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 graduate students regardless of race, religion, gender, age, disability or national origin.

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1. GENERAL POLICIES AND INFORMATION

1.1. Mailing Address

United States Sports Academy
One Academy Drive
Daphne, Alabama 36526-7055
Telephone: 251-626-3303
1-800-223-2668 (Admissions only)
Fax: 251-625-1035 (Student Services)
Email: 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 Continuing Education.

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.

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.

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. Accreditation/Approval

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), the Doctor of Sports Management
degree (level V) and non-degree Continuing Education programs.

1.5. Continuing Education for Licensure or Certification Renewal

Students seeking continuing education units (CEU) for licensure or certification renewal
such as teaching certification 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.

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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, sports 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.

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

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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 a Mentorship 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 a career in the sport profession.

1.10. Expectations of Students at the Continuing Education Level

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 the Student Rights and Responsibilities. The composite document should be read thoroughly by each student. A copy of this composite document may be found in Addendum A.
1.11. 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 competitions), 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.

1.12. Affiliations

Listed below are some of the organizations in which the Academy, faculty or staff are affiliated:

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

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2. United States Sports Academy Academic Calendar

## 2005-2006 FALL SEMESTER

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*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. DEPARTMENT OF CONTINUING EDUCATION

3.1. Introduction

The Department of Continuing Education offers a variety of non-credit, online courses designed to provide professional development opportunities in sports management, sports coaching, sports studies, health, fitness, and other areas. Due to the growth of the sports and fitness industry over the past three decades, highly skilled professionals are in demand. Meeting the needs of those involved in this challenging field is a primary concern in the development of sport-and fitness-specific courses and certifications. Course offerings include a wide range of sport-specific courses that can be taken individually or as part of a certificate or certification program. Courses can also be utilized to maintain and upgrade present certifications, or to simply stay informed as to the changes and developments within the sport and fitness industry. Often, the upgrading of certifications or completion of certain courses can lead to salary adjustments and promotions within the industry.

3.2. Registration and Enrollment

Enrollment in an individual course or certain certification programs is open to anyone 16 years of age or older regardless of educational level or background. All courses are online and, in special situations, can be delivered onsite. Online distance learning courses are 15-weeks in length (one week is added for the shipping and handling of course materials); any student taking a Continuing Education course must complete the course in 15-weeks.

*There are no course extensions in any Continuing Education programs. Because of the Academy’s open enrollment policy, students may register for a course anytime. Students may register either online at www.ussa.edu via the Shopping Cart or by calling the Registrar (1-800-223-2668). The cost of each course is $150 unless otherwise noted (shipping, textbooks, and other course materials are in addition to course fees).

3.3. Continuing Education Units (CEUs)

CEUs are based upon the Carnegie Educational System and are referred to as Carnegie Education Units. CEUs are awarded upon successful completion of a single Continuing Education course. One (1) CEU is awarded for every ten (10) hours of course work. Unless otherwise noted, all courses offered are based upon an estimated forty (40) contact hours of course work, or four (4) CEUs. Student records of CEUs are kept on file in the Office of Student Services. Transcripts can be obtained by letter request to the Registrar’s Office. The first transcript request is free and there is a $10.00 charge for each additional transcript. If planning a sport-related coaching clinic or symposium, the Academy can be your CEU or certificate provider. CEB 595 Sports Coaching Clinic and CPT 597 Individualized Study can be utilized for such events. Customized courses can also be designed to meet any sport organization’s needs. Please contact the Director of Continuing Education for further information regarding such programs.
3.4. Course Extension Policy

There are no course extensions for Continuing Education courses. Courses must be completed within 16 weeks of initial registration (15 weeks to complete a course & 1-week allowance for delivery of course materials). If students fail to complete a course within the specified time limit, students must re-register and pay the appropriate fees. However, if an unforeseen circumstance such as military duty is encountered, students may request an extension in writing. The request should be directed to the Office of Student Services for review and must be postmarked prior to the course completion date.

*If a student has a medical problem or issues such as military activation, an extension may be granted by the Dean of Student Services. For military activation, students should submit a letter or notice from his/her commanding officer. For a medical problem, students should submit a report from a physician summarizing the condition.

3.5. Continuing Education Programs

3.5.1. Certificates

Certificates are designed to meet the needs of coaches, trainers, fitness leaders and managers who desire expanded specialization and more up-to-date information. Students who successfully complete one of the following courses may request a certificate by contacting the Department of Continuing Education. Upon successful completion of a course, students are awarded 4 CEUs. Certificate courses are available in the following areas: Sports Management, Sports Coaching, and Human Performance.

Sports Management Certificates are nationally recognized and are designed to help students become specialists in the various areas of sports management. The following Sports Management Certificates, along with the required course for each certificate area, are currently available:

- Sports Administration: CEM 543 Sports Administration
- Sports Agents: CEM 592 Introduction to the Business of Sports Agents
- Sports Facilities: CEM 582 Sports Facilities
- Sports Public Relations: CEM 551 Sports Public Relations
- Sports Marketing: CEM 544 Sports Marketing

Sports Coaching Certificates will help students expand their specializations in sports coaching with a nationally recognized and accredited program. The following Sports Coaching Certificates, along with the required courses, are currently available:

- Sports Coaching: CEB 571 Sports Coaching Methodology
- Sports Psychology: CEB 568 Sports Psychology

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**Human Performance Certificates** will help students become specialists in Human Performance who are nationally recognized by an accredited educational institution. The following Human Performance Certificates, along with the required course for each certificate area, are currently available:

- Human Anatomy & Physiology: CER 505 Human Anatomy and Physiology
- Ergogenic Aids & Performance: CED 558 Ergogenic Aids & Sports Performance

### 3.5.2. USSA Certification Program

**Certification Programs** are designed to meet the needs of coaches, fitness leaders, administrators, and managers in achieving their desired career goals. USSA Certification programs provide students with a strong foundation of skills and knowledge required for succeeding in the respective disciplines. The Academy has developed sport-specific certification programs for online and onsite delivery. Each certification program consists of six courses worth 4 CEUs per course. Internationally, these programs are usually conducted onsite, although, anyone may register and study independently through online distance learning. Certification is available in the following disciplines: Sports Management, Sports Coaching, Sports Studies, and Sports For All. When registering, students must declare the program of study.

**Program Specifics** - the following requirements must be fulfilled:

- Successful completion of all six courses
- A final grade of 70% or higher in each course (online); 50% or higher (onsite)
- Courses may be repeated if a final score of 70% is not achieved (online); 50% (onsite)
- Transfer of credit from other institutions is allowed (limit of 2 courses) – courses must be similar in content to USSA courses – fee is $150 per course

**USSA Certification in Sports Management** (USSA-CSM) provides students opportunities to further their knowledge base in the sport-related areas of business, administration, personnel management, marketing, public relations, and facility management/program development. Courses focus on the development of professional sports management skills that are essential to designing and implementing sport-related programs. Completion of the USSA Certification in Sports Management will give students an internationally recognized certification in Sports Management. Students must be 18 years of age to participate in the USSA-CSM program.

