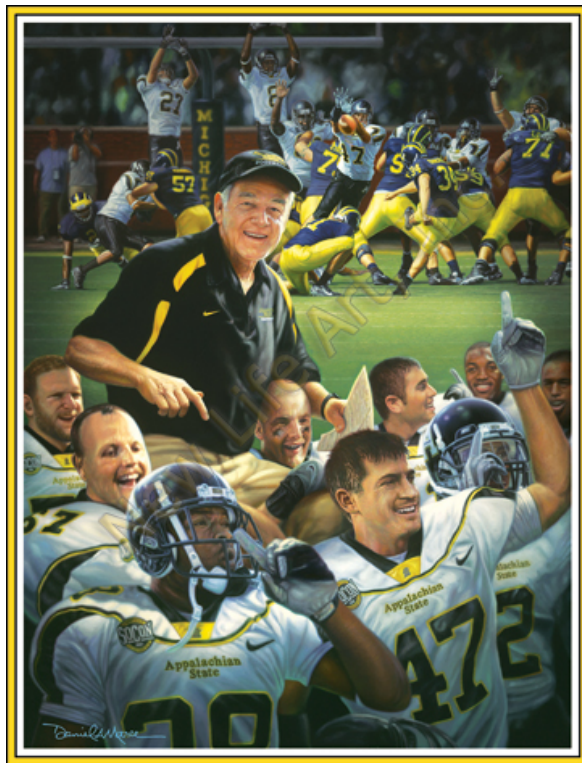


UNITED STATES SPORTS ACADEMY



Bachelor of Sports Science Degree (B.S.S.) Academic Catalog 2008-2009

1 September 2008



Appalachian State University – 2007 College Football Game of the Year

by Daniel A. Moore

Academy Sport Artist of the Year 2005

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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 baccalaureate, master's, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the United States Sports Academy.

1.3. Alabama State Licensure and Certification

The Academy is licensed by the State of Alabama Department of Postsecondary Education to grant the Bachelor of Sports Science, Master of Sports Science and Doctor of Education degrees.

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

1.4. Equal Opportunity Statement

The United States Sports Academy accepts 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

President and Chief Executive Officer Dr. Thomas P. Rosandich founded the Academy in 1972, as a direct response to the increasingly complex interrelationship of sports and society in America. From the beginning, the Academy's general mission has been to serve the nation and the world as a sports-education resource, improving sports through programs of instruction, research, and service.

The Academy was born from the United States' need for a national school of sports. This need was highlighted by the nation's inferior performance at the 1972 Munich Olympiad, largely the result of poor administration, scant medical support, and unscientific coaching and training.

The National Association of Collegiate Directors of Athletics (NACDA) recognized a need for improved education in the areas of coaching, sports management, and sports medicine. The association provided a forum for an exchange of ideas, from which emerged the Academy's first Board of Advisors (today the Board of Visitors). The board played a key role in developing basic concepts upon which a graduate institution for teachers, coaches, sports medicine specialists, and sports administrators was founded to serve (primarily) the nation's secondary school level.

Implementation of these concepts fell to the governing Board of Directors (today the Board of Trustees). The directors were diverse professionals with specific expertise important to the formation of the 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, sports administrator. Three of the founding members continue to serve the Academy.

The Academy's greatest asset may be its National Faculty, developed in the institution's formative years. The National Faculty consists of distinguished educators in all areas of sports who have served as sport specialists throughout the world. The Academy's cultural exchange programs reach 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 education and training 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 has ranged from 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). Evaluated by SACS in 1983, the Academy was admitted to membership on 13 December 1983, becoming the nation's first and only freestanding, accredited institution dedicated solely to professional studies in sports. In summer 1986, a new milestone was reached when the Academy purchased a permanent campus in Daphne, Alabama, on the eastern shore of Mobile Bay. In summer 1988, following a two-year self-study, the Academy received reaffirmation of accreditation from the Commission on Colleges of SACS. In 1996, the Academy's doctoral program received accreditation, and its distance-learning delivery system was reviewed and approved.

In the years since, the Academy has completed a 10-year comprehensive self-study as well as a successful reaffirmation of accreditation, awarded in December 1998. The Bachelor of Sports Science degree program was introduced, reviewed and accredited in 2005, which made the institution the only accredited sports *university* in the country.

One vision for the Academy during its conception was for it to become a university without walls, meeting the needs of students by teaching sports in any location on the globe. Today as the world's largest school of sport, the Academy has met this challenge. The full promise of this vision was realized in fall 1993, when the Academy introduced the distance-learning delivery system that enables today's students to complete the whole curriculum away from the Academy campus (excepting doctoral-level comprehensive examination). In 2007, the Academy's graduating class featured students from 45 states and 12 foreign countries.

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 preserving sport art and archival materials. Located in the main building on the Academy campus, the museum exhibits the work of renowned sport artists. An annual event for ASAMA is the Awards of Sport medallion series of honors. Designated “a tribute to the artist and the athlete,” the medallion series recognizes outstanding performances and contributions of national and international leaders, coaches, administrators, athletes, and artists with influence in the world of sports.

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 Bachelor of Sports Science Degree Program

The specific goals of the bachelor’s degree program are derived from the mission of the Academy. These goals and objectives are as follows:

1. To require students to read and analyze existing texts and journals to gain knowledge of the principles and methods governing the practices in the profession of sport;
2. To provide course work on the theory and practice of the sport disciplines that will, in turn, produce educated individuals who:
 - Think independently;
 - Articulate clearly their own ideas orally and in writing;
 - Discuss with conviction issues of significance in their chosen disciplines;
 - Exhibit an expanded view or vision of the sport discipline of their majors specifically and of sport in general; and
 - Understand an expanded view on sport and its role in society on a national and international basis;
3. To provide course work which shows students how to take theoretical information and put it into practice by:
 - Reviewing issues and trends in the world of sport and making appropriate application of the knowledge in creating solutions;

- Gaining knowledge of the theory of sport in order to apply it correctly to the right situation at the right time;
 - Demonstrating the appropriate skill sets to work in the profession of sport at various levels from amateur through professional; and
 - Engaging in self-directed study, critical thinking, critical incidence reporting and problem solving specifically in sport and in the world in general;
4. To increase students' awareness of the need for a personal philosophy and the importance of ethical principles related to their chosen professions and life in general, by:
 - Reading information on the philosophical, sociological, psychological and historical aspects of the sport profession in the United States;
 - Gaining knowledge of current sport literature, its origins, deviations and expressions in a contemporary world; and
 - Gaining knowledge of ethical principles and how these can be applied in the world of sport and life in general;
 5. To provide materials necessary for students to gain the knowledge, skill sets and practical abilities to succeed in the discipline of the sport major being studied; and
 6. To provide a practical experience in the area of sport discipline in which the student can fully test the knowledge and sets of skills acquired in real life experiences under-qualified mentors.

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

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

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

1.11. Honor Code for the United States Sports Academy

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

1.12. Special Provisions

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

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 including 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 Padres 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 College of Sports Medicine
American Council on Exercise

American Library Association
Association for Institutional Research
Association of American International Colleges and Universities
College and University Personnel Association
College Prep
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 Council for Health, Physical Education, Recreation, Sport and Dance
International Council of Sports Science and Physical Education
International Olympic Committee
International Sport for All Federation
International Sports Heritage Association
International Society of Olympic Historians
National Association of Foreign Student Advisors
National Association for 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
National Clearinghouse
National Federation of State High School Associations (NFHS)
National Strength and Conditioning Association
National University Continuing Education Association
Network of Alabama Academic Libraries
Nichols College
North American Society for Sport History
North American Society for Sports Management
Online Computer Library Center
Professional Tennis Registry
Southeastern Library Network
Southern Association of Colleges and Schools
Southern Association of College Registrars and Admissions Officers
Southern Association of Student Financial Aid Administrators
Southern Regional Electronic Campus
United States Distance Learning Association
United States Tennis Association
United States Track and Field Coaches Association
Women's Sport Services

1.15. Academy Library

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

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

1.15.1 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. ACADEMIC CALENDAR

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

2008-2009		FALL	2009-2010	
2008			2009	
1	September	Labor Day Holiday	7	September
4	September	Open Registration for Online Classes	10	September
12	October	Last day to register for Fall Doctoral Comprehensive Exam	11	October
18	November	MAT Testing	17	November
12-14	November	Doctoral Comprehensive Examinations	11-13	November
27-28	November	Thanksgiving Holiday	26-27	November
6	December	Last Day to Register for Spring Doctoral Comprehensive Exam	2	December
19	December	Last Day to Drop a Course with a W Grade	19	December
25	December	Christmas Holiday	25	December
31	December	Last Date to Register for Fall Online Classes	31	December

SPRING				
2009			2010	
7-9	January	Doctoral Comprehensive Examinations	6-8	January
6	January	Open Registration for Online Classes	4	January
19	January	Martin Luther King Holiday	18	January
31	January	MAT Testing	28	January
24	February	Mardi Gras Holiday	16	February
17	April	Last Day to Drop a Course with a W Grade	16	April
29	May	Last Date to Register for Spring Online Classes	28	May

SUMMER				
2009			2010	
25	May	Memorial Day Holiday	31	May
4	June	Open Registration for Online Classes	2	June
4	June	Last Day to register for Summer Doctoral Comprehensive Exam	2	June
9	June	MAT Testing	8	June
4	July	American Independence Day Commemorated	4	July
17	July	Last Day to Drop a Residential Course with a W Grade	20	July
8-10	July	Doctoral Comprehensive Examinations	7-9	July
28	August	Last Date to Register for Summer Online Classes	31	August

3. ADMISSIONS

Courses in the Academy's Bachelor of Sport Science (BSS) degree program are open to any student who holds a secondary school diploma or general equivalency diploma (GED). Offered online, the BSS degree and individual bachelor's degree courses are sport-specific. The BSS degree features majors in sports coaching, sports management and sports studies. Degree-seeking students must earn a minimum of 30 semester-hours from the Academy. Catalog section 3.1 (below) explains admission criteria and categories.

