

# UNITED STATES SPORTS ACADEMY

*“America’s Sports University”*



## Continuing Education Academic Catalog 2007-2008

1 September 2007



“Dream Team 1996”

by Bart Forbes

American Sport Art Museum & Archives Sport Artist of the Year 1986

## Table of Contents

1.	GENERAL POLICIES AND INFORMATION.....	1
1.1.	Communicating with the Academy.....	1
1.2.	Accreditation.....	1
1.3.	Continuing Education for Licensure or Certification Renewal.....	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.	Expectations of Students at the Continuing Education Level.....	3
1.10.	Honor Code for the United States Sports Academy.....	3
1.11.	Special Provisions.....	3
1.12.	Location.....	3
1.13.	Affiliations.....	4
1.14.	Alumni Status for Students.....	4
1.15.	Academy Library.....	5
1.15.1.	Resources.....	5
1.15.2.	Library Books.....	6
2.	UNITED STATES SPORTS ACADEMY ACADEMIC CALENDAR.....	7
3.	DEPARTMENT OF CONTINUING EDUCATION.....	8
3.1.	Introduction.....	8
3.2.	Registration and Enrollment.....	8
3.3.	Continuing Education Units (CEUs).....	8
3.4.	Substitution of Previously Earned CEUs.....	9
3.5.	Substitution of Previously Earned Credit.....	9

3.5.1. NACDA Course Substitution .....	9
3.6. Course Extension Policy.....	10
3.7. Continuing Education Programs.....	10
3.7.1. Certificates.....	10
3.7.2. Certification Programs.....	10
3.7.3. Sports Diploma Program.....	14
3.7.4. Grading in Certification and Sports Diploma Programs.....	15
3.7.5. Certification and Sports Diploma Program Comparison Chart.....	16
3.7.6. Special Certification Programs.....	17
3.7.6.1. National Coaching Certification Program.....	17
3.7.6.2. NACDA Graduate Certification Program in Sports Management.....	18
3.7.6.3. Bodybuilding Certification.....	18
3.8. Special Projects.....	18
3.8.1. American Council on Exercise.....	18
3.8.2. United States Track and Field.....	19
3.8.3. National Strength and Conditioning Association.....	19
3.8.4. Women’s Sports Services (WSS).....	20
3.9. Continuing Education Program Pricing.....	21
3.10. Continuing Education Course Descriptions.....	21
4. REGULATIONS/POLICIES/PROCEDURES.....	30
4.1. <i>Academic Update</i> .....	30
4.2. Accounts Receivable from Students.....	30
4.3. Advising Program.....	30
4.4. Campus Computing and E-mail.....	30
4.5. Auditing Classes.....	31
4.6. Catalog Coverage and Change.....	31
4.7. Course Descriptions - Expanded.....	31

4.8. Course Evaluation.....	31
4.9. Drug and Alcohol Policy.....	31
4.10. Examinations at the Continuing Education Level.....	31
4.11. Facilities.....	31
4.12. Grading Policy and Procedure.....	32
4.13. Health Services.....	33
4.14. Administrative or Business Holds.....	33
4.15. Lost and Found.....	33
4.16. Motor Vehicle Registration/Parking.....	33
4.17. Residential and Distance-Learning Faculty.....	33
4.18. Online Student Security.....	33
4.19. Refund Policy.....	33
4.20. Repeat Policy.....	34
4.21.Special Student Services.....	34
4.22.Mobilization and Call to Active Duty of Reservists and National Guard Members and the Deployment of Active Duty Military Personnel.....	34
4.23. Student Conduct.....	34
4.24. Student Mail.....	35
4.25. Student Organizations.....	35
4.26.Student Petitions.....	35
4.26.1 Student Petitions Not Related to Grades.....	35
4.27.Student Rights.....	36
4.28.Transcripts.....	36
4.29.Virus Policy.....	36
4.30.Weapons Policy.....	36
4.31.Coordinator of Student Services.....	37

5. ADDENDA..... 38

    A. Request for Transcript Form

    B. Continuing Education Course Substitution Request Form

Copyright © 2007 United States Sports Academy, One Academy Drive, Daphne, Alabama 36526- 7055. Printed and bound in the United States of America. All rights reserved.

# **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 Department of Continuing Education.

United States Sports Academy  
One Academy Drive  
Daphne, Alabama 36526-7055  
Telephone: 251-626-3303  
1-800-223-2668 (Admissions only)  
Fax: 251-625-1035 (Student Services)  
E-mail: [studentservices@ussa.edu](mailto: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 Education degree (level V). Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the accreditation of the United States Sports Academy.

## **1.3. Continuing Education for Licensure or Certification Renewal**

Students seeking continuing education units (CEU) for licensure or certification renewal (such as teaching and coaching certifications) should contact their local school district administrations and State Departments of Education.

## **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 Centers 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 as a 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 emerged the Academy's first Board of Advisors (today the 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 the 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 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 10-year comprehensive self-study and a successful reaffirmation of accreditation was awarded in December 1998. 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 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. 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 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 theoretical body of knowledge for its students.

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

### **1.9. Expectations of Students at the Continuing Education Level**

Policies regarding student rights and responsibilities are stated throughout this catalog. Said policies have been brought together as a composite document called *Student Rights and Responsibilities*. The composite document should be read thoroughly by each student (See Addendum A).

### **1.10. 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.

### **1.11. 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 changes related to the quality of the program. The catalog that will

govern a 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.

### **1.12. Location**

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

The area enjoys semi-tropical weather most of the year. 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 550,000.

Famous for its boating and fishing and 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, French, English, Confederate and United States flags have flown over Mobile, in addition to Mobile's own.

The Port City has much to offer residents, visitors and Academy students. It is the home of the Senior Bowl (an all-star college football 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.

### **1.13. Affiliations**

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

Air University Associate-to-Baccalaureate Cooperative Program  
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  
Women's Sport Services

#### **1.14. Alumni Status for Students**

All Academy students are alums. With this in mind, all students, even those enrolled for the first time in the Bachelor's, Master's or Doctoral programs or in Continuing Education, are members of the Academy's Alumni Association.

This means, among other things, that EVERY Academy student can "network" with every other alumnus to exchange professional or career advancement information or for communication between people with common ground – in this case, the Academy.

#### **1.15. Academy Library**

##### **1.15.1. Resources**

The Academy Library supports the mission of the Academy by ensuring that faculty and students have access to adequate academic and sport-specific learning resources and services. The Academy library, available to students on and off campus, holds over 9,000 monographs, 650 audio-visual materials and 3,033 microforms. It maintains 198 periodical subscriptions. The Academy is a member of the Southeastern Library Network, (SOLINET) an arm of the Online Computer Library Center (OCLC). The OCLC has access to 11,473 libraries in 112 countries.

Through the Online Public Access Catalog (OPAC), students can access library holdings worldwide via the Internet. In addition, the virtual Library consists of 58 periodical databases. Visit <http://www.ussa.edu/library/index.asp>. In "Online Resources," you can go directly to EBSCO, Gale and ProQuest. Students needing assistance may contact Academy Library staff at 251.626.3303, ext. 7268 or by e-mailing [library@ussa.edu](mailto:library@ussa.edu).

### **1.15.2. Library Books**

Off campus students may borrow books from the Academy Library by e-mailing [library@ussa.edu](mailto:library@ussa.edu). Students will be billed for the shipping and return postage fees. If a book is not returned, the student will be billed the full cost of the book. If payment is not made, a hold will be placed on the student's account.