**USSA Certification in Sports Management**

- CEM 543 Sports Administration
- CEM 542 Sports Business and Personnel Management
- CEM 544 Sports Marketing
- CEM 549 Sports Public Relations and Fundraising
- CEM 582 Sports Facilities
- CEM 545 Sports Finance

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USSA Certification in Sports Coaching (USSA-CSC) provides students with the knowledge and skills to help them succeed in coaching at all levels of sport. Courses focus on coaching methodology, sports psychology, conditioning and nutrition, sports medicine, facility administration, and program facilitation.

Students must be 18 years of age to register in this program. Completion of the USSA Certification in Sports Coaching will give students an internationally recognized certification in Sports Coaching.

USSA Certification in Sports Coaching

- CED 346  Sports Medicine
- CEB 368  Sports Psychology
- CEB 371  Sports Coaching Methodology
- CER 332  Sports Strength and Conditioning
- CEM 340  Organization and Management in Sports
- CEM 583  Sports Facilities and Event Management

USSA Certification in Sports Studies (USSA-CSS) provides students with a broad overview of the sports profession from a socio-cultural and historical perspective. In addition, courses focus on topics that are current to the sports profession, the Olympic culture, and psychological issues relative to sport. The minimum age requirement for this program is 16 years of age.

USSA Certification in Sports Studies

- CEB 310  History of Sports
- CEB 305  Sociology of Sports
- CEM 367  Olympic Culture
- CEB 361  Contemporary Issues in Sports
- CEB 368  Sports Psychology
- CEM 505  Sports For All

*For further information regarding the USSA Certification and Sports Diploma Programs, please contact the Department of Continuing Education for a copy of the USSA Certification and Sports Diploma Programs Booklet.

3.5.3. USSA Sports Diploma Program

The Sports Diploma Program (USSA-SD) is a unique program of advanced study designed for sport professionals and practitioners who have had extensive experience in sport. In addition to the USSA Certification Program, the USSA-SD uses an applied approach that includes a mentorship and a project paper detailing the mentorship experience. This program is ideal for those who desire a more in-depth perspective into their particular area of sport. The USSA-SD Program combines the six courses required in any one of the USSA Certification Programs (Sports Management, Sports Coaching, Sports Studies) along with additional criteria. Prior to registering for the USSA-SD
Program, students must first complete 4 of the 6 courses in either the USSA Certification in Sports Management (USSA-CSM), Sports Coaching (USSA-CSC), or Sports Studies (USSA-CSS) Programs. Students must also declare their intention of participating in the USSA-SD Program upon registration for either one of the USSA Certification Programs.

**Program Specifics** - the following requirements must be fulfilled:

- Successful completion of 4 of 6 courses included in either one of the USSA Certification Programs
- Final grade of 70% or higher (in all 6 courses)
- Successful completion (70% or higher) of 2 additional Continuing Education courses
- (students may opt to receive credit by examination only)
- Completion of a mentorship (200 contact hours)
- 10-page, double-spaced paper documenting the mentorship experience
- Time limitation—students have 3 years to complete the entire program (6 courses in the USSA Certification Program & the USSA-SD Program including additional courses, mentorship and project paper)
- Students may receive credit by examination only

The USSA Sports Diploma Program consists of a total of 8 courses (6 USSA Certification Program courses and 2 additional courses), a mentorship, and a project paper.

**USSA Sports Diploma Program Courses**

**Sports Management** - in addition to the 6 courses included in the USSA-CSM Program, students are required to take another 2 courses from the Sports Management course offerings. The following 2 courses are recommended by the Academy:

- CEM 505 Sports For All
- CEM 367 Olympic Culture

Course electives leading to the mentorship and project paper include:

- CEB 302 Sports Coaching Technology
- CEB 305 Sociology of Sports
- CEB 310 History of Sports
- CEB 334 Ethics in Sports
- CEB 361 Contemporary Issues in Sports
- CEM 496 Topical Readings in Sports

**Sports Coaching** - in addition to the 6 courses included in the USSA-CSC Program, students are required to take 2 more courses from the Sports Coaching course offerings. The Academy recommends the following sport-specific courses:

- CES 300 Coaching Cross-Country Skiing

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CES 303</td>
<td>Coaching Track and Field</td>
</tr>
<tr>
<td>CES 308</td>
<td>Coaching Baseball</td>
</tr>
<tr>
<td>CES 313</td>
<td>Coaching Basketball</td>
</tr>
<tr>
<td>CES 317</td>
<td>Coaching Cheerleading</td>
</tr>
<tr>
<td>CES 318</td>
<td>Coaching Cross-Country Running</td>
</tr>
<tr>
<td>CES 328</td>
<td>Coaching Field Hockey</td>
</tr>
<tr>
<td>CES 330</td>
<td>Coaching Figure Skating</td>
</tr>
<tr>
<td>CES 332</td>
<td>Coaching American Football</td>
</tr>
<tr>
<td>CES 334</td>
<td>Coaching Golf</td>
</tr>
<tr>
<td>CES 337</td>
<td>Coaching Gymnastics</td>
</tr>
<tr>
<td>CES 338</td>
<td>Coaching Ice Hockey</td>
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<tr>
<td>CES 364</td>
<td>Coaching Soccer</td>
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<tr>
<td>CES 366</td>
<td>Coaching Softball</td>
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<tr>
<td>CES 370</td>
<td>Coaching Swimming</td>
</tr>
<tr>
<td>CES 376</td>
<td>Coaching Tennis</td>
</tr>
<tr>
<td>CES 378</td>
<td>Coaching Volleyball</td>
</tr>
<tr>
<td>CES 384</td>
<td>Coaching Wrestling</td>
</tr>
</tbody>
</table>

Course electives leading to the mentorship and project paper include:

- CEB 301 Sports Officiating
- CEB 302 Sports Coaching Technology
- CEB 305 Sociology of Sports
- CEB 334 Ethics in Sports
- CED 356 Sports Nutrition
- CEM 505 Sports For All

**Mentorship Program**

The mentorship program included in the USSA-SD is a professional field experience under the guidance of an approved mentor. The program is tailored to meet the specific needs and interests of students with regards to certain learning objectives. During the required 200 hours of activity, students are involved in developing programs, planning strategies, and organizing tactics in meeting their objectives in a chosen sport-related profession.