3.1. General Admission

3.1.1. Full-Standing Admission

For full-standing admission to the bachelor's program, an applicant must have completed at least 60 semester hours of which 30 semester hours are the general education component (GEC) with a cumulative GPA of 2.0 or higher. For students who do not qualify for full standing, refer to the Conditional Admission section below.

Applicants for admission must submit the following:

1. A completed bachelor's degree application, accompanied by a \$50 non-refundable application fee;
2. An official copy of all college transcripts;
3. A written personal statement describing the motivation or reasons for pursuing a Bachelor of Sports Science degree program; and
4. A resume.

3.1.2. Conditional Admission

The conditional-admission category is for students who do not meet one or more of the full admissions requirements.

1. If the applicant has completed 60 or more hours, including the general-education component (GEC), but has less than a 2.0 GPA, the applicant may be admitted conditionally as follows:
 - If the applicant is deficient in any of the general education core courses, the applicant must complete those courses with a grade of D or better*; and
 - The applicant may register for the Academy's four core required courses and must maintain a C or better grade in each course.*

*Both of these conditions must be met before the student will be allowed to register for any additional courses at the Academy beyond the Academy's core-required courses.
2. Applicants who have not accumulated 60 transferable hours (including the general education component) may be admitted conditionally as follows:
 - Applicants who have accumulated between 36-59 hours at a regionally-accredited or nationally-accredited institution with a GPA of 2.0 or higher may be admitted conditionally, provided they complete their deficiencies before they register for the Academy's final Core course, and must maintain a grade point average of 2.0 in their first 12 hours of Academy courses taken.

3.1.3. Conditional Administrative Admission

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

3.1.4. Non-Degree Admission (Individual Courses)

A non-degree-seeking student is a student who has enrolled in a course and holds at least a secondary school or general equivalency diploma (GED) but has not applied for admission to the bachelor's degree program. Financial aid is not available from the Academy for non-degree-seeking students.

Non-degree-seeking students must submit the following for enrollment:

1. A completed bachelor's degree application accompanied by a \$50 non-refundable application fee; and
2. An official copy (or a certified English translation for international students) of a secondary-school diploma.

A non-degree-seeking student is allowed to take courses for transfer or for similar interests but is not admitted as a degree-seeking student. A non-degree-seeking student is not eligible to enroll in a mentorship and cannot transfer into degree-seeking status without successfully completing the full application process. If a non-degree-seeking student chooses to seek degree status, the student is responsible for all fees associated with the regular admission process.

3.1.5. Remedial Admission

The Academy remediation program is specially designed for individuals who have been out of school for at least five years or posted poor grades at a previous institution, but have an interest in earning a degree in sport. Remedial-admission status is only for individuals who have taken at least 36 or more semester hours of credit and have completed the general-education requirements outlined above, but do not have a 2.0 GPA in these classes. The program is designed to provide students a second chance to prove their ability to earn a bachelor's degree in a subject area that they enjoy.

In the remediation program, students must retake courses in which they have earned failing grades, but while they are repeating these courses at another institution, they will be allowed to enter any bachelor's degree program and take the core courses. To continue in the remediation program, the student must make a D or higher in the courses repeated and a C or higher in the Academy's core requirements. Failure in either area will result in the student being dismissed from the program.

The remedial concept allows students to demonstrate their academic ability through attainment in the classroom. If students prove themselves through performance in the classroom by repeating the classes they failed and achieving a D or better grade and achieving a 2.0 or better GPA in the Academy's courses, they will be admitted into full-standing status.

3.1.6. International Student Admission

In addition to the applicable domestic requirements, an international applicant seeking admission to the bachelor's program must submit the following to the Office of Student Services:

1. 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), 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 6). Students may be conditionally admitted with a TOEFL score of 500 to 549 on the paper-based format, 173 to 212 on the computer-based format, 61-78 on the Internet-based format or 5 to 5.9 on the IELTS.

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

2. Students who have obtained previous undergraduate education in a country other than the U.S or Canada must have certified English translations of foreign school transcripts evaluated by a member of the National Association of Credential Evaluation Services (<http://www.naces.org/members.htm>) in a course-by-course evaluation. Transcripts must demonstrate that a student has attained a minimum of 36 and a maximum of 90 semester hours of transferable credit in order to be admitted to the BSS program. Among the semester credit-hours to be transferred are 30 semester credit hours of the general education requirements. The only exception to this requirement is that the three to six hours of English composition or English language arts may be waived by a TOEFL score that meets the Academy's minimum standards for acceptance to the program. 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. Effective 1 September 2008, all international resident students will be assessed a health insurance fee (see Tuition and Fee section of this catalog.)

3.2. Transfer-Credit Acceptance

Any applicant to one of the Academy's bachelor's degree programs is eligible to transfer from another college or university equivalent 300 and 400 level courses that are substantially the same as the Academy curriculum. A student may transfer between 36-89 semester-hours to the Academy.

3.2.1. Specific Transfer Policies in the Bachelor's Program

1. The Academy accepts courses from all regionally-accredited institutions.
2. The Academy accepts courses from all nationally-accredited institutions (as recognized by the Department of Education) on a conditional basis, i.e. the student must achieve a 2.0 or higher GPA in the first 12 hours of the undergraduate level work at the Academy for the courses to transfer.
3. The Academy will accept courses from international institutions 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 credits on a conditional basis through a credential evaluation service that is a member of the National Association of Credential Evaluation Services.

5. The Academy may accept transfer credits from non-accredited institutions on a conditional basis. All such transfer credits must be reviewed on a case-by-case basis.
6. An applicant may offer for consideration the transfer credit hours earned by means of the Defense Activity for Nontraditional Education support (DANTES) Test if the school from which the applicant is transferring accepted the test and said hours are reflected on the applicant's transcript. In addition, the applicant must have an official DANTES score report mailed directly to Undergraduate Admissions.
7. College Level Examination Program (CLEP) credit may be accepted towards the 60 hours of transferable credit if the institution from which the applicant is transferring accepted the hours and said hours are reflected on the applicant's transcript. In addition, the applicant must have an official CLEP score report mailed directly to Undergraduate Admissions.
8. Individuals who submit test scores for DANTES or CLEP will be referred to the Undergraduate Admissions Committee. The Committee reserves the right to accept or reject the number of hours that may be accepted.
9. The Academy does not grant academic credit for previous life experience.

3.2.2. Transfer-Request Procedures (Above 36 hours)

1. Students interested in transfer-credit must apply to the program before the institution will consider requests;
2. A cover letter explaining the request should be sent to the Chief Academic Officer, along with a copy of the official transcripts showing the grade earned, a catalog description of the course and a copy of the syllabus outlining learning objectives and course content. In addition, the applicant should specify which of the Academy's courses, the transfer courses may be able to replace; and
3. In the case of international students, a copy of the official transcript in English or a verified translation into English from a foreign language. In the case of the alternate for international courses, a certified course-by-course transcript evaluation from a member of the National Association of Credential Evaluation Services is required.

3.3. Statute of Limitations on Acceptance

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

3.4. Registration/Orientation

Students may start course work at any time following acceptance. Registration is done through the student portal on the Academy website. All fees and tuition are due at the time of registration. All students are required to complete the online Orientation course (SPT 101) within their first semester.

3.5. Institutional Testing Codes

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

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

3.6. Testing Facilities

The following testing facilities and services may be of help to students in the bachelor's degree program at the Academy:

1. <http://www.act.org/caap/index.html>
TOEFL (International Students)
www.toefl.org.
Score Required = 550 (paper based), 213 (computer based) or 79 (2006 Internet based)
2. ETS (Educational Testing Services)
Information: (609) 771-7630
www.ets.org.
3. CCTC (Consortium of College Testing Centers)
<http://www.ncta-testing.org/cctc/>
4. IELTS (International Students)
www.ielts.org
Score Required = 6 (Academic Module)
School Code: 1885

3.7. Alabama and Other State Teaching-Certification Requirements

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

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

4. ACADEMIC AFFAIRS

4.1. Bachelor of Sports Science (B.S.S.) Degree Program

The United States Sports Academy offers Bachelor of Sports Science degrees in sports coaching, sports management and sports studies. Degree-seeking students must take a minimum of 30 semester-hours at the Academy. The Academy's online program makes it convenient for students to take individual courses from the Academy that can be transferred to most any institution in the United States. For non-degree options, please see Admissions Requirements in section 3.

Admitted students must follow the prescribed progression in their majors.

Students will be required to begin their studies with the Academy in the core courses. Once a student has finished the core courses successfully, he or she will work with an advisor to set up a *Program of Study* to complete all the required and elective courses in a program. After successful completion of the core, required and elective courses in the proper sequence with a 2.0 or better cumulative grade point average (GPA), the student will consent with his or her academic advisor to plan the culminating experience.

The culminating experience in the bachelor's degree program is an experiential educational component referred to as a mentorship. The mentorship consists of 400 hours of study in the field of sport. It is supervised by a mentor selected by the student. The mentorship is based upon specific learning goals and objectives established collaboratively by the student, the Academy and the mentor. The mentorship requires monthly reports, a final evaluation by the mentor and a 5,000 word paper by the student describing how and why goals and objectives were or were not achieved.

