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1. GENERAL POLICIES AND INFORMATION

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

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: academy@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. Alabama State Licensure and Certification
The Academy is licensed by the Alabama Department of Postsecondary Education to grant the Master of Sport Science degree.

Students seeking teaching certification in states other than Alabama should contact their local school district administrations and State Departments of Education. See the Academic Affairs section of this catalog for more information.

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

1.5. Military Programs
The Academy is currently affiliated with the Department of Defense Activity for Non-Traditional Education Support (DANTES) distance-learning program. Members of the Armed Forces who wish to use the Services Tuition Assistance Program to pursue distance-learning opportunities with the Academy may do so. The Academy is a member of the Service-Members Opportunity Colleges. Service members should visit their Education 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 sports 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 sports 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 in order to prepare for their chosen careers.

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

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

1.9. Goals of the Master's Degree Program
The goals of the master’s degree program are:

1. To introduce students to the principles and methods of research in the area of sport by providing instruction and supervised practice in:
   A. Analyzing existing research;
   B. Formulating a research problem and plan that integrates knowledge and experience with existing concepts; and
   C. Collecting, analyzing and synthesizing data.

2. To improve the ability of students to understand and integrate theoretical information into practice by:
   A. Recognizing issues and trends in sport;
   B. Displaying the necessary knowledge and skills in program management;
   C. Providing organizational development assistance in sport-related programs; and
   D. Engaging in self-directed study, critical thinking and problem solving.

3. To increase students’ awareness of the need to develop a personal philosophy and ethical principles related to sport by:
   A. Increasing knowledge of the sociological, historical, political and philosophical aspects of sport;
B. Increasing knowledge of current sport literature;
C. Understanding human behavior with respect to sport; and
D. Practicing the application of ethical principles in practical situations.

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

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

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

1.11. Honor Code for the United States Sports Academy
By enrolling at the Academy, students join a global community of scholars who are committed to the pursuit of excellence in the instructional process. The Academy expects that all students will pursue their studies with both integrity and honesty. Those students who choose not to do so are forewarned that academic integrity and honesty are taken seriously at the Academy. Any student caught in academic dishonesty, including but not limited to plagiarism and cheating, will be subject to disciplinary action, which may include expulsion from the program.

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 policy 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 or other factors 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.

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

The area enjoys semi-tropical weather most of the year. Average temperatures range from the 50’s in January to the 90’s in July. One of the fastest growing areas of the Sun Belt, Metropolitan Mobile has a population in excess of 550,000.

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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, four other flags have flown over Mobile in addition to Mobile’s own: those of the French, English, Confederacy, and United States.

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

1.14. Affiliations

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

Air University Associate-to-Baccalaureate Cooperative Program
Alabama Art Education Association
Alabama Association of College Registrars and Admissions Officers
Alabama Association of Independent Colleges and Universities
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 Support
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 of Sport & Physical Education
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

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1.15. **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 alum to exchange professional or career advancement information or for communication between people with common ground – in this case, the Academy.

1.16. **Academy Library**

1.16.1. **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](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.

1.16.2. **Library Books**

Off campus students may borrow books from the Academy Library by e-mailing 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 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

<table>
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<th>Event</th>
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<td>2-6</td>
<td>September Labor Day Holiday</td>
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<tr>
<td>2-6</td>
<td>September Open Registration for Distance-Learning</td>
</tr>
<tr>
<td>2-6</td>
<td>September Resident Orientation/Registration</td>
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<td>September Last Day of Residential Classes Begin</td>
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<td>5</td>
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<td>April Last Day to Drop a Residential Course with a W Grade</td>
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<td>23</td>
<td>April Last Day of Residential Classes</td>
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<td>April Resident Semester Examinations</td>
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<td>May Last Date to Register for Spring Online Classes</td>
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3. ADMISSION TO THE MASTER’S DEGREE PROGRAM
All inquiries and applications should be sent to the United States Sports Academy, Office of Student Services.

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

3.1. General Admission

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

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

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

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

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

### 3.1.2. International Student Admission

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

1. A completed master’s degree application accompanied by a $125 application fee. The fee is non-refundable and constitutes part of credentials.
2. An official, certified copy (English translation) of all college transcripts;
3. Three letters of recommendation;
4. An official score report of the Graduate Record Examination (GRE), Miller Analogies Test (MAT) or Graduate Management Aptitude Test (GMAT) taken within the last five years;
5. A satisfactory score on the Test of English as a Foreign Language (TOEFL) in a computer-based format (minimum 213), internet-based format (minimum 79) or a paper-based format (minimum 550) or a satisfactory score on International English Language Testing System (IELTS) in the academic module (minimum overall band score of six). Either of these examinations is required of non-native-English-speaking applicants regardless of previous training in the English language;  
   
   Applicants whose native language is English or students who have a degree from an institution for which the primary language of instruction is English are not required to take the TOEFL or IELTS.
6. A written personal statement describing the motivation for desiring a master’s degree;
7. An evaluation of foreign-educational credentials from a service that is a member of the National Association of Credential Evaluation Service or the Academy, which must show that the student has the equivalent of a four-year bachelor’s degree from an accredited institution. The cost is approximately $85 USD contact the Office of Student Services for further information;
8. A Certificate of Eligibility (Form I-20) if an international student plans to study in the United States;
   - See section 3.3 Issuance of a Certificate of Eligibility for more details.
   - Proof of health insurance coverage is required for mentorship and summer resident students prior to course registration.
9. A copy of a valid passport and visa (summer resident students only);
10. Statement of Available Funds (see Issuance of a Certificate of Eligibility); and
11. A copy of health insurance (summer resident students only).

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

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

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

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

2. Payment of the $100 SEVIS fee for non-immigrant students and visitor exchange (see
www.fmjfee.com for information). The SEVIS fee is a U.S. government assessment to defray
the cost of a background check for entry into the United States; and

3. International students who intend to pursue degrees entirely by distance learning may pay tuition
on a course-by-course basis. In this instance, the financial capability documentation will not be
required.

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

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

3.3.1. Specific Transfer Policies in the Master’s Degree Program are:
1. The United States Sports Academy accepts courses from all regionally-accredited institutions
that are substantially the same as courses in the Academy’s curriculum.

2. The Academy accepts courses from all nationally-accredited institutions (as recognized by the
Department of Education) that are substantially the same as courses in the Academy’s
curriculum on a conditional basis, i.e. the student must achieve a 3.0 or higher GPA in the first
12 hours at the graduate level for the courses to transfer.

3. The Academy will accept courses from international institutions that are substantially the same
as courses in the Academy’s curriculum on a conditional basis provided that the institution is
approved by a foreign nation’s Ministry of Education (where that approval process is
comparable to accreditation in the United States).

4. As an alternative for international institutions, the Academy will accept transfer credit on a
conditional basis through a credential-evaluation service that is a member of the National
Association of Credential Evaluation Services, provided the courses are substantially the same
as found in the Academy’s curriculum.

5. The Academy may accept transfer credit from non-accredited institutions on a conditional
basis, provided they are substantially the same as found in the Academy’s curriculum. All
such transfer credits must be reviewed on a case-by-case basis.

3.3.2. Transfer Request Procedures:
Students must submit:

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

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2. Copies of official transcripts in English or in a verified translation into English from a foreign language. In the case of the alternate for international courses, a certified transcript evaluation from a member of the National Association of Credential Evaluation Services is required;

3. A description of the course from a college or university catalog and a course syllabus in English or a verified translation into English from a foreign language. In the case of the alternate for international courses, a certified transcript from a member of the National Association of Credential Evaluation Services is required.

3.4. Admission Status

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

3.4.1. Full-Standing Status
Applicant meets all admission requirements;

3.4.2. Conditional Admissions
A conditionally-admitted student is one who has not met all admission requirements but must comply with the requirements within the first 12 semester-hours of enrollment (six hours maximum per semester) or get permission from the Dean of Academic Affairs to approve an extension for one semester (nine hours maximum). A conditionally-admitted student, while so classified, cannot register for mentorship credits. A conditionally-admitted student, while so classified, has no right to petition.

A student can be reclassified to full-standing status by completing any missing materials or by successful completion of 12 semester-hours with a cumulative grade point average of 3.0 or better. Such a student must have all required admission documents on file. If the aforementioned grade point average is attained after the successful completion of 12 semester-hours, the requirement to take a standardized test will be waived. Courses taken by a student in conditional status will automatically apply toward that student’s degree when he or she is granted admission as a full-standing student.

There are two types of conditional categories: Conditional Academic and Conditional Administrative.

Conditional Academic
The Conditional Academic admission category is for students who do not meet one or more of the full-admission requirements. Students may be admitted conditionally as follows:

1. Students with a bachelor’s degree from a regionally-accredited institution who have not met the required academic standard (for example, a low test score that did not meet the minimum requirement);

2. Students with a bachelor’s degree from a nationally-accredited institution with a GPA of 2.5 or higher may be admitted conditionally, provided they complete the full-admissions criteria within the first 12 semester-hours of matriculation at the Academy while maintaining a 3.0 or higher GPA;

3. Students with a bachelor’s degree from a non-accredited institution with a GPA of 2.5 or higher may be admitted conditionally, provided they complete the full-admissions criteria within the first 12 semester-hours of matriculation at the Academy while maintaining a 3.0 or higher GPA;

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4. International students who have completed a bachelor’s degrees from a foreign institution that is approved by a foreign nation’s Ministry of Education where the approval process is similar to the accreditation process in the United States may be admitted conditionally, provided they complete the full-admission requirements within the first 12 semester-hours of matriculation at the Academy while maintaining a 3.0 or higher GPA.

5. International students who have completed bachelor’s degrees or the equivalent from a foreign institution as evaluated and certified by a member of the National Association of Credential Evaluation Services may be conditionally admitted, provided they meet the full-admission requirements within the first 12 semester-hours of matriculation at the Academy while maintaining a 3.0 or higher GPA.

Conditional Administrative
Students who have applied to the master’s degree program but do not fulfill all the administrative admission requirements may be admitted on a conditional-administrative basis, but they must complete these requirements within the first 12 hours of matriculation.

Non-Degree-Seeking Status
A non-degree-seeking student is an applicant who has successfully enrolled and holds the appropriate prerequisite degree but has not applied for admission to the doctoral degree program. If a non-degree student fails to enroll within any six month period, they must reapply to the program. Financial aid is not available to non-degree-seeking students. Conditions for enrollment include:

1. A completed application form and a non-refundable application fee that is used to establish a student file and determine eligibility for graduate credit; Statute of limitation on an application is one year.
2. An official transcript showing a conferred bachelor’s, master’s, or doctoral degree from a regionally-accredited institution (Note: Academy transcripts will not be available without completed application and official transcript requirements); and
3. If a non-degree student applies for degree-seeking status, all deferred fees associated with the regular admission policy to the Academy will become due and payable at the time the student changes status.

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

3.5. Statute of Limitation on Acceptance
A prospective student applying for graduate study at the Academy has one year from the date of submission of the first document in the admissions process to enroll. A student failing to do so must reapply for admission. The Academy reserves the right to request any or all of the required admission materials and fees for readmission.

3.6. Registration/Orientation
3.6.1. Master’s Degree (Summer-Residential Students)
All students must register and pay for classes before admission to a class in residency is granted. For purposes of better planning and teaching loads, the Academy has a deadline date for registering for residential courses. Any student registering after the designated date will be subject to a late registration fee of $50 that is payable when registering for courses. The cut-off date for master’s residential students can be found on the Academic Calendar.

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

3.6.2. Registration: Student ID & Class Rosters (Summer-Residential Students)

To provide a secure system and to safeguard against inaccurate registration, the Academy requires Official Student ID Cards for ALL resident students. The following policies govern these cards and faculty class rosters:

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

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

Resident students may register for mentorships, theses, or distance-learning courses by registering online via the Academy’s website, calling, sending an e-mail to the Registrar, or appearing in the office of the Registrar. Acceptable forms of payment include MasterCard, American Express, Discover and Visa credit cards, certified checks or money orders, and personal checks. Students who are eligible for and have received notification of acceptance for financial aid will be approved at registration. The Academy also accepts military tuition assistance and veterans benefits.

3.7. Institutional Testing Codes

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

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

3.8. Testing Facilities

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

MAT (Miller Analogies Test)
#1-800-622-3231
www.milleranalogies.com
Score Required = 369 scale score, 27 raw score
School Code: 1016

GRE (Graduate Record Examinations)
#1-800-GRE-CALL
www.2test.com
Score Required = 800 (M.S.S.)
School Code: 1885

GMAT (Graduate Management Aptitude Test)
#1-800-462-866
3.9. Alabama and Other State Certification Requirements

Master’s students planning to be certified as teachers in the state of Alabama or another state must contact their respective Departments of Education to determine whether or not the state recognizes degrees earned by online or distance education.

