

UNITED STATES SPORTS ACADEMY

“America’s Sports University”



Master of Sports Science Degree (M.S.S.) Academic Catalog 2006-2007

1 September 2006



by Daniel A. Moore
American Sport Art Museum and Archives Sport Artist of the Year 2005
“Goal Line Stand”

Table of Contents

1.	GENERAL POLICIES AND INFORMATION.....	1
1.1.	Communicating with the Academy	1
1.2.	Accreditation	1
1.3.	Alabama State Licensure and Certification.....	1
1.4.	Equal Opportunity Statement	1
1.5.	Military Programs	1
1.6.	History and Purpose	1
1.7.	Mission Statement.....	3
1.8.	The Philosophy of the Academy	3
1.9.	Goals of the Master's Degree Program	3
1.10.	Expectations of Students at the Master's Degree Level.....	4
1.11.	Honor Code for the United States Sports Academy	4
1.12.	Special Provisions	4
1.13.	Location.....	4
1.14.	Affiliations	5
2.	UNITED STATES SPORTS ACADEMY ACADEMIC CALENDAR.....	7
3.	ADMISSION TO THE GRADUATE PROGRAM	8
3.1.	General Admission.....	8
3.1.1.	Master's Degree Program	8
3.1.2.	International Student Admission.....	9
3.2.	Issuance of a Certificate of Eligibility (Form I-20).....	9
3.3.	Transfer-Credit Acceptance	10
3.3.1	Specific Transfer Policies in the Master's Degree Program.....	10
3.3.2	Transfer Request Procedure	10
3.4.	Admission Status.....	11

Master's Degree Academic Catalog 2006-2007

3.5.	Statute of Limitation on Acceptance	12
3.6.	Registration/Orientation	12
3.6.1.	Master's Degree (Summer Residential Only)	12
3.6.2.	Registration: Class Admission Cards (Summer Residential Students)	12
3.7.	Institutional Testing Codes.....	12
3.8.	Testing Facilities	13
3.9.	Alabama and Other State Certification Requirements	13
3.10.	Post-Master's Graduate Work (Dual-Major)	14
4.	DIVISION OF ACADEMIC AFFAIRS.....	15
4.1.	Master of Sports Science Degree Programs	15
4.2.	Delivery Options	15
4.2.1.	Summer Resident Study Options.....	15
4.2.2.	Two Summers Plus Residential Option.....	15
4.2.3.	Directed-Individualized Study.....	15
4.2.4.	Distance Learning Options	16
4.3.	Affiliated Credit Options.....	16
4.4.	Mentorship, Thesis and Non-Thesis Options	16
4.4.1.	Master's Mentorship Program.....	16
4.4.2.	Thesis.....	17
4.4.3.	Non-Thesis	18
4.5.	Majors: Master's Degree.....	18
4.5.1.	Dual-Majors.....	18
4.5.2.	Core Courses	18
4.5.3.	Department of Sports Coaching	19
4.5.4.	Department of Sports Fitness	19
4.5.5.	Department of Sports Management.....	19

Master's Degree Academic Catalog 2006-2007

4.5.6. Department of Sports Medicine.....	19
4.5.7. Department of Sports Studies	19
4.5.8. Master's Elective Courses.....	19
4.6. Master of Sports Science Curriculum Planner	20
4.7. Guidelines for Using the Curriculum Planner	21
4.8. Master's Academic Course Descriptions.....	21
4.9. 600 Level Courses (Doctoral and Master's Students).....	26
5. MASTER'S DEGREES FEES AND COSTS	28
6. FINANCIAL-AID PROGRAMS	30
6.1. Types of Assistance Available for Graduate Students Who Qualify	30
6.1.1. Loans	30
6.1.2. Distribution of Financial-Aid Funds.....	31
6.2. Veterans Administration Programs	32
6.3. Military Financial-Aid Programs.....	32
6.4. Definition of Academic Year	33
6.5. Satisfactory Academic Progress.....	33
6.5.1. Return of Title IV Funds	34
6.5.2. Academy Financial-Aid Review	35
7. GRADUATE DEGREE REGULATIONS/POLICIES/PROCEDURES	37
7.1. Academic Integrity	37
7.2. Academic Probation/Dismissal	37
7.3. Academic Update	38
7.4. Accounts Receivable from Students.....	38
7.5. Adding/Dropping Courses.....	38
7.6. Advising Program	39
7.7. Application for Graduation	39

Master's Degree Academic Catalog 2006-2007

7.8. Attendance Policy: Summer Resident and Distance Learning.....	39
7.9. Auditing Classes.....	39
7.10. Campus Computing and E-mail	39
7.11. Catalog Coverage and Change	40
7.12. Change of Major.....	40
7.13. Committees - Structure and Function.....	40
7.14. Conferring of Degrees.....	41
7.15. Continuance Policy	41
7.16. Course Descriptions - Expanded.....	41
7.17. Course/Instructor Evaluation.....	41
7.18. Credit by Transfer	41
7.19. Drug and Alcohol Policy.....	42
7.20. Examinations at the Master's Level.....	42
7.21. Master's Degree Comprehensive Examination.....	42
7.22. Master's Degree Comprehensive Examination Procedures.....	43
7.23. Exit Interviews	43
7.24. Facilities	43
7.25. Recreational Facilities and Activities.....	44
7.26. Full-Time Student	44
7.27. Online-Grading Policies and Procedures.....	45
7.28. Grading System.....	45
7.29. Grade Appeal Procedures.....	46
7.30. Graduation Requirements.....	46
7.31. Health Services.....	47
7.32. Holds	47
7.32.1. Academic Holds.....	47

Master's Degree Academic Catalog 2006-2007

7.32.2. Administrative or Business Holds.....	47
7.33. Inactive Status	47
7.34. Insurance	47
7.35. Lost and Found.....	48
7.36. Mentorship Grading	48
7.37. Microsoft Campus Agreement	48
7.38. Motor Vehicle Registration/Parking	49
7.39. Residential and Distance Learning Faculty	49
7.40. Online Course Grading.....	49
7.41. Online Student Security.....	49
7.42. Paper Policy.....	49
7.43. Plagiarism and Non-Original Work Warning.....	49
7.44. Program of Study (POS).....	50
7.45. Re-admittance.....	50
7.46. Refund Policy.....	50
7.47. Repeat Policy.....	51
7.48. Special Student Services	51
7.49. Statute of Limitations for Degree Completion	51
7.50. Mobilization and Call to Active Duty of Reservists and National Guard Members and the Deployment of Active Duty Military Personnel.....	52
7.51. Student Conduct	52
7.52. Student Mail	53
7.53. Student Organizations	53
7.54. Student Petitions.....	54
7.55. Student Rights	55
7.55.1. Records and Disclosure.....	55
7.55.2. Release of Grades.....	56

Master's Degree Academic Catalog 2006-2007

7.56. Textbook Policy	56
7.57. Transcripts	56
7.58. Weapons Policy	56
7.59. Withdrawal from the Academy	57
7.60. Coordinator of Student Services.	57
8. FACULTY	58
9. ADDENDA	59
A. Student Rights and Responsibilities	A-1
B. Application for Admission	B-1
C. Program of Study: Master's - Sports Management.....	C-1
D. Program of Study: Master's - Sports Coaching	D-1
E. Program of Study: Master's - Sports Studies.....	E-1
F. Program of Study: Master's - Sports Medicine	F-1
G. Program of Study: Master's – Sports Fitness	G-1
H. Approval Form - Thesis/Applied Dissertation Project Proposal.....	H-1
I. Thesis Approval Form.....	I-1
J. Academy Post-Graduate Degree Program: Recommendation Form.....	J-1
K. Request for Transcript Form	K-1

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1. GENERAL POLICIES AND INFORMATION

1.1. Communicating with the Academy

For information concerning a specific program or area of study, address correspondence to the Office of Student Services at the United States Sports Academy.

One Academy Drive
Daphne, Alabama 36526-7055
Telephone: 251-626-3303
1-800-223-2668 (Admissions)
Fax: 251-625-1035 (Student Services)
E-mail: studentservices@ussa.edu
World Wide Web: <http://www.ussa.edu>

1.2. Accreditation

The United States Sports Academy is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Bachelor of Sports Science degree (level II), the Master of Sports Science degree (level III), and the Doctor of Sports Management degree (level V).

Note: The Commission on Colleges of the Southern Association of Colleges and Schools may be contacted with questions concerning accreditation. If you would like to reach them, please write to 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500

1.3. Alabama State Licensure and Certification

The Academy is licensed by the State of Alabama Department of Post Secondary Education to grant the Master of Sports Science degree.

Students seeking teaching certification should check with their local school-district administration and State Department of Education. See the *Academic Affairs* section of this catalog for more information.

1.4. Equal Opportunity Statement

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

1.5. Military Programs

The 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 Academy may do so. The Academy is a member of the Service-Members Opportunity Colleges. Service members should visit their Education Center or Navy Campus offices for information about current tuition-assistance policy and procedures. The Academy is also an approved educational institution for the Veteran's Administration.

1.6. History and Purpose

President and Chief Executive Officer Dr. Thomas P. Rosandich founded the Academy in 1972, in direct response to the ever-increasing needs and demands in sport and society in America. From the beginning, the Academy's general mission has been to serve the nation and the world as a sport-education resource, upgrading sport through programs of instruction, research and service.

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

The National Association of Collegiate Directors of Athletics (NACDA) was supportive of upgrading education in coaching, management and sports medicine. It 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 the 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. Three of these members continue to serve to this day.

Perhaps the true wealth of the Academy is its National Faculty, which 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. The Academy's cultural exchange programs reach 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, located in the Arabian (Persian) Gulf. Since that first agreement, the Academy has delivered a wide range of programs abroad. The scope of service in these programs has been as varied as the full-charge conduct of an entire national sport effort to individual seminars and symposia in international conferences.

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 Academy 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 was awarded in December 1998 for 10 years. The Bachelor of Sports Science degree program was reviewed and accredited in 2005, making the institution the only accredited sport university in the country.

One of the visions of the Academy during its conception was that it would be a university without walls, so that the Academy could meet the needs of its students by teaching sport in any location on the globe. The Academy has met this challenge. It offers a great deal of flexibility to its students through innovative teaching practices such as mentorships, independent-study, 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 Academy, ASAMA is dedicated to the preservation of sport art and archival materials. 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.

1.7. Mission Statement

The United States Sports Academy is an independent, non-profit, accredited, special mission sports university created to serve the nation and the world with programs in instruction, research and service. The role of the Academy is to prepare men and women for careers in the profession of sports.

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 in order to prepare for their chosen careers.

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 curriculum provides a strong base of theoretical 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 through field-studies called mentorships through which students, working with leaders in the industry, apply theory to provide practical solutions.

1.9. Goals of the Master's Degree Program

The goals of the master's degree program are:

1. To introduce students to the principles and methods of applied research in the area of sport by providing instruction and supervised practice in:
 - A. Analyzing existing research;
 - B. Formulating a research problem and plan integrating knowledge and experience with existing concepts;
 - C. Collecting, analyzing and synthesizing data.
2. To improve the ability of students to understand and integrate theoretical information into practice by:
 - A. Recognizing issues and trends in sport;
 - B. Displaying the necessary knowledge and skills in program management;
 - C. Providing organizational development assistance in sport-related programs, and
 - D. Engaging in self-directed study, critical thinking, and problem solving.
3. To increase students' awareness of the need for a personal philosophy and ethical principles related to sport by:
 - A. Increasing knowledge of the sociological, historical, political and philosophical aspects of sport;
 - B. Increasing knowledge of current sport literature;
 - C. Understanding human behavior with respect to sport; and
 - D. Practicing the application of ethical principles in practical situations.

4. To assist students in acquiring the knowledge and skills necessary to succeed in the areas of coaching, management, sports medicine, sports fitness and sports studies or a combination of these areas.

1.10. Expectations of Students at the Master's Degree Level

The Academy anticipates that students, both national and international, will come from a variety of backgrounds to pursue the master's degree programs. Upon receipt of the master's degree, students are expected to assume regional, national or international positions in the development, delivery or administration of sport or sport-education programs. Those already employed in sport or sport education are expected to have enhanced skills, knowledge and understanding which will promote the advancement of sport, sport education or sports sciences.

Throughout this catalog are policies for student rights and responsibilities. These statements have been brought together as a composite document called *Student Rights and Responsibilities*. The composite document should be read thoroughly by each master's student. A copy of this composite document may be found in Addendum A.

1.11. Honor Code for the United States Sports Academy

By enrolling at the Academy, students join a global community of scholars who are committed to the pursuit of excellence in the instructional process. The Academy expects 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 seriously at the Academy. 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.

1.12. Special Provisions

Every effort has been made to include information in this catalog that, at the time of printing, most accurately and pertinently reflects the academic curriculum, policies and procedures of the Academy.

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 elements 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.

1.13. 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. Average temperatures range from the 50's in January to the 90's 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 and fishing, as well as its 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 its abundant greenery and flowers.

Metropolitan Mobile has a strong international flavor dating back almost 500 years to when the Spanish, the first European explorers, sailed into Mobile Bay. Since then, flags from France, England, the Confederate States, the United States and the County of Mobile have flown here.

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 competition), the GMAC Bowl, the Mobile Bay Bears (San Diego Padre's 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. This is a great place in which to live and learn.

1.14. Affiliations

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

Alabama Art Education Association
Alabama Association of Collegiate Registrars and Admissions Officers (ALACRAO)
Alabama Association of International Educators
Alabama Association of Student Financial Aid Administrators
Alabama Council of Graduate Deans
Alabama Library 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 Council on Exercise
American Library Association
Association for Institutional Research
Association of American International Colleges and Universities
College and University Personnel Association
Council for the Advancement and Support of Education
Council on Higher Education Accreditation
Defense Activity for Non-Traditional Education Sport (DANTES)
Eastern Shore Chamber of Commerce
International Sports Heritage 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 Foreign Student Advisors
National Association for Sport & Physical Education (NASPE)
National Association of Academic Advisors for Athletics
National Association of Collegiate Directors of Athletics
National Association of International Educators
National Association of Student Financial Aid Administrators
National Athletic Trainers' Association (NATA)
National High School Coaches Association
National Strength and Conditioning Association
National University Continuing Education Association
Network of Alabama Academic Libraries
Nichols College
North American Society for Sport History
North American Society for Sports Management

Online Computer Library Center (OCLC)

Professional Tennis Registry

Southeastern Library Network

Southern Association of Colleges and Schools

Southern Association of College Registrars and Admissions Officers (SACRAO)

Southern Association of Student Financial Aid Administrators

Southern Regional Electronic Campus

United States Distance Learning Association

United States Tennis Association

United States Track and Field Coaches Association

2. United States Sports Academy Academic Calendar

The Academy's Academic Calendar lists all key dates for all degree levels. Therefore, it contains some activities that may not be relevant to your program of study. If you have any question as to the relevance of any date listed hereon to your program of study, please consult the catalog or ask your advisor.