## 2. United States Sports Academy Academic Calendar

The *Academy 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 your catalog or ask your advisor.

2007-2008		FALL SEMESTER	2008-2009	
<b>2007</b>			<b>2008</b>	
5	August	Fall Resident Pre-Registration Deadline	1	August
3	September	Labor Day Holiday	1	September
4	September	Open Registration for Distance-Learning	4	September
4	September	Resident Orientation/Registration	2	September
5	September	Resident Classes Begin	3	September
12	September	Last Day for Residential Late Registration	10	September
11	October	Last Day to Drop Residential Course with Refund	12	September
8	November	MAT Testing	18	November
14-17	November	Doctoral Comprehensive Examination	12-15	November
22-23	November	Thanksgiving Holiday	20-21	November
1	December	Last Day to Register for Spring Comprehensive Exam	6	December
7	December	Spring Resident Pre-Registration Deadline	12	December
12	December	Last Day to Drop a Residential Course with a W Grade	10	December
12	December	Last Day of Resident Classes	10	December
13-14	December	Resident Semester Examinations	11-12	December
17-31	December	Residential Student Winter Break	15-31	December
25	December	Christmas Holiday	25	December
28	December	Last Date to Register for Fall Online Classes	26	December
		<b>SPRING SEMESTER</b>		
<b>2008</b>			<b>2009</b>	
2-5	January	Doctoral Comprehensive Examination	6-9	January
7	January	Open Registration for Distance-Learning	6	January
7	January	Resident Orientation/Registration	12	January
8	January	Resident Classes Begin	13	January
10-11	January	MSS On-Campus Comprehensive Exam	15-16	January
17	January	Martin Luther King Holiday	19	January
21	January	Last Day for Residential Late Registration	26	January
21	February	Last Day to Drop Residential Course with Refund	18	January
31	January	MAT Testing	31	January
5	February	Mardi Gras Holiday	5	February
23	April	Last Day to Drop a Residential Course with a W Grade	24	April
23	April	Last Day of Resident Classes	24	April
24-25	April	Resident Semester Examinations	27-28	April
1	May	Last Date to Register for Summer Resident Classes	2	May
7-10	May	Doctoral Comprehensive Examinations	6-9	May
23	May	Last Date to Register for Spring Online Classes	29	May
		<b>SUMMER SESSION</b>		
<b>2008</b>			<b>2009</b>	
26	May	Memorial Day Holiday	25	May
2	June	Resident Orientation/Registration for Summer	1	June
3	June	Open Registration for Distance-Learning	8	June
3	June	Resident Classes Begin	9	June
9	June	Last Day to Apply for Doctoral. Summer Comprehensive Exam	8	June
6	June	MAT Testing	9	June
4	June	Last Date for Residential Late Registration	12	June
10	June	Last Date to Drop a Residential Class with Refund	22	June
17	June	Last Date to Apply for Summer MSS Comprehensive Exams	23	June
19	June	Last day to Apply for Graduation	25	June
30	June	Last Day to Drop a Residential Course with a W Grade	17	July
9-11	July	Doctoral Comprehensive Examinations	8-11	July
11	July	Last Day of Resident Classes	15	July
11-12	July	Resident Semester Examinations	16-17	July
17-18	July	MSS On-Campus Comprehensive Exam	23-24	July
29	August	Last Date to Register for Summer Online Classes	28	August

## 3. Department of Continuing Education

### 3.1. Introduction

The Department of Continuing Education offers a variety of non-credit, online courses designed to provide professional development opportunities in sports management, sports coaching, sports fitness, sports studies, health and other areas. In addition to individual courses, the Academy also offers special certification and certificate programs.

Due to the phenomenal growth of the sports and fitness industry over the past three decades, highly skilled professionals are in demand. Meeting the needs of individuals involved in this challenging field is a primary concern in the development of sports-specific courses and certifications. Course offerings include a wide range of sports-specific courses that can be taken individually or as part of a certificate or certification program. Courses can also be used to maintain and upgrade present certifications or to simply stay informed as to the changes and developments within the sports and fitness industry. Often, the upgrading of certifications or completion of certain courses can lead to salary increments and promotions within the industry.

If planning a sport-related coaching clinic or symposium, the Academy can be the CEU or certificate provider. *CEB 595 Sports Coaching Clinic* and *CPT 597 Individualized Study* can be utilized for such events. Customized courses can also be designed to meet any sport organization's needs. Please contact the Director of Continuing Education for further information regarding such programs.

### 3.2. Registration and Enrollment

Enrollment in most individual courses or certain certification programs is open to anyone 16 years of age or older regardless of educational level or background (although some certification programs require students to be 18 years of age). All courses are online and, in special situations, they can be delivered onsite. Online distance-learning courses are 16-weeks in length (one week is added for the shipping and handling of course materials); any student taking a Continuing Education course must complete the course in 16-weeks. There are no course extensions in any Continuing Education programs. Because of the Academy's open enrollment policy, students may register for a course at any time. Students may register either online at [www.ussa.edu](http://www.ussa.edu) via the Sports Bookstore or by calling the Registrar 1-800-223-2668. The cost of each course is \$150 unless otherwise noted (textbooks, shipping and handling are additional charges). Visit the Continuing Education webpage at [www.ussa.edu/programs/ce/index.asp](http://www.ussa.edu/programs/ce/index.asp).

If a student has a medical problem or an issue such as military activation, an extension may be granted by the Department of Student Services. For military activation, the student should submit a letter or notice from a commanding officer. For a medical problem, the student should submit a report from a physician summarizing the condition.

### 3.3. Continuing Education Units (CEUs)

CEUs are based upon the Carnegie Educational System and are referred to as Carnegie Education Units. CEUs are awarded upon successful completion of a single Continuing Education course (with a grade of 70% or higher). One (1) CEU is awarded for every ten (10) hours of course work. Unless otherwise noted, all courses offered are based upon an estimated forty (40) contact-hours of course work, or four (4) CEUs. The Academy offers both graduate and standard CEUs. Student records of CEUs are kept on file in the Office of Student Services. Transcripts can be obtained by letter request to the Registrar's Office. The first transcript request is free. There is a \$10 charge for each additional transcript.

### **3.4. Substitution of Previously Earned CEUs**

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

### **3.5. Substitution of Previously-Earned Academic Credit**

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

#### **3.5.1. NACDA Course Substitution**

A student who has earned a Master of Sport Science degree in Sports Management from the Academy may substitute the five courses from the Master's Sports Management curriculum for the same five courses included in the National Association of Collegiate Directors of Athletics (NACDA) Graduate Certification Program in Sports Management. The certification program consists of six courses; in addition to substituting the five courses, students must register for CEM 594 Student Life Skills.

NACDA is the professional association for those in the field of athletics administration. It provides educational and networking opportunities to its constituency. As the academic arm of NACDA, the Academy has developed and customized a certification program specific to this organization. NACDA certification is beneficial for those in the field of sport administration and management; professionals in this discipline are strongly encouraged to obtain certification.

Graduates of the Academy's Master of Sport Science degree program in Sports Management must fill out a Request for Course Substitution Form listing the courses to be substituted. Graduates' transcripts are on file in the Office of Student Services. Upon approval of each request for course substitution, a \$150 per course administrative fee will be requested by the Office of Student Services.

