UNITED STATES SPORTS ACADEMY

Doctor of Education (Ed.D.) in Sports Management
Academic Catalog 2008-2009

1 September 2008

Bing Mah Yong Series “Archery”
by Charles Billich
Academy Sport Artist of the Year 2000
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1. GENERAL POLICIES AND INFORMATION

1.1. Communicating with the Academy
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

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

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 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 in states other than Alabama should contact their local school district administrations and state departments of education. See the Academic Affairs section of this catalog for more information.

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

1.5. Military Programs
The Academy is currently affiliated with the Department of Defense Activity for Non-Traditional Education Support (DANTES) distance-learning program. Members of the armed forces who wish to use the Services Tuition Assistance Program to pursue distance-learning opportunities with the Academy may do so. The Academy is a member of the Servicemembers Opportunity Colleges. Service members should visit their education centers or navy campus offices for information about current tuition assistance policy and procedures. The Academy is also an approved educational institution for the Veteran’s Administration.

1.6. History and Purpose
President and Chief Executive Officer Dr. Thomas P. Rosandich founded the Academy in 1972, as a direct response to the 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 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 Doctoral Degree Program
As a professional degree program, the goals of the doctoral degree program are:

To enhance the abilities of students and to advance knowledge in the area of sports management by providing instruction and supervised practice in:

1. Analyzing existing research;
2. Synthesizing new concepts by integrating current knowledge with existing concepts; and
3. Conducting an original piece of research as part of the professional dissertation.

To enhance the abilities of students to integrate theoretical information in practical situations by:

1. Identifying issues and trends in sports;
2. Providing leadership in implementing innovative programs;
3. Displaying necessary knowledge and skills in program administration; and
4. Using higher-order thinking skills such as critical thinking.

To enhance the abilities of students and to contribute to the betterment of sports by developing a personal philosophy and ethical principles through:

1. Increasing knowledge of the sociological, historical, and philosophical aspects of sports;
2. Creating familiarity with current sports literature;
3. Understanding human behavior in organizations with respect to sports and fitness; and
4. Applying knowledge, principles, and skills.
1.10. Expectations of Students at the Doctoral Level
The Academy anticipates that students, both national and international, will come from a variety of backgrounds to pursue the doctoral degree programs. Upon receipt of the doctoral degree, students are expected to assume regional, national, or international positions in the development, delivery or administration of sports or sports education programs. Those already employed in sports or sports education are expected to have enhanced skills, knowledge and understanding, which will promote the advancement of sports, sports education or sports science.

Throughout this catalog are policies on student rights and responsibilities. These statements which have been brought together in a comprehensive document called Student Rights and Responsibilities, should be read thoroughly by each doctoral student. A copy of this document may be found in Addendum A.

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

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

Fees, charges, and costs set forth in this catalog are subject to change at any time without prior notice. All courses, programs, and activities described in this catalog are subject to change, cancellation, or termination by the institution at any time. Academy regulations and degree requirements are subject to revision during the effective period of this catalog to reflect changes in policies, occupational and licensure requirements, or other factors related to the quality of the program. The catalog that will govern a student’s enrollment at the Academy will be the one in force on the date of the first enrollment in any course of the institution.

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

The area enjoys semi tropical weather most of the year. Average temperatures range from the 50s in January to the 90s in July. One of the fastest-growing areas of the Sun Belt, metropolitan Mobile has a population in excess of 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 flag: 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 (Arizona Diamondback 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. It 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
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)
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 sports-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.

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<tr>
<th>2008-2009</th>
<th>FALL</th>
<th>2009-2010</th>
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<tbody>
<tr>
<td><strong>2008</strong></td>
<td></td>
<td><strong>2009</strong></td>
</tr>
<tr>
<td>1 September</td>
<td>Labor Day Holiday</td>
<td>7 September</td>
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<tr>
<td>4 September</td>
<td>Open Registration for Online Classes</td>
<td>10 September</td>
</tr>
<tr>
<td>12 October</td>
<td>Last Day to Register for Fall Doctoral Comprehensive Exam</td>
<td>11 October</td>
</tr>
<tr>
<td>18 November</td>
<td>MAT Testing</td>
<td>17 November</td>
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<tr>
<td>12-14 November</td>
<td>Doctoral Comprehensive Examinations</td>
<td>11-13 November</td>
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<tr>
<td>27-28 November</td>
<td>Thanksgiving Holiday</td>
<td>26-27 November</td>
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<tr>
<td>6 December</td>
<td>Last Day to Register for Spring Doctoral Comprehensive Exam</td>
<td>2 December</td>
</tr>
<tr>
<td>19 December</td>
<td>Last Day to Drop a Course with a W Grade</td>
<td>19 December</td>
</tr>
<tr>
<td>25 December</td>
<td>Christmas Holiday</td>
<td>25 December</td>
</tr>
<tr>
<td>31 December</td>
<td>Last Day to Register for Fall Online Classes</td>
<td>31 December</td>
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<table>
<thead>
<tr>
<th><strong>SPRING</strong></th>
<th>2009</th>
<th>2010</th>
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<tbody>
<tr>
<td>7-9 January</td>
<td>Doctoral Comprehensive Examinations</td>
<td>6-8 January</td>
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<tr>
<td>6 January</td>
<td>Open Registration for Online Classes</td>
<td>4 January</td>
</tr>
<tr>
<td>19 January</td>
<td>Martin Luther King Holiday</td>
<td>18 January</td>
</tr>
<tr>
<td>31 January</td>
<td>MAT Testing</td>
<td>28 January</td>
</tr>
<tr>
<td>24 February</td>
<td>Mardi Gras Holiday</td>
<td>16 February</td>
</tr>
<tr>
<td>17 April</td>
<td>Last Day to Drop a Course with a W Grade</td>
<td>16 April</td>
</tr>
<tr>
<td>29 May</td>
<td>Last Day to Register for Spring Online Classes</td>
<td>28 May</td>
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<thead>
<tr>
<th><strong>SUMMER</strong></th>
<th>2009</th>
<th>2010</th>
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<tbody>
<tr>
<td>25 May</td>
<td>Memorial Day Holiday</td>
<td>31 May</td>
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<tr>
<td>4 June</td>
<td>Open Registration for Online Classes</td>
<td>2 June</td>
</tr>
<tr>
<td>4 June</td>
<td>Last Day to Register for Summer Doctoral Comprehensive Exam</td>
<td>2 June</td>
</tr>
<tr>
<td>9 June</td>
<td>MAT Testing</td>
<td>8 June</td>
</tr>
<tr>
<td>4 July</td>
<td>American Independence Day Holiday</td>
<td>4 July</td>
</tr>
<tr>
<td>17 July</td>
<td>Last Day to Drop a Residential Course with a “W” Grade</td>
<td>20 July</td>
</tr>
<tr>
<td>8-10 July</td>
<td>Doctoral Comprehensive Examinations</td>
<td>7-9 July</td>
</tr>
<tr>
<td>28 August</td>
<td>Last Day to Register for Summer Online Classes</td>
<td>31 August</td>
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</table>
3. ADMISSIONS

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

Applications for admission to the doctoral program are accepted on an ongoing basis. Online students may start course work at any time following acceptance. Orientation and registration for online students is done through a free online course (SPT 101).

The doctoral degree is offered online, but at the Academy’s discretion a residential cohort can be accepted. Orientation and registration are held on campus for all resident students. All fees and tuition are due at the time of registration for both online and resident students.

3.1. General Admission

3.1.1. Doctoral Degree Program

An applicant interested in pursuing a doctor of education degree may be accepted from a variety of backgrounds. For full-standing admission to the doctoral program, an applicant must hold (or be a candidate for) a master’s degree from a regionally accredited institution. Approval of an application from a student currently enrolled in a master’s program is conditional upon the successful completion of a degree prior to commencement of study at the Academy. A student who has graduated from a recognized, non-accredited institution may apply for the doctoral degree program only as a conditional student. An applicant to the doctoral degree program is required to submit the following to the Office of Student Services:

1. A completed Application for Doctoral Degree Study (see Addendum B) accompanied by a $100 application fee. This fee is non-refundable and constitutes part of the admission credentials;
2. An official copy of all college transcripts, showing grades and graduation date(s);
3. Three letters of recommendation;
4. A résumé and/or curriculum vitae;
5. A Qualifying Essay (Addendum C) in narrative form. This essay must be well organized and neatly typed. It will be used to judge the student’s ability to write at a level appropriate to doctoral work and must include the following:
   A. A brief biographical sketch; and
   B. An explanation of why the student wants to enter the Academy’s doctoral degree program.
   (In addition, the essay must be written in accordance with guidelines set forth in the Publication Manual of the American Psychological Association (5th Ed.) or Concise Rules of APA Style (5th Ed.). Personal interviews are encouraged but are not required.)
6. Official combined scores from the verbal and quantitative tests of the Graduate Record Examinations (GRE) of 950, a Miller Analogies Test (MAT) scale score of at least 390 (raw score of at least 40), or a Graduate Management Aptitude Test (GMAT) score of 500. The official score report must be less than five years old; and
7. Proof of health insurance coverage for each semester of resident study.
3.1.2. International Student Admission

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

1. A completed doctoral degree application accompanied by a $155 application fee. The fee is non-refundable, and it constitutes part of the admission credentials;
2. An official, certified copy (English translation) of all college transcripts;
3. Three letters of recommendation;
4. An official score report of the Graduate Record Examination (GRE), Miller Analogies Test (MAT), or Graduate Management Aptitude Test (GMAT), dated within the last five years;
5. A satisfactory score on the Test of English as a Foreign Language (TOEFL) in a computer-based format (minimum 213), Internet-based format (minimum 79) or paper-based format (minimum 550), or a satisfactory score on the International English Language Testing System (IELTS) in the academic module (minimum overall band score of 6.) One of these examinations is required of non-native-English-speaking applicants regardless of previous training in the English language (Note: Applicants whose native language is English or students who have a degree from an institution whose primary language of instruction is English are not required to take the TOEFL or IELTS.);
6. 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 reviewed 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 the equivalent of a four-year bachelor’s degree from an accredited institution in order to be admitted to the doctoral 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 reasonable mastery of the English language has been attained;
7. A Certificate of Eligibility (Form I-20) must be obtained if the international student plans to study in the United States.
8. Health insurance coverage for mentorship and resident student course registrations is required. Effective 1 September 2008, all international resident students will be assessed a health insurance fee;
9. A copy of a valid passport and visa (resident students only); and
10. Statement of Available Funds (see Issuance of a Certificate of Eligibility).

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

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

1. Documentary evidence, in the form of a letter from a bank, a sponsoring government agency, a sponsoring company, or acceptable third-party source, stating the amount of financial resources available and/or the amount guaranteed to be provided for transportation and normal living expenses for the period of time to be spent in the United States; and
2. Payment of the $100 SEVIS fee for non-immigrant students and visitor exchange. Visit www.fmjfee.com for information. The SEVIS fee is a U.S. government assessment to defray the cost of a background check for entry into the United States.

The Certificate of Eligibility (Form I-20) is issued for a 36-month period for doctoral students. International students who have been enrolled on a full-time basis with a satisfactory grade point average for a period of one year will be eligible to have their I-20 forms renewed for a subsequent 12-month period. International students studying in their own countries do not need to apply for an I-20.

3.3. Transfer Policy and Procedure
Any applicant to one of the Academy’s degree programs is eligible to transfer equivalent degree level courses from other colleges or universities. The number of transfer credit hours allowed in the doctoral degree program is limited to 24 credit hours (including the cognate courses.)

3.3.1. Doctoral Program Transfer Policies:

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

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

3. It is the policy of the Academy to accept transfer courses based on the criteria (issued in 1998) of the Southern Association of Colleges and Schools.

4. The Academy accepts courses from all regionally accredited institutions that are substantially the same as courses in the Academy’s curriculum.

5. The Academy accepts on a conditional basis courses from all nationally accredited institutions recognized by the Department of Education that are substantially the same as courses in the Academy’s curriculum. That is, a student must have full academic standing to meet the eligibility requirement to petition for transfer credit.

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

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

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

9. The Academy will not accept transfer courses unless the earned grade is a “B” or better.

10. Under no circumstances may courses be used to fulfill degree requirements of more than one degree program.
3.3.2. Transfer Request Procedure:

1. Students interested in transfer credit must apply to the program before the institution will consider petitions.
2. A one-time $50 fee will be charged for the transcript evaluation.
3. A cover letter explaining the request should be sent to the dean of academic affairs, along with a copy of the transcript 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.
4. 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.

3.4. Admission Status

Applicants to the Academy are admitted to the doctoral degree program in one of the following categories:

3.4.1. Full-Standing Status

An applicant meeting all admission requirements listed in section 3.3.1 is granted admission in full standing.

3.4.2. Conditional Admission

A conditionally admitted student is one who has not met all admission requirements and must comply with all admission requirements within the first 12 semester hours of enrollment (six hours maximum per semester) or get permission from the dean of academic affairs for an extension of one semester (nine hours maximum). A conditionally admitted student, while so classified, cannot register for mentorship credits. A conditionally admitted student, while so classified, has no right to petition.

A conditionally admitted student can be granted full-standing by completing any missing materials or by submitting a standardized test score at the appropriate level. Courses taken by a student with conditional status will automatically apply toward the student’s degree once the student is granted admission in full standing.

There are two types of conditional admission categories: conditional academic and conditional administrative.

Conditional Academic

Conditional Academic admission is offered to students who do not meet one or more of the requirements for full admission requirements. A student may be admitted conditionally as follows:

1. A student with a master’s degree from a regionally accredited institution who has not met the required academic standard (for example, insufficient test scores);
2. A student with a master’s degree from a nationally accredited institution who has a GPA of 3.0 or higher may be admitted conditionally provided he or she satisfies full-admission criteria within the first 12 semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA;

3. A student with a master’s degree from a non-accredited institution who has a GPA of 3.0 or higher may be admitted conditionally provided he or she completes the full-admissions criteria within the first 12 semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA;

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

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

**Conditional Administrative**

Students who have applied to the doctoral degree program but do not fulfill all the administrative admission requirements may be admitted conditional administrative status, but they must complete these requirements within the 12 semester hours with matriculation.