Alabama applicants will be required to obtain background clearance through a fingerprint review conducted by the Alabama Bureau of Investigation (ABI) unless they hold or have held an Alabama Professional Certificate or Career/Technical Certificate issued on the basis of an application submitted prior to July 1, 1997. Those who obtain background clearance for the issuance of an Alabama teaching certificate and allow that certification to lapse for more than 90 days will be required to obtain another background clearance for the issuance of a certificate. Alabama applicants must meet the teacher certificate requirements in effect on the date the application is received in the Teacher Education and Certification Office.

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

The Academy provides a program for students who have already graduated with a Master of Sports Science degree to take more courses from the Academy and earn an emphasis in a specified area (Dual Major). The following conditions apply:

1. The student’s degree must have been conferred by the Academy.
2. The student must re-apply and pay the application fee for the new program.
3. The Dean of Academic Affairs will review all applications and determine Admissions Status.
4. The student will follow the “current catalog” requirements for a Program of Study (the catalog in effect at the time of application will be the current catalog).
5. The student must complete all requirements for the new-emphasis area (to include a mentorship, if required by the major).
6. The student will have four years from the date of re-admittance to complete all academic requirements.
7. All fees, tuition and books will be based on the current catalog.
4. DIVISION OF ACADEMIC AFFAIRS

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

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

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

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

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

4.2.2. Two Summers Plus Residential Option
The two summers plus residential option is ideal for teachers and coaches. It provides a means by which a student may complete a master’s degree in just over a year. A student completes four courses in residence the first summer, a mentorship or four distance-learning courses over the ensuing fall and spring semesters and residential study the following summer, during which he or she completes four more courses and the comprehensive exam.

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

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

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

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

SPT 101 Introduction to Academy Online Learning (0 sem. hrs.)
This student orientation course is an introduction to the United States Sports Academy it serves as a tutorial on the Academy’s system of online learning. The course is graded on a pass/fail basis.

Technical requirements: Go to http://www.ussa.edu/ussanet and visit the “Technical Requirements and Browser Test Page” to find the computer requirements necessary for students to be successful in distance learning.

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

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

4.4. Mentorship, Thesis and Non-Thesis Options
Depending upon their majors, master’s students are afforded opportunities to select an experiential track, a thesis track or a non-thesis track (class only) as a learning experience in the master's degree program. The experiential track is a practical, “learn-by-doing” approach called a mentorship. The research track requires the development and defense of a research-based thesis. The non-thesis track involves additional elective classes without a practical or research component.

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

Students are responsible for the selection of the mentor and mentorship site within mentorship guidelines and are thus able to determine the type of experiential training they would like to receive. All mentorship outcomes must be reviewed in writing by the designated mentorship faculty advisor and must be approved by the Chief Academic Officer of the institution prior to the beginning of mentorship work.
The mentorship involves nine semester-hours of credit. It requires the student to log 450 contact (clock) hours of work in the approved educational situation. The structure of the mentorship allows students to complete the program in as little as one semester and in as much as one full calendar year. In the event that the 450 contact hour requirement has not been satisfied after 12 months, students may apply for up to two 30 day extensions. Each extension necessitates a $50 extension fee.

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

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

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

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

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

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

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

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presentation of research findings. Special emphasis on the results and the summary and concluding chapters is made during this defense.

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

4.4.3. Non-Thesis
As an alternative to the mentorship or thesis tracks, the non-thesis track offers student’s the opportunity to take only classes in completing their degrees. Students opting for this track will take 11 courses instead of eight courses and will select, in conjunction with their advisors, electives in their majors or related areas to complete their degrees.

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

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

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

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

4.5.2. Core Courses
The following are the core courses required in all majors:

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

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

4.5.3. Department of Sports Coaching
The graduate program in sports coaching is designed to prepare a student for leadership in the career of coaching. Program objectives are established to prepare each student for the multiplicity of demands involved in the control and operation of individual and team sports (see Addendum D).
4.5.4. Department of Sports Fitness
A student interested in pursuing a degree in sports fitness may be accepted from a variety of backgrounds. Generally, undergraduate majors with a strong background in exercise physiology, physical education, biology, health sciences and business are most suitable, although successful experience in the field may substitute for a person without a suitable academic major.

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

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

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

4.5.6. Department of Sports Medicine
A student interested in pursuing a degree in sports medicine may be accepted from a variety of backgrounds. Undergraduate majors with backgrounds in allied health fields, sport medicine or the medical sciences are most suitable. Students should note that NATA Certification is no longer available through an apprenticeship program.

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

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

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

4.5.8. Olympism Emphasis
Students enrolled in the Master’s of Sports Science degree program in Sports Management, Sports Coaching or Sports Studies who are interested in studying the Olympic movement may take three courses in the “non-thesis” track to obtain their degree.

The three courses are as follows:

1. Current Issues in the Olympic Movement; SAB 661 (3 sem. hrs.)
2. Structure and Function of the Olympic Games; SAB 622 (3 sem. hrs.)
3. Olympism; SAB 667 (3 sem. hrs.)

All three courses are 600 level courses that may be taken at the master’s or doctoral level. Since the courses are 600 level the doctoral tuition applies to each course.

4.5.9. Master’s Elective Courses
Students must take elective courses in their major areas and must have their choices approved by an advisor before registering for an elective.

Master’s students may choose any 600 level courses in their majors as electives, provided they pay the doctoral tuition rate. Master’s students should note that any 600 level course used at the master’s level cannot be used at the doctoral level. 600 level classes may only be attempted after the completion of core courses with a cumulative GPA of 3.40 or higher.
### 4.6. Master of Sports Science Curriculum Planner

<table>
<thead>
<tr>
<th>Sports Fitness</th>
<th>Sports Fitness-Personal Training Emphasis</th>
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<tbody>
<tr>
<td>33 Semester Hours</td>
<td>33 Semester Hours</td>
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#### Core Courses 9 Semester Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SAB 561 Contemporary Issues in Sports</td>
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<tr>
<td>SAM 543 Sports Administration</td>
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<td>SAM 544 Sports Marketing</td>
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#### Major Courses (Each Course is 3 Semester Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SAD 556 Issues in Nutrition and Health</td>
<td>3</td>
</tr>
<tr>
<td>SAR 520 Exercise Physiology</td>
<td>3</td>
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<tr>
<td>SAR 525 Sports Strength &amp; Conditioning</td>
<td>3</td>
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<tr>
<td>SAR 580 Exercise Testing and Prescription</td>
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<tr>
<td>SAR 580 Exercise Testing and Prescription</td>
<td>3</td>
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<tr>
<td>SAR 526 Personal Training</td>
<td>3</td>
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</tbody>
</table>

#### Mentorship

- Mentorship: 450 Contact Hours (9) Plus 1 Elective (3)
- SAD 546 Seminar in Sports Medicine (3) or SAR 556 Issues in Nutrition and Health (3) or SAR 587 Management Strategies in Health and Fitness (3)

#### Sports Management 33 Semester Hours

<table>
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<tr>
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<tr>
<td>SAM 542 Sports Business &amp; Personnel</td>
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<td>SAM 545 Sports Finance</td>
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<tr>
<td>SAM 551 Public Relations in Sports</td>
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<tr>
<td>SAM 582 Sports Facilities</td>
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<tr>
<td>SAM 586 Sports Law and Risk Management</td>
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<tr>
<td>SAM 586 Sports Law and Risk Management</td>
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</table>

#### Thesis, Non-thesis or Mentorship

- Mentorship: 450 Contact Hours (9) Plus 1 Elective (3)
- Thesis: (6), SAR 575 (3), Plus 1 Elective (3)
- Non-Thesis: 4 Elective Courses (12)

#### Sports Coaching 33 Semester Hours

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<th>Course</th>
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<tr>
<td>SAR 525 Sports Strength &amp; Conditioning</td>
<td>3</td>
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<tr>
<td>SAR 568 Sports Psychology</td>
<td>3</td>
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<tr>
<td>SAR 571 Sports Coaching Methodology</td>
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#### Election (Each Course is 3 Semester Hours)

- Elective (3)
- Elective (3)
- Elective (3)
- Elective (3)

#### Thesis, Non-thesis or Mentorship

- Mentorship: 450 Contact Hours (9) Plus 1 Elective (3)
- Thesis: (6), SAR 575 (3), Plus 1 Elective (3)
- Non-Thesis: 4 Elective Courses (12)

### 4.7. Guidelines for Using the Curriculum Planner

1. Students must take SAB 561 and SAM 543 first.

2. To determine the courses required in a degree, students should select the major heading and read down. Each major consists of 33 semester hours.

3. All students are required to complete one of the following:

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4. Students must complete the core courses (nine semester hours) and three additional semester hours with a 3.0 GPA before they can enroll in the mentorship program. Students must complete all courses, including SAR 575 as their last course, before they can enroll in a thesis.

5. Dual majors, a combination of two degree programs, are available ranging from 42 to 48 semester hours. Students should consult their Academic Advisors for details.

6. In order for a course to be used toward degree completion by a conditionally-admitted student, all information must be on file. No more than 12 semester-hours can transfer into a degree program.

7. Students who are NATA certified and can show proof of their certification may take three elective courses in place of the mentorship. Students should consult their Academic Advisors or Departmental Chairs for details.

4.8. Master’s Academic Course Descriptions

SAB 561 Contemporary Issues in Sports (3 sem. hrs.)
This course is designed to provide students with an overview of the major issues involved in the world of sport. All primary issues impacting contemporary sport are covered, including performance-enhancing drugs, human-growth hormones, gender inequity, race and ethnicity, youth, adolescent and adult programs, media involvement, economics, management structures and globalization. **This course is a core requirement for all majors.**

SAB 563 Psychological Aspects of Sports Medicine (3 sem. hrs.)
This course is a study of the psychological and sociological aspects of sports medicine. Emphasis will be given to the applications of this knowledge to the counseling of athletes coping with sport injuries and to the development of motivational strategies for rehabilitation and return to physical activity.

SAB 566 Psychological Aspects of Health and Fitness Programming (3 sem. hrs.)
This course is a study of the psychological and sociological aspects of health and fitness programming and the applications of this knowledge to the development of effective motivational and behavioral modification strategies.

SAB 568 Sports Psychology (3 sem. hrs.)
This course involves the study of human psychological behavior and its influence in sport and exercise settings. It is designed to provide a student with the information gleaned from research in the field of sport psychology as well as practical knowledge to become a more effective sport management professional, coach or fitness instructor.

SAB 571 Sports Coaching Methodology (3 sem. hrs.)
This course is a study of the development of a theoretical base for teaching sport and sport skills with a practical application. The course includes the development of a coaching philosophy with an emphasis on ethics in coaching and establishing a successful coaching style. A review of the impact of contemporary trends and issues in coaching is included. Managerial skills common to all coaching activities will be discussed.

SAB 595 Sports Coaching Clinic (1 sem. hr.)
This course requires a minimum of 15 hours attendance and/or participation in a coaching clinic organized by a recognized sport governing body, in addition to a research paper that outlines at least two of the following four topics: student philosophies in coaching; sport specific coaching

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Philosophies; a discussion of at least five different sessions in the coaching clinic or an evaluation of the clinic sessions.

**SAD 546 Seminar in Sports Medicine (3 sem. hrs.)**
This course provides an overview of the sports medicine profession. It is designed to educate athletic trainers, fitness professionals and sport coaches on how to assess and manage sports injuries.

**SAD 548 Advanced Assessment in Sports Medicine (3 sem. hrs.)**
This course is designed to enhance a student's assessment techniques in the evaluation of athletic injuries and illnesses. It considers the connection between structure and function, with anatomy being the structure upon which biomechanical and physiological function is based. Particular emphasis is placed upon the development of a sound systematic and methodical evaluation technique to assess abnormal biomechanics (pathomechanics) and abnormal physiology (pathology). Such a technique is critical for making decisions on how to best manage and rehabilitate the injured or ill athlete.

**SAD 556 Issues in Nutrition and Health (3 sem. hrs.)**
This course covers the principles of sound nutrition as they relate to the athlete as well as to the average individual in our society. In addition, it covers the physiological aspects of how nutrition affects the body in terms of optimal health.

**SAD 562 Scientific Principles of Resistance Training (3 sem. hrs.)**
This course provides the study of resistance training, including physiological and psychological aspects, basic concepts and principles, types of programs and training and benefits for specific populations. The information necessary to understand and successfully design any resistance-training program is presented in this course.

