an expanded course description naming the course title and number along with the reason for the request. The academy, solely at its discretion, reserves the right to withhold such services when it deems them inappropriate.

7.17. Course/Instructor Evaluation

At the end of each course regardless of mode of instruction, students are requested to complete one or more course/instructor evaluations that are submitted to the Office of Student Services. Evaluation results are shared with the course instructor and academic administration after final grades have been submitted.

On-line students must complete a Unit 11 course evaluation including the comments section, administration and instructor. Evaluation results are shared with the course instructor and academic administration once the course is completed.

7.18. Distance Learning Faculty

Distance learning faculties are part-time faculty who teach only on-line courses. Distance Learning faculty must have appropriate preparation in an appropriate academic field as defined by the Southern Association of Colleges and Schools. Extension experience may be substituted in exceptional cases. Distance Learning faculty are subject to all the policies and procedures of the Academic Division. Distance Learning faculty who do not supply grades for the students on a timely basis (five days following completion of the course) are subject to disciplinary action.

7.19. Drug and Alcohol Policy

The United States Sports Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. The Academy's definitive alcohol and drug policy is distributed to all students, faculty and staff annually.

7.20. Examinations

Final/Midterm All classes, both residential and distance learning, culminate in an examination at the close of the semester. Final examinations for residential students are regularly scheduled and the time set may not be changed without authorization. In addition to final examinations, mid-term examinations are commonly scheduled in courses.

Students taking courses through distance learning are eligible to take the final exam online once they have completed all ten unit quizzes. No open book exams are permitted at mid-term or final.

Exams (Distance Learning) Distance Learning Examinations must be taken at an appropriate national or regional registered test center. Students are responsible for finding a suitable center, which may include a National Collegiate Testing location, Sylvan Learning location, Library, Military Education Facility or other College authorized testing center. Referral Site: <http://testing.byu.edu/NCTA/Consortium>. Students are responsible for paying the cost, if any, for the secure administration of the test. Students must bring their student identification card or another form of identification with them to the test. (Any questions regarding this policy should be referred to the Dean of Student Services at 251-626-3303, ext. 147.)

7.21. Exit Interviews

Exit interviews are conducted with each student by the Institutional Effectiveness (IE) Committee and the Office of Financial Aid immediately prior to graduating. The purpose of the IE interview is to ascertain the effect of academic programs on students, to identify student perceptions, and to receive recommendations for program improvements. The purpose of the Financial Aid interview is to fulfill Title IV federal mandates and communicate with each student who has had federal financial aid during all or part of their degree program.

7.22. Facilities

Bookstore: The Academy's Sports Bookstore is open at posted times for the purchase of course textbooks and materials, school supplies, Academy sportswear, souvenirs, sport books and sport art. Bookstore purchases may also be made via the World Wide Web at www.ussa.edu/sport-book.htm.

Computer Laboratory: The Academy maintains a computer laboratory for students. Hardware includes IBM-compatible computers with software for word processing. More advanced software applications are available on a reservation basis. The laboratory is open during regular library hours. Local network accounts are available for resident students to access the Internet and other computer networks. Details concerning the capabilities and availability of the lab are available by contacting the Librarian. Students will be required to sign a Network Policy Form agreeing to abide by Institutional requirements.

Housing: Although the Academy has no housing of its own, a variety of private apartments and condominiums are available close to the campus. Informational assistance concerning housing costs and services is available through the Office of Student Services (or go to www.ussa.edu/services/2004summer_houseoption). Final responsibility for making housing arrangements rests with the student.

Transportation: All students are responsible for transportation to and from the Daphne campus, including airport transportation.

Library Learning Center: The USSA Library contains a variety of print materials both in book form (approximately 9,000 volumes) and in journal form. The best way to access periodical articles is through online database. They are updated regularly and supply citations, abstracts or full-text articles.

The library is a member of OCLC (Online Computer Library Center), SOLINET (Southeastern Library Network, the regional arm of OCLC) and NAAL (Network of Alabama Academic Libraries). By virtue of these memberships, the library is able to access the holdings of most libraries. OCLC's holdings are well over 38 million.

The purpose of NAAL's founding was resource sharing, i.e. interlibrary loans. There is no charge for loans from member libraries of NAAL. NAAL supplied the Academy library's fax machine as well as a document delivery system (ARIEL) to enable the Academy to electronically transmit and receive loans, and the ability to purchase materials at lower price through the consortia pricing.

7.23. Recreational Facilities and Activities

Intramurals: The Academy offers facilities for outdoor tennis, basketball, team handball, beach handball, volleyball, and beach volleyball for student recreation. The Academy Club fitness center offers billiards, weight training, aerobics, and racquetball. The Eagle's Nest functions as a student lounge area. Intramural activities are scheduled to meet student interests. Historically, the most popular activities have been tournaments in basketball, volleyball, tennis, table tennis, and golf. For more information, contact the Office of Student Services.

Laboratory Facilities: The laboratory complex has two locations. Our location located on the ground floor of the Academic unit houses a laboratory used for human performance testing and assessment and sports medicine rehabilitation and a fitness center located below ground level is used for strength and conditioning testing, assessment and programming.

The students in the residence program may use a full complement of Exercise Physiology equipment including hydrostatic weighing, graded exercise testing equipment with maximal oxygen consumption analyzer for exercise performance on a treadmill or bike. Strength testing equipment consists of computer assisted modes of isometric, isotonic, and isokinetic with electromyogram output. Kinematic motion analysis equipment is also available. A simulated Athletic Therapy Room is available for graduate students to practice sports medicine skills.

7.24. Full Time Student

A full-time undergraduate student is one who is normally registered for twelve semester hours. With special permission from the Dean of Academic Affairs, students may register for an overload not to exceed 15 semester hours in Fall or Spring semester or up to 12 semester hours in the six-week summer term. When calculating student hours of undergraduate credit, resident courses, mentorship, and distance learning will be included

in the calculation of the total hours in the semester in which the student initially registers for the course. Semesters begin with orientation and end the Friday before the next semester's orientation. See the *Academic Calendar*.

7.25. Grading Policies & Procedures

A distance learner has a period of 15 weeks plus 1 week up front to receive materials to complete a course. The "clock" for the 16 week period starts when the books are sent from the Academy. If a student does not complete the course in 16 weeks, he/she may request a 30-day extension for which the student will pay \$50. If the student is not finished at the end of the first extension, he/she may request one additional 30-day extension for which the student will pay another \$50. Or, a student may purchase a full 60-day extension at one time for \$100. At the completion of the 60-day extension period, the student will be awarded a grade based on the work completed up until the end of the extension period.

Grading: Students who do not complete their DL course within 16 weeks will automatically receive a grade of "IF". The IF will become an "F" unless the student requests and receives a 30-day extension before the end of the course. If the student has finished by the end of the 30-day extension, the IF will change to the grade awarded by the professor. If the student has not finished, the IF will be changed to the grade computed by the professor. The same system applies for the second 30-day extension.

7.26. Grading System

The United States Sports Academy uses the following four-point grading scale:

Percentages	Letter Grade	GPA
98-100	A+	4.0
93-97	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
0-59	F	0.0

A cumulative grade point average of 2.0 of work is required for graduation. In computing the required 2.0 averages necessary for the conferment of the undergraduate degree, the total number of quality points is divided by the total number of semester hours for which a letter grade is assigned. Grades earned at other institutions and transferred to the Academy cannot be used in the determination of the grade point average either for candidacy or conferment of the degree. The following symbols are substitutes for grades:

I = Incomplete Assigned by the instructor in cases where the recitation and test grades are satisfactory, but due to reasons beyond control, the student is unable to fulfill all course requirements.

IF = Automatically assigned, five days after the end of 16 week period (117 days) where the student has not completed the work and the instructor has not been notified of and extension or extenuating circumstances which will not allow the student to finish.

IP = In Progress Assigned to thesis, applied dissertation project, and mentorship courses until these courses are completed.

P = Passed Transfer Credit Recorded on the permanent record of a student who has had transfer credit accepted for an Academy course. The grade of P does not affect the GPA.

W = Withdraw Recorded on the permanent record of a student who withdraws from the Academy or from a course, provided the withdrawal occurs within the time limits listed in the official calendar. The grade of W does not affect the GPA.

H = Assigned to students who are unable to complete their course work due to extenuating medical issues or active military duty. Documentation from student's physician (in medical circumstances) or military commander (for active duty circumstances) is required.

Honors Designations

Students will be recognized for academic achievement through attaining certain Grade Point Averages through the completion of their studies in the B.S.S program. A chart of such Honors Designations is appears below. These designations will appear on their transcripts.