2006-2007		FALL SEMESTER	2007-2008	
2006			2007	
6	August	Fall DSM Resident Pre-Registration Deadline	5	August
4	September	Labor Day Holiday	3	September
5	September	Open Registration for Distance Learning	4	September
5	September	DSM Resident Orientation/Registration	4	September
6	September	DSM Resident Classes Begin	5	September
13	September	Last Day for Residential Late Registration	12	September
15	September	Last Day to Drop Residential Course with Refund	14	September
10	November	MAT Testing	8	November
21	November	Last Day to Register for MSS On-Campus Comprehensive Exams in December	20	November
23-24	November	Thanksgiving Holiday	22-23	November
3	December	Last Day to Register for DSM Spring Comprehensive Exam	1	December
9	December	Spring DSM Resident Pre-Registration Deadline	7	December
13	December	Last Day to Drop a Residential Course with a W Grade	12	December
13	December	Last Day of Resident DSM Classes	12	December
14-15	December	DSM Resident Semester Examinations	13-14	December
18-31	December	Residential Student Winter Break	17-31	December
25	December	Christmas Holiday	25	December
21-22	December	MSS On-Campus Comprehensive Exams	20-21	December
29	December	Last Date to Register for Fall Online Classes	28	December
		SPRING SEMESTER		
2007			2008	
3-6	January	DSM Comprehensive Examination	2-5	January
8	January	Open Registration for Distance Learning	7	January
8	January	DSM Resident Orientation/Registration	7	January
9	January	DSM Resident Classes Begin	8	January
15	January	Martin Luther King Holiday	21	January
16	January	Last Day for Residential Late Registration	15	January
22	January	Last Day to Drop Residential Course with Refund	21	January
1	February	MAT Testing	31	January
20	February	Mardi Gras Holiday	5	February
10	April	Last Date to Register for MSS On-Campus Comprehensive Exams in May	16	April
25	April	Last Day to Drop a Residential Course with a W Grade	23	April
25	April	Last Day of DSM Resident Classes	23	April
26-27	April	DSM Resident Semester Examinations	24-25	April
1	May	Last Date to Register for Summer Resident Classes	1	May
2-5	May	DSM Comprehensive Examinations	7-10	May
10-11	May	MSS On-Campus Comprehensive Exam	15-16	May
25	May	Last Date to Register for DSM Spring Online Classes	23	May
		SUMMER SESSION		
2007			2008	
28	May	Memorial Day Holiday	26	May
4	June	Resident Orientation/Registration for Summer	2	June
5	June	Open Registration for Distance Learning	3	June
5	June	Resident Classes Begin	3	June
5	June	Last Day to Apply for DSM Summer Comprehensive Exam	9	June
6	June	MAT Testing	6	June
7	June	Last Date for Residential Late Registration	4	June
12	June	Last Date to Drop a Residential Class with Refund	10	June
20	June	Last Date to Apply for Summer MSS Comprehensive Exams	18	June
20	June	Last day to Apply for Graduation		
2	July	Last Day to Drop a Residential Course with a W Grade	30	June
5-7	July	DSM Comprehensive Examinations	9-11	July
13	July	Last Day of Resident Classes	11	July
13-14	July	Resident Exams for MSS and DSM	11-12	July
20-21	July	MSS Comprehensive Exam	18-19	July
21	July	Graduation	19	July
24	August	Last Date to Register for Summer Online Classes	29	August

3. ADMISSION TO THE GRADUATE PROGRAM

All inquiries and applications should be sent to the United States Sports Academy Office of Student Services.

Applications for admission to the graduate school are accepted on an ongoing basis for the master's degree program. Online students may start their course work at any time following acceptance. Master's degree resident students may start only the summer semesters. Orientation and registration for online students are done by phone, electronic mail or the World Wide Web. Orientation and registration are held on campus for all summer resident students. All fees and tuition are due at the time of registration for both online and resident students.

3.1. General Admission

3.1.1. Master's Degree Program

A student interested in pursuing a Master of Sports Science degree may be accepted from a variety of backgrounds. For full-standing admission to the master's program, an applicant must be a graduate of a four-year, regionally accredited undergraduate institution and must have maintained a cumulative grade point average of 2.50 or better (on a 4.0 scale) in all undergraduate work and have a minimum score of 800 on the Graduate Record Examination (GRE), 400 on the Graduate Management Aptitude Test (GMAT), or 369 scale score (27 raw score) on the Miller Analogies Test (MAT). A student who graduated with a bachelor's degree from a state approved but non-accredited institution may apply for the graduate program as a conditionally-admitted student. A student who has a conferred master's or doctoral degree from a regionally-accredited institution may waive the GRE, MAT or GMAT requirement with an official transcript stating the date of completion of the degree.

In addition to meeting admission requirements, applicants must be aware that a number of other factors are considered by the Academy in determining admission status. These factors include the quality of their academic preparation, performance in specific courses, motivation and attitude (which may be determined from recommendations). It is the intent of the institution to select students who will benefit from the educational experience and have a reasonable chance for success in completing their chosen programs of study. The acceptance of applications and application fees by the Academy is no assurance that students will ultimately be admitted into the program as degree-seeking students.

The approval of applications from students currently enrolled in the bachelor's program is conditional upon the successful completion of that degree prior to their commencement of studies at the Academy. A student applying for admission to the graduate program is required to provide the following to the Office of Student Services within one year from the date of the first document submitted in the application process.

1. A completed application form (See Addendum B) accompanied by a \$50 application fee. The fee is non-refundable and constitutes part of the admission credentials;
2. Official copies of all college transcripts;
3. Three letters of recommendation;
4. An official score report of the Graduate Record Examination (GRE), Miller Analogies Test (MAT) or Graduate Management Aptitude Test (GMAT) taken within the last five years;
5. A written personal statement that describes the motivation or reasons for desiring a master's degree;

6. A résumé or curriculum vita and;
7. Proof of health insurance coverage for each semester of resident-study.

3.1.2. International Student Admission

In addition to the admissions domestic requirements, an international applicant seeking full-standing admission to the graduate program must provide the following to the Office of Student Services within one year from the date of the first document submitted in the application process.

1. A completed master's degree application accompanied by a \$125 application fee, which is non-refundable and constitutes part of the admission credentials;
2. An official, certified copy (English translation) of all college transcripts;
3. Three letters of recommendation;
4. An official score report of the Graduate Record Examination (GRE), Miller Analogies Test (MAT) or Graduate Management Aptitude Test (GMAT) taken within the last five years;
5. A satisfactory score on the Test of English as a Foreign Language (TOEFL) in a computer-based format (minimum 213), internet-based format (minimum 79) or a paper-based format (minimum 550) or a satisfactory score on International English Language Testing System (IELTS) in the academic module (minimum overall band score of six). Either of these examinations is required of non-native-English-speaking applicants regardless of previous training in the English language;

[NOTE: Applicants whose native language is English or students who have a degree from an institution whose primary language of instruction is English are not required to take the TOEFL or IELTS.]

6. A written personal statement, describing the motivation for desiring a master's degree;
7. An evaluation of foreign-educational credentials from a service that is a member of the National Association of Credential Evaluation Service, which must state that the student has the equivalent of a four-year bachelor's degree from an accredited institution. (The cost is approximately U.S. \$85 – contact the Office of Student Services for further information.);
8. A Certificate of Eligibility (Form I-20) must be obtained if the international student plans to study in the United States;
 - Please see section 3.3 *Issuance of a Certificate of Eligibility* for more details.
 - Proof of health insurance coverage is required for mentorship and summer resident students prior to course registration.
9. A copy of a valid passport and visa (Summer-resident students only);
10. Statement of Available Funds (See Issuance of a Certificate of Eligibility); and
11. A copy of health insurance. (Summer-resident students only)

Once an international student has been officially admitted, the Academy expressly reserves the right to mandate English as a Second Language (ESL) instruction until a reasonable mastery of the English Language has been attained.

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

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

1. Documentary evidence in the form of a letter from a bank, a sponsoring government agency, a sponsoring company or another acceptable third-party source stating the amount of financial resources available and/or the amount guaranteed to be provided for transportation and normal living expenses for the period of time to be spent in the United States; and
2. Payment of the \$100 SEVIS fee for non-immigrant students and visitor exchange. (See www.fmjfee.com for information). The SEVIS fee is a U.S. government assessment to defray the cost of a background check for entry into the United States.
3. International students who intend to pursue their degrees entirely by distance learning may pay their tuition on a course-by-course basis. In this instance, the financial capability documentation will not be required.

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

3.3. Transfer-Credit Acceptance

Any applicant to one of the Academy's degree programs is eligible to transfer equivalent degree level courses from other colleges or universities. The number of transfer credit-hours allowed in the master's degree program is limited to 15 credit-hours.

3.3.1. Specific Transfer Policies in the Master's Degree Program are:

1. The United States Sports Academy accepts courses from all regionally-accredited institutions that are substantially the same as courses in the Academy's curriculum.
2. The Academy accepts courses from all nationally-accredited institutions as recognized by the Department of Education that are substantially the same as courses in the Academy's curriculum on a conditional basis, i.e. the student must achieve a 3.0 or higher GPA in the first 12 hours at the graduate level for the courses to transfer.
3. The Academy will accept courses from international institutions on a conditional basis that are substantially the same as courses in the Academy's curriculum provided that the institution is approved by a foreign nation's Ministry of Education (where that approval process is comparable to accreditation in the United States).
4. As an alternative for international institutions, the Academy will accept transfer-credits on a conditional basis through a credential-evaluation service that is a member of the National Association of Credential Evaluation Services, provided the courses are substantially the same as found in the Academy's curriculum.
5. The Academy may accept transfer-credits from non-accredited institutions on a conditional basis provided they are substantially the same as found in the Academy's curriculum. All such transfer-credits must be reviewed on a case-by-case basis.

3.3.2 Transfer Request Procedure

Students must submit:

1. Letters requesting transfer of courses that delineate the courses, course numbers, colleges or universities and their degree levels and grade in English or verified translation into English from a foreign language;

2. Copies of official transcripts in English or a verified translation into English from a foreign language (In the case of the alternate for international courses, a certified transcript evaluation from a member of the National Association of Credential Evaluation Services is required);
3. A description of the course from a College or University catalog and a course syllabus in English or a verified translation into English from a foreign language (In the case of the alternate for international courses a certified transcript from a member of the National Association of Credential Evaluation Services is required).

3.4. Admission Status

Applicants to the Academy are admitted to the master's degree program in one of the following categories:

Full Standing Status

Applicant meets all admission requirements;

Conditional Status

Applicant has not met all admission requirements and must comply with the requirements within the first twelve semester-hours of enrollment or get permission from the Chief Academic Officer to approve an extension.

1. A student who has been conditionally admitted because of missing documents (for example, a missing letter of recommendation) is deemed to be in a conditional-administrative status.
2. A student who has been conditionally admitted due to not meeting a required academic standard (for example, a low test score that did not meet the minimum requirement) is deemed to be in a conditional-academic status.
3. A student can only be reclassified to full standing upon successful completion of 12 semester-hours with a cumulative grade point average of 3.0 or better and must have all required admission documents on file.
4. Courses taken by a student in conditional status will automatically apply toward the student's degree when the student is granted admission as a full-standing student.
5. A conditionally-admitted student while so classified cannot register for mentorship credits.
6. A conditionally-admitted student while so classified has no right to petition.

Non-Degree-Seeking Status

A non-degree seeking student is an applicant who has successfully enrolled and holds the appropriate prerequisite degree but has not applied for admission to the master's degree program. Financial aid is not available to non-degree-seeking students. Conditions for enrollment include:

1. A completed application form accompanied by a non-refundable application fee, which will be used to establish a student file and to determine eligibility for graduate credit;
2. An official transcript showing a conferred bachelor's, master's or doctoral degree from a regionally accredited institution (Academy transcripts will not be available to students without the completed application and official transcript requirements.); and
3. If a non-degree student applies to change status to become a degree-seeking student, all deferred fees associated with the regular admission policy to the Academy will become due and payable at the time the student changes status.

Note: Seniors in college may secure permission to apply an Academy master's level course toward an undergraduate degree, but such a course cannot be used to fulfill requirements for both a bachelor's and master's degree.

3.5. Statute of Limitation on Acceptance

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

3.6. Registration/Orientation

3.6.1. Master's Degree (Summer Residential Only)

All students must register and pay for classes before admission to a class is granted in residency. For purposes of better planning and teaching loads, the Academy has a deadline date for registering for residential courses. Any student registering after the designated date will be subject to a late registration fee of \$50, payable when registering for courses. The cut-off date for master's residential students can be found on the academic calendar.

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

3.6.2. Registration: Class-Admission Cards (Summer-Residential Students)

To provide a secure system that allows students to officially and appropriately enter a class, and to safeguard against inaccurate registration for students in classes, the Academy requires Official Student ID Cards for all resident students. The following policies govern these cards and faculty class rosters:

- A class roster will be issued to the professor for residence programs following the Orientation Session prior to the summer term;
- Each student must register properly online prior to the deadline date;
- Students are not permitted to enter a class if they are not listed on the class roster;
- Students who do not attend Orientation prior to the start of each semester will not be registered until paying a late fee of \$50 per class (except first time enrollees); and
- The faculty will review the class roster and advise the Registrar of any discrepancies.

Faculty will keep the class rosters and turn them in to the Office of Student Services at the end of the semester, along with the grades for all students.

Resident students may register for mentorships, theses or distance learning courses by using the student portal on the Academy's website or by calling or sending an e-mail to the Registrar. Acceptable forms of payment include MasterCard, American Express, Discover and Visa credit cards, certified check or money order and personal checks. Students who are eligible for and have received notification of acceptance for financial aid will be approved at registration.

3.7. Institutional Testing Codes

The Educational Testing Service has assigned the Academy an institutional code number of 1885 for the Graduate Record Examinations (GRE), the Graduate Management Aptitude Test (GMAT) and the Test of English as a Foreign Language (TOEFL). The Psychological Corporation has assigned the Academy an institutional code number of 1016 for the Miller Analogies Test (MAT).

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

3.8. Testing Facilities

The following testing facilities and services may be of help to students seeking admittance to the graduate program at the Academy:

MAT (Miller Analogies Test)

#1-800-622-3231

www.milleranalogies.com

Score Required = 369 scale score, 27 raw score

School Code: 1016

GRE (Graduate Record Examinations)

#1-800-GRE-CALL

www.2test.com

Score Required = 800 (M.S.S.)

School Code: 1885

GMAT (Graduate Management Aptitude Test)

#1-800-462-866

www.mba.com

Score Required = 400 (M.S.S.)

School code: 1885

IELTS (International Students)

www.ielts.org

Score Required = 6 (Academic Module)

School code: 1885

TOEFL (International Students)

www.toefl.org

Score Required = 550 (paper-based), 213 (computer based) or (79 internet based)

School code: 1885

ETS (Educational Testing Services)

Info: (609) 771-7630

www.ets.org

CCTC (Consortium of College Testing Centers)

<http://www.ncta-testing.org/cctc/>

3.9. Alabama and Other State Certification Requirements

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

Alabama applicants will be required to obtain background clearance through a fingerprint review conducted by the Alabama Bureau of Investigation (ABI) unless they hold or have held an Alabama Professional Certificate or Career/Technical Certificate that was issued on the basis of an

application submitted prior to July 1, 1997. Those who obtain background clearance for the issuance of an Alabama teaching certificate and allow that certification to lapse more than 90 days, will be required to obtain another background clearance for the issuance of a certificate. Alabama applicants must meet the teacher certificate requirements in effect on the date the application is received in the Teacher Education and Certification Office.