**SAD 587 Management Strategies in Sports Medicine (3 sem. hrs.)**
This course involves the study of the basic concepts, theories and organization of management as applied to the field of sports medicine. Topics include organizational structure and function, program development and administration, human resource management, financial management, inventory control, information management, insurance issues and legal considerations in sports medicine.

**SAD 591 Treatment Procedures in Sports Medicine (3 sem. hrs.)**
This course is a study of modalities, including the physiological effects, rationale, principles and methods of applying physical agents, therapeutic exercises, evaluation and treatment planning in the practice of sports medicine.

**SAM 542 Sports Business and Personnel Management (3 sem. hrs.)**
This course involves the study of the principles of personnel management, including staffing, training and creating a favorable work environment, labor relations, compensation, benefits, laws, position descriptions and employee evaluations.

**SAM 543 Sports Administration (3 sem. hrs.)**
The purpose of this course is to demonstrate to the prospective sport manager the importance of a basic understanding of administration theory and practice. The course will help students understand the sport manager’s position and the environment in which her or she must perform. **This course is a core requirement for all degree-seeking students.**

**SAM 544 Sports Marketing (3 sem. hrs.)**
This course includes an in-depth study of sport marketing and the influence it has in accomplishing

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

SAM 545 Sports Finance (3 sem. hrs.)
This course involves a study of the basic financial considerations a sport management professional must understand to function effectively. It includes the financial challenges facing the profession, sources of funding, budgeting and financial statements, the concept of economic impact analysis and the pros and cons of using public sector funds.

SAM 550 Fundraising in Sports (3 sem. hrs.)
This course is a study of the concepts of sport fundraising activities. It provides a framework for development staff, managers and directors to operate and develop fundraising programs.

SAM 551 Public Relations in Sports (3 sem. hrs.)
This course is designed to provide a student with an understanding of the field of public relations and its role in sports management. A clear understanding of the differences between public relations and advertising, marketing, publicity and promotion is provided. An understanding of public relations planning is provided.

SAM 582 Sports Facilities (3 sem. hrs.)
This course involves the study of the principles, guidelines and recommendations for planning, constructing, using and maintaining indoor and outdoor sport, physical education, recreation and fitness facilities.

SAM 586 Sports Law and Risk Management (3 sem. hrs.)
This course introduces the fundamental tenets of the law and familiarizes students with legal structure and basic legal terminology. Various types of law are examined, as well as the impact each has on the sports industry. A thorough review of risk management as it interfaces with legal liability issues involved in the sports industry is provided.

SAM 592 Introduction to the Business of Sports Agents (3 sem. hrs.)
This course is designed to examine the role of the sport agent in the world of sport. An emphasis is placed on NCAA rules and state regulations surrounding recruitment by agents and the potential pitfalls an athlete could face. A thorough understanding of the sport agency profession is provided, including the techniques necessary to operate successfully in the profession.

SAR 510 Sports Biomechanics (3 sem. hrs.)
This course is a comprehensive study of human movement as it relates to sport and exercise. It covers how the study of biomechanics can promote human performance and prevent injury.

SAR 511 Sports Performance Enhancement (3 sem. hrs.)
The course is designed for sport coaches to study human movement as it relates to sport activities. Coaching techniques and methodology are addressed as regards analyzing skills and improve sport performance.

SAR 520 Exercise Physiology (3 sem. hrs.)
This course is study of various factors that affect human performance, including regulatory mechanisms, adaptations and changes that occur as a result of physical activities.
SAR 525 Sports Conditioning and Strength (3 sem. hrs.)
This course is designed to study the fundamental principles of training and nutrition in sport and exercise. It is intended to develop knowledge of the anatomical and physiological systems challenged by sport conditioning, strength training and an awareness of fitness and nutrition program. These ideas can be used to enhance individual and team performance in sport.

SAR 526 Personal Training (3 sem. hrs.)
This course will combine sport science and entrepreneurial principles in the design and implementation of a personal training business.

SAR 575 Professional Writing and Applied Research (3 sem. hrs.)
This course will introduce the exciting world of research design and statistics to sport professionals employed in a variety of settings. The format and techniques for writing a scholarly research paper will be presented. Various types of research commonly used in sport are reviewed. Descriptive and inferential statistical analyses are covered with an emphasis on application to sport.

SAR 580 Exercise Testing and Prescription (3 sem. hrs.)
This course is a concentrated study of the principles of exercise testing and prescription for healthy and diseased states. The prerequisite for this course is SAR 520.

SAR 587 Management Strategies in Health & Fitness (3 sem. hrs.)
The study of the basic concepts, theories and organization of management as applied to the field of health and fitness. Topics include organizational structure and function, program development and administration, human resource management, financial management, inventory control, information management, insurance issues and legal considerations in health and fitness.

SCS 508 Coaching Baseball (3 sem. hrs.)
This course is designed to provide the foundations for coaching baseball to help current and future coaches learn and accomplish the development of a successful baseball program. Coaching baseball has numerous challenges on and off the field. This course provides an in-depth analysis of all the critical aspects of the competitions of baseball. It utilizes insight from some of the best baseball minds to put the coach practitioner in a position to succeed.

SCS 513 Coaching Basketball (3 sem. hrs.)
This course is designed to provide necessary knowledge and skills for an individual who intends to coach basketball at secondary, collegiate and professional levels. Emphasis will be placed on understanding and teaching the fundamental skills, techniques, drills and team strategies. Planning, preparation and administration for the various phases of the season, practices and competitions, along with the development of coaching philosophy and program evaluation for future improvement will be covered.

SCS 532 Coaching Football (3 sem. hrs.)
This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic American football.

SCS 566 Coaching Softball (3 sem. hrs.)
This course covers the philosophical foundation of coaching softball and the technical aspects of coaching the game. The philosophical foundation area includes setting priorities, identifying personal standards, player and coach value systems, and organizing, building and marketing the team. The technical portion of the course includes individual skills, team strategies, motivating players and preparing for competition in tournaments and playoffs.
SCS 576 Coaching Tennis (3 sem. hrs.)
This course focuses on current ideas and practical experiences reflecting coaching trends in tennis. The material presented is a culmination of information researched by both the USTA national coaching staff and the USTA sport science staff. The course is designed to provide the student with practical knowledge in the coaching of a tennis team—be it a high school, college, junior tennis or an USTA affiliated tennis league. This course will examine issues regarding establishing a coaching foundation, planning for the overall season, teaching tennis skills and strategies, preparing players for competitive match play and evaluating players and the program.

SCS 578 Coaching Volleyball (3 sem. hrs.)
This course examines the practical side of coaching volleyball. By illustrating the importance of scouting, practice preparation and physical training, it attempts to address some of the major areas of volleyball coaching. The major areas of volleyball are broken down into the following categories: coaching priorities and principles, program building and management, innovative and effective practice sessions, individual skills and team tactics and game-winning strategies.

SPT 597 Individualized Study (3-9 sem. hrs.)
To register for an individual study directed by a faculty member in a specific area of interest, students must have the prior approval of the Chief Academic Officer.

SPT 598 Mentorship (9 sem. hrs.)
Mentorships include supervised work for 450 clock hours in sports fitness, sports coaching, sports management or sports medicine in schools, colleges and universities, businesses and industries. It is recommended that the Mentorship Handbook be purchased two months prior to registration. The Academy Mentorship Office must receive a notarized contract in order to receive permission to register for this course. The prerequisite is the completion of the first 12 semester-hours of the degree program.

SPT 599 Thesis (9 sem. hrs.)
The formal development of an original research project is supervised under the direction of a faculty committee. The thesis includes two 90-minute oral presentations at the Daphne, Alabama, campus. The thesis experience includes the planning and presentation of an oral proposal-defense and an oral final-defense of a completed research manuscript. The oral presentations may be augmented by the use of PowerPoint or other computer applications.

4.9. 600 Level Courses (Doctoral and Master’s Students)
Credits at the 600 level earned by a master’s degree student will count as elective credits in the master’s program. A master’s student may take 600 level classes after the completion of nine core hours and a cumulative GPA of 3.40 or higher, but he or she must pay doctoral tuition per credit.

SAB 622 Structure and Function of the Olympic Games (3 sem. hrs.)
The structure and function of the Olympic movement, starting with the International Olympic Committee and moving through National Governing Bodies to international sports associations, is the focus of this course. It emphasizes the unique characteristics of the Olympic movement and various political, social and economic impacts on the Games.

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SAB 660 Sports in America: Current Issues (3 sem. hrs.)
This course is designed to give individuals a sociological perspective of sport in American society. It will examine politics, economics, education, the mass media, gender, race and financial compensation as each relates to sport.

SAB 661 Current Issues in the Olympic Movement (3 sem. hrs.)
The impact of contemporary issues on the Olympic movement, whether they are governmental, intellectual, societal, cultural, political or economic, is the focus of this course. Through selected readings, factors such as race, gender, religion, nationalism, drug use, commercialism and violence and their influence on the Olympic Movement are taken into consideration.

SAB 667 Olympism (3 sem. hrs.)
This course examines the growth and development of the modern Olympic Games as told through the eyes of its founder, Pierre de Coubertin. The International Olympic Committee has published selected writings by de Coubertin that include the search for a vision, the events leading up to the Olympic renewal, historical perspectives of the Olympics, the philosophical and educational dimensions of Olympism and the Olympic movement.

SAM 622 Structure and Function of Professional and Amateur Sports Organizations (3 sem. hrs.)
The course provides an analysis of professional and amateur sport organizations from a philosophical, historical and operational perspective. It takes an in-depth look at the management and business practices of this industry. It is designed for leaders in the industry who will deal with issues related to running effective and efficient sport organizations.

SAM 634 Ethics in Sport (3 sem. hrs.)
This course is concerned with the study of sport management ethics and the manner in which ethics can be applied and implemented in an individual's personal and professional life. We will be reminded that "whereas ethics are precepts of right and wrong in our behavior and judgments, the word morality often refers to a way of life, to beliefs, attitudes, motives, and values individuals learn and exhibit in social context."

SAM 640 Labor Relations in Sports (3 sem. hrs.)
This course provides an in-depth examination of areas of labor relations that are particularly relevant to sport. The growth and development of unions is explored within the sports industry with an emphasis on labor-management agreements currently utilized in professional sport.

SAM 644 Sports Marketing Research (3 sem. hrs.)
This course examines marketing research pertinent to the successful operation of sport enterprises. It includes the study of research design, data analysis and the presentation of results.

SAM 660 Financial Aspects of Sports (3 sem. hrs.)
This course involves an in-depth study of the financial challenges facing contemporary sport administrators, including an examination of financial data analysis, sources of funding, budgeting and financial accountability, inventory management and production control processes, profit distribution, taxation and accounting processes. This course is a requirement in the doctoral general core.

SAM 662 Sports Entrepreneurship (3 sem. hrs.)
This course involves the study of entrepreneurship for those with a serious interest in owning their own businesses. Students prepare a comprehensive business plan for starting or acquiring a business. The process of operating a business is also explored.
SAM 672 Personnel Training and Development (3 sem. hrs.)
This course reviews various forms of personnel training and development. On-the-job and off-the-job training programs, personnel evaluation procedures and needs assessments are also examined.

SAM 682 Facilities Planning in Sports (3 sem. hrs.)
This course examines the principles, guidelines and recommendations for the planning, construction, maintenance and management of sport facilities. It is designed to provide students with an awareness of the facilities appropriate to sport programs, ranging from colleges to ultra-modern fitness centers.

SAM 686 Research in Olympism (3 sem. hrs.)
This course is designed to study special aspects of the administration and operation of the Olympic Games. The historical significance of the Seoul Summer Olympics is examined. International students who are Sport Management majors may elect to take this course in place of SAM 586 Sport Law and Risk Management.

SAM 688 Sport Journalism (3 sem. hrs.)
This course will introduce students to the roles and responsibilities of those employed in the field of sports journalism as well as the position of importance sports journalism maintains in the media. The objectives of sports journalism from a business and editorial standpoint and towards different demographic audiences will also be analyzed.