**Guidelines:**

- Students must choose a mentorship outside their place of employment
- Students enrolled in the same USSA-SD program cannot share the same mentor
- Students must complete 200 supervised contact hours
- All required forms including approval of the mentorship, the signed mentorship contract, registration and payment of fees must be processed prior to beginning the mentorship
- Mentors must have a minimum of a bachelors degree in a sport-related field and at least 5 years experience as a senior administrator or supervisor

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The mentorship also requires weekly, monthly, and final-project journal reports in addition to the final evaluation. When students are ready to begin the mentorship process, they will receive a copy of the United States Sports Academy Sport Diploma Mentorship Handbook.

3.5.4. Grading in Certification and Sport Diploma Programs

As noted, differences exist in the grading of onsite and online certification programs. Students involved in an overseas onsite program such as the USSA-CSM, USSA-CSC, or USSA-CSS are required to earn a final grade of 50% or higher (in each course) in order to pass. As English is a second language for a majority of these students, a different grade is required than the one required for online study (70%). (However, those onsite students wishing to enroll in the USSA Sports Diploma Program must score a 70% or higher in all 6 courses of the Certification Program). In contrast to online study, onsite courses are taught in concentrated weekly sessions of eight hours per day and the final exam is a closed-book test. Online study requires that students complete each course in a 15-week time period and the final exam (based on the textbook) is an open-book test. A score of 70% or higher must be earned on each final exam in all 6 courses. Students in the USSA Sports Diploma Program are required to make a grade of 70% or higher in the 2 required courses.
<table>
<thead>
<tr>
<th></th>
<th>USSA Certification Program</th>
<th>Sports Diploma Program (USSA-SD)</th>
<th>Master of Sports Science Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Entry Requirements</strong></td>
<td>Admission open to all students 18 yrs. of age (USSA-CSS open to students 16 yrs. of age)</td>
<td>Completion of at least 4 courses in the USSA Certification Program Secondary Education Diploma</td>
<td>Bachelor’s degree</td>
</tr>
<tr>
<td><strong>Language Requirement</strong></td>
<td>All courses are taught in English (onsite) All courses are in English (online)</td>
<td>All courses are taught in English (onsite) All courses are in English (online)</td>
<td>Minimum TOEFL score of 550 (International students)</td>
</tr>
<tr>
<td><strong>Program Requirements</strong></td>
<td>All 6 courses must be completed for certification</td>
<td>Completion of all 6 courses in one of USSA Certification programs, 2 additional courses, mentorship of 200 hours, a 10-page, double-spaced paper</td>
<td>Completion of program - 33 semester hours (minimum)</td>
</tr>
<tr>
<td><strong>Minimum Test Score</strong></td>
<td>50% on all final exams (onsite) 70% on all final exams (online)</td>
<td>70% in 2 USSA-SD courses 70% in all 6 of USSA Certification courses (onsite &amp; online)</td>
<td>Minimum 3.0 cumulative Grade Point Average in all courses</td>
</tr>
<tr>
<td><strong>Term Paper Requirements</strong></td>
<td>None</td>
<td>10-page double-spaced project paper</td>
<td>1 research paper required for each course, thesis (thesis track students)</td>
</tr>
<tr>
<td><strong>Program Cost</strong></td>
<td>$1,200 USD (Approximate)</td>
<td>$2,200 USD (Approximate)</td>
<td>Tuition = $13,200 USD</td>
</tr>
<tr>
<td><strong>Administrative Fees</strong></td>
<td>$50 General Administrative fee</td>
<td>$100 General Administrative Fee</td>
<td>Application Fee = $50 $125 (international)</td>
</tr>
<tr>
<td><strong>Other Fees and Expenses</strong></td>
<td>Books, shipping (domestic &amp; International postage - $ varies) $150 per course transfer of credit</td>
<td>Books, shipping (domestic &amp; International postage - $ varies)</td>
<td>Books, shipping &amp; handling (distance learning), additional fees, texts, &amp; living expenses for residential students</td>
</tr>
</tbody>
</table>

**NOTES**

1. The USSA Certification and/or Sports Diploma (USSA-SD) programs can be delivered onsite on a contractual basis to educational institutions, governmental agencies or sport-related organizations. Individual study is available online via distance learning.

2. Students may register for individual courses or in any of the USSA Certification Programs. With regards to the Certification Programs, students must declare the
program of study (USSA Certification Program) prior to registration (onsite &
online).

3. If a student in an onsite program should miss a course in the sequence of the Certification and Sports Diploma programs, those courses may be taken through the Department of Continuing Education via online distance learning.

4. Mentorships arranged by students must be approved by the Academy whether onsite, online, domestic or international.

5. Fees and tuition are subject to change without notice.

6. The General Administrative Fee ($100) must be paid at the beginning of the program.

7. The Administrative Fee also includes first year membership in the International Coaches Association.

8. All requirements for the USSA Certification and Sports Diploma (USSA-SD) programs must be completed within 3 years from the time students enter the program.

9. The International Certification and Sports Diploma programs may not be applied to undergraduate or graduate degree credit from the United States Sports Academy.

3.5.5. National Coaching Certification Program

The United States Sports Academy’s new National Coaching Certification Program offers 3 levels of certification; all designed to help coaches:

- Improve coaching techniques
- Expand their knowledge base
- Earn valuable CEUs
- Complete the program through distance learning
- Stay current with the latest developments in the coaching profession
- Obtain promotions and higher salary increments
- Acquire desired coaching positions

*Students wishing to complete all 3 levels of certification must indicate their intention to do so when registering for the National Coaching Certification Program. Please contact the Registrar.

CEB 572 Coaching Certification Level I

This course provides an overview of the important aspects that are universal to coaching all sports. Topics to be explored include ethics, sports administration, coaching methodology, conditioning and nutrition, injury prevention, immediate care and rehabilitation, and sports psychology. The text is embedded in the course and is based upon the United States Sports Academy Coaches Handbook. (4 CEUs)
*Course cost: $150.00

**Coaching Certification Level II**

To obtain Level II Certification, students must take 2 of the following sport activity courses. Courses focus on the specific fundamentals necessary for coaching a specific sport. Each course covers skill development, techniques, drills, and playing strategies. Program planning, off-season and seasonal play, and program evaluation are also introduced. Each course is worth 4 CEUs. (Students must complete Level I Certification before registering for Level II).