Honors Designation	Grade Point Average
Summa Cum Laude	3.80-4.00
Magna Cum Laude	3.60-3.79
Cum Laude	3.4 0-3.59

7.27. Grade Appeal Procedures

The purpose of the grade appeal procedure is to afford an opportunity for an undergraduate or graduate student to appeal a grade the student feels was inequitably awarded, in that it involved a gross violation or departure from the instructor's course specified grading

standards which were contained in the course syllabus at the beginning of all residential or distance learning courses. The student may appeal the grade in the following manner.

Step 1

The student must communicate with the instructor in question and attempt to resolve any differences in an informal manner.

Step 2

A student who is unable to resolve the differences in an informal manner must file a written appeal with the Dean of Academic Affairs within 15 days following assignment of the disputed grade. All appeals will be date stamped and logged in on the date received.

Step 3

The Dean of Academic Affairs will appoint a review panel composed of three impartial faculty members for each case. The review panel must be appointed and render its decision within three weeks from the date that the appeal is received in the Office of Academic Affairs. A unanimous decision shall be final and binding on all parties concerned. The Dean of Academic Affairs or designee shall inform all parties of the decision.

Step 4

A majority opinion by the review panel will be referred to the Academics Committee for final disposition. The Academics Committee must render its decision within three weeks from the date of the review panel majority decision. The majority decision of the Academics Committee shall be final and binding on all parties concerned. The Dean of Academic Affairs or designee shall inform all parties of the decision.

7.28. Graduation Requirements

To be eligible to walk in the graduation ceremonies, students must meet the following requirements:

- Submission of all required admissions material.
- Cumulative 2.0 or better grade point average.
- Successful completion of all academic requirements.
- Payment of all fees, including the graduation fee.
- Completion of the *Application for Graduation* form (Available from Registrar)
- Exit interviews and survey completed.

Any student who believes that a particular academic or degree requirement should be altered due to unusual circumstances may petition the Academic Committee for a review of the requirement.

7.29. Health Services

Any student needing health care or counseling will be referred to a local health care provider. The costs associated with health care or counseling are the responsibility of the student. Referral by the Academy does not constitute acceptance of indebtedness by the Academy for services rendered. (See Insurance section below regarding health insurance coverage.)

7.30. Holds

Two types of holds may be placed on student records under certain circumstances:

Academic Holds

The Chief Academic Officer or designee, Dean of Student Services, or the Registrar may place an academic hold on the student's file.

An academic hold may be placed on a student's record if the student's admission file is not complete (e.g., official transcripts of previous degrees, test scores not received, etc.) after 12 credit hours have been completed.

A student who has an academic hold is prevented from registering for additional course work until all official documents required for admission have been received. The academic hold will be released upon completion of the student's admission file.

Administrative or Business Holds

The Chief Operating Officer, Dean of Student Services, the Registrar or a Senior Administrator may place an administrative hold on the student's file.

An administrative hold may be placed on a student's record for checks written on insufficient funds, library fines, unreturned library materials, outstanding financial balances on the student's account or defaults on a student's financial aid loan package.

A student who has an administrative hold is prevented from receiving student grade reports or student transcripts. Additionally, the student will be prevented from registering for additional course work or receiving additional financial aid awards until all of the above stated conditions have been cleared with the Academy.

Inactive Status

A resident student who does not register for undergraduate credit in a given semester will be assessed a continuance fee of \$25 per semester. Distance learning students are liable for a continuance fee of \$25 if they are not registered for a course for three consecutive months. If a resident student fails to enroll for two or more consecutive semesters or an on-line student has not been enrolled for six months and has not paid a continuance fee, the student will be placed in inactive status. Inactive students will be required to pay a \$200 readmittance fee to re-enroll in the program.

Insurance

Residential students are required to show proof of and maintain health insurance coverage while enrolled in residence at the Academy. Students will not be allowed to register without such proof.

Students are required to have liability coverage and are urged to secure membership in and coverage from professional associations related to their chosen academic discipline. (See *Professional Affiliate Organizations in the Student Organization* section of the catalog.) This is particularly important for students involved in a Mentorship. Although at the present time the Academy has liability insurance in place for students (ONLY effective when students are properly registered), continued coverage cannot be guaranteed and students should be prepared to provide their own adequate liability insurance coverage.

Lost and Found

The Lost and Found is located in the Office of Student Services.

7.31. Mentorship – Culminating Experience

The culminating experience in the upper division undergraduate program is an experiential education component called a “mentorship”. The mentorship is done under the direction of the student’s advisor and requires 300 clock hours of activity based on specific learning objectives and expected outcomes. The mentorship also requires monthly diary reports, a final evaluation and a 5,000 word project paper describing how the learning objectives were or were not achieved, all under the supervision of a mentor who is a professional in the discipline. The mentorship is graded based on three criteria with each section weighted as follows in the evaluation:

- An exit interview with the student’s advisor: 5%
- The written 5,000 word project paper assessing attainment of expected outcomes: 10%
- Assessment of learning objectives and expected outcomes by the mentor: 85%

7.32. Microsoft Campus Agreement

The Academy has entered into a Microsoft Campus Agreement (MSCA) beginning the Fall 2005 semester. The Microsoft Campus Agreement is an annual licensing program that provides Academy students, faculty and staff with access to the following Microsoft products for use on Academy computers and on a personally owned computer:

- Microsoft Office 2004 Professional Edition (PC and Mac)
- Windows XP Professional (upgrade - you must already have a valid Windows license).

The Academy has entered into this agreement to provide students with common software programs for the preparation of written assignments and communications. It is anticipated that implementation of the MSCA will eliminate problems encountered with student

submissions that could not be accessed by faculty due to software compatibility problems. For that reason, all written work must use the provided Office 2004 software.

Terms of Use

Under terms of the MSCA, the Academy is allowed to extend to its students, faculty and staff the right to use the software on a personally owned computer in the course of their Academy studies and work. Ownership of the software licenses or media is not transferred to the Academy, students, faculty or staff; rather the MSCA provides a license to use the software during the term of the agreement.

Eligibility

Students must be registered in a degree program (upper division undergraduate, masters or doctoral) and maintain continuous "student" status in accordance with Academy Policy until they graduate.

Procedure

Before receiving the software, students must complete and submit to the Academy a Student Users Acceptance Form. Information concerning the MSCA is located on the student's Academy distance learning campus (www.sportsed.ussa.edu/graduate, www.sportsed.ussa.edu/undergraduate). Students who register for a course beginning the fall term 2005 will be automatically enrolled in the MSCA and must complete and submit the Student Users Acceptance Form. online the student's Academy distance learning campus.

Termination of participation in the MSCA

Student Graduation. If a student graduates during the Campus Agreement term, the Software license will convert to a perpetual license, at no cost to the student, as verified in the Student License Confirmation, which must be obtained from the United States Sports Academy at that time. The Student License Confirmation is proof of Software ownership.

Loss of Student Status. Students who are dismissed, withdraw or who otherwise lose student status must comply with the terms of the Student Users Acceptance Form which requires immediate cessation of use of the Software.

7.33. Motor Vehicle Registration/Parking

Students operating and parking a vehicle on campus must have a current parking decal clearly affixed to the left corner of the vehicle's rear window. Students must register their vehicles and obtain decals at orientation/registration. Any student violating parking and traffic regulations is subject to a fine. After a semester has begun, parking decals may be obtained from the Office of Logistics.

7.34. The National Faculty

The National Faculty (NAFAC) is a distinguished group of sport educators assembled by the Academy to assist the institution in the delivery of its national and international programs. They represent all phases of sport and sport-related fields including amateur and professional sport. National Faculty members may serve as adjunct faculty on campus, off-campus distance learning professors and mentors for the Mentorship program.

7.35. Online Course Grading

The weighting system for all distance learning course elements at the undergraduate level is as follows:

- Threaded Discussion 20%
- Assignments 30%
- Quizzes 20%
- Final Exam 30%

7.36. Online Student Security

All students are responsible for security with respect to their log-on and passwords and in any activity utilizing the various Academy computer resources. Students' inappropriately sharing or distributing passwords or log-ons to unauthorized individuals will be subject to disciplinary action up to and including expulsion from the program.

7.37. Program of Study (POS)

After admission into a program, the student should prepare a program of study for review by the Dean of Academic Affairs or his designee. The program of study must meet all the requirements for the program and must be reviewed and signed by the Dean or his designee. A copy of the approved program of instruction must be filed in the Office of Student Services and with the student's advisor (See Addendum D).