The mentorship grade is based on three components. It is weighted as follows:

1. An exit interview between the student and an Academy advisor is worth 5%;
2. A 5,000-word paper written by the student and graded by the student's Academy advisor, which assesses the attainment of the expected goals and objectives, is worth 10%; and
3. A final evaluation form, completed by the mentor, is worth 85%.

4.2. Online Delivery Process

The Academy's bachelor's degree is delivered online in an asynchronous environment. This means that the professor and student do not have to be in simultaneous contact for learning to take place or assignments to be completed. Academy students receive a log-on and password to access online courses. They also receive the required textbook(s) for each course. Each student is then assigned a professor for each course. Every course includes written assignments, participation in threaded discussions, quizzes 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 online courses. Those 16 weeks include one week built into the course time for shipping and handling of materials.

4.2.1. Orientation for Distance Learning

Prior to beginning online courses at the Academy, students are required to take a no-cost, non-credit course titled SPT 101 Introduction to Academy Online Learning. This course is an

orientation course. It serves as a tutorial on the Academy's system of online learning. The course is graded on a pass/fail basis.

4.2.2. Technical Requirements:

Visit <http://www.ussa.edu/ussanet> to view the *Technical Requirements and Browser Test Page*, which concerns 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. It 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/>.

4.4. Sports Management Degree Curriculum

The curriculum in sports management is designed to give students a broad-based knowledge of the management fundamentals associated with sports industry. In addition, it allows the student to be competent managers in sports organizations by providing a broad understanding of the sport industry's various forms and special nature through a mixture of core, required, elective and experiential educational components.

The curriculum for sports management has four core-courses, nine required-courses, five elective-courses and a required mentorship. It is suggested that these courses be taken in sequence, beginning with core courses. All hours listed are semester-hours.

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

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

- SAM 322 Foundations of Amateur & Professional Sports 3 hours
- SAM 342 Personnel Management in Sports 3 hours
- SAM 344 Sports Marketing 3 hours
- SAM 445 Sports Managerial Accounting 3 hours
- SAM 448 Sports Promotion and Event Planning 3 hours
- SAM 451 Public Relations in Sports 3 hours
- SAM 450 Fundraising in Sports 3 hours
- SAM 482 Sports Facilities Management 3 hours
- SAM 486 Sports Law and Risk Management 3 hours

While taking the aforementioned courses, students may take five of the following seven elective courses (after consulting with an Academic Advisor):

- SAB 305 Sociology of Sports 3 hours
- SAB 310 History of Sports 3 hours

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

After completion of the core, required and elective courses, students take the mentorship as the culminating experience.

- SAM 498 Mentorship 6 hours

Emphasis Area: Students can elect to take an emphasis in golf management. The emphasis requires students to take three courses in golf management instead of elective courses listed above. The course descriptions are listed in section 4.7 below and include

- SAM 334 Golf Operations Management (3 sem. hrs.)
- SAM 335 Golf Club Design – Fitting and Repair (3 sem. hrs.)
- SAM 336 Golf Turf Management (3 sem. hrs.)

4.5. Sports Coaching Degree Curriculum

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

The curriculum for sports coaching has four core courses, nine required courses, three general elective courses, two sports coaching science electives and a mentorship (as the culminating experience). It is suggested that these courses be taken in a sequence, beginning with core courses. All hours listed are semester hours.

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

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

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

While taking the required courses, students may take three of the following six general elective courses (after consulting with an Academic Advisor):

- SAB 301 Sports Officiating 3 hours
- SAB 302 Sports Coaching Technology 3 hours
- SAB 310 History of Sports 3 hours
- SAM 386 Legal Concepts in Sports 3 hours
- SAM 482 Sports Facilities Management 3 hours
- SAM 496 Topical Readings in Sports 3-6 hours

While taking the required courses or the aforementioned electives, students may take two of the following 18 elective Sports Coaching Science courses (after consulting with an Academic Advisor):

- SCS 300 Coaching Cross-Country Skiing 3 hours
- SCS 303 Coaching Track and Field 3 hours
- SCS 308 Coaching Baseball 3 hours
- SCS 313 Coaching Basketball 3 hours
- SCS 317 Coaching Cheerleading 3 hours
- SCS 318 Coaching Cross-Country Running 3 hours
- SCS 328 Coaching Field Hockey 3 hours
- SCS 330 Coaching Figure Skating 3 hours
- SCS 332 Coaching American Football 3 hours
- SCS 334 Coaching Golf 3 hours
- SCS 337 Coaching Gymnastics 3 hours
- SCS 338 Coaching Ice Hockey 3 hours
- SCS 364 Coaching Soccer 3 hours
- SCS 366 Coaching Softball 3 hours
- SCS 370 Coaching Swimming 3 hours
- SCS 376 Coaching Tennis 3 hours
- SCS 378 Coaching Volleyball 3 hours
- SCS 384 Coaching Wrestling 3 hours

After completion of the core, required and elective courses, students take the mentorship as the culminating experience.

- SAM 498 Mentorship 6 hours

Emphasis Area: Students can elect to take an emphasis in golf coaching. The emphasis requires students to take three courses in golf coaching instead of elective courses listed above. The course descriptions are listed in section 4.7 below and include

- SAR 334 Biomechanics/Fitness for Golf (3 sem. hrs.)
- SCS 334 Coaching Golf (3 sem. hrs.)
- SCS 434 Advanced Golf Coaching (3 sem. hrs.)

4.6. Sports Studies Degree Curriculum

The sports studies curriculum is designed to give students the opportunity to build areas of concentration that meet their specific needs.

The curriculum for sports studies has four core courses, 14 elective courses and a mentorship as the culminating experience. It is suggested that these courses be taken in a sequence, beginning with the core courses. All hours listed are semester hours.

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

Once the core courses are completed, students may take any 14 of the following 22 elective courses (after consulting with an Academic Advisor):

- SAM 322 Foundations of Amateur & Professional Sports 3 hours
- SAM 342 Personnel Management in Sports 3 hours
- SAM 344 Sports Marketing 3 hours
- SAM 445 Sports Managerial Accounting 3 hours
- SAM 448 Sports Promotion and Event Planning 3 hours
- SAM 451 Public Relations in Sports 3 hours
- SAM 450 Fundraising in Sports 3 hours
- SAM 482 Sports Facilities Management 3 hours
- SAM 486 Sports Law and Risk Management 3 hours
- SAB 305 Sociology of Sports 3 hours
- SAB 368 Psychology of Sports 3 hours
- SAB 371 Sports Coaching Methodology 3 hours
- SAB 373 Scientific Principles of Coaching 3 hours
- SAD 320 Applied Sports Performance Analysis 3 hours
- SAD 346 Sports Medicine 3 hours
- SAD 356 Sports Nutrition 3 hours
- SAR 332 Sports Strength and Conditioning 3 hours
- SAM 367 Olympic Culture 3 hours
- SAM 386 Legal Concepts in Sports 3 hours
- SAM 392 Sports Agent Business 3 hours
- SAB 301 Sports Officiating 3 hours
- SAB 302 Sports Coaching Technology 3 hours

Students may substitute three of the following 18 elective Sports Coaching Science courses for any three of the 14 electives above (after consulting with an Academic Advisor):

- SCS 300 Coaching Cross-Country Skiing 3 hours
- SCS 303 Coaching Track and Field 3 hours
- SCS 308 Coaching Baseball 3 hours
- SCS 313 Coaching Basketball 3 hours
- SCS 317 Coaching Cheerleading 3 hours
- SCS 318 Coaching Cross-Country Running 3 hours
- SCS 328 Coaching Field Hockey 3 hours

•	SCS 330	Coaching Figure Skating	3 hours
•	SCS 332	Coaching American Football	3 hours
•	SCS 334	Coaching Golf	3 hours
•	SCS 337	Coaching Gymnastics	3 hours
•	SCS 338	Coaching Ice Hockey	3 hours
•	SCS 364	Coaching Soccer	3 hours
•	SCS 366	Coaching Softball	3 hours
•	SCS 370	Coaching Swimming	3 hours
•	SCS 376	Coaching Tennis	3 hours
•	SCS 378	Coaching Volleyball	3 hours
•	SCS 384	Coaching Wrestling	3 hours

After completion of the core and elective courses, students take the mentorship as the culminating experience.

•	SAM 498	Mentorship	6 hours
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4.7. Bachelor of Sports Science Degree Course Descriptions

SAB 300 Sports Art (3 sem. hrs.)

This is an art appreciation course studying the various forms and media used to capture the strength, grace, beauty, anguish, and ecstasy of sport competition. Students will be exposed to both classical and contemporary art.

SAB 301 Sports Officiating (3 sem. hrs.)

This course is designed to teach students the rules and regulations for specific sports; it explains how to apply them in games. Current rule changes will be reviewed and discussed.

SAB 302 Sports Coaching Technology (3 sem. hrs.)

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

SAB 305 Sociology of Sports (3 sem. hrs.)

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

SAB 310 History of Sports (3 sem. hrs.)

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

SAB 334 Ethics in Sports (3 sem. hrs.)

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

SAB 361 Contemporary Issues in Sports (3 sem. hrs.)

This course is designed to introduce current issues in society and their impact on sport at all levels of participation. Emphasis focuses upon the variety of the issues facing sport as a leisure activity

and as an industry, as well as how the issues are addressed by the media, sport organizations, sport coaches and administrators.

SAB 368 Psychology of Sports (3 sem. hrs.)

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

SAB 371 Sports Coaching Methodology (3 sem. hrs.)

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

SAB 373 Scientific Principles of Coaching (3 sem. hrs.)