3.10. Post-Master's Graduate Work (Dual-Major)

The Academy provides a program for students who have already graduated with a Master of Sports Science degree who wish to take more courses from the Academy to earn an emphasis in a specified area (Dual-Major). The process to apply for this program is as follows:

1. The student's degree must have been conferred by the Academy.
2. Students must re-apply and pay the application fee for the new program.
3. The Chief Academic Officer will review all applications and determine Admissions Status.
4. The students will follow the "current catalog" requirements for a Program of Study (the catalog in effect at the time of application will be the "current catalog").
5. Students must complete all requirements for the New-Emphasis Area (to include a mentorship, if required by the major).
6. Students will have three years from the date of re-admittance to complete all academic requirements.
7. All fees, tuition and books will be based on the current catalog.

4. DIVISION OF ACADEMIC AFFAIRS

4.1. Master of Sports Science Degree Programs

The United States Sports Academy offers a Master of Sports Science (M.S.S.) degree with majors in sports coaching, sports management, sports studies, sports medicine and sports fitness. The master's degree program consists of 33 semester-hours. A dual-major is also available by combining two majors.

The curriculum is designed to enable recent college graduates, working professionals and sports enthusiasts to achieve their personal, educational and professional objectives in a sport-specific environment. Each program is flexible and provides meaningful educational and technical preparation.

Each master's program has a thesis, mentorship or non-thesis option, and students must choose one of the three. The thesis option allows students to pursue research activity in preparation for more advanced study. The mentorship is practical-field experience in which students get to engage in hands-on, sport-related activities in the sport industry. The non-thesis option allows students to take three elective-courses to broaden their base of theoretical knowledge of the subject.

4.2. Delivery Options

Students may take course work through a variety of delivery options to best meet their needs. These options may, in some cases, be combined to provide maximum flexibility. The master's degree courses may be taken entirely online, in residence (summer only), or through a combination of the two.

4.2.1. Summer Resident Study Options

Under the guidance of on-campus faculty members, students study in a traditional classroom setting. Resident study allows a student to combine classroom instruction with practical work or applied research. This is designed to meet the specific needs of the individual.

4.2.2. Two Summers Plus Residential Option

The two summers plus residential option is ideal for teachers and coaches. It provides a means by which students may complete the master's degree in just over a year. Students complete four courses in residence the first summer, a mentorship or four distance-learning courses over the ensuing fall and spring semesters and residential study the following summer, during which they complete four more courses and the comprehensive exam.

4.2.3. Directed Individualized Study

Three to six semester-hours of directed-individualized study may be taken as electives towards the Master of Sports Science in sports studies degree. Course work of this nature is under the direct supervision of a graduate faculty member and must conform to all the rules governing such study. No more than three semester-hours of directed individualized study may be taken in any one semester. Directed individualized study offers the student another opportunity to do research on topics of personal interest.

4.2.4. Distance Learning Options

Distance learning offers students the opportunity to earn master's degree course credit through a combination of independent and practical study. Students may complete all or some of their master's course work through the distance learning option. Distance learning at the Academy is computer-mediated and asynchronous. This means that the professor and students do not have to be in simultaneous contact with each other for learning to take place or assignments to be completed.

For most online courses, distance learning students at the Academy receive a log on and password for the electronic, web-based courses and the required textbook(s) for each course. Each student is assigned a professor for each course. Course requirements include completion of written assignments, participation in threaded discussions, quizzes, a course paper in the student's area of interest and a final examination. The Academy Library and its extensive reference data base system can be accessed through the Academy web site. There are specific time limits (16 weeks plus extensions) that apply to completion of distance learning courses. Those 16 weeks include one week built into the course time for shipping and handling of materials.

Prior to beginning online courses at the Academy, students are required to take SPT 101 Introduction to Academy Online Learning. There is no cost for this course.

SPT 101 Introduction to Academy Online Learning (0 sem. hrs.)

This student orientation course is an introduction to the United States Sports Academy and serves as a tutorial on the Academy's system of online learning. The course is graded on a pass/fail basis.

Technical requirements: Go to <http://www.ussa.edu/ussanet/index.asp> and visit the "*Technical Requirements and Browser Test Page*" to find the computer requirements necessary for students to be successful in distance learning.

4.3. Affiliated Credit Options

The Academy is a member of the Southern Regional Educational Campus (SREC). The SREC is made up of colleges and universities from 16 Southern states and offers 1,250 courses and 60 degree programs through the SREC web portal. The Academy was among the first independent colleges and universities in Alabama selected for participation in the SREC consortium. Academy courses that are now offered through the SREC Electronic Campus can be found at <http://www.electroniccampus.org/>.

The Academy has an articulation agreement with Nichols College in Massachusetts which offers the Academy's courses as part of an MBA program. Interested students should contact the Academy's Department of Student Services at studentservices@ussa.edu.

4.4. Mentorship, Thesis and Non-Thesis Options

Depending upon their majors, master's students are afforded the opportunity to select an experiential track, a thesis track or a non-thesis track (class only) as a learning experience in the master's degree program. The experiential track is a practical or a "learning-by-doing" approach called a mentorship. The research track requires the development and defense of a research-based thesis. The non-thesis track has only additional elective classes without a practical or research component.

4.4.1. Master's Mentorship Program

The Academy's Mentorship program enables the student to get in-depth training under the direct supervision of a leader in the student's chosen field. Mentorship-study provides many opportunities for valuable practical learning experiences since the student can select, within the established guidelines, both the site and the type of experience desired. The flexibility of Mentorship-study is particularly important for the teaching or working professional who seeks career advancement but prefers to remain employed while pursuing a degree. It is a requirement for the Master of Sports Science degree in sports fitness and in some circumstances, sports medicine.

Students are responsible for the selection of the mentor and mentorship site within mentorship guidelines and are thus able to determine the type of experiential training they would like to receive. All mentorship outcomes must be reviewed in writing by the designated mentorship

faculty advisor and be approved by the Chief Academic Officer of the institution prior to the beginning of mentorship work.

The mentorship bears nine semester-hours of credit which requires the student to log 450 contact (clock) hours of work in the approved educational situation. The structure of the mentorship allows students to complete the program in as little as one semester and in as much as one full calendar year. In the event that the 450 contact hour requirement has not been satisfied after 12 months, students may apply for up to two 30 day extensions. Each extension necessitates a \$50 extension fee.

Master's students must complete four or more of their program of study courses before enrolling in any mentorship field-experience hours. Students who have not maintained a cumulative 3.0 Grade Point Average (GPA) will not be allowed to register for a mentorship. Students must purchase the Academy *Mentorship Handbook* and complete the six steps in the mentorship approval.

No contact hours may be accrued until an official Mentorship Contract has been notarized and the student has officially registered for the SPT 598 Mentorship course.

Each student is required to sign a three-party mentorship contract. The parties involved include the student, the mentor organization and the Academy. Once the contract is fully executed, registration for mentorships can occur on any workday throughout the semester. Students should have their own liability insurance.

To insure quality experiences, established guidelines require that the duties and responsibilities for the mentorship be completely apart and different from the student's regular workplace. In addition, the mentor cannot be the student's regular immediate supervisor. A terminal degree or master's degree with experience are preferred for a mentor supervising a student, although consideration will be given to a potential mentor who has the appropriate educational background and/or experience and is able to demonstrate a record of contribution to the profession. Students have the responsibility to find their own mentorship site (with the assistance of the Academy). All mentorships are subject to review and approval by the Chief Academic Officer.

The Mentorship program has long been considered the "heart and soul" of the Academy. Experiencing a mentorship is an excellent opportunity to work side by side with experts in the sport profession. Students should attempt to procure a mentorship in their local areas. If this is not possible, students should contact the Mentorship Office for information pertaining to other mentorship opportunities around the country or abroad. In all cases, the Academy's mentorship contract must be executed as written.

4.4.2. Thesis

As an alternative to a nine semester-hour mentorship or non-thesis option, a Master of Sports Science student in sports management, sports coaching or sports studies may choose to do a six-hour thesis, SPT 599, plus a single three-credit-hour course, SAR 575, "*Professional Writing and Applied Research.*" A thesis is an original piece of student research. The thesis manuscript may vary in length, depending upon the topic being researched. A faculty thesis committee consisting of a chair and one member from the faculty supervises each thesis student.

Two oral defenses of approximately 90 minutes in length must be scheduled and performed on campus in Daphne, Alabama. The first defense is the thesis proposal defense, which is a presentation covering the first three chapters of the thesis manuscript. These chapters include an introduction and a review of literature and methodology. Once the thesis proposal defense has been approved, the student is granted permission to carry out a data collection including human subjects, if approved. Under no circumstances may a data collection be conducted prior to the

thesis-proposal defense. The second defense is an oral presentation covering the entire thesis experience with a presentation of research findings. Special emphasis on the results and the summary and conclusions chapters is made during this defense.

All thesis manuscripts, once successfully completed, are sent to Proquest, Inc. for professional binding; please consult Section Five: "*Master's Degree Fees and Costs*" for details on thesis binding, microfilming and optional copyright fees. Students who will be pursuing doctoral work at the Academy or elsewhere should seriously consider choosing the thesis option. All thesis hours are graded as Pass or Fail.

4.4.3. Non-Thesis

As an alternative to the mentorship or thesis tracks, the non-thesis track offers student's the opportunity to take only classes in completing their degrees. Students opting for this track will take eleven courses instead of eight courses and will select, in conjunction with their advisors, electives in their majors or related areas to complete their degrees.

4.5. Majors: Master's Degree

The Master of Sports Science degree (M.S.S.) is offered in the following majors. Each major requires 33 semester-hours.

- Sports Coaching
- Sports Fitness
- Sports Management
- Sports Medicine
- Sports Studies

Sports management, sports coaching, sports studies, sports fitness and sports medicine are offered in the two summers plus residential program, provided sufficient numbers of students (a minimum of 10) register for the courses one month prior to the start of summer classes. Alternatively, all courses are available through web-based distance learning.

4.5.1. Dual-Majors

The Academy offers a dual-major in any two disciplines. The number of hours required for a dual-major will vary between 42–48 hours depending upon the combination. The dual-majors are designed to provide students with a wider scope of education.

4.5.2. Core Courses

The following are the three core courses required in all majors:

- SAB 561 Contemporary Issues in Sports
- SAM 543 Sports Administration
- SAM 544 Sports Marketing

The core courses and one other course from the student's major (a total of 12 credit hours) must be completed with a 3.0 GPA before a student is eligible to take a mentorship.

4.5.3. Department of Sports Coaching

The graduate program in sports coaching is designed to prepare a student for leadership in the career of coaching. Program objectives are established to prepare each student for the multiplicity of demands involved in the control and operation of individual and team sports (See Addendum D).

4.5.4. Department of Sports Fitness

A student interested in pursuing a degree in sports fitness may be accepted from a variety of backgrounds. Generally, undergraduate majors with a strong background in exercise physiology, physical education, biology, health sciences and business are most suitable, although successful experience in the field may substitute for a person without a suitable academic major.

The sports fitness major is versatile in that it offers individuals opportunities to pursue exercise and physical fitness careers in corporate, private, public and not-for-profit organizations. The program also examines issues in health and physical fitness, such as obesity.

The sports fitness program requires 24 hours of coursework (eight courses) and a required nine semester-hour mentorship consisting of 450 contact-hours in a sports-fitness setting (See Addendum G).

4.5.5. Department of Sports Management

The graduate curriculum in sports management is designed to prepare students for a number of career and leadership opportunities in sports and recreational management. Program objectives prepare the student for the involved in the operation of sports programs at various levels. Sports management students may prepare themselves for careers as athletic directors, sports facilities managers, sports information directors, sports front office administrators, sports community relations directors, etc. (See Addendum C).

4.5.6. Department of Sports Medicine

A student interested in pursuing a degree in sports medicine may be accepted from a variety of backgrounds. Undergraduate majors with backgrounds in allied health fields, sport medicine or the medical sciences are most suitable. Students should note that NATA Certification is no longer available through an apprenticeship program; hence students entering the program should have national or state certification requirements completed before applying.

The graduate program in sports medicine is designed to give students the tools required to assume career leadership positions in sports medicine at the high school, college or professional levels.

The sports medicine major includes 24 hours of course work (eight courses) and a required nine semester-hour mentorship consisting of 450 contact-hours in an allied health or sports-medicine operation. Students in sports medicine (except those certified by the NATA) must take a mentorship. Thesis or non-thesis tracks may only be taken by those already certified by the NATA (See Addendum F).

4.5.7. Department of Sports Studies

The graduate curriculum is designed to prepare students for further study in sport at a higher level or prepare students to develop and build their own sport businesses. The curriculum consists of a minimum of 33 semester-hours, but often students may take additional courses to gain the full scope of the role of sport in society. In the sports studies curriculum, a student works with an advisor to select the courses from any major to build a concentration (See Addendum E-1).

4.5.8. Master's Elective Courses

Students must take elective courses in their major areas and have their choices approved by an advisor before registering for an elective.

Master's students may choose any 600 level courses in their majors as electives, provided they pay the doctoral tuition rate. Master's students should also note that any 600 level course used at the

master's level cannot be used at the doctoral level. 600 level classes may only be attempted after the completion of the core courses with a cumulative GPA of 3.40 or higher.