The following courses may be substituted for the corresponding courses in the NACDA Certification program:

SAM 543 Sports Administration = CEM 543 Sports Administration  
SAM 542 Sports Business and Personnel = CEM 542 Sports Business & Personnel  
SAM 544 Sports Marketing = CEM 544 Sports Marketing  
SAM 582 Sports Facilities = CEM 583 Sports Facilities and Event Management  
CEM 586 Sports Law and Risk Management = CEM 586 Sports Law and Risk Management

### 3.6. Course Extension Policy

There are no course extensions for Continuing Education courses. Courses must be completed within 16 weeks of initial registration (15 weeks to complete a course and one-week allowance for delivery of course materials). If students fail to complete a course within the specified time limit, students must re-register and pay the appropriate fees. However, if an unforeseen circumstance (such as military duty) occurs, students may request an extension in writing as per Academic Policy 4.22. The request should be directed to the Office of Student Services for review and must be postmarked prior to the course-completion date.

### 3.7. Continuing Education Programs

#### 3.7.1. Certificates

**Certificate** courses are designed to meet the needs of coaches, trainers, fitness leaders and managers who seek specialization in specific areas. Students who successfully complete one of the following courses (with a grade of 70% or higher) may request a certificate by contacting the Department of Continuing Education. Upon successful completion of a course, students are awarded four CEUs. Certificate courses are available in the following areas: sports management, sports coaching and human performance.

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

- Sports Administration: CEM 543 Sports Administration
- Sports Agents: CEM 592 Introduction to the Business of Sports Agents
- Sports Facilities: CEM 583 Sports Facilities & Event Management
- Sports Public Relations: CEM 551 Sports Public Relations
- Sports Law & Risk Management: CEM 586 Sports Law & Risk Management
- Sports Marketing: CEM 544 Sports Marketing
- Sports Business: CEM 542 Sports Business and Personnel Management

**Sports Coaching Certificate** courses will help students expand their specializations in sports coaching. The following Sports Coaching Certificates, along with the required courses, are currently available:

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

**Human Performance Certificate** courses are designed for students interested in specialized work in the area of Human Performance. The following Human Performance Certificates, along with the required course for each certificate area, are currently available:

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

#### 3.7.2. Certification Programs

**Introduction** - For the past 35 years, the Academy has delivered its certification programs to over 60 countries and has served more than a quarter of a million people. All certification programs are at the graduate level and all carry the same accreditation as the Academy's bachelor's, master's and doctoral degree programs. All programs are conveniently delivered online at any time from anywhere. The Academy has over 100 sports education protocols with ministries of youth and sport, Olympic committees, international sport federations, national governing bodies and universities in the U.S. and

around the world. Academy Graduate Continuing Education credits (CEUs) may be used for salary increment and promotions in school, association and federation settings. Certification programs allow students to learn while they earn. You can have it all; family, career, promotion and advancement! The Academy can also design and develop special certification programs to meet the needs of any school, association or federation.

**Certification Programs** are designed to help coaches, fitness leaders, personal trainers, administrators, managers and directors of sport programs achieve their career goals. Certification programs provide students with a strong foundation of skills and knowledge required for succeeding in the respective disciplines. The Academy has developed sport-specific certification programs for online and onsite delivery. Each certification program consists of six courses worth four CEUs per course. Anyone may register and study independently through online distance-learning. Certification is available in the following disciplines: Sports Management, Sports Coaching, Sports Fitness, Sports Studies, Personal Training and Sports Strength and Conditioning.

**Registration** - Students may either register online or contact the Registrar at 1-800-223-2668. When registering, please indicate the specific certification program and the course(s). Each course is \$150 USD.

**Program Specifics** - The following considerations are essential:

- Successful completion of all six courses is required;
- A final grade of 70% or higher in each course online or 50% or higher onsite is required;
- Courses may be repeated if a final score of 70% is not achieved (online) - 50% (onsite);
- Transfer of credit from other institutions is allowed but courses must be similar in content to Academy certification courses (limit two courses); and
- Courses are \$150 each.

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

#### Courses

- CEM 543 Sports Administration
- CEM 542 Sports Business and Personnel Management
- CEM 544 Sports Marketing
- CEM 583 Sports Facilities and Event Management
- CEM 551 Sports Public Relations
- CEM 550 Sports Fundraising

**Certification in Sports Coaching** provides students with the knowledge and skills to succeed in coaching at all levels of sport. Courses focus on coaching methodology, sports psychology, conditioning and nutrition, sports medicine, facility administration and program facilitation. Students must be 18 years of age to register. Completion of the Certification in Sports Coaching will give students an internationally-recognized certification in Sports Coaching.

#### Courses

- CEM 543 Sports Administration

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

**Certification in Sports Fitness** provides students opportunities to further their studies in the sport-related areas of administration, coaching principles, personal training, nutrition, conditioning and psychology. Courses focus on the development of professional management and training skills that are essential in the design and implementation of sports fitness programs.

#### Courses

- CEM 543 Sports Administration
- CEB 373 Scientific Principles of Coaching
- CER 526 Personal Training
- CED 556 Sports and Fitness Nutrition
- CER 525 Sports Strength and Conditioning
- CEB 568 Sports Psychology

**Certification in Sports Medicine** provides students opportunities to further their knowledge base in assessing and managing sports injuries, providing first aid, understanding how proper nutrition affects the body in terms of overall optimal health, evaluating human movement in sports activities and analyzing skills to improve sports performance. It also covers the basic theories and organization of management, program development, inventory control, information management and legal considerations in sports medicine.

#### Courses

- CED 520 Sports First Aid
- CED 546 Seminar in Sports Medicine
- CED 548 Sports Injury Evaluation
- CED 556 Sports and Fitness Nutrition
- CER 511 Sports Performance Enhancement
- CED 587 Management Strategies in Sports Medicine

**Personal Training Certification** provides students a solid background in the area of personal training. Courses focus on training principles, nutrition, conditioning and the various aspects of programming.

#### Courses

- CER 526 Personal Training
- CER 505 Human Anatomy and Physiology
- CEB 373 Scientific Principles of Coaching
- CER 511 Sports Performance Enhancement
- CED 556 Sports and Fitness Nutrition
- CEB 566 Psychological Aspects of Health and Fitness Programming

**Sports Strength and Conditioning Certification** provides students an overview of the skills, development and training principles of a strength and conditioning regimen. Courses focus on training intensity, injury prevention, nutrition, conditioning and fitness programming.

### Courses

- CER 525 Sports Strength and Conditioning
- CER 505 Human Anatomy and Physiology
- CED 320 Applied Sports Performance
- CED 546 Seminar in Sports Medicine
- CEB 373 Scientific Principles of Coaching
- CEB 566 Psychological Aspects of Health and Fitness Programming

**Certification in Sports Studies** provides students with a broad overview of the sports profession from a sociocultural and historical perspective. In addition, courses focus on topics that are current to the sports profession, the Olympic culture and psychological issues relative to sport. The minimum age requirement for registration is 16 years of age.

### Courses

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

For further information regarding the Academy's Certification Programs, contact the Department of Continuing Education or view a copy of the *Certification and Sports Diploma Programs Booklet* on the Continuing Education webpage at [www.ussa.edu/programs/ce/index.asp](http://www.ussa.edu/programs/ce/index.asp).

### 3.7.3. Sports Diploma Program

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

**Program Specifics** – The program necessitates the following requirements must be fulfilled:

- Successful completion of four of six courses (sports management, sports coaching or sports studies programs);
- Final grade of 70% or higher in all six courses;
- Successful completion (70% or higher) of two additional Continuing Education courses (students may opt to receive credit by examination only)
- Completion of a mentorship (200 contact-hours);
- A double-spaced paper documenting the mentorship experience (10 pages); and
- Students may receive credit by examination only.