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

SAD 320 Applied Sports Performance (3 sem. hrs.)

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

SAD 346 Sports Medicine (3 sem. hrs.)

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

SAD 356 Sports Nutrition (3 sem. hrs.)

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

SAM 322 Foundations of Amateur & Professional Sports (3 sem. hrs.)

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

SAM 334 Golf Operations Management (3 sem. hrs.)

This course is an introduction to the fundamental components of establishing and running a successful golf operation. Special emphasis is placed on the role of the golf professional, pro-ship operation, outside service, as well as comprehensive personnel-related and daily management and operational issues.

SAM 335 Golf Club Design – Fitting and Repair (3 sem. hrs.)

This course covers the basic theory of golf club design and fundamentals of proper fitting as they relate to effective merchandising and customer needs. Students will learn to properly fit clubs to the needs of the customer as well as how to repair clubs

SAM 336 Golf Turf Management (3 sem. hrs.)

The course is a general overview of golf course maintenance. It covers the treatment for course diseases and insect pests, characteristics of various grasses, and identification of golf course and

landscaping requirements. The course also covers the construction, caring, and maintenance of turf management.

SAM 340 Organization and Management in Sports (3 sem. hrs.)

This course is designed to provide a comprehensive and contemporary introduction of administration, organization and management principles and their applications in broad sports settings.

SAM 342 Personnel Management in Sports (3 sem. hrs.)

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

SAM 344 Sports Marketing (3 sem. hrs.)

This course examines the basic principles of marketing and how they are applied to the field of sport. They are evaluated in terms of the elemental marketing mix, which includes product, place, price, promotion and public relations.

SAM 367 Olympic Culture (3 sem. hrs.)

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

SAM 386 Legal Concepts in Sports (3 sem. hrs.)

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

SAM 392 Sports-Agent Business (3 sem. hrs.)

An overview of the sports-agent business and an examination of the various aspects associated with being a sports agent are presented in this introductory survey course. The expanding sport-agent business, particularly in the U.S., is examined in light of its benefits and consequences both to the professional and the amateur athlete.

SAM 400 Leadership Principles in Sports (3 sem. hrs.)

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

SAM 445 Sports Managerial Accounting (3 sem. hrs.)

This course is designed to give students the financial management tools they need to succeed in the sports industry. The rapidly growing industry demands that those in the industry have a command of the basic principles of finance.

SAM 448 Sports Promotion and Event Planning (3 sem. hrs.)

Basic concepts of planning and conducting sports-related events, from inception to completion, are examined in this course. Applications of principles for marketing and public relations to the sport industry are evaluated and surveyed.

SAM 450 Fundraising in Sports (3 sem. hrs.)

This course presents the essentials of fundraising and provides an overview of the field of fundraising to give development staff, managers and directors a platform from which to operate fundraising programs.

SAM 451 Public Relations in Sports (3 sem. hrs.)

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

SAM 482 Sports Facilities Management (3 sem. hrs.)

All sporting events take place in some type of facility. This course examines the principles and skills needed to manage such facilities and the events within them.

SAM 486 Sports Law and Risk Management (3 sem. hrs.)

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

SAM 496 Topical Readings in Sports (3 sem. hrs.)

This is a seminar course in which various topics important to the field of sport are examined and assessed through selected readings.

SAM 498 Mentorship (culminating experience) (3 sem. hrs.)

The mentorship is a supervised work experience of 400 clock hours in the sport industry to enhance an individual's ability to become a productive contributor to the profession.

SAR 205 Anatomy & Physiology I (3 sem. hrs.)

Anatomy & Physiology I addresses three major themes: organization of the body and its parts from the basic chemical building blocks to the more complex teamwork of organ systems, the support and movement of the human body, and the integration and coordination of the body and its functions.

SAR 206 Anatomy & Physiology II (3 sem. hrs.)

Anatomy & Physiology II addresses three major themes: the transport of various substances throughout the body, the absorption and excretion of essential substances, and the human life cycle and how it is determined, mainly through genetic expression.

SAR 222 Statistical Measurements in Sports (3 sem. hrs.)

This course is designed to assist the student with the understanding of the basic concepts in probability and statistics as they relate to sports. The information learned in this course will make students better informed and critical readers of sports information presented in the media. Topics include descriptive data analysis, data collection, probability and sampling distributions, and correlation.

SAR 251 Trends in Computer Applications (3 sem. hrs.)

This course is designed to introduce students to trends in computer applications, including internet-based applications, open source software, security issues, and the use of database applications and how these relate to sport. Students taking this course should have working knowledge of word processing, spreadsheet, and presentation software.

SAR 332 Sports Strength & Conditioning (3 sem. hrs.)

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

SAR 334 Biomechanics/Fitness for Golf (3 sem. hrs.)

This course provides the scientific study of the golf swing. The lever system in the golf swing and many different methods of teaching are analyzed. The course provides the foundation for a golf

fitness training program using these biomechanical principles and focuses on the acquisition of golf fitness as a means of enhancing sport performance.

SCS 300 Coaching Cross-Country Skiing (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 in basic cross-country skiing skills.

SCS 303 Coaching Track and Field (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 track and field skills.

SCS 308 Coaching Baseball (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 baseball skills.

SCS 313 Coaching Basketball (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 basketball skills.

SCS 317 Coaching Cheerleading (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 cheerleading skills.

SCS 318 Coaching Cross-Country Running (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 cross-country running skills.

SCS 328 Coaching Field Hockey (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 field hockey skills.

SCS 330 Coaching Figure Skating (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 figure skating skills.

SCS 332 Coaching American 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 skills.

SCS 334 Coaching Golf (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 golf skills.

SCS 337 Coaching Gymnastics (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 gymnastics skills.

SCS 338 Coaching Ice Hockey (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 ice hockey skills.

SCS 364 Coaching Soccer (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 soccer skills.

SCS 366 Coaching Softball (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 softball skills.

SCS 370 Coaching Swimming (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 swimming skills.

SCS 376 Coaching Tennis (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 tennis skills.

SCS 378 Coaching Volleyball (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 volleyball skills.

SCS 384 Coaching Wrestling (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 wrestling skills.

SCS 434 Advanced Golf Coaching (3 sem. hrs.)

This course is an advanced study of proven methods of golf swing analysis, including correcting errors and methods of teaching/coaching golf. This course advances the techniques used in Coaching Golf including the short game (putting, chipping, and sand play) as well as the full swing and includes the planning, organization, and conducting of golf lessons and clinics.

5. ACADEMY ONLINE WRITING LAB

In order to better serve its students, the Academy has established an **optional** online writing lab. The lab presents online lessons, exercises, and feedback to foster an understanding of writing that will further students' academic success and professional success.

The online writing lab is built around the following six writing fields:

- The General Writing Process in the Sport Profession
- Academic Writing in the Sport Profession
- Editorial Style and Formatting Within the Sport Profession
- Grammar and Language Mechanics Within the Sport Profession
- Professional and Technical Writing for the Sport Professional
- Job Search Writing in the Sport Profession

Within each writing field, students will find online tutorials on various topics. For example, to review and practice using commas, try the tutorial called "Using Commas," found within the Grammar and Language Mechanics Within the Sport Profession field.

Evaluation is made using the rubrics presented in this catalog (Addendum H-1), according to the following procedure:

1. The first writing assignment (Unit 4) in all bachelor's courses taken at the Academy are graded by the course professor and then evaluated by the Online Writing Coordinator, each using the appropriate evaluation criteria.
2. If necessary, optional tutorials that might help students produce successful written work will be **suggested**. Suggestions are based on the scores for the writing assignments.

The Online Writing Coordinator will use e-mail to provide students with the designations of the suggested optional tutorials and with direct links to them in the online writing center. Upon completing a tutorial, a student notifies the professor, who reviews the tutorial exercises with the student.

At the same time, students wishing to take advantage of the tutorials for their own purposes are welcome to do so. The tutorials feature sections on writing a curriculum vita, writing a cover letter, and writing a white paper. The Academy believes that its innovative approach to assisting students in the vital activity of writing can lead not only to improved student writing, but to improved academic performance generally, through students' increased confidence in their writing.

6. TUITION AND FEES

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

Application Fees

Application fee (general).....	\$50.00
Application fee (international students).....	\$100.00

Tuition and Course Fees

^Bachelor's degree tuition (per semester-hour credit).....	\$255.00
^Technology-delivery fee (per distance-learning course)	\$75.00

Book Shipping Fees

International-postage fee (per course with textbook)	Varies
Express shipping (domestic)	
• Fed Ex Ground/U.S. Mail (per course).....	\$8.00
• Fed Ex 2 nd Day (per course)	\$26.00
• Fed Ex Overnight (per course)	\$47.00
Book Borrowing Postage (domestic)	
• U.S. Mail (Media Mail Library Rate).....	\$8.00
• U.S. Mail Priority	\$13.00
• U.S. Mail Express.....	\$20.00

Special Fees

Library service charges.....	Published in the <i>Library Handbook</i>
Add/Drop charge for each change of class (Mentorship)	\$15.00
Drop fee for distance learning	\$50.00
<i>Mentorship Handbook</i>	\$35.00
Transcript fee (after initial request)	\$10.00
Returned-check charge (first check).....	\$30.00
Second and subsequent checks	\$35.00
Course-time-extension fee (per 30-days, only two allowed).....	\$50.00
Continuance fee (per semester).....	\$50.00
Re-admittance fee	\$200.00
Graduation fee	\$125.00
Alumni Fee*(optional).....	\$20.00
#International resident student health insurance (annual fee).....	\$670.00
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 supplies, food and living expenses) vary, no attempt is made to estimate such costs in this catalog. However, estimated costs are available from the Office of Student Services.