7.38. Readmittance

An application form and a \$200 readmittance fee are required of any student seeking to enroll for classes after an absence of two semesters in which continuance fees were not paid for each semester. Extension of course work from one semester to the next without registration does not constitute enrollment in the current semester.

When a student is readmitted, the student may adopt the academic program of a more recent catalog through written petition to the Academic Committee. The student is responsible for completing any and all of the requirements of the selected program.

7.39. Refund Policy

Refund of tuition for a student withdrawing from the Academy or a student who is dismissed or suspended is made in accordance with the following schedule. It should be noted that this schedule is based on the requirements of the U.S. Department of Education with respect to students receiving Title IV funding. The administrative fee charge is the lesser of 5% or \$100 of the total paid.

Regular Semester

Prior to first day of class	100%
On the first day of class	100% less administrative fee
Through the first 8 days of class	90% less administrative fee
Through the first 19 days of class	50% less administrative fee
Through the first 38 days of class	25% less administrative fee
After the first 38 days of class	no refund

Distance Learning

Prior to the shipment of course materials	100%
On the day of shipment	100% less administrative fee
Through the first 8 days after shipment	90% less administrative fee
Through the first 19 days after shipment	50% less administrative fee
Through the first 38 days after shipment	25% less administrative fee
After 38 days from date of shipment	no refund

Mentorship –Culminating Experience

Through the first 5 days after registration.....	100% less administrative fee
Through the first 25 days after registration.....	95% less administrative fee
Through the first 60 days after registration.....	50% less administrative fee
Through the first 125 days after registration.....	25% less administrative fee
After 126 days after registration	no refund

Processing of refunds requires at least two weeks. If you have financial aid, please consult the Financial Aid Review section or contact the Financial Aid Center for additional information on withdrawing or falling below half-time status.

7.40. Repeat Policy

A student may normally repeat a course one time and only for a course in which a grade of “F” was received. To repeat a course, a student must enroll and pay the tuition and fees for the course.

When a course is repeated, the original grade will remain posted on the student's permanent record but the grade will not be used in computing the cumulative grade point average. The repeat grade will also be posted to the permanent record and will be used to compute the grade point average regardless of whether it is higher or lower than the original grade.

A course may be repeated only on a letter grade basis and may not be repeated if a grade of "B" or higher was previously earned. A student must petition to repeat a course more than once.

7.41. Special Student Services

Students with Disabilities. The Academy follows the applicable provisions of 29 USC 794 and 20 USC 1401 with respect to disabled students.

International Students Services for international students who are enrolled include an orientation to the Academy and community and assistance with immigration and naturalization procedures. Contact the Office of Student Services for assistance or information.

7.42. Statute of Limitations for Degree Completion

All requirements for the Bachelor of Sports Science degree must be completed within four years from the time the student first enrolls in the degree program. In special cases, students may petition the Academic Committee for an extension not to exceed one additional year provided the petition is made before the end of the original Statute of Limitations date.

Mobilization and Call to Active Duty of Reservists and National Guard Members and the Deployment of Active Duty Military Personnel

The Academy's Policy, with respect to students of the Academy who are Reservists or National Guard Members and are called up to active duty as well as the overseas deployment of current Active Duty Military Personnel, is that the student will have the option of 1) being placed on indefinite hold (will be able to continue and complete his or her course work when he/she returns from military active duty or deployment) or 2) can withdraw from his/her course of study without penalties. Students requesting a hold or withdrawal will be required to produce a copy of their orders indicating a return to active duty status.

7.43. Student Conduct

Enrollment at the Academy is entrance into an academic community. As such, students voluntarily assume obligations of performance and behavior expected by the Academy. Disciplinary procedures are authorized and administered to prevent obstruction of the mission, processes, and structure of the Academy.

A student attending the Academy is accepted as a responsible adult working with faculty colleagues in pursuit of knowledge. Since freedom must be balanced by individual responsibility and respect for the rights, responsibilities and freedom of others, students are held accountable for their own decisions and actions. The Academy considers unacceptable behavior to be actions that jeopardize the rights and freedom of others or adversely affect the integrity of the Academy. Such actions may result in discipline ranging from probation to expulsion.

The Academy reserves the right to deny admission or continued attendance to a student whose actions are contrary to the policies and procedures of the Academy. As an independent institution, the Academy explicitly reserves the right to judge whether it is in the best interest of the institution that a student be allowed to continue affiliation and may, for reasons deemed sufficient by the Academy itself, discontinue affiliation. By registering, the student concedes to the Academy the right to require withdrawal whenever the Academy deems withdrawal necessary. The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant, student or faculty member, and the United States Sports Academy. The catalog reflects the general nature of and conditions concerning the educational services of the Academy effective at the time of preparation.

In the event the offense is serious enough to warrant disciplinary action, the following steps will be taken to ensure that all due process requirements are met:

Step 1

The Dean of Academic Affairs will notify the student in writing of the specific infraction. The notification will include the nature of the infraction and the policy or rule violated. The notice will state date, time and place of a hearing on the charges and the option for the student to waive the right of a hearing and have an informal conference with the Dean of Academic Affairs, or designee, for disposition of the matter.

Step 2

The student may waive, in writing, the right to a hearing and have an informal conference with the Dean of Academic Affairs for disposition of the matter. Once waived, the outcome of the informal conference will be binding on all parties concerned.

Step 3

Normally, seven to ten days will be given for the student to prepare for the hearing depending on the seriousness of the offense. When necessary, the student may attend the hearing by electronic means where he or she can speak and be heard. In all cases all validated documentation to be considered by the committee must be available at the Academy at least two working days prior to the hearing.

Step 4

The hearing will be held before a hearing panel which is a subcommittee of the Academics Committee. Although the hearing is not intended to be an adversarial forum, the student may have an attorney present who may advise the student but not directly address the hearing panel. The principles of privilege against self-incrimination do not apply. Testimony given by a student in a school disciplinary hearing can later be used in legal proceedings.

The Academy recognizes and processes student misconduct using "Preponderance of Evidence". Preponderance of evidence means that the evidence, as a whole, shows that the fact sought to be proved is more probable than not. This is the standard used in adjudicating all disciplinary cases within Academy policy.

Step 5

The hearing panel will provide a recommendation to the Dean of Academic Affairs within 5 working day from conclusion of the hearing. The Dean of Academic Affairs will review the recommendation of the panel and render a decision within 5 working days. That decision can be to ratify the decision and recommendation of the panel or to require a new hearing which would be conducted by the Academic Committee of the whole. The student will be notified in writing of this decision and the process for a hearing, steps 1-5 above, will be repeated in the case where the Academic Committee of the Whole reviews the recommendation.

Step 6

The Dean of Academic Affairs will notify the student of final disposition of the matter within 5 working days of rendering a final decision.

A student may appeal an adverse decision. Within 15 days after the decision rendered by the Dean of Academic Affairs, the student has the right to appeal the decision to the President of the institution. Appeals must be made in writing. On such appeal, decisions rendered by the President shall be final.

7.44. Student Mail

Students are to receive personal and professional mail at their private residences. In the event personal mail is delivered to the Academy, it will be placed in Student Services. The Academy does not accept responsibility for lost or stolen mail.

7.45. Student Organizations

The Academy offers students the opportunity to participate in four formal organizations:

Alpha Epsilon Lambda is the honor society of graduate and professional school students. The society was founded in 1990 to honor academic excellence and leadership.

The Alumni Association is open to any student who has registered for one or more courses at the Academy. The membership fee is \$20 per year. Alumni will receive a 10% discount on bookstore purchases. Alumni will also receive an annual subscription to The Academy and the Sports Supplement publications, a USSA lapel pin, and access to career and job listings on the USSA Web site.

The American Sport Art Museum and Archives (ASAMA) is open to all Academy alumni and students. Membership options begin at \$20 per year and entitle students to take part in all ASAMA sponsored events including art shows, exhibitions and presentations with the exception of the Awards of Sport Banquet.

The Student Ambassadors' Club represents the institution as hosts/hostesses or greeters at official functions of the Academy. Selection is based on their potential contribution to the overall mission of the Academy. Ambassadors are usually selected in the fall semester of each year. Appointments continue at the convenience of the Academy, normally for one academic year, or that portion of the year in which the student is present on campus.