- CES 508  Coaching Baseball
- CES 513  Coaching Basketball
- CES 518  Coaching Cross Country
- CES 528  Coaching Field Hockey
- CES 532  Coaching Football
- CES 534  Coaching Golf
- CES 563  Coaching Soccer
- CES 566  Coaching Softball
- CES 570  Coaching Swimming
- CES 576  Coaching Tennis
- CES 578  Coaching Volleyball
- CES 584  Coaching Wrestling

*Each course is $150.00

**Coaching Certification Level III**

Students must complete the following course in order to receive Level III Certification: CER 511 Sports Performance Enhancement. This course examines the study of human movement and its relationship to sports activities. Methods for analyzing and improving performance are presented. Students must complete both courses in Level II Certification prior to registering for Level III. (4 CEU's)

*Course cost: $150.00

**3.5.6. NACDA Graduate Certification Program in Sports Management**

The United States Sports Academy has developed a new certification program for the members of the National Association of Collegiate Directors of Athletics (NACDA). This online program is designed to establish standards in the area of intercollegiate athletics administration and is directed to: (1) individuals desiring a career in athletic administration and (2) those wishing to advance their careers in this field. A Bachelors degree is required. All 6 courses must be completed for certification. Each course is worth 4 CEUs.
• CEM 542 Sports Business and Personnel Management
• CEM 543 Sports Administration
• CEM 544 Sports Marketing
• CEM 582 Sports Facilities
• CEM 586 Sports Law and Risk Management
• CEM 594 Student Life Skills

*The cost for each course is $175.00 (textbooks and shipping are additional costs)

3.5.7. Dartfish

Recently, the United States Sports Academy became the academic arm of Dartfish. This exciting high-tech company has become a leader in developing training software that is used by athletes and coaches in over 20 countries. Dartfish video analysis software is a comprehensive training tool that is used by 90% of the US Olympic teams, several NFL, NBA, and MLB teams, and hundreds of collegiate athletic programs. The Academy has designed the following 2 courses that prepare students in the use of Dartfish:

**CEP 521 Introduction to Sport Performance Analysis** - this course introduces students to the concepts and principles of analyzing sports performance. In helping athletes to improve their skills, basic analysis techniques, provision of learning cues and appropriate types of feedback are emphasized. The use of technology in sport performance analysis is also featured. Cost of course is $50.00. (1 CEU)

**CEP 522 Dartfish Certification Level I** - this course introduces the sport specialist to the benefits derived from using the Dartfish DartTrainer video analysis software. The course also provides a step-by-step approach to using the basic features and tools of the DartTrainer software. Purchase of the Basic (or upgraded versions) version of the DartTrainer software along with the accompanying tutorial and course manual are required. *Prerequisite: Students must complete CEP 521 Introduction to Sports Performance Analysis prior to taking this course. Cost of course is $169.00. (4 CEU's)

Dartfish software is available through the USSA Shopping Cart or by contacting the USSA Bookstore.

3.5.8. CPR/First Aid/AED Training

The purpose of the American Red Cross (ARC) CPR / First Aid / AED Training Course is to give individuals the knowledge and skills necessary to recognize and provide basic care for injuries and sudden illnesses. The course includes learning how to use an Automated External Defibrillator (AED), administer CPR for victims of sudden cardiac arrest, and basic First Aid for minor injuries. The training course can be constructed to fit the needs of the student body, coaching staff, healthcare providers, work staff or general public. Certified American Red Cross Instructors are able to teach Adult, Child & Infant CPR, First Aid, Standard First Aid with AED for the Workplace, Community Safety for the General Public and Professional Rescuer for Coaches and Healthcare Providers. CED 500
CPR/First Aid/AED Training is conducted onsite at the United States Sports Academy. Cost is $50.00 (1 CEU)

3.5.9. Special Projects

American Council on Exercise (ACE)

The American Council on Exercise is the largest nonprofit fitness certification provider in the world, and the Academy is pleased to be the academic partner of ACE. As ACE sets and improves the professional standards of the fitness industry, the Academy now offers several of its courses to ACE members who are interested in preparing for careers in the fitness industry. These courses are also helpful in preparing for the ACE Certification Exam. Each course is $150.00. The following are ACE-approved courses:

CEB 566 Psychological Aspects of Health & Fitness Programming
CEB 568 Sports Psychology
CEB 571 Sports Coaching Methodology
CED 546 Seminar in Sports Medicine
CED 548 Advanced Assessment in Athletic Training
CED 556 Sports & Fitness Nutrition
CED 558 Ergogenic Aids & Sport Performance
CED 562 Scientific Principles of Resistance Training
CEE 521 Principles of Fitness & Health
CEM 540 Sports Administration & Finance
CEM 542 Sports Business & Personnel Management
CEM 544 Sports Marketing
CEM 549 Sports Public Relations & Fundraising
CEM 582 Sports Facilities
CER 505 Human Anatomy & Physiology
CER 510 Sports Biomechanics
CER 520 Fitness & Exercise Physiology
CER 525 Sports Strength & Conditioning
CER 526 Personal Training
CER 580 Exercise Testing & Prescription
CER 587 Management Strategies in Health & Fitness
CES 534 Coaching Golf
CES 576 Coaching Tennis

The following are ACE-approved Masters courses:

SAB 561 Contemporary Issues in Sport
SAD 556 Issues in Nutrition & Health
SAM 543 Sports Administration
SAM 544 Sports Marketing
SAR 520 Exercise Physiology
SAR 525 Sports Conditioning & Nutrition
SAR 580 Exercise Testing & Prescription

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Women’s Sports Services (WSS)

Women’s Sports Services is a leader in career development and diversity recruiting. WSS specializes in job placement for women, minorities, and professional athletes. WSS manages a network of sports career websites including: WomenSportsJobs.com, WSSExecutiveSearch.com, SportsDiversityRecruiting.com. The Academy has entered into an alliance with WSS and offers the following courses to its members (each course is $150.00):

- CEB 561 Contemporary Issues in Sports
- CEB 563 Psychological Aspects of Sports Medicine
- CEB 566 Psychological Aspects of Health & Fitness Programming
- CEB 568 Sports Psychology
- CEB 571 Sports Coaching Methodology
- CEB 572 Coaching Certification Level I
- CEB 667 Olympism
- CED 546 Seminar in Sports Medicine
- CED 548 Advanced Assessment in Sports Medicine
- CED 556 Sports & Fitness Nutrition
- CED 558 Ergonomic Aids & Sports Performance
- CED 562 Scientific Principles of Resistance Training
- CED 587 Management Strategies in Sports Medicine
- CED 591 Treatment Procedures in Sports Medicine
- CEM 542 Sports Business & Personnel Management
- CEM 543 Sports Administration
- CEM 544 Sports Marketing
- CEM 545 Sports Finance
- CEM 549 Sports Public Relations & Fundraising
- CEM 551 Sports Public Relations
- CEM 582 Sports Facilities
- CEM 586 Legal Concepts in Sports
- CEM 592 Introduction to the Business of Sports Agents
- CEM 594 Student Life Skills
- CEM 730 Sports Leadership Principles
- CEM 734 Ethics in Sports
- CEP 521 Introduction to Sports Performance Analysis
- CEP 522 Dartfish Certification Level I
- CER 505 Human Anatomy & Physiology
- CER 510 Sports Biomechanics
- CER 511 Sports Performance Enhancement
- CER 520 Fitness & Exercise Physiology
- CER 525 Sports Strength & Conditioning
- CER 526 Personal Training
- CER 580 Exercise Testing & Prescription
- CER 587 Management Strategies in Health & Fitness
- CES 513 Coaching Basketball
- CES 518 Coaching Cross-Country

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CES 532  Coaching Football  
CES 534  Coaching Golf  
CES 563  Coaching Soccer  
CES 566  Coaching Softball  
CES 576  Coaching Tennis  
CES 578  Coaching Volleyball  
CRE 585  Communication & Organizational Leadership

*The United States Sports Academy has also developed partnerships and alliances with various other sports organizations and governing bodies such as the United States Professional Tennis Association (USPTA) and the National High School Coaches Association (NHSCA).