*Students will receive 10% off on any items in the Academy bookstore including textbooks, art work, clothing, and apparel with paid Alumni fee.

#Effective 1 September 2008, all international resident students will be assessed a health insurance fee.

^Active duty members of the Armed Forces, including members of the National Guard who are under orders placing them on active duty and who are eligible to participate in Department of Defense tuition reimbursement programs, will be charged a tuition rate that is not higher than the maximum amount per credit hour that is covered by the tuition assistance program. In addition, the technology fee for each course will be waived.

7. FINANCIAL AID

The Academy has a variety of financial-aid programs available to qualified students enrolled in the bachelor's degree program. Federal financial aid is not available for non-degree-seeking students or those enrolled in certification programs, nor does it apply to Continuing Education Units.

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 at least half-time enrollment status (which is six credit-hours per semester at the bachelor's degree level). To apply for any financial-aid program, students must complete the *Free Application for Federal Student Aid (FAFSA)*.

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

7.1. Financial Aid Programs for Qualifying Students

7.1.1. Grants

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

Federal Pell Grants:

Federal Pell Grants are available for students who demonstrated financial need as determined by their Expected Family Contribution. Pell Grants are based on a student's cost of attendance and enrollment status (half-time, full-time, etc). The maximum Pell Grant for the 2008-2009 Award year is \$4,731.

Federal Supplemental Education Opportunity Grants (FESOG):

A FESOG is for undergraduate students with exceptional financial need. Priority is given to students who receive Federal Pell Grants. Students can receive between \$100 and \$4,000 a year, depending on when they apply, their need and the funding level of the school.

State Grant and Tuition Assistance for Alabama Residents:

The Alabama Commission on Higher Education has granted the Academy approval to offer the Alabama Tuition Assistance Program and the Alabama State Grant Program to its undergraduate students who are Alabama residents for the 2008-2009 award year. The amount of aid under these programs varies by year, depending upon the Alabama State Legislature. The details of these programs are:

Alabama Student Assistance Program:

The Alabama Student Assistance Program is a need-based state/federal grant ranging from \$300-\$2,500 per academic year. The program is only available to undergraduate students who are Alabama residents attending an eligible Alabama institution. Students must complete the *Free Application for Federal Student Aid* by contacting the Academy's Financial Aid office.

Alabama Student Grant Program:

The Alabama Student Grant Program is an award of grant assistance at an eligible independent Alabama college or university. It is not based on need. Students can receive up to \$1,200 per

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academic year. The maximum amount is available only when sufficient funds are available. Students must be Alabama residents and can be either at half time or full time enrollment.

Application forms can be obtained from the Academy’s Financial Aid office at (251) 626-3303 or by e-mailing financialaid@ussa.edu.

7.1.2. Loans

Federal Stafford Loans:

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

The current interest rate is fixed at 6.0%. Repayment is deferred until six months after graduation or after the student ceases to be enrolled at least half time. Federal Stafford Loan information is available on the Internet at www.studentaid.ed.gov.

PLUS Loans:

PLUS Loans (Loans to Parents) are unsubsidized loans a student’s parent can obtain to pay for the educational expenses of a dependent undergraduate student enrolled at least half-time. The student’s parents must have good credit history. The yearly limit on a PLUS loan is equal to the student’s cost of attendance minus any other financial aid the student receives. Parents must complete the PLUS loan application and Master Promissory Note (MPN). The application and MPN can be obtained from the Financial Aid Office.

Annual Loan Limits for Subsidized and Unsubsidized Stafford Loans

	<u>Dependent Undergraduate Student</u>	<u>Independent Undergraduate Student</u>
1 st Year	\$5,500 – No more than \$3,500 of this amount may be subsidized loans	\$9,500 – No more than \$3,500 of this amount may be in subsidized loans.
2 nd Year	\$4,500 – No more than \$3,500 of this amount may be subsidized loans	\$10,500 – No more than \$4,500 of this amount may be in subsidized loans.
3 rd Year	\$5,500 – No more than \$3,500 of this amount may be subsidized loans	\$12,500.00 – No more than \$5,500 of this amount may be in subsidized loans.
Maximum Total Debt From Stafford Loans When You Graduate	\$23,000 – No more than \$23,000 of this amount may be subsidized loans	\$57,500 – No more than \$23,000 of this amount may be in subsidized loans.

7.1.3. 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 once attendance has been verified. The Academy will deduct from these proceeds all costs associated with the registration

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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 a credit balance occurring on the student's account. 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 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> 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. 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.

7.1.4. In-School Deferment

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

7.2. Veterans Administration Programs

7.2.1. Veterans Benefits

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

7.2.2. 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 Offices.

7.3. Military Financial-Aid Program

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 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.

Assistance Program	What is it?	Who is Eligible?	Benefits
Tuition Assistance	Tuition Assistance is a military benefit that pays the cost of tuition and some fees.	Virtually all military service members are eligible; however, each service branch determines its criteria for eligibility.	Tuition Assistance covers up to 100% tuition and fees not to exceed: • \$250 per semester credit-hour • \$4,500 per fiscal year *The Navy has a 12 credit-hour annual limit.
Tuition Assistance "Top-Up" Program	The "Top-Up" Program is an additional benefit intended to supplement other tuition assistance programs.	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.	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.
Montgomery G.I. Bill - Active Duty & Veteran	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	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.	This bill covers up to \$1,101.00 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.
Veterans Educational Assistance Program (VEAP)	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	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.	Your contributions are matched on a \$2 for \$1 basis by the Government.

Assistance Program	What is it?	Who is Eligible?	Benefits
	refresher training.		
Federal Student Aid	The Federal Government offers students low interest loans and grants to help finance the cost of going to school.	Virtually all citizens are eligible. However, the program is needs based, so certain income limits can apply.	The loans and grants are capped each fiscal year and depend on your personal economic circumstances.
Vocational Rehabilitation Employment	An individualized, detailed outline of service that will be provided under the Chapter 31, VRE program. It also prepares you for obtaining and retaining employment consistent with your abilities, aptitudes and interest.	Veterans who have a VA disability rating and an employment handicap.	Pays tuition, fees and books. Pays living allowance up to \$715 per month.

7.4. Definition of Academic Year

The Academy's academic increments are termed as 16-week semesters. Students receiving financial aid at the bachelor's level are permitted 12 semesters (four years) to complete their programs of study.

7.5. Satisfactory Academic Progress

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

Bachelor's 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 2.0 on a 4.0 scale. This measure comes into effect after the student has attempted 6 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 the 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 measured in terms of academic years or terms, credit-hours attempted or clock-hours completed. The time allotted to complete the bachelor'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 applications are renewed.

REINSTATEMENT OF FINANCIAL AID, ACADEMIC ELIGIBILITY AND APPEALS OF DECISION

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

7.5.1. 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/dispensed to the student during that term. Therefore, if the Academy awarded and dispensed \$2800.00 of aid to the student, the Academy would have to return \$1400.00 to the Federal government. Note that in this situation, the student would not be afforded

a refund, from the Academy as 56 days exceed the 38-day maximum, as stated in the *Academy Refund Policy*.

Students can determine the amount of their personal 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.

7.5.2. 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.
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 (2008-2009 begins with summer semester) and the Academy's Federal School Code (021706) must be selected.

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 administered online at www.mapping-your-future.org.

7.5.3. 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.

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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.

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 e-mail financialaid@ussa.edu or telephone 251-626-3303.

8. REGULATIONS/POLICIES/PROCEDURES

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

8.1. 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 Academy library materials by writing in journals or books, tearing out pages or taking materials without properly checking them out is strictly forbidden.

8.2. 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 2.0. 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 2.0 after the time allowed, the student may be dismissed.

Any student on probation will not be extended academic privileges. These privileges include, but are not limited to, individualized study, overloads and the comprehensive exam. A student receiving a letter grade of "F" in a course will be required to retake that course. The student will be

placed on probation and remain on probation until the course is retaken and a grade of “C” or better is made.

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

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

Students must maintain satisfactory academic progress. The normal time needed to complete the bachelor’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 2.0. Students not meeting this requirement face academic probation and possible dismissal.

8.3. 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.

8.4. 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.

8.5. Adding/Dropping Courses

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

8.6. Advising Program

The Academy has adopted a group advising technique in conjunction with the “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 system is:

1. Prior to registration for an initial course or courses at the Academy, a student must have a completed Program of Study form (POS). The POS may be accessed at www.ussa.edu/advising-pos.html.
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 consult their catalog for what they must do to change their catalogs or majors.

8.7. Animals and Pets

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

8.8. Application for Graduation

Students must apply for graduation online (and submit the fee) 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.

8.9. Attendance Policy: Distance Learning

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

8.10. 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.

8.11. Campus Computing and E-mail

All students are assigned an e-mail address within the Academy domain at the beginning of their first course of study. Students must use their Academy e-mail for all course work. All notices, newsletters and official communications will be sent to the student’s Academy account. Students are responsible for checking their assigned accounts regularly for such communications. It is the students’ responsibility to use the proper e-mail address in course work and to notify the Academy

of any changes. 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.

8.12. 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 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.

8.13. Change of Major

A student wishing to change from one major to another or to change emphasis in a current major, must submit a *Change of Major* form to the Office of Student Services. This form, which is available on the Student Services section of the Academy website, requires the signatures of the Departmental Chairs in each major and the Chief Academic Officer.