**3.4.3 Non-Degree-Seeking Status**

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

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

**3.5. Statute of Limitations on Acceptance**

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

The doctoral degree is offered online, but at the Academy’s discretion a residential cohort can be accepted. All students must register and pay for classes before admission is granted either in residency or online. New resident students may register for classes at orientation without paying late-registration fees. Proof of health insurance coverage is required for students registering for resident courses. Students should be prepared to pay for the semester’s tuition and fees at the time of registration. Attendance at the regularly-scheduled orientation is mandatory for all new and returning residential students. Online students are required to complete the free online orientation course (SPT 101) within their first semester.

3.6.1. Registration: Student ID & Class Rosters (Residential Study Only)

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

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

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

Resident students may register for Mentorships, dissertation, or distance-learning courses via the Academy’s website or by calling or sending an e-mail to the registrar, or by appearing in the office of the registrar. Acceptable forms of payment include MasterCard, American Express, Discover, and VISA credit cards or certified checks, money orders, or personal checks. Students who are eligible for and are rewarded financial aid will be approved at registration. The Academy also accepts military tuition assistance and veteran’s benefits.

3.7. Institutional Testing Codes

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

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

3.8. Testing Facilities

The following testing facilities and services may be of help to students seeking admission to the graduate program at the Academy:
3.9. Alabama and Other State Certification Requirements

Doctoral students planning to be certified as teachers in the state of Alabama or another state must contact the respective state 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, unless they hold or have held an Alabama Professional Certificate or Career/Technical Certificate issued on the basis of an application submitted prior to July 1, 1997. An individual who obtains background clearance for the issuance of an Alabama teaching certificate and allows 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 state’s Teacher Education and Certification Office.
3.10. Post-Doctoral Degree Graduate Work

The Academy provides a program for students who hold a doctoral degree in sports sciences or related area and wish to take more courses or do post-doctoral research at the Academy. The process to apply for this program is as follows:

1. Students’ degrees must have been conferred within the five years preceding application to the new program;

2. Students must re-apply and pay the re-admission fee for the new program;

3. The Academic Committee will review all applications and make recommendations to the chief academic officer as to admissions status;

4. Students will follow the requirements for the program of study as they are specified in the academic catalog in effect at the time of application (i.e., the “current catalog”);

5. Students must complete all requirements for the new emphasis area (to include a Mentorship, if required by the major);

6. Students will have three years from the date of re-admission to complete all academic requirements; and

7. All fees, tuition, and book charges will reflect the current catalog.
4. ACADEMIC AFFAIRS


The United States Sports Academy’s doctor of education (Ed.D.) degree is a 60-semester-hour program beyond the master’s degree. The doctoral degree is designed to prepare students to perform with a high degree of efficiency and proficiency in the sports industry, including sports education. There are three areas of specialization: leadership, marketing, and human resource management. There are emphasis areas in Olympism and in sports medicine for those already licensed or certified in the area.

The curriculum is designed to enable students who are recent master’s degree graduates, working professionals, sports enthusiasts, athletic administrators, and sports educators to achieve personal, educational, and professional objectives in a sport-specific environment.

As part of the curriculum, each student will take a practical, field-based component called a Mentorship. The Mentorship requires each student to engage in hands-on, sports-related activities in the industry.

4.2. Delivery Options

4.2.1 Online Delivery

The Academy’s doctoral 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) for completing online courses. The 16 weeks allowed include one week built into the course schedule for shipping and handling of materials.

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

4.2.2. Directed Individualized Study

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

4.3. Affiliated Credit Options

The Academy is a member of the Southern Regional Educational Campus (SREC). The SREC is made up of colleges and universities in 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. Mentorship and Dissertation Requirements

At the doctoral level, the student is required to complete a practical “learning by doing” course called a Mentorship and to complete a research study reported in a dissertation.

4.4.1. Doctoral Degree Mentorship Program

An Academy mentorship enables a student to get in-depth training under the direct supervision of a leader in a preferred field. Mentorship study provides many opportunities for valuable practical experiences, since a student can select, within the established guidelines, both the site and the type of experience desired. The flexibility of Mentorship study is particularly important for the employed professional who seeks career advancement but prefers to remain employed while pursuing a degree.

Doctoral degree students must complete a six-hour mentorship with 300 contact-hours. Doctoral degree students usually take the Mentorship after completing all other course work. A minimum of 15 semester hours must be completed before embarking on a doctoral mentorship.

Students are responsible for the selection of mentors and Mentorship sites (within Mentorship guidelines) and are thus able to determine the type of experiential training they will receive. All Mentorship outcomes must be reviewed in writing by the designated mentorship faculty advisor and must be approved by the chief academic officer of the Academy prior to the Mentorship’s start.

The faculty recommends that students complete all course work before enrolling in any Mentorship field-experience hours. A student who has not maintained a cumulative 3.0 grade point average (GPA) will not be allowed to register for a Mentorship. Students must purchase the Academy Mentorship Handbook and complete the Mentorship orientation, which is offered on-campus for resident students and via the World Wide Web for distance-learning students.

No contact-hours may be accrued until an official Mentorship Contract has been signed and notarized and the student has officially registered for SPT 798 Mentorship.

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

To ensure quality experiences, established guidelines require that the duties and responsibilities entailed by the Mentorship must be completely different and apart from a student’s regular workplace. The mentor cannot be a student’s regular immediate supervisor. A terminal degree is preferred for a mentor supervising a student, although consideration will be given to a potential mentor who has the appropriate educational background and/or experience and is able to demonstrate a record of contribution to the profession. Students are responsible to find their own Mentorship sites (with the assistance of the Academy). All Mentorships are subject to review and approval by the chief academic officer.

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

4.4.1.1. Mentorship Option

Students may opt out of the Mentorship by taking two additional, approved courses in lieu of the Mentorship. Students wishing to exercise this option must petition the Academic Committee for approval. This option is primarily for those students who have amassed significant experience over a career, justifying substitution of course work for the Mentorship, or for those students in extenuating circumstances where no opportunity exists to pursue for a Mentorship, such as military deployment.

4.4.2. Dissertation

The dissertation is to be an original piece of student research completed on a topic related to the student’s area of specialization in sports management or in management within sports medicine. An acceptable dissertation will be related to a documented problem or issue. Guidelines for formatting the doctoral dissertation are contained in the Publication Manual of the American Psychological Association (5th ed.)

The dissertation is the culminating experience of the student’s doctoral degree program. It can be started only after the comprehensive examination has been successfully completed. The project, once completed, must be defended before a committee consisting of a project director and two readers.

To be eligible for the doctor of education in sports management or doctor of education in sports management with an emphasis in sports medicine degree, a student must register for six semester hours of dissertation credit. Before registering for the dissertation credit, the student must consult with a faculty project director as to the time to be devoted to project work. The project director must be a full-time member of the Academy’s resident faculty approved by the chief academic officer of the Academy and by the student. The student must select two additional faculty members to be Dissertation Committee members for the project. The student has the option of selecting committee members from Academy or non-Academy faculty, provided the non-Academy faculty member has held graduate faculty rank at an accredited institution. In the event that the student selects either non-resident Academy faculty or non-Academy faculty for membership on the committee, these persons must possess a terminal degree in the profession and be approved by the chief academic officer of the Academy. Students will be responsible for any travel costs of any committee members who are not members of the Academy resident faculty.

The oral defense of the dissertation must be scheduled by the student, in coordination with the project director, in accordance with the following:

1. The manuscript must be distributed in final form to all members of the committee not later than 30 days prior to the scheduled defense;
2. The student must apply for and reserve a scheduled time for the defense and must pay the reservation fee. This can be done by completing a Reservation Request Form on the Academy’s website and paying the defense reservation fee. It is important to note that available dates for the defense are limited, particularly in the summer semester, and that they are awarded on a first-come, first-served basis. In the event that a student registers for a defense and fails to appear on the date scheduled, the reservation fee is forfeited. In the event that the defense is successful, the fee will apply to the dissertation binding and microfilming fee. In the event that the defense is not successful, the fee will be refunded to the student. The optional copyright fee is an additional expense;
3. While an oral defense must be conducted on the Academy campus, a student may schedule a telephone conference call to include non-resident committee members. In this event, the student will make all arrangements and bear all expenses for the conference call and will be responsible for insuring all presentation materials used in the defense (such as props, PowerPoint presentation, or web page URLs) are distributed to all individuals off-campus involved in the defense;

4. Approval of the completed dissertation is made by the student’s committee and is subject to review and final approval by the chief academic officer or his or her designee (see Addendum H and I). Both approvals are prerequisites to the awarding of the degree;

5. All project hours are graded as pass or fail. On the project director’s final approval of any committee-mandated rewrites or edits, the student is awarded six semester hours of project credit (pass). Failure to have the project approved by the faculty project director and the director of doctoral studies or the chief academic officer may lead to a grade of fail for the registered six semester-hours; and

6. After final approval for the project is secured, the student is to provide four copies of the dissertation on cotton bond paper. These will be sent to ProQuest/UMI for professional binding and microfiching. The copies are to be distributed as follows: two copies to the Academy Library, one copy to the faculty project director and one copy to the student.

4.4.3. Dissertation Proposal

The purpose of the proposal is to provide written evidence that the student has a clear understanding of the topic proposed for research. The student is responsible for the identification and development of a research topic that must be acceptable to the project director. The topic should:

1. Investigate an issue in the field of sports management or the management of sports medicine;
2. Be a researchable project, in that a problem can be identified through a body of extant scholarly literature relevant to the topic. The problem is to be addressed by utilizing one of the types of research commonly recognized as appropriate; and
3. Possess the potential to incorporate a research methodology that is acceptable for a dissertation in sports management.

4.4.4. Publication and Distribution

Copies of the approved dissertation, including the abstract, will be submitted to ProQuest/UMI, which will publish the abstract; the dissertation will be microfilmed. The student is charged a fee for this process. If the student desires ProQuest/UMI to register a copyright, an additional fee must be paid. Publication of the dissertation in part or in whole is encouraged.

4.5. Bachelor’s-to-Doctorate Degree Accelerated Program

For the student who possesses a bachelor’s degree and is interested in pursuing a doctorate, the Academy offers an accelerated doctor of education program. Admission into the program is based upon the criteria for admission into the master of sports science (M.S.S.) degree with a major in sports management. In the accelerated doctor of education program, the student first completes the M.S.S. core (nine semester hours) and the major courses in sports management (15 semester hours) but does not have to do the nine semester hour mentorship or thesis. Providing the student has a 3.40 GPA upon completion of these 24 semester hours of credit, plus a score of 80 points or higher on the first attempt of the M.S.S. comprehensive examinations, he or she can immediately begin the doctoral degree program. To receive the doctoral degree, the student is required to complete all
60 semester hours of the doctoral degree program and to pass the doctoral written and oral comprehensive examinations and successfully complete and defend a dissertation.

The total number of credits required in the accelerated doctor of education program is 84 semester hours. The per-credit tuition for 500-level courses is the amount charged for master’s degree instruction. The tuition for 600-and 700-level courses is the amount charged for doctoral degree instruction.

If students do not maintain the minimum required grade point average or earn the required comprehensive examination score, or if they decide not to continue into the doctoral degree program, they will receive the M.S.S. degree in sports management upon completion of the M.S.S. mentorship, thesis, or non-thesis option (nine semester hours).

4.6. Doctoral Degree Core Course Requirements
Although the doctor of education degree represents the attainment of independent and comprehensive scholarship in the field of sports, as opposed to the earning of a specific amount of credit, the Academy requires the doctoral degree student to complete 60 semester hours of work beyond the master’s degree. Included in the 60 semester-hours are six semester hours of doctoral research project credit and six semester hours of mentorship credit. All students will be required to take the following core courses:

4.6.1. General Sports Management Core
- SAB 768 Psychology of Human Behavior (3 sem. hrs.)
- SAM 660 Financial Aspects of Sports (3 sem. hrs.)
- SAM 730 Sports Leadership Principles (3 sem. hrs.)
- SAM 634 Ethics in Sports (3 sem. hrs.)
- SAM 786 Legal Aspects of Sports (3 sem. hrs.)
- SPT 798 Mentorship (6 sem. hrs.)

4.6.2. Research Core
- SAB 700 Current Literature in Sports (3 sem. hrs.)
- SAR 674 Research Statistics in Sports (3 sem. hrs.)
- SAR 776 Research II: Advanced Methods (3 sem. hrs.)
- SPT 799 Dissertation (6 sem. hrs.)

Also see Addendum F, the Academy Doctor of Education Program of Study.

4.7. Plans of Study
The doctor of education degree is offered with two study options. The main 60-semester-hour curriculum consists of required and elective courses, 6-12 semester hours of cognate courses, a six-semester-hour doctoral mentorship, and a six-semester-hour dissertation.

The doctoral student may follow one of two study options for the 60-semester-hour degree. These options are a doctor of education degree and a doctor of education degree with an emphasis in sports medicine. These plans are flexible and can, with the approval of the chief academic officer, be adjusted to meet the needs of individual students. Both options are designed to start at any time, and SAB 768 Psychology of Human Behavior and SAM 660 Financial Aspects of Sports are normally the first two courses. In the doctoral degree curriculum, the 60 semester credits are distributed as follows:
### Program Components

<table>
<thead>
<tr>
<th>Components</th>
<th>Hrs.</th>
</tr>
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<tbody>
<tr>
<td>General Sports Management Core</td>
<td>15</td>
</tr>
<tr>
<td>Research Core</td>
<td>15</td>
</tr>
<tr>
<td>Area of Specialization, Including Cognate Courses</td>
<td>12</td>
</tr>
<tr>
<td>Electives</td>
<td>12</td>
</tr>
<tr>
<td>Mentorship</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60</strong></td>
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#### 4.8. Areas of Specialization

The doctoral curriculum in sports management is designed to prepare each student for the increasing number of leadership opportunities in the field of sports and recreational management. Program objectives prepare the student to meet a multiplicity of demands involved in the operation of sports programs at various levels. Sports management study may prepare students for careers as collegiate faculty members, athletic directors, sports facilities managers, sports office administrators, and/or sports community relations directors. These are just a few of the myriad possibilities.

The doctoral curriculum in sports management requires a student to complete cognate courses, outside the institution, totaling at least six hours and also to select an area of specialization comprising at least six hours of in depth study in sports leadership, sports marketing, or human resources management.

With prior approval and special advisement and permission from the director of doctoral studies, these 12 semester hours may be taken at a regionally accredited college or university. A doctoral degree student is to submit a plan to the director of doctoral studies that includes the following:

1. The two, three, or four courses projected to complete these requirements;
2. The institution(s) offering the courses and a catalog description of each course; and
3. The rationale showing the relationship of the courses to the area of specialization and to each of the other courses.

Approval of the submitted plan by the director of doctoral studies is needed before the student registers for any of the specialization courses. The student may request a change in the plan due to extenuating circumstances by submitting a letter to the Director of Doctoral Studies. Submission of such a letter is no assurance that the requested change will be approved. All such requests are subject to review.

#### 4.9. Cognate Courses

Each doctoral student is to complete six semester hours of graduate course work in the foundational area related to the area of specialization. This graduate-level course work is to be successfully completed (with a grade of B or above) at a regionally accredited college or university. Cognate courses must be preapproved by the director of doctoral studies before a student registers for the courses, unless the student has already taken the classes at another regionally accredited university. In the latter case, the subcommittee on petitions must approve transfer credit. Failing approval for transfer, students may be required to take additional cognate courses. All cognate course work must fit under the doctoral degree statute of limitations of seven years, even if the courses are transferred from another regionally accredited college or university before beginning matriculation at the
Academy. The cognate courses augment the area of specialization chosen by the student and serve as the minor field of study.

4.10. Electives
The 60-semester-hour curriculum includes the required core courses and specialization courses previously cited and four elective courses (12 semester hours) selected from the following list:

- SAB 660 Sports in America: Current Issues (3 sem. hrs.)
- SAM 622 Structure and Function of Amateur and Professional Sports Organizations (3 sem. hrs.)
- SAM 640 Labor Relations in Sports (3 sem. hrs.)
- SAM 644 Sports Marketing Research (3 sem. hrs.)
- SAM 662 Sports Entrepreneurship (3 sem. hrs.)
- SAM 672 Personnel Training/Development (3 sem. hrs.)
- SAM 682 Facilities Planning in Sports (3 sem. hrs.)
- SAM 790 Selected Topics in Sports (3 sem. hrs.)
- SAR 790 Selected Readings in Sports (3 sem. hrs.)
- SPT 797 Directed Individualized Study (3-6 sem. hrs.)

If a student has taken 600-level courses at the master’s level to fulfill master’s degree requirements, those same courses cannot be used to fulfill the doctoral degree requirements.

4.11. Directed Individualized Study
Three to six semester hours of directed individualized study may be taken as electives towards the doctor of education degree. Course work of this nature is under the direction of a doctoral degree faculty member and must conform to all rules governing such study. No more than three semester hours may be taken in directed individualized study per semester. Directed individualized study offers additional research opportunities for doctoral students. Permission to enroll for directed individualized study must be obtained from the director of doctoral studies prior to registration.

4.12. Residency Requirement
Doctoral students are required to be in residence for three events: the doctoral written and oral comprehensive examinations, the oral dissertation proposal defense, and the final oral defense of the Dissertation.

4.13. Doctoral Degree with an Emphasis in Sports Medicine
The doctor of education (Ed.D.) with an emphasis in sports medicine is a 60-semester-hour program beyond the master’s degree. The degree is designed to prepare students to perform tasks in the sports medicine profession with a high degree of proficiency. The area of specialization focuses on management courses as applied to sports medicine. Students are selected on the basis of academic and professional accomplishments, past experiences, skills, and goals.

Students ordinarily have had some experience as teachers, athletic trainers, or sports medicine administrators and have shown promise of being able to further develop management skills through training and research. As part of its practical experience component, the Academy requires each student to complete a mentorship in which the student engages in doctorate level management of sports medicine-related activities.

Although the doctor of education degree with an emphasis in sports medicine represents the attainment of independent and comprehensive scholarship in the field of sports rather than the earning of a specific amount of credit, the Academy requires the doctoral student to complete 60 semester hours of work beyond the master’s degree. Included in the 60 semester hours are nine semester hours of mentorship credit and six semester hours of dissertation credit.

**General Sports Management Core for an Emphasis in Sports Medicine**
- SAB 768  Psychology of Human Behavior (3 sem. hrs.)
- SAM 660  Financial Aspects of Sports (3 sem. hrs.)
- SAM 730  Sports Leadership Principles (3 sem. hrs.)
- SAM 634  Ethics in Sports (3 sem. hrs.)
- SAM 786  Legal Aspects of Sports (3 sem. hrs.)
- SAM 787  Legal Concepts of Sports Medicine (3 sem. hrs.)
- SAM 788  Principles of Management in Sports Medicine (3 sem. hrs.)
- SAM 789  Seminar in Sports Medicine Management Issues (3 sem. hrs.)
- SPT 798  Mentorship (6 sem. hrs.)

**Research Core**
- SAB 700  Current Literature in Sports (3 sem. hrs.)
- SAR 674  Research Statistics in Sports (3 sem. hrs.)
- SAR 776  Research II: Advanced Methods (3 sem. hrs.)
- SPT 799  Dissertation (6 sem. hrs.)

Also see Addendum D, the Academy Doctor of Education Program of Study.

4.14. Doctoral Degree Program with an Emphasis in Olympism

The doctoral degree in sports management with an emphasis in olympism is a 60 semester hour program beyond the master’s degree. This degree is designed to prepare students for administrative roles in the world Olympic Movement. Students are selected on the basis of academic and professional accomplishments, past experiences, skills, and personal goals. Students should have had some experience in Olympic sports on the national or international level.

The emphasis in Olympism within the Ed.D. in sports management program requires the following three courses.

The three courses required in this emphasis are:
- SAB 622  Structure and Function of the Olympic Games (3 sem. hrs.)
- SAB 661  Current Issues in the Olympic Movement (3 sem. hrs.)
- SAB 667  Olympism (3 sem. hrs.)

These three courses substitute for three electives.
4.15 600-Level Courses (Master’s and Doctoral Students)

Credits at the 600 level earned by an M.S.S. student will count as elective credits in the master’s program. A master’s student may take 600-level courses after the completion of nine core semester hours with a cumulative GPA of 3.40 or higher.

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

SAB 660 Sports in America: Current Issues (3 sem. hrs.)
This course involves the study of sport from a social change perspective, taking into account factors of race, gender, religion, nationalism, drug usage, violence accompanying sport, politics, and economics as they relate to the growth and development of the sports experience, with emphasis on American culture.

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

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

International students who are sports management majors may elect to take this course in place of SAM 786 Legal Aspects of Sports.

SAM 622 Structure and Function of Professional and Amateur Sports Organizations (3 sem. hrs.)
This course is an analysis of professional and amateur sports organizations from a philosophical, historical and operational perspective. The course takes an in-depth look at management and business practices in this industry. It is designed for leaders in the industry who will deal with issues related to running an effective and efficient sports organization.
SAM 634 Ethics in Sport (3 sem. hrs.)
This course is concerned with the study of sports management ethics and the manner in which ethics can be applied and implemented in an individual's personal and professional life both now and in the future. We will be reminded that "whereas ethics are precepts of right and wrong in our behavior and judgments, the word morality often refers to a way of life, to beliefs, attitudes, motives, and values individuals learn and exhibit in social context."

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

SAM 644 Sports Marketing Research (3 sem. hrs.)
An examination of the marketing process as it pertains to sports. Specific attention is given to the marketing research that is pertinent to the successful operation of sports enterprises.

SAM 660 Financial Aspects of Sports (3 sem. hrs.)
A study of financial challenges faced by sports administrators, including an examination of economic impact analysis, ticket operations, food service and concessions, public-private partnerships, sports sponsorships, and collegiate fundraising. This course is required in the doctoral program general core.

SAM 662 Sports Entrepreneurship (3 sem. hrs.)
This course is a study of entrepreneurship for those with a serious interest in owning their own businesses. Students prepare a comprehensive business plan for starting or acquiring a business. The problems of running a business are also explored.

SAM 672 Personnel Training and Development (3 sem. hrs.)
The study of the various forms of training and development will help a sports organization meet competitive challenges. The implementation of both on-the-job and off-the-job training programs is explored.

SAM 682 Facilities Planning in Sports (3 sem. hrs.)
This course is a study of the principles, guidelines, and recommendations for planning, constructing, using, and maintaining sports facilities. It is designed to provide students with an awareness of the facilities appropriate to sports programs, ranging from colleges to ultra modern, private fitness centers.

SAM 686 Research in Olympism (3 sem. hrs.)
This is a research course designed to study aspects of the administration and operation of the Olympics. The historical significance of the Seoul Summer Olympics is examined. International students who are sports management majors may elect to take this course in place of SAM 786 Legal Aspects of Sport.

SAM 688 Sports Journalism (3 sem. hrs.)
This course will introduce students to the roles and responsibilities of those employed in the field of sports journalism, as well as the importance of sports journalism in media. The objectives of sports journalism --from business and editorial standpoints, in different forms of media, and towards different demographic audiences --will also be analyzed.
SAR 672 Computer Analysis in Sports (3 sem. hrs.)
The purpose of this course is to introduce the student to statistical analysis using the SPSS statistical software. This is an applied course in which the student will learn how to use SPSS to compute basic statistics, such as analyses of variance and linear regression.

SAR 673 Information Systems and Analysis in Sports (3 sem. hrs.)
This course is a study of how to use and manage information systems in business and sports. This course is an elective in the doctoral program.

SAR 674 Research Statistics in Sports (3 sem. hrs.)
This course is an overview of the methods of statistics utilized in sports and exercise science. Emphasis will be placed on computer software utilization for analysis. Topics include hypothesis testing, normal distributions, t-tests, analysis of variance, chi-square, nonparametric techniques, correlation, and linear regression. **This course is required in the doctoral program research core.**

4.16 700-Level Courses (Doctoral Students Only)

SAB 700 Current Literature in Sports (3 sem. hrs.)
This course is designed to examine current issues in sports by researching and reviewing available professional sources. **This course is required in the doctoral program research core.**

SAB 768 Psychology of Human Behavior (3 sem. hrs.)
This course is a focus on the theoretical study of human behavior patterns in sports and exercise settings. It is designed to provide students with information about research in the field of sports psychology as well as with practical knowledge to allow them to become more effective fitness instructors, athletes, athletic administrators, physical educators, or coaches. This course includes selected topics in organizational behavior. This course is require in the doctoral program general core.

SAM 730 Sports Leadership Principles (3 sem. hrs.)
This course is designed to provide an examination of effective leadership. Students will examine general concepts of leadership (theories, principles, traits, skills, etc.) that are necessary to every sports organization. The course is designed to give individuals a practical look at numerous aspects of leadership. Success in a leadership position is often related to an individual's preparation, experience, and knowledge. **This course is require in the doctoral program general core.**

SAM 735 Strategic Planning for Sports Organizations (3 sem. hrs.)
The course is designed to provide an analysis of strategic planning, including the development of vision and mission statements and the use of environmental scans, gap analysis, action planning, and benchmarking. A variety of strategic issues in sports will be explored. An understanding of the policies and mechanics of strategic planning in sports will be provided.

SAM 736 Communication for Leadership (3 sem. hrs.)
This course will assist sports professionals with improving the communication process. Effective communication is needed to lead a sports organization successfully. Problems that may occur in a sports organization as a result of people failing to communicate properly are identified. A variety of communication skills are explored.
SAM 737 Leadership: Theory and Practice (3 sem. hrs.)
This course explores a variety of contemporary notions of leadership, including traditional theories, salient models, new domains, and the importance of understanding change. The course will allow you to explore how leadership theory can inform and direct the way leadership is practiced. Included are leadership topics, research finds, questionnaires, case studies, and everyday applications.

SAM 744 Advanced Sports Marketing (3 sem. hrs.)
The objective of this course is to expose students to advanced topics in the study of sports marketing. Specific topics in the course include advanced sports marketing theory related to consumer behavior, advertising, sponsorship, e-commerce, and global marketing. The information acquired in this course will equip students for a career in sports marketing or a related field.

SAM 786 Legal Aspects of Sports (3 sem. hrs.)
An in-depth examination of areas of the law that are particularly relevant to sports. Specifically, developments in negligence law, contract law, and constitutional law as they apply to sports are considered, and recent developments and trends are studied. This course is designed to build on previous studies of law and sports to provide students with opportunities for in-depth study and appreciation of the legal aspects of sports and the most significant current impacts of law on sports. This course is required in the doctoral program general core.

SAM 787 Legal Concepts in Sports Medicine (3 sem. hrs.)
This course provides an in-depth examination of areas of the law that are particularly relevant to sports medicine professionals. A study of the legal concepts, issues, cases, and decisions that affect the sports medicine profession.

SAM 788 Principles of Management in Sports Medicine (3 sem. hrs.)
In this course, the administrative components of sports medicine are explored. Topics include advanced concepts of legal liability, financial management, scheduling, supervision, documentation, and general administration.

SAM 789 Seminar in Sports Medicine Management Issues (3 sem. hrs.)
This course is an advanced study of historical foundations, contemporary trends and issues, organizational planning, and risk management in the field of sports medicine. Topics include an in-depth case analysis of the role of sports medicine, traditional and non-traditional settings in sports medicine, and the impact of health-care reforms on the profession of sports medicine.

SAM 790 Selected Topics in Sports (3 sem. hrs.)
The goal for this course is to conduct independent research on approved sports topics. The topics may vary and may include the study of practical problems encountered during daily job activities; mentorship study; or futuristic projections of new solutions. It is advisable to research topics that may relate to one’s doctoral research. The focus of this course is to support each student’s specific research interests.

SAR 776 Research II: Advanced Methods (3 sem. hrs.)
This course will introduce research design methods to sports professionals employed in a variety of settings. The format and techniques for writing a scholarly research paper will be presented. Various types of research commonly used in sports management are reviewed. Descriptive and inferential statistical analyses are covered, with an emphasis on their application to sports. This course is required in the doctoral program research core.
SAR 790 Selected Readings in Sports (3 sem. hrs.)
The goal for this course is to conduct library database searches on an approved sports topic. This course is a comprehensive analysis and discussion of selected aspects of sports. It is advisable to compile readings and research on topics that may relate to one’s dissertation topic. The focus of this course is to support a student’s specific research interests.

SPT 797 Directed Individualized Study (3-6 sem. hrs.)
Individualized study is directed by a qualified graduate or National Faculty member in a specific interest area. It is designed to provide flexible alternatives, and it is personalized to the individual student. This course may involve scholarly research, data collection and reporting, preparation of educational materials, or the design and application of policy and programs. It requires the permission of the director of doctoral studies prior to registration.

SPT 798 Doctoral Degree Mentorship (6 sem. hrs.)
This entails 400 clock-hours of supervised work in sports management in schools, colleges, universities, businesses, industries, or sports medicine settings. It is recommended that the Academy Doctoral Degree Mentorship Handbook be purchased two months prior to registration. The Academy Mentorship Office must receive a notarized contract in order before a student will be granted permission to register for this course. A prerequisite for this course is completion of the first 15 semester hours of the degree program. The mentorship is required in the doctoral program general core.

SPT 799 Dissertation (6 sem. hrs.)
The dissertation represents the formal development of an original piece of research under the direction of a faculty project director and two readers. The dissertation experience includes two 90-minute oral presentations at the Daphne, Alabama campus. The plan for a sports management research project and associated data collection procedures is presented at the time of the oral proposal defense. A final oral defense of the completed research manuscript is scheduled following data collection and statistical analysis. Both oral defenses shall be augmented by the use of PowerPoint technology. This course is a required in the doctoral program research core.
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,” part of the Grammar and Language Mechanics Within the Sport Profession field.

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

1. At the doctoral level, the entrance essay is assessed using the appropriate evaluation criteria.

2. If necessary, optional tutorials that might help students produce successful written work will be suggested.

3. For those individuals admitted to the program, research papers are assessed throughout the degree program using the appropriate criteria and optional tutorials assigned accordingly.

The Online Writing Coordinator will use e-mail to suggest tutorials to students, providing direct links to 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 vitae, 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, fees, and other charges are due upon registration. Registration is not complete until financial clearance is received, indicating full payment. The United States Sports Academy reserves the right to change tuition, fees, and other charges as deemed necessary, without prior notice. No student may register for any course until all Academy charges are satisfied.

Application Fees
Application fee (general) ........................................................................................................ $100.00
Application fee (international students) .............................................................................. $155.00

Tuition and Course Fees
Doctoral degree tuition (per semester hour credit) ................................................................. $550.00
Technology-delivery fee (per 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 2nd 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 Library Handbook
Add/drop charge for each change of class (resident or mentorship) ........................................ $15.00
Drop fee for distance learning ........................................................................................................ $50.00
Mentorship Handbook ...................................................................................................... $35.00
Course-extension fee (30 days per extension; two extensions allowed) ...................................... $50.00
Transcript fee (after initial request) ............................................................................................. $10.00
Returned-check charge: first check ........................................................................................... $30.00
Returned-check charge: second and subsequent checks .......................................................... $35.00
Graduate transfer evaluation fee ............................................................................................. $50.00
Continuance fee (per semester) ................................................................................................. $50.00
Late-registration fee (charged after deadline date for residential registration) ......................... $50.00
Re-admittance fee ................................................................................................................... $200.00
@Consolidated on-campus fee (residential students only) ..................................................... $200.00
Post-doctoral graduate work application fee ............................................................................. $200.00
Dissertation reader and processing fee ................................................................................... $1,500.00
Dissertation copyright fee (optional, but additional charge) .................................................... $75.00
Concise Rules of APA Style Manual ................................................................................ Please Call
Doctoral comprehensive examination fee ................................................................................ $225.00
Graduation fee ......................................................................................................................... $250.00
*Alumni fee (optional) ........................................................................................................... $20.00
#International resident student health insurance (annual fee) ................................................ $670.00
Additional diploma (without lamination) .................................................................................. $50.00
MAT testing fee ...................................................................................................................... $70.00

1 September 2008
This fee schedule includes the basic fees required of all students enrolling in the Academy. Since personal expenses, like books, supplies, food, and living expenses vary, no attempt is made to estimate such costs for publication in this catalog. However, estimated costs are available from the Office of Student Services.

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

Refund of tuition, general fees and technology fees for a student withdrawing from the Academy or a student who is dismissed or suspended is made in accordance with 7.47. Refund Policy. All application fees, enrollment fees, shipping and special fees are non-refundable. It should be noted that this schedule is based on the requirements of the U.S. Department of Education in accordance with policies governing Title IV funds. The administrative fee charge is the lesser of 5% or $100 of the total paid.

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

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

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

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

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

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

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

7.1. Types of Assistance Available to Doctoral Students Who Qualify

7.1.1. Loans

Federal Stafford Loans are long-term, low-interest loans and may be subsidized or unsubsidized.

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

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

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

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

**ANNUAL LOAN LIMITS FOR SUBSIDIZED AND UNSUBSIDIZED STAFFORD LOANS**

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

7.1.2. **Distribution of Financial Aid Funds**

Payment of tuition and fees is due when a student registers for a course. In the event that a student has been awarded financial aid and intends to use the proceeds to pay for 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, 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. Resident students may claim a check at the Financial Aid Office. Non-resident distance-learning students will receive such checks in the mail at the address on record at the Academy.

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 *Return of Title IV Funds* in this catalog or visit [http://www.ussa.edu/ussanet/index.asp](http://www.ussa.edu/ussanet/index.asp) for further details).

**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), but who does not officially withdraw from the Academy in accordance with policy, will be deemed an “unofficial withdrawal” for the purposes of financial aid. In the case of residential students, unofficial withdrawal occurs after a student has missed 25% of the scheduled class sessions. For distance-learning students, unofficial withdrawal occurs when a student has failed to log-on and commence any course work within 14 days of the official start date of a course. Students subject to the unofficial withdrawal provisions of the financial aid policy are deemed not to have earned their financial aid awards and will be required to return 100% of said awards.
7.1.3. In-School Deferments
Degree-seeking students who are registered at least half-time (six credits) in a master’s degree program or at least half-time (three credits) in a doctoral program are eligible for an in-school deferment of student loan repayment. The 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.

In-School Deferments for Dissertation/Thesis
A student working on a dissertation or thesis is eligible to receive an in-school deferment of student loan repayment up to the statute of limitations for the program of study, upon verification of the following:

1. Written confirmation from the student’s chair that the student is progressing toward the completion of the dissertation or thesis, which must be received prior to certifying an in-school deferment; and

2. The student’s compliance with limitations on the academic program as delineated in the student’s academic catalog and program of study (Section 7.50 Statute of Limitations for Degree Completion).

7.2. Veterans-Administration Programs
Veterans Benefits: Veterans of any branch of the armed forces may be eligible to receive educational benefits while attending the Academy. Veterans must be enrolled in approved programs of study. Veterans should check with their regional Veterans Administration office concerning eligibility.

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

7.3. Military Financial Aid
The Academy welcomes opportunities to assist students in pursuing 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 degree courses to members of the armed forces, including members of the Army National Guard.

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

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

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

1 September 2008
<table>
<thead>
<tr>
<th>Assistance Program</th>
<th>What is it?</th>
<th>Who is Eligible?</th>
<th>Benefits</th>
</tr>
</thead>
</table>
| 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% of 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) | 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 must have served at least two years on active duty.  
There are four categories of eligibility for veterans, reflecting, 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 in order to participate.  
It can be used for degree, certification, correspondence, apprenticeship/on-the-job training programs, and vocational flight training programs as well as remedial, deficiency, and refresher training. | 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. | The government matches your contributions $2 to $1.. |
| Federal Student Aid                   | The federal government offers students low-interest loans and grants to help finance the cost of going to college. | Virtually all citizens are eligible. However, the program is need-based, so certain income limits can apply. | The loans and grants are capped each fiscal year and depend on your personal economic circumstances. |
### Assistance Program

<table>
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<th>What is it?</th>
<th>Who is Eligible?</th>
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<td><strong>Vocational</strong></td>
<td>Veterans who have a VA disability</td>
<td>Pays tuition, fees, and books.</td>
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<td><strong>Rehabilitation</strong></td>
<td>rating and an employment handicap.</td>
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<td>Pays living allowance up to $715 per month.</td>
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### 7.4. Definition of Academic Year

The Academy’s academic increments are termed as 16-week semesters. Students receiving financial aid are permitted 21 semesters (seven years) in which to complete their programs of study. At the end of three semesters, 18 credit hours must have been completed with a minimum cumulative grade point average of 3.0 on a 4.0 scale.

### 7.5. Satisfactory Academic Progress

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

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

- Are admitted and enrolled as degree-seeking students;
- Meet the required qualitative measure for financial aid recipients;
- Maintain measurable progress toward the completion of the degree; and
- 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 grade point average of at least 3.0 on a 4.0 scale. This measure comes into effect after the student has attempted 12 semester hours at the Academy.

**MEASURABLE QUANTITATIVE PROGRESS REQUIREMENT:** In order to maintain measurable progress toward the completion of their degrees, students must successfully complete 67% of all the Academy credit hours attempted. The 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 the degree program is defined as no more than 150% of the normal time required to complete a degree program. The time frame to complete the doctoral degree is
seven years. Course work transferred toward a degree will necessitate adjusting the time frame accordingly. Satisfactory academic progress will be determined for each student when financial aid is renewed.

REINSTATEMENT OF FINANCIAL AID, ACADEMIC ELIGIBILITY, AND APPEALS OF DECISIONS: Students who become ineligible for financial aid because they do not maintain satisfactory progress towards 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 indicate they have not complied with the academic requirements for financial aid. To do so, each student must submit a letter to the Financial Aid Appeals Committee, addressed to the assistant dean of student services, requesting reinstatement of eligibility for financial aid. The letter must include the reason(s) why satisfactory progress has not been made and any documentation that supports the rationale for the appeal. Appeals may be accepted without provision, or they may be accepted provisionally, entailing a probationary period in which the student must earn a given number of credit hours and/or a specified GPA. Appeals may also be denied. It is the student’s responsibility to initiate any appeal concerning 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 lender who made the student loan).

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 the student’s behalf. If return of aid is required, the Academy will use any credit balance a student may have to fulfill this responsibility. If those funds are more than the Academy is required to return, the student will receive the remainder. In most instances, however, those funds are not enough to cover the amount, which could leave the student owing the Academy a balance.

In order to determine if funds have to be returned, the Academy determines how much aid was earned. Each 16-week semester 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 have been earned. However, if the student completed only 50%, for instance, or 56 days, the Academy would be required to return 50% of the aid awarded/disbursed to the student during that term. Therefore, if the Academy awarded and disbursed $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.

Using the same formula, any student can determine the amount of aid he or she has “earned”. 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, in order to determine the percentage of aid that has been earned. That percentage, if less than 60%, can then be compared to
the student’s financial aid award for the semester, 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 program in which he or she seeks a degree.

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 using 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 Office. 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 a financial aid award can be processed. The Academy will review the information, and an official award letter will be mailed to the student.

The U.S. Department of Education selects one-third of all financial-aid applications for a process called verification. When such verification is required, the Academy will ask the student 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 of information on the enrollment status of students.

Loan Program – Under the federal Family Education Loan Program and/or the federal District Student Loan Program, the institution reports information on the enrollment status of students to various lenders, services, guaranty agencies, and the U.S. Department of Education.
All agencies and organizations to which the institution reports student enrollment information (as described in the previous two sentences) are “eligible requestors.” The United States Sports Academy has appointed the clearinghouse as its agent for purposes of reporting information on the enrollment status of students to eligible requestors.

The registrar provides to the clearinghouse on a mutually agreeable schedule, an electronic listing containing the enrollment status of all Academy 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 registrar and the Financial Aid Office 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 makes its best effort to respond to requests within 14 calendar days of receipt, 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 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 United States Sports Academy academic 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 of academic integrity ranges from failure on a paper or in a class to 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, and 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 only under the following conditions:

1. The student uses the exact written words of another person, places the words in quotation marks, and cites the author’s name, title of publication, year, and page number where the quote may be found. A quote exceeding 40 words must be indented as a block without quotation marks.

2. The student paraphrases other people’s work, restating the concept or information in a manner more substantial than simply rearranging the words of sentences and citing the author and year of publication. The student should be very careful, when taking notes, to quote text verbatim or paraphrase fully.

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

The abuse of library materials by writing on or tearing out pages or taking materials without properly checking them out is strictly forbidden.

8.2. Academic Probation and Dismissal

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

Any student on probation will not be extended academic privileges. These privileges include, but are not limited to, individualized study, overloads, and the comprehensive examination. 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 earned.

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 doctoral degree program is seven years. At the end of three semesters (for doctoral students), a minimum of nine semester hours must have been completed with a cumulative grade point average of 3.0. Students not meeting this requirement face academic probation and possible dismissal.

8.3. Academic Update

The Academy publishes a bulletin, the Academic Update, on a frequent basis. It 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 knowing 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 government 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 are 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 and Dropping Courses

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

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

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

When adding or dropping a distance-learning course:

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

4. Withdrawals after the deadline will receive a grade of “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. Admission to Doctoral Degree Candidacy
A student who has completed all course work, who has passed the written and oral comprehensive examinations, and whose dissertation proposal has been approved is considered eligible to register for dissertation credits and be admitted to candidacy for the doctoral degree. A student must be admitted to candidacy at least one semester prior to the granting of the degree. The purpose of this requirement is to assure an adequate amount of time for the dissertation.

8.7. 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. It allows advising to be done quickly and effectively, regardless of faculty vacation schedules or sick leave.

The system consists of the following:

1. Prior to registration for an initial course or courses at the Academy, a student must complete the program of study form (POS). The POS may be accessed at www.ussa.edu/advising-pos.html.

2. Unless the student chooses to deviate from the POS when registering for further courses, there is no need 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, the applicable catalog, or the major, he or she 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 catalogs or majors.

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

8.9. 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 degree requirements. Students who fail to apply on time risk having their graduation delayed until the end of the following semester. The registration fee paid for the comprehensive examination will be applied toward the graduation fee if the examination is passed.

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

8.11. Auditing Courses
Auditing a course means 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.

8.12. Campus Computing and E-mail
All students are assigned an e-mail address within the Academy address domain at the beginning of the Academy first course. Students must use their Academy e-mail address for all course work. Furthermore, 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.

Resident students are required to have their own laptops or desktop computers to facilitate on-campus study. Internet connectivity is available in the Academy Library via wired and wireless access. System requirements are as follows:
1. Computer with Windows XP or 2000;
2. 10/100-ethernet card (for wired access);
3. CAT 5 (or higher) cable (for wired Internet access).

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

8.13. Catalog Coverage and Major Change
Although the Academy reserves the right to change policies and procedures, and students acknowledge this by registering, The Academy recognizes student’s needs to know policies. The catalog that articulates degree requirements is based on the term in which a student first registers for courses. A Student entering under one catalog is expected to graduate according to the guidelines of that catalog. Students who wish to change 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 new requested current catalog.

Students wishing to change from one major to another or to change the major program emphasis must submit a Change of Major form to the Student Services office. This form requires the signatures of the department chairs from each major and the signature of the chief academic officer.

The Academy operates by committee action. The highest committee is the President’s Cabinet, which is chaired by the President and Chief Executive Officer. The Academic Committee makes recommendations directly to the Cabinet for all academic and instructional design issues. The Academic Committee is chaired by the chief academic officer. It consists of the following:
1. Associate Dean for Academic Administration,
2. Chairs of all academic programs
3. 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 for decision making:

1. Director of Library

As necessary, the Academic Committee appoints subcommittees to carry out functions such as addressing student petitions.

8.15. Conferring of Degrees
A student who has completed all degree requirements must complete an online Graduation Application, which can be found on the Student Services page of the Academy website. An application will not be processed without the required graduation fee. If a student previously filed for graduation but did not complete the degree requirements at that time, application and payment of the fee must be repeated. The degree shall be awarded after the student’s academic file has undergone a graduation audit and all degree requirements for the student have been met.

8.16. Continuance Policy
Degree-seeking doctoral students must have consecutive registration throughout their degree programs. This means that there are no more than 90 days between the completion of one course and the registration for 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 previous course, and has not paid a continuance fee, the student will have to petition for re-admittance to the Academic Committee and be accepted and pay a $200 re-admittance fee before re-enrolling. The re-enrollment does not change the student’s statute of limitations, though the student will from the point of re-admittance be governed by catalog in effect at the time of re-admittance.

8.17. Course Descriptions - Expanded
Expanded descriptions of Academy courses are available for students who need more than the traditional short description for purposes of 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 giving the course title and number along with the reason for the request. The Academy, solely at its discretion, reserves the right to withhold this service when it deems it 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 Student Services office. 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 to all students, faculty, and staff annually.

8.20. Examinations at the Doctoral Level

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

Examinations (Distance Learning): Distance-learning examinations must be taken at an appropriate national or regional test center. Students are responsible for finding a suitable center, which may include a National Collegiate Testing location, Sylvan Learning location, library, military education facility, or other college-authorized testing center. Visit http://www.ncta-testing.org/ectc/ for information. Students are responsible for paying the costs, if any, to secure administration of the test. Students must bring their student identification cards and another form of identification with them to the test. For questions regarding this policy, contact the Help Desk in the Instructional Design department at 251-626-3303 or helpdesk@ussa.edu.

Students are responsible for selecting an appropriate proctor for the test administration. The Academy will check the proctor’s information to verify the person meets the standards. The Academy reserves the right to take up to 72 normal work hours to confirm a proctor, so students must notify the Academy of a proctor’s information at least 72 normal work hours in advance of the date scheduled for the exam. Students are encouraged to seek an appropriate proctor soon after registering (during Unit 2 or 3) for their courses. Not all proctor requests are approved, and failure to secure an approved proctor will delay the completion of the course.

Comprehensive Examinations: Upon completion of all doctoral degree course work, exclusive of the dissertation, the student must take a written and an oral comprehensive examination which will cover not only the courses completed but also major trends and issues in sports management and, where appropriate, sports medicine.

A student must have successfully completed 54 semester hours beyond the master’s degree to be eligible to register for the doctoral comprehensive examination. A student is only allowed to have six Doctoral Dissertation hours outstanding in order to be eligible for the exam.

8.20.1. Doctoral Degree Comprehensive Exam Schedule
Comprehensive examinations for doctoral students will be offered each November, January, and July. The comprehensive examination is three days in length. The morning testing sessions for the first two days run from 9 a.m. until 12 p.m. The afternoon testing sessions run from 1:30 p.m. to 4:30 p.m. The doctoral oral comprehensive examination is held on the third day of the doctoral comprehensive examination period. During the oral examination, each doctoral candidate will be queried on overall sports management knowledge and personal career goals, and each will complete the doctoral written and oral exit interviews.

Comprehensive Examination Procedures
Purpose: The comprehensive examination is intended to assess a doctoral student’s ability to apply, analyze and synthesize knowledge of sports management.

Composition: The Comprehensive Examination is to consist of written and oral components, which are scheduled as follows:

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<th>Day</th>
<th>Time</th>
<th>Component</th>
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<tr>
<td>1</td>
<td>0900-1200</td>
<td>General Area of Management (written)</td>
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<tr>
<td>1</td>
<td>1330-1630</td>
<td>Sports Management (written) or Sports Management with an Emphasis in Sports Medicine</td>
</tr>
<tr>
<td>2</td>
<td>0900-1200</td>
<td>Area of Specialization (written)</td>
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<td></td>
<td>• Sports Finance</td>
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<td>• Sports Marketing</td>
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<tr>
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<td></td>
<td>• Human Resource Management</td>
</tr>
<tr>
<td>2</td>
<td>1330-1630</td>
<td>Research Area (written)</td>
</tr>
<tr>
<td>3</td>
<td>To be scheduled (approximately 30 to 60 minutes per student)</td>
<td>Oral Examination</td>
</tr>
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</table>

Nature of the Examination: The questions in the comprehensive examination are individualized to fit the student’s academic program and professional interests and experiences.

Written Examinations: The student is to answer three of four questions during each three-hour session of the comprehensive examination. The questions are composed by doctoral faculty members who have taught the courses in the program of study completed by the student. These questions are to be based upon the course textbooks, class materials, and general knowledge from the field of study in sports management.

Oral Examination: The oral portion of the comprehensive examination proves an opportunity for the student to:

i. Expand upon the questions asked on the written examination;

ii. Explore different areas of sports management that were not included on the written examination;

iii. Clarify an area of the written examination that was deemed weak by the student’s committee. If the student’s doctoral committee is satisfied with the student’s knowledge in a weak area(s), the committee can make an appropriate adjustment of the score on the written examination; and

iv. Comment on the doctoral program.

Grading: Written examination questions will be graded by the doctoral faculty member who prepared the questions. Weighting of the components of the comprehensive examination is as follows:

<table>
<thead>
<tr>
<th>Written Examination</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>General Area of Management Questions (six hours)</td>
<td>20%</td>
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<tr>
<td>Sports Management (three hours) or Sports</td>
<td>20%</td>
</tr>
<tr>
<td>Management with an Emphasis in Sports Medicine</td>
<td></td>
</tr>
<tr>
<td>Area of Specialization (three hours)</td>
<td>20%</td>
</tr>
</tbody>
</table>

1 September 2008
The passing score for the overall comprehensive examination is an average score of 75% (individual written questions and the oral score are assessed on a 0-10 scale). In order to qualify for the oral examination, a student must average 70% on the entire written examination. To pass the overall comprehensive examination, a student must score 70% or above in each of the areas of the written examination and the oral examination. Any area with a score of 69% or lower is considered a “weak” area and must be retaken.

Retake: A student may retake the written and/or oral portion of the comprehensive examination once. After two failures, the student must petition the Academic Committee in writing to request a possible retake.

In a retake of a failed comprehensive examination, each of the areas in which the student scored under 75% will be examined.

8.21. Exit Interviews
Exit interviews are conducted with each doctoral student by the Doctoral Examining Committee during the administration of the oral comprehensive examination. The purpose of the exit interview is to ascertain the effect of academic programs on students, to identify student perceptions, and to receive recommendations for program improvements. The financial aid exit interview is conducted when all degree requirements are complete. This exit interview is conducted to fulfill Title IV federal mandates and communicate repayment responsibilities to each student who has had federal financial aid during all or part of the 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.usa.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 by reservation. 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. Information and assistance concerning housing costs and services is available through the Student Services office. Final responsibility for making housing arrangements rests with the student.

Transportation: All students are responsible for any needed transportation to and from the Daphne campus, including airline 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. Databases are updated regularly and supply citations, abstracts or full-text articles. The library’s online databases index over 270,000 unique journals.

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.

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 Student Services office.

**Laboratory Facilities:** The laboratory complex has two locations. The 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 and used for strength and conditioning testing, assessment, and programming.

The students in the resident 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

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

8.25. Full-Time Student

A full-time doctoral student is one who is normally registered for six semester hours in a given semester. With special permission from the chief academic officer, students may register for an overload not to exceed 12 semester hours in the fall or spring semester or up to 12 semester hours in the six-week summer term. In the calculation of student hours of graduate credit, resident courses, mentorship, and distance learning will be included in the total hours of the semester in which the student initially registers for the course. Semesters begin with orientation and end the Friday before the next semester’s orientation. See the Academic Calendar for more information.


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 of the 16-week period is the date 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 through the end of the extension period.

Grading: Students who do not complete a distance-learning course 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:

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

A cumulative grade point average of 3.0 for 60 to 84 semester hours of work is required for graduation. In computing the 3.0 average necessary for conferment of the doctoral 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, either for candidacy or conferment of the degree. The following symbols are substitutes for grades:

I = Incomplete; Assigned by the instructor in cases where the recitation and test grades are satisfactory, but the student is unable to fulfill all course requirements, for 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 dissertation 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.

**8.27.1. Grading Rubrics**
The Academy has incorporated a rubric for grading all papers and assignments completed on and off campus. The rubric is designed to take some of the subjectivity out of the grading process. Students may review the rubric(s) in the Course Management System.

**8.28. 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 specified grading standards presented in the course syllabus at the beginning of all resident or distance-learning courses. A student may appeal a grade as follows:

1. The student must communicate with the instructor in question and first attempt to resolve any differences informally.
2. A student who is unable to resolve differences informally must file a written appeal with the chief academic officer within 15 days following assignment of a 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 Student Services division. 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, the appeal will be referred to the Academic Committee for final disposition. The Academic Committee must render its decision within 15 days from the date the Appeals Subcommittee forwarded the appeal. The majority decision of the Academic Committee shall be final and binding on all parties concerned. The chief academic officer or designee shall inform all parties of the decision in writing.

**8.29. Doctoral Teaching Assistantships**
Doctoral teaching assistantships are available for doctoral students with appropriate experiences and credentials. There is no deadline for application, as graduate assistants are selected on a rolling admissions basis. For more information, contact the chief academic officer.

**8.30. Graduation Requirements**
To be eligible to graduate, a student must:
1. Submit all required admissions materials;
2. Have a cumulative 3.0 or higher grade point average;
3. Successfully complete all academic requirements;
4. Successfully complete a written and an oral examination that indicates comprehensive knowledge of the major, the general and research area core requirements, and supporting academic areas;
5. Pay all fees, including the graduation fee;
6. Complete the Application for Graduation form; and
7. Complete the exit interviews.

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

8.30.1. Academic Honors and Awards Upon Graduation

The United States Sports Academy provides academic honors and awards to recognize and promote notable student achievement. These include graduation with honors and graduation with highest honors. Honors are calculated based only on hours attempted at the United States Sports 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 60 semester hours beyond the master’s degree, at the doctoral level.

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

- Graduation with Honors: 3.8-3.99 GPA
- Graduation with Highest Honors: 4.0 GPA

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

Faculty List
The Faculty List shall be compiled on the second Friday following the start of each semester. Requirements for the Faculty List include a semester grade point average of 3.600 – 3.750 and completion of a minimum course load of 12 semester credit hours. A student must have full academic standing.

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 3.751 – 3.899 and completion of a minimum course load of 12 semester credit hours. A student must have full academic standing.

President’s List
The President’s List shall be compiled on the second Friday following the start of each semester. Requirements for the President’s List shall be a semester grade point average of 3.900 – 4.0 and completion of a minimum semester course load of 12 semester hours. A student must have full academic standing.

Student of the Year
Students who graduate from the Academy with honors are eligible for the Student of the Year award. 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, for a coach, a championship won by the team or for a sports medicine professional, the development of a new treatment. Publishing a text or significant research are other possible contributions that have bettered the quality of life in a community.
• Civic/charitable contributions that have bettered the quality of life in a community.
• Contributions to the Academy. Examples here include service as a student ambassador, contributions to the Academy publications The Sport Journal or The 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, 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 of the academic year in which you graduated.

8.30.2. Distinguished Alumnus of the Year Award

The Distinguished Alumnus of the Year Award is given annually to the most outstanding United States Sports Academy Alumni. The recipient 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 the higher echelons of sports, 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 selecting the award recipients (past recipients: http://www.asama.org/awards/alumni/index.html). Students who know of an Academy alumnus that is deserving of the award can e-mail alumni@ussa.edu.

8.31. Health Services

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

8.32. Holds

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

8.32.1. Academic Holds

The chief academic officer (or designee), dean of student services or registrar may place an academic hold on a student’s file.

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

A student under an academic hold is prevented from registering for additional course work until all documents required for admission have been received. The academic hold will be released when the student’s admissions file is complete.

8.32.2. Administrative or Business Holds

The chief operating officer, chief academic officer, the registrar or any senior administrator may place a business hold on a student’s file. An administrative hold may result from a check written on insufficient funds, a library fine, unreturned library materials, an outstanding balance on the student’s account, or default on a student’s financial aid loan package.
A student under an administrative hold is prevented from receiving grade reports or transcripts. Additionally, the student will be prevented from registering for additional course work or receiving additional financial aid until conditions have been cleared with the Academy.

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

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

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

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

8.35. Lost and Found
The lost and found is located in the Student Services office and Logistics office.

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

8.37. Motor Vehicle Registration and 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 office.

8.38. Faculty
The Academy utilizes both resident and distance-learning faculty in order to fulfill the academic mission of the institution. Distance-learning faculty teach online courses only and may live in different areas of the country. All Academy faculty members must have adequate preparation in an appropriate academic field as defined by the Commission on Colleges of the Southern Association of Colleges and Schools.
8.39. Online Course Grading
Weighting of the components of all distance-learning courses at the doctoral level is as follows:

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

Students must make an 80% average on the open book quizzes to be eligible to take the final examination. Students must retake the quizzes until 80% is achieved.

8.40. Online Student Security
All students are responsible for the security of 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.

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

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

Acknowledgment of other’s ideas and work must be made using the proper citation and referencing methods explained in the Publication Manual of the American Psychological Association (APA) Manual (5th ed.) and Concise Rules of APA Style. Any student who plagiarizes is subject to disciplinary action ranging from course failure to dismissal from the Academy (see the Student Conduct section of this catalog).

8.43. 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 study must be on file in the Student Services office.

8.44. 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 during 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.

8.45. Refund Policy

Refund of tuition, general fees, and technology fees for a student withdrawing from the Academy or a student dismissed or suspended is made in accordance with the Refund Policy. All application fees, enrollment fees, shipping fees, and special fees are non-refundable. It should be noted that this fee 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 $100 or 5% of the total paid.

Regular Semester

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

Six-Week Session

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

Three-Week Session (mini-session)

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

Distance Learning

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

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

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

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

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

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

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

8.47. Special Student Services

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

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

8.48. Statute of Limitations for Degree Completion
All requirements must be completed within seven years from the time the student first enrolls in the degree program. In special cases, students may petition the Academic Committee for an extension not to exceed one additional year, provided the petition is made before the date indicated by the original statute of limitations.

8.49. Mobilization and Call to Active Duty
Students of the Academy who are reservists or members of the National Guard ordered to active duty or who are active-duty military personnel ordered to deploy abroad will have the option of:

1. Receiving an administrative extension. Under this option, the student will be able to continue course work upon release from active duty or deployment if able to resume work in the course within three months from the date work was suspended. In the event that study does not resume within three months, the student will be required to start from the beginning of the course, but will not be assessed any tuition or fees for doing so.

2. Withdrawing from the course of study without penalty.

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

Building Security Cards
Each resident student is issued a Building Security Card for entering and exiting the facility. Students must pay a $20 refundable deposit at the time of issuance. At the conclusion of a given semester, students must turn in the Building Security Card to the Logistics office within three business days following the last day of classes. If a student fails to turn in the Building Security Card in the allotted time, the student will forfeit the deposit. Refunds will be issued within 7-10 business days following the semester. If the Building Security Card is lost or stolen, the student will be required to pay an additional $20 deposit for a replacement card.

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

8.51. Student Conduct
Enrollment at the Academy represents entrance into an academic community. Therefore, students voluntarily assume obligations of performance and behavior. 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 decisions and actions. The Academy considers unacceptable any 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 to allow a student to continue in 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 to 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. If the right to a hearing is waived, the outcome of the informal conference will be binding on all parties concerned.

3. Normally, a 7-10-day period will be allotted 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 hearing subcommittee 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 may 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 the principle of "Preponderance of Evidence." Preponderance of evidence means that the evidence as a whole shows that the fact be proved is more probable than not. This is the standard used in adjudicating all disciplinary cases falling under Academy policy.

5. The platform committee 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 subcommittee’s decision and recommendation 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 the 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 is 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.

8.52. Student Mail

Students are to receive personal and professional mail at their private residences. In the event that personal mail is delivered to the Academy, it will be placed in the student box in the library. The Academy does not accept responsibility for lost or stolen mail.

8.53. 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 ($20 per year for Association membership). Visit [www.ussa.edu](http://www.ussa.edu) to shop online.

**The American Sport Art Museum and Archives (ASAMA)** is available to all Academy alumni and students to join. Membership options begin at $20 per year and entitle students to take part in all ASAMA-sponsored events, including art shows, exhibitions, and presentations (with the exception of the Awards of Sport banquet, should one be held).
The Student Ambassador Club represents the institution as hosts and 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 for that portion of the year for which the student is present on campus.

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

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

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

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

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

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

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

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

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

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

National Recreation and Park Association
2775 South Quincy Street, Suite 300
Arlington, VA 22206-2204
8.54. 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 students, should first attempt to resolve the issue on an informal basis. When students feel that informal means have not resolved an issue, they can appeal for further formal consideration of the matter. 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 shall make a recommendation to the chief academic officer within 15 days of receipt of the petition.
3. The chief academic officer shall have the final right of accepting or rejecting the subcommittee’s recommendation. The student shall be informed in writing of the final decision of 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.

8.55. 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) and, date and place of birth.

Unless a signed form is received in the Student Services office stating that the above information may not be released, it will be assumed that the information may be disclosed.
8.55.1. Records and Disclosure

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

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

3. The Academy will not issue transcripts of academic records when students have failed to meet their financial obligations to the Academy; 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 another institution’s transcripts or GRE, MAT, GMAT, or TOEFL test scores.

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 course work in the Course Management System for four semesters; it will then be de-accessed.

8.55.2. Release of Grades

Students can view their grades online, which makes them available much sooner. Grades will no longer be mailed to students and will not be given over the telephone. To view grades, students should contact the registrar via their Academy e-mail account to request the portal log-in and password. The registrar will mail the information to the home address on file. Students can then access the Student Services portion of the website and select “Student Records & Information.” From there, students select “Student” to log-in and must type in the student ID 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.

8.56. Textbook Policy

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

8.57. Transcripts

All transcript requests must be in writing and must include a student’s identification number and signature. All such requests must be directed to the registrar’s office. No transcript will be furnished to a student who has an outstanding balance at the Academy, as evidenced by an administrative hold placed on the student’s file. It is against Academy policy to fax academic transcripts. Transcripts will only be released and delivered in hard copy. There is a $10 charge for each transcript issued after the first one, which is provided free of charge (see Addendum K).
Students who graduate with a 3.80 to 3.99 cumulative grade point average will have “graduated with honors” printed on their transcripts. Students who graduate with a 4.00 cumulative grade point average will have “graduated with highest honors” printed on their transcripts. The student who has been selected as Student of the Year will have this honor designated on the transcript.

8.58. Computer Virus Policy
The Course Management System has been equipped with a virus scanning program. If a student submits an infected file to the system, the file will be refused. 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. Repeated attempts to send such files may result in a $200 fine and/or academic sanctions, as determined by the faculty.

8.59. 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.

8.60. Withdrawing from the Academy
Students who withdraw from their Academy courses while a semester is in progress must complete a withdrawal form, which is available from the Student Services office. Students must obtain the signature of each course’s instructor and an advisor’s signature and return the form to the registrar’s office. An exit interview will be conducted by the director of financial aid as part of the withdrawal process. Withdrawal becomes effective the day the form is received by the registrar. Refunds, if applicable, may not be authorized without completion of the exit interview and the withdrawal form.

8.61. Coordinators of Student Services
Coordinators of Student Services (CSS) personnel are responsible for providing support to students off-campus. 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 in the event a problem arises. If the problem or question is not resolved, students may then contact the Student Services office.
9. FACULTY

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

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

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

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

Douglas J. Goar*
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M.S. Mankato State University
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M.A. Grand Canyon University
D.S.M. United States Sports Academy

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

Les Dutko*
B.S. Virginia Polytechnic Institute
M.A. West Virginia 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

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

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

Timothy Newman*
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M.Ed. University of Virginia
D.S.M. United States Sports Academy

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

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Ed.D. United States Sports Academy

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Ph.D. Walden University

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B.S. Chang Zhou Institute of Technology
M.S. NanJing Normal University
Ph.D. University of Central Florida

* Denotes Distance Learning Faculty
10. ADDENDA

A. Student Rights and Responsibilities
B. Application for Admission
C. Student of the Year Application
D. Writer’s Guide for the Qualifying Essay
E. Program of Study, Doctor of Education
G. Program of Study, Ed.D. – Olympism Emphasis
H. Approval Form – Thesis/Dissertation Proposal
I. Approval Form – Dissertation Final Submission
J. Accelerated Bachelor’s to Doctoral Degree Admission Form
   (Includes Accelerated Doctoral Degree Program Admission Status)
K. Post-Graduate Degree Program - Recommendation Form
L. Request for Transcript Form
M. Post-Doctoral Degree Application Form
N. Assignment Rubrics
O. Graduation Checklist for Doctoral Degree Candidates
P. Academic Hearing Procedures
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Addendum A: Student Rights and Responsibilities

Honor Code for the United States Sports Academy

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

Notice to All Students

The Academy is an independent, equal opportunity, coeducational, not-for-profit institution of higher learning. It is open to all students and faculty and does not discriminate in admissions or employment on the basis of race, color, sex, age, religion, disability, or national origin. Every effort has been made to include 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; it 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 in one’s place. 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. The student uses the exact written words of another person, places the words in quotation marks, and cites the author’s name, title of publication, year, and page number where the quote may be found. A quote exceeding 40 words must be indented as a block without quotation marks.

2. The student paraphrases other people’s work, restating the concept or information in a manner more substantial than simply rearranging the words of sentences and citing the author and year of publication. The student should be very careful, when taking notes, to quote text verbatim or paraphrase fully.

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

1 September 2008
The abuse of library materials by writing on or tearing out pages or taking materials without properly checking them out is strictly forbidden.

**Attendance Policy: Resident and Distance Learning**

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

Students who are enrolled in a web-based course must log on and complete the first course assignment within two weeks of course registration. Students are expected to systematically satisfy all of the course assignments and learning activities, in accordance with the syllabus, within the prescribed 16-week time frame or pay the appropriate extension fees. In no case will a student be allowed to submit work following the exhaustion of two 30-day course extensions or one 60-day course extension, unless 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 he or she feels was inequitably awarded, in that it involved a gross violation or departure from the grading standards specified in the course syllabus at the beginning of all resident or distance learning courses. The student may appeal the grade as follows:

1. The student must communicate with the instructor in question and must first attempt to resolve any differences informally.

2. A student who is unable to resolve the differences informally 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 Student Services division. The subcommittee 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, the appeal 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 by the appeals subcommittee. The majority decision of the Academic Committee shall be final and binding on all parties concerned. The chief academic officer or designee shall inform all parties of the decision 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 decisions and actions. The Academy considers unacceptable any 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 P.

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

1. A student may file a written petition within 30 days from the date when the informal attempt to resolve the issue was concluded. The written petition must be filed with the Chief Academic Officer and should include a detailed explanation of the circumstances involved. The Chief Academic Officer or a designee will officially log the petition in, noting the date and time it was received.
2. After receipt, all formal written petitions shall be referred to the Petitions Subcommittee of the Academic Committee. The subcommittee shall investigate the petition to ascertain all the facts in the matter and make a recommendation to the Chief Academic Officer within 15 days of receipt of the petition by the subcommittee.
3. The Chief Academic Officer shall have the final right of accepting or rejecting the subcommittee’s recommendation. The student shall then be informed in writing of the final decision made by the Chief Academic Officer within five business days of receipt of the recommendation from the subcommittee.
4. Students have the right to appeal the decision to the Academy President. Appeals should be reduced to writing and sent to the President’s Office within 15 days of the date of the communication sent by the Chief Academic Officer to the student. Decisions rendered by the President shall be final such appeals, decisions rendered by the President shall be final.

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

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

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

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

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

**Student Rights for Records and Disclosure**

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

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

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

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

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

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

**Student Rights for Release of Grades**

Students can view their grades online, which makes them available much sooner. Grades will no longer be mailed to students and will not be given over the telephone. To view grades, students should contact the registrar via their Academy e-mail account to request the portal log-in and password. The registrar will mail the information to the home address on file. Students can then access the Student Services portion of the website and select “Student Records & Information.” From there, students select “Student” to log-in and must type in the student ID 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 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.

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, requests 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 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 an appropriate employment supervisor, the chief academic officer, the dean of student services, or the Academy president. The written complaint shall identify the person or persons involved, the nature of the offensive conduct, and any witnesses. The president will appoint a responsible individual to investigate the matter and recommend a course of action. The complaint will be investigated confidentially to the extent possible. Following the investigation, statements of the person claiming harassment and of the accused harasser will be taken and reviewed by general counsel.

The employee or student making the complaint and the 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 B: APPLICATION FOR ADMISSION
UNITED STATES SPORTS ACADEMY
America's Sports University®
Doctor of Education (Ed.D.) Degree Program

PROCEDURES TO APPLY FOR THE
DOCTOR OF EDUCATION DEGREE
• A completed application form
• A $100 non-refundable U.S. application fee
• A $155 non-refundable International application fee
• An official GRE (Graduate Record Exam), MAT (Miller Analogies Test) or GMAT (Graduate Management Aptitude Test) score
• Three (3) letters of recommendation
• An official college transcripts
• A qualifying essay
• A résumé or vitae
• Proof of health insurance (Resident Study only)

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

PERSONAL DATA: (please print or type)
Full Name ___________________________ Social Security Number ___________________________
First Middle Last
Current Address
Street/Number __________ City __________ State/Country __________ Zip or Postal Code __________
Telephone (Home) __________ Telephone (Work) __________
Email Address (REQUIRED) ___________________________
Permanent Address
Street/Number __________ City __________ State/Country __________ Zip or Postal Code __________
Citizenship (CHECK ONE)
☐ United States Citizen
☐ International - Permanent Resident
☐ International - Non-U.S. Resident
Country of Citizenship (Print) ___________________________

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

Have you previously applied to the Academy? ☐ No ☐ Yes Date(s) ___________________________
Have you previously been enrolled at the Academy? ☐ No ☐ Yes Date(s) ___________________________
Do you plan on applying for financial aid? ☐ No ☐ Yes Not Applicable to International Applicants
Have you taken the GRE, MAT or GMAT test? ☐ No ☐ Yes Date(s) ___________________________
If not, which do you plan on taking? ☐ GRE ☐ MAT ☐ GMAT Date(s) ___________________________

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

This is for informational purposes only and does not constitute a commitment on your part.
What is your plan of study? ☐ Distance-learning ☐ In Res Cohort ☐ Both
What is your intended program of study? ☐ Degree ☐ Non-Degree
What is your intended discipline? ☐ Doctor of Education (Ed.D) in Sports Management
☐ Ed.D. -Emphasis in Sports Medicine ☐ Olympism
During which semester do you plan to begin your studies? ☐ Fall (Sept.) ☐ Spring (Jan.) ☐ Summer (June)

1 September 2008
PREVIOUS EDUCATION: List both undergraduate and graduate studies. List your most current degree first.

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<th>Location</th>
<th>Degree</th>
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<th>Dates Attended</th>
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EMPLOYMENT EXPERIENCE: List your most current job first.

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</table>

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

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

QUALIFYING ESSAY: After completing your application form, download a *Writer's Guide for the Qualifying Essay*, located under Student Services/Admissions Requirements at www.ussa.edu. This guide is also included in the *Doctoral Catalog*. It will provide you with specific instructions on how to complete the qualifying essay, which constitutes an important part of the admissions application process. Attach your résumé or vita.

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

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<th>Asian</th>
<th>U.S. Military Veteran</th>
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<td></td>
<td></td>
<td>Other</td>
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</tr>
</tbody>
</table>

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

Signature: ___________________________ Date: ___________________________

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

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

__________________________    ______________________________
Signature      Date

1 September 2008
Addendum D: UNITED STATES SPORTS ACADEMY

Writer's Guide for the Qualifying Essay
Doctor of Education (Ed.D.)

The United States Sports Academy accepts students regardless of race, religion, gender, age, disability or national origin.
[sample title page]
QUALIFYING ESSAY

AN ESSAY SUBMITTED IN
PARTIAL FULFILLMENT OF
ADMITTANCE REQUIREMENTS TO
THE DOCTOR OF EDUCATION DEGREE PROGRAM
OF THE UNITED STATES SPORTS ACADEMY

by

NAME

Daphne, Alabama

Date
Introduction

This guide is designed to assist applicants for the United States Sports Academy's Doctor of Education or Doctor of Education with an Emphasis in Sports Medicine degree program in fulfilling a critical entrance requirement for study in the program. Each applicant must prepare a qualifying essay that presents, in narrative form:

1) An autobiography of the applicant;
2) The applicant's career plans and goals; and
3) The applicant's reasons for pursuing the Doctor of Education degree at the Academy.

Performance on this essay will be a major factor in determining whether the applicant will be admitted to the program. In its evaluation, the Doctoral Studies Committee will examine:

1) The applicant's ability to express concepts and communicate meaning through the written word. Proficiency in writing and the use of the English language is essential for success in doctoral study, and the applicant's competency in grammar, vocabulary, usage and spelling will be of prime consideration in the admissions process;
2) The applicant's maturity, creativity, judgment and motivation as reflected in the content of the essay. All of these factors are important in determining the applicant's potential for success in the doctoral program; and
3) The applicant's ability to articulate personal and professional goals and to identify intellectual strengths, as well as areas which need improvement.

This guide contains suggestions as to appropriate types of content for the essay. It will also serve as a guide to issues of format and style.

Format

The essay must adhere to the following format:

1) Title page;
2) Table of Contents (This includes a list of all material which to follow the Table of Contents. Chapter titles and subheadings should appear exactly as they will appear in the paper); and
3) Narratives:
   a) Autobiography;
   b) Career plans; and
   c) Reasons for enrolling at the Academy.

The essay must be typewritten or prepared on a word-processor with a letter-quality printer. It must be double-spaced. As stated previously, proper use of the English language is essential. An applicant's proficiency in grammar, punctuation, spelling and usage will be a major consideration in the evaluation of the paper.

In all matters of style and format not addressed in this guide, the Academy has adopted The Publication Manual of the American Psychological Association 5th ed. as the accepted style guide in the preparation of academic papers at the Academy.

Components of the Qualifying Essay

1. Autobiography

The autobiography is a narrative description indicating the nature and quality of an applicant's previous formal and informal learning experiences. The narrative will reflect, as concisely as possible, all scholarly activities in class work or research.

The autobiography may be organized chronologically or categorically by fields of study or experience. To achieve some consistency in style and format, the past tense will be used throughout to describe the applicant's experiences. A descriptive title or heading will be used for each separate activity.
The applicant will elaborate on specific areas of learning or acquisition of skills at each stage of the academic career, by describing the way in which each was accomplished.

Throughout this section, the breadth and depth of the applicant's learning history must be evident through a clear indication of what the applicant considers primary areas of proficiency or specialization. In this section, the applicant will also explain how these learning experiences have served as preparation for doctoral study.

2. **Career Plans**

This section will provide a comprehensive and detailed description of the applicant's plans for achieving the doctoral degree and the applicant’s career plans after receiving the degree.

The applicant's individualized plan for earning the doctorate must be presented in a manner that reflects excellence in scholarship, proficiency in the chosen field of study and an original contribution to knowledge, balancing theory and practice.

The applicant is encouraged to incorporate experiential and other innovative learning strategies into this plan by using the Academy's required and elective courses, supervised readings, mentorship program, library resources and original research.

One of the goals of graduate study is to teach the student to integrate material from a variety of sources in a variety of areas into a comprehensive body of knowledge. This section presents the applicant with the opportunity to display the potential to achieve this goal.

The applicant will present a complete statement of the desired area of study, its significance both personally and professionally and its implications to society in general. This section of the essay should also specify and define the applicant's interests.

In addition, the narrative should address the applicant's plans for a mentorship, including, if known, location, duration and activities. The applicant should explain the relationship between the mentorship and the rest of the program objectives with respect to overall program goals.

This section should also be tied to the first section of the qualifying essay with a description of how the mentorship will incorporate significant and new theoretical or practical learning experiences for the applicant.

Finally, this part of the essay will indicate how the completion of the doctorate will fit into the career plans of the applicant and how it will help in the achievement of personal and professional goals.

3. **Reasons for Attending the Academy**

"Why do you wish to enroll in the Doctor of Education or Doctor of Education with an Emphasis in Sports Medicine degree program at the Academy?"

In answering this question, the applicant will address issues including, but not limited to, the following:

1) Reasons for choosing the Academy's program over other doctoral programs;
2) How the doctoral program reflects and may affect the personal and professional interests, concerns, choices and goals of the applicant;
3) How the doctoral program will contribute to intellectual and personal growth and meet the applicant's learning needs; and
4) The applicant's views on the strengths and limitations of doctoral study.
Addendum E: DOCTOR OF EDUCATION (Ed.D.) in Sports Management

PROGRAM OF STUDY (60 hrs)

<table>
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<th>Semester</th>
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AREAS OF SPECIALIZATION - SELECT ONE AREA. Hours indicated are semester hours.

- **Leadership in Sports** (Select two of the following courses.)
  - SAM 735 Strategic Planning for Sports Organizations (3)
  - SAM 736 Communication for Leadership (3)
  - SAM 737 Leadership: Theory and Practice (3)

- **Sports Marketing** (Select both.)
  - SAM 644 Sports Marketing Research (3)
  - SAM 662 Sports Entrepreneurship (3)

- **Human Resources Management in Sports** (Select both.)
  - SAM 640 Labor Relations in Sports (3)
  - SAM 672 Personnel Training and Development (3)

COGNATE TRANSFER-COURSES (6) Successfully complete (with a grade of B or above) two graduate-level foundation courses in the selected specialization. Courses should be approved by the Dean of Academic Affairs prior to registration and must be taken at a regionally-accredited college or university.

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ELECTIVES: (12) These are courses not required in the general sport management and research cores or in the selected specialization. Students may also use courses in non-selected specializations as electives.

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Dissertation Title:

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

Student Signature

Date

Advisor Signature

Date

1 September 2008
**Addendum F: DOCTOR OF EDUCATION (Ed.D.) IN SPORTS MANAGEMENT**

with an emphasis in Sports Medicine

**PROGRAM OF STUDY (60 hrs)**

<table>
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| ☐ Human Resources Management in Sports (Select both.) | |
| SAM 640 Labor Relations in Sports (3) | |
| SAM 672 Personnel Training and Development (3) | |

**COGNATE TRANSFER COURSES** (6) Successfully complete (with a grade of B or above) two graduate-level foundation courses in the selected specialization. Courses should be approved by the Dean of Academic Affairs prior to registration and must be taken at a regionally-accredited college or university.

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**ELECTIVES:** (3) These are courses not required in the general sport management and research cores or in the selected specialization. Students may also use courses in non-selected specializations as electives.

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**Dissertation Title:**

**Students are required** to have a signed POS on file. Any deviation must be approved by an advisor.

__________________________
Student Signature

__________________________
Advisor Signature

__________________________
Date

1 September 2008
Addendum G: DOCTOR OF EDUCATION (Ed.D.) IN SPORTS MANAGEMENT  
with an emphasis in Olympism  
PROGRAM OF STUDY (60 hrs)

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**AREAS OF SPECIALIZATION - SELECT ONE AREA**

- **Sports Leadership** (Select two of the following courses)
  - SAM 735 Strategic Planning in Sport Organizations (3)
  - SAM 736 Communication for Leadership (3)
  - SAM 737 Leadership: Theory and Practice (3)

- **Sports Marketing** (Select both)
  - SAM 644 Sports Marketing Research (3 ch)
  - SAM 662 Sports Entrepreneurship (3 ch)

- **Human Resources Management in Sports** (Select both)
  - SAM 640 Labor Relations in Sports (3)
  - SAM 672 Personnel Training and Development (3)

**COGNATE TRANSFER COURSES** (6 semester-hours) Complete (grade of B or above) two graduate-level foundation courses in the selected specialization. Courses should be approved by the Dean of Academic Affairs prior to registration and must be taken at a regionally-accredited college or university.

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**ELECTIVES:** (3 semester-hours) Courses not required in the general sport management and research cores or in the selected specialization. Students may also use courses in non-selected specializations as electives.

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**Project Title:**

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

---

Student Signature __________________________ Date __________

Advisor Signature __________________________ Date __________
### Addendum H: UNITED STATES SPORTS ACADEMY

**THESIS/DISSERTATION PROPOSAL**

**APPROVAL**

<table>
<thead>
<tr>
<th>Student:</th>
<th>-----------</th>
<th>Date:</th>
<th>Month / Day / Year</th>
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**Degree (Check one):**
- Master’s of Sports Science (M.S.S.)
- Doctor of Education (Ed.D.)

**Proposed Title (Should be 12 words or less):**

---

**Thesis/Dissertation Committee**

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<th>Committee Chair:</th>
<th>Name (Please print or type.)</th>
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<th>Committee Member (First Reader):</th>
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<table>
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* Not used for M.S.S. Thesis

**Approval**

**Committee Chair (Project Director):**

<table>
<thead>
<tr>
<th>Name (Please print or type.)</th>
<th>Signature</th>
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**Director of Doctoral Studies **:**

<table>
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<th>Name (Please print or type.)</th>
<th>Signature</th>
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</table>

**Chief Academic Officer:**

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<th>Name (Please print or type.)</th>
<th>Signature</th>
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</thead>
</table>

**Terms: Approved**

- Approved Conditionally
- Not Approved

**Copies: Committee Chair**
- Registrar
- Student's File
- Student

1 September 2008
Addendum I: UNITED STATES SPORTS ACADEMY

Approval of
a Dissertation submitted by

(Type Student's Name Here)

_________________________________________  Date:  ______________________
Chair, Dissertation Committee

_________________________________________  Date:  ______________________
Dissertation Committee Member

_________________________________________  Date:  ______________________
Dissertation Committee Member

_________________________________________  Date:  ______________________
Chief Academic Officer
Addendum J: DOCTOR OF EDUCATION (Ed.D.) IN SPORTS MANAGEMENT  
Accelerated Degree Program  
84 Semester-Hours

<table>
<thead>
<tr>
<th>Name</th>
<th>Advisor</th>
<th>Address</th>
<th>Home Phone</th>
<th>Work Phone</th>
<th>Start Date</th>
<th>Plan of Study</th>
<th>Student ID</th>
</tr>
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</table>

### Initial Sport Management Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM 544 Sport Marketing</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAR 575 Professional Writing and Applied Research</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>SAB 561 Contemporary Issues in Sport</td>
<td>3</td>
<td></td>
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<tr>
<td>SAM 540 Sport Administration and Finance</td>
<td>3</td>
<td></td>
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<tr>
<td>SAM 586 Sport Law and Risk Management</td>
<td>3</td>
<td></td>
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<tr>
<td>SAM 542 Sport Business and Personnel Management</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 549 Sport Public Relations and Fundraising</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 582 Sport Facilities</td>
<td>3</td>
<td></td>
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</tbody>
</table>

### General Sport Management Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAB 768 Psychology of Human Behavior</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 660 Financial Aspects of Sport</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>SAM 730 Sport Leadership Principles</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 634 Ethics in Sport</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 786 Legal Aspects of Sport</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>SPT 798 Mentorship</td>
<td>6</td>
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</table>

### Research Core

<table>
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<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAB 700 Current Literature in Sport</td>
<td>3</td>
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<tr>
<td>SAR 674 Research Statistics in Sport</td>
<td>3</td>
<td></td>
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<tr>
<td>SAR 776 Research II: Advanced Methods</td>
<td>3</td>
<td></td>
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<tr>
<td>SPT 799 Dissertation</td>
<td>6</td>
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</table>

### AREAS OF SPECIALIZATION - SELECT ONE AREA. Hours indicated are semester hours.

- **Leadership in Sports** (Select two of the following courses.)
  - SAM 735 Strategic Planning for Sports Organizations (3)
  - SAM 622 Structure and Function of Amateur & Pro. Sport (3)
  - SAM 682 Facilities Planning in Sports (3)

- **Sports Marketing** (Select both.)
  - SAM 644 Sports Marketing Research (3)
  - SAM 662 Sports Entrepreneurship (3)

- **Human Resources Management in Sports** (Select both.)
  - SAM 640 Labor Relations in Sports (3)
  - SAM 672 Personnel Training and Development (3)
DOCTOR OF EDUCATION
Accelerated Degree Program
84 Semester-Hours
(CONTINUED)

COGNATE TRANSFER-COURSES (6) Successfully complete (with a grade of B or above) two graduate-level foundation courses in the selected specialization. Courses should be approved by the Dean of Academic Affairs prior to registration and must be taken at a regionally-accredited college or university.

<table>
<thead>
<tr>
<th>Cognate</th>
<th>Title</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #1</td>
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<tr>
<td>Course #2</td>
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</tbody>
</table>

ELECTIVES: (12) These are courses not required in the general sport management and research cores or in the selected specialization. Students may also use courses in non-selected specializations as electives.

SAB 660 Sport in America: Current Issues (3) SAR 672 Computer Analysis in Sports (3)
SAM 790 Selected Topics in Sport (3) SAR 673 Information Systems Analysis in Sports (3)
SAR 790 Selected Readings in Sport (3)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
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<tbody>
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</table>

Dissertation Title: __________________________________________
Students are required to have a signed POS on file. Any deviation must be approved by an advisor.

________________________________________________________________________
Student Signature                                             Date

________________________________________________________________________
Advisor Signature                                              Date
ACCELERATED DOCTORAL DEGREE PROGRAM

Initial admission into the accelerated doctoral-degree program is based upon the criteria for admission into the M.S.S. Sports Management program.

**Degree**
- M.S.S. with a Major in Sports Management

**Admitted M.S.S. Full-Standing Status**
- Completes Core Courses Nine Semester Hours
- Completes Major Courses 15 Semester Hours
- Is your cumulative GPA 3.4 or higher?
  - YES
  - Did you complete the M.S.S. Comprehensive Exam with a score of 80 or above?
    - YES
    - Completes M.S.S. Degree under One of the Three Degree Options. Total Semester-Hours = 33
    - NO
    - Completes all Requirements for the Ed.D.: Courses Mentorship Comprehensive Exam Dissertation Total Semester-Hours = 84
  - NO
  - The student may elect to pursue the M.S.S. only

**Admitted M.S.S. Provisional-Standing Status**
- Completes Core Courses Nine Semester Hours
- Completes Major Courses 15 Semester Hours
- May Qualify for Full-Standing status after 12 Semester-Hours with Cumulative GPA 3.0 or higher.

1 September 2008
Addendum K: United States Sports Academy
Doctoral Degree Program
Recommendation Form

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

Plan of Study: [ ] Resident Cohort [ ] Distance Learning
Intended Enrollment __________________ Semester/Year
Emphasis: [ ] Doctor of Education
[ ] Ed. D. in Sport Medicine
[ ] Ed. D. in Olympism

Section I (Please Print or Type)

Name: __________________________________________________________________________________________
Last      First      Middle

Address: __________________________________________________________________________________________
Street or Box No.    City    State    Zip or Postal Code
Telephone: Home (___ )____________ Work (____ )_____________

Institution Granting Undergraduate Degree:
______________________________________________________________________________________________

Family Education Rights and Privacy Act of 1974 states that letters of recommendation not accompanied by waivers may be viewed by the students. _____ I do waive my rights or _____ I do not waive my rights.

Signature: ____________________________ Date: ____________________________

Section II (This is to be completed by the writer of the recommendation.)

<table>
<thead>
<tr>
<th>Please rate the above applicant on the following characteristics:</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
</tr>
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<tbody>
<tr>
<td>Scholarship</td>
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<td>Intellect</td>
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<tr>
<td>Initiative</td>
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<td>Perseverance</td>
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<tr>
<td>Experiment or research skills</td>
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<td>Creativity</td>
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<tr>
<td>Resourcefulness</td>
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<tr>
<td>Leadership</td>
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<tr>
<td>Integrity</td>
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<tr>
<td>Employment record</td>
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<tr>
<td>Appearance</td>
<td></td>
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<tr>
<td>Emotional stability</td>
<td></td>
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</tbody>
</table>

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

Use the back of this form for your comments.

Name (Print or Type)__________________________________________________________ Title________________
Organization _________________________________________________Address_____________________________
City_________________________ State_______________ Postal Code)_____________________________________
Signature________________________________________________________ Date____________________________

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

1 September 2008
How long and how well have you known this applicant?
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Additional comments:
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
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______________________________________________________________________________________________
______________________________________________________________________________________________

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

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

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

Work Phone: (____)____-______

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

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

__________________________

__________________________

Signature: _________________________  Number of Copies: ______

This request will not be processed without a signature.

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

__________________________

POLICIES GOVERNING TRANSCRIPTS OF RECORD:

• There is a $10.00 charge for each transcript (official and/or unofficial) with the exception of the first transcript, which is issued without cost.

• Transcript request are processed as rapidly as possible, in order of receipt of application. Requests should be made well in advance of need.

• No transcript of a student's record will be issued for a student whose financial obligations to the Academy have not been satisfied.

• There are two types of transcripts:
  o OFFICIAL transcripts are sent to schools, prospective employers, etc., as designated by the student.
  o UNOFFICIAL transcripts for the student's use do not bear the seal of the Academy. They must be sent directly to the student. Such transcripts are stamped "Issued to Student."

• Transcript requests must be in written form and signed.

Method of Payment (check box)

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

Credit Card ☐ (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.

1 September 2008
### POST-DOCTORAL DEGREE APPLICATION FORM

<table>
<thead>
<tr>
<th>Name:</th>
<th>Telephone:</th>
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<tbody>
<tr>
<td>Address:</td>
<td>E-mail Address:</td>
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## EDUCATIONAL DATA

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<th>Bachelor’s Degree:</th>
<th>Institution:</th>
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<tbody>
<tr>
<td>Master’s Degree:</td>
<td>Institution:</td>
</tr>
<tr>
<td>Doctoral Degree:</td>
<td>Institution:</td>
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</table>

## TEACHING EXPERIENCE

<table>
<thead>
<tr>
<th>College level:</th>
<th>Number of years:</th>
</tr>
</thead>
<tbody>
<tr>
<td>College institutions taught at:</td>
<td></td>
</tr>
</tbody>
</table>

List courses taught at the undergraduate level:

List additional courses on a separate sheet.

## RESEARCH EXPERIENCE

<table>
<thead>
<tr>
<th>Title of Dissertation:</th>
</tr>
</thead>
</table>

Research Publications: (List additional publications on separate sheet. Use APA format)

Have you taught online previously?
What did you teach online? (List additional courses on separate sheet.)

What platform was used in teaching courses?
Were the courses taught in real-time or asynchronously?
Will you be able to take a full year on your Post-Doctoral Fellowship?

Please write a one-page, double-spaced essay on what a Post-Doctoral Fellowship will do for you. Use a separate sheet of paper and attach it to this application. Send a complete curriculum vitae with the application.
Addendum N: Graduate Assignment Rubric

Graduate Assignment

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Exceeds Standards</th>
<th>Meets Standard</th>
<th>Standard Barely Met</th>
<th>Standard Not Met</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content:</td>
<td>The response is very specific to the task. Information is accurate and response shows penetrating insight. The task is referred to in the answer. (18-20 points)</td>
<td>The response refers to the task. Information is accurate. A logical conclusion or an opinion is offered. (16-17 points)</td>
<td>The response refers to an unspecified task. Information provided is generally accurate but no insight is offered. (14-15 points)</td>
<td>The response does not specify the task. Information may be missing or inaccurate. No insight is shared. Any conclusion or opinion offered may be judged to be off-task. (0-13 points)</td>
<td></td>
</tr>
<tr>
<td>Writing:</td>
<td>Fluent and lively. Answer is concise and to the point. Conclusions and/or opinions are logical. (8 points)</td>
<td>Fluent but not interesting. The answer is lengthy rather than concise. (7 points)</td>
<td>There may or may not be a conclusion or an opinion. If one or the other is offered, there may be problems with accuracy and logic. (6 points)</td>
<td>There are problems with accuracy and logic. (0-5 points)</td>
<td></td>
</tr>
<tr>
<td>Overall Impression:</td>
<td>Very clear, complete and exemplary. (11-12 points)</td>
<td>Complete and satisfactory. (10 points)</td>
<td>Incomplete and unsatisfactory. (9 points)</td>
<td>Unfinished and insufficient. (0-8 points)</td>
<td></td>
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</tbody>
</table>

1 September 2008
Addendum N: Graduate Paper Grading Rubric

<table>
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</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Exceptional introduction that grasps intent of reader and states topic, and all subtopics in proper order. Exceptionally clear, arguable, well developed. (36-40 points)</td>
<td>Proficient introduction that states topic and all subtopics in proper order. It is very clear, arguable and well developed. (32-35 points)</td>
<td>Adequate introduction that states topic, and some of the subtopics introduction is somewhat clear and arguable (28-31 points)</td>
<td>Weak introduction of topic and subtopics; weak and lacks an arguable position. (0-21 points)</td>
<td></td>
</tr>
<tr>
<td>Quality of Information/Evidence</td>
<td>Paper is exceptionally researched, extremely detailed, and historically accurate. Critical evidence from a wide variety of significant sources. (63-70 points)</td>
<td>Paper is well researched and detailed. Critical evidence from a variety of significant sources. (56-63 points)</td>
<td>Some aspects of paper are researched. Some accurate evidence provided from limited sources. (49-55 points)</td>
<td>Information of topic limited. Lack of research details, and accurate evidence. (0-46 points)</td>
<td></td>
</tr>
<tr>
<td>Support of Ideas</td>
<td>Exceptional and consistent rationale provided for all statements and arguments made and positions taken. (62-70 points)</td>
<td>Related and consistent rationale provided for most statements and arguments made and positions taken. (56-62 points)</td>
<td>Some rationale provided for statements and arguments made and positions taken. (49-55 points)</td>
<td>Little rationale provided for statements made and positions taken. (0-48 points)</td>
<td></td>
</tr>
<tr>
<td>Sequential Development of Ideas</td>
<td>An exceptionally well developed sequence of clear and logical ideas with exceptional transitions between paragraphs and topics. (36-40 points)</td>
<td>A well developed sequence of clear and logical ideas with good transitions between paragraphs and topics. (30-38 points)</td>
<td>Some clear and logical sequential development of ideas with adequate transitions. (26-33 points)</td>
<td>Lacks clear and logical development of ideas. (0-27 points)</td>
<td></td>
</tr>
<tr>
<td>Conclusion</td>
<td>Excellent summary to topic and subtopics followed by appropriate concluding remarks and recommendations that inspire the reader to further inquiry. (63-70 points)</td>
<td>Good summary to topic and subtopics followed by appropriate concluding remarks and recommendations that leave an impact on the reader. (56-62 points)</td>
<td>Adequate summary to topic with some concluding thoughts and recommendations. (49-55 points)</td>
<td>No, or weak summary, of concluding remarks and recommendations, regarding the material researched. (0-48 points)</td>
<td></td>
</tr>
<tr>
<td>Language – Composition, Grammar, Punctuation and Spelling</td>
<td>Composition is exceptionally clear and understandable with consistently proper use of grammar and punctuation and no misspellings. (62-70 points)</td>
<td>Composition is clear and understandable with consistently proper use of grammar and punctuation and no misspellings. (56-62 points)</td>
<td>Some errors in grammar, punctuation, and spelling. (21-23 points)</td>
<td>Inconsistent grammar, punctuation, and spelling throughout paper. (0-20 points)</td>
<td></td>
</tr>
<tr>
<td>APA format – Citations, References, and Paper Structure</td>
<td>Consistent listing of citations and properly entered according to the APA guide. Many and varied sources included. Credit always given for the ideas of others. 90% primary references from peer-reviewed, professional journals. Completely correct formatting. (36-40 points)</td>
<td>Consistent listing of citations and properly entered according to the APA guide. Many and varied sources included. Credit always given for the ideas of others. 75% primary references from peer-reviewed, professional journals. Completely correct formatting. (32-35 points)</td>
<td>Inconsistent listing of citations according to the APA guide. Credit given for the ideas of others most of the time. 50% primary references from peer-reviewed, professional journals; some formatting errors, and an incorrect title page and table of contents. (21-23 points)</td>
<td>Inconsistent listing of citations and inclusions. Credit given for the ideas of others mostly; primary references from peer-reviewed, professional journals, no title page, and no table of contents. (0-20 points)</td>
<td></td>
</tr>
</tbody>
</table>
Addendum O: Graduation Check List For Doctoral Degree Candidates

1. Completed all degree requirements as stated in the academic catalog under which you were admitted to study.

2. Applied and registered for the comprehensive examination, through the registrar’s office. Go to the Student Services web page, under Forms, for the On-Campus Comprehensive Examination Application form.

3. Ensured that all required information is included on the comprehensive examination application (i.e., name as it should appear on the diploma plaque, mailing address, etc.)

4. Paid the required comprehensive examination fee in the amount of $225.

5. Completed the exit surveys (written and oral) that are conducted on campus.

6. Cleared all financial obligations to the Academy.

7. For financial aid recipients: Completed the financial aid exit interview (Mapping Your Future). To complete 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 correctly.

9. Graduation hoods are shipped to doctoral graduates and honor cords are sent 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. Non-resident students: To verify your mailing address, contact the registrar’s office at registrar@ussa.edu or 1800-223-2668 ext. 7148.

11. Residential Students: Please stop by the Office of the Registrar to verify contact information.

12. Complete the Diploma Order Form and return to the registrar’s office. This form is placed in the packet of information given to students at the registration desk on examination day.

13. Once all steps are completed and the student has successfully passed the comprehensive examination, defended the dissertation, and made all required editorial changes, the degree will be conferred and a complimentary copy of the student’s academic transcript will be mailed to the address on file in the registrar’s office. In addition, a commemorative brick bearing the student’s name will be placed on the campus Walk of Fame.

14. If a student does not successfully pass the comprehensive exam on the first attempt; the student must re-apply for a second attempt through the office of the registrar by submitting another on-campus comprehensive examination application.

15. Don’t forget to join the Alumni Association!

1 September 2008
Addendum P: 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.