The Academy also encourages students to join professional affiliate organizations as student members. The following are examples of such organizations:

- American Alliance for Health, Physical Education, Recreation and Dance
1900 Association Drive
Reston, VA 22091
- American College of Sports Medicine
401 West Michigan Street
Indianapolis, IN 46202-43222
- American Physical Therapy Association Sports Medicine Section
1156 15th Street, NW
Washington, DC 20005
- Association for Fitness in Business
400 Sixth Street, SW
Room 3030
Washington, DC 20201
- International Council For Health, Physical Education, Recreation, Sport and Dance
1900 Association Drive
Reston, VA 22091
- National Association of Collegiate Directors of Athletics
P. O. Box 16428
Cleveland, Ohio 44116
- National Association for Sport and Physical Education
1900 Association Drive
Reston, VA 22091

- National Federation of Interscholastic Coaches Association
11724 Plaza Circle
Kansas City, MO 64195
- National High School Athletic Coaches Association
Box 1808
Ocala, FL 32678
- National Recreation and Park Association
2775 South Quincy Street, Suite 300
Arlington, Virginia 22206-2204
- North American Society For Sports Management
106 Main Street, Suite 344
Houlton, ME 04730-9001

For more information on clubs and organizations contact the Office of Student Services.

7.46. Student Petitions on Grades, Policies and Procedures

Students seeking redress for an issue not related to grade appeal or student conduct that may arise at or with the institution should first attempt to do so on an informal basis. When the student feels that informal means have not resolved an issue, they can appeal the issue for further consideration in a formal manner. The process established for such petitions includes the following steps:

1. The student may file a written petition within 30 days from the date when the informal attempt to resolve the issue was concluded. The written petition must be filed with the Dean of Academic Affairs and should include a detailed explanation of the circumstances involved. The Dean of Academic Affairs or Designee will officially log the petition in, noting the date and time received.
2. All formal written petitions shall be considered by a subcommittee of the Academics Committee. The subcommittee shall investigate the petition to ascertain all the facts in the matter and make a recommendation within 15 days of receipt of the petition to the Academics Committee as a whole.
3. The Academics Committee shall vote on the matter at their regularly scheduled bimonthly meeting and make a recommendation to the Dean of Academic Affairs.
4. The Dean shall have the final right of accepting or rejecting the Academics Committee's recommendation. The student shall then be informed of the decision made by the Dean of Academic Affairs within 15 days of that recommendation.
5. Within 15 days after the decision rendered by the Dean of Academic Affairs, the student has the right to appeal the decision to the President of the institution. Appeals must be made in writing. On such appeal, decisions rendered by the President shall be final.

Student Rights

The Academy follows the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), as amended. In compliance therewith, a copy of the Act can be accessed through the web at www.ed.gov/OM/append.htm. Under pertinent provisions of the Act, the items listed below are designated as “Directory Information” and may be released for any purpose at the discretion of the Academy, unless the student exercises his/her right to withhold the disclosure of any or all of the categories of “Directory Information.”

Category I: Name, address, telephone number, dates of attendance, class.

Category II: Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred.

Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athlete), date, and place of birth.

Unless a signed form is received in the Office of Student Services stating that the above information may not be released, it will be assumed that the information may be disclosed.

Records and Disclosure

1. Students have the right to review their academic records and challenge any information believed to be inaccurate or misleading. The institution requires that a staff member be present during a student’s review.
2. Students have the right to acquire transcripts of their own academic records from the Academy. Such transcripts will be labeled “Issued to Student.” Issuance of transcripts is subject to the applicable fee policy in this regard.
3. The Academy will not provide transcripts of academic records for reasons such as nonpayment of financial obligations; however, students cannot be denied the right to inspect and review his/her own records.
4. The Academy requires students to submit a signed request for transcripts of academic records. Other requests such as proof of full-time enrollment must be in writing and must be submitted to the Registrar’s Office.
5. The Academy does not provide students with copies of original or source documents available elsewhere, such as transcripts from another institution or GRE, MAT, GMAT or TOEFL test scores.
6. A student identification number will be assigned to each student for tracking purposes.

7.47. Release of Grades

Students can now view their grades online, which makes them available much sooner. Grades will no longer be mailed to the students and will not be given over the telephone. To view his/her grade, the student should contact the Registrar, who will provide to the student a special password. The student then accesses the USSA Net portion of the website and selects "Student Records & Information." From there, the student selects "Student" to login, then he/she types in his/her student ID and the new password assigned by the Registrar. Students who experience difficulty with this procedure should contact the help desk through USSA or call Student Services at 251-626-3303.

7.48. Transcripts

All transcript requests must be in writing with the student's identification and signature (See Addendum F). All requests must be directed to the Registrar's Office. No transcript will be furnished to a student who has an outstanding balance due the Academy as evidenced by an administrative hold placed on the student's file. It is against Academy policy to fax official academic transcripts. Transcripts will only be released and delivered in hard copy. There is a \$10.00 charge for each transcript issued after the first one which is provided free of charge.

7.49. Weapons Policy

The United States Sports Academy prohibits the possession or use of firearms or weapons of any type on the Academy premises. The definition of weapons shall include all types of firearms regardless of size, knives (other than small pocket knives with a blade length of 3 inches or less), mace and pyrotechnic devices (e.g., fireworks).

Infractions will be considered and evaluated on a case-by-case basis as a student disciplinary matter (see the Student Conduct section). The Academy reserves the right to deny admission or continued attendance to a student whose actions are contrary to the policies and procedures of the Academy. Punishment for a weapons infraction may include suspension for a semester or an immediate expulsion of the student.

7.50. Withdrawing from the Academy

Students who withdraw from the Academy while a semester is in progress must complete a withdrawal form, which is available from the Office of Student Services. Students must obtain the signature of the course instructor for each enrolled course, an advisor's signature and return the form to the Registrar's Office. An exit interview will be conducted by the Director of Financial Aid as part of the withdrawal process. Withdrawal becomes effective the day the form is received by the Registrar's Office. Refunds, if applicable, may not be authorized without completion of the exit interview and the withdrawal form.

7.51. Coordinator of Student Services

The Coordinator of Student Services (CSS) personnel have been trained to and are responsible for providing student services support to students off-campus. CSS people may provide all services presently offered by the Student Services Department On-campus to off-campus distance learning students under the direction and supervision of the Dean of Student Services. If you have enrolled in the program with the assistance of a CSS, they are your first recourse for problem resolution. If you do not feel you have received satisfaction from a CSS in assisting you with your administrative questions or issues, please contact the Dean of Student Services with the specific details of the situation in question.

8. Faculty

Albert G. Applin

B.A. Marietta College
M.S. Pennsylvania State University
Ph.D. Univ. of Massachusetts/ Amherst

Emily Ballus

B.S. Guilford College
M.S. Saint Thomas University

Lawrence P. Bestmann

B.S. Florida State University
M.S. Florida State University
Ph.D. University of Utah

Robert Dean Boyd

B.S. Winthrop University
M.S.S. United States Sports Academy
Ed.D. Nova Southeastern University

Fred J. Cromartie

B.A. Ripon College
M.S. Webster University
M.S.S. United States Sports Academy
Ed.D. United States Sports Academy

Mike I. Culpepper

B.A. University of Alabama - Birmingham
M.S. University of Alabama - Birmingham
Ed.D. University of Alabama

Richard L. DeSchraver

B.S. University of Notre Dame
M.S. University of Illinois
Ph.D. University of Minnesota

Stan E. Drawdy

B.S. Francis Marion University
M.Ed. Francis Marion University
D.Ed. Nova Southeastern University

Nabil Ellatar

B.S. Higher Institute of P.E. for Men,
Egypt
M.Ed. Higher Institute of Phys. Ed.,
Germany
Ph.D. Helwan University, Egypt
Post Doctoral, University of Northern
Colorado

Enrico Esposito

B.A. Catholic University of America
M.S.S. United States Sports Academy
D.C. Life University

A.W. Faris

B.S. East Carolina University
M.S. East Carolina University
Ph.D. Florida State University

Kelly Flanagan

B.A. University of Central Oklahoma
M.S. United States Sports Academy
D.S.M. United States Sports Academy

Larry Flegel

B.A. University of southern Florida
M.A. Pepperdine University
D.B.A. Nova Southeastern University

Douglas J. Goar

B.S. South Dakota State University
M.S. Mankato State University
Ph.D. University of Iowa

Nancy F. Gray

B.A. Newcomb of Tulane University
M.L.I.S. Louisiana State University

Roberto Herrera

B.A. University of Texas
M.S. United States Sports Academy
D.S.M. United States Sports Academy

Mark Mann

B.A. Southwestern University
M.A. Southern Nazarene University
Ed.D. Oklahoma State University

Louis Marciani

B.S. University of Charleston
M.S. University of Bridgeport
Ed.D. University of Southern Mississippi

Patricia A. Mocivnik

B.S./B.S.E. John Brown University
M.S. University of Arkansas/Fayetteville

Donna S. Nathlar

B.S. University of Wyoming
M.S.S. United States Sports Academy
Ed.D. United States Sports Academy

Timothy Newman

B.S. Towson State University
M.Ed. University of Virginia
D.S.M. United States Sports Academy

Roger D. Reeves

B.S. Univ. of South Carolina
M.S. Univ. of South Carolina
D.S.M. United States Sports Academy

Donn Renwick

B.A. Stanford University
M.A. Stanford University
Ph.D. Florida State University

Cynthia E. Ryder

B.S. Wheaton College
M.S. University of North Carolina
Ed.D. University of Georgia

Glaucio Scremin

B.S. LockHoven University
M.S. United States Sports Academy

Bret Simmermacher

B.S. University of West Florida
M.S. University of West Florida
D.S.M. United States Sports Academy

Betsy Smith

B.A. Stephens College
M.S. University of North Carolina-
Greensboro

Brianna Smith

B.S. University of Nebraska-Lincoln
M.P.E. University of Nebraska-Lincoln

Bobbie J. Spurgeon-Harris

B.S. Northwest OK State University
M.S.S. United States Sports Academy

James E. Thomas

B.S. Grove City College
M.A. Ohio State University
Ph.D. Ohio State University

Piper Uhlig

B.S. University of South Alabama

M.S. University of South Alabama

Dawn Wright

BSCE United States Air Force Academy

MSCE Auburn University

Ergun Yurdadon

B.A. Sport Academy, Ankara, Turkey

M.S. University of Wisconsin-LaCrosse

Ph.D. Ohio State University

9. Addenda

- A. Student Rights and Responsibilities Statement
- B. Application for Admission Form
- C. Pre-Admission Achievement Form
- D. Program of Study (POS) Forms
 - 1) Sports Management
 - 2) Sports Coaching
- E. Graduation Audit Sheets
 - 1) Sports Management
 - 2) Sports Coaching
- F. Request for Transcript Form

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Student Rights and Responsibilities

Honor Code for the United States Sports Academy

As a student at the United States Sports Academy (USSA), you are joining a community of scholars who are committed to the pursuit of excellence in the instructional process; therefore, we expect the same by all members of the community. It is expected that all students will pursue their studies with both integrity and honesty. Those students who choose not to do so are forewarned that academic integrity and honesty are taken very seriously at USSA. Any student caught in academic dishonesty, including but not limited to plagiarism and cheating, will be subject to disciplinary action, which may include expulsion from the program.

Notice to All Students

The United States Sports Academy is an equal opportunity, coeducational, not-for-profit institution of higher learning. It is open to all students and faculty and does not discriminate in admissions or employment on the basis of race, color, sex, age, religion, disability, or national origin. Every effort has been made to include in the annual academic catalogs information, which at the time of printing, most accurately and pertinently mirror the United States Sports Academy within the context in which it is offered. However, the provisions of the annual academic catalogs are subject to change by the United States Sports Academy without prior notice and do not constitute a contract between any student and the United States Sports Academy. As a private institution, the Academy explicitly reserves the right to judge whether it is in the best interest of the institution that a student be allowed to continue affiliation and may, for reasons deemed sufficient by the Academy itself, discontinue affiliation. By registering, the student concedes to the Academy the right to require withdrawal whenever the Academy deems withdrawal necessary.

Academic Integrity

Students should maintain high standards of conduct both in their personal behavior and in their academic work. Disrespect for or violation of these standards is a serious offense. The penalty for violations against academic integrity could result in failure on a paper, in the class, or dismissal from the Academy. The process of notification is described in the *Student Conduct* section of this document.

Cheating is unacceptable behavior in which a student uses someone else's work and represents it as their own. Examples of this would be copying another student's answers during an examination, using unauthorized materials during an examination, or having someone else take your examination. Using unauthorized test materials, or disseminating them to others, is also cheating.

Plagiarism is a form of cheating. Utilizing information from other people's work in your own paper or project is acceptable under the following conditions:

If you use the exact written words of another person, place the words in quotation marks and cite the last name, year and page number where the quote may be found. A quote exceeding 40 words must be indented in a block without quotation marks.

If you paraphrase other people's work, you must restate the concept or information in your own words, not just rearrange the words in the sentence, and cite the author and year of publication. Be very careful when you take notes to put quotes in the exact wording, or put the paraphrased information in your notes.

Submitting the same paper or part of a paper for more than one course is not permitted.

The abuse of library materials by writing in journals or books, tearing out pages, or taking materials from the library without properly checking them out is strictly forbidden.

Attendance Policy: Resident and Distance Learning

A resident student is expected to attend all regularly scheduled classes. Any resident student missing more than 25% of the regularly scheduled classes in any course during a given semester shall automatically fail the course. Any work missed because of absence shall be the responsibility of the student. Aside from the above, teaching faculty are required to set an attendance policy for each residential class.

Students who are enrolled in a web-based course must log on and complete the first course assignment within two weeks of course registration. Students are expected to systematically satisfy all of the course assignments and learning activities in accordance with the syllabus within the prescribed 16-week time frame or pay the appropriate extension fees. In no case will a student be allowed to submit work following the exhaustion of two 30-day course extensions or one 60-day course extension.

Drug and Alcohol Policy

The United States Sports Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. The Academy's definitive alcohol and drug policy is distributed to all students, faculty and staff annually.

Grade Appeal Procedures

The purpose of the grade appeal procedure is to afford an opportunity for an undergraduate or graduate student to appeal a grade the student feels was inequitably awarded, in that it involved a gross violation or departure from the instructor's course specified grading standards which were contained in the course syllabus at the beginning of all residential or distance learning courses. The student may appeal the grade in the following manner.

Step 1

The student must communicate with the instructor in question and attempt to resolve any differences in an informal manner.

Step 2

A student who is unable to resolve the differences in an informal manner must file a written appeal with the Dean of Academic Affairs within 15 days following assignment of the disputed grade. All appeals will be date stamped and logged in on the date received.

Step 3

The Dean of Academic Affairs will appoint a review panel composed of three impartial faculty members for each case. The review panel must be appointed and render its decision within three weeks from the date that the appeal is received in the Office of Academic Affairs. A unanimous decision shall be final and binding on all parties concerned. The Dean of Academic Affairs or designee shall inform all parties of the decision.

Step 4

A majority opinion by the review panel will be referred to the Academics Committee for final disposition. The Academics Committee must render its decision within three weeks from the date of the review panel majority decision. The majority decision of the Academics Committee shall be final and binding on all parties concerned. The Dean of Academic Affairs or designee shall inform all parties of the decision.

Online Student Security

All students are responsible for security with respect to their log-on and passwords and in any activity utilizing the various Academy computer resources. Students' inappropriately sharing or distributing passwords or log-ons to unauthorized individuals will be subject to disciplinary action up to and including expulsion from the program.

To provide the best test security the Academy has added the dimension of Exam Guard for final examinations. Any tampering or abuse of the security by students will result in disciplinary action up to and including expulsion from the program.

Student Conduct

Enrollment at the Academy is entrance into an academic community. As such, students voluntarily assume obligations of performance and behavior expected by the Academy. Disciplinary procedures are authorized and administered to prevent obstruction of the mission, processes, and structure of the Academy.

A student attending the Academy is accepted as a responsible adult working with faculty colleagues in pursuit of knowledge. Since freedom must be balanced by individual responsibility and respect for the rights, responsibilities and freedom of others, students are held accountable for their own decisions and actions. The Academy considers unacceptable behavior to be actions that jeopardize the rights and freedom of others or adversely affect the integrity of the Academy. Such actions may result in discipline ranging from probation to expulsion.

The Academy reserves the right to deny admission or continued attendance to a student whose actions are contrary to the policies and procedures of the Academy. As an independent institution, the Academy explicitly reserves the right to judge whether it is in the best interest of the institution that a student be allowed to continue affiliation and may, for reasons deemed sufficient by the Academy itself, discontinue affiliation. By registering, the student concedes to the Academy the right to require withdrawal whenever the Academy deems withdrawal necessary. The provisions of the annual academic catalogs do not constitute a contract, expressed or implied, between any applicant, student or faculty member, and the United States Sports Academy. The document reflects the general nature of and conditions concerning the educational services of the Academy effective at the time of preparation.

In the event the offense is serious enough to warrant disciplinary action, the following steps will be taken to ensure that all due process requirements are met:

Step 1

The Dean of Academic Affairs will notify the student in writing of the specific infraction. The notification will include the nature of the infraction and the policy or rule violated. The notice will state date, time and place of a hearing on the charges and the option for the student to waive the right of a hearing and have an informal conference with the Dean of Academic Affairs, or designee, for disposition of the matter.

Step 2

The student may waive, in writing, the right to a hearing and have an informal conference with the Dean of Academic Affairs for disposition of the matter. Once waived, the outcome of the informal conference will be binding on all parties concerned.

Step 3

Normally, seven to ten days will be given for the student to prepare for the hearing depending on the seriousness of the offense. When necessary, the student may attend the hearing by electronic means where he or she can speak and be heard. In all cases all validated documentation to be considered by the committee must be available at the Academy at least two working days prior to the hearing.

Step 4

The hearing will be held before a hearing panel, which is a subcommittee of the Academics Committee. Although the hearing is not intended to be an adversarial forum, the student may have an attorney present who may advise the student but not directly address the hearing panel. The principles of privilege against self-incrimination do not apply. Testimony given by a student in a school disciplinary hearing can later be used in legal proceedings.

The Academy recognizes and processes student misconduct using "Preponderance of Evidence". Preponderance of evidence means that the evidence, as a whole, shows that the

fact sought to be proved is more probable than not. This is the standard used in adjudicating all disciplinary cases within Academy policy.

Step 5

The hearing panel will provide a recommendation to the Dean of Academic Affairs within 5 working day from conclusion of the hearing. The Dean of Academic Affairs will review the recommendation of the panel and render a decision within 5 working days. That decision can be to ratify the decision and recommendation of the panel or to require a new hearing which would be conducted by the Academic Committee of the whole. The student will be notified in writing of this decision and the process for a hearing, steps 1-5 above, will be repeated in the case where the Academic Committee of the Whole reviews the recommendation.

Step 6

The Dean of Academic Affairs will notify the student of final disposition of the matter within 5 working days of rendering a final decision.

A student may appeal an adverse decision. Within 15 days after the decision rendered by the Dean of Academic Affairs, the student has the right to appeal the decision to the President of the institution. Appeals must be made in writing. On such appeal, decisions rendered by the President shall be final.

Student Petitions

Students seeking redress for an issue not related to grade appeal or student conduct that may arise at or with the institution should first attempt to do so on an informal basis. When the student feels that informal means have not resolved an issue, they can appeal the issue for further consideration in a formal manner. The process established for such petitions includes the following steps:

1. The student may file a written petition within 30 days from the date when the informal attempt to resolve the issue was concluded. The written petition must be filed with the Dean of Academic Affairs and should include a detailed explanation of the circumstances involved. The Dean of Academic Affairs or Designee will officially log the petition in, noting the date and time received.
2. All formal written petitions shall be considered by a subcommittee of the Academics Committee. The subcommittee shall investigate the petition to ascertain all the facts in the matter and make a recommendation within 15 days of receipt of the petition to the Academics Committee as a whole.
3. The Academics Committee shall vote on the matter at their regularly scheduled bimonthly meeting and make a recommendation to the Dean of Academic Affairs.

4. The Dean shall have the final right of accepting or rejecting the Academics Committee's recommendation. The student shall then be informed of the decision made by the Dean of Academic Affairs within 15 days of that recommendation.

5. Within 15 days after the decision rendered by the Dean of Academic Affairs, the student has the right to appeal the decision to the President of the institution. Appeals must be made in writing. On such appeal, decisions rendered by the President shall be final

Student Rights

The United States Sports Academy follows the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), as amended. In compliance therewith, a copy of the Act can be accessed through the web at www.ed.gov. Under pertinent provisions of the Act, the items listed below are designated as "Directory Information" and may be released for any purpose at the discretion of the Academy, unless the student exercises his/her right to withhold the disclosure of any or all of the categories of "Directory Information."

Categories

Category I: Name, address, telephone number, dates of attendance, class.

Category II: Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred.

Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athlete), date, and place of birth.

Unless a signed form is received from a student in the Office of Student Services stating that the above information may not be released, it will be assumed that the directory information may be disclosed to third parties.

Student Rights for Records and Disclosure

Students have the right to review their academic records and challenge any information believed to be inaccurate or misleading. The institution requires that a staff member be present during a student's review.

Students have the right to acquire transcripts of their own academic records from the Academy. Such transcripts will be labeled "Issued to Student." Issuance of transcripts is subject to the applicable fee policy in this regard.

The Academy will not provide transcripts of academic records for reasons such as nonpayment of financial obligations; however, students cannot be denied the right to inspect and review his/her own records.

The Academy requires students to submit a signed request for transcripts of academic records. Other requests such as proof of full time enrollment must be in writing and must be submitted to the Registrar's Office.

The Academy does not provide students with copies of original or source documents available elsewhere, such as transcripts from another institution or GRE, MAT, GMAT or TOEFL test scores.

A student identification number will be assigned to each student for tracking purposes.

Student Rights for Release of Grades

Students can view their grades online. Grades are not mailed to the students and will not be given over the telephone. To view his/her grade, the student should contact the Registrar, who will provide to the student a special password. The student then accesses the USSA Net portion of the website and selects "Student Records & Information." From there, the student selects "Student" to login, then he/she types in his/her student ID and the new password assigned by the Registrar. Students who experience difficulty with this procedure should contact Student Services at 251-626-3303.

Weapons Policy

The United States Sports Academy prohibits the possession or use of firearms or weapons of any type on the Academy premises. The definition of weapons shall include all types of firearms regardless of size, knives (other than small pocket knives with a blade length of 3 inches or less), mace and pyrotechnic devices (e.g., fireworks).

Infractions will be considered and evaluated on a case-by-case basis as a student disciplinary matter (see the Student Conduct section). The Academy reserves the right to deny admission or continued attendance to a student whose actions are contrary to the policies and procedures of the Academy. Punishment for a weapons infraction may include suspension for a semester or an immediate expulsion of the student.

Sexual Harassment

Academy policy prohibits harassment based on race, color, sex, religion, national origin, age, or disability. The term sexual harassment for purposes of this policy shall mean unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature or harassing conduct of any nature undertaken because of the target employee or student's sex. While the term is hard to define, sexual harassment may include: explicit sexual propositions; sexual innuendo; suggestive comments; sexually orientated kidding or teasing; or practical jokes; jokes about gender-specific traits; foul, obscene or vulgar language or gestures; displays of foul, obscene, or sexually suggestive printed or visual material; unwelcome advances of a heterosexual or homosexual nature; promises of favorable employment or classroom decisions; threats of negative employment or classroom decisions; unwelcome physical contact such as patting, pinching, or brushing against another's body; or abusive words or conduct of any kind, whether or not of a sexual nature, that is undertaken because of the target of the employee or student's sex.

Any employee or student who believes that he or she has been harassed in violation of this policy may submit a confidential written complaint to the individual's supervisor, Director

of Administration, Dean of Academic Affairs, Dean of Student Services, or USSA President. The written complaint shall identify the person, or persons, involved, the nature of the offensive conduct, and any witnesses. The President will appoint a responsible individual to investigate the matter and recommend a course of action. The complaint will be investigated confidentially to the extent possible. Following the investigations, statements of the person claiming harassment and the accused harasser will be taken and reviewed by general counsel.

The employee or student making the complaint and the accused employee or student whom the complaint is made will be advised of the outcome of the investigation. The Academy President, or the general counsel when the president is involved in the accusation, will determine whether sexual harassment has occurred and what action must be taken. In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the harassment, and the context in which the alleged incidents occurred will be investigated.

Every employee or student shall acknowledge in writing his or her obligation to refrain from harassment and to follow the policy's procedure for reporting harassment.

Any employee or student who violates this policy is subject to disciplinary action up to and including immediate discharge/dismissal, even for a first-time offense.

The United States Sports Academy accepts students regardless of race, religion, gender, age, disability, or national origin.

The Student Rights and Responsibilities policy is posted on the Academy website at the following address: <http://www.ussa.edu/services/students-rights.asp>

APPLICATION FOR ADMISSION
 UNITED STATES SPORTS ACADEMY
 "America's Sport University"



Upper Division Bachelor of Sport Degree Program

PROCEDURES TO APPLY:

BACHELOR OF SPORTS SCIENCE DEGREE

- Completed application form
- \$100 non-refundable U.S. application fee
- Official college transcripts
- A written essay that describes the motivation and reasons for desiring a Bachelor of Sports Science Degree
- Résumé or vita
- Proof of health insurance (Resident Study only)

INTERNATIONAL APPLICANTS

- **NOTE**** In addition to the applicable domestic requirements, you need the following:
- \$150 non-refundable International application fee
 - Official results of the paper based Test of English as a Foreign Language (TOEFL) verifying a minimum score of 550 for full standing admission or a score of 500-549 for provisional admission
 - Official report from an Approved Educational Credential Evaluator
 - Statement of available funds (Resident Study only)

PERSONAL DATA: *(please print or type)*

Full Name _____ Social Security Number _____

First Middle Last

Current Address _____

Street/Number City State/Country Zip or Postal Code

Telephone (Home) _____ Telephone (Work) _____

E-Mail Address (REQUIRED) _____

Permanent Address _____

Street/Number City State/Country Zip or Postal Code

- Citizenship (CHECK ONE) United States Citizen
 International - Permanent Resident
 International - Non- U.S. Resident

Country of Citizenship (Print) _____

Who/what Influenced you to apply to the United States Sports Academy? _____

Have you previously applied to the Academy? No Yes Date(s) _____

Have you previously been enrolled at the Academy? No Yes Date(s) _____

Have you received an Associate Degree
 from another institution? No Yes Date(s) _____

Have you received an Baccalaureate Degree
 from another institution? No Yes Date(s) _____

Do you plan on applying for financial aid? No Yes Not Applicable to International Applicants

How many undergraduate college semester hours
 have you obtained with a score of D or better? 3-48 49-59 60-75 75 or more

PROGRAM OF STUDY: *Please indicate your program of study preferences below.*

This is for informational purposes only and does not constitute a commitment on your part.

What is your plan of study? Distance learning Resident Study Both

What is your intended program of study? Degree Non-Degree

What is your intended discipline? Sports Coaching Sports Management

During which semester do you plan to begin your studies? Fall (Sept.) Spring (Jan.) Summer (June)

USSA Undergraduate Programs Academic Catalog 2005-2006
 Addendum B: Application for Admission Form

PREVIOUS EDUCATION (List both undergraduate and graduate studies - listing most current degree first)

Institution Location Degree Major Dates Attended Approximate GPA

EMPLOYMENT EXPERIENCE (List the most current job first)

HONORS (Academic) Briefly describe honors, scholastic recognition, publications, or any other activities you feel are significant to your undergraduate study. List the most current honors first.

HONORS (Sport) Briefly describe accomplishments, including sport affiliations and/or associations including position/offices. List the most current honors first.

OPTIONAL INFORMATION: (To be used for statistical purposes only)

Ethnic Origin	<input type="checkbox"/> White,	<input type="checkbox"/> Asian	<input type="checkbox"/> U.S. Military Veteran	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Non-Hispanic	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Single	<input type="checkbox"/> Married
	<input type="checkbox"/> Black,	<input type="checkbox"/> Native-American	<input type="checkbox"/> Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
	<input type="checkbox"/> Non-Hispanic	<input type="checkbox"/> Bi-racial	<input type="checkbox"/> Date of Birth	_____	
	<input type="checkbox"/> Other			Month / Day / Year	

I certify that the information herein contained is true and complete. I understand that all forms, transcripts and other admission documents will become the property of the United States Sports Academy and will not be returned.

Signature: _____ Date: _____

Office of Admissions, United States Sports Academy • One Academy Drive, Daphne, Alabama 36526
 E-Mail: admissions@ussa.edu • www.ussa.edu
 Telephone (251) 626-3303 • Fax (251) 625-1035

The United States Sports Academy accepts students regardless of race, religion, gender, age, disability, or national origin.

UNITED STATES SPORTS ACADEMY
Bachelor of Sports Science Degree
Student Pre-Admission Achievement Form
Sports Coaching Major



Name _____ Student ID Number _____

Core- 12 Sem Hrs	Course Name	Date	Sem Hrs	Grade
SAB 334	Ethics in Sports			
SAB 361	Contemporary Issues in Sports			
SAM 340	Organization & Management in Sports			
SAM 400	Leadership Principles in Sports			

Required- 27 Sem Hrs	Course Name	Date	Sem Hrs	Grade
SAB 305	Sociology of Sports			
SAB 332	Sports Strength & Conditioning			
SAB 346	Sports Medicine			
SAB 356	Sports Nutrition			
SAB 368	Psychology of Sports			
SAB 371	Sports Coaching Methodology			
SAB 373	Scientific Principles of Coaching			
SAD 320	Applied Sports Performance			
SAM 322	Foundations of Amateur & Professional Sports			

Elective- 6 Sem Hrs	Course Name	Date	Sem Hrs	Grade
SCS 308-338	Coaching Science Series			
SCS 308-338	Coaching Science Series			

Electives- 9 Sem Hrs	Course Name	Date	Sem Hrs	Grade
SAB 301	Sports Officiating			
SAB 302	Coaching Technology			
SAB 310	History of Sports			
SAB 451	Public Relations in Sports			
SAM 482	Sports Facilities Management			
SAM 386	Legal Concepts in Sports			
SAM 496	Topical Readings in Sports			

Culminating Experience	Course Name	Date	Sem Hrs	Grade
SAM 498	Mentorship			

Assessment of Sport Knowledge (ASK) Test Scores	Score	Date	Approved
During completion of first 12 semester hours			
Upon completion of all course work			

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UNITED STATES SPORTS ACADEMY
Bachelor of Sports Science Degree
Student Pre-Admission Achievement Form
Sports Management Major



Name _____ Student ID Number _____

Core- 12 Sem Hrs	Course Name	Date	Sem Hrs	Grade
SAB 334	Ethics in Sports			
SAB 361	Contemporary Issues in Sports			
SAM 340	Organization & Management in Sports			
SAM 400	Leadership Principles in Sports			

Required- 27 Sem Hrs	Course Name	Date	Sem Hrs	Grade
SAM 332	Foundations of Amateur & Professional Sports			
SAM 342	Personnel Management in Sports			
SAM 344	Sports Marketing			
SAM 445	Sports Managerial Accounting			
SAM 450	Fund Raising in Sports			
SAM 451	Public Relations in Sports			
SAM 482	Sports Facilities Management			
SAM 448	Promotion and Event Planning			
SAM 486	Law and Risk Management			

Electives- 15 Sem Hrs	Course Name	Date	Sem Hrs	Grade
SAB 305	Sociology of Sports			
SAB 310	History of Sports			
SAB 368	Psychology of Sports			
SAM 367	Olympic Culture			
SAM 386	Legal Concepts in Sports			
SAM 392	Sports Agent Business			
SAM 496	Topical Readings in Sports			

Culminating Experience	Course Name	Date	Sem Hrs	Grade
SAM 498	Mentorship			

Assessment of Sport Knowledge (ASK) Test Scores	Score	Date	Approved
During completion of first 12 semester hours			
Upon completion of all course work			

(Continued on Next Page)

UNITED STATES SPORTS ACADEMY
Student Pre-Admission Achievement Form
Bachelor of Sports Science Degree
Sports Management Major



Name _____ Student ID Number _____

Transfer Credits Overall			
Institution	Credit Hours	Degree	Approved

Transfer Credits: General Education Core				
Requirement	Institution	Date	Sem Hrs.	Grade
English	(3-6 Sem hrs)			
Fine Arts/Humanities	(3-6 Sem hrs)			
Nat. Science/Math	(9-12 Sem hrs)			
Soc./Behav. Science	(3-6 Sem hrs)			
Total			30	

Additional Transfer Credits				
Requirement	Institution	Date	Sem Hrs.	Grade
Total Sem Hrs.	Must be 30 but not more than 60		30-60	

Transcript Evaluator _____ **Date:** _____

Signature

Dean of Student Services _____

Initials

UNITED STATES SPORTS ACADEMY
Bachelor of Sports Science Degree- Sports Coaching Major
Program of Study



Name: _____ Advisor: _____
 Address: _____ Phone: _____
 _____ E-mail: _____
 Starting Date: _____ SOL Date _____ S/D#: _____

Course Number and Name		Credit Hours	Total Hours	Date	Grade
CORE COURSES (12 Semester Hours)					
SAB 334	Ethics in Sports	3			
SAB 361	Contemporary Issues in Sports	3			
SAM 340	Organization & Management in Sports	3			
SAM 400	Leadership Principles in Sports	3			
REQUIRED SPORTS COACHING COURSES (27 Semester Hours)					
SAB 305	Sociology of Sports	3			
SAB 332	Sports Strength & Conditioning	3			
SAB 346	Sports Medicine	3			
SAB 356	Sports Nutrition	3			
SAB 368	Psychology of Sports	3			
SAB 371	Sports Coaching Methodology	3			
SAB 373	Scientific Principles of Coaching	3			
SAD 320	Applied Sports Performance	3			
SAM 322	Foundations of Amateur & Professional Sports	3			
ELECTIVE SPORTS COACHING COURSES (Choose 3 courses for 9 Semester Hours)					
ELECTIVE SPORTS COACHING SERIES COURSES (Choose 2 courses for 6 Semester Hours)					
FINAL CULMINATING EXPERIENCE (6 Semester Hours)					
SAM 498	Mentorship	6			
COMMENTS					

UNITED STATES SPORTS ACADEMY
Bachelor of Sports Science Degree- Sports Management Major
Program of Study



Name: _____ Advisor: _____
 Address: _____ Phone: _____
 _____ E-mail: _____
 Starting Date: _____ SOL Date _____ S/D#: _____

Course Number and Name		Credit Hours	Total Hours	Date	Grade
CORE COURSES (12 Semester Hours)					
SAB 334	Ethics in Sports	3			
SAB 361	Contemporary Issues in Sports	3			
SAM 340	Organization & Management in Sports	3			
SAM 400	Leadership Principles in Sports	3			
REQUIRED SPORTS COACHING COURSES (27 Semester Hours)					
SAM 332	Foundations of Amateur & Professional Sports	3			
SAM 342	Personnel Management in Sports	3			
SAM 344	Sports Marketing	3			
SAM 445	Sports Managerial Accounting	3			
SAM 450	Fund Raising in Sports	3			
SAM 451	Public Relations in Sports	3			
SAM 482	Sports Facilities Management	3			
SAM 448	Promotion and Event Planning	3			
SAM 486	Law and Risk Management	3			
ELECTIVE SPORTS COACHING COURSES (Choose 3 courses for 9 Semester Hours)					
ELECTIVE SPORTS COACHING SERIES COURSES (Choose 2 courses for 6 Semester Hours)					
FINAL CULMINATING EXPERIENCE (6 Semester Hours)					
SAM 498	Mentorship	6			
COMMENTS					

UNITED STATES SPORTS ACADEMY
Bachelor of Sports Science Degree
Graduation Audit Sheet
Sports Coaching Major



Name _____ Student ID Number _____

Core- 12 Sem Hrs	Course Name	Date	Sem Hrs	Grade
SAB 334	Ethics in Sports		3	
SAB 361	Contemporary Issues in Sports		3	
SAM 340	Organization & Management in Sports		3	
SAM 400	Leadership Principles in Sports		3	

Required- 27 Sem Hrs	Course Name	Date	Sem Hrs	Grade
SAB 305	Sociology of Sports		3	
SAB 332	Sports Strength & Conditioning		3	
SAB 346	Sports Medicine		3	
SAB 356	Sports Nutrition		3	
SAB 368	Psychology of Sports		3	
SAB 371	Sports Coaching Methodology		3	
SAB 373	Scientific Principles of Coaching		3	
SAD 320	Applied Sports Performance		3	
SAM 322	Foundations of Amateur & Professional Sports		3	

Elective- 6 Sem Hrs	Course Name	Date	Sem Hrs	Grade
SCS 308-338	Coaching Science Series		3	
SCS 308-338	Coaching Science Series		3	

Electives- 9 Sem Hrs	Course Name	Date	Sem Hrs	Grade
SAB 301	Sports Officiating		3	
SAB 302	Coaching Technology		3	
SAB 310	History of Sports		3	
SAB 451	Public Relations in Sports		3	
SAM 482	Sports Facilities Management		3	
SAM 386	Legal Concepts in Sports		3	
SAM 496	Topical Readings in Sports		3	

Culminating Experience	Course Name	Date	Sem Hrs	Grade
SAM 498	Mentorship		6	

Assessment of Sport Knowledge (ASK) Test Scores	Score	Date	Approved
During completion of first 12 semester hours			
Upon completion of all course work			

(Continued on Next Page)

UNITED STATES SPORTS ACADEMY
Graduation Audit Sheet
Bachelor of Sports Science Degree
Sports Coaching Major



Name _____ Student ID Number _____

Transfer Credits Overall			
Institution	Credit Hours	Degree	Approved

Transfer Credits: General Education Core				
Requirement	Institution	Date	Sem Hrs.	Grade
English	(3-6 Sem hrs)			
Fine Arts/Humanities	(3-6 Sem hrs)			
Nat. Science/Math	(9-21 Sem hrs)			
Soc./Behav. Science	(3-6 Sem hrs)			
Total			30	

Additional Transfer Credits				
Requirement	Institution	Date	Sem Hrs.	Grade
Total Sem Hrs.	Must be 30 but not more than 60		30-60	

Registrar _____ Date: _____
 Signature

UNITED STATES SPORTS ACADEMY
Bachelor of Sports Science Degree
Graduation Audit Sheet
Sports Management Major



Name _____ Student ID Number _____

Core- 12 Sem Hrs	Course Name	Date	Sem Hrs	Grade
SAB 334	Ethics in Sports		3	
SAB 361	Contemporary Issues in Sports		3	
SAM 340	Organization & Management in Sports		3	
SAM 400	Leadership Principles in Sports		3	

Required- 27 Sem Hrs	Course Name	Date	Sem Hrs	Grade
SAM 332	Foundations of Amateur & Professional Sports		3	
SAM 342	Personnel Management in Sports		3	
SAM 344	Sports Marketing		3	
SAM 445	Sports Managerial Accounting		3	
SAM 450	Fund Raising in Sports		3	
SAM 451	Public Relations in Sports		3	
SAM 482	Sports Facilities Management		3	
SAM 448	Promotion and Event Planning		3	
SAM 486	Law and Risk Management		3	

Electives- 15 Sem Hrs	Course Name	Date	Sem Hrs	Grade
SAB 305	Sociology of Sports		3	
SAB 310	History of Sports		3	
SAB 368	Psychology of Sports		3	
SAM 367	Olympic Culture		3	
SAM 386	Legal Concepts in Sports		3	
SAM 392	Sports Agent Business		3	
SAM 496	Topical Readings in Sports		3	

Culminating Experience	Course Name	Date	Sem Hrs	Grade
SAM 498	Mentorship		6	

Assessment of Sport Knowledge (ASK) Test Scores	Score	Date	Approved
During completion of first 12 semester hours			
Upon completion of all course work			

(Continued on Next Page)

UNITED STATES SPORTS ACADEMY
Graduation Audit Sheet
Bachelor of Sports Science Degree
Sports Management Major



Name _____ Student ID Number _____

Transfer Credits Overall			
Institution	Credit Hours	Degree	Approved

Transfer Credits: General Education Core				
Requirement	Institution	Date	Sem Hrs.	Grade
English	(3-6 Sem hrs)			
Fine Arts/Humanities	(3-6 Sem hrs)			
Nat. Science/Math	(9-12 Sem hrs)			
Soc./Behav. Science	(3-6 Sem hrs)			
Total			30	

Additional Transfer Credits				
Requirement	Institution	Date	Sem Hrs.	Grade
Total Sem Hrs.	Must be 30 but not more than 60		30-60	

Registrar _____ Date: _____

 Signature

UNITED STATES SPORTS ACADEMY
"America's Sport University"

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E-mail: studentservices@ussa.edu • Web Site: www.ussa.edu



REQUEST FOR TRANSCRIPT FORM

Doctoral Masters Bachelors Continuing Education

Name: _____ Home Phone: (____)____-_____
Work Phone: (____)____-_____
Social Security #: _____ Cell Phone: (____)____-_____

This is to authorize and request the release of my academic record at the address which I have specified below: Send to:

Signature: _____ **Number of Copies:** _____

Request will not be processed without a signature.

Mail transcript as indicated below: (any special instructions, i.e. hold for grades)

POLICIES GOVERNING TRANSCRIPTS OF RECORD:

- There is a \$10.00 charge for each transcript (official and/or unofficial) with the exception of the first transcript, which is issued without cost.
- Transcript request are processed as rapidly as possible, in order of receipt of application. Requests should be made well in advance of need.
- No transcript of a student's record will be issued for a student whose financial obligations to the Academy have not been satisfied.
- There are two types of transcripts:
 1. **OFFICIAL** transcripts are sent to schools, prospective employers, etc., as designated by the student.
 2. **UNOFFICIAL** transcripts for the student's use, do not bear the seal of the Academy. They must be sent directly to the student. Transcripts are stamped "Issued to Student".
- Transcript requests must be in written form and **signed**.

Method of Payment (check box)

Check/Money Order Type: Visa M/C AMEX DISC Acct. #: _____
Credit Card (Circle type above) Exp. Date: _____

Office Use Only: Transcript(s) released: Date: _____ By: _____

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