SAR 674 Research Statistics in Sports (3 sem. hrs.)
This course is an overview of statistical methods utilized in sport and exercise science. Emphasis will be placed on computer software utilization for analysis. Topics include hypothesis testing, normal distributions, t-tests, analysis of variance, chi-square, nonparametric techniques, correlation and linear regression. This course is a requirement in the doctoral research core.
5. Master’s Degree Fees and Costs

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

Enrollment/Application Fees

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

*Consolidated On-Campus Fee .......................................................... $200.00

Registration, Tuition and Course Fees

- Late registration fee (charged after deadline date for residential registration) ........... $50.00
- Tuition (per semester hour credit) ........................................ $435.00
- Technology delivery fee (per course) ........................................ $75.00
- International postage fee (per course with textbooks) .............................. Varies

Express shipping

- Fed Ex Ground/U.S. Mail (per book) ....................................... $8.00
- Fed Ex 2nd Day (per course) ................................................ $26.00
- Fed Ex Overnight (per course) .............................................. $47.00

Book Borrowing Postage

- Fed Ex Ground/U.S. Mail ....................................................... $8.00
- Fed Ex 2nd Day ................................................................. $13.00
- Fed Ex Overnight ................................................................. $20.00

Special Fees

- Library service charges ........................................................ Published in the Library Handbook
- Add/Drop charge for each change of class (resident or mentorship) ....................... $15.00
- Drop fee for distance learning ................................................ $50.00
- Mentorship Handbook ......................................................... $35.00
- Course extension fee (30 days per extension, two extensions allowed) ................ $50.00
- Transcript fee (after initial request) ......................................... $10.00
- Returned check charge: first check ........................................ $30.00
- Second and subsequent checks ............................................... $35.00
- Thesis binding fee (four copies) ............................................. $385.00
- Thesis microfilming ............................................................. $75.00
- Thesis copyright (optional, but additional charge) .................................. $75.00
- Concise Rules of APA Style .................................................. Please Call
- Comprehensive Examination and graduation fee ........................................ $175.00
- Additional diploma (without lamination) ...................................... $50.00
- MAT Test Fee .................................................................. $70.00

The published fees and costs schedule includes the basic fees required of all students enrolling in the Academy. Since personal expenses including books, supplies, food and living expenses vary,

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no attempt is made to estimate such costs in this catalog. However, estimated costs are available from the Office of Student Services.

*The Consolidated On-Campus Fee shall be assessed on students enrolling for six or more credit-hours in a semester for on-campus study. This fee shall cover all associated costs for resident study, among which are laboratory fees, student activity fees, use of the Eagle’s Nest student building, the Academy Fitness Center, Academy outdoor recreational facilities and on-campus parking.

Refund of tuition, general fees and technology fees for a student withdrawing from the Academy or a student who is dismissed or suspended is made in accordance with 7.46 Refund Policy. All application fees, enrollment fees, shipping and special fees are non-refundable. It should be noted that this schedule is based on the requirements of the U.S. Department of Education in accordance with policies governing Title IV funds. The administrative fee charge is the lesser of 5% or $100 of the total paid.

No student may register for any course until all fees and expenses are satisfied.

If students appear for, and pass, the Comprehensive Examination on the date for which they register, the Comprehensive Examination Fee will be credited towards the Graduation Fee. Should they fail to appear, the Comprehensive Examination Fee will be forfeited.
6. Financial-Aid Programs

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

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

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

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

6.1. Types of Assistance Available for Graduate Students Who Qualify

6.1.1. Loans

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

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

An unsubsidized loan is a long-term loan made through various lending institutions and banks to students who do not qualify for the subsidized Federal Stafford Loan. The same terms and conditions of the Subsidized Stafford Loan apply to the Unsubsidized Stafford Loan, except that the borrower is responsible for interest that accrues while in school. A student will be charged interest from the time the loan is disbursed until it is paid in full. If the interest is allowed to accrue (accumulate) while the student is in school or during other periods of nonpayment, it will be capitalized. This means the interest will be added to the principal amount of the loan, and additional interest will be based on that higher amount. A student must first apply for the subsidized Stafford Loan but may receive both subsidized and unsubsidized Federal Stafford Loans totaling up to $20,500 or the cost of attendance (whichever is less) per academic year. The total aggregate loan limit cannot exceed $138,500 including debt accrued in the undergraduate program.

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

Graduate PLUS Loans are unsubsidized loans students can get to pay for education expenses. A student must be enrolled at least half-time and must have good credit history. The yearly limit on a PLUS loan is equal to the cost of attendance minus any other financial aid received. Graduate students must complete the PLUS loan application and a Master Promissory Note (MPN). The application and MPN can be obtained online from the current lender of choice. See the Financial Aid Office for further details.

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ANNUAL LOAN LIMITS FOR SUBSIDIZED AND UNSUBSIDIZED STAFFORD LOANS

<table>
<thead>
<tr>
<th></th>
<th>Graduate/Professional Student</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Year</strong></td>
<td>$20,500 is the maximum annual award limit based upon the cost of attendance. Not more than $8,500 of this amount may be in subsidized loans.</td>
</tr>
<tr>
<td><strong>2nd Year</strong></td>
<td></td>
</tr>
<tr>
<td><strong>3rd Year</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Maximum Total Debt from Stafford Loans When You Graduate</strong></td>
<td>$138,500, no more than $65,500 of which amount may be in subsidized loans. The graduate debt limit includes Stafford Loans received for undergraduate study.</td>
</tr>
</tbody>
</table>

6.1.2. Distribution of Financial-Aid Funds

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

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

2. Students must maintain satisfactory academic progress to be eligible to receive financial aid.

Withdrawal: If students withdraw or drop out prior to completing 60% of the term, they will be required to return a prorated portion of the financial aid received. This includes loans. The Academy is also required to return a portion on the student’s behalf. Students will be responsible for any portion the Academy is required to return due to withdrawal (see the Return of Title IV Funds section in this catalog or online [http://www.ussa.edu/ussanet/index.asp](http://www.ussa.edu/ussanet/index.asp) for further detail).

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

6.1.3. In-School Deferments

Students who are registered at least half-time (6 credit units) in a degree-seeking master’s program or at least half-time (3 credit units) in a degree-seeking doctoral program are eligible for an in-
school deferment of student loans. The student must provide the lender’s name, mailing address and/or fax number to the Financial Aid office in writing in order to receive a deferment.

In-School Deferments for a Dissertation/Thesis
A student working on a Dissertation or Thesis is eligible to receive an in-school deferment of student loans up to the statute of limitations for the Program Of Study upon verification of the following:

1) Written confirmation from the student’s Chair that the student is progressing toward the completion of the Dissertation/Thesis, which must be received prior to certifying an in-school deferment; and

2) The student is still within the limitations of the program as delineated in the Academic Section of the catalog for the student’s Program of Study (see Section 7.49 for Statute of Limitations for Degree Completion.

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Assistance Program</th>
<th>What is it?</th>
<th>Who is Eligible?</th>
<th>Benefits</th>
</tr>
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</table>

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<table>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition Assistance</strong></td>
<td>Tuition Assistance is a military benefit that pays the cost of tuition and some fees.</td>
<td>Virtually all military service members are eligible; however, each service branch determines its criteria for eligibility.</td>
<td>Tuition Assistance covers up to 100% tuition and fees not to exceed: • $250 per semester credit-hour • $4,500 per fiscal year *The Navy has a 12 credit-hour annual limit.</td>
</tr>
<tr>
<td><strong>Tuition Assistance &quot;Top-Up&quot; Program</strong></td>
<td>The “Top-Up” Program is an additional benefit intended to supplement other tuition assistance programs.</td>
<td>To be eligible for the “Top-Up” benefit, a person must be approved for federal Tuition Assistance by a military department and for MGIB-Active Duty benefits.</td>
<td>The amount of the benefit is limited to the amount that a person would receive for the same course if regular MGIB benefits were being paid.</td>
</tr>
<tr>
<td><strong>Montgomery G.I. Bill - Active Duty &amp; Veteran</strong></td>
<td>MGIB provides up to 36 months (four regular school years) of education benefits to eligible veterans for: • College, business technical or vocational courses • Correspondence courses • Apprenticeship/job training • Flight training</td>
<td>Active Duty members who have served at least two years on active duty. Veterans - there are four categories of Veteran eligibility, depending on when you enlisted and how long you served on active duty.</td>
<td>This bill covers up to $1,034 per month for full-time institutional education. Benefits end 10 years from the date of your last discharge or upon your release from active duty.</td>
</tr>
<tr>
<td><strong>Veterans Educational Assistance Program (VEAP)</strong></td>
<td>This is available if you elected to make contributions from your military pay to participate. It can be used for degree, certification, correspondence, apprenticeship/on-the-job training programs and vocational flight training programs as well as remedial, deficiency and refresher training.</td>
<td>To be eligible, you must have: • Entered service for the first time between January 1, 1977, and June 30, 1985; • Opened a contribution account before April 1, 1987; • Contributed $25-$2,700; • Completed 1st period of service; • Received a discharge that was not dishonorable.</td>
<td>Your contributions are matched on a $2 for $1 basis by the Government.</td>
</tr>
<tr>
<td><strong>Federal Student Aid</strong></td>
<td>The Federal Government offers students low interest loans and grants to help finance the cost of going to school.</td>
<td>Virtually all citizens are eligible. However, the program is needs based, so certain income limits can apply.</td>
<td>The loans and grants are capped each fiscal year and depend on your personal economic circumstances.</td>
</tr>
<tr>
<td><strong>Vocational</strong></td>
<td>An individualized, detailed outline of service that will</td>
<td>Veterans who have a VA disability rating</td>
<td>Pays tuition, fees and</td>
</tr>
</tbody>
</table>

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### Assistance Program

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Rehabilitation Employment</td>
<td>be provided under the Chapter 31, VRE program. It also prepares you for obtaining and retaining employment consistent with your abilities, aptitudes and interest.</td>
<td>and an employment handicap.</td>
<td>books.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pays living allowance up to $715 per month.</td>
</tr>
</tbody>
</table>

#### 6.4. Definition of Academic Year

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

#### 6.5. Satisfactory Academic Progress

All students who receive federal financial aid must make satisfactory progress toward completion of their degree programs within a reasonable period of time. The Academy has developed standards defining satisfactory progress in accordance with regulations issued by the U.S. Department of Education. Graduate students are considered to be making satisfactory progress if they:

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

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

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

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

**REINSTATEMENT OF FINANCIAL AID ACADEMIC ELIGIBILITY AND APPEALS OF DECISIONS:** Students who become ineligible for financial aid because they do not maintain satisfactory progress towards the completion of degrees may reapply for financial aid when they have cleared the deficiency and are again progressing satisfactorily according to the requirements outlined above. When mitigating circumstances are involved, students may appeal a decision that

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they may have not complied with the academic requirements for financial aid. To do so, the student must submit a letter to the Financial Aid Appeals Committee, addressed to the Assistant Dean of Student Services, requesting reinstatements of financial aid eligibility. The letter must include the reason(s) why satisfactory progress is not being made and any documentation that supports the rationale for the appeal. Appeals may be accepted without provision, or they may be accepted provisionally, entailing a probationary period in which the student must earn a given number of credit hours and/or earn a specified GPA. Appeals may also be denied. It is the student’s responsibility to initiate any appeal for financial aid eligibility. Appeals for academic reinstatement do not constitute reinstatement of financial aid eligibility.

6.5.1. Return of Title IV Funds

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

The Academy awards aid to students based on 100% completion of courses. If students withdraw, the Academy must determine the percentage of financial aid “earned.” If students do not complete 60% of the course or courses, they have not “earned” the full allotment of financial aid. In this case, the Academy is required to return the “unearned” portion of aid to its originating source (i.e. the student-loan lender).

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

In order to determine if funds have to be returned, the Academy determines how much aid was earned. Each 16-week term contains approximately 112 class days. Once the student has completed 60% of the course, or 68 days, it is considered that 100% of the funds are earned. However, if the student completed only 50%, for instance, or 56 days, the Academy would be required to return 50% of aid awarded/dispursed to the student during that term. Therefore, if the Academy awarded and dispursed $2800.00 of aid to the student, the Academy would have to return $1400.00. Note that in this situation, the student would not be afforded a refund, from the Academy as 56 days exceed the 38-day maximum, as stated in the Academy Refund Policy.

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

6.5.2. Academy Financial Aid Review

1. Students can apply for financial aid before applying for admission to the Academy.

2. A student must be a U.S. Citizen or a permanent resident of the United States to apply for federal financial assistance.

3. To receive funds, a student must be accepted for admission in a degree-seeking program.

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

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5. To apply for financial aid, students must complete the *Free Application for Federal Student Aid (FAFSA)*. FAFSA is available at www.fafsa.ed.gov. Students can sign their applications electronically with a Personal Identification Number (PIN) issued by the U.S. Department of Education. If a student does not have a PIN, the U.S. Department of Education will e-mail one within three days. The proper year (2007-2008 begins with summer semester) and the Academy’s Federal School Code (021706) must be selected.