4.6. Master of Sports Science Curriculum Planner

Sports Fitness 33 Semester-Hours	Sports Coaching 33 Semester-Hours
Core Courses 9 Semester-Hours	
SAB 561 Contemporary Issues in Sports (3) SAM 543 Sports Administration (3) SAM 544 Sports Marketing (3)	SAB 561 Contemporary Issues in Sports (3) SAM 543 Sports Administration (3) SAM 544 Sports Marketing (3)
Major Courses 12 Semester-Hours	
SAD 556 Issues in Nutrition and Health (3) SAR 520 Exercise Physiology (3) SAR 525 Sports Strength & Conditioning (3) SAR 580 Exercise Testing and Prescription (3)	SAB 568 Sports Psychology (3) SAB 571 Sports Coaching Methodology (3) SAR 525 Sports Strength & Conditioning (3) SAD 546 Seminar in Sports Medicine (3)
Thesis, Non-thesis or Mentorship	
Mentorship: 450 Contact Hours (9), Plus 1 Elective (3)	Mentorship: 450 Contact Hours (9), Plus 1 Elective (3) Thesis: (6), SAR 575 (3), Plus 1 Elective (3) Non-Thesis: 4 Elective Courses (12)

Sports Management 33 Semester Hours	Sports Medicine 33 Semester Hours
Core Courses 9 Semester-Hours	
SAB 561 Contemporary Issues in Sports (3) SAM 543 Sports Administration (3) SAM 544 Sports Marketing (3)	SAB 561 Contemporary Issues in Sports (3) SAM 543 Sports Administration (3) SAM 544 Sports Marketing (3)
Major Courses (Each course 3 Semester-Hours)	
SAM 542 Sports Business & Personnel (3) SAM 545 Sports Finance (3) SAM 551 Public Relations in Sports (3) SAM 582 Sports Facilities (3) SAM 586 Sports Law and Risk Management (3)	SAD 546 Seminar in Sports Medicine (3) SAD 548 Advanced Assessment in Sports Medicine (3) SAD 591 Treatment Procedures in Sports Medicine (3) SAR 525 Sports Strength and Conditioning (3)
Thesis, Non-thesis or Mentorship	
Mentorship: 450 Contact Hours (9) Thesis: (6), SAR 575 (3) Non-Thesis: 3 Elective Courses (9)	Mentorship: 450 Contact Hours (9), Plus 1 Elective (3)

Sports Studies 33 Semester-Hours
Core Courses 9 Semester-Hours
SAB 561 Contemporary Issues in Sports (3) SAM 543 Sports Administration (3) SAM 544 Sports Marketing (3)
Major Courses (Each course 3 Semester-Hours)
Elective (3) Elective (3) Elective (3) Elective (3)
Thesis, Non-thesis or Mentorship

Mentorship: 450 Contact Hours (9), Plus 1 Elective (3) Thesis: (6), SAR 575 (3), Plus 1 Elective (3) Non-Thesis: 4 Elective Courses (12)
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4.7. Guidelines for Using the Curriculum Planner

1. Students must take SAB 561 and SAM 543 first.
2. To determine the courses required in a degree, students should select the major heading and read down. Each major consists of 33 semester-hours.
3. All students are required to complete one of the following:
 - Mentorship (and any elective if indicated)
 - Thesis (6), SAR 575 (3) (and any elective if indicated)
 - Non-Thesis/Non-Mentorship (three electives)
4. Students must complete the core courses (nine semester-hours) and three additional semester-hours with a 3.0 GPA before they can enroll in the Mentorship program. Students must complete all courses, including SAR 575 as their last course, before they can enroll in a thesis.
5. Dual-majors, a combination of two degree programs, are available and range from 42 to 48 semester hours. Students should consult their Academic Advisors for details.
6. In order for a course to be used toward degree completion by a conditionally-admitted student, all information must be on file. No more than 12 semester-hours can transfer into a degree program.
7. Students who are NATA certified and can show proof of their certification may take three elective courses in place of the mentorship. Students should consult their Academic Advisors or Departmental Chairs for details.

4.8. Master's Academic Course Descriptions

SAB 561 Contemporary Issues in Sports (3 sem. hrs.)

This course is designed to provide students with an overview of the major issues involved in the world of sport. All primary issues impacting contemporary sport are covered, including performance-enhancing drugs, human-growth hormones, gender inequity, race and ethnicity, youth, adolescent and adult programs, media involvement, economics, management structures and globalization. **This course is a core requirement for all majors.**

SAB 563 Psychological Aspects of Sports Medicine (3 sem. hrs.)

This course is a study of the psychological and sociological aspects of sports medicine. Emphasis will be given to the applications of this knowledge to the counseling of athletes coping with sport injuries and to the development of motivational strategies for rehabilitation and return to physical activity.

SAB 566 Psychological Aspects of Health and Fitness Programming (3 sem. hrs.)

This course is 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.

SAB 568 Sports Psychology (3 sem. hrs.)

This course involves the study of human psychological behavior and its influence in sport and exercise settings. It is designed to provide the student with the information gleaned from research in the field of sport psychology as well as practical knowledge to become a more effective sport management professional, coach or fitness instructor.

SAB 571 Sports Coaching Methodology (3 sem. hrs.)

This course is a study of the development of a theoretical base for teaching sport and sport skills with a practical application. The course includes the development of a coaching philosophy with an emphasis on ethics in coaching and establishing a successful coaching style. A review of the impact of contemporary trends and issues in coaching is included. Managerial skills common to all coaching activities will be discussed.

SAB 595 Sports Coaching Clinic (1 sem. hr.)

This course requires a minimum of 15 hours attendance and/or participation in a coaching clinic organized by a recognized sport governing body and a research paper which outlines at least two of the following four topics: student philosophies in coaching; sport specific coaching philosophies; discussion of at least five different sessions in the coaching clinic; an evaluation of the clinic sessions.

SAD 546 Seminar in Sports Medicine (3 sem. hrs.)

An overview of the sports medicine profession designed to educate athletic trainers, fitness professionals and sport coaches on how to assess and manage sports injuries.

SAD 548 Advanced Assessment in Sports Medicine (3 sem. hrs.)

This course is designed to enhance the student's assessment techniques in the evaluation of athletic injuries and illnesses. This course considers the connection between structure and function, with anatomy being the structure upon which biomechanical and physiological function is based. Particular emphasis is placed upon the development of a sound systematic and methodical evaluation technique to assess abnormal biomechanics (pathomechanics) and abnormal physiology (pathology). Such a technique is critical for making decisions on how to best manage and rehabilitate the injured or ill athlete.

SAD 556 Issues in Nutrition and Health (3 sem. hrs.)

This course covers the principles of sound nutrition as they relate to the athlete as well as to the average individual in our society. In addition, the course covers the physiological aspects of how nutrition affects the body in terms of overall optimal health.

SAD 562 Scientific Principles of Resistance Training (3 sem. hrs.)

This course provides the study of resistance training including physiological and psychological aspects, basic concepts and principles, types of programs and training and benefits for specific populations. The information necessary to understand and successfully design any resistance-training program is presented in this course.

SAD 587 Management Strategies in Sports Medicine (3 sem. hrs.)

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.

SAD 591 Treatment Procedures in Sports Medicine (3 sem. hrs.)

This course is a study of modalities including the physiological effects, rationale, principles and methods of applying physical agents, therapeutic exercises, evaluation and treatment planning in the practice of sports medicine.

SAM 542 Sports Business and Personnel Management (3 sem. hrs.)

This course involves the study of the principles of personnel management including staffing, training and creating a favorable work environment, labor relations, compensation, benefits, laws, position descriptions and employee evaluations.

SAM 543 Sports Administration (3 sem. hrs.)

The purpose of this course is to demonstrate to the prospective sport manager the importance of a basic understanding of administration theory and practice. The course will help students understand the sport manager's position and the environment in which they must perform. **This course is a core requirement for all degree seeking students.**

SAM 544 Sports Marketing (3 sem. hrs.)

This course includes an in-depth study of sport marketing and the influence it has in accomplishing objectives in today's world of sport. It involves a thorough review of the product, be it tangible or a service, and it details bringing it to market. Topics include advertising, promotions, public relations, location, pricing, sponsorships, licensing, market segmentation and the role of research. **This course is a core requirement for all degree-seeking students. Prerequisites: SAB 561 and SAM 543.**

SAM 545 Sports Finance (3 sem. hrs.)

This course involves a study of the basic financial considerations a sport management professional must understand to function effectively. It includes the financial challenges facing the profession, sources of funding, budgeting and financial statements, the concept of economic impact analysis and the pros and cons of using public sector funds.

SAM 550 Fund Raising in Sports (3 sem. hrs.)

This course is a study of the concepts of sport fund raising activities that provides a framework for development staff, managers and directors to operate and develop fund raising programs.

SAM 551 Public Relations in Sports (3 sem. hrs.)

This course is designed to provide the student with an understanding of the field of public relations and its role in sports management. A clear understanding of the differences between public relations and advertising, marketing, publicity and promotion is provided. The basic areas of public relations are covered and an understanding of public relations planning is provided.

SAM 582 Sports Facilities (3 sem. hrs.)

This course involves the study of the principles, guidelines and recommendations for planning, construction and the use and maintenance of indoor and outdoor sport, physical education, recreation and fitness facilities.

SAM 586 Sports Law and Risk Management (3 sem. hrs.)

This course introduces students to the fundamental tenets of the law and familiarizes them with legal structure and basic legal terminology. Various types of law are examined as well as the impact each has on the sports industry. A thorough review of risk management as it interfaces with legal liability issues involved in the sports industry is provided.

SAM 592 Introduction to the Business of Sports Agents (3 sem. hrs.)

This course is designed to examine the role of the sport agent in today's world of sport. An

emphasis is placed on NCAA rules and state regulations surrounding recruitment by agents and the potential pitfalls an athlete could face. A thorough understanding of the sport agency profession is provided, including the techniques necessary to operate successfully in the profession.

SAR 510 Sports Biomechanics (3 sem. hrs.)

This course is a comprehensive study of human movement as it relates to sport and exercise. The course will cover how the study of biomechanics can promote human performance and prevent injury.

SAR 511 Sports Performance Enhancement (3 sem. hrs.)

The course is designed for sport coaches to study human movement as it relates to sport activities. Coaching techniques and methodology are addressed in order to learn how to analyze skills and improve sport performance.

SAR 520 Exercise Physiology (3 sem. hrs.)

This course is study of various factors that affect human performance, including regulatory mechanisms, adaptations and changes that occur as a result of physical activities.

SAR 525 Sports Conditioning and Nutrition (3 sem. hrs.)

This course is designed to study the fundamental principles of training and nutrition in sport and exercise. The course is intended to develop knowledge of the anatomical and physiological systems challenged by sport conditioning, strength training and an awareness of fitness and nutrition program. These ideas can be used to enhance individual and team performance in sport.

SAR 526 Personal Training (3 sem. hrs.)

This course will combine sport science and entrepreneurial principles in the design and implementation of a personal training business.

SAR 575 Professional Writing and Applied Research (3 sem. hrs.)

This course will introduce the exciting world of research design and statistics to sport professionals employed in a variety of settings. The format and techniques for writing a scholarly research paper will be presented. Various types of research commonly used in sport are reviewed. Descriptive and inferential statistical analyses are covered with an emphasis on application to sport.

SAR 580 Exercise Testing and Prescription (3 sem. hrs.)

This course is a concentrated study of the principles of exercise testing and prescription for healthy and diseased states. **The prerequisite for this course is SAR 520.**

SAR 587 Management Strategies in Health & Fitness (3 sem. hrs.)

The study of the basic concepts, theories and organization of management as 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.

SCS 508 Coaching Baseball

This course is designed to provide the foundations for coaching baseball to help current and future coaches learn and accomplish the development of a successful baseball program. Coaching baseball has numerous challenges, both on the field and off. This course provides an in-depth analysis of all the critical aspects of the competitions of baseball with insight from some of the best baseball minds to put the coach practitioner in a position to succeed.

SCS 513 Coaching Basketball

This course is designed to provide necessary knowledge and skills for an individual who intends to coach basketball at secondary, collegiate and professional levels. Emphasis will be placed on understanding and teaching the fundamental skills, techniques, drills and team strategies. Planning, preparation and administration for the various phases of the season, practices and competitions, along with the development of coaching philosophy and program evaluation for future improvement will be covered.

SCS 532 Coaching Football

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

SCS 566 Coaching Softball

This course covers the philosophical foundation of coaching softball and the technical aspects of coaching the game. The philosophical foundation area includes setting priorities, identifying personal standards, player and coach value systems, and organizing, building and marketing the team. The technical portion of the course includes individual skills, team strategies, motivating players and preparing for competition in tournaments and playoffs.

SCS 576 Coaching Tennis

This course focuses on current ideas and practical experiences reflecting coaching trends in tennis. The material presented is a culmination of information researched by both the USTA national coaching staff and the USTA sport science staff. The course is designed to provide the student with practical knowledge in the coaching of a tennis team—be it a high school, college, junior tennis or an USTA affiliated tennis league. This course will examine issues regarding establishing a coaching foundation, planning for the overall season, the teaching of tennis skills and strategy, preparing players for competitive match play and the coach's role in evaluation of players and the program.

SCS 578 Coaching Volleyball

This course examines the practical side of coaching volleyball. By illustrating the importance of scouting, practice preparation and physical training, this course attempts to address some of the major areas of volleyball coaching. The major areas of volleyball are broken down into the following categories: Coaching Priorities and Principles, Program Building and Management, Innovative and Effective Practice Sessions, Individual Skills and Team Tactics, and Game-Winning Strategies.

SPT 597 Individualized Study (3-9 sem. hrs.)

To register for an individual study directed by a faculty member in a specific area of interest, students must have the prior approval of the Chief Academic Officer.

SPT 598 Mentorship (9 sem. hrs.)

Mentorships include supervised work for 450 clock-hours in sports fitness, sports coaching, sports management or sports medicine in schools, colleges and universities, businesses and industries. It is recommended that the *Academy Mentorship Handbook* be purchased two months prior to registration. The Academy Mentorship Office must receive a notarized contract in order to receive permission to register for this course. The prerequisite is the completion of the first 12 semester-hours of the degree program.

SPT 599 Thesis (9 sem. hrs.)

The formal development of an original research project is supervised under the direction of a faculty committee. The thesis includes two 90-minute oral presentations at the Daphne, Alabama, campus. The thesis experience includes the planning and presentation of an oral proposal-defense

and an oral final-defense of the completed research manuscript. The oral presentations may be augmented by the use of PowerPoint or other computer applications.

4.9. 600 Level Courses (Doctoral and Master's Students)

Credits at the 600 level earned by a master's degree student will count as elective credits in the master's program. A master's student may take 600 level classes after the completion of nine core hours and a cumulative GPA of 3.40 or higher, but must pay doctoral tuition per credit.

SAB 660 Sports in America: Current Issues (3 sem. hrs.)

This course is designed to give individuals a sociological perspective of sport in American society. It will examine politics, economics, education, the mass media, gender, race and financial compensation as each relates to sport.

SAB 667 Olympism (3 sem. hrs.)

This course involves the study of the history, development and current issues of the Olympic movement. A topic is to be chosen from readings or research material on the Olympics and the Olympic movement.

SAM 622 Structure and Function of Professional and Amateur Sports Organizations (3 sem. hrs.)

The course provides an analysis of professional and amateur sport organizations from a philosophical, historical and operational perspective. It takes an in-depth look at the management and business practices of this industry. It is designed for leaders in the industry who will deal with issues related to running an effective and efficient sport organization.

SAM 640 Labor Relations in Sports (3 sem. hrs.)

This course provides an in-depth examination of areas of labor relations that are particularly relevant to sport. The growth and development of unions is explored within the sports industry with an emphasis on labor-management agreements currently utilized in professional sport.

SAM 644 Sports Marketing Research (3 sem. hrs.)

This course examines marketing research pertinent to the successful operation of sport enterprises. It includes the study of research design, data analysis and the presentation of results.

SAM 660 Financial Aspects of Sports (3 sem. hrs.)

This course involves an in-depth study of the financial challenges facing contemporary sport administrators, including an examination of financial data analysis, sources of funding, budgeting and financial accountability, inventory management and production control processes, profit distribution, taxation and accounting processes. **This course is a requirement in the doctoral general core.**

SAM 662 Sports Entrepreneurship (3 sem. hrs.)

This course involves the study of entrepreneurship for those with a serious interest in owning their own businesses. Students prepare a comprehensive business plan for starting or acquiring a business. The process of operating a business is also explored.

SAM 672 Personnel Training and Development (3 sem. hrs.)