8.14. Committees – Structure and Function

The Academy operates by committee action. The highest committee is the President's Cabinet, which is chaired by the President and Chief Executive Officer. The Academic Committee 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. Associate Dean 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

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

8.15. Conferring of Degrees

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

8.16. Continuance Policy

Degree-seeking bachelor's students must have consecutive registration throughout the degree program. Consecutive registration means that there are no more than 90 days 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 90 days. If a student fails to enroll for 180 days from the completion of the last course and has not paid a continuance fee, the student will have to petition for re-admittance to the Academic Committee, be accepted and then pay a \$200 re-admittance fee before re-enrolling. The re-enrollment will come under the catalog in effect at the time of re-admittance.

8.17. 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 transfer. Students desiring an expanded course description must write a letter to the Academic Committee requesting an expanded course description and naming the course title and number along with the reason for the request. The Academy, solely at its discretion, reserves the right to withhold such services when it deems them inappropriate.

8.18. Course/Instructor Evaluation

At the end of each course, regardless of mode of instruction, students are requested to complete one or more course/instructor evaluations 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. Evaluation results are shared with the course instructor and academic administration once the course is completed.

8.19. 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.

8.20. Examinations at the Bachelor's Level

Examinations for distance-learning students must be taken at an approved national, regional or otherwise registered test center. Each student is 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. For more information, visit <http://www.ncta-testing.org/cctc/>. Students are responsible for paying the cost, if any, for the secure administration of the test. Students must bring student identification cards or another form of identification to the test. Questions regarding this policy should be referred to the testing coordinator at (251) 626-3303.

8.21. Exit Interviews

An online exit interview and financial aid exit interview is conducted with each student by the Institutional Effectiveness (IE) Committee and the Office of Financial Aid during completion of the graduation application at the bachelor'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.

8.22. Facilities

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

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.

8.23. 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.

8.24. Food and Drink on Campus

Food and drinks are not allowed in classrooms, the Library or the Fitness Lab.

8.25. Full-Time Student

A full-time undergraduate student is one who is normally registered for 12 semester-hours. With special permission from the Chief Academic Officer, students may register for an overload not to exceed 15 semester-hours in any one semester. When calculating student hours of undergraduate credit, distance-learning courses and mentorships will be included in the total hours in the semester during which the student initially registers for courses.

8.26. 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 their distance-learning courses within 16 weeks or receive an extension (30 or 60-day) will automatically receive a grade of “F.”

8.27. Grading System

The Academy uses the following four-point grading scale:

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

0-59	F	0.0
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A cumulative grade point average (GPA) of 2.0 is required for graduation. In computing the required average necessary for the conferment of the bachelor's degree, the total number of quality points is divided by the total number of semester hours for which letter grades were assigned. Grades earned at other institutions and transferred to the Academy cannot be used in the determination of the grade point average for 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 the student is unable to fulfill all course requirements due to reasons beyond control. 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 applied dissertation projects and mentorship courses until these courses are completed.

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

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

8.28. Graduate Credit for Bachelor's Students

Students in the Bachelor of Sports Science program who have 90 credit hours of coursework and who have maintained a minimum of 3.00 GPA shall be permitted to take up to 9 semester hours of graduate level courses at the 500-level with the approval of their faculty advisor. Students will be limited to one such course per semester and will be required to pay the prevailing MSS tuition at the time of registration.

Such courses will count toward the bachelor's degree. However, these courses may not be used in fulfillment of the requirements of the master's degree unless they replace required courses or electives, in which case the student must take equivalent, appropriate credit hours toward the master's degree.

8.29. Grading Rubric

The Academy has moved to a Rubric form of grading for all papers and assignments. The Rubric is designed to take some of the subjectivity out of the grading process. The rubrics have been inserted in the Course Management System for student viewing.

8.30. 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 online 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.

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

8.31. Graduation Requirements

To be eligible to graduate, a student must:

1. Submit all required admissions material;
2. Achieve a cumulative 2.0 or better grade point average;
3. Successfully complete all academic requirements;
4. Pay all fees, including the graduation fee;
5. Complete the Application for Graduation form; and
6. Complete an Exit Interview.

8.31.1. Academic Honors and Awards upon Graduation

The Academy provides academic honors and awards to recognize and promote notable student achievement. These academic honors include Graduation 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 120-semester hours at the Bachelor's level.

Graduation Honors for Degrees

Superior academic achievements by graduating students shall be recognized by the following designations on transcripts:

Graduation with Honors (or Cum Laude): 3.4-3.59 GPA

Graduation with High Honors (or Magna Cum Laude): 3.6-3.79 GPA

Graduation with Highest Honors (or Summa Cum Laude): 3.8-4.0 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 3.4-3.99 and completion of a minimum course load of 12 semester credit hours. The 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 include a semester grade point average of 4.0 and completion of a minimum semester course load of 12 semester hours. The student must be in full academic standing.

Student of the Year

Students who graduate from the Academy with honors are eligible for Student of the Year honors. However, academic success is but one of the criteria for inclusion in this exclusive group. Other criteria include:

- Contributions to the profession. Examples of professional contributions could include your team winning a championship if you are a coach; development of a new treatment procedure if you are in Sports Medicine, the publishing of a text or significant research.
- Civic/Charitable contributions. What contributions have you made to the betterment or improvement in the quality of life in your community?
- Contributions to the Academy. Examples here include service as a student ambassador, contributions to Academy publications such as The Sport Journal or Sport Digest, referral of potential students to the Academy or donations to the Academy's scholarship fund.

If you would like to be considered for Student of the Year honors, please fill out the form in Addendum C and fax it to the Academy at (251) 625-1035. Forms must be returned by 1 August for the Academic year in which you graduated.

8.31.2. Distinguished Alumnus of the Year Award

The Alumnus of the Year Award is given annually to the most outstanding United States Sports Academy Alumni. The awarded must represent the ideals of sport and of the Academy.

The Academy's Alumni Association features one of the largest networks in the sports profession. Over the last 35 years, thousands of students have graduated from the Academy. Many have moved into higher echelons of sport, where their impact is immeasurable.

The Academy is proud of the success of its alumni and would like students and alumni members to be involved in the selection of this award (past recipients:

<http://www.asama.org/awards/alumni/index.html>). Students who know of a Academy alum that is deserving of this award can email alumni@ussa.edu.

8.32. 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).

8.33. Holds

Two types of holds may be placed on student records:

8.33.1. 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.

8.33.2. 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.

8.34. Mentorship – Culminating Experience

The culminating experience in the bachelor's degree program is an experiential education component called a "mentorship." This is done under the direction of an advisor and a mentor in the sport field. It requires 400 clock-hours of activity based on specific learning goals and objectives. The mentorship requires monthly diary reports, a final evaluation and a 5,000-word project paper describing how the learning objectives were or were not achieved. All course work must be completed or student must be enrolled in the final hours of coursework to participate in Mentorship.

8.35. Insurance

Each student is required to have liability coverage and is urged to secure membership in and coverage from a professional association related to his or her chosen field (see *Professional Affiliate Organizations* in the *Student Organization* section of this catalog).

This is particularly important for students involved in a mentorship. Although at the present time the Academy has liability insurance for properly registered students, continued coverage can not be guaranteed and students should be prepared to provide their own liability insurance.

8.36. 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.

8.37. Online-Course Grading

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

- | | |
|-------------------------|-----|
| 1. Threaded Discussions | 20% |
| 2. Assignments | 30% |
| 3. Quizzes | 20% |
| 4. Final Exam | 30% |

8.38. Online-Student Security

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

8.39. Program of Study (POS)

Before admission into a program, each student should prepare a program of study. The program of study must meet all the requirements for the program. It must be reviewed and signed by an advisor. Prior to course registration a copy of the approved program of instruction must be on file in the Office of Student Services.

8.40. 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 180 days 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.

8.41. 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.

8.41.1. 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

8.41.2. Mentorship - Culminating Experience

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
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.

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 as stated in this catalog. 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.

8.42. Repeat Policy

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

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

A student must petition the Academic Committee to repeat a course more than one time.

8.43. Faculty

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

8.44. Special Student Services

8.44.1. 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/>.

8.44.2. International Students

Services for international students include an orientation to the Academy and community as well as assistance with immigration and naturalization procedures. Contact the Office of Student Services for assistance or information.

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

The mobilization and call to active duty of reservists and National Guard members and the deployment of active duty military personnel create special limitations. Students of the Academy who are Reservists or members of the National Guard ordered to active duty or active-duty military personnel ordered to deploy abroad will have the option of:

1. Receiving an administrative extension. Under this option, students will be able to continue their courses upon release from active duty or deployment, provided they are able to resume work in the course within three months from the date work was suspended. In the event that study does not resume within three months, students will be required to start over at the beginning of the course, though they will not be assessed any tuition or fees for doing so.
2. Withdrawing from the course of study without penalties. Students requesting an administrative extension or withdrawal will be required to provide copies of official orders indicating return to active-duty or deployment.

8.45. Statute of Limitations for Degree Completion

There is no statute of limitations at the bachelor's degree level.

8.46. 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 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.

8.47. Student Organizations

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

The Alumni Association: Students receive 10% off on any items in the Academy bookstore including textbooks, art work, clothing, and apparel with paid Alumni fee of \$20 per year. Visit www.ussa.edu to shop online.

The American Sport Art Museum and Archives (ASAMA) is open to all Academy alumni and students. Membership options begin at \$20 per year and entitles 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.

Students are encouraged to join professional affiliate organizations. The following are examples of such organizations:

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

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

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

8.48. 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 Petition 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. Students shall then be informed in writing of the final decision made by the Chief Academic Officer within 5 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.

8.49. 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.