3.6. Continuing Education Program Pricing

Tuition

Certificates $150.00 per course *
USSA Certification Program $150.00 per course *
USSA Certification Program $1,200.00 per program (approximate total program cost)*
USSA Sports Diploma Program $2,200.00 per program (approximate total program cost)*
National Coaching Certification Level I $150.00 per course
National Coaching Certification Level II $150.00 per course *
National Coaching Certification Level III $150.00 per course *

* Textbooks, course materials, shipping and handling are additional charges

Fees

USSA Certification Program (online) $100.00 (one-time application fee)
USSA Certification Program (onsite) $100.00 (one-time application fee, international)
International Postage $cost varies

Special Projects

NACDA Graduate Certification Program in Sports Management $175.00 per course
ACE-approved courses $150.00 per course
WSS $150.00 per course

* Textbooks, course materials, shipping and handling are additional charges

Sports Performance Analysis Program (Dartfish)

CEP 521 Introduction to Sports Performance Analysis $50.00
CEP 522 Dartfish Certification Level I $169.00
* Textbooks, course materials, shipping and handling are additional charges

Dartfish software may be purchased online through the Academy Shopping Cart. For additional information, please contact the USSA Bookstore at 251-626-3303 ext. 105.

3.7. Continuing Education Course Descriptions

CEB 561  Contemporary Issues in Sports

This course is designed to help students understand the role of sport in society with a special emphasis on drug use and abuse. (4 CEUs)

CEB 563  Psychological Aspects of Sports Medicine

A study of the psychological and sociological aspects of sports medicine programming and the application of this knowledge to the development of motivational and behavioral modification strategies. (4 CEUs)

CEB 566  Psychological Aspects of Health and Fitness Programming

A study of the psychological and sociological aspects of health and fitness programming and the applications of this knowledge to the development of effective motivational and behavioral modification strategies. (4 CEUs)

CEB 568  Sports Psychology

The study of human behavior in sport and exercise settings. It is designed to provide the students with the information about research in the field of sport psychology as well as practical knowledge to become a more effective fitness instructor, athlete, athletic administrator, physical educator or coach. It will examine theories of individual personality and explore the social phenomenon associated with sport participation. (4 CEUs)

CEB 571  Sports Coaching Methodology

The study of the development of a theoretical base for teaching sport and sport skills with practical Continuing Education Catalog 2005-2006 application. Includes the development of a coaching philosophy with an emphasis upon ethics in coaching. A review of the impact of contemporary trends and issues on coaching. The study of managerial skills common to all coaching activities. (4 CEUs)

CEB 572  Coaching Certification Level I

This course will provide an overview of the important aspects that are universal to coaching all sports. Topics to be explored include ethics; sports administration; coaching methodology; conditioning and nutrition; injury prevention, immediate care, and rehabilitation; and sports psychology. (4 CEUs)
CEB 595  Sports Coaching Clinic

Requires a minimum of 10 hours attendance and/or participation (for each CEU transferred) in a coaching clinic organized by a recognized sport governing body. (1-4 CEUs)

CEB 667  Olympism

The history of the Olympic movement, its development, and the discussion of current issues. (4 CEUs)

CED 500  CPR/First Aid/AED Training

The purpose of the American Red Cross (ARC) CPR / First Aid / AED Training Course is to give individuals the knowledge and skills necessary to recognize and provide basic care for injuries and sudden illnesses. The course includes learning how to use an Automated External Defibrillator (AED), administer CPR for victims of sudden cardiac arrest, and basic First Aid for minor injuries. The training course can be constructed to fit the needs of the student body, coaching staff, healthcare providers, work staff or general public. Certified American Red Cross Instructors are able to teach Adult, Child & Infant CPR, First Aid, Standard First Aid with AED for the Workplace, Community Safety for the General Public and Professional Rescuer for Coaches and Healthcare Providers. This course is conducted onsite. Cost is $50.00 (1 CEU)

CED 546  Seminar in Sports Medicine

An overview of the sports medicine profession designed to help students assess their strengths and weaknesses. A plan for enhancing skills is discussed. (4 CEUs)

CED 548  Advanced Assessment in Sports Medicine

The course is designed to enhance student assessment techniques in the evaluation of athletic injuries. (4 CEUs)

CED 556  Sports and Fitness Nutrition

The study of the importance of nutrition on the enhancement of performance and the prevention of diseases such as cardiovascular disease, cancer and obesity. (4 CEUs)

CED 558  Ergogenic Aids and Sports Performance

A study of research and research findings on the physiological and psychological effects of ergogenic aids on human performance in sport. (4 CEUs)
CED 562  Scientific Principles of Resistance Training
The study of resistance training including physiological and psychological aspects, basic concepts and principles, types of programs, and training and benefits for specific populations. (4 CEUs)

CED 587  Management Strategies in Sports Medicine
The study of the basic concepts, theories, and organization of management as applied to the field of sports medicine. Topics emphasized include organizational structure and function, program development and administration, human resource management, financial management, inventory control, information management, insurance issues, and legal considerations in sports medicine. (4 CEUs)

CED 591  Treatment Procedures in Sports Medicine
The study of modalities including the physiological effects, rationale, principles and methods of applying physical agents, therapeutic exercises and evaluation and treatment planning in the practice of sports medicine. (4 CEUs)

CEE 500  Educational Principles for Sports and Physical Education
An introductory study into the underlying theory and practical application of the fundamental principles involved in the design, delivery, implementation, and evaluation of instructional and training-oriented programs. (4 CEUs)

CEE 511  Teaching Movement Concepts and Skills
This course presents the methods (reading, observing, and experimenting) that will improve movement and performance. The goal of this course is to develop teachers who will be able to guide children toward achieving physical fitness and valuing a lifetime of healthy play with fundamental motor skill literacy. (4 CEUs)