This course reviews various forms of personnel training and development. On-the-job and off-the-job training programs, personnel evaluation procedures and needs assessments are also examined.

SAM 682 Facilities Planning in Sports (3 sem. hrs.)

This course examines the principles, guidelines and recommendations for the planning, construction, maintenance and management of sport facilities. It is designed to provide students

with an awareness of the facilities appropriate to sport programs, ranging from colleges to ultra-modern fitness centers.

SAM 686 Research in Olympism (3 sem. hrs.)

This course is designed to study special aspects of the administration and operation of the Olympic Games. The historical significance of the Seoul Summer Olympics is examined. **International students who are Sport Management majors may elect to take this course in place of SAM 586 Sport Law and Risk Management.**

SAM 688 Sport Journalism (3 sem.hrs.)

This course will introduce students to the roles and responsibilities of those employed in the field of sports journalism as well as the position of importance sports journalism maintains in media. The objectives of sports journalism from a business and editorial standpoint in different forms of media and towards different demographic audiences will also be analyzed.

SAR 674 Research Statistics in Sports (3 sem. hrs.)

This course is an overview of the methods of statistics utilized in sport and exercise science. Emphasis will be placed on computer software utilization for analysis. Topics include hypothesis testing, normal distributions, t-tests, analysis of variance, chi-square, nonparametric techniques, correlation and linear regression. **This course is a requirement in the doctoral research core.**

5. Master's Degree Fees and Costs

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

Enrollment/Application Fees

Application fee (general)	\$50.00
Application fee (International students)	\$125.00
Computer technology fee (one time charge).....	\$100.00
General fee (annual fee assessed upon first enrollment on or after 1 September).....	\$100.00
Continuance fee (per semester).....	\$50.00
Re-admittance fee	\$200.00
Post-Master's Graduate Work Application.....	\$100.00

Consolidated On-Campus Fee\$200.00

Registration Course Fees

Late registration fee (charged after deadline date for residential registration).....	\$50.00
Course fee (per semester hour credit)	\$425.00
Technology delivery fee (per course)	\$75.00
International postage fee (per course with textbooks)	Varies
Express shipping	
• Fed Ex Ground/US Mail (per course)	\$5.00
• Fed Ex 2 nd Day (per course)	\$26.00
• Fed Ex Overnight (per course).....	\$47.00

Special Fees

Library service charges.....	Published in the <i>Library Handbook</i>
Add/Drop charge for each change of class (resident or mentorship).....	\$15.00
Drop fee for distance learning	\$50.00
Mentorship handbook	\$35.00
Course extension fee (30 days per extension. Two extensions allowed).....	50.00
Transcript fee (after initial request)	\$10.00
Returned check charge: first check.....	\$30.00
Second and subsequent checks	\$35.00
Thesis binding fee (4 Copies)	\$385.00
Thesis microfilming.....	\$75.00
Thesis copyright (optional, but additional charge)	\$75.00
Concise Rules of APA Style.....	<i>Please Call</i>
Comprehensive examination and graduation fee.....	\$175.00
Additional diploma (without lamination)	25.00

The published fees and costs schedule includes the basic fees required of all students enrolling in the Academy. Since personal expenses including books, supplies, food and living expenses vary, no attempt is made to estimate such costs in this catalog. However, estimated costs are available from the Office of Student Services.

*The Consolidated On-Campus Fee shall be assessed on those students who are enrolling for six or more credit-hours in a semester for on-campus study. This fee shall cover all associated costs for

resident study (among which are laboratory fees, student activity fees, use of the Eagles Nest student building, the Academy Fitness Center, Academy outdoor recreational facilities and on-campus parking).

****Note:** If students appear for, and pass, the Comprehensive Examination on the date for which they register, the Comprehensive Examination Fee will be credited towards the Graduation Fee. Should they fail to appear, the Comprehensive Examination Fee will be **forfeited**.

6. Financial-Aid Programs

The United States Sports Academy has a variety of financial-aid programs available to qualified students enrolled in the Master of Sports Science degree program. Federal financial aid is not available for non-degree seeking students, continuing education units or those enrolled in certification programs.

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

All students receiving financial assistance must maintain an enrollment status of at least half-time, which is six credit-hours per semester at the master's degree level. To apply for any federal financial-aid program, students must complete the *Free Application for Federal Student Aid (FAFSA)* as set out in section 6.5.2.

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

6.1. Types of Assistance Available for Graduate Students Who Qualify

6.1.1. Loans

Federal Stafford Loans are long term, low interest loans. The loans received will be either subsidized or unsubsidized.

A subsidized loan is awarded based on financial need. Students will not be charged any interest before beginning repayment or during deferment periods. Graduate students may borrow up to \$8,500 per academic year, based on demonstrated financial need with an aggregate loan limit of \$65,500, and including debt accrued in undergraduate programs.

An unsubsidized loan is a long-term loan made through various lending institutions and banks to students who do not qualify for the subsidized Federal Stafford Loan. The same terms and conditions of the Subsidized Stafford Loan apply to the Unsubsidized Stafford Loan, except that the borrower is responsible for interest that accrues while in school. Students will be charged interest from the time the loan is disbursed until it is paid in full. If the interest is allowed to accrue (accumulate) while the student is in school or during other periods of nonpayment, it will be capitalized. This means the interest will be added to the principal amount of the loan, and additional interest will be based on that higher amount. A student must first apply for the subsidized Stafford Loan but may receive both subsidized and unsubsidized Federal Stafford Loans totaling up to \$18,500 or the cost of attendance, whichever is less, per academic year. The Unsubsidized Federal Stafford Loan has an aggregate loan limit of \$73,000 including debt accrued in undergraduate programs.

The current interest rate is fixed at 6.8%. Repayment is deferred until six months after graduation or after the student has ceased to be enrolled at least half-time. Federal Stafford Loan information is available on the Internet at: www.studentaid.ed.gov.

Graduate PLUS Loans (Loans to graduate students) are unsubsidized loans students can get to pay for their education expenses. Students must be enrolled at least half-time and must have good credit history. The yearly limit on a PLUS loan is equal to the cost of attendance minus any other financial aid received. Graduate students must complete the PLUS loan application and a Master

Promissory Note (MPN). The application and MPN can be obtained online from the current lender of choice. See the Financial Aid office for further details.

ANNUAL LOAN LIMITS FOR SUBSIDIZED AND UNSUBSIDIZED STAFFORD LOANS

	<u>Graduate/Professional Student</u>
1 st Year 2 nd Year 3 rd Year	\$18,500 – Is the maximum annual award limit based upon the cost of attendance. Not more than \$8,500 of this amount may be in subsidized loans.
Maximum Total Debt From Stafford Loans When You Graduate	\$138,500 – No more than \$65,500 of this amount may be in subsidized loans. The graduate debt limit includes Stafford Loans received for undergraduate study.

6.1.2. Distribution of Financial-Aid Funds

Payment of tuition and fees is due when a student registers for a course. In the event that a student has been awarded financial aid and intends to use the proceeds to pay for the course registration, the Academy will post the incoming funds to the student's account. The Academy will deduct from these proceeds all costs associated with the registration including (but not limited to) tuition, fees and books. A check for any remaining funds will be provided to the student within 14 days of registration and after the student has attended class. Additionally, the amount of this refund is limited to the amount of the financial aid proceeds actually received for the semester of the award. For resident students, this check can be picked up from the Financial-Aid Office. For non-resident distance learning students, this check will be mailed to the student's address on record at the institution.

- Students must be enrolled at least half-time to be eligible to receive any loan funds.
- Students must maintain satisfactory academic progress toward a degree to be eligible to receive financial aid. The Financial Aid Satisfactory Academic Progress Policy is stated in the *Academy Catalog*.

Withdrawal: If students withdraw or drop out prior to completing 60% of the term, they will be required to return a prorated portion of the financial aid received. This includes loans. The Academy is also required to return a portion on their behalf. Students will be responsible for any portion the Academy is required to return due to withdrawal. (See the *Academy Catalog* "Return of Title IV Funds" section or go online to www.ussa.edu for further detail).

Unofficial Withdrawal: A student who registers for a course and fails to attend the course sessions (or in the case of distance learning students, fails to log-on and begin course work), and does not officially withdraw from the Academy in accordance with academic policy, will be deemed an "unofficial withdrawal" for the purpose of financial aid. In the case of residential students, the "unofficial withdrawal" occurs after the student has missed 25% of the scheduled class sessions. For distance learning students, an "unofficial withdrawal" occurs when a student has failed to log-on and commence and course work within 14 days of the official start date of the course. Students subject to the "unofficial withdrawal" provisions of the financial-aid policy are deemed not have earned their financial-aid award and will be required to return 100% of said award.

6.2. Veterans Administration Programs

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

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

6.3. Military Financial-Aid Programs

The Academy welcomes opportunities to assist students with their pursuit of the financial aid for which they qualify. Questions about the financial-aid process or available military financial aid should be directed to the Academy's Financial Aid Office.

The Academy has been approved by the United States Department of Defense to offer its master's degree courses to members of the Armed Forces, including members of the Army National Guard.

DANTES (Defense Activity for Non-Traditional Education Support) has included the Academy and its master's degree program in its *DANTES External Degree Catalog*.

The Academy recognizes how a student pays for an education is an important decision. The Academy staff strives to provide its students with the information needed to receive the maximum financial aid available to them. The following is current as of the date of publication of this catalog.

Assistance Program	What is it?	Who is Eligible?	Benefits
<u>Tuition Assistance</u>	Tuition Assistance is a military benefit that pays the cost of tuition and some fees.	Virtually all military service members are eligible. However each service branch determines its criteria for eligibility.	Tuition Assistance covers up to 100% tuition and fees not to exceed: <ul style="list-style-type: none"> • \$250 per semester credit-hour • \$4500 per fiscal year *Navy has a 12 credit-hour annual limit.
<u>Tuition Assistance "Top-Up" Program</u>	The "Top-Up" Program is an additional benefit intended to supplement other tuition assistance programs.	To be eligible for the "Top-Up" benefit, the person must be approved for federal Tuition Assistance by a military department and be eligible for MGIB-Active Duty benefits.	The amount of the benefit is limited to the amount that a person would receive for the same course if regular MGIB benefits were being paid.

Assistance Program	What is it?	Who is Eligible?	Benefits
<u>Montgomery G.I. Bill - Active Duty & Veteran</u>	MGIB provides up to 36 months (four regular school years) of education benefits to eligible veterans for: <ul style="list-style-type: none"> • College, business technical or vocational courses • Correspondence courses • Apprenticeship/job training • Flight training 	Active Duty members who have served at least two years on active duty. Veterans - there are four categories of Veteran eligibility depending on when a student enlisted and how long a student served on active duty.	Up to \$1034 per month for full-time institutional education, but benefits end 10 years from the date of last discharge or release from active duty.
<u>Veterans Educational Assistance Program (VEAP)</u>	The VEAP is available if students elected to make contributions from military pay to participate. For degree, certificate, correspondence, apprenticeship/on-the-job training programs, and vocational flight training programs, remedial, deficiency and refresher training.	Those who: <ul style="list-style-type: none"> • Entered service for the first time between January 1, 1977, and June 30, 1985; • Opened a contribution account before April 1, 1987; • Contributed \$25-\$2700; • Completed first period of service; • Were not discharge/released dishonorably. 	Contributions are matched on a \$2 for \$1 basis by the Government.
<u>Federal Student Aid</u>	The Federal Government offers students low interest loans and grants to help finance their education.	Virtually all citizens are eligible. However the program is needs based, so certain income limits can apply.	The loans and grants are capped each fiscal year and depend on personal economic circumstances.
<u>Vocational Rehabilitation Employment</u>	An individualized, written and detailed outline of service that will be provided under the Chapter 31, VRE program. It also prepares students for obtaining and retaining employment consistent with abilities, aptitudes and interest.	Veterans who have a VA disability rating and an employment handicap.	Pays tuition, fees and books. Pays living allowance up to \$715 per month.

6.4. Definition of Academic Year

The Academy's academic increments are termed as sixteen-week semesters. Students receiving financial aid on the master's level are permitted eight semesters (four years) in which to complete their programs of study. At the end of three semesters, 18 credit-hours must be completed with a minimum cumulative grade point average of 3.0 on the 4.0 scale.

6.5. Satisfactory Academic Progress

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

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

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

REQUIRED QUALITATIVE MEASURE: In order to meet the required qualitative measure, the student must maintain a minimum cumulative GPA of at least 3.0 on a 4.0 scale. This measure comes into effect after the student has attempted 12 semester-hours at the Academy.

MEASURABLE QUANTITATIVE PROGRESS REQUIREMENT: In order to maintain measurable progress toward the completion of their degrees, students must successfully complete 67% of all Academy credit-hours attempted. (Hours attempted include repeated courses, dropped courses, withdrawals and incomplete courses.) This measure becomes effective when a student has attempted 12 semester-hours at the Academy.

REASONABLE LENGTH OF TIME REQUIREMENT: At the Academy, a reasonable length of time for the completion of a degree program is defined as no more than 150% of the normal time required to complete a degree program. The time frame to complete the master's degree is four years. Course work which transfers into a degree program will adjust the time frame accordingly. Satisfactory Academic Progress status will be determined for each student when financial aid is renewed.

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

6.5.1. Return of Title IV Funds

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

The Academy awards aid to students based on 100% completion of courses. If students withdraw, the Academy must determine the percentage of financial aid "earned". If students do not complete 60% of the course or courses, they have not "earned" the full allotment of financial aid. In this

case, the Academy is required to return the “unearned” portion of aid to its originating source (i.e. the student-loan lender).

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

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

Students can determine the amount of their personal circumstances by using the same formula. The amount of days attended is determined by the shipping date of the course materials, based on five school days per week. This number can then be compared to 112 to determine what percentage of aid was earned. That percentage, if less than 60%, can then be compared to a student's financial-aid award amount for that term to determine the amount the Academy will return on a student's behalf to the student-loan lender.

6.5.2. Academy Financial Aid Review

1. Students can apply for financial aid before applying for admission to the Academy.
2. The student must be a U.S. Citizen or a permanent resident of the United States to apply for Federal financial assistance.
3. To receive funds, the student must be accepted for admission in a degree-seeking program.
4. International Students can apply for an International Student Loan. Application information is available on the Internet at www.internationalstudentloan.com. A co-signer who is a U.S. Citizen is required.
5. To apply for financial aid, students must complete the *Free Application for Federal Student Aid (FAFSA)*. FAFSA on the Web is available at: www.fafsa.ed.gov. Students can sign their applications electronically with a Personal Identification Number (PIN) issued by the U.S. Department of Education. If a student does not have a PIN, the U.S. Department of Education will e-mail one within three days. Be sure to select the proper year (2006-2007 begins with summer semester) and list the Academy's Federal School Code (021706).

FAFSA paper applications are available in the Financial-Aid Center. Students should complete the paper FAFSA and mail it to the Federal Processor. Four to six weeks are required for processing. .

6. The Academy will receive student information electronically from the Federal Processor. A student must be accepted for admission to the Academy before a financial-aid award can be processed. The Academy will review the information and an official award letter will be sent to the student by mail.