8.50. 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 institution requires that a staff member be present during each student's review.
2. Students have the right to acquire transcripts of their academic records from the Academy. Such transcripts will be labeled *Issued to Student*. Issuance of transcripts is subject to the applicable fee policy in this regard.
3. The Academy will not provide transcripts of academic records for reasons such as non-payment of financial obligations; however, students cannot be denied the right to inspect and review their 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 other institutions or scores for the Graduate Record Examination, Miller Analogies Test, Graduate Management Aptitude Test or Test of English as a Foreign Language test.
6. A student identification number will be assigned to each student for tracking purposes.
7. The faculty will store paper-based documents submitted by students for one year.
8. The Academy will electronically store coursework in the online course management system (CMS) for four semesters; it will then be de-accessed.

8.51. 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.

8.52. Textbook Policy

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

8.53. 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.

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.

8.54. Computer Virus Policy

The CMS has been equipped with a virus scanning program. If a student submits 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. 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.

8.55. 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.

8.56. Withdrawing from the Academy

A student who withdraws from the Academy while a semester is in progress must complete a withdrawal form, which is available in the Office of Student Services. 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.

8.57. Coordinator of Student Services

Coordinators of Student Services (CSS) personnel are responsible for providing support to off-campus students. CSS personnel may provide all 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 problem resolution. If the problem or question is not resolved, students may contact the Department of Student Services.

9. FACULTY

Marty Avant *

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

Lawrence P. Bestmann*

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

Craig Bogar

B.S. Bryant University
M.S. University of Maryland

Jeffrey Chamberlin

B.S. Pennsylvania College of Technology
M.S.S. United States Sports Academy

Fred J. Cromartie

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

Michael I. Culpepper*

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

Dexter Davis*

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

Stan Drawdy*

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

Les Dutko*

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D.S.M. United States Sports Academy

Enrico Esposito

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D.C. Life University

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M.S.S. United States Sports Academy
D.S.M. United States Sports Academy

Tim Foley

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M.B.A. University of Phoenix

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M.S.S. United States Sports Academy
D.S.M. United States Sports Academy

David Gargone

B.S. University of Scranton
M.A.T. Rockford College

Douglas J. Goar*

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

Nancy F. Gray

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

Mickey Kerr*

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

Roch King

B.S. California State University, Fresno
M.Ed. Temple University
Ph.D. Temple University

Lawrence Miller*

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

Chad Moretz*

B.S. Appalachian State
M.S.S. United States Sports Academy
D.S. Tulane University

Donna Nathlar*

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

Timothy Newman*

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

Ken Reed*

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

Roger D. Reeves*

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

Donn Renwick*

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

Joyce Rodvien

B.A. University of Vermont
M.S.S. University of Phoenix

Thomas J. Rosandich

B.S. Columbia Pacific University
M.S.S. United States Sports Academy
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Cynthia Ryder*

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

Glaucio Scremin*

B.S. Lock Haven University
M.S. United States Sports Academy
Ed.D. United States Sports Academy

Bret L. Simmermacher*

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

Betsy Smith

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

Michael Spino*

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

Bobbie J. Spurgeon-Harris

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

M. Brian Wallace

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

Piper Uhlig

B.S. University of South Alabama
M.S. University of South Alabama

* Denotes Distance Learning Faculty

10. ADDENDA

- A. Student Rights and Responsibilities Statement
- B. Application for Admission Form
- C. Student of the Year Application
- D. Program of Study – Sports Coaching
- E. Program of Study – Sports Management
- F. Program of Study – Sports Studies
- G. Request for Transcript Form
- H. Assignment Rubrics
- I. Graduation Check List For Bachelor’s Degree Candidates
- J. Academic Hearing Procedures

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Addendum A: Student Rights and Responsibilities Statement

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 in the catalog information which, at the time of printing, most accurately and pertinently reflects the academic curriculum, policies and procedures of the Academy. However, the provisions of this catalog are subject to change by the Academy without prior notice and do not constitute a contract between any student and the Academy. As an independent institution, the Academy explicitly reserves the right to judge whether it is in the best interest of the institution that a student be allowed to continue affiliation and may, for reasons deemed sufficient by the Academy itself, discontinue affiliation. By registering, the student concedes to the Academy the right to require withdrawal whenever the Academy deems withdrawal necessary.

Academic Integrity

Students should maintain high standards of conduct 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 could result in 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. 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 in the student's own words, not just rearranging the words in the sentence. In addition, if the student cites the author and year of publication and is very careful when taking notes to put quotes in exact wording or to 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.

Attendance Policy: Distance Learning

Students who are enrolled in an online course must log on and complete the first course assignment within 14 days 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 he or she is 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 online 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.

See Academic Hearing Procedure in Addendum J.

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 informal means have not resolved an issue, they can appeal for further consideration in a formal manner. The process established for such petitions includes the following steps:

1. A student may file a written petition within 30 days from the date when the informal attempt to resolve the issue was concluded. The written petition must be filed with the Chief Academic Officer and should include a detailed explanation of the circumstances involved. The Chief Academic Officer or a designee will officially log the petition in, noting the date and time it was received.
2. After receipt, all formal written petitions shall be referred to the Petitions Subcommittee of the Academic Committee. The subcommittee shall investigate the petition to ascertain all the facts in the matter and make a recommendation to the Chief Academic Officer within 15 days of receipt of the petition by the subcommittee.
3. The Chief Academic Officer shall have the final right of accepting or rejecting the subcommittee's recommendation. The student shall then be informed in writing of the final decision made by the Chief Academic Officer within five business days of receipt of the recommendation from the subcommittee.
4. Students have the right to appeal the decision to the Academy President. Appeals should be reduced to writing and sent to the President's Office within 15 days of the date of the communication sent by the Chief Academic Officer to the student. Decisions rendered by the President shall be final 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. Grades are not mailed and will not be given out 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>.



**Addendum C: United States Sports Academy
Student of the Year Award
Nomination Form**

NAME _____

ADDRESS _____ **STATE/ZIP** _____

PHONE _____ **EMAIL** _____

HIGH SCHOOL _____

HOMETOWN (if different from above) _____

PLEASE LIST ALL DEGREES RECEIVED AND THE INSTITUTION(S) _____

LIST YOUR PROFESSIONAL ACHIEVEMENTS (and the year) _____

LIST YOUR CIVIC/CHARITABLE CONTRIBUTIONS (and the year) _____

**SCHOLARLY, CIVIC OR PHILANTHROPIC CONTRIBUTIONS TO THE
ACADEMY**

Please attach additional information as necessary and fax to (251) 626-3874.

Signature

Date

**Addendum D: Bachelor of Sports Science Degree
Sports Coaching Major
Program of Study (120 Total Hrs.)**

Name: _____ Advisor: _____
 Address: _____ Phone: _____
 _____ E-mail: _____

Course Number and Name		Credit Hours	Total Hours	Date	Grade
CORE COURSES (12 Semester Hours)					
SAB 334	Ethics in Sports	3			
SAB 361	Contemporary Issues in Sports	3			
SAM 340	Organization & Management in Sports	3			
SAM 400	Leadership Principles in Sports	3			
REQUIRED SPORTS COACHING COURSES (27 Semester Hours)					
SAB 305	Sociology of Sports	3			
SAR 332	Sports Strength & Conditioning	3			
SAD 346	Sports Medicine	3			
SAD 356	Sports Nutrition	3			
SAB 368	Psychology of Sports	3			
SAB 371	Sports Coaching Methodology	3			
SAB 373	Scientific Principles of Coaching	3			
SAD 320	Applied Sports Performance	3			
SAM 322	Foundations of Amateur & Professional Sports	3			
ELECTIVE SPORTS COACHING COURSES (Choose three courses for nine Semester Hours)					
SAB301	Sports Officiating	3			
SAB302	Coaching Technology	3			
SAB310	History of Sports	3			
SAM451	Public Relations in Sports	3			
SAM482	Sports Facilities Management	3			
SAM386	Legal Concepts in Sports	3			
SAM496	Topical Reading in Sports	3			
ELECTIVE SPORTS COACHING SERIES COURSES (Choose two courses for six Semester Hours)					
FINAL CULMINATING EXPERIENCE (Six Semester Hours)					
SAM 498	Mentorship	6			
COMMENTS					

Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the \$125.00 Graduation Application Fee.

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

**Addendum E: Bachelor of Sports Science Degree
Sports Management Major
Program of Study (120 Total Hrs.)**

Name: _____ Advisor: _____
 Address: _____ Phone: _____
 E-mail: _____

CORE COURSES (12 Semester-Hours)					
SAB 334	Ethics in Sports	3			
SAB 361	Contemporary Issues in Sports	3			
SAM 340	Organization & Management in Sports	3			
SAM 400	Leadership Principles in Sports	3			
REQUIRED SPORTS MANAGEMENT COURSES (27 Semester-Hours)					
SAM 322	Foundations of Amateur & Professional Sports	3			
SAM 342	Personnel Management in Sports	3			
SAM 344	Sports Marketing	3			
SAM 445	Sports Managerial Accounting	3			
SAM 450	Fund Raising in Sports	3			
SAM 451	Public Relations in Sports	3			
SAM 482	Sports Facilities Management	3			
SAM 448	Promotion and Event Planning	3			
SAM 486	Law and Risk Management	3			
ELECTIVE SPORTS COACHING COURSES (Choose 5 courses for 15 Semester-Hours)					
SAB305	Sociology of Sports	3			
SAB310	History of Sports	3			
SAB368	Psychology of Sports	3			
SAM367	Olympic Culture	3			
SAM386	Legal Concepts in Sports	3			
SAM392	Sports Business Agents	3			
SAM496	Topical Reading in Sports	3			
FINAL CULMINATING EXPERIENCE (6 Semester-Hours)					
SAM 498	Mentorship	6			
COMMENTS					

Once all degree requirements have been fulfilled, the student must complete the BSS Graduation Application and pay the \$125.00 Graduation Application.