5. FAFSA paper applications are available in the Financial Aid Center. Complete the paper FAFSA and mail it to the Federal Processor. Allow four to six weeks processing time.

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

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

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

8. All students who receive Federal Title IV student financial assistance are required to undergo Exit Interviews upon the completion of their study at the Academy. The interview is either administered on-campus, usually in conjunction with the Comprehensive Examination, or online at www.mapping-your-future.org in the case of distance-learning students or those students who withdraw from the institution before completing their degrees.

**6.5.3. National Clearinghouse**

The United States Sports Academy has an Agreement with the National Student Clearinghouse. The Clearinghouse provides a nationwide, central repository for information on the enrollment status of our students.

**Loan Program** – Under the Federal Family Education Loan Program and/or the Federal District Student Loan Program, the institution reports information on the enrollment status of students to various lenders, services, guaranty agencies, and the U.S. Department of Education.

All agencies and organizations to which the institution reports student enrollment information as described in the previous two sentences are “Eligible Requestors.” The United States Sports Academy has appointed the Clearinghouse as its agent for purpose of reporting information on the enrollment status of its students to Eligible Requestors.

The Registrar provides to the Clearinghouse on a mutually agreeable schedule an electronic listing containing the enrollment status of all its students. The listing contains the data elements, and is transmitted in a format as reasonably required by the Clearinghouse. The listing shall indicate which students have blocked the release of “directory information” under FERPA.

The offices of the Registrar and Financial Aid promptly refer to the Clearinghouse all requests received from Eligible Requestors for certification of a borrower’s enrollment status except for requests relating to periods of enrollment prior to the date of the Institution’s participation in the Clearinghouse.

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The Clearinghouse uses its best efforts to respond to requests within 14 calendar days of receipt of the request, or 21 days if the request is not in an automated format.

The Registrar’s office institutes reasonable controls to ensure that enrollment information provided to the Clearinghouse is correct and accurate.

The Clearinghouse institutes reasonable controls to ensure that enrollment information it receives from the institution is shared with Eligible Requestors. The Clearinghouse has no authority to disclose information that it receives from the United States Sports Academy other than as described in the Agreement between the two entities.

All disclosures of information by the Clearinghouse comply with applicable the Family Educational Rights and Privacy Act (FERPA) requirements.

For assistance, visit the Academy Financial Aid Center in the Student Services Division, e-mail financialaid@ussa.edu or telephone 251-626-3303.
7. GRADUATE DEGREE REGULATIONS/POLICIES/PROCEDURES

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

7.1. Academic Integrity

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

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

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

1. If a student uses the exact written words of another person, places the words in quotation marks and cites the last name, year and page number where the quote may be found. A quote exceeding 40 words must be indented in a block without quotation marks.
2. If a student paraphrases other people’s work, but restates the concept or information, (not just rearrange the words in the sentence), and cites the author and year of publication. A student should be very careful when taking notes to put quotes in the exact wording or put the paraphrased information in the notes.

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

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

7.2. Academic Probation/Dismissal

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

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

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

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

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

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

7.3. Academic Update

The Academy publishes an Academic Update on a frequent basis. This is sent to all students through the Course Management System. Its purpose is to keep students informed regarding regulations, policies and procedures of the Academy, in addition to alerting them to upcoming calendar events and general news of interest. Students are expected to read the Academic Update and are responsible for its content.

7.4. Accounts Receivable from Students

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

An invoice will be sent monthly to each student with an account receivable under this policy. If no payment is received and no arrangements have been made for payment of the account within 60 days after the invoice is sent, 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 referred to a collection agency.

7.5. Adding/Dropping Courses

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

1. Obtain an Add/Drop form in Office of Student Services;
2. Obtain the signatures of the course instructor and academic chair; and
3. Return the form to Office of Student Services and pay the add/drop fee.

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

When adding or dropping a distance-learning course:

1. A student withdrawing from a distance-learning course must request the withdrawal in writing at the Registrar’s Office.
2. Requests not made in writing will not be honored.
3. Requests made within 10 days of shipment of course materials will not receive grades or appear on transcripts.
4. Withdrawals after the deadline will receive a grade of a W.

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5. Recipients of Federal Title IV financial-aid funds must be aware of the “unofficial withdrawal” provisions of the Academy’s financial-aid policy.

7.6. Advising Program
The Academy has adopted a group advising technique coupled with the students “Program of Study” (POS) form. The system is simple but effective. Regardless of sickness or vacations by faculty and staff advisers, advising can be done quickly and effectively.

The new system is:
1. Once a student registers for an initial course or courses at the Academy, he or she must have a completed Program of Study form (POS). If the student does not have a completed form at this time, the Registrar will fill out the form with the student and have it signed by an appropriate advisor (see attached list).
2. If the student does not deter from the POS when registering for further courses, there is no need for this student to seek further academic advising. However, should any student want advice on academic programs he or she may call or e-mail any approved advisor.
3. Should any student want to change the POS, catalog or major, the student must fill out a new POS and have an advisor from the list approve it. Students should see their catalogs at http://www.ussa.edu/ussanet/index.asp for what they must do to change their catalogs or majors.

7.7. Animals and Pets on Campus
Domesticated animals and pets, with the exception of service animals such as seeing-eye dogs, are not allowed on campus.

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

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

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

7.10. Auditing Classes
Auditing a course is regularly attending class without receiving credit. The fee to audit a course is equal to the fee to enroll in a course. Audits are recorded on the permanent record but do not reflect any credit toward degree requirements. A student auditing course work will not receive a course grade nor be required to take the final exam.
7.11. 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 addresses for all course work. All notices, newsletters and official communications will be sent to the student’s ussa.edu accounts. Students are responsible for checking their assigned ussa.edu account periodically for such communications. It is each students’ responsibility to use the proper e-mail address in course work and to notify the Academy of any changes in their personal e-mail 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 laptops or desktop computers to facilitate on-campus studies. Internet connectivity is available in the Academy Library via wired and wireless access. System requirements include a computer with Windows XP or 2000 and a 10/100-ethernet card (for wired access). Students are required to provide their own CAT 5 (or higher) cable for wired Internet access.

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

7.12. Catalog Coverage and Change

Although the Academy reserves the right to change policies and procedures and students acknowledge this right by registering for courses, the Academy recognizes student’s needs to know graduation requirements and like policies. The catalog that articulates a student’s degree requirements will be based on the term in which they first register for courses. Students entering under one catalog will be expected to graduate under the guidelines of that catalog. Students who wish to change their catalog to the current governing catalog may do so by submitting the Change of Catalog Request form. A student who changes catalogs is responsible for all the graduation requirements in the requested current catalog. A student may change catalogs only once during their academic program.

7.13. Change of Major

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


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

1. Associate Dean for Academic Administration,
2. Chairs of all Academic programs
3. Director of Continuing Education,
4. Assistant Dean of Student Services, and
5. Director of Instructional Design.

The following position serves as ex-officio to the Academic Committee and is called to attend meetings and provide insight in decision making:

1. Director of Library

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

7.15. Conferring of Degrees
When the student has completed all requirements for the master’s degree, an application for graduation must be made to the Office of Student Records. If, for any reason, a student has not paid the Comprehensive Examination fee or has forfeited the comprehensive examination fee, the graduation fee must accompany this application. If a student has previously filed for graduation but did not receive the degree at that time, reapplication and payment of the fee must be repeated. The Master of Sports Science degree will not be conferred until the student’s academic file has undergone a graduation audit.

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

7.17. Course Descriptions - Expanded
An expanded course description is available for students who need more than the traditional short course description for certification, licensing, reimbursement and even transfer. Students desiring an expanded course description must write a letter to the Academic Committee requesting an expanded course description, naming the course title and number and explaining the reason for the request. The Academy, solely at its discretion, reserves the right to withhold such services when it deems them inappropriate.

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

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

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

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

In assessing and documenting “equivalent” learning, the Academy uses guidelines prepared by the American Council on Education and the American Association of Collegiate Registrars and

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Admission Officers. If transfer courses are not substantially equivalent to courses in a specific degree program of the Academy, transfer credit will not be offered.

Students interested in transfer credit must be in full academic standing in the program before the institution will consider petitions. Once a student is enrolled, he or she may petition the Academic Committee for transfer by supplying a cover letter explaining the request, a copy of the official transcripts showing the grade earned, a catalog description of the course and the syllabus outlining learning objectives and course content to the Academic Committee.

The Academy will accept up to 15 semester-hours of transfer credit at the master’s degree level. The Academy will not accept transfer courses unless the earned grade is a “B” or better.

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

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

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

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

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

7.22. Master’s Degree Comprehensive Examination
Students are highly encouraged to take residential comprehensive exams on the Daphne, Alabama campus. The passing rate is significantly higher than the rates of those who take comprehensive exams off-campus. All degree candidates must pass a comprehensive examination. The examination is offered only on-campus two times per year as published in the Academic Calendar. To be eligible to take the comprehensive examination, a student must be in good academic standing and must have completed all
degree requirements. A Comprehensive Examination Registration Fee for master’s degree students is required. Should students appear for the Comprehensive Examination on the date for which they registered and pass the Comprehensive Examination, the fee will be credited towards the graduation fee. Should students fail to appear or fail the Comprehensive Examination, the fee will be forfeited. Students must apply to register for the Comprehensive Examination through the Registrar’s Office at least 30 days prior to the Comprehensive Examination date desired. Registration can be submitted through the Academy website.

Students who choose to take comprehensive exams off-campus are required to have their exams proctored at a testing center that is a member of the National Collegiate Testing Association (NCTA). Students are responsible for arranging for the test to be taken and must pay the proctoring fee at the time of the test. Students can find information regarding the location, hours of operation and fees charged by NCTA testing centers at http://www.ncta-testing.org.

7.23. Master’s Degree Comprehensive Examination Procedures
1. Purpose: The comprehensive examination is intended to assess a master’s student’s ability to apply, analyze and synthesize knowledge in a chosen area.

2. Composition: The Comprehensive Examination consists of written components that are taken on one day for four hours. These components cover each student’s major area, core courses, required courses and electives. The examination is given in the morning from 0800 to 1200 hours. Master’s students arrive a day in advance of the test for review sessions.

   Students in the sports fitness and sports medicine degree programs undergo a practical and written examination. The practical examination is administered the day before the written examination. It is at least one hour in duration, and it encompasses key skills expected of a practitioner in the discipline.

3. Nature of the examination: Students are allowed to select questions in all areas. Students select three of four from the major area, one of two in contemporary issues, one of two in sport marketing, one of two in administration and finance and four of 10 in the general and elective areas.

4. Grading: Grading is done by graduate faculty members. Students must score an average of 70% or higher on the entire exam to pass. Students scoring less than 70% must repeat the comprehensive examination in any and all areas in which they scored below 70%. Students will only have to retake those portions of the exam that were failed.

5. Retake: Student’s failing the master’s comprehensive examination may retake the examination. If students retake the examination, the $175.00 fee must be paid again. Students who fail the exam a second time must appeal to the Academic Committee for an additional attempt.

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

7.25. 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

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sport art. Purchases may also be made via a secure e-commerce site at https://secure.ussa.edu/ussa_store.

**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 are required to sign a Network Policy Form agreeing to abide by Institutional requirements.

**Housing:** Although the Academy has no on-campus housing, a variety of private apartments and condominiums are available close to the campus. Informational assistance concerning housing costs and services is available through the Office of Student Services. Final responsibility for making housing arrangements rests with the student.

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

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

The library is a member of OCLC (Online Computer Library Center), SOLINET (Southeastern Library Network, the regional arm of OCLC) and NAAL (Network of Alabama Academic Libraries). By virtue of these memberships, the library is able to access the holdings of most libraries. OCLC’s holdings are well over 70 million, and 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.

**7.26. Recreational Facilities and Activities**

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

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

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

**7.27. Food and Drink on Campus**
Food and drinks are not allowed in classrooms, the Library or the Fitness Lab.

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

**7.29. Online-Grading Policies and Procedures**
A distance-learning student 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. Students who do not complete a course in 16 weeks may request a 30-day extension for which they will pay $50. Students who do not finish at the end of the first extension may request one additional 30-day extension, for which they will pay another $50. In addition, students may purchase a full 60-day extension at one time for $100. At the completion of the 60-day extension period, the student will be awarded a grade based on the work completed up until the end of the extension period.

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

**7.30. Grading System**
The Academy uses the following four-point grading scale:

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

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

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

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

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

### 7.30.1 Grading Rubrics
The Academy has moved to a Rubric form of grading for all papers and assignments on and off-campus. The Rubric is designed to take some of the subjectivity out of the grading process. The two rubrics have been inserted in the Course Management System for student viewing.