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

7. First time applicants must complete required Federal Stafford Loan Entrance Counseling on the Internet at: www.mapping-your-future.org/entrancecounseling.
8. All students who receive Federal Title IV student financial assistance are required to undergo an Exit Interview upon the completion of their studies at the Academy. This Exit Interview is either administered on-campus, usually in conjunction with the Comprehensive Examination, or on-line at www.mapping-your-future.org in the case of distance learning students or those who withdraw from the institution before completing their degrees.

For assistance, visit the Academy Financial Aid Center in the Student Services Division, e-mail financialaid@ussa.edu or telephone 251-626-3303.

7. GRADUATE DEGREE REGULATIONS/POLICIES/PROCEDURES

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

7.1. Academic Integrity

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

Cheating is unacceptable behavior in which students use someone else's work and represents it as theirs. Examples of this would include but are not limited to: copying another student's answers during an examination, using unauthorized materials during an examination or having someone else take an examination. Using unauthorized test materials, and or disseminating them to others, is also considered cheating.

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

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

7.2. Academic Probation/Dismissal

The effect of academic probation is to serve notice to students that their quality of work is below accepted graduate level work. Students who receive academic probation should immediately seek help by contacting their advisors or the Chief Academic Officer.

Students will be placed on academic probation any time their cumulative grade point average (GPA) drops below 3.0. The intent of the academic probation warning is to serve as notice that the quality of work is below graduation standards. Students who receive academic probation warnings should immediately seek assistance by contacting their Advisors. A student on probation has 12 semester-hours to raise the cumulative GPA. If the GPA remains below 3.0 after the time allowed, the student may be dismissed.

Any student on probation will not be extended academic privileges. These privileges include but are not limited to: individualized study, overloads and the comprehensive exam. A student receiving a letter grade of "F" in a course will be required to retake that course. The student will be placed on probation and remain on probation until the course is retaken and a grade of "C" or better is made.

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

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

Students must maintain satisfactory academic progress. The normal time needed to complete a master's degree program is four years. At the end of three semesters, 18 semester-hours must be completed with a cumulative grade point average of 3.0. Students not meeting this requirement face academic probation and possible dismissal.

7.3. Academic Update

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

7.4. Accounts Receivable from Students

Students owing money to the Academy will be assessed an interest charge of 1% per month on outstanding balances that are 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, the student will be informed that the account will be turned over for collection. If after this warning the student fails to respond within a further 60 days, the account will be considered for referral to a collection agency.

7.5. Adding/Dropping Courses

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

1. Obtain an *Add/Drop Form* in Office of Student Services.
2. Obtain the signatures of the course instructor and Academic Chair.
3. Return the form to Office of Student Services and pay the add/drop fee.

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

1. A student withdrawing from a distance-learning course must request withdrawal in writing to the Registrar's Office.
2. Requests not made in writing will not be honored.
3. Requests made within 10 days of shipment of course materials will not receive grades or appear on transcripts.
4. Withdrawals after the deadline will receive a grade of a W.
5. Students must be aware of the "unofficial withdrawal" provisions of the Academy's financial aid policy if they are the recipients of Federal Title IV financial-aid funds.

7.6. Advising Program

The *Catalog* is the official advising document for all master's degree students. Students may utilize the catalog to prepare their own courses of study, but must have all deviations from required courses approved by their advisor, noting all conditions set forth in this catalog. Students should maintain a record of their registrations on a *Program of Study (POS)* sheet. Faculty will serve students as general academic advisors. Questions on course registrations should be directed to the Office of Student Services.

Should students have problems with course work, they are encouraged to seek help from the course instructor. If the matter cannot be resolved informally, the student may file an appeal according to the procedure described in the *Student Petitions on Grades, Policies and Procedure* in this section of this catalog. The advising program is supervised by the Chief Academic Officer.

7.7. Application for Graduation

Students must apply for graduation (and include the fee) in the Office of Student Records at least one month prior to the end of the semester in which they plan to complete their degree requirements. Students who fail to apply on time risk having their graduation delayed until the end of the following semester. Registration fees paid for taking the comprehensive exam, if passed, will be applied toward the graduation fee.

7.8. Attendance Policy: Summer 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 may set an attendance policy for each class.

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

7.9. Auditing Classes

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

7.10. Campus Computing and E-mail

All students are assigned an e-mail address within the Academy domain (ussa.edu) at the beginning of their first course of study. Master's students must use their ussa.edu address for all course work. All notices, newsletters and official communications that are sent by e-mail will be sent to the student's ussa.edu account. Students are responsible for checking their assigned ussa.edu account periodically for such communications. Please note: It is the students' responsibility to use the proper e-mail address in course work and to notify the Academy of any changes in their personal e-mail address. Students are also required to adhere to Academy policies with respect to use of the network and e-mail facilities described elsewhere in this catalog.

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

1. Computer with Windows XP or 2000;
2. 10/100-ethernet card (for wired access);
3. Students are required to provide their own CAT 5 (or higher) cable for wired Internet access;
and
4. Wi-Fi Certified card 802.11b (11MBs) or 802.11g (54MBs) (for wireless access).

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

7.11. Catalog Coverage and Change

Although the Academy reserves the right to change policies and procedures and the student acknowledges this right by registering for a course, the Academy recognizes the student's need to know graduation requirements and like policies. The catalog that articulates degree requirements will be based on the term in which students first register for courses. Students entering under one catalog will be expected to graduate under the guidelines of that catalog. However, for whatever reason, students may wish to change catalogs and this can be done by requesting a catalog change through the Department of Student Services. A student who changes catalogs is responsible for all the graduation requirements in the new catalog. Students have one opportunity to change catalogs.

7.12. Change of Major

Students wishing to change from one major to another or change emphasis in their current majors must submit a *Change of Major or Emphasis Request* form to the Office of Student Services. This form requires the signatures of the departmental chairs in each major and the signature of the Chief Academic Officer.

7.13. Committees- Structure and Function

The Academy operates by committee action. The highest committee is the President's Cabinet, chaired by the President and Chief Executive Officer. The Academic Committee makes recommendations directly to the Cabinet for all academic and instructional-design issues. The Academic Committee is chaired by the Chief Academic Officer and consists of the following regular members:

1. Associate Dean for Doctoral Studies,
2. Director of Continuing Education,
3. Director of Student Services, and
4. Dean for Undergraduate Studies.

The following positions serve as ex-officios to the Academic Committee and are called to attend meetings and provide insight in decision making:

1. All Chairs,
2. Director of Instructional Design, and
3. Librarian

As necessary, the Academic Committee appoints sub-committees to carry out functions such as student petitions.

7.14. Conferring of Degrees

When the student has completed all requirements for the master's degree, an application for graduation must be made to the Office of Student Records. If, for any reason, a student has not paid

the comprehensive examination fee or has forfeited the comprehensive examination fee, the graduation fee must accompany this application. If a student has previously filed for graduation but did not receive the degree at that time, reapplication and payment of the fee must be repeated. The Master of Sports Science degree will not be conferred until the student's academic file has undergone a graduation audit.

7.15. Continuance Policy

Degree-seeking master's students must have consecutive registration throughout their degree programs. Consecutive registration means that there are no more than three months from the completion of one course to the registration of the next. A continuance fee of \$50 will be assessed if a student does not register within this three-month period. If a student fails to enroll for six months from the completion of the previous course and has not paid a continuance fee, the student will have to petition for re-admittance to the Academic Committee, be accepted and pay a \$200 re-admittance fee before re-enrolling. The re-enrollment does not change the student's Statute of Limitations though the student will come under the catalog in effect at the time of re-admittance.

7.16. Course Descriptions - Expanded

An expanded course description is available for students who need more than the traditional short course description for certification, licensing, reimbursement and even transfer. 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 and explaining the reason for the request. The Academy, solely at its discretion, reserves the right to withhold such services when it deems them inappropriate.

7.17. Course/Instructor Evaluation

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

Online 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.

7.18. Credit by Transfer

It is the policy of the Academy to accept transfer courses based on the following Criteria (1998) of the Southern Association of Colleges and Schools:

“Course work transferred or accepted for credit toward graduate degree must represent graduate course work relevant to the degree, with course content and level of instruction in student competencies at least equivalent to those of students enrolled in the institution's own graduate degree program.”

In assessing and documenting “equivalent” learning, the Academy uses guidelines prepared by the American Council on Education and the American Association of Collegiate Registrars and Admission Officers. If transfer courses are not substantially equivalent to courses in the specific degree program of the Academy, transfer credit will not be offered.

Students interested in transfer credit must be in full academic standing in the program before the institution will consider petitions. Once the students are enrolled, they may petition the Academic Committee for transfer by supplying a cover letter explaining the request, a copy of the official

transcripts showing the grade earned, a catalog description of the course and the syllabus outlining learning objectives and course content to the Academic Committee.

The Academy will accept up to 15 semester-hours of transfer credit at the master's degree level. The Academy will not accept transfer courses unless the earned grade is a "B" or better. (See Section 3.4 of this catalog for details on transfer credit).

Under no circumstances, may courses be used to fulfill degree requirement for more than one degree (i.e. No "double dipping" of credits).

7.19. Drug and Alcohol Policy

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

7.20. Examinations at the Master's Level

Final/Midterm All classes, both residential and distance learning, culminate in an examination at the close of the semester. Final examinations for residential students are regularly scheduled and the time set may not be changed without authorization. In addition to final examinations, mid-term examinations are commonly scheduled in courses. Students taking courses through distance learning are eligible to take the final exam online only when they have completed all 10 unit quizzes.

Exams (Distance Learning): Distance Learning Examinations must be taken at an appropriate national or regional test center. Students are responsible for finding a suitable center, which may include a National Collegiate Testing location, Sylvan Learning location, library, military education facility or other college-authorized testing center. Referral Site: <http://www.ncta-testing.org/cctc/>. Students are responsible for paying the cost, if any, to secure administration of the test. Students must bring their student identification cards and another form of identification with them to the test. (Any questions regarding this policy should be referred to the helpdesk in the Instructional Design Department at 251-626-3303 or helpdesk@ussa.edu).

Students are responsible for selecting an appropriate proctor for the test administration. The Academy will check the proctor's information to verify the person meets the standards to administer the exam properly. The Academy reserves the right to take up to 72 normal work hours to confirm the proctor so students must notify the Academy of the proctor's information at least 72 normal work hours in advance of the date scheduled for the exam. Students are encouraged to seek an appropriate proctor soon after registering (during unit two or three) for their course. Not all proctor requests are approved and failure to secure an approved proctor will delay the completion of the course.

7.21. Master's Degree Comprehensive Examination

All degree candidates must pass a comprehensive examination. The examination will be offered on-campus three times per year as published in the *Academic Calendar*. To be eligible to take the comprehensive examination, a student must be in good academic standing and must have completed all degree requirements. A \$175 Comprehensive Examination Registration Fee for master's degree students is required. Should students appear for the Comprehensive Examination on the date for which they registered and pass the Comprehensive Examination, the fee will be credited towards the graduation fee. Should students fail to appear or fail the Comprehensive Examination, the fee will be forfeited. Students must apply to register for the Comprehensive Examination through the Registrar's Office at least 30 days prior to the Comprehensive Examination date desired. Registration can be submitted through the academy website.

7.22. Master's Degree Comprehensive Examination Procedures

1. Purpose: The comprehensive examination is intended to assess a master's student's ability to apply, analyze and synthesize knowledge in a chosen area.
2. Composition: The Comprehensive Examination consists of written components that are taken on one day for four hours. These components cover each student's major area, core courses, required courses and electives. The examination is given in the morning from 0800 to 1200 hours. Master's students come in a day in advance of the test for review sessions.

Students in the sports fitness and sports medicine degree programs will have to undergo both a practical and written examination. The practical examination is administered the day before the written examination, and it is at least one hour in duration and encompasses key skills expected of a practitioner in the discipline.
3. Nature of the examination: Students are allowed to select questions in all areas. Students select from three of four in their major area, from one of two in contemporary issues, from one of two in sport marketing, from one of two in administration and finance and from four of ten in the general and elective areas.
4. Grading: Grading is done by graduate faculty members. Students must score an average of 70% or higher on the entire exam to pass. Students scoring less than 70% must repeat the examination in any and all areas in which they scored below 70%. Students will only have to retake those portions of the exam that were failed.
5. Retake: Student's failing the master's comprehensive examination may retake the examination. If students retake the examination, the \$175.00 fee must be paid again. Students who fail the exam a second time must appeal to the Academic Committee for an additional attempt.

7.23. Exit Interviews

Exit interviews are conducted with each student by the Institutional Effectiveness (IE) Committee and the Office of Financial Aid immediately prior to the administration of written comprehensive examinations at the master's level. The purpose of the IE interview is to ascertain the effect of academic programs on students, to identify student perceptions and to receive recommendations for program improvements. The purpose of the Financial Aid interview is to fulfill Title IV federal mandates and communicate repayment responsibilities to students who have had federal financial-aid during all or part of their degree program.

7.24. Facilities

Sports Bookstore: The Academy Sports Bookstore is open at posted times for the purchase of course textbooks and materials, school supplies, Academy sportswear, souvenirs, sport books and sport art. Sports Bookstore purchases may also be made via a secure e-commerce site at <http://www.ussa.edu/sport-book/index.asp>.

Computer Laboratory: The Academy maintains a computer laboratory for students in the library. 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 Office of Student Services. Final responsibility for making housing arrangements rests with the student.

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

Library Learning Center: The Academy 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 the online interface on the Academy's website. They are updated regularly and supply citations, abstracts and 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 70 million with more than 9,000 institutions as members from all over the world.

NAAL was founded to promote resource sharing among Alabama academic libraries. There is no charge for loans from member libraries of NAAL.

*The library's online databases index over 270,000 unique journals.

7.25. Recreational Facilities and Activities

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

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

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

7.26. Full-Time Student

A full-time graduate student is one who is normally registered for nine semester-hours at the master's level. With special permission from the Chief Academic Officer, students may register for an overload not to exceed 15 semester-hours in Fall or Spring semester or up to 12 semester-hours in the six-week summer term. When calculating student hours of graduate credit, resident courses, mentorship and distance learning will be included in the calculation of the total hours in the semester in which the student initially registers for the course.

7.27. Online-Grading Policies and Procedures

A distance learner has a period of 16 weeks (15 weeks plus one week up front to receive materials) to complete a course. The official start date 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, a 30-day extension for

which the student will pay \$50 may be available. If the student has not finished at the end of the first extension, they may request one additional 30-day extension for which the student will pay another \$50. Or, a student may purchase a full 60-day extension at one time for \$100. At the completion of the 60-day extension period, the student will be awarded a grade based on the work completed up until the end of the extension period.

Grading: Students who do not complete their DL course within 16 weeks or receive an extension (30 or 60-day) will automatically receive a grade of "F". If the student has finished by the end of the extension, the "F" will change to the grade awarded by the professor. If the student has not finished, the "F" will be changed to the grade computed by the professor based upon the work completed by the student. The same system applies for the second 30-day extension.