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

Student Signature	Date
Advisor Signature	Date

**Addendum F: Bachelor of Sports Science Degree
Sports Studies Major
Program of Study (120 Total Hrs.)**

Name: _____ Advisor: _____
 Address: _____ Phone: _____
 E-mail: _____

Course Number and Name		Credit Hours	Total Hours	Date	Grade
CORE COURSES (12 Semester Hours)					
SAB 334	Ethics in Sports	3			
SAB 361	Contemporary Issues in Sports	3			
SAM 340	Organization & Management in Sports	3			
SAM 400	Leadership Principles in Sports	3			
SPORTS STUDIES COURSES (select 14)					
SAM 322	Foundations of Amateur & Professional Sports	3			
SAM 342	Personnel Management in Sports	3			
SAM 344	Sports Marketing	3			
SAM 445	Sports Managerial Accounting	3			
SAM 450	Fundraising in Sports	3			
SAM 451	Public Relations in Sports	3			
SAM 482	Sports Facilities Management	3			
SAM 448	Promotion and Event Planning	3			
SAM 486	Law and Risk Management	3			
SAB 305	Sociology of Sports	3			
SAB 310	History of Sports	3			
SAB 368	Psychology of Sports	3			
SAM 367	Olympic Culture	3			
SAM 386	Legal Concepts in Sports	3			
SAM 392	Sports Agent Business	3			
SAM 496	Topical Readings in Sports	3			
SAB 371	Sports Coaching Methodology	3			
SAB 373	Scientific Principles of Coaching	3			
SAD 320	Applied Sports Performance Analysis	3			
SAD 346	Sports Medicine	3			
SAD 356	Sports Nutrition	3			
SAR 332	Sports Strength and Conditioning	3			
SAB 301	Sports Officiating	3			
SAB 302	Sports Coaching Technology	3			
SAB 310	History of Sports	3			
SCS 300-384	Sports Coaching Science Sequence (18 courses) - *Limit 3 of these	3			
FINAL CULMINATING EXPERIENCE (Six Semester Hours)					
SAM 498	Mentorship	6			
COMMENTS					

Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the \$125.00 Graduation Application Fee.

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

Addendum G: UNITED STATES SPORTS ACADEMY

America's Sports University®
One Academy Drive • Daphne, Alabama, USA 36526-7055
Telephone: (251) 626-3303 • FAX: (251) 625-1035
E-mail: studentservices@ussa.edu • WebSite: www.ussa.edu



REQUEST FOR TRANSCRIPT FORM

Doctoral Master's Bachelor's Continuing Education

Name: _____ Home Phone: (____)____-_____

Work Phone: (____)____-_____

Social Security #: _____ Cell Phone: (____)____-_____

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

Signature: _____ Number of copies: _____

Request will not be processed without a signature.

Mail transcript as indicated below:

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:
 1. **OFFICIAL** transcripts are sent to schools, prospective employers, etc., as designated by the student.
 2. **UNOFFICIAL** transcripts for the student's use, do not bear the seal of the Academy. They must be sent directly to the student. Transcripts are stamped "Issued to Student."
- Transcript requests must be in written form and **signed**.

Method of Payment (check box)

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

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

The United States Sports Academy is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, master's, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the United States Sports Academy.

Addendum H: Assignment Rubrics:

Undergraduate Assignment

Criterion	Exceeds Standards	Above Average Standard	Meets Standard	Standard Barely Met	Standard Not Met	Points Earned
Content:	The response is very specific, concise, and to the point; information accurate; conclusions and/or opinions logical and insightful. (27-30 points)	The response refers to the task and is concise; information is accurate; logical conclusion or opinion is offered. (24-26 points)	Response not on task, may be wordy; information generally accurate but little insight offered; inaccuracies and logic not complete in the conclusion and/or opinions. (21-23 points)	Response does not specify the task; information limited or unclear; no direct insights offered; conclusion or opinion may be judged to be off-task or illogical. (18-20 points)	No clear purpose or central theme; repeats information; confusing; difficult to read; no conclusion. (0-17 points)	
Writing:	Very fluent and clear; few or no errors of grammar and punctuation; sources cited correctly by APA standards; citations used consistently and correctly. (11-12 points)	Fluent and interesting; a few errors of grammar and punctuation; sources cited informally. (10 points)	Lacks fluency; errors of grammar and punctuation; a few sources mentioned. (9 points)	Faltering or insufficient; many errors of grammar and punctuation; few to no sources cited. (8 points)	Poor sentence structure and grammar; many repeated errors of grammar and punctuation; no sources cited. (0-7 points)	
Overall Impression:	Very clear, complete and exemplary. (17-18 points)	Complete and satisfactory. (15-16 points)	Incomplete and slightly satisfactory. (13-14 points)	Uncomplete and unsatisfactory. (11-12 points)	Unfinished and insufficient. (0-10 points)	

Addendum I: Graduation Check List For Bachelor's Degree Candidates

- 1) Completed all Degree Requirements as stated in the academic catalog under which you are governed.
- 2) Applied for Graduation through the Registrar's Office. Go to the Student Services web page, under Forms, for the Bachelor's (BSS) Graduation Application form.
2. Ensured that all required information is included on BSS Graduation Application (i.e., Name as it should appear on the diploma plaque, mailing address, etc.)
3. Paid the required graduation fee in the amount of \$125.
4. The Registrar will perform an audit of the student's degree requirements and contact the student regarding his or her status.
5. Completed the Exit Survey. The Exit Surveys are located on the Student Services web page, under "Forms." Print Sections A, B and C of the BSS Exit Surveys (written version), fill in all pertinent information, fax or mail the Survey to: United States Sports Academy, Attention: Academic Affairs, One Academy Drive, Daphne, Alabama 36526.
6. Cleared all financial obligations to the Academy.
7. For Financial Aid Recipients: Completed the Financial Aid Exit Interview (Mapping Your Future) To complete the Financial Aid Interview please visit <http://www.mapping-your-future.org>
8. Verified your mailing address with the Registrar to ensure that your diploma plaque is shipped to the correct address. To verify your mailing address, contact the Office of the Registrar at registrar@ussa.edu or 1800-223-2668 ext. 7148.
9. Honor Cords are shipped to those who graduate with honors. Graduates who wish to order additional graduation regalia may order directly from Graduate Supply House at <http://www.hendrickgradsupply.com/index.php>.
10. Once all steps are completed, the degree will be conferred and a complimentary copy of each student's academic transcript will be mailed at the address on file in the Registrar's office. In addition, a commemorative brick bearing your name will be placed on the Walk of Fame, as a graduate of the Academy.
11. Diploma Order Form information is obtained from the BSS Graduation Application. If you would like the diploma mailed to a different address other than what was indicated on the graduation application please go to the Student Services web page, under "Forms," for the Diploma Order Form. Complete the form and fax, mail or email the document to the office of the Registrar at registrar@ussa.edu; fax number, (251) 625-1035; mailing address; United States Sports Academy, Attention: Registrar, One Academy Drive, Daphne, Alabama 36526.
12. Don't forget to join the Alumni Association!

Addendum J: Academic Hearing Procedures

Students should maintain high standards of conduct in their personal behavior and in their academic work. Disrespect for or violation of these standards is a serious offense. 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. Using unauthorized test materials and or disseminating them to others is also considered cheating.

The penalty for violations against academic integrity could result in failure on a paper, or in a class, or could result in dismissal from the Academy. Students, however, are afforded the right of due process. In this regard, a student who has been sanctioned for violating academic policy may petition for an Academic Hearing. The following section describes the procedures for an Academic Hearing:

The Academic Hearing Committee consists of three (3) members. The Associate Dean of Academic Affairs appoints three (3) members from the faculty or administrative staff to serve on the Committee. The Associate Dean of Academic Affairs also designates the chairperson to conduct the proceedings and report the committee's decision. Members of the Academic Hearing Committee must be unbiased and must not have had direct involvement in the case prior to the hearing.

Parties to the hearing are notified in writing of the hearing date, time, location and procedures at least seven (7) working days before the hearing.

Hearing procedures include the following:

1. A written or electronic record of the proceedings is maintained. The hearing is closed and members of the committee will take reasonable precautions to ensure that the proceedings remain confidential, unless disclosure is required by law. A secretary may be present to record the minutes.
2. The proceeding is not governed by formal rules of evidence or by trial-like procedures. The procedures are those used by reasonable persons conducting a serious proceeding. The chairperson rules on all procedural questions.
3. Members of the committee have the right to question any of the parties or witnesses.
4. The chairperson may terminate a party's right to address the committee if the party becomes abusive or persists in presenting irrelevant evidence or information.
5. If either party fails to appear, the hearing will continue as if the absent party were present.
6. The failure of any party to appear without justifiable cause will terminate that party's right to appeal.

Hearing deliberations are to proceed as follows:

- a. The chairperson reads the charges or complaint to the committee.
- b. The Academy will present its case and may call witnesses, if desired.
- c. The student may then question the Academy's witnesses.
- d. The student will present his or her case and may call witnesses, if desired.
- e. The committee may then question the student and students witnesses, if applicable.

7. Following the hearing, the committee deliberates and renders a decision by simple majority based on a preponderance of the evidence. If the committee decides to recommend a penalty, it specifies the disciplinary action to be imposed.
8. The chairperson sends written notification of the committee's decision to the Chief Academic Officer.
9. The Chief Academic Officer will notify the student of the final disposition of the matter within five working days of rendering a final decision.
10. 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.