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

### 7.32. Graduation Requirements
To be eligible to graduate, a student must:

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

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

7.32.1. Academic Honors and Awards Upon Graduation
The United States Sports Academy provides academic honors and awards to recognize and promote notable student achievement. These academic honors include Gradation with Honors and Graduation with Highest Honors. Honors are calculated based only on hours attempted at the Academy. Transfer credit hours are not used in the determination of academic honors. In order to be eligible for a graduation honor, a student must have completed 33 semester hours at the master’s level.

Graduation Honors for Degrees
Superior academic achievements by graduating students shall be recognized by the following designations on transcripts:

Graduation with Honors: 3.8-3.9 GPA

Graduation with Highest Honors: 4.0 GPA

Semester Academic Honors
The United States Sports Academy provides semester academic honors to recognize and promote notable student achievements.

Dean’s List
The Dean’s List shall be compiled on the second Friday following the start of each semester. Requirements for the Dean’s List include a semester grade point average of 3.8-3.99 and completion of a minimum course load of 12 semester credit hours. A student must be in full academic standing.

President’s List
The President’s List shall be compiled on the second Friday following the start of each semester. Requirements for the President’s list shall be; a semester grade point average of 4.0 and completion of a minimum semester course load of 12 semester hours. A student must be in full academic standing.

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

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

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

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

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

7.34.2. Administrative or Business Holds
The Chief Operating Officer, Chief Academic Officer, the Registrar or a Senior Administrator may place a business hold on a student’s file. An administrative hold may be placed on a student’s record for checks written on insufficient funds, library fines, unreturned library materials, outstanding financial balances on the student’s account or defaults on a student’s financial-aid loan-package.

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

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

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

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

Students are required to have liability coverage and are urged to secure membership in and coverage from professional associations related to their chosen academic discipline (see the Affiliations and Student Organization sections of the catalog). This is particularly important for students involved in the Mentorship Program. At the present time, the Academy has liability insurance in place for students (ONLY effective when students are properly registered), but continued coverage cannot be guaranteed, and students should be prepared to provide their own adequate liability insurance coverage.
7.37. Lost and Found
The Lost and Found is located in the Office of Student Services and Logistics.

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

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

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

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

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

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

Procedure
Before receiving the software, students must complete and submit a Student Users Acceptance Form. New students will be automatically enrolled in the MSCA, but they must complete and submit the Student Users Acceptance Form.

Termination of Participation in the MSCA

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

Loss of Student Status: Students who are dismissed, withdraw or otherwise lose student status must comply with the terms of the Student Users Acceptance Form which requires immediate cessation of use of the software.
7.40. Motor Vehicle Registration/Parking
A student operating and parking a vehicle on campus must have a current parking decal clearly affixed to the left corner of the vehicle’s rear window. Students must register their vehicles and obtain decals at orientation/registration. Any student violating parking or traffic regulations is subject to a fine. After a semester has begun, parking decals may be obtained from the Office of Logistics.

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

7.42. Online Course Grading
The weighting system for all distance-learning course elements at the master’s level is as follows:

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

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

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

7.44. Paper Policy
Students studying online must submit their course papers electronically through the course shell unless otherwise directed by the course instructor.

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

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

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

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

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

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

7.48. Refund Policy
Refund of tuition, general fees and technology fees for a student withdrawing from the Academy or a student who is dismissed or suspended is made in accordance with the Refund Policy. All application fees, enrollment fees, shipping and special fees are non-refundable. It should be noted that this schedule is based on the requirements of the U.S. Department of Education in accordance with policies governing Title IV funds. The administrative fee charge is the lesser of 5% or $100 of the total paid.

Regular Semester

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

Six-Week Session

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

Three-Week Session (mini-session)

Prior to first day of class ................................................................. 100%
On the first day of class ......................................................... 100% less administrative fee
days of class ........................................................................ no refund

Distance Learning

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

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

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

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

7.49. Repeat Policy

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

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

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

7.50. Special Student Services

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

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

7.51. Statute of Limitations for Degree Completion

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

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

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

1. Receiving an administrative extension. Under this option, the student will be able to continue course work upon release from active duty or deployment if able to resume work in the course

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within three months from the date work was suspended. In the event that study does not resume within three months, the student will be required to start over at the beginning of the course but will not be assessed any tuition or fees for doing so.

2. 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.

**7.53. Student Access**

**Building Security Cards**
Each residential student is issued a Building Security Card for ingress into and egress from the facility. Students must pay a $20.00 refundable deposit fee at the time of issuance. At the conclusion of a given semester, students must turn in the Building Security Card to the Office of Logistics within three business days following the last day of classes. If a student fails to turn in the Building Security Card within the allotted time, the student will forfeit the $20.00 deposit. Refunds will be issued within 7-10 business days following the semester. If the Building Security Card is lost or stolen, the student will be required to pay an additional $20.00 deposit for the replacement card.

**Student Access Doors**
Magnetic locks are installed on the following:
1. Atrium glass door
2. East Student Entrance door
3. Student Services door

**7.54. Student Conduct**

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

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

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

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

1 September 2007
1. The Chief Academic Officer will notify the student in writing of the specific infraction. The notification will include the nature of the infraction and the policy or rule violated. The notice will state the date, time and place of a hearing on the charges and the option for the student to waive the right of a hearing and have an informal conference with the Chief Academic Officer or designee for disposition of the matter.

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

3. Normally, seven to 10 days will be given for the student to prepare for the hearing, depending on the seriousness of the offense. When necessary, the student may attend the hearing by electronic means where he or she can speak and be heard. In all cases, all validated documentation to be considered by the committee must be available at the Academy at least two working days prior to the hearing.

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

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

5. The panel will provide a recommendation to the Chief Academic Officer within five working days from the conclusion of the hearing. The Chief Academic Officer will review the recommendation of the panel and render a decision within five working days. That decision can be to ratify the decision and recommendation of the panel or to require a new hearing which would be conducted by the Academic Committee of the Whole. The student will be notified in writing of this decision. The process for a hearing will be repeated in cases for which the Academic Committee of the Whole reviews the recommendation.

6. The Chief Academic Officer will notify the student of the final disposition of the matter within five working days of rendering a final decision.

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

7.55. 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.

7.56. 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 a person’s 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 for which the student is present on campus.

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

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

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

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

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

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

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

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

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

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

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

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7.57. 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 in formal 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.

7.58. Student Rights

The Academy follows the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). In compliance therewith, a copy of the Act can be accessed through the web at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html. Under pertinent provisions of the Act, the items listed below are designated as “Directory Information” and may be released for any purpose at the discretion of the Academy, unless the student exercises the 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; and
Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athlete), date and place of birth.

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

7.58.1. Records and Disclosure

1. Students have the right to review their academic records and challenge any information believed to be inaccurate or misleading. The institution requires that a staff member be present during a student’s review.
2. Students have the right to acquire transcripts of their own academic records from the Academy. Such transcripts will be labeled “Issued to Student.” The issuance of transcripts is subject to the applicable fee policy in this regard.

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

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

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

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

7.58.2. Release of Grades

Students can view their grades online, which makes them available much sooner. Grades will no longer be mailed to the students and will not be given over the telephone. To view their grades, students should contact the Registrar via their Academy e-mail account to request the portal login and password. The Registrar will mail the information to the home address on file. Students can then access the Student Service portion of the website and select “Student Records & Information. From there, students select “Student” to login and must type in their student IDs and the new password assigned by the Registrar. Students who experience difficulty with this procedure should contact the Help Desk or call Student Services at 251-626-3303.

7.59. Textbook Policy

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

7.60. Transcripts

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

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

7.61. Virus Policy

The CMS has been equipped with a virus scanning program. If a student tries to submit an infected file to the CMS, the file will be refused by the system. The student, as well as 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.

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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.

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

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

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

7.64. Coordinator of Student Services
Coordinators of Student Services (CSS) personnel are responsible for providing support to students off-campus. CSS personnel 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.
Faculty

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

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

Arthur Ogden  
B.A. LaSalle University  
M.A. University of Delaware  
Ph.D. Walden University

Marty Avant  
B.A. University of South Carolina  
M.Ed. University of South Carolina  
D.S.M. United States Sports Academy

Stewart Gillman  
B.S. University of South Alabama  
M.S.S. United States Sports Academy  
D.S.M. United States Sports Academy

Ken Reed  
B.A. University of Denver  
M.A. Colorado State University  
Ph.D. University of Northern Colorado

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

Calvin Hunter  
B.S Guilford College  
M.S. Georgia Southern  
D.S.M. United States Sports Academy

Donn Renwick*  
B.A. Stanford University  
M.A. Stanford University  
Ph.D. Florida State University

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

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

Dale Reeves  
B.A. University of South Carolina  
M.S. University of South Carolina  
Ed.D United States Sports Academy

Michael I. Culpepper*  
B.A. University of Alabama – Birmingham  
M.S. University of Alabama – Birmingham  
Ed.D. United States Sports Academy

Mickey Kerr  
B.A. University of Mary Hardin-Baylor  
M.A. West Texas State University  
D.S.M. United States Sports Academy

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

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

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

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

Stan Drawdy*  
B.S. Francis Marion University  
M.Ed. Francis Marion University  
Ed.D. Nova Southeastern University

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

Bobbie Spurgeon-Harris  
B.S. Northwestern Okla.St. Univ.  
M.S. United States Sports Academy  
Ed.D. United States Sports Academy, 2008

Les Dutko  
B.S. Virginia Polytec Institute  
M.A. West Virginia University  
D.S.M. United States Sports Academy

Lawrence Miller  
B.S. Fresno State University  
M.A. Grand Canyon University  
D.S.M. United States Sports Academy

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

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

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

Glen Snyder  
B.A. Bluffton College  
M.S. Kent State University  
Ph.D. University of Northern Colorado

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

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

Gordon Strong  
B.S. U.S Air Force Academy  
M.S. Webster University  
Ed.D. United States Sports Academy

M. Brian Wallace  
B.S. Southern Illinois University  
M.S. Southern Illinois University  
Ph.D. Florida State University

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ADDENDA

A. Student Rights and Responsibilities
B. Application for Admission
C. Program of Study - Sports Management
D. Program of Study - Sports Coaching
E. Program of Study - Sports Studies
F. Program of Study - Sports Medicine
G. Program of Study - Sports Fitness
H. Program of Study – Sports Management/Sports Coaching
I. Program of Study – Sports Management/Sports Studies
J. Program of Study – Sports Management/Sports Medicine
K. Program of Study – Sports Management/Sports Fitness
L. Program of Study – Sports Coaching/Sports Studies
M. Program of Study – Sports Coaching/Sports Medicine
N. Program of Study – Sports Coaching/Sports Fitness
O. Program of Study – Sports Medicine/Sports Studies
P. Program of Study – Sports Medicine/Sports Fitness
Q. Program of Study – Sports Fitness/Sports Studies
R. Program of Study – Sports Fitness/Emphasis in Personal Training
S. Thesis/Dissertation - Approval
T. Thesis Approval Form
U. Post-Graduate Degree Program: Recommendation Form
V. Request for Transcript Form
W. Grading Rubrics
Student Rights and Responsibilities

Honor Code for the United States Sports Academy

By enrolling at the United States Sports Academy, students join a global community of scholars who are committed to the pursuit of excellence in the instructional process. The Academy expects that all students will pursue their studies with both integrity and honesty. Those students who choose not to do so are forewarned that academic integrity and honesty are taken seriously at the Academy. Any student caught in academic dishonesty, including but not limited to plagiarism and cheating, will be subject to disciplinary action, which may include expulsion from the program.

Notice to All Students

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

Academic Integrity

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

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

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

1. If a student uses the exact written words of another person, places the words in quotation marks and cites the last name, year and page number where the quote may be found, this is acceptable. A quote exceeding 40 words must be indented in a block without quotation marks.

2. If students paraphrase other people’s work, they must restate the concept or information in their own words, not just rearrange the words in the sentence. They must cite the author and year of publication. They should be very careful when taking notes to put quotes in the exact wording or put the paraphrased information in the notes.

Submitting the same paper or part of a paper for more than one course is not permitted.
The abuse of Library materials by writing in journals or books, tearing out pages or taking materials from the library without properly checking them out is strictly forbidden.

**Attendance Policy: Resident and Distance-Learning**

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

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

**Drug and Alcohol Policy**

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

**Grade-Appeal Procedures**

The purpose of the grade appeal procedure is to afford an opportunity for 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.