7.28. Grading System

The Academy uses the following four-point grading scale:

Percentages	Letter Grade	GPA
98-100	A+	4.0
93-97	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
0-69	F	0.0

A cumulative grade point average of 3.0 on 33 semester-hours of work is required for graduation. In computing the required 3.0 averages necessary for the conferment of the master's degree, the total number of quality points is divided by the total number of semester-hours for which a letter grade is assigned. Grades earned at other institutions and transferred to the Academy cannot be used in the determination of the grade point average either for candidacy or conferment of the degree. The following symbols are substitutes for grades:

I = Incomplete Assigned by the instructor in cases where the recitation and test grades are satisfactory, but, due to reasons beyond control, the student is unable to fulfill all course requirements. Incomplete grades must be completed 90 days from the awarding of the "I" or the grade will become an "F".

IP = In Progress Assigned to thesis and mentorship courses until these courses are completed.

W = Withdraw Recorded on the permanent record of a student who withdraws from the Academy or from a course.

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

7.29. Grade Appeal Procedures

The purpose of the grade appeal procedure is to afford an opportunity for a master's 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 four step process below:

1. The student must communicate with the instructor in question and attempt to resolve any differences in an informal manner.
2. A student who is unable to resolve the differences in an informal manner must file a written appeal with the Chief Academic Officer within 15 days following assignment of the disputed grade. All appeals will be date stamped and logged in on the date received.
3. The Chief Academic Officer will appoint a review panel composed of at least two 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 Chief Academic Officer or designee shall inform all parties of the decision.
4. A split 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 Chief Academic Officer or designee shall inform all parties of the decision.

7.30. Graduation Requirements

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

1. Submit all required admissions material;
2. Have a cumulative 3.0 or better grade point average;
3. Successfully complete all academic requirements;
4. Successfully complete a written (and/where applicable, practical) examination that indicates comprehensive knowledge of the major specialization, core requirements and supporting academic areas;
5. Pay all fees, including the graduation fee;
6. Complete the *Application for Graduation* form; and
7. Complete the exit interviews.

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

7.31. Health Services

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

7.32. Holds

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

7.32.1. Academic Holds

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

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

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

7.32.2. Administrative or Business Holds

The Chief Operating Officer, Dean of Student Services, the Registrar or a Senior Administrator may place a business hold on a student's file. An administrative hold may be placed on a student's record for checks written on insufficient funds, library fines, un-returned library materials, outstanding financial balances on the student's account or defaults on a student's financial-aid loan package.

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

7.33. Inactive Status

A resident student who does not register for graduate credit in a given semester will be assessed a continuance fee of \$50 per semester. Distance learning students are liable for a continuance fee of \$50 if they are not registered for a course for three consecutive months. If a resident student fails to enroll for two or more consecutive semesters or an online student has not been enrolled for six months and has not paid a continuance fee, the student will be placed in inactive status. Inactive students will be required to pay a \$200 re-admittance fee to re-enroll in the program.

A student who has completed all course work or is preparing for the comprehensive examination **must pay the continuance fee** for each semester until the degree is granted or the Statute of Limitations expires. All appropriate fees will apply to re-admittance.

7.34. Insurance

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

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

7.35. Lost and Found

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

7.36. Mentorship Grading

The mentorship experience will be graded from A+ to F based upon three factors: (1) the mentor's final evaluation 85%, (2) the student's final written report 10%, and (3) the oral interview with the student's mentorship advisor 5%.

7.37. Microsoft Campus Agreement

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

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

The Academy has entered into this agreement to provide students with common software programs for the preparation of written assignments and communications. It is anticipated that implementation of the MSCA will eliminate problems encountered with student submissions that could not be accessed by faculty due to software compatibility problems. For that reason, all written work must use the provided Office 2004 software.

Terms of Use

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

Eligibility

Students must be registered in a degree program (bachelor's, master's or doctoral) and maintain continuous "student" status in accordance with Academy Policy until they graduate.

Procedure

Before receiving the software, students must complete and submit to the Academy a *Student Users Acceptance Form* found at <http://www.ussa.edu/ussanet/index.asp>. New students will be automatically enrolled in the MSCA and must complete and submit the *Student Users Acceptance Form*.

Termination of participation in the MSCA

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

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

7.38. 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 or traffic regulations is subject to a fine. After a semester has begun, parking decals may be obtained from the Office of Logistics.

7.39. Residential and Distance Learning Faculty

The Academy utilizes both resident and distance-learning faculty in order to fulfill the academic mission of the institution. Distance-learning faculty teach online courses only and may live in different areas of the country. All Academy faculty members must have appropriate preparation in a relative academic field as defined by the Commission on Colleges of the Southern Association of Colleges and Schools.

7.40. Online Course Grading

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

- Final Exam 35%
- Class Paper 35%
- Discussion Participation 10%
- Assignments 20%
- *Open Book Quizzes 0%

*Note: Students must make an 80 average on the quizzes to be eligible to take the final exam. Student must retake until 80% is achieved.

7.41. 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 with or distributing passwords or log-ons to unauthorized individuals will be subject to disciplinary action up to and including expulsion from the program.

7.42. Paper Policy

Students studying online must submit their course papers electronically through the course shell, unless otherwise directed by the instructor for the course.

7.43. Plagiarism and Non-Original Work Warning

Plagiarism is representing another's work as one's own. All writing submitted for credit (class papers and projects) is to be original work from each student. Work previously submitted or simultaneously submitted for credit elsewhere is unacceptable. Plagiarism and non-original work are particularly intolerable offenses in the academic world and are strictly forbidden at the Academy. Students must always be very careful to acknowledge by reference any use of another's writing or ideas included in their work.

Acknowledgment of material that is not one's own original work must be shown by proper citation and referencing as depicted in the *American Psychological Association (APA) Manual 5th edition* or the *Concise Rules of APA Style*. Any student who plagiarizes is subject to disciplinary action ranging from course failure to dismissal from the Academy (See *Student Conduct* section of this catalog).

7.44. Program of Study (POS)

After admission into a program, the student should prepare a program of study. The program of study must meet all the requirements for the program and should be reviewed and signed by the Chief Academic Officer or a faculty member. A copy of the approved program of instruction should be filed in the Office of Student Services.

7.45. Re-admittance

Students must petition the Academic Committee and pay the \$200 re-admittance fee in order to enroll for classes after an absence of two semesters in which continuance-fees were not paid for each semester.

Extension of course work from one semester to the next without registration does not constitute enrollment in the current semester.

When a student is readmitted, the student must adopt the academic program of the most recent catalog in effect at the time of re-admittance. The student is responsible for completing any and all of the requirements of the new catalog.

7.46. Refund Policy

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

Regular Semester

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

Six-Week Session

Prior to first day of class.....	100%
On the first day of class	100% less administrative fee
Through the first three days of class.....	90% less administrative fee
Through the first eight days of class.....	50% less administrative fee
Through the first 15 days of class.....	25% less administrative fee
After the first 15 days of class	no refund

Two-Week Session (mini-session)

Prior to first day of class.....	100%
On the first day of class	100% less administrative fee
Through the first two days of class.....	90% less administrative fee
Through the first three days of class.....	50% less administrative fee
After the first three days of class	no refund

Distance Learning

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

Mentorship or Thesis (only for students enrolled in 9 credit hours of mentorship or thesis)

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

Processing of refunds requires at least two weeks. Students with financial aid should consult the Financial-Aid Review section or contact the Financial-Aid Center for additional information on withdrawing or falling below half-time status.

7.47. Repeat Policy

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

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

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

7.48. 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. For more information visit <http://www.usdoj.gov/crt/ada/>.

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

7.49. Statute of Limitations for Degree Completion

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

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

Students of the Academy who are Reservists or members of the National Guard ordered to active duty or active-duty military personnel ordered to deploy abroad will have the option of:

1. Receiving an administrative extension. Under this option, the student will be able to continue course upon release from active duty or deployment if able to resume work in the course within three months from the date work was suspended. In the event that study does not resume within three months, the student will be required to start over at the beginning of the course but will not be assessed any tuition or fees for doing so.
2. Withdraw from the course of study without penalties.

Students requesting an administrative extension or withdrawal will be required to provide copies of their official orders indicating their return to active duty or deployment.

7.51. 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.

Students attending the Academy are accepted as responsible adults 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 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 six steps will be taken to ensure that all due process requirements are met:

1. The Chief Academic Officer 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 the 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 Chief Academic Officer, or designee, for disposition of the matter.
2. The student may waive, in writing, the right to a hearing and may have an informal conference with the Chief Academic Officer for disposition of the matter. Once waived, the outcome of the informal conference will be binding on all parties concerned.
3. Normally, seven to 10 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.
4. The hearing will be held before the platform 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.

5. The hearing panel will provide a recommendation to the Chief Academic Officer within five working days from the conclusion of the hearing. The Chief Academic Officer will review the recommendation of the panel and render a decision within five 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 one through five above, will be repeated in the case where the Academic Committee of the Whole reviews the recommendation.
6. The Chief Academic Officer will notify the student of the final disposition of the matter within five working days of rendering a final decision.

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

7.52. 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 the student box in the library. The Academy does not accept responsibility for lost or stolen mail.

7.53. Student Organizations

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

The Alumni Association is open to any student who has registered for one or more courses at the Academy. Alumni will receive a 10% discount on bookstore purchases. Alumni will also receive an annual subscription to *The Academy* and the *Sport Supplement* publications, an Academy lapel pin, and access to career and job listings on the Academy 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, should one be held).

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

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

American Alliance for Health, Physical Education, Recreation and Dance
1900 Association Drive
Reston, VA 22091

American College of Sports Medicine
401 West Michigan Street
Indianapolis, IN 46202-43222

American Physical Therapy Association Sports Medicine Section
1156 15th Street, NW
Washington, DC 20005

Association for Fitness in Business
400 Sixth Street, SW
Room 3030
Washington, DC 20201

International Council for Health, Physical Education, Recreation, Sport and Dance
1900 Association Drive
Reston, VA 22091

National Association of Collegiate Directors of Athletics
P. O. Box 16428
Cleveland, OH 44116

National Association for Sport and Physical Education
1900 Association Drive
Reston, VA 22091

National Federation of Interscholastic Coaches Association
11724 Plaza Circle
Kansas City, MO 64195

National High School Athletic Coaches Association
Box 1808
Ocala, FL 32678

National Recreation and Park Association
2775 South Quincy Street, Suite 300
Arlington, VA 22206-2204

North American Society For Sports Management
106 Main Street, Suite 344
Houlton, ME 04730-9001

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

7.54. 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 students feel 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 Chief Academic Officer and should include a detailed explanation of the circumstances

involved. The Chief Academic Officer or Designee will officially log the petition in, noting the date and time it was received.

2. All formal written petitions shall be considered by the petition subcommittee of the Academic 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 Chief Academic Officer.
3. The Chief Academic Officer shall have the final right of accepting or rejecting the subcommittee's recommendation. Students shall then be informed of the decision made by the Chief Academic Officer within 15 days of that recommendation.
4. Within 15 days after the decision rendered by the Chief Academic Officer, students have the right to appeal the decision to the President of the institution. Appeals must be made in writing. On such appeal, decisions rendered by the President shall be final.

7.55. 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/policy/gen/guide/fpc/ferpa/index.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 students exercise their right to withhold the disclosure of any or all of the categories of "Directory Information."

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

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

7.55.1. 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.
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 their own records.
4. The Academy requires students to submit a signed request for transcripts of academic records. Other requests, such as proof of full-time enrollment, must be in writing and must be submitted to the Registrar's Office.
5. The Academy does not provide students with copies of original or source documents available elsewhere, such as transcripts from another institution or GRE, MAT, GMAT or TOEFL test scores.
6. A student identification number will be assigned to each student for tracking purposes.

7.55.2. Release of Grades

Students can 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 their grades, students should contact the Registrar, who will e-mail to the student a portal login and password. Students can then access the Student Service portion of the website and select "*Student Records & Information*". From there, students select "Student" to login, then type in their student IDs and the new password assigned by the Registrar. Students who experience difficulty with this procedure should contact the help desk through the Academy or call Student Services at 251-626-3303.

7.56. Textbook Policy

Since the majority of students take some or all of their courses by distance learning and the Academy wants to ensure similar learning for all students, each course has a specific text around which the contents of the course are developed. Since the books are standardized for each course, the Academy requires that students purchase their texts for each course from the Academy's Sports Bookstore. This insures that students will receive the correct texts for the course materials which, in turn, maximizes student learning.

7.57. Transcripts

All transcript requests must be in writing and must include 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 charge for each transcript issued after the first one, which is provided free of charge (See Addendum K).

Students who graduate with a 3.80 to 3.99 cumulative grade point average will have "graduated with honors" printed on their transcripts. Students who graduate with a 4.00 cumulative grade point average will have "graduated with highest honors" printed on their transcripts. The student who has been selected as Student of the Year will have this honor designated on the transcript.

7.58. Weapons Policy

The 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 three 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 immediate expulsion of the student.

7.59. Withdrawing from the Academy

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

7.60. Coordinator of Student Services

Coordinators of Student Services (CSS) personnel are responsible for providing student services support to students off-campus. CSS people may provide all on-campus services presently offered on-campus by the Student Services Department to off-campus distance learning students. Students who have enrolled with the assistance of a CSS should contact that person as a first recourse for a problem resolution. If the problem or question is not resolved, students may then contact the Department of Student Services.

8. Faculty

Albert G. Applin

B.A. Marietta College
M.S. Pennsylvania State University
Ph.D. The University of MA – Amhurst

Lawrence P. Bestmann*

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

Fred J. Cromartie

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

Michael I. Culpepper*

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

Dexter Davis*

B.A. Houghton College
M.S. Canesius College
Ed.D. United States Sports Academy

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

Enrico Esposito

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

Sally Ford

B.A. McKendree College
M.S. Eastern Illinois University
Ph.D. Southern Illinois University

Kelly Flanagan

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

Douglas J. Goar*

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

Mark Mann*

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

Cliff McPeak

B.S. Miami University
M.Ed. Miami University
Ph.D. The Ohio State University

Donna Nathlar*

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

Timothy Newman*

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

Donn Renwick*

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

Thomas J. Rosandich

B.S. Columbia Pacific University
M.S.S. United States Sports Academy
Ed.D. United States Sports Academy

Cynthia Ryder

B.S. Wheaton College
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

Michael Spino*

B.A. Syracuse University
M.A. Life University
M.A. Georgia State University

* Denotes Distance-Learning Faculty

9. ADDENDA

- A. Student Rights and Responsibilities
- B. Application for Admission
- C. Program of Study, Master's – Sports Management
- D. Program of Study, Master's – Sports Coaching
- E. Program of Study, Master's – Sports Studies
- F. Program of Study, Master's – Sports Medicine
- G. Program of Study, Master's – Sports Fitness
- H. *Approval Form – Thesis/Applied Dissertation Proposal*
- I. *Thesis Approval Form*
- J. *Post-Graduate Degree Program: Recommendation Form*
- K. *Request for Transcript Form*

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Student Rights and Responsibilities

Honor Code for the United States Sports Academy

By enrolling at the United States Sports Academy, students join a global community of scholars who are committed to the pursuit of excellence in the instructional process. The Academy expects 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 seriously at the Academy. 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 Academy is an independent, 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 information in the catalog which, at the time of printing, most accurately and pertinently reflects the academic curriculum, policies and procedures of the Academy. However, the provisions of this catalog are subject to change by the Academy without prior notice and do not constitute a contract between any student and 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.