CEE 521  Principles of Fitness and Health
The study of the importance of physical activity on the enhancement of quality of life, performance and prevention of diseases such as coronary artery disease and obesity. This course will examine the principles of physical activity as it relates to the athlete, as well as to the average individual in our society. Additionally, this course includes the physiological aspects of how physical activity affects the body in terms of overall health. (4 CEUs)

CEE 524  Games Approach to Teaching Physical Education and Sport
This course is a study of the innovative approach to sport education that emphasizes the power of play in creating challenging learning situations. CEE 524 is a very valuable tool as sport challenges the sedentary amusements of television and computer games for the hearts, minds, and bodies of young people. (4 CEUs)
CEM 505  Sports For All

This course presents an examination of the various international organizations and federations that govern sport activities and promote participation. The common goals, principles, and functions of these organizations will be assessed and analyzed. (4 CEUs)

CEM 540  Sports Administration & Finance

The study of the basic concepts, theories, and organization of administration including financial management as applied to sport. (4 CEUs)

CEM 542  Sports Business and Personnel Management

The study of the principles of personnel management including staffing, development of human resources, creation of a favorable work environment, management-labor relations, remuneration, security, and system appraisal as they apply to sport. (4 CEUs)

CEM 543  Sports Administration

The study of the basic concepts, theories and organization of administration. The managerial environment, ethics and social responsibilities, and strategic management is explored. (4 CEUs)

CEM 544  Sports Marketing

This course presents a study of sport marketing principles. An evaluation of the elements of the marketing mix (product, place, price, promotion and public relations) and their unique applications to the sport industry are examined. (4 CEUs)

CEM 545  Sports Finance

The study of basic financial concepts, financial systems, business structures, funding, financial planning and financial issues in sport. (4 CEUs)

CEM 549  Sports Public Relations & Fundraising

A study of the nature, content, and application of public relations in sport programs. Also, concepts of sport fundraising activities are included. (4 CEUs)

CEM 550  Sports Fundraising

A study of the concepts involved in sport fundraising activities. (4 CEUs)

CEM 551  Sports Public Relations

A study of the nature, content and application of public relations in sport programs. Also includes concepts of sport fundraising activities. (4 CEUs)
CEM 622  Structure and Function of Sport

An analysis of professional and amateur sport organizations from a philosophical, historical and operational perspective is presented. This course also takes an in-depth look at management and business practices of the sport industry. (4 CEUs)

CEM 582  Sports Facilities

The study of the principles, guidelines and recommendations for planning, construction and the use and maintenance of indoor and outdoor sport, physical education, recreational and fitness facilities. (4 CEUs)

CEM 583  Event and Facility Management

Learn how to plan, market, produce and evaluate low to high profile sports events from 10k fun runs to the Olympic Games. (4 CEUs)

CEM 586  Legal Concepts in Sport

Introduces students to the fundamental tenets of the law, familiarizes them with the legal structure and acquaints them with basic legal terminology. The course considers various types of law, such as contracts, torts and antitrust, and examines the ways these laws affect the sports industry in the U.S. (4 CEUs)

CEM 592  Introduction to the Business of Sports Agents

This course is designed to help students who are, or might be in the future, a coach, athletics (sport) administrator, parent, relative or an advisor of an elite athlete with professional potential. An emphasis is placed on NCAA rules and state regulations surrounding recruitment by agents and the potential pitfalls an athlete could face. (4 CEUs)

CEM 594  Student Life Skills

This course is designed to introduce students to principles, guidelines and recommendations for coaches and athletic administrators for implementing programs to enhance the quality of the student-athlete experience within the university setting. (4 CEUs)

CEM 700  Current Topics in Sports Administration

This course is designed to examine current issues in sports by researching and reviewing available professional sources. A critical review of current literature. (4 CEUs)

CEM 730  Sports Leadership Principles

An examination of the theory, practice, and leadership principles in Sports Management. (4 CEUs)
CEM 734  Ethics in Sports

A survey of the development, practice, and application of ethics as applied to sport and business. (4 CEUs)

CEP 521  Introduction to Sports Performance Analysis

This course is designed to introduce students to the concepts and principles of analyzing sports performance with the goal of helping athletes to improve their skills. Basic analysis techniques, provision of learning cues and appropriate types of feedback will be emphasized. The use of technology in sport performance analysis will also be featured. (4 CEUs)

CEP 522  Dartfish Certification Level 1

This course will introduce the sports specialist to the benefits of using the Dartfish DartTrainer video analysis software. It will also provide a step-by-step tutorial approach to using the basic features and tools of the DartTrainer software. This course requires the purchase of the Basic (or higher) version of the DartTrainer software and the accompanying tutorial and course manual. * Prerequisite: CEP 521 or equivalent knowledge/experience. (4 CEUs)

CER 505  Human Anatomy and Physiology

The study of the structure and functions of the various systems of the human body. This course is for students with a minimum background in physical and biological sciences who are pursuing careers in sports fitness, sports medicine, and allied health professions. (4 CEUs)

CER 510  Sports Biomechanics

A comprehensive study of human movement as it relates to sport activities. (4 CEUs)

CER 511  Sports Performance Enhancement

This course is designed to introduce students to the concepts and principles of skill mechanics, performance analysis, and teaching techniques. The use of technology by coaches to enhance the sport performance of their athletes will also be featured. (4 CEUs)

CER 520  Fitness and Exercise Physiology

The study of various factors which affect human performance including regulatory mechanisms, responses, and adaptations that occur as a result of physical activities. (4 CEUs)
CER 525  Sports Strength and Conditioning
This course focuses upon the acquisition of strength and the improvement of cardiovascular endurance as a means of enhancing sport performance. (4 CEUs)

CER 526  Personal Training
This course will combine sport science and entrepreneurial principles in the design and implementation of a personal training business. (4 CEUs)

CER 575  Introduction to Sports Research
Developing professional and technical writing skills and reading, understanding and planning research studies. (4 CEUs)

CER 580  Exercise Testing and Prescription
A concentrated study of the principles of exercise testing and prescription for healthy and diseased states. * Prerequisite: CER 520 Fitness and Exercise Physiology. (4 CEUs)

CER 587  Management Strategies in Health & Fitness
The study of the basic concepts, theories, and organization of management applied to the field of health and fitness. Topics emphasized include organizational structure and function, program development and administration, human resource management, financial management, inventory control, information management, insurance issues, and legal considerations in health and fitness. (4 CEUs)

CES 503  Coaching Track and Field
This course will focus on the specific fundamentals necessary for coaching track and field. Emphasis will be placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season, practices, and competitions will also be covered along with program evaluation for continued improvement. (4 CEUs)

CES 508  Coaching Baseball
This course will focus on the specific fundamentals necessary for coaching baseball. Emphasis will be placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season, practices, and competitions will also be covered along with program evaluation for continued improvement. (4 CEUs)