**Online-Student Security**
All students are responsible for security with respect to their log-ons, passwords and any activities utilizing Academy computer resources. Students inappropriately sharing or distributing passwords to unauthorized individuals will be subject to disciplinary action up to and including expulsion.

**Student Conduct**

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

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

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

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

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

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

3. Normally, seven to 10 days will be given for the student to prepare for the hearing, depending on the seriousness of the offense. When necessary, the student may attend the hearing by electronic means by which people can speak and be heard. In all cases, all validated documentation to be considered by the committee must be available at the Academy at least two working days prior to the hearing.

4. The hearing will be held before the platform subcommittee of the Academic Committee. Although the hearing is not intended to be an adversarial forum, the student may have an attorney present who may advise the student but not directly address the hearing panel. The principles of privilege against self-incrimination do not apply. Testimony given by a student in a school disciplinary hearing can later be used in legal proceedings.
The Academy recognizes and processes student misconduct using "Preponderance of Evidence." This means that the evidence, as a whole, shows that the fact sought to be proved is more probable than not. This is the standard used in adjudicating all disciplinary cases within Academy policy.

5. The hearing panel will provide a recommendation to the Chief Academic Officer within five working days from the conclusion of the hearing. The Chief Academic Officer will review the recommendation and render a decision within five working days. That decision can be to ratify the decision and recommendation of the panel or to require a new hearing which would be conducted by the Academic Committee of the Whole. The student will be notified in writing of this decision and the process for a hearing will be repeated in the case for which the Academic Committee of the Whole reviews the recommendation.

6. The Chief Academic Officer will notify the student of the final disposition of the matter within five working days of rendering a final decision.

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

Student Petitions

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 in formal 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 such appeals, decisions rendered by the President shall be final.

Student Rights

The Academy follows the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). In compliance therewith, a copy of the Act can be accessed through the web at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html. Under pertinent provisions of the Act, the items listed below are designated as "Directory Information" and may be released for any
purpose at the discretion of the Academy, unless a student exercises the 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; and

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

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

**Student Rights for Records and Disclosure**

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

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

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

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

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

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

**Student Rights for Release of Grades**

Students can view their grades online, which makes them available much sooner. Grades will no longer be mailed to the students and will not be given over the telephone. To view their grades, students should contact the Registrar via their Academy e-mail account to request the portal login and password. The Registrar will mail the information to the home address on file. Students can then access the Student Service portion of the website and select “Student Records & Information. From there, students select “Student” to login and must type in their student IDs and the new password assigned by the Registrar. Students who experience difficulty with this procedure should contact the Help Desk or call Student Services at 251-626-3303.

**Weapons Policy**

The Academy prohibits the possession or use of firearms or weapons of any type on the Academy premises. The definition of weapons shall include all types of firearms (regardless of size), knives (other than small pocket knives with a blade length of 3 inches or less), mace and pyrotechnic devices (e.g. fireworks).
Infractions will be considered and evaluated on a case-by-case basis as a student disciplinary matter (see the Student Conduct section). The Academy reserves the right to deny admission or continued attendance to a student whose actions are contrary to the policies and procedures of the Academy. Punishment for a weapons infraction may include suspension for a semester or an immediate expulsion of the student.

**Sexual Harassment**

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

Any employee or student who believes that he or she has been harassed in violation of this policy may submit a confidential written complaint to the individual’s supervisor, Director of Administration, Chief Academic Officer, Dean of Student Services or Academy President. The written complaint shall identify the person or persons involved, the nature of the offensive conduct and any witnesses. The President will appoint a responsible individual to investigate the matter and recommend a course of action. The complaint will be investigated confidentially to the extent possible. Following the investigations, statements of the person claiming harassment and the accused harasser will be taken and reviewed by general counsel.

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

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

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

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

The Student Rights and Responsibilities policy is posted on the Academy website at http://www.ussa.edu/services/students-rights.asp.
APPLICATION FOR ADMISSION
UNITED STATES SPORTS ACADEMY
"America's Sport University"
Master of Sports Science Degree Program

PROCEDURES TO APPLY FOR A MASTER OF SPORT SCIENCE DEGREE:
- A completed application form
- A $50 non-refundable U.S. application fee
- A $125 non-refundable International application fee
- An official GRE (Graduate Record Exam), MAT (Miller Analogies Test) or GMAT (Graduate Management Aptitude Test) score
- Three (3) letters of recommendation
- Official college transcripts
- A personal statement
- A résumé or vitae
- Proof of health insurance (Resident Study only)

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

PERSONAL DATA: (please print or type)

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Social Security Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street/Number</td>
<td>City</td>
</tr>
<tr>
<td>Telephone (Home)</td>
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<tr>
<td>Email Address (REQUIRED)</td>
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<tr>
<td>Permanent Address</td>
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<tr>
<td>Street/Number</td>
<td>City</td>
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</table>

<table>
<thead>
<tr>
<th>Citizenship (CHECK ONE)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>United States Citizen</td>
<td></td>
</tr>
<tr>
<td>International - Permanent Resident</td>
<td></td>
</tr>
<tr>
<td>International - Non-U.S. Resident</td>
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</table>

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

Have you previously applied to the Academy?
- No
- Yes

Have you previously been enrolled at the Academy?
- No
- Yes

Do you plan on applying for financial aid?
- No
- Yes

Have you taken the GRE, MAT or GMAT test?
- No
- Yes

If not, which do you plan on taking?
- GRE
- MAT
- GMAT

PROGRAM OF STUDY: Please indicate your Program of Study preferences below.
This is for informational purposes only and does not constitute a commitment on your part.

<table>
<thead>
<tr>
<th>What is your intended program of study?</th>
<th>Degree</th>
<th>Non-Degree</th>
</tr>
</thead>
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<tr>
<td>What is your plan of study?</td>
<td>Distance-learning</td>
<td>Resident Study</td>
</tr>
<tr>
<td>What is your intended discipline?</td>
<td>Sports Coaching</td>
<td>Sports Studies</td>
</tr>
<tr>
<td>Sports Medicine</td>
<td>Sports Fitness</td>
<td>Dual Major</td>
</tr>
<tr>
<td>In which semester do you plan to begin?</td>
<td>Fall (Sept.)</td>
<td>Spring (Jan.)</td>
</tr>
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</table>

1 September 2007
PREVIOUS EDUCATION: List your undergraduate and graduate studies. List your most current degree first

<table>
<thead>
<tr>
<th>Institution</th>
<th>Location</th>
<th>Degree</th>
<th>Major</th>
<th>Dates Attended</th>
<th>Approximate GPA</th>
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EMPLOYMENT EXPERIENCE: List your most current job first

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<th>Institution</th>
<th>Location</th>
<th>Dates</th>
<th>Position</th>
<th>Dates</th>
<th>Position</th>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dates</th>
<th>Activity</th>
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<tbody>
<tr>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dates</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

PERSONAL STATEMENT: Master’s degree applicants: 1. Briefly describe, on a separate attached sheet, your general plans and goals as they pertain to the United States Sports Academy. 2. Please attach a copy of your most recent resume.

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

<table>
<thead>
<tr>
<th>Ethnic Origin</th>
<th>Race</th>
<th>Gender</th>
<th>U.S. Military Veteran</th>
<th>Marital Status</th>
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<th>Female</th>
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</table>

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

Signature: ___________________________ Date: ___________________________

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

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1 September 2007
# MASTER OF SPORTS SCIENCE

## SPORTS MANAGEMENT

### PROGRAM OF STUDY (33 hrs)

**Name**

**Address**

**E-mail**

**Advisor**

**Phone**

<table>
<thead>
<tr>
<th>Mentorship Option</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>SPT 598 Mentorship</td>
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<table>
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<th>Credit Hours</th>
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<tr>
<td>SAR 575 Writing and Applied Research</td>
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<table>
<thead>
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<th>Non-Thesis Option</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
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</thead>
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</tbody>
</table>

Students must select which track they intend to complete.

All students are REQUIRED to successfully complete the Comprehensive Exam.

<table>
<thead>
<tr>
<th>Exam Requirement</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>Comprehensive Exam</td>
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</table>

Students are required to have a signed Program of Study on file. Any deviation must be approved by an advisor.

_________________________  _______________________
Student Signature          Date

_________________________  _______________________
Advisor Signature          Date
# MASTER OF SPORTS SCIENCE
## SPORTS COACHING
### PROGRAM OF STUDY (33 hrs)

<table>
<thead>
<tr>
<th>Name</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
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<table>
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### Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>SAB 561 Contemporary Issues in Sports</td>
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<tr>
<td>SAM 543 Sports Administration</td>
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### Major Courses

<table>
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<tbody>
<tr>
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<td>SAB 571 Sports Coaching Methodology</td>
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<tr>
<td>SAR 525 Sports Strength and Conditioning</td>
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<tr>
<td>SAD 546 Seminar in Sports Medicine</td>
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<tr>
<td>An Elective 500/600 course</td>
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</table>

Students must select which track they intended to complete.

- **Mentorship Option**
<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPT 598 Mentorship</td>
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</tbody>
</table>

- **Thesis Option**
<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Semester</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>SAR 575 Writing and Applied Research</td>
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<tr>
<td>SPT 599 Thesis</td>
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- **Non-Thesis Option**
<table>
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<tr>
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</table>

All students are REQUIRED to successfully complete the Comprehensive Exam.

<table>
<thead>
<tr>
<th>Exam Requirement</th>
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<th>Semester</th>
<th>Grade</th>
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<tbody>
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Students are required to have a signed Program of Study on file. Any deviation must be approved by an advisor.

_________________________  __________________________
Student Signature          Date

_________________________  __________________________
Advisor Signature          Date
MASTER OF SPORTS SCIENCE  
SPORTS STUDIES  
PROGRAM OF STUDY (33 hrs)

<table>
<thead>
<tr>
<th>Name</th>
<th>Advisor</th>
<th>Address</th>
<th>Phone</th>
<th>E-mail</th>
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</thead>
<tbody>
<tr>
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**M.S.S. Core Courses**

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<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAB 561 Contemporary Issues in Sports</td>
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**Major Courses**

<table>
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**Mentorship Option**

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<th>Semester</th>
<th>Grade</th>
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<tbody>
<tr>
<td>SPT 598 Mentorship</td>
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</tbody>
</table>

**Thesis Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
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<td>SPT 599 Thesis</td>
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**Non-Thesis Option**

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All students are REQUIRED to successfully complete the Comprehensive Exam.

<table>
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<tr>
<th>Exam Requirement</th>
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<th>Semester</th>
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</table>

Students are required to have a signed Program of Study on file. Any deviation must be approved by an advisor.

__________________________  ________________________
Student Signature          Date

__________________________  ________________________
Advisor Signature          Date
MASTER OF SPORTS SCIENCE  
SPORTS MEDICINE  
PROGRAM OF STUDY (33 hrs)

Name __________________________  Advisor __________________________
Address __________________________  Phone __________________________
E-mail __________________________

<table>
<thead>
<tr>
<th>M.S.S. Core Courses</th>
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SPORTS FITNESS
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SPORTS MANAGEMENT/SPORTS COACHING DUAL MAJOR
PROGRAM OF STUDY (45 hrs)

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Students must select which track they intend to complete.

- **Mentorship Option**
  - SPT 598 Mentorship
    - Credit Hours: 9

- **Thesis Option**
  - SAR 575 Writing and Applied Research
    - Credit Hours: 3
  - SPT 599 Thesis
    - Credit Hours: 6

- **Non-Thesis Option**
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### SPORTS MANAGEMENT/SPORTS MEDICINE DUAL MAJOR

**PROGRAM OF STUDY (45 hrs)**

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MASTER OF SPORTS SCIENCE
SPORTS COACHING/SPORTS STUDIES DUAL MAJOR
PROGRAM OF STUDY (42 hrs)

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**Core Courses**

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Students must select which track they intended to complete.

**Mentorship Option**

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SPORTS COACHING/SPORTS MEDICINE DUAL MAJOR
PROGRAM OF STUDY (42 hrs)

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Advisor
Address
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E-mail

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## SPORTS COACHING/SPORTS FITNESS DUAL MAJOR

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**M.S.S. Core Courses**

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<tr>
<td>SAD 548 Advanced Assessment in Sports Medicine</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>SAD 591 Treatment Procedures in Sports Medicine</td>
<td>3</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SAR 525 Sports Strength and Conditioning</td>
<td>3</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Sports Fitness Major</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAD 556 Issues in Nutrition and Health</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAR 520 Exercise Physiology</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAR 525 Sports Strength and Conditioning</td>
<td>Included</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAR 580 Exercise Testing and Prescription</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students in Sports Medicine (except those certified by NATA) must take a mentorship.