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 or in the class or dismissal from the Academy. The process of notification is described in the *Student Conduct* section of this catalog.

Cheating is unacceptable behavior in which students use someone else's work and represent it as their own. Examples of this would include, but are not limited to: copying another student's answers during an examination, using unauthorized materials during an examination or having someone else take an examination. Using unauthorized test materials and/or disseminating them to others is also considered cheating.

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

1. If a student uses the exact written words of another person, places the words in quotation marks and cites the last name, year and page number where the quote may be found, this is acceptable. A quote exceeding 40 words must be indented in a block without quotation marks.
2. If students paraphrase other people's work, they must restate the concept or information in their own words, not just rearrange the words in the sentence. They must cite the author and year of publication. They should be very careful when taking notes to put quotes in the exact wording or put the paraphrased information in the 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 may set an attendance policy for each class.

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

Drug and Alcohol Policy

The 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 a master's degree student to appeal a grade the student feels was inequitably awarded, in that it involved a gross violation or departure from the instructor's specified grading standards which were contained in the course syllabus distributed in all residential or distance learning courses. The student may appeal the grade in the four-step process below:

1. The student must communicate with the instructor in question and attempt to resolve any differences in an informal manner.
2. A student who is unable to resolve the differences in an informal manner must file a written appeal with the Chief Academic Officer within 15 days following assignment of the disputed grade. All appeals will be date-stamped and logged in on the date received.
3. The Chief Academic Officer will appoint a review panel composed of at least two 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 Chief Academic Officer or designee shall inform all parties of the decision.
4. A split opinion by the review panel will be referred to the Academic Committee for final disposition. The Academic Committee must render its decision within three weeks from the date of the review panel majority decision. The majority decision of the Academic Committee shall be final and binding on all parties concerned. The Chief Academic Officer (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.

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.

Students attending the Academy are accepted as responsible adults 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 Academy. The catalog reflects the general nature of and conditions concerning the educational services of the Academy effective at the time of preparation.

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1. The Chief Academic Officer 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 the 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 Chief Academic Officer, or designee, for disposition of the matter.
2. The student may waive, in writing, the right to a hearing and have an informal conference with the Chief Academic Officer for disposition of the matter. Once waived, the outcome of the informal conference will be binding on all parties concerned.
3. Normally, seven to 10 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 the student 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.
4. The hearing will be held before the platform 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.

5. The hearing panel will provide a recommendation to the Chief Academic Officer within five working days from the conclusion of the hearing. The Chief Academic Officer will review the recommendation of the panel and render a decision within five 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 one through five above, will be repeated in the case where the Academic Committee of the Whole reviews the recommendation.
6. The Chief Academic Officer will notify the student of the final disposition of the matter within five working days of rendering a final decision.

A student may appeal an adverse decision. Within 15 days after the decision rendered by the Chief Academic Officer, 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 students feel 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 Chief Academic Officer and should include a detailed explanation of the circumstances involved. The Chief Academic Officer or Designee will officially log the petition in, noting the date and time the petition was received.
2. All formal written petitions shall be considered by the petitions subcommittee of the Academic 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 Chief Academic Officer.
3. The Chief Academic Officer shall have the final right of accepting or rejecting the subcommittee's recommendation. Students shall then be informed of the decision made by the Chief Academic Officer within 15 days of that recommendation.
4. Within 15 days after the decision rendered by the Chief Academic Officer, students have 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

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

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

Student Rights for Records and Disclosure

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

Student Rights for Release of Grades

Students can view their grades online, 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 their grades, students should contact the Registrar, who will e-mail to the student a portal login and password. Students can then access the Student Service portion of the website and select "*Student Records & Information*". From there, students select "Student" to login, then type in their student IDs and the new password assigned by the Registrar. Students who experience difficulty with this procedure should contact the help desk through the Academy or call Student Services at 251-626-3303.

Weapons Policy

The 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 three 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 immediate expulsion of the student.

Sexual Harassment

Academy policy prohibits harassment based on race, 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; practical jokes of a sexual nature; 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, Chief Academic Officer, Dean of Student Services or the Academy 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 about whom the complaint is made will be advised of the outcome of the investigation. The Academy President, or the general counsel if the president is involved in the accusation, will determine whether sexual harassment has occurred and what action must be taken. In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incidents occurred will be investigated.

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

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

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

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

APPLICATION FOR ADMISSION
UNITED STATES SPORTS ACADEMY
 "America's Sports University"
 Master of Sports Science Degree Program



PROCEDURES TO APPLY:

MASTER OF SPORTS SCIENCE DEGREE

- Completed application form
- \$50 non-refundable U.S. application fee
- \$125 non-refundable International application fee
- Official GRE (Graduate Record Exam), MAT (Miller Analogies Test) or GMAT (Graduate Management Aptitude Test) score
- Three (3) letters of recommendation
- Official college transcripts
- Personal statement
- Résumé or vita
- Proof of health insurance (Resident Study only)

INTERNATIONAL APPLICANTS

- **NOTE**** In addition to the applicable domestic requirements, the following information is needed:
- Official results of the paper based Test of English as a Foreign Language (TOEFL) verifying a minimum score of 213 computer based or 79 Internet-based for full standing admission or a score of 173 for conditional admission
 - Official report from an Approved Educational Credential Evaluator
 - Statement of available funds (Resident Study only)

PERSONAL DATA: *(please print or type)*

Full Name _____ Social Security Number _____
First Middle Last

Current Address _____
Street/Number City State/Country Zip or Postal Code

Telephone (Home) _____ Telephone (Work) _____

E-Mail Address (REQUIRED) _____

Permanent Address _____
Street/Number City State/Country Zip or Postal Code

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

Country of Citizenship (Print) _____

Who influenced you to apply to the United States Sports Academy? _____

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

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

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

Have you taken the GRE, MAT or GMAT test? No Yes Date(s) _____

If not, which do you plan on taking? GRE MAT GMAT Date(s) _____

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

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

What is your plan of study? Distance learning 2 Summer Plus Both

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

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

PREVIOUS EDUCATION (List both undergraduate and graduate studies, with most current degree first)

Institution Location Degree Major Dates Attended Approximate GPA

EMPLOYMENT EXPERIENCE (List the most current job first)

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

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

QUALIFYING ESSAY After completing your application form, you may go online and download a *Writer's Guide for the Qualifying Essay*, located under Student Services/Admissions Requirements from the main site: www.ussa.edu.

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

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

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

Signature: _____ Date: _____

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

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

MASTER OF SPORTS SCIENCE

SPORTS MANAGEMENT PROGRAM OF STUDY

Name _____ Advisor _____
 Address _____ Phone _____ E-Mail _____
 Start Date _____ SOL Date _____ Student ID _____

<i>M.S.S. Core Courses</i>	Credit Hours	Hours	Semester	Grade
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			
<i>Other Required Courses</i>	Credit Hours	Hours	Semester	Grade
SAM 542 Sports Business and Personnel Management	3			
SAM 545 Sports Finance	3			
SAM 551 Public Relations in Sports	3			
SAM 582 Sports Facilities	3			
SAM 586 Sports Law and Risk Management	3			
<i>Mentorship Option</i>	Credit Hours	Hours	Semester	Grade
SPT 598 Mentorship	9			
<i>Thesis Option</i>	Credit Hours	Hours	Semester	Grade
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

<i>Non-Thesis Option</i>	Credit Hours	Hours	Semester	Grade
An Elective 500/600 course	3			
An Elective 500/600 course	3			
An Elective 500/600 course	3			

MASTER OF SPORTS SCIENCE

SPORTS COACHING PROGRAM OF STUDY

Name _____ Advisor _____
 Address _____ Phone _____ E-Mail _____
 Start Date _____ SOL Date _____ Student ID _____

<i>M.S.S. Core Courses</i>	Credit Hours	Hours	Semester	Grade
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Other Required Courses</i>	Credit Hours	Hours	Semester	Grade
SAB 568 Sports Psychology	3			
SAB 571 Sports Coaching Methodology	3			
SAR 525 Sports Strength and Conditioning	3			
SAD 546 Seminar in Sports Medicine	3			

<i>Mentorship Option</i>	Credit Hours	Hours	Semester	Grade
An Elective 500/600 course	3			
SPT 598 Mentorship	9			

<i>Thesis Option</i>	Credit Hours	Hours	Semester	Grade
An Elective 500/600 course	3			
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

<i>Non-Thesis Option</i>	Credit Hours	Hours	Semester	Grade
An Elective 500/600 course	3			
An Elective 500/600 course	3			
An Elective 500/600 course	3			
An Elective 500/600 course	3			

MASTER OF SPORTS SCIENCE

SPORTS STUDIES PROGRAM OF STUDY

Name _____ Advisor _____
 Address _____ Phone _____ E-Mail _____
 Start Date _____ SOL Date _____ Student ID _____

<i>M.S.S. Core Courses</i>	Credit Hours	Hours	Semester	Grade
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Other Courses</i>	Credit Hours	Hours	Semester	Grade
An Elective 500/600 course	3			
An Elective 500/600 course	3			
An Elective 500/600 course	3			
An Elective 500/600 course	3			

<i>Mentorship Option</i>	Credit Hours	Hours	Semester	Grade
An Elective 500/600 course	3			
SPT 598 Mentorship	9			

<i>Thesis Option</i>	Credit Hours	Hours	Semester	Grade
An Elective 500/600 course	3			
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

<i>Non-Thesis Option</i>	Credit Hours	Hours	Semester	Grade
An Elective 500/600 course	3			
An Elective 500/600 course	3			
An Elective 500/600 course	3			
An Elective 500/600 course	3			

MASTER OF SPORTS SCIENCE

SPORTS MEDICINE PROGRAM OF STUDY

Name _____ Advisor _____
 Address _____ Phone _____ E-Mail _____
 Start Date _____ SOL Date _____ Student ID _____

<i>M.S.S. Core Courses</i>	Credit Hours	Hours	Semester	Grade
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Other Required Courses</i>	Credit Hours	Hours	Semester	Grade
SAD 546 Seminar in Sports Medicine	3			
S AD 548 Advanced Assessment in Sports Medicine	3			
SAD 591 Treatment Procedures in Sports Medicine	3			
SAR 525 Sports Strength and Conditioning	3			

<i>Mentorship Option (Only option allowed)*</i>	Credit Hours	Hours	Semester	Grade
An Elective 500/600 course	3			
SPT 598 Mentorship	9			

*Students in Sports Medicine (except those certified by NATA) must take a mentorship. Thesis or Non-Thesis tracks may only be taken by those who are already certified by NATA (See page 21 – Section 4.5.6).

MASTER OF SPORTS STUDIES

SPORTS FITNESS PROGRAM OF STUDY

Name _____ Advisor _____
 Address _____ Phone _____ E-Mail _____
 Start Date _____ SOL Date _____ Student ID _____

<i>M.S.S. Core Courses</i>	Credit Hours	Hours	Semester	Grade
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Other Required Courses</i>	Credit Hours	Hours	Semester	Grade
SAD 556 Issues in Nutrition and Health	3			
SAR 520 Exercise Physiology	3			
SAR 525 Sports Strength and Conditioning	3			
SAR 580 Exercise Testing and Prescription	3			

<i>Mentorship Option (Only option allowed)</i>	Credit Hours	Hours	Semester	Grade
An Elective 500/600 course	3			
SPT 598 Mentorship	9			

UNITED STATES SPORTS ACADEMY
APPROVAL
THESIS/APPLIED DISSERTATION PROJECT
PROPOSAL

Student _____ Date: _____
Please Print *Month / Day / Year*

Degree(Check one) Master's of Sports Science (M.S.S.)
 Doctor of Sports Management (D.S.M.)

Proposed Title (Should be twelve words or less)

Project Committee	Name (Please print or type)
Committee Chair	_____
Committee Member (First Reader)	_____
Committee Member (Second Reader)*	_____

* Not used for M.S.S. Thesis

Approval
Committee Chair (Project Director)
Name (Please print or type) _____
Signature _____

Director of Doctoral Studies **
Name (Please print or type) _____
Signature _____

Chief Academic Officer
Name (Please print or type) _____
Signature _____

** Not used for M.S.S. Thesis

Terms: Approved	<input type="checkbox"/>	Copies: Committee Chair	<input type="checkbox"/>
Approved Conditionally	<input type="checkbox"/>	Registrar	<input type="checkbox"/>
Not Approved	<input type="checkbox"/>	Student's File	<input type="checkbox"/>
		Student	<input type="checkbox"/>

UNITED STATES SPORTS ACADEMY

**Approval of
a thesis submitted by**

(Type Student 's Name Here)

Chair, Thesis Committee

Date: _____

Thesis Committee Member

Date: _____

Chief Academic Officer

Date: _____

United States Sports Academy Post-Graduate Degree Program Recommendation Form

This form is provided for use in lieu of a letter of recommendation. Three (3) completed recommendation forms are required for academic admission. Applicant is to complete Section I and forward copies to chosen references for completion.

Plan of Study: Resident Intended Enrollment _____ Emphasis: Sports Coaching
 Distance Learning Semester Year Sports Management
 Sports Studies
 Sports Medicine
 Sports Fitness

Section I (Please Print or Type)

Name: _____
Last First Middle

Address: _____
Street or Box No. City State Postal Code

Telephone: Home (____) _____ Work (____) _____

Institution Granting Undergraduate Degree: _____

I (do , not) waive my right under the Family Education Rights and Privacy Act of 1974 to review my recommendations.

Signature: _____ Date: _____

Section II (To be completed by writer of recommendation.)

Please give a frank opinion and rate the above applicant on the following characteristics:

	Excellent	Good	Fair	Poor	N/A
Scholarship					
Intellect					
Initiative					
Perseverance					
Experiment or research skills					
Creativity					
Resourcefulness					
Leadership					
Integrity					
Employment record					
Appearance					
Emotional stability					

Do you recommend the applicant for admission to graduate study at the United States Sports Academy? Yes No

IMPORTANT -- Use the back of this form for your comments.

Name (Print or Type) _____ Title _____

Organization _____ Address _____

City _____ State _____ Postal Code) _____

Signature _____ Date _____

Please return to: Student Services, United States Sports Academy, One Academy Drive, Daphne, AL 36526

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

How long and how well have you known this applicant? _____

Additional Comments _____

UNITED STATES SPORTS ACADEMY

"America's Sports University"

One Academy Drive • Daphne, Alabama, USA 36526-7055

Telephone: (251) 626-3303 • FAX: (251) 625-1035

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



REQUEST FOR TRANSCRIPT FORM

Doctoral Master's Bachelor's 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 requests 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:
 - **OFFICIAL** transcripts are sent to schools, prospective employers, etc., as designated by the student.
 - **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 to award the Bachelor of Sports Science degree (level II), the Master of Sports Science degree (level III) and the Doctor of Sports Management degree (level V).