The Sports Diploma Program consists of a total of eight courses (six Certification Program courses and two additional courses), a mentorship and a project paper detailing the mentorship experience.

**Sports Management** - In addition to the six courses included in the Certification in Sports Management, students are required to take two courses from the sports management course offerings. The following courses are recommended by the Academy:

- CEM 505      Sports for All
- CEM 367      Olympic Culture

Course electives leading to the mentorship and project paper include:

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

**Sports Coaching** - in addition to the six courses included in the Sports Coaching Program, students are required to take two more courses from the sports coaching course offerings. The Academy recommends the following sport-specific courses:

- CES 308      Coaching Baseball
- CES 313      Coaching Basketball
- CES 332      Coaching Football
- CES 334      Coaching Golf
- CES 364      Coaching Soccer

- CES 366 Coaching Softball
- CES 376 Coaching Tennis
- CES 378 Coaching Volleyball

Course electives leading to the mentorship and project paper include:

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

### **Mentorship Program**

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

#### **Guidelines:**

- Students must choose mentorships outside of their places of employment;
- Students enrolled in the same Sports Diploma program cannot share the same mentor;
- Students must complete 200 supervised contact-hours;
- All required forms (including approval of the mentorship, the signed mentorship contract, registration and payment of fees) must be processed prior to beginning the mentorship; and
- Mentors must have a minimum of a bachelor's degree in a sport-related field and at least five years experience as a senior administrator or supervisor.

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

### **3.7.4. Grading in Certification and Sport Diploma Programs**

As noted, differences exist in the grading of onsite and online certification programs. A student involved in an international onsite program such as Certification in Sports Management, Sports Coaching or Sports Studies is required to earn a final grade of 50% or higher (in each course) in order to pass. As English is a second language for a majority of these students, a different grade is required than the one required for online study (70%). However, onsite students wishing to enroll in the Sports Diploma Program must score a 70% or higher in all six courses in one of the certification programs. In contrast to online study, onsite courses are taught in concentrated weekly sessions of eight hours per day. The final exam is a closed-book test. Online-study requires that students complete each course in a 15-week time period and the final exam (based on the textbook) is an open-book test. A score of 70% or higher must be earned on each final exam in all six courses. Students in the Sports Diploma program are required to make a grade of 70% or higher in the two required courses.

### 3.7.5. Certification and Sports Diploma Program Comparison Chart

Conditions	Certification Programs	Sports Diploma Program
<b>Program Entry Requirements</b>	Admission is open to all students 18 or older, except Sports Studies (which is open to all students 16 or older).	(1) Completion of at least four courses in one of the following Certification Programs: Sports Management, Sports Coaching, Sport Studies (2) Secondary Education Diploma
<b>Language Requirement</b>	All courses are in English (online and onsite)	All courses are in English (online and onsite).
<b>Program Requirements</b>	All six courses must be completed for certification.	Completion of all six courses in one of the three Certification programs, two additional courses, mentorship of 200 hours and a 10-page, double-spaced paper
<b>Minimum Test Score</b>	70% on all final exams (online) 50% on all final exams (onsite)	70% in two Sports Diploma Program courses 70% in all six certification courses (onsite & online)
<b>Term Paper Requirements</b>	None	10-page double-spaced project paper
<b>Program Cost</b>	\$150 per course (6 courses = \$900)	\$1300 (includes the 2 additional courses and mentorship)
<b>Administrative Fees</b>	None	\$100 General Administrative Fee
<b>Other Fees and Expenses</b>	(1) Books-shipping and handling (domestic-\$8 per book - Fed Ex Ground) (international-postage - varies) (2) Transfer of credit - \$150 per course	Books-shipping, handling (domestic - \$8 per book) Fed Ex Ground (international-postage - varies)

#### NOTES

1. The Academy's Certification and/or Sports Diploma programs can be delivered onsite on a contractual basis to educational institutions, governmental agencies or sport-related organizations. Individual study is available online via distance-learning.
2. Students may register for individual courses or in any of the Academy's Certification Programs. With regard to the certification programs, students must declare a Program of Study prior to registration (onsite and online).
3. If a student in an onsite program should miss a course in the sequence of the Certification and Sports Diploma programs, it may be taken online through the Department of Continuing Education.
4. Mentorships arranged by students must be approved by the Academy whether onsite or online.
5. Fees and tuition are subject to change without notice.
6. The General Administrative Fee (\$100) for the Sports Diploma Program must be paid at the beginning of the program. Course fees are paid at time of registration. The balance must be paid prior to beginning the Mentorship program.
7. All requirements for the Academy's Certification and Sports Diploma Programs must be completed within three years from the time in which a student enters the program.

8. The Academy's Certification and Sports Diploma Programs may not be applied to undergraduate or graduate degree credit from the Academy.

### **3.7.6. Special Certification Programs**

The Academy has developed special certification programs for other organizations and associations. These programs arose out of special needs and at the request of the particular organization. The Academy can "bundle" courses to form special certification programs as requested by organizations, schools and sport federations.

#### **3.7.6.1 National Coaching Certification Program**

The Academy's National Coaching Certification Program offers three levels of certification. All are designed to help coaches:

- Improve coaching techniques;
- Expand their knowledge base;
- Earn valuable CEUs (graduate and regular);
- Complete the program through distance-learning;
- Stay current with the latest developments in the coaching profession;
- Attain promotions and salary increments; and
- Obtain desired coaching positions.

Students wishing to complete all three levels of certification must indicate their intentions when registering for the National Coaching Certification Program by contacting the Registrar.

#### **CEB 572 Coaching Certification Level I**

This course provides an overview of the important aspects that are universal to coaching all sports. Topics explored include ethics, sports administration, coaching methodology, conditioning and nutrition, injury-prevention, immediate care and rehabilitation and sports psychology. The text is embedded in the course and is based upon the *Academy Coaches Handbook*. The National High School Coaches Association (NHSCA) endorses this program. (4 CEUs) This course costs \$150.

#### **Coaching Certification Level II**

To obtain Level II Certification, students must take two of the following sport activity courses. Courses focus on the specific fundamentals necessary for coaching a specific sport. Each course covers skill development, techniques, drills and playing strategies. Program planning, off-season and seasonal play and program evaluation are also introduced. Each course is worth four CEUs. (Students must complete Level I Certification before registering for Level II). Each course is \$150.

- CES 508 Coaching Baseball
- CES 513 Coaching Basketball
- CES 532 Coaching Football
- CES 534 Coaching Golf
- CES 563 Coaching Soccer
- CES 566 Coaching Softball
- CES 378 Coaching Volleyball
- CES 370 Coaching Swimming
- CES 303 Coaching Track & Field
- CES 318 Coaching Cross-Country Running
- CES 576 Coaching Tennis

### Coaching Certification Level III

Students must complete **CER 511 Sports Performance Enhancement** to receive Level III Certification. The course examines the study of human movement and its relationship to sports activities. Methods for analyzing and improving performance are presented. Students must complete both courses in Level II Certification prior to registering for Level III. (4 CEUs) This course costs \$150.00.

#### 3.7.6.2 NACDA Graduate Certification Program in Sports Management

The Academy has developed a certification program for the National Association of Collegiate Directors of Athletics (NACDA). This online program is designed to establish standards in the area of intercollegiate athletics administration and is directed to individuals desiring a career and or career advancement in athletic administration. A bachelor's degree is required. All six courses must be completed for certification. (Each course is worth 4 CEUs). The cost for each course is \$150. Textbooks and shipping incur additional costs.