<table>
<thead>
<tr>
<th>Mentorship Option</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPT 598 Mentorship</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An Elective 500/600 course</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Thesis or Non-Thesis tracks may only be taken by those who are already certified by NATA.

The Academy must have a copy of your NATA Certification on file.

<table>
<thead>
<tr>
<th>Thesis Option</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAR 575 Writing and Applied Research</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>An Elective 500/600 course</td>
<td>3</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SPT 599 Thesis</td>
<td>6</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Thesis Option</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Elective 500/600 course</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>An Elective 500/600 course</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>An Elective 500/600 course</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An Elective 500/600 course</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All students are REQUIRED to successfully complete the Comprehensive Exam.

<table>
<thead>
<tr>
<th>Exam Requirement</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Exam</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students are required to have a signed Program of Study on file. Any deviation must be approved by an advisor.

Student Signature ___________________ Date __________

Advisor Signature ___________________ Date __________

1 September 2007
# MASTER OF SPORTS SCIENCE
## SPORTS FITNESS/SPORTS STUDIES
### PROGRAM OF STUDY (42 hrs)

<table>
<thead>
<tr>
<th>Name</th>
<th>Advisor</th>
<th>Address</th>
<th>Phone</th>
<th>E-mail</th>
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</thead>
</table>

**M.S.S. Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAB 561 Contemporary Issues in Sports</td>
<td>3</td>
</tr>
<tr>
<td>SAM 543 Sports Administration</td>
<td>3</td>
</tr>
<tr>
<td>SAM 544 Sports Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Sports Fitness Major**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAD 556 Issues in Nutrition and Health</td>
<td>3</td>
</tr>
<tr>
<td>SAR 520 Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>SAR 525 Sports Strength and Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>SAR 580 Exercise Testing and Prescription</td>
<td>3</td>
</tr>
</tbody>
</table>

**Sports Studies Major**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Elective 500/600 course</td>
<td>3</td>
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<tr>
<td>An Elective 500/600 course</td>
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<tr>
<td>An Elective 500/600 course</td>
<td>3</td>
</tr>
<tr>
<td>An Elective 500/600 course</td>
<td>3</td>
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</tbody>
</table>

**Mentorship Option (REQUIRED)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPT 598 Mentorship</td>
<td>9</td>
</tr>
</tbody>
</table>

All students are REQUIRED to successfully complete the Comprehensive Exam.

<table>
<thead>
<tr>
<th>Exam Requirement</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Exam</td>
<td>0</td>
</tr>
</tbody>
</table>

Students are required to have a signed Program of Study on file. Any deviation must be approved by an advisor.

________________________
Student Signature

_________
Date

________________________
Advisor Signature

_________
Date
MASTER OF SPORTS SCIENCE
SPORTS FITNESS PROGRAM OF STUDY
With an Emphasis in Personal Training

<table>
<thead>
<tr>
<th>Name</th>
<th>Advisor</th>
<th>Address</th>
<th>Phone</th>
<th>E-mail</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>SOL Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**M.S.S. Core Courses**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAB 561 Contemporary Issues (for Personal Trainers)</td>
<td>3</td>
</tr>
<tr>
<td>SAM 543 Sports Administration (for Personal Trainers)</td>
<td>3</td>
</tr>
<tr>
<td>SAM 544 Sports Marketing (for Personal Trainers)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Other Required Courses**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SAR 526 Personal Training</td>
<td>3</td>
</tr>
<tr>
<td>SAR 520 Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>SAR 525 Sports Strength and Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>SAR 580 Exercise Testing and Prescription</td>
<td>3</td>
</tr>
</tbody>
</table>

**Mentorship Option (Required)**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAD 556 Issues in Nutrition and Health or SAD 546 Seminar in Sports Medicine or SAR 587 Management Strategies in Health and Fitness</td>
<td>3</td>
</tr>
<tr>
<td>SPT 598 Mentorship</td>
<td>9</td>
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</tbody>
</table>

All students are REQUIRED to successfully complete the Comprehensive Exam.

**Exam Requirement**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Comprehensive Exam</td>
<td>0</td>
</tr>
</tbody>
</table>

Students are required to have a signed Program of Study on file. Any deviation must be approved by an advisor.

_________________________          ______________________
Student Signature               Date

_________________________          ______________________
Advisor Signature               Date
UNITED STATES SPORTS ACADEMY

THESIS/DISSERTATION

PROPOSAL

APPROVAL

Student ___________________________ Date: ______________ 

Please Print Month / Day / Year

Degree (Check one)

☐ Master’s of Sports Science (M.S.S.)
☐ Doctor of Sports Management (D.S.M.)

Proposed Title (Should be 12 words or less)

________________________________________

Dissertation Committee ___________________________ Name (Please print or type.)

Committee Chair ___________________________

Committee Member (First Reader) ___________________________

Committee Member (Second Reader)* ___________________________

* Not used for M.S.S. Thesis

Approval

Committee Chair (Project Director) ___________________________

Name (Please print or type.) ___________________________

Signature ___________________________

Director of Doctoral Studies ** ___________________________

Name (Please print or type.) ___________________________

Signature ___________________________

Chief Academic Officer ___________________________

Name (Please print or type.) ___________________________

Signature ___________________________

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

Terms: □ Approved □ Approved Conditionally □ Not Approved

Copies: □ Committee Chair □ Registrar

□ Student's File □ Student

1 September 2007
UNITED STATES SPORTS ACADEMY

Approval of
a thesis submitted by

(Type Student's Name Here)

_________________________________________ Date: ____________________
Chair, Thesis Committee

_________________________________________ Date: ____________________
Thesis Committee Member

_________________________________________ Date: ____________________
Chief Academic Officer
United States Sports Academy
Post-Graduate Degree Program
Recommendation Form

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

Plan of Study:
- [ ] Resident
- [ ] Distance Learning
- Intended Enrollment: __________________________
- Emphasis: __________________________
- Semester: __________________________
- Year: __________________________
- Sports Coaching
- Sports Management
- Sports Studies
- Sports Medicine
- Sports Fitness

Section I (Please Print or Type)
Name: ____________________________________________
- Last
- First
- Middle
Address: ____________________________________________
- Street or Box No.
- City
- State
- Zip or Postal Code
Telephone: Home (___)____________ Work (____)____________
Institution Granting Undergraduate Degree: __________________________

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

Signature __________________________ Date __________________________

Section II (This is to be completed by writer of recommendation.)
Please rate the above applicant on the following characteristics:

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship</td>
<td></td>
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<tr>
<td>Intellectual</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Perseverance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experiment or research skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Resourcefulness</td>
<td></td>
<td></td>
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<tr>
<td>Leadership</td>
<td></td>
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<tr>
<td>Integrity</td>
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<td></td>
<td></td>
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<tr>
<td>Employment record</td>
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<td></td>
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<td></td>
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<tr>
<td>Appearance</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emotional stability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Use the back of this form for your comments.

Name (Print or Type): ____________________________________________ Title: ____________________________________________
Organization: ____________________________________________ Address: ____________________________________________
City: ____________________________________________ State: ____________________________________________ Postal Code: ____________________________________________
Signature: ____________________________________________ Date: ____________________________________________

Please return to: Department of Student Services, United States Sports Academy, One Academy Drive, Daphne, AL 36526.
How long and how well have you known this applicant? ____________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
Additional Comments.  _______________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
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____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
The United States Sports Academy accepts students regardless of race, religion, gender, age, disability or national origin.
REQUEST FOR TRANSCRIPT FORM

☐ Doctoral  ☐ Master’s  ☐ Bachelor’s  ☐ Continuing Education

Name: ___________________________  Home Phone: (____)____-______

Work Phone: (____)____-______

Social Security #: ___________________________  Cell Phone: (____)____-______

This is to authorize the release of my academic record to the following address:

________________________________________________________________________

________________________________________________________________________

Signature: ___________________________  Number of Copies: ______

This request will not be processed without a signature.

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

________________________________________________________________________

POLICIES GOVERNING TRANSCRIPTS OF RECORD:

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

Method of Payment (check box)

☐ Check/Money Order  ☐ Type: Visa M/C AMEX DISC  Acct. #: __________________

☐ Credit Card  ☐ Exp. Date: __________________

(Circle type above)

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 Education degree (level V).
THE FOLLOWING RUBRIC WILL BE USED TO ASSESS ASSIGNMENTS:

<table>
<thead>
<tr>
<th>General Comments</th>
<th>Assessment</th>
<th>Score</th>
</tr>
</thead>
</table>
| • Content: response is very specific, concise, and to the point; information accurate; conclusions and/or opinions logical and insightful.  
  • Writing: fluent and lively; few or no errors of grammar and punctuation; sources cited correctly by APA standards.  
  • Overall impression: complete and exemplary.                                                                                                                                  | Exceeds Standard   | 36 - 40|
| • Content: response refers to the task and is mostly concise; information is accurate; logical conclusion or opinion is offered.  
  • Writing: fluent but not interesting; a few errors of grammar and punctuation; sources cited informally.  
  • Overall impression: complete and satisfactory                                                                                                                                | Meets Standard     | 32 - 35|
| • Content: response not on task, may be wordy; information generally accurate but no insight offered; inaccuracies and faulty logic present in conclusion and/or opinions.  
  • Writing: lacks fluency; repeated errors of grammar and punctuation; very few sources mentioned.  
  • Overall impression: incomplete and barely satisfactory                                                                                                                        | Standard Barely Met| 28 - 31|
| • Content: response does not specify the task; information missing or inaccurate; no insights offered; conclusion or opinion, if offered, may be judged to be off-task or illogical..  
  • Writing: faltering or insufficient; many errors of grammar and punctuation; no sources.  
  • Overall impression: incomplete and unsatisfactory.                                                                                                                          | Standard Not Met   | 0 - 27 |
THE FOLLOWING RUBRIC WILL BE USED TO ASSESS PAPERS:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction / Thesis</td>
<td>• introduction of topic, thesis and subtopics weak</td>
<td>• adequate introduction that states topic, thesis, and some of the subtopics</td>
<td>• proficient introduction that states topic, thesis, and all subtopics in proper order</td>
<td>• exceptional introduction that states topic, thesis, and all subtopics in proper order</td>
<td>• thesis is exceptionally clear, arguable, well developed, and a definitive statement</td>
<td>10</td>
</tr>
<tr>
<td>Quality of Information / Evidence</td>
<td>• introduction on topic limited</td>
<td>• some aspects of paper are neccesitated</td>
<td>• papers are well researched and detailed</td>
<td>• papers are exceptionally researched, extremely detailed, and historically accurate</td>
<td>• central eviidence from a variety of significant sources</td>
<td>0</td>
</tr>
<tr>
<td>Support of Ideas / Analysis</td>
<td>• lack of research, details, and accurate evidence</td>
<td>• some aspects of paper are neccesitated</td>
<td>• papers are well researched and detailed</td>
<td>• papers are exceptionally researched, extremely detailed, and historically accurate</td>
<td>• central eviidence from a variety of significant sources</td>
<td>0</td>
</tr>
<tr>
<td>Organization / Development of Ideas</td>
<td>• paper lacks clear and logical development of ideas</td>
<td>• somewhat clear and logical development of ideas</td>
<td>• clear and logical development of ideas</td>
<td>• exceptionally clear, logical, concise, and thorough development of subtopics to support thesis</td>
<td>• excellent incorporation between paragraphs (40-49 pts)</td>
<td>0</td>
</tr>
<tr>
<td>Conclusion</td>
<td>• lack of summary of topic and thesis</td>
<td>• adequate summary of topic and thesis</td>
<td>• good transitions between paragraphs</td>
<td>• good transitions between paragraphs</td>
<td>• exceptionally clear, logical, concise, and thorough development of subtopics to support thesis</td>
<td>0</td>
</tr>
<tr>
<td>Language / Conventions</td>
<td>• inconsistent grammar and punctuation</td>
<td>• some errors in grammar and punctuation</td>
<td>• clear with mostly consistent grammar and punctuation</td>
<td>• clear with consistently proper grammar and punctuation</td>
<td>• very concise, clear, and consistent use of citations</td>
<td>0</td>
</tr>
<tr>
<td>Citations / References</td>
<td>• inconsistent use of citations</td>
<td>• some consistent use of citations</td>
<td>• usually consistent use of citations</td>
<td>• consistently used citations</td>
<td>• all sources shown and cited in a clear and organized manner</td>
<td>0</td>
</tr>
</tbody>
</table>

Total Score /350

1 September 2007
W-2