CES 513  Coaching Basketball
This course will focus on the specific fundamentals necessary for coaching basketball. Emphasis will be placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season, practices, and game will also be covered along with program evaluation for continued improvement. (4 CEUs)
CES 518  Cross Country
This course will focus on the specific fundamentals necessary for coaching cross-country. Emphasis will be placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season, practices, and competitions will also be covered along with program evaluation for continued improvement. (4 CEUs)

CES 528  Coaching Field Hockey
This course will focus on the specific fundamentals necessary for coaching field hockey. Emphasis will be placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season, practices, and competitions will also be covered along with program evaluation for continued improvement. (4 CEUs)

CES 532  Coaching Football
This course will focus on the specific fundamentals necessary for coaching football. Emphasis will be placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season, practices, and competitions will also be covered along with program evaluation for continued improvement. (4 CEUs)

CES 534  Coaching Golf
This course will focus on the specific fundamentals necessary for coaching golf. Emphasis will be placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season, practices, and competitions will also be covered along with program evaluation for continued improvement. (4 CEUs)

CES 563  Coaching Soccer
This course will focus on the specific fundamentals necessary for coaching soccer. Emphasis will be placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season, practices, and competitions will also be covered along with program evaluation for continued improvement. (4 CEUs)

CES 566  Coaching Softball
This course will focus on the specific fundamentals necessary for coaching softball. Emphasis will be placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season, practices, and competitions will also be covered along with program evaluation for continued improvement. (4 CEUs)

CES 570  Coaching Swimming
This course will focus on the specific fundamentals necessary for coaching swimming. Emphasis will be placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season, practices, and competitions will also be covered along with program evaluation for continued improvement. (4 CEUs)
CES 576  Coaching Tennis

This course will focus on the specific fundamentals necessary for coaching tennis. Emphasis will be placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season, practices, and competitions will also be covered along with program evaluation for continued improvement. (4 CEUs)

CES 578  Coaching Volleyball

This course will focus on the specific fundamentals necessary for coaching volleyball. Emphasis will be placed on teaching skills, techniques and drills. Planning, preparation and administration or the various phases of the season, practices, and competitions will also be covered along with program evaluation for continued improvement. (4 CEUs)

CES 584  Coaching Wrestling

This course will focus on the specific fundamentals necessary for coaching wrestling. Emphasis will be placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season, practices, and competitions will also be covered along with program evaluation for continued improvement. (4 CEUs)

CPT 597  Individualized Study

Individual study directed by a faculty member in a specific area of interest. Must have prior approval of the Dean of Academic Affairs to register. (4 CEUs)

CPT 598  Mentorship

200 supervised contact hours in a specific area of interest directed by a supervisor approved by the Dean of Academic Affairs. This course is also included in the USSA Sports Diploma Program and may be taken as part of that program.

CRE 585  Communications and Leadership in Recreational Organizations

This course emphasizes the connection between communications and management functions. It explores both the objective elements of communication, including understanding the concepts of the sender, message, channel, and receiver, and the subjective elements of communication to include assumptions, purpose, intention and audience. (4 CEUs)

CSS 500  Coordinator of Student Services (CSS) Training

This course is designed for those individuals interested in becoming a Coordinator of Student Services (CSS) for the United States Sports Academy. All Coordinators must take and pass this course.
3.8. USSA Certification Program Course Descriptions

3.8.1 USSA Certification in Sports Management

CEM 543 Sports Administration

The study of the basic concepts, theories and organization of administration. The managerial environment, ethics and social responsibilities, and strategic management is explored.

CEM 545 Sports Finance

The study of the basic financial concepts, issues, financial systems, planning, business structures, and funding in relation to sport.

CEM 542 Sports Business & Personnel Management

The study of the principles of personnel management including staffing, development of human resources, creation of a favorable work environment, management-labor relations, remuneration, security, and system appraisal as they apply to sport.

CEM 549 Sports Public Relations & Fundraising

A study of the nature, content, and application of public relations in sport programs. Also, concepts of sport fundraising activities are included.

CEM 582 Sports Facilities

The study of the principles, guidelines and recommendations for planning, construction and the use and maintenance of indoor and outdoor sport, physical education, recreational and fitness facilities.

CEM 544 Sports Marketing

This course presents a study of sport marketing principles. An evaluation of the elements of the marketing mix (product, place, price, promotion and public relations) and their unique applications to the sport industry are examined.

3.8.2. USSA Certification in Sports Coaching

CEB 368 Sports Psychology

This course focuses on the study of motivational phenomena that affect individual athlete and team performances. The effects of stress upon performance along with analysis of leadership characteristics of coaches and athletes will also be examined.
CED 346  **Sports Medicine**

This course is designed to give students not only a basic understanding of sport-related injuries but also, how to recognize and provide emergency treatment. Proper follow-up to these types of injuries are also discussed.

CEB 371  **Sports Coaching Methodology**

This course is designed to provide students with a conceptual blueprint for teaching sport and the fundamentals associated with sport coaching. The development of a personal coaching philosophy will be derived from a process of assessing critical issues as well as examining the different approaches to coaching.

CER 332  **Sports Strength & Conditioning**

The study of strength and conditioning as it relates to cardiovascular endurance in the enhancement of performance. The various methods for achieving enhanced performance are examined along with a focus on injury prevention.

CEM 340  **Organization and Management in Sports**

This course is designed to provide a comprehensive and contemporary introduction of the administration, organization, and management principles that apply to broad sport settings.

CEM 583  **Sports Facilities & Event Management**

A study of the principles involved in planning, marketing, producing, and evaluating events from the grassroots to the elite sports levels. Also, guidelines and recommendations pertaining to the development, management, and maintenance of sports facilities are discussed.

* Note that CEB 368 Sports Psychology, CED 346 Sports Medicine, CEB 371 Sports Coaching Methodology, CER 332 Sports Strength & Conditioning, CEM 340 Organization & Management in Sports are only available as part of the USSA Certification in Sports Coaching.

3.8.3. **USSA Certification in Sports Studies**

CEB 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, which has emerged in contemporary times. Observations of the influence of culture and history on this development are central to the presentation of this course.

1 September 2005
CEB 305 Sociology of Sports

This course is designed to introduce students to the mutual influences which society and sport 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.

CEM 367 Olympic Culture

This is a seminar course, which 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.

CEB 361 Contemporary Issues in Sports

This course is designed to introduce students 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, how the media addresses them, sport organizations, and sport coaches and administrators.

CEB 368 Sports Psychology

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.

CEM 505 Sports For All

This course presents an examination of the various international organizations and federations that govern sport activities and promote participation. The common goals, principles, and functions of these organizations will be assessed and analyzed.