- CEM 543 Sports Administration
- CEM 543 Sports Business and Personnel Management
- CEM 544 Sports Marketing
- CEM 583 Sports Facilities and Event Management
- CEM 586 Sports Law and Risk Management
- CEM 594 Student Life Skills

\*Adopted by the National Association of Collegiate Directors of Athletics (NACDA).

#### 3.7.6.3 Bodybuilding Certification

The Academy is offering a certification program in Bodybuilding. The six course program is designed to meet the needs of bodybuilding enthusiasts, coaches, personal trainers and fitness center personnel. Courses provide students with a strong foundation of the skills and training essential to successful bodybuilding and personal fitness. Each course is \$150.

- CER 525 Sports Strength and Conditioning
- CED 558 Ergogenic Aids and Sports Performance
- CED 556 Sports and Fitness Nutrition
- CED 320 Applied Sports Performance
- CES 514 Men's Bodybuilding
- CES 515 Women's Bodybuilding

### 3.8. Special Projects

#### 3.8.1. American Council on Exercise (ACE)

The American Council on Exercise (ACE) is the largest nonprofit fitness certification provider in the world. The Academy is pleased to be the academic partner of ACE. As ACE sets and improves the professional standards of the fitness industry, the Academy now offers several of its courses to ACE members who are interested in preparing for careers in the fitness industry. These courses are helpful in preparing for the ACE Certification Exam. Each course is \$150. The following are ACE-approved courses:

- CEB 566 Psychological Aspects of Health & Fitness Programming
- CEB 568 Sports Psychology
- CEB 571 Sports Coaching Methodology
- CEB 546 Seminar in Sports Medicine

CED 548	Sports Injury Evaluation
CED 556	Sports & Fitness Nutrition
CED 558	Ergogenic Aids & Sport Performance
CED 562	Scientific Principles of Resistance Training
CEE 521	Principles of Fitness & Health
CEM 543	Sports Administration
CEM 542	Sports Business & Personnel Management
CEM 544	Sports Marketing
CEM 549	Sports Public Relations
CEM 582	Sports Facilities
CER 505	Human Anatomy & Physiology
CER 510	Sports Biomechanics
CER 520	Fitness & Exercise Physiology
CER 525	Sports Strength & Conditioning
CER 526	Personal Training
CER 580	Exercise Testing & Prescription
CER 587	Management Strategies in Health & Fitness
CES 534	Coaching Golf
CES 576	Coaching Tennis

### **3.8.2. United States Track & Field (USATF)**

The United States Sports Academy has partnered with USA Track & Field (USATF) to provide graduate Carnegie Educational Units (CEUs) for USA Track & Field's Coaching Education Program Levels 1 & 2. USATF is the nation's governing body for track and field, long-distance running and race walking in the United States.

The USATF Coaching Education Program consists of a series of onsite coaching education schools that are conducted year-round throughout the United States. The program has educated more than 14,000 coaches at levels 1, 2 and 3. For more information regarding the USATF Coaching Education Program, please visit the USATF website: [www.usatf.org](http://www.usatf.org).

As a CEU Provider for the USATF Coaching Education program, the Academy is now facilitating Levels 1 and 2. Continuing Education Units (CEUs) are based upon the Carnegie Educational System and are awarded upon successful completion of a course, seminar, or workshop. One CEU is equivalent to 10 clock hours of participation in a recognized continuing education program. CEUs are used for salary increments, promotions, and maintaining certifications.

Individuals who successfully complete a level of the USATF program will have up to one year to apply for CEUs, provided they are members of USATF.

	<u>Cost</u>
Level 1 - 2 CEUs	\$100
Level 2 - 2-4 CEUs	\$100 (for 2 CEUs) or \$200 (for 4 CEUs)

Purchase of CEUs may be facilitated through the Sports Bookstore Continuing Education online shopping cart or by calling the Administrative Assistant for Continuing Education: 1-800-223-2668 x 7153.

Student CEU records are kept on file in the Academy Office of Student Services. Transcripts may be obtained by contacting the Registrar (1-800-223-2668). The first transcript is free and each additional transcript is \$10.

### **3.8.3. National Strength & Conditioning Association (NSCA)**

The United States Sports Academy is a CEU Provider for the National Strength and Conditioning Association (NSCA). The CEU Provider Program is designed to provide Continuing Education Opportunities to those certified by the NSCA Certification Commission through a variety of sources, which support the NSCA and the NSCA Certification Commission's superior standards.

The NSCA Certification Commission Executive Council has approved the following Continuing Education courses:

- CEB 373 Scientific Principles of Coaching
- CED 320 Applied Sports Performance

Per the request of the NSCA, students must register by phone. For more information or to register for a course, NSCA members must contact the Director of Continuing Education/Special Projects at (251) 626-3303, ext. 7152, or at [continuinged@ussa.edu](mailto:continuinged@ussa.edu).

For successfully meeting established criteria, the National Strength & Conditioning Association officially recognizes the United States Sports Academy's Educational Program in Strength and Conditioning.

### **3.8.4. Women's Sports Services (WSS)**

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

CEB 561	Contemporary Issues in Sports
CEB 563	Psychological Aspects of Sports Medicine
CEB 566	Psychological Aspects of Health & Fitness Programming
CEB 568	Sports Psychology
CEB 571	Sports Coaching Methodology
CEB 572	Coaching Certification Level I
CED 546	Seminar in Sports Medicine
CED 548	Sports Injury Evaluation
CED 556	Sports and Fitness Nutrition
CED 558	Ergogenic Aids & Sports Performance
CED 562	Scientific Principles of Resistance Training
CED 587	Management Strategies in Sports Medicine
CED 591	Treatment Procedures in Sports Medicine
CEM 542	Sports Business & Personnel Management
CEM 543	Sports Administration
CEM 544	Sports Marketing
CEM 545	Sports Finance
CEM 549	Sports Public Relations & Fundraising
CEM 551	Sports Public Relations
CEM 582	Sports Facilities
CEM 586	Sports Law and Risk Management
CEM 592	Introduction to the Business of Sports Agents
CEM 594	Student Life Skills
CEM 730	Sports Leadership Principles
CEM 734	Ethics in Sports
CER 505	Human Anatomy & Physiology
CER 510	Sports Biomechanics
CER 511	Sports Performance Enhancement
CER 520	Fitness & Exercise Physiology

CER 525	Sports Strength & Conditioning
CER 526	Personal Training
CER 580	Exercise Testing & Prescription
CER 587	Management Strategies in Health & Fitness
CES 508	Coaching Baseball
CES 513	Coaching Basketball
CES 332	Coaching Football
CES 534	Coaching Golf
CES 563	Coaching Soccer
CES 566	Coaching Softball
CES 576	Coaching Tennis
CES 378	Coaching Volleyball

(Each course is \$150.)

### 3.9. Continuing Education Program Pricing

#### Tuition

Certificate Program	\$150 per course
Certification Programs	\$150 per course
Sports Diploma Program	\$1300 (total program cost less the administrative fee)
National Coaching Certification Level I	\$150 per course
National Coaching Certification Level II	\$150 per course
National Coaching Certification Level III	\$150 per course

#### Fees

Sports Diploma Program	\$100 (administrative fee)
Textbooks - Domestic Shipping	\$8 per book (Fed Ex Ground)
Textbooks - International Shipping	Varies

#### Special Projects

NACDA Graduate Certification Program in Sports Management	\$150 per course
ACE-Approved Courses	\$150 per course
WSS Courses	\$150 per course
USATF Level 1	\$100 – 2 CEUs
USATF Level 2	\$100 – 2 CEUs, \$200 – 4 CEUs

Textbooks, course materials, shipping and handling are additional charges to course prices.

#### Dartfish Products

Dartfish software may be purchased online through the Bookstore Shopping Cart. For additional information, please contact the Academy Sports Bookstore at 251-626-3303 (ext. 7105).

### 3.10. Continuing Education Course Descriptions

**CEB 301 Sports Officiating (4 CEUs)**

The course is designed to teach students to apply the rules and regulations for specific sports in game situations. Current rule changes will be reviewed and discussed.

**CEB 302 Sports Coaching Technology (4 CEUs)**

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

**CEB 305 Sociology of Sports (4 CEUs)**

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

**CEB 310 History of Sports (4 CEUs)**

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

**CEB 334 Ethics in Sports (4 CEUs)**

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

**CEB 361 Contemporary Issues in Sports (4 CEUs)**

This course is designed to introduce the student to current issues in society and the impact of these issues on sport at all levels of participation. The course examines the variety of the issues facing sport as a leisure activity and as an industry, as well as how they are addressed by the media, sport organizations, sport coaches and administrators.

**CEB 368 Sports Psychology (4 CEUs)**

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

**CEB 371 Sports Coaching Methodology (4 CEUs)**

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

**CEB 373 Scientific Principles of Coaching (4 CEUs)**

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

**CEB 561 Contemporary Issues in Sports (4 CEUs)**

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.

**CEB 563 Psychological Aspects of Sports Medicine (4 CEUs)**

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.

**CEB 566 Psychological Aspects of Health and Fitness Programming (4 CEUs)**

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.

**CEB 568 Sports Psychology (4 CEUs)**

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 information gleaned from research in the field of sport psychology as well as provide practical knowledge to become a more effective sport management professional, coach or fitness instructor.

**CEB 571 Sports Coaching Methodology (4 CEUs)**

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.

**CEB 572 Coaching Certification Level I (4 CEUs)**

The course provides an overview of the important aspects universal to coaching all sports. Topics explored are ethics, sports administration, coaching methodology, conditioning and nutrition, injury prevention, immediate care and rehabilitation and sports psychology.

**CEB 595 Sports Coaching Clinic (1-4 CEUs)**

This course requires a minimum of 10 hours attendance and/or participation (for each CEU transferred) in a coaching clinic organized by a recognized sport governing body.

**CED 320 Applied Sports Performance (4 CEUs)**

This course is designed to cover the complete spectrum of training intensity. A conditioning program is established to meet the needs of each specific sport.

**CED 346 Sports Medicine (4 CEUs)**

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

**CED 520 Sports First-Aid (4 CEUs)**

A coach's guide to preventing, responding to and managing sports injuries. Being a successful coach requires knowing more than just the "X's and O's" of the sport; a coach must also fulfill the role of a "first responder" for his or her athletes.

**CED 546 Seminar in Sports Medicine (4 CEUs)**

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.

**CED 548 Sports Injury Evaluation (4 CEUs)**

This course is designed to enhance 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.

**CED 556 Sports and Fitness Nutrition (4 CEUs)**

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.

**CED 558 Ergogenic Aids and Sports Performance (4 CEUs)**

This course provides a study of research and research findings on the physiological and psychological effects of ergogenic aids on sports performance.

**CED 562 Scientific Principles of Resistance Training (4 CEUs)**

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.

**CED 587 Management Strategies in Sports Medicine (4 CEUs)**

This course covers 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.

**CED 591 Treatment Procedures in Sports Medicine (4 CEUs)**

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

**CEE 501 Beginning English as a Second Language (4 CEUs)**

The class is designed to help integrate students into an English-speaking environment for the purpose of familiarizing them with oral and written writing techniques useful for academic and occupational enterprises. In addition, students will focus on grammatical and rhetorical techniques designed to increase their understanding of “everyday” English. (Residential only)

**CEE 502 Intermediate English as a Second language (4 CEUs)**

The course is designed to prepare students for life outside the United States Sports Academy. Course work will center on written and spoken forms of communication, and the class will address subjects useful for academic and professional communication. The class will emphasize evaluating and analyzing data. Lectures will involve argumentation and research. ESL Studies also teaches everyday

communication skills. This class will strengthen student ability to read, write, and speak using professional and everyday speech. (Residential only)

**CEE 503      Advanced English as a Second Language (4 CEUs)**

The course is designed to prepare students for occupational communication and interaction. Focus is on written and oral forms of rhetoric, and the class deals with subjects useful for both academic and professional communication. The class will also emphasize evaluating and analyzing data. Lectures will involve argumentation and research. In addition, ESL Studies involves the practice of everyday communication skills. This class will challenge and strengthen your ability to read, write, and speak using professional and colloquial (everyday) rhetoric. (Residential only)

**CEE 521      Principles of Fitness and Health (4 CEUs)**

The importance of physical activity in the enhancement of performance, quality of life and prevention of disease is examined. The course examines the principles of physical activity as they relate to both athletes and non-athletes. Also presented are the physiological aspects of physical activity and how these affect the body in terms of overall health.

**CEE 524      Games Approach to Teaching Physical Education and Sport (4 CEUs)**

An innovative approach to sport education is used to emphasize the power of play in creating challenging learning situations.

**CEM 367      Olympic Culture (4 CEUs)**

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

**CEM 422      Structure and Function of Sports (4 CEUs)**

This course is an analysis of professional and amateur sport organizations from a philosophical, historical and operational perspective. The course 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.

**CEM 505      Sports for All (4 CEUs)**

This course is an examination of the various international organizations and federations that govern sport activities and participation.

**CEM 542      Sports Business and Personnel Management (4 CEUs)**

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

**CEM 543      Sports Administration (4 CEUs)**

The purpose of this course is to demonstrate to the prospective sport manager the importance of a basic understanding of administrative theory and practice. The course will help the student understand the sport manager's position and the environment in which performance occurs.

**CEM 544      Sports Marketing (4 CEUs)**

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 products, (be they tangible or a service) and a discussion of bringing them to market. Topics include advertising, promotions, public

relations, location, pricing, sponsorships, licensing, market segmentation and the role of research.

**CEM 545 Sports Finance (4 CEUs)**

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.

**CEM 550 Sports Fundraising (4 CEUs)**

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

**CEM 551 Sports Public Relations**

This course is a study of the nature, content and application of public relations in sport programs related to schools, colleges, universities, associations, organizations and sport fitness centers.

**CEM 582 Sports Facilities (4 CEUs)**

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.

**CEM 583 Sports Facilities and Event Management (4 CEUs)**

This course studies the principles involved in planning, marketing, producing and evaluating sports events and facilities.

**CEM 584 Sports Facility Operation and Maintenance (4 CEUs)**

This course reviews the requirements and procedures necessary for operating and maintaining sports facilities. Topics include designing and planning operation and maintenance programs, controlling the flow of work, determining staffing levels and work force composition, estimating and managing consumable and non-consumable supplies inventory, spare parts, capital equipment expenditures and budgeting.

**CEM 586 Sports Law and Risk Management (4 CEUs)**

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

**CEM 592 Introduction to the Business of Sports Agents (4 CEUs)**

This course is designed to examine the role of the sport agent in today's world of sport. A thorough understanding of the sport agency profession is provided, including the techniques necessary to operate successfully in the profession.

**CEM 594 Student Life Skills (4 CEUs)**

This course is designed for athletic administrators and coaches to assist students in making the transition from interscholastic sports to college athletics.

**CEM 700 Current Topics in Sports Administration (4 CEUs)**

This course is designed to examine current issues in sports by researching and reviewing available professional sources.

**CEM 730 Sports Leadership Principles (4 CEUs)**

This course is designed to provide an examination of effective leadership. Students will examine general concepts in leadership (theories, principles, traits, skills, etc.) that exist and are necessary to every sport organization. This course is designed to give individuals a working, practical look at numerous aspects of leadership.

**CEM 734 Ethics in Sports (4 CEUs)**

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

**CER 332 Sports Strength and Conditioning (4 CEUs)**

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

**CER 505 Human Anatomy and Physiology (4 CEUs)**

This course is a study of the structure and function of the various systems of the human body.

**CER 510 Sports Biomechanics (4 CEUs)**

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.

**CER 511 Sports Performance Enhancement (4 CEUs)**

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

**CER 520 Fitness and Exercise Physiology (4 CEUs)**

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.

**CER 525 Sports Strength and Conditioning (4 CEUs)**

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

**CER 526 Personal Training (4 CEUs)**

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

**CER 575 Introduction to Sports Research (4 CEUs)**

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 will be reviewed. Descriptive and inferential statistical analyses will be covered with an emphasis on application to sport.

**CER 580 Exercise Testing and Prescription (4 CEUs)**

This course is a concentrated study of the principles of exercise testing and prescription for healthy and diseased states. **Prerequisite: CER 520 Fitness and Exercise Physiology**

**CER 587 Management Strategies in Health & Fitness (4 CEUs)**

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.

**CES 303 Coaching Track and Field (4 CEUs)**

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

**CES 318 Coaching Cross Country Running (4 CEUs)**

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

**CES 332 Coaching Football (4 CEUs)**

This course is designed to help students understand concepts associated with coaching. Coaching is a profession that requires practice, study and a love of sports and working with people. This course will focus on the study of coaching, which includes, but is not limited to, techniques, philosophy, traits, communication, first aid, teaching and leadership. The actual practice of coaching is the responsibility of the student. It is the hope of the Academy that each student has a positive, rewarding coaching experience. If you are in the profession or are working toward being in the profession, the love of sports and working with people is probably already firmly established.

**CES 370 Coaching Swimming (4 CEUs)**

This course is specifically designed to provide information on coaching foundation, coaching stroke technique, coaching plans, coaching swimming meets, and coaching evaluation for those individuals interested in coaching swimming.

**CES 378 Coaching Volleyball (4 CEUs)**

This course is a focus on the specific fundamentals necessary for coaching volleyball. Emphasis is placed on teaching skills, techniques and drills. Planning, preparation and administration of practices and competitions are covered, along with program evaluation for continued improvement.

**CES 508 Coaching Baseball (4 CEUs)**

This course is a focus on the specific fundamentals necessary for coaching baseball. Emphasis is placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season are covered, along with program evaluation for continued improvement.

**CES 513 Coaching Basketball (4 CEUs)**

This course is a focus on the specific fundamentals necessary for coaching basketball. Emphasis is placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season are covered, along with program evaluation for continued improvement.

**CES 514 Men's Bodybuilding (4 CEUs)**

This course is a study of modern coaching trends in men's bodybuilding. Training methods used for building muscle, strength and endurance are examined. Nutritional information regarding workout and training practices is also included.

**CES 515 Women's Bodybuilding (4 CEUs)**

Modern trends in women's bodybuilding include the development of the sport of bodybuilding and weight training techniques. Exercises, routines, contest preparation, equipment, nutrition, body shaping, posing and publicity are all examined from the beginner's level to the advanced level.

**CES 534 Coaching Golf (4 CEUs)**

This course is a focus on the specific fundamentals necessary for coaching golf. Emphasis is placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season are covered, along with program evaluation for continued improvement.

**CES 563 Coaching Soccer (4 CEUs)**

This course is a focus on the specific fundamentals necessary for coaching soccer. Emphasis is placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season are covered, along with program evaluation for continued improvement.

**CES 566 Coaching Softball (4 CEUs)**

This course is a focus on the specific fundamentals necessary for coaching softball. Emphasis is placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season are covered, along with program evaluation for continued improvement.

**CES 576 Coaching Tennis (4 CEUs)**

This course is a focus on the specific fundamentals necessary for coaching tennis. Emphasis is placed on teaching skills, techniques and drills. Planning and preparation for practices and competition are covered, along with program evaluation for continued improvement.

**CPT 597 Individualized Study (4 CEUs)**

Individual studies are directed by a faculty member in a specific area of interest. Prior approval from the Chief Academic Officer is needed to register.

**CPT 598 Mentorship (4 CEUs)**

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

**CRE 585 Communication and Organizational Leadership (4 CEUs)**

The connection between communications and management functions are examined. The course explores both the objective elements of communication, (including understanding the concepts of the sender, message, channel and receiver), and the subjective elements of communication (including assumptions, purpose, intention and audience).

**CSS 500 Coordinator of Student Services (CSS) Training**

This course is designed for those individuals interested in becoming Coordinators of Student Services (CSS) for the Academy. All Coordinators must take and pass this course.

## 4. Academy Regulations/Policies/Procedures

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

### 4.1. *Academic Update*

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

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

### 4.3. Advising Program

The *Continuing Education Catalog* is the official advising document for all Continuing Education students. Students may utilize the catalog to prepare their own courses of study. There are no instructors for continuing education courses; however, a Course Facilitator monitors all courses.

Should students have problems with course work, they are encouraged to seek help from the course facilitators. Questions on course content should be directed to [ce.facilitator@ussa.edu](mailto:ce.facilitator@ussa.edu) or should be resolved by contacting the Department of Continuing Education. Students may also contact the Help Desk at [cmshelpdesk@ussa.edu](mailto:cmshelpdesk@ussa.edu). Questions on course registrations should be directed to the Office of Student Services.

### 4.4. 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 each student's responsibility to use the proper e-mail address in course work and to notify the Academy of any changes in personal e-mail addresses. 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 laptop 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.

#### **4.5. Auditing Classes**

Auditing a course is attending class regularly without receiving academic credit. Auditing Continuing Education courses is not permitted.

#### **4.6. Catalog Coverage and Change**

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

#### **4.7. 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 and naming the course title and number, along with the reason for the request. The Academy, solely at its discretion, reserves the right to withhold such services when it deems them inappropriate.

#### **4.8. Course Evaluation**

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.

#### **4.9. 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.

#### **4.10. Examinations at the Continuing Education Level**

**Exams (Continuing Education Distance-Learning)** Continuing education distance-learning course examinations are open-book examinations. Currently, there is no time limit to complete the exam once it is accessed.

#### **4.11. 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.usa.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 Academy 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 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. More than 9,000 institutions from all over the world are members.

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.

#### 4.12. Grading-Policies & Procedures

A continuing education 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, the student will be awarded a grade based on the work completed up until the end of the period.

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
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
0-59	F	0.0

The following symbols are substitutes for grades in continuing education:

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

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

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

#### **4.13. Health Services**

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

#### **4.14. Administrative or Business Holds**

The Chief Operating Officer, Dean of Student Services, the Registrar or a Senior Administrator may place an administrative hold on a student's file. An administrative hold may be placed on a student's record for checks written on insufficient funds, library fines, unreturned library materials or outstanding financial balances on the student's account. A student who has an administrative hold is prevented from receiving student grade reports or student transcripts. Additionally, the student will be prevented from registering for additional course work with the Academy.

#### **4.15. Lost and Found**

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

#### **4.16. Motor Vehicle Registration/Parking**

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

#### **4.17. 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.

#### **4.18. Online Student Security**

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

#### **4.19. Refund Policy**

The Continuing Education Refund Policy allows for a refund of tuition (less a \$50 administrative fee) if the request for a refund is made in writing and either e-mailed or sent by mail and postmarked within 10 days after the shipment of materials. No refunds will be given if a request is received after the 10-day time limit. Refund requests should be directed to the Office of Student Services. The cost of textbooks may be refunded if a text is still sealed in its original wrapper. However, shipping and handling costs are

non-refundable. Textbook costs can either be obtained from the Office of Student Services or the Sports Bookstore at [www.ussa.edu](http://www.ussa.edu). The Academy reserves the right to change tuition, fees and other expenses without prior notice. Additional fees may be applicable depending upon the type of course delivery.

#### **4.20. Repeat Policy**

A student may repeat any course for any reason (example: a grade of "F" or failure to complete a course within the prescribed time limit). However, the student must re-register and the course fee must be again remitted.

#### **4.21. Special Student Services**

**Students with Disabilities:** The Academy follows the applicable provisions of 29 USC 794 and 20 USC 1401 with respect to disabled students. For more information, visit <http://www.usdoj.gov/crt/ada/>.

#### **4.22. 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, students will be able to continue courses upon release from active duty or deployment, provided they are 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, they will be required to start over at the beginning of the course, though they will not be assessed any tuition or fees for doing so.
2. Withdrawing 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.

#### **4.23. Student Conduct**

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

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.

#### **4.24. Student Mail**

Students are to receive personal and professional mail at their private residences. In the event that 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.

#### **4.25. 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 website.
- **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.

#### **4.26. Student Petitions**

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

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 refer the request to the Appeals Subcommittee of the Academic Committee, a panel composed of faculty members and personnel from the Division of Student Services. The Committee must render its decision within 15 days from the date that the appeal is received in the Office of Academic Affairs. The Chief Academic Officer or designee shall inform all parties of the decision in writing.
4. In the event that the Appeals Subcommittee cannot reach a unanimous decision, it will be referred to the Academic Committee for final disposition. The Academic Committee must render its decision within 15 days from the date that it was referred from the Appeals Subcommittee. The majority decision of the Academic Committee shall be final and binding on all parties concerned. The Chief Academic Officer or a designee shall inform all parties of the decision in writing.

##### **4.26.1. Student Petitions Not Related to Grades**

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

1. A 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 a designee will officially log the petition in, noting the date and time it was received.
2. After receipt, all formal written petitions shall be referred to 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 to the Chief Academic Officer within 15 days of receipt of the petition by the subcommittee.
3. The Chief Academic Officer shall have the final right of accepting or rejecting the subcommittee's recommendation. The student shall then be informed in writing of the final decision made by the Chief Academic Officer within five business days of receipt of the recommendation from the subcommittee.
4. Students have the right to appeal the decision to the Academy President. Appeals should be reduced to writing and sent to the President's Office within 15 days of the date of the communication sent by the Chief Academic Officer to the student. Decisions rendered by the President shall be final.

#### **4.27. Student Rights**

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

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

#### **4.28. Transcripts**

All transcript requests must be in writing with the student's identification and signature. All requests must be directed to the Registrar's Office. No transcript will be furnished to a student who has an outstanding balance due the Academy, as evidenced by an administrative hold placed on the student's file. It is against Academy policy to fax academic transcripts. Transcripts will only be released and delivered in hard copy. There is a \$10 charge for each transcript issued after the first one (which is provided free of charge).

#### **4.29. Virus Policy**

The CMS has been equipped with a virus scanning program. If a student submits an infected file, it will be refused by the system and the student and the professor will be notified. The Academy recommends that students visit a site such as "Housecall" at <http://housecall.antivirus.com> to scan and clean file(s) before trying to resubmit. The Network Administrator records all attempts to upload infected files. A repeated offense may result in a \$200.00 fine and or academic sanctions to be determined by the faculty.

#### **4.30. 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 (except

pocket knives with a blade length of 3 inches or less), mace and pyrotechnic devices (e.g. fireworks). Infractions will be 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.

#### **4.31. 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.

## **5. Addenda**

A. Request for Transcript Form

B. Continuing Education Course Substitution Request Form

**THIS PAGE IS INTENTIONALLY LEFT BLANK.**

**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](mailto:studentservices@ussa.edu) • Website: [www.ussa.edu](http://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: \_\_\_\_\_

**This request will not be processed without a signature.**

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

\_\_\_\_\_  
\_\_\_\_\_

**POLICIES GOVERNING TRANSCRIPTS OF RECORD:**

There is a \$10 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**.

**Method of Payment (check box)**

Check/Money Order  Type: Visa M/C AMEX 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).

**Department of Continuing Education  
COURSE SUBSTITUTION REQUEST**

**A student may request that a course taken previously be substituted for a course that is offered in the Department of Continuing Education. In order for the request to be considered, the following conditions MUST be met:**

- The course must be substantially similar to the course for which it is to be substituted;
- The student must have scored 70% [C-] or higher;
- The course must have been taken from an accredited institution or a national professional association;
- The course must have been taken at a national professional organization, certification, continuing education seminar or at the undergraduate, graduate or post-graduate level;
- This *Course Substitution Request* form must be completed in its entirety;
- An official transcript (for a course taken at a higher education institution) or an official certificate, letter or receipt (for a course taken from a national professional association) must be attached;
- An official description of the course must accompany this *Course Substitution Request* form, such as a course description, or preferably, a course syllabus.
- MAIL TO: Department of Continuing Education / United States Sports Academy / One Academy Drive / Daphne, AL 36526 OR FAX TO: Director of Continuing Education at (251) 625-1035**

**A If the aforementioned conditions have been met, the request will be reviewed by the Continuing Education Committee. The student will be notified of the decision. All decisions of the committee will be final.** If the committee approves the request, the student will be instructed to remit a processing fee of \$150 USD per course. List one course per form. Submit a new form for each course. **Upon receipt of this payment, the course will be entered into the student's official academic record with a grade of "P" for "passing."**

STUDENT REGISTRATION INFORMATION			
LAST NAME:	FIRST NAME:	MIDDLE INITIAL:	SOCIAL SECURITY #:
DAY PHONE:	NIGHT PHONE:	E-MAIL (Academy e-mail if previously enrolled):	
STREET ADDRESS:			
CITY:	STATE:	ZIP:	COUNTRY:

COURSE SUBSTITUTION INFORMATION	
NAME OF PREVIOUS INSTITUTION/ASSOCIATION:	
ADDRESS OF PREVIOUS INSTITUTION/ASSOCIATION:	
STREET:	CITY/STATE/ZIP:
PREVIOUS COURSE/CERTIFICATION INFORMATION (PLEASE COMPLETE ALL APPLICABLE FIELDS):	
COURSE NUMBER/TITLE:	SEMESTER/YEAR:
	# OF CREDITS: GRADE RECEIVED:
EQUIVALENT ACADEMY COURSE FOR WHICH PREVIOUS COURSE IS TO BE SUBSTITUTED:	
COURSE #/TITLE:	# OF CEUs:

**FOR ACADEMY DEPARTMENT STAFF USE ONLY BELOW THIS LINE:**

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Dean of CE/PS  
Signature/Date: \_\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_