* Note that CEB 310 History of Sports, CEB 305 Sociology of Sports, CEM 367 Olympic Culture, CEB 361 Contemporary Issues in Sports and, CEB 368 Sports Psychology are only available as part of the USSA Certification in Sports Studies.

1 September 2005


4. REGULATIONS/Policies/PROCEDURES

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

4.1. Academic Update

The Academy publishes an Academic Update on a weekly basis. The update is sent to all students with ussa.edu email addresses. (Note: In communication with the Academy students must use their ussa.edu email account.) 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.

4.2. Accounts Receivable from Students

Effective 1 January 2002, 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.

4.3. Advising Program

The Continuing Education Catalog is the official advising document for all Continuing Education students. Students may utilize the catalog to prepare their own course of study. Questions on course registrations should be directed to the Office of Student Services. Questions on course content should be directed to the Department of Continuing Education.

Should a student have a problem with course work, he/she is encouraged to seek the help from the Continuing Education course facilitator.

4.4. Auditing Classes

Auditing a course is attending class regularly without receiving credit. There is no opportunity to audit Continuing Education courses.

4.5. Catalog Coverage and Change

The Academy reserves the right to change policies and procedures and the student acknowledges this right by registering for a course.

1 September 2005
4.6. 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.

4.7. 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. Evaluation results are shared with the course instructor and academic administration once the course is completed.

4.8. Substitution of Previously Earned CEUs

Students earning certification credit or CEUs from other institutions may request a course substitution. To qualify, courses must be similar to USSA courses in both content and expected course outcomes. Students must successfully complete a course prior to submitting a course substitution form. Forms should be submitted with both a transcript and a copy of the course syllabus. Upon acceptance of the course substitution, students are required to remit a $150 administrative processing fee.

4.8.1. Substitution of Previously Earned CEUs for Degree Credit

Under no circumstances may Continuing Education (non-degree program) credits (CEUs) be converted to undergraduate or graduate (degree programs) credit. However, previously taken undergraduate or graduate courses may be substituted for Continuing Education courses with departmental approval. Students desiring CEUs from the Academy, and, who have completed equivalent course work or greater at the undergraduate or graduate level, qualify for substitution of credit. The number of courses that can be substituted is limited to two (2). The time limit between taking a course at another institution and applying for a course substitution is five (5) years. Courses for substitution must be similar in content and expected course outcomes, and must have been taken from an accredited institution. Students must also have earned a letter grade of C- or better. Students must submit a Course Substitution Form (available online) to the Department of Continuing Education with an attached transcript and a copy of the course syllabus. Students are required to remit a $150 administrative processing fee to the Office of Student Services once the course substitution has been accepted.
4.9. 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.

4.10. Examinations at the Continuing Education Level

Exams (Continuing Education Distance Learning) Continuing education distance learning course examinations are open book examinations. There is a two hour time limit.

4.11. Facilities

Bookstore The Academy 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. Students can 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 Department of Student Services. Final responsibility for making housing arrangements rests with the student. (www.ussa.edu)

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.

**4.12. Grading Policies & Procedures**

A continuing education distance learner has a period of 16 weeks (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, the student will be awarded a grade based on the work completed up until the end of the period.
The United States Sports Academy uses the following four-point grading scale:

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

The following symbols are substitutes for grades in continuing education:

**P = Passed Transfer Credit** Recorded on the permanent record of a student who has had transfer credit accepted for an Academy course.

**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.**

**4.13. 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.)
4.14. 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, and outstanding financial balances on the student’s account.

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 until all of the above stated conditions have been cleared with the Academy.

4.15. Lost and Found

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

4.16. 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.

4.17. 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.

4.18. 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.

4.19. Refund Policy

The Continuing Education Refund Policy allows for a refund of tuition (less a $50.00 administrative fee) if the request for a refund is made in writing and either emailed or sent by mail and postmarked within 10 days after the shipment of materials. No refunds will be given if a request is received after the 10-day time limit. Refund requests should be directed to the Office of Student Services. The cost of textbooks may be refunded if a text
is still sealed in its original wrapper. However, shipping handling costs are non-refundable. Textbook costs can be obtained from the USSA bookstore at www.ussa.edu. The Academy reserves the right to change tuition, fees and other expenses as deemed necessary without prior notice. Additional fees may be applicable depending upon the type of course delivery.

4.20. Repeat Policy

A student may repeat any course for any reason (example: a grade of "F" or failure to complete a course within the prescribed time limit).

4.21. 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.

4.22. 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 allowing the student 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.

4.23. 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.

4.24. 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.

4.25. Student Organizations

The Academy offers all students the opportunity to participate in the following:

**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 *Sport 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 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
4.26. 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.

4.27. 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.html. 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.

4.27.1. 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.

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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.

4.27.2. 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.

4.28. Transcripts

All transcript requests must be in writing with the student’s identification and signature. 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 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.

4.29. 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.
4.30. 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.
5. Faculty

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

Douglas J. Goar  
B.S. South Dakota State University  
M.S. Mankato State University  
Ph.D. The University of Iowa  

Albert G. Applin  
B.A. Marietta College  
M.S. Pennsylvania State University  
Ph.D. The University of MA-Amherst  

Lawrence P. Bestmann  
B.S. Florida State University  
M.S. Florida State University  
Ph.D. University of Utah  

R. 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  

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

Richard L. DeSchriver*  
B.S. University of Notre Dame  
M.S. University of Illinois  
Ph.D. University of Minnesota  

Stan 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  

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

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M.S. Auburn University  
Ed.D. Nova University  

Donna Nathlar*  
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M.S.S. United States Sports Academy  
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Timothy Newman*  
B.S. Towson State University  
M.Ed. University of Virginia  
D.S.M. United States Sports Academy  

Richard L. DeSchriver*  
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M.S. University of Illinois  
Ph.D. University of Minnesota  

R. Dale Reeves*  
B.S. University of South Carolina  
M.S. University of South Carolina  
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Donn Renwick*  
B.A. Stanford University  
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Thomas J. Rosandich  
B.S. Columbia Pacific University  
M.S.S. United States Sports Academy  
Ed.D. United States Sports Academy  

Cynthia E. Ryder  
B.S. Wheaton College  

1 September 2005
M.S. University of North Carolina
Ed.D. University of Georgia

**Bret L. Simmermacher**
B.S. University of West Florida
M.S. University of West Florida
D.S.M. United States Sports Academy

**Ergun H. Yurdadon**
B.A. Sport Academy, Ankara, Turkey
M.S. University of Wisconsin-LaCrosse
Ph.D. Ohio State University
6. Addenda

A. Student Rights and Responsibilities
B. Request for Transcript Form
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

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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.

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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.

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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
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:
  o OFFICIAL transcripts are sent to schools, prospective employers, etc., as designated by the student.
  o 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.

1. 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: _________________

The United States Sports Academy is Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools