UNITED STATES SPORTS ACADEMY

Master of Sports Science Degree (M.S.S.)
Academic Catalog 2008-2009

1 September 2008

“Anatomy of Team Handball”
by Kadir Nelson
Winner of the 2008 U.S. Olympic Committee Sport and Art Contest

1 September 2008
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1. GENERAL POLICIES AND INFORMATION

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

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

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

1.3. Alabama State Licensure and Certification
The Academy is licensed by the 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 Service Members Opportunity Colleges. Service members should visit their education centers or navy campus offices for information about current tuition assistance policy and procedures. The Academy is also an approved educational institution for the Veteran’s Administration.

1.6 History and Purpose
President and Chief Executive Officer Dr. Thomas P. Rosandich founded the Academy in 1972, as a direct response to the 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 Master’s Degree Program
The goals of the master’s degree program are:

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

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

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

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D. Practicing the application of ethical principles in practical situations.

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

1.10. Expectations of Students at the Master’s Level

The Academy anticipates that students, both national and international, will come from a variety of backgrounds. Upon receipt of the master’s degree, students are expected to assume regional, national or international positions in the development, delivery or administration of 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 have been brought together in a comprehensive document called Student Rights and Responsibilities, which should be read thoroughly by each master’s 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 semitropical 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.

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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 (San Diego Padre’s Double A baseball team), Mardi Gras (a festival of parades and activities prior to Lent), America’s Junior Miss pageant, and numerous cultural and recreational activities. 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
- 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)
- National Strength and Conditioning Association

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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 audiovisual 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 EBSCOhost, 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 *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.

<table>
<thead>
<tr>
<th>2008-2009</th>
<th>FALL</th>
<th>2009-2010</th>
</tr>
</thead>
<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>
</tr>
<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>
</tr>
<tr>
<td>12-14 November</td>
<td>Doctoral Comprehensive Examinations</td>
<td>11-13 November</td>
</tr>
<tr>
<td>27-28 November</td>
<td>Thanksgiving Holiday</td>
<td>26-27 November</td>
</tr>
<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>
</tr>
</tbody>
</table>

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

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

*Master’s degree comprehensive examinations are offered online during the third week of each month. A cap of 15 students is set for each exam.*
3. ADMISSIONS
All inquiries and applications should be sent to the United States Sports Academy, Student Services Office.

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

3.1. General Admission

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

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

The approval of applications from students currently enrolled in the bachelor’s program is conditional upon the successful completion of that degree prior to commencement of studies at the Academy. An applicant for admission is required to 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 application (see Addendum B) accompanied by a $50 application fee. The fee is non-refundable and constitutes part of the admission credentials;
2. Official copies of all college transcripts;
3. Three letters of recommendation;
4. An official score report of the Graduate Record Examination (GRE), Miller Analogies Test (MAT), or Graduate Management Aptitude Test (GMAT), dated within the last five years;
5. A written personal statement that describes the motivation or reasons for desiring a master’s degree;
6. A résumé or curriculum vitae.

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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 master’s degree application accompanied by a $125 application fee. The fee is non-refundable and constitutes part of the admissions 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.

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

6. A written personal statement describing the motivation to pursue a master’s degree;
7. Students who have obtained previous undergraduate education in a county 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 master’s program. Once an international student has been officially admitted, the Academy expressly reserves the right to mandate English as a second language (ESL) instruction until a reasonable mastery of the English language has been attained;
8. A Certificate of Eligibility (Form I-20) must be obtained if the international student plans to study in the United States:
   - See section 3.3 Issuance of a Certificate of Eligibility for more details.
   - Proof of health insurance coverage is required of mentorship students prior to course registration.
   - Effective 1 September 2008, all international resident students will be assessed a health insurance fee. See the Tuition and Fee section of this catalog for details.

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

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

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

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

2. Payment of the $100 SEVIS fee for non-immigrant students and visitor exchange. 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; and

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

The Certificate of Eligibility (Form I-20) is issued for a maximum of 12 months for master’s degree students. An international student who has been enrolled on a full-time basis with a satisfactory grade point average for a period of one year will be eligible to have an I-20 certificate 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 master’s degree program is limited to 15 credit hours.

3.3.1. Master’s Program Transfer Policies

1. Course work transferred or accepted for credit toward a master’s 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 as 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 the 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 they 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 the requirement for 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 transfer 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 must be submitted. In the case of this translated transcript submitted 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 master’s degree program in one of the following categories:

3.4.1. Full-Standing Status
An applicant meeting all admission requirements is granted admission in full standing.

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

There are two types of conditional admissions, conditional academic and conditional administrative.

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

1. A student with a bachelor’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 bachelor’s degree from a nationally accredited institution who has a GPA of 2.5 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 bachelor’s degree from a non-accredited institution who has a GPA of 2.5 or higher may be admitted conditionally provided they complete the full-admission 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 bachelor’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 bachelor’s degrees or the equivalent at a foreign institution as evaluated and certified by a member of the National Association of Credential Evaluation Services may be conditionally admitted, provided they meet the full-admission requirements within 12 semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA.

Conditional Administrative
Students who have applied to the master’s degree program but do not fulfill all the administrative admission requirements may be admitted with conditional administrative status, but they must complete these requirements within the first 12 semester hours earned at the Academy.

Non-Degree-Seeking Status
A non-degree-seeking student is an applicant who has successfully enrolled and holds the appropriate prerequisite degree but has not applied for admission to the master’s degree program. 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 the following:

1. A completed application form and 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-seeking student applies for degree-seeking status, all deferred fees associated with regular admission to the Academy will become due and payable at the time status is changed.

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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 must reapply for admission. The Academy reserves the right to request any or all of the required admission materials and fees for readmission.

3.6. 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 of 1016 for the Miller Analogies Test (MAT).

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

3.7. Testing Facilities
The following testing facilities and services may be of help to students seeking admission to the graduate program at the Academy:

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

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

GMAT (Graduate Management Aptitude Test)
#1-800-462-866
www.mba.com
Score Required = 400
School code: 1885

IELTS (International Students)
www.ielts.org
Score Required = 6 (Academic Module)
School code: 1885

TOEFL (International Students)
www.toefl.org
Score Required = 550 (paper-based), 213 (computer-based) or (79 Internet-based)
School code: 1885

ETS (Educational Testing Services)
(609) 771-7630
www.ets.org

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3.8. Alabama and Other State Certification Requirements

Master’s students planning to be certified as teachers in the state of Alabama or another state must contact the respective department of education to determine whether the state recognizes degrees earned online or by distance education.

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

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

The Academy provides a program in which students who have already graduated with a master of sports science degree may take more courses from the Academy and earn an emphasis in a specified area (dual major). The following conditions apply:

1. The student’s degree must have been conferred by the Academy.
2. The student must re-apply and pay the application fee for the new program.
3. The dean of academic affairs will review all applications and determine admission status.
4. The student will be governed by the “current catalog” requirements for a program of study outlined in the Academy catalog in effect at the time of application.
5. The student must complete all requirements for the new emphasis area (to include a mentorship, if required by the major).
6. The student will have four years from the date of re-admission to complete all academic requirements.
7. All fees, tuition, and book charges will reflect on the current catalog.
4. ACADEMIC AFFAIRS

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

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

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

4.2. Delivery Options

4.2.1 Online Delivery
The Academy’s master’s degree is delivered online in an asynchronous environment. This means that the professor and student do not have to be in simultaneous contact for learning to take place or assignments to be completed. Academy students receive a login username 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. Those 16 weeks include one initial administrative week built into the course schedule for enrollment and 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 the Academy and Online Learning. This course is an orientation course and 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 an elective towards the master’s degree. Course work of this nature is under the direct supervision of a faculty member, must be approved, 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 from 16 Southern states and offers 1,250 courses and 60 degree programs through the SREC web portal. The Academy was among the first independent colleges and universities in Alabama selected for participation in the SREC consortium. Academy
courses offered through the SREC Electronic Campus can be found at http://www.electroniccampus.org/.


Depending on their majors, master’s degree students are afforded opportunities to select an experiential (mentorship) track, a thesis track, or a non-thesis track (elective classes only) as the format of the master's degree program. The experiential track is a practical, (learn-by-doing) approach called a mentorship. Should a mentorship be deemed a hardship by the student, the student may petition (please see Section 7.57 in this catalog) to substitute nine additional credit hours of course work from the student’s major in lieu of the mentorship.

The thesis track requires students to take SAR 575 Professional Writing and Applied Research, in preparation for the development and defense of a research-based thesis. [before a faculty committee]

4.4.1. Master's Degree Mentorship Program

The Academy’s mentorship program enables a student to get in-depth training under the direct supervision of a leader in the student’s chosen field. Mentorship study provides many opportunities for valuable practical experiences, since the student can select, within the established guidelines, both the site and the type of experience desired. The flexibility of mentorship study is particularly important for the professional who seeks career advancement but prefers to remain employed while pursuing a degree. The mentorship is required for the master of sports science degree in sports fitness and health and for some students in sports medicine.

Students are responsible for the selection of the mentor and mentorship site (within mentorship guidelines) and are thus able to determine the type of experiential training they 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 mentorship carries nine semester hours of credit. It requires the student to log 450 contact-hours or clock-hours of work in the approved site. The structure of the mentorship allows students to complete the program in as little as one semester or as much as one calendar year. In the event that the 450-contact-hour requirement has not been satisfied after 12 months, students may apply for up to two 30-day extensions. Each extension requires a $50 extension fee.

Master’s students must complete 12 semester hours before enrolling in any mentorship hours. Students who have not maintained a cumulative 3.0 grade point average (GPA) will not be allowed to register for a mentorship. Students must purchase the Academy Mentorship Handbook and complete the six steps for mentorship approval.

No contact-hours may be accrued until an official Mentorship Contract has been notarized and the student has officially registered for SPT 598 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 separate from the student’s regular workplace. In addition, the mentor cannot be a student’s regular immediate supervisor. A terminal degree or master’s degree and professional experience are preferred for a mentor supervising a student, although consideration will be given to a potential mentor who has the appropriate
educational background and/or experience and is able to demonstrate a record of contribution to the profession. Students 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 areas. 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 three 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 a mentorship, such as a military deployment.

4.4.2. Thesis

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

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

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

4.4.3. Non-Thesis

As an alternative to the mentorship and thesis tracks, the non-thesis track offers students the opportunity to meet all degree requirements through course work. Students opting for this track take eleven courses instead of eight and, in conjunction with their advisors, choose electives in their majors or related areas to complete their degrees.

4.5. Master’s Degree Majors

The master of sports science degree (M.S.S.) is offered online with the following majors. Each major requires 33 semester hours of study.
• Sports Coaching
• Sports Fitness and Health
• Sports Management
• Sports Medicine
• Sports Studies

4.5.1. Dual Majors
The Academy offers a dual major in any two master’s degree disciplines. The number of hours required for a dual major will range from 42 to 48 hours depending on the combination. Dual majors are designed to provide students with a broader education.

4.5.2. Core Courses
The following are the core courses required in all master’s degree majors:

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

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

4.5.3. Department of Sports Coaching
The master’s program in sports coaching is designed to prepare a student for leadership in a coaching career. Program objectives are established to prepare each student for the multiplicity of demands involved in the control and operation of individual and team sports (see Addendum D).

4.5.4. Department of Sports Fitness and Health
Students of sports fitness and health may be accepted from a variety of backgrounds. Generally, undergraduate majors with a strong background in exercise physiology, physical education, biology, health sciences, and business are most suitable, although successful experience in the field may substitute for the optimum academic major.

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

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

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

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

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

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

4.5.7. Department of Sports Studies

The graduate curriculum in sports studies comprises advanced study of sports in preparation to develop and build sports businesses. The curriculum consists of a minimum of 33 semester hours, but students may take additional courses to explore the full scope of the role of sports in society. In the sports studies curriculum, a student works with an advisor to select courses from any department to build a concentration (see Addendum F).

4.5.8. Emphasis Areas

Olympism Emphasis

Students enrolled in the master’s of sports science degree program in sports management, sports coaching, or sports studies who are interested in the Olympic Movement may take three courses in the non-thesis track to obtain a degree with Olympism emphasis. The three courses are as follows:

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

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

NCAA Compliance Emphasis

Academy students can elect to take an emphasis in NCAA Compliance as part of the master of sport science degree in sports management. Students will learn what institutions can do to ensure that athletics programs stay in compliance with NCAA bylaws. To obtain the emphasis in NCAA Compliance, a master's degree student may take the following three courses:

• SAM 523 NCAA Compliance (3 semester hours)
• SAM 524 NCAA Rules and Procedures (3 semester hours)
• SAM 586 Sports Law and Risk Management (3 semester hours)

Personal Training Emphasis

Academy students can elect to add an emphasis in personal training as part of the master of sport science degree in sports fitness and health (see Addendum S).

4.5.9. Master’s Program Elective Courses

Students must take elective courses in their major areas and must have their choices approved by an advisor before registering. Master’s students may choose any 600-level course in their major as an elective, provided they pay the doctoral tuition rate. Master’s students should note that any 600-level course used at the master’s level cannot be used at the doctoral level. 600-level courses may only be attempted after the completion of core courses with a cumulative GPA of 3.40 or higher.
### 4.6. Master of Sports Science Curriculum Planner

#### Sports Fitness and Health
33 Semester Hours

<table>
<thead>
<tr>
<th>Core Courses—9 Semester Hours</th>
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</thead>
<tbody>
<tr>
<td>SAB 561 Contemporary Issues in Sports (3 sem. hrs.)</td>
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<tr>
<td>SAM 543 Sports Administration (3 sem. hrs.)</td>
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<tr>
<td>SAM 544 Sports Marketing (3 sem. hrs.)</td>
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<table>
<thead>
<tr>
<th>Major Courses (Each Course Is 3 Semester Hours)</th>
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<tbody>
<tr>
<td>SAD 556 Issues in Nutrition and Health (3 sem. hrs.)</td>
</tr>
<tr>
<td>SAR 520 Exercise Physiology (3 sem. hrs.)</td>
</tr>
<tr>
<td>SAR 525 Sports Strength &amp; Conditioning (3 sem. hrs.)</td>
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<tr>
<td>SAR 580 Exercise Testing and Prescription (3 sem. hrs.)</td>
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<tr>
<th>Mentorship</th>
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<tr>
<td>Mentorship: 450 Contact-Hours (9 sem. hrs.)</td>
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<tr>
<td>Plus 1 Elective (3 sem. hrs.)</td>
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**Sports Management**
33 Semester Hours

<table>
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<tbody>
<tr>
<td>SAB 561 Contemporary Issues in Sports (3 sem. hrs.)</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>SAM 542 Sports Business &amp; Personnel (3 sem. hrs.)</td>
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<td>SAM 545 Sports Finance (3 sem. hrs.)</td>
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<tr>
<td>SAM 551 Public Relations in Sports (3 sem. hrs.)</td>
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<td>SAM 582 Sports Facilities (3 sem. hrs.)</td>
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<tr>
<td>SAM 586 Sports Law and Risk Management (3 sem. hrs.)</td>
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<tr>
<th>Thesis, Non-Thesis, or Mentorship Track</th>
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<tr>
<td>Mentorship: 450 Contact Hours (9 sem. hrs.)</td>
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<tr>
<td>Thesis: (6 sem. hrs.) plus SAR 575 (3 sem. hrs.)</td>
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<tr>
<td>Non-Thesis: 3 Elective Courses (9 sem. hrs.)</td>
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<tr>
<td>Mentorship: 450 Contact Hours (9 sem. hrs.)</td>
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<tr>
<td>Plus 1 Elective (3 sem. hrs.)</td>
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#### Sports Fitness and Health—Personal Training Emphasis
33 Semester Hours

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<tr>
<th>Mentorship</th>
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<tr>
<td>Mentorship: 450 Contact Hours (9 sem. hrs.)</td>
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<tr>
<td>Plus SAR 526 Personal Training (3 sem. hrs.) or SAR 546 Seminar in Sports Medicine (3 sem. hrs.)</td>
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#### Sports Medicine
33 Semester Hours

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<tbody>
<tr>
<td>SAD 546 Seminar in Sports Medicine (3 sem. hrs.)</td>
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<tr>
<td>SAD 548 Advanced Assessment in Sports Medicine (3 sem. hrs.)</td>
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<tr>
<td>SAD 591 Treatment Procedures in Sports Medicine (3 sem. hrs.)</td>
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<tr>
<td>SAR 525 Sports Strength and Conditioning (3 sem. hrs.)</td>
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</tr>
<tr>
<td>Plus 1 Elective (3 sem. hrs.)</td>
</tr>
<tr>
<td>Non-Thesis: 4 Elective Courses (12 sem. hrs.)</td>
</tr>
</tbody>
</table>

#### Sports Coaching
33 Semester Hours

<table>
<thead>
<tr>
<th>Core Courses—12 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAB 561 Contemporary Issues in Sports (3 sem. hrs.)</td>
</tr>
<tr>
<td>SAM 543 Sports Administration (3 sem. hrs.)</td>
</tr>
<tr>
<td>SAM 544 Sports Marketing (3 sem. hrs.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major Courses (Each Course Is 3 Semester Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAB 568 Sports Psychology (3 sem. hrs.)</td>
</tr>
<tr>
<td>SAD 571 Sports Coaching Methodology (3 sem. hrs.)</td>
</tr>
<tr>
<td>SAR 525 Sports Strength &amp; Conditioning (3 sem. hrs.)</td>
</tr>
<tr>
<td>SAR 546 Seminar in Sports Medicine (3 sem. hrs.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thesis, Non-Thesis, or Mentorship Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentorship: 450 Contact Hours (9 sem. hrs.)</td>
</tr>
<tr>
<td>Thesis: (6 sem. hrs.), SAR 575 (3 sem. hrs.), Plus 1 Elective (3 sem. hrs.)</td>
</tr>
<tr>
<td>Non-Thesis: 4 Elective Courses (12 sem. hrs.)</td>
</tr>
</tbody>
</table>

### 4.7. Guidelines for Using the Curriculum Planner

1. Students must take SAB 561 and SAM 543 first.
2. To determine the courses required for a degree, students should select the major heading and read down. Each master’s level major consists of 33 semester hours.

3. All students are required to complete one of the following:
   - Mentorship (and any elective, if indicated);
   - Thesis and SAR 575 (and any elective, if indicated); and
   - Non-Thesis/Non-Mentorship (three electives).

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

5. Dual majors, a combination of two degree programs, are available and require from 42 to 48 semester hours. Students should consult their academic advisors for details.

6. In order for a course to be applied to the degree by a conditionally admitted student, all admissions information must be on file. No more than 12 semester hours can be transferred to meet degree requirements.

7. Students who are NATA-certified and can show proof of their certification may take three elective courses in place of the mentorship. Students should consult their academic advisors or departmental chairs for details.

4.8. Master’s Courses

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

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

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

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

SAB 571 Sports Coaching Methodology (3 sem. hrs.)
This course develops a theoretical base for teaching sports and sports skills and thus has a practical application. The course includes the development of a coaching philosophy, with an emphasis on ethics in coaching and establishing a successful coaching style. A review of the impact of contemporary trends and issues in coaching is included. Managerial skills common to all coaching activities are discussed.
SAB 595  Sports Coaching Clinic (1 sem. hr.)
This course requires a minimum of 15 hours attendance and/or participation in a coaching clinic organized by a recognized sports governing body, in addition to a research paper that outlines at least two of the following four topics: student philosophies of coaching; sport-specific coaching philosophies; a discussion of at least five different sessions in the coaching clinic; or evaluation of the clinic sessions.

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

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

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

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

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

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

SAM 523  NCAA Compliance (3 sem. hrs.)
This course is designed to give the student a working knowledge of National Collegiate Athletic Association (NCAA) compliance issues. It will present an overview of rules, eligibility, bylaws, and practices and procedures of the NCAA.

SAM 524  NCAA Rules and Procedures (3 sem. hrs.)
Examining and analyzing the bylaws, policies, and procedures of the National Collegiate Athletic Association (NCAA) is at the heart of this course. Students will be introduced to specific cases to
develop a comprehensive understanding and appreciation of the NCAA, what it is, and how it functions.

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

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

**SAM 544  Sports Marketing (3 sem. hrs.)**
This course includes an in-depth study of sports marketing and its influence on the accomplishment of objectives in the world of sports. It involves a thorough review of the product, be it tangible or a service, and details bringing the product to market. Topics include advertising, promotions, public relations, location, pricing, sponsorships, licensing, market segmentation, and the role of research. *This course is a core requirement for all degree-seeking students. Prerequisites: SAB 561 and SAM 543.*

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

**SAM 550  Fundraising in Sports (3 sem. hrs.)**
This course is a study of the concepts of sports fundraising. It provides a framework within which development staff, managers, and directors can operate and develop fundraising programs.

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

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

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

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

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

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

**SAR 520 Exercise Physiology (3 sem. hrs.)**
This course is a study of various factors that affect human performance, including regulatory mechanisms, adaptations, and changes that occur as a result of physical activity.

**SAR 525 Sports Conditioning and Strength (3 sem. hrs.)**
This course is designed to study the fundamental principles of training and nutrition in sports and exercise. It is intended to develop knowledge of the anatomical and physiological systems challenged by sports conditioning, and strength training and to develop an awareness of fitness and nutrition programming. Ideas can be used to enhance individual and team performance in sports.

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

**SAR 575 Professional Writing and Applied Research (3 sem. hrs.)**
This course will introduce the exciting world of research design and statistics to 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 are reviewed. Descriptive and inferential statistical analyses are covered, with an emphasis on their application to sports.

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

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

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

**SCS 513 Coaching Basketball (3 sem. hrs.)**
This course is designed to provide the knowledge and skills necessary to individuals who intend to coach basketball at secondary, collegiate, and professional levels. Emphasis will be placed on

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understanding and teaching the fundamental skills, techniques, drills, and team strategies. Planning, preparation, and administration of the various phases of the season, practices, and competitions, along with the development of coaching philosophy and program evaluation plan for future improvement, will be covered.

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

**SCS 566  Coaching Softball (3 sem. hrs.)**  
This course covers the philosophical foundations of coaching softball and the technical aspects of coaching the game. The philosophical foundations includes setting priorities, identifying personal standards, player and coach value systems, and organizing, building, and marketing the team. The technical portion of the course includes individual skills, team strategies, motivating players, and preparing for competition in tournaments and playoffs.

**SCS 576  Coaching Tennis (3 sem. hrs.)**  
This course focuses on current ideas and practical experiences reflecting coaching trends in tennis. The material presented is a culmination of information researched by both the USTA national coaching staff and the USTA sports science staff. The course is designed to provide the student with practical knowledge in the coaching of a tennis team—be it high school, college, junior tennis, or USTA-affiliated league. This course will examine issues regarding establishing a coaching foundation, planning for the overall season, teaching tennis skills and strategies, preparing players for competitive match play, and evaluating players and the program.

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

**SPT 597  Individualized Study (3-9 sem. hrs.)**  
To register for an individual study directed by a faculty member, students must have the prior approval of the chief academic officer.

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

**SPT 599  Thesis (9 sem. hrs.)**  
The formal development of an original research project is under the direction of a faculty committee. The thesis includes two 90-minute oral presentations at the Daphne, Alabama, campus. The thesis experience includes the planning and presentation of an oral proposal defense and an oral final defense of a completed research manuscript. The oral presentations may be augmented by the use of PowerPoint or other computer applications.
4.9. 600-Level Courses (Master’s and Doctoral Students)
Credit at the 600 level earned by a master’s degree student will count as elective credit in the master’s program. A master’s student may take 600-level courses after the completion of nine core hours with a cumulative GPA of 3.40 or higher, but he or she must pay the doctoral tuition rate per credit hour.

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 impacts on the Games.

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

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 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, the philosophical and educational dimensions of Olympism, and the Olympic Movement.

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

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. 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 a social context."

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

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

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

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

SAM 672  Personnel Training and Development (3 sem. hrs.)
This course reviews various forms of personnel training and development. On-the-job and off-the-job training programs, personnel evaluation procedures, and needs assessments are also examined.

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

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

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 and to the importance of sports journalism to the media. The objectives of sports journalism from a business and editorial standpoint and towards different demographic audiences will also be analyzed.

SAR 674  Research Statistics in Sports (3 sem. hrs.)
This course is an overview of statistical methods utilized in sports and exercise science. Emphasis will be placed on computer software-based analysis. Topics include hypothesis testing, normal distributions, t tests, analysis of variance, chi-square, nonparametric techniques, correlation, and linear regression.
5. ACADEMY ONLINE WRITING LAB

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

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

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

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

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

1. The first writing assignment (Unit 4) in all master’s courses taken at the Academy are graded by the course professor and then evaluated by the Online Writing Coordinator, each using the appropriate evaluation criteria.

2. If necessary, option tutorials that might help students produce successful written work will be suggested. Suggestions are based on the scores for the writing assignments.

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

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

All tuition, 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) ........................................................................................................ $50.00
Application fee (International students) ........................................................................ $125.00

Tuition and Course Fees
Master’s degree tuition (per semester credit hour) ....................................................... $445.00
Technology delivery fee (per course) ................................................................................. $75.00

Book Shipping Fees
International-postage fee (per course requiring 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. Priority Mail ....................................................................................... $13.00
- U.S. Express Mail .................................................................................... $20.00

Special Fees
Library service charges .................................................................................... Published in the Library Handbook
Add/drop charge for each change of class (mentorship) ........................................ $15.00
Drop fee for distance learning ............................................................................... $50.00
Mentorship Handbook ...................................................................................... $35.00
Course extension fee (30 days per extension, two extensions allowed) .............. $50.00
Transcript fee (after initial request) ....................................................................... $10.00
Returned check charge: first check ........................................................................ $30.00
Second and subsequent checks ............................................................................ $35.00
Evaluation of transfer credit ................................................................................ $50.00
Continuance fee (per semester) ............................................................................... $50.00
Re-admittance fee ................................................................................................. $200.00
Post-master’s graduate work application ............................................................... $100.00
Thesis binding fee (four copies) ........................................................................ $385.00
Thesis microfilming ............................................................................................... $75.00
Thesis copyright (optional, but additional charge) ................................................ $75.00
Concise Rules of APA Style ................................................................................ Please Call
Comprehensive fee ............................................................................................... $175.00
Graduation fee ....................................................................................................... $125.00
*Alumni fee (optional) ......................................................................................... $20.00
#International resident student health insurance (annual fee) ................................ $670.00
Additional diploma (without lamination) .............................................................. $50.00
MAT testing fee .................................................................................................... $70.00

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

Refund of tuition, general fees, and technology fees for a student withdrawing from the Academy or a student who is dismissed or suspended is made in accordance with 7.46 Refund Policy. All application fees, enrollment fees, shipping 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.

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

If students appear for, and pass, the comprehensive examination on the prearranged date, the comprehensive examination fee will be credited toward the graduation fee. Should they fail to appear, the comprehensive examination fee will be forfeited.

* With a paid alumni fee, students will receive 10% off on any items in the Academy bookstore, including textbooks, art work, and apparel.

#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. Federal financial aid is not available to non-degree-seeking students or for continuing education units or for those enrolled in certification programs.

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

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

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

7.1. Types of Assistance Available to Graduate Students Who Qualify

7.1.1. Loans

Federal Stafford Loans are long-term, low-interest loans, either subsidized or unsubsidized. A subsidized loan is awarded based on financial need. Students will not be charged any interest before beginning repayment or during deferment periods. Graduate students may borrow up to $8,500 per academic year, based on demonstrated financial need, with an aggregate loan limit of $65,500, to include any debt accrued in undergraduate programs.

An unsubsidized loan is a long-term loan made through various lending institutions and banks to students who do not qualify for the subsidized federal Stafford Loan. The same terms and conditions of the subsidized Stafford Loan apply to the unsubsidized Stafford Loan, except that the borrower is responsible for interest that accrues while the borrower attends 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 any debt accrued in the undergraduate program.

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

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

<table>
<thead>
<tr>
<th>Graduate/Professional Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year</td>
</tr>
<tr>
<td>2nd Year</td>
</tr>
<tr>
<td>3rd Year</td>
</tr>
<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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maximum Total Debt from Stafford Loans When You Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$138,500, no more than $65,500 of which may be in subsidized loans.</td>
</tr>
</tbody>
</table>

The graduate debt limit includes Stafford Loans received for undergraduate study.

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. Distance-learning students due a check will receive it at the mailing address on record with 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 the Return of Title IV Funds section in this catalog or http://www.ussa.edu/ussanet/index.asp for further detail).

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

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

1 September 2008
In-School Deferments for a Dissertation/Thesis

A student working on a dissertation or thesis is eligible to receive an in-school deferment of student loans up to the statute of limitations for the program of study, upon verification of the following:

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

2) The student’s continued compliance with the limitations of the program as delineated for the student’s program of study in the Academic Section of the catalog (see Section 7.49 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. For eligibility, veterans should check with their regional Veterans Administration office.

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

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 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.

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<tbody>
<tr>
<td>Tuition Assistance</td>
<td>Tuition Assistance is a military benefit that pays the cost of tuition and some fees.</td>
<td>Virtually all military service members are eligible; however, each service branch determines its criteria for eligibility.</td>
<td>Tuition Assistance covers up to 100% tuition and fees not to exceed: • $250 per semester credit hour • $4,500 per fiscal year *The navy has a 12 credit-hour annual limit.</td>
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<tr>
<td>Tuition Assistance</td>
<td>The “Top-Up” Program is</td>
<td>To be eligible for the “Top-Up” benefit, a</td>
<td>The amount of the benefit</td>
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<tr>
<td>&quot;Top-Up&quot; Program</td>
<td>an additional benefit intended to supplement other tuition assistance programs.</td>
<td>person must be approved for federal Tuition Assistance by a military department and for MGIB-active duty benefits.</td>
<td>is limited to the amount that a person would receive for the same course if regular MGIB benefits were being paid.</td>
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<tr>
<td>Montgomery G.I. Bill - Active Duty &amp; Veteran</td>
<td>MGIB provides up to 36 months (four regular school years) of education benefits to eligible veterans for: • College, business technical, or vocational courses • Correspondence courses • Apprenticeships/job training • Flight training</td>
<td>Active-duty members who have served at least two years on active duty. Veterans fitting one of four eligibility categories reflecting enlistment date and length of active duty.</td>
<td>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.</td>
</tr>
<tr>
<td>Veterans Educational Assistance Program (VEAP)</td>
<td>This is available if you elected to make contributions from your military pay in order to participate. It can be used for a degree, certification, correspondence, apprenticeship/on-the-job training program, or vocational flight training programs, as well as for remedial, deficiency, and refresher training.</td>
<td>To be eligible, you must have: • Entered service for the first time between January 1, 1977, and June 30, 1985; • Opened a contribution account before April 1, 1987; • Contributed $25-$2,700; • Completed 1st period of service; • Received a discharge that was not dishonorable.</td>
<td>The government matches your contributions $2 to $1.</td>
</tr>
<tr>
<td>Federal Student Aid</td>
<td>The federal government offers students low- interest loans and grants to help finance the cost of going to school.</td>
<td>Virtually all citizens are eligible. However, the program is need- based, so certain income limits can apply.</td>
<td>The loans and grants are capped each fiscal year and depend on your personal economic circumstances.</td>
</tr>
<tr>
<td>Vocational Rehabilitation Employment</td>
<td>An individualized, detailed outline of service that will be provided under the Chapter 31, VRE program. It also prepares you for obtaining and retaining employment consistent with your abilities, aptitudes, and interest.</td>
<td>Veterans who have a VA disability rating and an employment handicap.</td>
<td>Pays for tuition, fees, and books. Pays a living allowance of up to $715 per month.</td>
</tr>
</tbody>
</table>
7.4. Definition of Academic Year
The Academy's academic increments are termed as sixteen-week semesters. Master’s degree students receiving financial aid are permitted eight semesters (four 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 who receive federal financial aid must make satisfactory progress toward completion of their degree programs within a reasonable period of time. The Academy has developed standards defining satisfactory progress, in accordance with regulations issued by the U.S. Department of Education. Graduate students are considered to be making satisfactory progress if they:

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

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

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

REASONABLE LENGTH OF TIME REQUIREMENT: At the Academy, a reasonable length of time for the completion of a degree program is defined as no more than 150% of the normal time required to complete that degree program. The time frame to complete the master’s degree is four years. Credits transferred to meet degree requirements will necessitate adjusting the time frame accordingly. Satisfactory academic progress will be verified 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 the decision that they may have not complied with the academic requirements for financial aid. To do so, a student must submit a letter to the Financial Aid Appeals Committee, addressed to the assistant dean of student services, requesting reinstatement of financial aid eligibility. The letter must include the reason(s) why satisfactory progress is not being made and any documentation that supports the rationale for the appeal. Appeals may be accepted without provision, or they may be accepted provisionally, entailing a probationary period in which the student must earn a given number of credit hours and/or achieve a specified GPA. Appeals may also be denied. It is the student’s responsibility to initiate any appeal for reinstatement of financial aid eligibility. Appeals for reinstatement, however, do not in themselves constitute reinstatement of financial aid eligibility.

1 September 2008
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 that made the student loan).

Upon a student’s withdrawal, if the Academy determines that the 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 the balance constitutes more than the Academy is required to return, the Academy will receive the remainder. In most instances, however, a balance is not enough to cover the amount, which could leave the student owing the Academy an additional balance.

In order to determine if funds must 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 (68 days), it is considered that 100% of the funds are earned. However, if the student completed only 50% of the course (56 days), the Academy would be required to return 50% of aid awarded and disbursed to the student during that term. Therefore, if the Academy awarded and disbursed $2,800.00 of aid to the student, the Academy would have to return $1,400.00 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 stated in the Academy Refund Policy.

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

7.5.2. Academy Financial Aid Review

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

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

3. To receive funds, an applicant must be admitted to an academic program as a degree-seeking student.

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.

1 September 2008
5. FAFSA paper applications are available in the Financial Aid Office. Complete the application 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 any financial aid award can be processed. The Academy will review the information, and an official award letter will be sent to the student by mail.

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

7. First-time applicants must complete required federal Stafford Loan entrance counseling on the Internet at www.mapping-your-future.org/entrancecounseling

8. All students who receive federal Title IV student financial assistance are required to undergo exit interviews upon the completion of their study at the Academy. The interview is administered online at www.mapping-your-future.org.

7.5.3. National Clearinghouse

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

**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 with which the institution shares information about student enrollment as described in the previous two sentences are “eligible requestors.” The United States Sports Academy has appointed the Clearinghouse as its agent for the purpose of reporting information on the enrollment status of students to eligible requestors.

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

The 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 their 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.

1 September 2008
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 catalog.

8.1. Academic Integrity

Students should maintain high standards of conduct both in their personal behavior and in their academic work. Disrespect for, or violation of, these standards is a serious offense. The penalty for violations against academic integrity may range 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, or having someone else take an examination for you. Using unauthorized test materials and/or disseminating them to others is also considered cheating.

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

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

2. If a student paraphrases other people’s work, but restates the concept or information, (not just rearrange the words in the sentence), and cites the author and year of publication. A student should be very careful when taking notes to put quotes in the exact wording or put the paraphrased information in the notes.

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

The abuse of library materials by writing on 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 their quality of work is below accepted graduate level work. Students who receive academic probation should immediately seek help by contacting an advisor or the Chief Academic Officer.

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

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

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

Students must maintain satisfactory academic progress. The normal time needed to complete the master’s degree program is four years. At the end of three semesters, a minimum of nine semester hours 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 titled 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 have been made for payment of the account within 60 days after the invoice is sent, the student will be informed that the account will be turned over for collection. If after this warning the student fails to respond within a further 60 days, the account will be referred to a collection agency.

8.5. Adding and Dropping Courses
To add or drop an online 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. For students whose requests are made within 10 days of shipment of course materials, grades will not be issued nor will they 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. Advising Program
The Academy has adopted a group advising technique coupled in conjunction with the “Program of Study” (POS) form. The system is simple but effective. Regardless of sickness or vacations by faculty and staff advisers, advising can be done quickly and effectively.

The system is:
1. Prior to registration for an initial course or courses at the Academy, a student must have a completed Program of Study form (POS). The POS may be accessed at www.ussa.edu/advising-pos.html.

2. If the student does not change his or her POS when registering for further courses, there is no need for this student to seek further academic advising. However, should any student want advice on academic programs, he or she may call or e-mail any approved advisor.

3. Should any student want to change the POS, catalog or major, the student must fill out a new POS and have an advisor from the list approve it. Students should consult their catalog for what they must do to change their catalogs or majors.

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

8.8. Application for Graduation
Students must apply for graduation online (and submit the fee) at least one month prior to the end of the semester in which they plan to complete their degree requirements. Students who fail to apply on time risk having their graduation delayed until the end of the following semester. The registration fee paid to take the comprehensive examination will be applied toward the graduation fee if the examination is passed.

8.9. Attendance Policy: Distance Learning
Students who are enrolled in an online course must log on and complete the first course assignment within two weeks of course registration. Students are expected to systematically complete 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.

8.10. Auditing Classes
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 a course will not receive a course grade nor be required to take the course final examination.

8.11. Campus Computing and E-mail
All students are assigned an e-mail address within the Academy domain at the beginning of their first course of study. Students must use their Academy e-mail for all course work. All notices, newsletters, and official communications will be sent to the student’s Academy account. Students are responsible for checking their assigned accounts regularly for such communications. It is the student’s responsibility to use the proper e-mail address in course work and to notify the Academy of any changes to their personal e-mail address as well. Students are also required to adhere to Academy policies with respect to use of the network and e-mail facilities described elsewhere in this catalog.

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

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

The Academy operates by committee action. The highest committee is the President’s Cabinet, which is chaired by the president and chief executive officer. The Academic Committee makes recommendations directly to the Cabinet concerning 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 departments
3. Associate Dean of Continuing Education
4. Assistant Dean of Student Services
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 a Graduation Application which is located on the Student Services page of the 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, reapplication 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 master’s-level students must have consecutive registration throughout their degree programs. This means that no more than 90 days may elapse from the completion of one course to 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 must petition the Academic Committee for re-admittance, 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 date of re-admittance, be governed by the 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 annually to all students, faculty, and staff.

8.20. Examinations at the Master's Level
Final/Midterm All classes culminate in an examination at the close of the semester. In addition to these final examinations, mid-term examinations are commonly scheduled in courses. Students are eligible to take the final examination online only when they have completed all 10 unit quizzes with a score of 80% or better on each quiz.

Exams: Distance-learning examinations must be taken at an appropriate national or regional testing center. Students are responsible for finding a suitable center, which may include a National Collegiate Testing location, Sylvan Learning Center, library, military education facility, or other college-authorized testing center. Visit http://www.ncta-testing.org/cetc/. Students are responsible for paying the cost, if any, to secure administration of the test. Students must bring a student identification card and another form of identification to the test. Any questions regarding this policy should be referred to the Testing Coordinator in the Instructional Design department, 251-626-3303 or e-mail to 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 standard. The Academy reserves the right to take up to 72 regular work hours to confirm the proctor. Students must notify the Academy of the proctor’s information at least 72 regular work hours in advance of the date proposed for the exam. Students are encouraged to seek an appropriate proctor soon after registering (during Unit 2 or 3) for a course. Not all proctor requests are approved. Failure to secure an approved proctor will delay the completion of the course.

8.21. Master's Degree Comprehensive Examination
An Academy master’s degree student who has completed all academic degree requirements may apply to take the comprehensive examination on a monthly basis. The application must be received a full 30 days in advance of the desired testing date.

Effective September 2008, all master’s degree students, regardless of the catalog under which they enrolled, MUST take their comprehensive examinations off-campus. Students taking their
comprehensive examinations off-campus are required to use a proctor at a testing center that is a
member of the National Collegiate Testing Association (NCTA) and is capable of administering an
electronic examination with on line services.

Students are responsible for arranging the examination and must pay the proctoring fee at the time
of the test. Students must present a government-issued photo ID, for example a driver’s license or
passport. Students can find information regarding the location, hours of operation, and fees charged
by NCTA testing centers at http://www.ncta-testing.org.

8.22. Master’s Degree Comprehensive Examination Procedures

1. Purpose: The comprehensive examination is intended to assess a master’s degree student’s
ability to apply, analyze, and synthesize knowledge in a chosen area.

2. Composition: The comprehensive examination consists of written components that are taken on
one day over four hours. These components cover the student’s major area, core courses,
required courses, and electives. Master’s degree comprehensive examinations are offered online
during the third week of each month. A cap of 15 students is set for each exam.

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

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

5. Retake: Student’s who fail the master’s comprehensive examination may retake the examination
after registering and paying another $175.00 examination fee. Students who fail the examination
a second time must appeal to the Academic Committee for an additional attempt.

6. The registrar’s office is responsible for mailing a letter reporting the comprehensive examination
results to each student. The authorship of the results letter will reside within Academic Affairs.

8.23. Exit Interviews

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

8.24. Facilities

Sports Bookstore: The Academy Sports Bookstore is open at posted times for the purchase of
course textbooks and materials, school supplies, Academy sportswear, souvenirs, sport books, and
sport art. 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.

8.25. 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.

8.26. Food and Drink

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

8.27. Full-Time Student

A full-time graduate student is one who is normally registered for nine semester hours at the master’s level. With special permission from the chief academic officer, students may register for an overload, not to exceed 15 semester hours. In the calculation of hours of graduate credit, resident courses, Mentorships, and distance-learning courses will be included in the semester in which the student initially registers for the credit.
8.28. Online Course Grading Policies and Procedures
A distance-learning student has a period of 16 weeks (15 weeks plus one week up front to receive materials) to complete a course. The official start date for the 16 week period starts when the books are sent from the Academy. Students who do not complete a course in 16 weeks may request a 30-day extension for which they will pay $50. Students who do not finish at the end of the first extension may request one additional 30-day extension, for which they will pay another $50. In addition, students may purchase a full 60-day extension at one time for $100. At the completion of the 60-day extension period, the student will be awarded a grade based on the work completed up until the end of the extension period.

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

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

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

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

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

8.29.1. Grading Rubrics
The Academy has moved to a rubric form of grading for all papers and assignments on-and off-campus. The rubric is designed to take some of the subjectivity out of the grading process. Students may view the two rubrics in the Course Management System.

8.30. Grade Appeal Procedure
The purpose of the grade appeal procedure is to afford an undergraduate or graduate student the opportunity to appeal a grade the student feels was inequitably awarded, having involved a gross violation or departure from the instructor’s specified grading standards presented in the course syllabus at the beginning of all online courses. The student may appeal the grade in the following manner:

1. The student must communicate with the instructor in question and first attempt to resolve any differences informally.
2. A student who is unable to resolve a difference 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 the Division of Student Services. The Committee must render its decision within 15 days from the date that the appeal is received in the Office of Academic Affairs. The chief academic officer or designee shall inform all parties of the decision in writing.
4. In the event that the appeals subcommittee cannot reach a unanimous decision, 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 appeal 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.

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

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

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8.31.1. Academic Honors and Awards Upon Graduation

The United States Sports Academy provides academic honors and awards to recognize and promote notable student achievement. These academic honors include graduation with honors and graduation with highest honors. Honors are calculated based only on hours attempted at the Academy. Transfer credit hours are not used in the determination of academic honors. In order to be eligible for a graduation honor, a student must have completed 33 semester hours at the master’s 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 3.8 – 3.99 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 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.

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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.

8.31.2. 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.

8.32. Health Services

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

8.33. Holds

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

8.33.1. 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.

8.33.2. 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.

8.34. 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.

8.35. 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.

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

8.37. 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%).

8.38. 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.

8.39. 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.

8.40. Online Course Grading
Weighting of the components of all distance-learning courses at the master’s level is as follows:

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

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

8.41. 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.

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

8.43. Plagiarism and Non-Original Work Warning
Plagiarism is representing another’s work as one’s own. All writing submitted for credit (class papers and projects) is to be 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).

8.44. 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.

8.45. Re-admittance
Students must petition the Academic Committee and pay the $200 re-admittance fee in order to enroll for classes after an absence of 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.

8.46. 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

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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 15 days of class................................................................. 50% 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 with financial aid should consult the Financial Aid Review section or contact the Financial Aid Center for additional information on withdrawing or falling below half-time status.

**8.47. 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.

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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.

8.48. Special Student Services

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

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

8.49. Statute of Limitations for Degree Completion

All requirements for the master of sports science degree must be completed within four years from the time a student first enrolls in the degree program. In special cases, students may petition the Academic Committee for an extension not to exceed one additional year, provided the petition is made prior to the expiration of the four-year period.

8.50. 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.

8.51. 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.

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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.

5. 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.

6. 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.

7. The chief academic officer will notify the student of the final disposition of the matter within five working days of rendering a final decision.

8. 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.

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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 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
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](http://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”.

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Category I: Name, address, telephone number, dates of attendance, and class;
Category II: Previous institution(s) attended, major field of study, awards, honors, and degree(s) conferred; 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.

1 September 2008
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. Coordinator 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Degrees</th>
<th>Institution</th>
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</thead>
<tbody>
<tr>
<td>Marty Avant *</td>
<td>B.A. University of South Carolina, M.Ed. University of South Carolina, D.S.M. United States Sports Academy</td>
<td></td>
</tr>
<tr>
<td>Douglas J. Goar*</td>
<td>B.S. South Dakota State University, M.S. Mankato State University, Ph.D. The University of Iowa</td>
<td></td>
</tr>
<tr>
<td>Donn Renwick*</td>
<td>B.A. Stanford University, M.A. Stanford University, Ph.D. Florida State University</td>
<td></td>
</tr>
<tr>
<td>Lawrence P. Bestmann*</td>
<td>B.S. Florida State University, M.S. Florida State University, Ph.D. University of Utah</td>
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</tr>
<tr>
<td>Mickey Kerr*</td>
<td>B.A. University of Mary Hardin-Baylor, M.A. West Texas State University, D.S.M. United States Sports Academy</td>
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</tr>
<tr>
<td>Dale Reeves*</td>
<td>B.A. University of South Carolina, M.S. University of South Carolina, Ed.D United States Sports Academy</td>
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<tr>
<td>Fred J. Cromartie</td>
<td>B.A. Ripon College, M.S Webster University, M.S.S. United States Sports Academy, Ed.D. United States Sports Academy</td>
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<tr>
<td>Roch King</td>
<td>B.S. California State University, Fresno, M.Ed. Temple University, Ph.D. Temple University</td>
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<tr>
<td>Thomas J. Rosandich</td>
<td>B.S. Columbia Pacific University, M.S.S. United States Sports Academy, Ed.D. United States Sports Academy</td>
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<tr>
<td>Michael L. Culpepper*</td>
<td>B.A. University of Alabama – Birmingham, M.S. University of Alabama, Ed.D. University of Alabama</td>
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<tr>
<td>Lawrence Miller*</td>
<td>B.S. Fresno State University, M.A. Grand Canyon University, D.S.M. United States Sports Academy</td>
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<tr>
<td>Cynthia Ryder*</td>
<td>B.S. Wheaton College, M.S. University of North Carolina, Ed.D. University of Georgia</td>
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<tr>
<td>Dexter Davis*</td>
<td>B.A. Houghton College, M.S. Canisius College, Ed.D. United States Sports Academy</td>
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<tr>
<td>Chad Moretz*</td>
<td>B.S. Appalachian State, M.S.S. United States Sports Academy, D.S. Tulane University</td>
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<tr>
<td>Glaucio Scremin*</td>
<td>B.S. Lock Haven University, M.S.S. United States Sports Academy, Ed.D. United States Sports Academy</td>
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<tr>
<td>Stan Drawdy*</td>
<td>B.S. Francis Marion University, M.Ed. Francis Marion University, Ed.D. Nova Southeastern University</td>
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<tr>
<td>Donna Nathlar*</td>
<td>B.S. University of Wyoming, M.S.S. United States Sports Academy, Ed.D. United States Sports Academy</td>
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<tr>
<td>Bret L. Simmermacher*</td>
<td>B.S. University of West Florida, M.S. University of West Florida, D.S.M. United States Sports Academy</td>
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<tr>
<td>Les Dutko*</td>
<td>B.S. Virginia Polytechnic Institute, M.A. West Virginia University, D.S.M. United States Sports Academy</td>
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<tr>
<td>Timothy Newman*</td>
<td>B.S. Towson State University, M.Ed. University of Virginia, D.S.M. United States Sports Academy</td>
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<tr>
<td>Glen Snyder*</td>
<td>B.A. Bluffton College, M.S. Kent State University, Ph.D. University of Northern Colorado</td>
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<tr>
<td>Enrico Esposito</td>
<td>B.A. Catholic University of America, M.S.S. United States Sports Academy, D.C. Life University</td>
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<tr>
<td>Arthur Ogden</td>
<td>B.A. LaSalle University, M.A. University of Delaware, Ph.D. Walden University</td>
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<tr>
<td>Gordon Strong*</td>
<td>B.S. U.S Air Force Academy, M.S. Webster University, Ed.D. United States Sports Academy</td>
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<tr>
<td>Kelly Flanagan</td>
<td>B.A. University of Central Oklahoma, M.S.S. United States Sports Academy, D.S.M. United States Sports Academy</td>
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<tr>
<td>Ken Reed*</td>
<td>B.A. University of Denver, M.A. Colorado State University, Ph.D. University of Northern Colorado</td>
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<tr>
<td>Calvin Hunter*</td>
<td>B.S Guilford College, M.S. Georgia Southern, D.S.M. United States Sports Academy</td>
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<tr>
<td>M. Brian Wallace</td>
<td>B.S. Southern Illinois University, M.S. Southern Illinois University, Ph.D. Florida State University</td>
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10. ADDENDA

A. Student Rights and Responsibilities
B. Application for Admission
C. Student of the Year Application
D. Program of Study - Sports Management
E. Program of Study - Sports Coaching
F. Program of Study - Sports Studies
G. Program of Study - Sports Medicine
H. Program of Study - Sports Fitness and Health
I. Program of Study – Sports Management/Sports Coaching
J. Program of Study – Sports Management/Sports Studies
K. Program of Study – Sports Management/Sports Medicine
L. Program of Study – Sports Management/Sports Fitness and Health
M. Program of Study – Sports Coaching/Sports Studies
N. Program of Study – Sports Coaching/Sports Medicine
O. Program of Study – Sports Coaching/Sports Fitness and Health
P. Program of Study – Sports Medicine/Sports Studies
Q. Program of Study – Sports Medicine/Sports Fitness and Health
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W. Request for Transcript Form
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Y. Graduation Checklist for Master’s Degree Candidates
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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.
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 Z.

**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](http://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"
Master of Sports Science Degree Program

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

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

PERSONAL DATA: (please print or type)
Full Name ___________________________ Social Security Number ___________________________
Current Address
First Middle Last
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 intended program of study? [ ] Degree [ ] Non-Degree
What is your plan of study? [ ] Distance-learning [ ] Sports Coaching
What is your intended discipline? [ ] Sports Medicine [ ] Spt Fit/Health [ ] Dual Major
In which semester do you plan to begin? [ ] Fall (Sept.) [ ] Spring (Jan.) [ ] Summer (June)
PREVIOUS EDUCATION: List your undergraduate and graduate studies. List your most current degree first

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<th>Major</th>
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EMPLOYMENT EXPERIENCE: List your most current job first

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<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>HONORS (Academic)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>HONORS (Sport)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PERSONAL STATEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Ethnic Origin</th>
<th>White, Asian, U.S. Military Veteran</th>
<th>Non-Hispanic Black, Hispanic, Native-American, Bi-racial, Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>Single</td>
</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 United States Sports Academy and will not be returned.

Signature: __________________________ Date: __________________________

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

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

1 September 2008
Addendum C: United States Sports Academy
Student of the Year Award
Nomination Form (bachelor’s, master’s and doctoral)

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
**Addendum D: MASTER OF SPORTS SCIENCE**

**SPORTS MANAGEMENT**

**PROGRAM OF STUDY (33 hrs)**

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

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

**Major Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM 542 Sports Business and Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>SAM 545 Sports Finance</td>
<td>3</td>
</tr>
<tr>
<td>SAM 551 Public Relations in Sports</td>
<td>3</td>
</tr>
<tr>
<td>SAM 582 Sports Facilities</td>
<td>3</td>
</tr>
<tr>
<td>SAM 586 Sports Law and Risk Management</td>
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</tbody>
</table>

**Students must select which track they intend to complete.**

- **Mentorship Option**
  - SPT 598 Mentorship

- **Thesis Option**
  - SAR 575 Writing and Applied Research
  - SPT 599 Thesis

- **Non-Thesis Option**
  - An Elective 500/600 course
  - An Elective 500/600 course
  - An Elective 500/600 course

**All students are REQUIRED to successfully complete the Comprehensive Exam.**

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

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

_________________________  ___________________________  
Student Signature        Date

_________________________  ___________________________  
Advisor Signature        Date
### Addendum E: MASTER OF SPORTS SCIENCE

**SPORTS COACHING**

**PROGRAM OF STUDY (33 hrs)**

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

#### Core Courses

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

#### Major Courses

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>SAB 568 Sports Psychology</td>
<td>3</td>
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</tr>
<tr>
<td>SAB 571 Sports Coaching Methodology</td>
<td>3</td>
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<tr>
<td>SAR 525 Sports Strength and Conditioning</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAD 546 Seminar in Sports Medicine</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An Elective 500/600 course</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students must select which track they intended to complete.

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

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

- **Non-Thesis Option**
  - An Elective 500/600 course
  - Credit Hours: 3
  - An Elective 500/600 course
  - Credit Hours: 3
  - An Elective 500/600 course
  - Credit Hours: 3

All students are REQUIRED to successfully complete the Comprehensive Exam.

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

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

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Advisor Signature</th>
<th>Date</th>
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<tbody>
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<td></td>
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</table>
### Addendum F: MASTER OF SPORTS SCIENCE

#### SPORTS STUDIES

**PROGRAM OF STUDY (33 hrs)**

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

<table>
<thead>
<tr>
<th>Address</th>
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<th></th>
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<tbody>
<tr>
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#### M.S.S. Core Courses

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAB 561</td>
<td>3</td>
</tr>
<tr>
<td>SAM 543</td>
<td>3</td>
</tr>
<tr>
<td>SAM 544</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Major Courses

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

Students must select which track they intended to complete.

#### Mentorship Option

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

#### Thesis Option

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAR 575</td>
<td>3</td>
</tr>
<tr>
<td>SPT 599 Thesis</td>
<td>6</td>
</tr>
</tbody>
</table>

#### Non-Thesis Option

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

All students are REQUIRED to successfully complete the Comprehensive Exam.

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

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

---

**Student Signature** __________________________ **Date** __________

**Advisor Signature** __________________________ **Date** __________
Addendum G: MASTER OF SPORTS SCIENCE
SPORTS MEDICINE
PROGRAM OF STUDY (33 hrs)

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

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

<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 561 Contemporary Issues in Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 543 Sports Administration</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 544 Sports Marketing</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Major Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAD 546 Seminar in Sports Medicine</td>
<td>3</td>
<td></td>
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<td></td>
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<tr>
<td>SAD 548 Advanced Assessment in Sports Medicine</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>SAD 591 Treatment Procedures in Sports Medicine</td>
<td>3</td>
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</tr>
<tr>
<td>SAR 525 Sports Strength and Conditioning</td>
<td>3</td>
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</tr>
<tr>
<td>An Elective 500/600 course</td>
<td>3</td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Mentorship Option</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPT 598 Mentorship</td>
<td>9</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Thesis or Non-Thesis tracks may only be taken by those already certified by NATA**

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

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

All students are REQUIRED to successfully complete the Comprehensive Exam.

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

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

___________________________        ___________  
Student Signature                  Date

___________________________        ___________  
Advisor Signature                  Date
## Addendum H: MASTER OF SPORTS SCIENCE

### SPORTS FITNESS and HEALTH

### PROGRAM OF STUDY (33 hrs)

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

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail</th>
<th></th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### M.S.S. Core Courses

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

### Major Courses

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>SAD 556 Issues in Nutrition and Health</td>
<td>3</td>
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<tr>
<td>SAR 520 Exercise Physiology</td>
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<tr>
<td>SAR 525 Sports Strength and Conditioning</td>
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<tr>
<td>SAR 580 Exercise Testing and Prescription</td>
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<td>An Elective 500/600 course</td>
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### Mentorship Option (REQUIRED)

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

All students are REQUIRED to successfully complete the Comprehensive Exam.

### Exam Requirement

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

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

__________________________  __________________________ 
Student Signature  Date

__________________________  __________________________ 
Advisor Signature  Date
Addendum I: MASTER OF SPORTS SCIENCE
SPORTS MANAGEMENT/SPORTS COACHING DUAL MAJOR
PROGRAM OF STUDY (45 hrs)

Students must select which track they intend to complete.

- **Mentorship Option**
  - SPT 598 Mentorship: 9 hours

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

- **Non-Thesis Option**
  - An Elective 500/600 course: 3 hours
  - An Elective 500/600 course: 3 hours
  - An Elective 500/600 course: 3 hours

All students are REQUIRED to successfully complete the Comprehensive Exam.

- **Comprehensive Exam**
  - No credit hours

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

Student Signature: ____________________ Date: __________

Advisor Signature: ____________________ Date: __________
Addendum J: MASTER OF SPORTS SCIENCE
SPORTS MANAGEMENT/SPORTS STUDIES DUAL MAJOR
PROGRAM OF STUDY (45 hrs)

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

<table>
<thead>
<tr>
<th>Mentorship Option</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>SPT 598 Mentorship</td>
<td>9</td>
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</tbody>
</table>

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

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

Students are required to have a signed Program of Study on file. Any deviation must be approved by an advisor.
### Addendum K: MASTER OF SPORTS SCIENCE

**SPORTS MANAGEMENT/SPORTS MEDICINE DUAL MAJOR**

**PROGRAM OF STUDY (45 hrs)**

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

<table>
<thead>
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<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>SAB 561 Contemporary Issues in Sports</td>
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<tr>
<td>SAM 543 Sports Administration</td>
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<td>SAM 544 Sports Marketing</td>
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#### Sports Management Major

<table>
<thead>
<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
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<td>SAM 551 Public Relations in Sports</td>
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<tr>
<td>SAM 586 Sports Law and Risk Management</td>
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<tbody>
<tr>
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<td>SAD 548 Advanced Assessment in Sports Medicine</td>
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<td>SAD 591 Treatment Procedures in Sports Medicine</td>
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<tr>
<td>SAR 525 Sports Strength and Conditioning</td>
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**Students in Sports Medicine (except those certified by NATA) must take a mentorship.**

#### Mentorship Option

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<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
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#### Thesis Option

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

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

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<tr>
<th>Course Title</th>
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**All students are REQUIRED to successfully complete the Comprehensive Exam.**

#### Exam Requirement

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____________________  ______________________
Student Signature Date

____________________  ______________________
Advisor Signature Date
**Addendum L: MASTER OF SPORTS SCIENCE**

**SPORTS MANAGEMENT/SPORTS FITNESS and HEALTH emphasis in Personal Training DUAL**

**PROGRAM OF STUDY (48 hrs)**

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

### M.S.S. Core Courses

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<thead>
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### Sports Management Major

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### Sports Fitness Major

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Student must complete one (3hrs.) of the following three electives

### Emphasis in Personal Training Elective

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### Mentorship Option (REQUIRED)

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All students are REQUIRED to successfully complete the Comprehensive Exam.

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

_________________________  _________________________
Student Signature                  Date

_________________________  _________________________
Advisor Signature                  Date
Addendum M: MASTER OF SPORTS SCIENCE
SPORTS COACHING/SPORTS STUDIES DUAL MAJOR
PROGRAM OF STUDY (42 hrs)

<table>
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<th>Name</th>
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<th>Semester</th>
<th>Grade</th>
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</thead>
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<th>Semester</th>
<th>Grade</th>
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</thead>
<tbody>
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<tr>
<td>SAB 571 Sports Coaching Methodology</td>
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<tr>
<td>SAR 525 Sports Strength and Conditioning</td>
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Students must select which track they intended to complete.

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All students are REQUIRED to successfully complete the Comprehensive Exam.

<table>
<thead>
<tr>
<th>Exam Requirement</th>
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<th>Semester</th>
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__________________________  _________________________
Student Signature                Date

__________________________  _________________________
Advisor Signature                Date
Addendum N: MASTER OF SPORTS SCIENCE
SPORTS COACHING/SPORTS MEDICINE DUAL MAJOR
PROGRAM OF STUDY (42 hrs)

<table>
<thead>
<tr>
<th>Name</th>
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### Core Courses

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<tbody>
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### Sports Coaching Major

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### Mentorship Option

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Student Signature        Date

_________________________  ______________
Advisor Signature        Date
Addendum O: MASTER OF SPORTS SCIENCE  
SPORTS COACHING/SPORTS FITNESS and HEALTH  
DUAL MAJOR  
PROGRAM OF STUDY (42 hrs)

Name  Advisor  
Address  Phone  
E-mail  

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<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
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<th>Semester</th>
<th>Grade</th>
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All students are REQUIRED to successfully complete the Comprehensive Exam.

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______________________________  ___________________________  
Student Signature                  Date                

______________________________  ___________________________  
Advisor Signature                  Date                

______________________________  ___________________________  
Student Signature                  Date                

______________________________  ___________________________  
Advisor Signature                  Date                

______________________________  ___________________________  
Student Signature                  Date                

______________________________  ___________________________  
Advisor Signature                  Date                

______________________________  ___________________________  
Student Signature                  Date                

______________________________  ___________________________  
Advisor Signature                  Date
Addendum P: MASTER OF SPORTS SCIENCE
SPORTS MEDICINE/SPORTS STUDIES
PROGRAM OF STUDY (42 hrs)

Name
Address
E-mail
Advisor
Phone

<table>
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<tr>
<th>M.S.S. Core Courses</th>
<th>Credit Hours</th>
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<th>Semester</th>
<th>Grade</th>
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<tbody>
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<td>3</td>
<td>Semester</td>
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</tr>
<tr>
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<table>
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Students in Sports Medicine (except those certified by NATA) must take a mentorship.

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Thesis or Non-Thesis tracks may only be taken by those who are already certified by NATA
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Student Signature ____________________________ Date __________
Advisor Signature ____________________________ Date __________
Addendum Q: MASTER OF SPORTS SCIENCE
SPORTS MEDICINE/SPORTS FITNESS and HEALTH
PROGRAM OF STUDY (42 hrs)

<table>
<thead>
<tr>
<th>Name</th>
<th>Advisor</th>
<th>Address</th>
<th>Phone</th>
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<table>
<thead>
<tr>
<th>M.S.S. Core Courses</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAB 561 Contemporary Issues in Sports</td>
<td>3</td>
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<tr>
<td>SAM 543 Sports Administration</td>
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<tr>
<td>SAM 544 Sports Marketing</td>
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<td>SAR 580 Exercise Testing and Prescription</td>
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Student Signature: ___________________________ Date: ___________________________

Advisor Signature: ___________________________ Date: ___________________________

1 September 2008
Addendum R: MASTER OF SPORTS SCIENCE
SPORTS FITNESS and HEALTH/SPORTS STUDIES
PROGRAM OF STUDY (42 hrs)

<table>
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### M.S.S. Core Courses

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### Sports Fitness Major

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### Sports Studies Major

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### Mentorship Option (REQUIRED)

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__________________________  ________________________
Student Signature          Date

__________________________  ________________________
Advisor Signature          Date

1 September 2008
Addendum S: MASTER OF SPORTS SCIENCE
SPORTS FITNESS and HEALTH with Emphasis
In Personal Training
PROGRAM OF STUDY (33 hrs)

Name ____________________________ Advisor ____________________________
Address __________________________ Phone ____________________________
Start Date _________________________ SOL Date ____________________________
E-mail ____________________________ Student ID ____________________________

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<thead>
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<th>Hours</th>
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<th>Grade</th>
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<tr>
<td>(for Personal Trainers)</td>
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Student Signature          Date
__________________________  ____________________________
Advisor Signature          Date

1 September 2008
Addendum T: UNITED STATES SPORTS ACADEMY

THESIS/DISSERTATION

PROPOSAL APPROVAL

Student: ___________________________________________ Date: ________________

Please Print

Month / Day / Year

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

Proposed Title (Should be 12 words or less)

________________________________________________________________________

Dissertation Committee

Name (Please print or type.)

Committee Chair

Committee Member (First Reader)

Committee Member (Second Reader)*

* Not used for M.S.S. Thesis

Approval

Committee Chair (Project Director)

Name (Please print or type.)

Signature

Director of Doctoral Studies **

Name (Please print or type.)

Signature

Chief Academic Officer

Name (Please print or type.)

Signature

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

Terms: Approved □ Approved Conditionally □ Not Approved □

Copies: Committee Chair □ Registrar □ Student's File □ Student □

1 September 2008
Addendum U: UNITED STATES SPORTS ACADEMY

Approval of thesis submitted by

(Type Student's Name Here)

__________________________________________ Date: ______________________
Chair, Thesis Committee

__________________________________________ Date: ______________________
Thesis Committee Member

__________________________________________ Date: ______________________
Chief Academic Officer
Addendum V: United States Sports Academy
Post-Graduate Degree Program
Recommendation Form

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

Plan of Study:                   Intended Enrollment               Emphasis
Semester   Year

☐ Sports Coaching
☐ Sports Management
☐ Sports Studies
☐ Sports Medicine
☐ Sports Fit/Health

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 writer of recommendation.)
Please rate the above applicant on the following characteristics:

<table>
<thead>
<tr>
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<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
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<tr>
<td>Scholarship</td>
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<td>Intellect</td>
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<td>Initiative</td>
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<td>Perseverance</td>
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<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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<td>Leadership</td>
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<tr>
<td>Integrity</td>
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<td>Employment record</td>
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<td>Appearance</td>
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<tr>
<td>Emotional stability</td>
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</table>

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

Use the back of this form for your comments.

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

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

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

Additional Comments
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

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

One Academy Drive • Daphne, Alabama, USA 36526-7055
Telephone: (251) 626-3303 • Fax: (251) 625-1035
E-mail: studentservices@ussa.edu • Website: www.ussa.edu

REQUEST FOR TRANSCRIPT FORM

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

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

Work Phone: (____)____-______

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

This is to authorize 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
# Addendum X: 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. (15-17 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>
</tr>
</tbody>
</table>
# Addendum X: Graduate Paper Grading Rubric

## Class Paper

<table>
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</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>Exceptional introduction that grabs interest of reader and states topic, and all subtopics in proper order. Exceptionally clear, argueable, well developed. (36-49 points)</td>
<td>Proficient introduction that states topic and all subtopics in proper order. It is very clear, argueable and well developed. (32-35 points)</td>
<td>Adequate introduction that states topic and some of the subtopics. Introduction is somewhat clear and argueable. (28-31 points)</td>
<td>Weak introduction of topic and subtopics. Weak and lacks an arguable position. (0-27 points)</td>
<td></td>
</tr>
<tr>
<td><strong>Quality of Information/Evidence</strong></td>
<td>Paper is exceptionally researched, extremely detailed, and historically accurate. Critical evidence from a wide variety of significant sources. (50-79 points)</td>
<td>Paper is well researched and detailed. Critical evidence from a variety of significant sources. (56-62 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. (44-48 points)</td>
<td></td>
</tr>
<tr>
<td><strong>Support of Ideas</strong></td>
<td>Exceptional and consistent rationale provided for all supporting arguments and positions taken. (63-75 points)</td>
<td>Relative and consistent rationale provided for most statements and arguments. Most and position taken. (58-62 points)</td>
<td>Some rationale provided for conclusions and some rationale for most positions taken. (49-55 points)</td>
<td>Little rationale provided for conclusions or positions taken. (0-48 points)</td>
<td></td>
</tr>
<tr>
<td><strong>Sequential Development of Ideas</strong></td>
<td>An exceptionally well developed sequence of clear and logical ideas with exceptional transitions between paragraphs and topics. (36-49 points)</td>
<td>A well developed sequence of clear and logical ideas with good transitions between paragraphs and topics. (32-36 points)</td>
<td>Some clear and logical sequential provision of ideas with adequate transitions. (28-32 points)</td>
<td>Lacks clear and logical development of ideas. (0-27 points)</td>
<td></td>
</tr>
<tr>
<td><strong>Conclusion</strong></td>
<td>Excellent summary of topic and subtopics followed by appropriate concluding remarks and recommendations that inspire the reader to further inquiry. (63-75 points)</td>
<td>Good summary of topic and subtopics followed by appropriate concluding remarks and recommendations that leave an impact on the reader. (56-62 points)</td>
<td>Adequate summary of topic with some concluding thoughts and recommendations. (49-55 points)</td>
<td>No, or weak, summary, or concluding remarks, or recommendations. (0-48 points)</td>
<td></td>
</tr>
<tr>
<td><strong>Language</strong></td>
<td>Composition is exceptionally clear and understandable with consistently proper use of grammar and punctuation and no misprints. (63-75 points)</td>
<td>Composition is clear and understandable with consistently proper use of grammar and punctuation and no misprints. (58-62 points)</td>
<td>Some errors in grammar, punctuation, and spelling. (49-55 points)</td>
<td>Inconsistent grammar or punctuation, and spelling throughout paper. (0-48 points)</td>
<td></td>
</tr>
<tr>
<td><strong>APA format – Citations, references, and paper structure</strong></td>
<td>Consistent listing of citations and properly entered according to the APA guide. Many and varied sources included. Credit always given for ideas of others. 90% primary references from peer-reviewed, professional journals. Completely correct formatting. (63-75 points)</td>
<td>Consistent listing of citations and properly entered according to the APA guide. Many and varied sources included. Credit always given for ideas of others. 75% primary references from peer-reviewed, professional journals. Completely correct formatting. (58-62 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. (49-55 points)</td>
<td>Inconsistent listing of citations and inconsistent credit given for the ideas of others. No, primary references from peer-reviewed, professional journals, no title page, and no table of contents. (0-48 points)</td>
<td></td>
</tr>
</tbody>
</table>
Addendum Y: Graduation Check List for Master’s Degree Candidates

1. Completed all Degree Requirements as stated in the academic catalog under which you are governed.

2. Applied and registered for the comprehensive examination through the registrar’s office. Go to the Student Services web page, under “Forms,” for the Off-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 $175.

5. Master’s candidates only: Arranged for the comprehensive examination to be taken at a National Collegiate Testing Association (NCTA) site. Responsible for arranging the examination at the site of your choice and for paying the proctoring fee at the time of the test.

6. Completed the exit interview. To complete the exit interview, you must go to the Student Services web page, under Forms, to find the M.S.S. Exit Survey form. Print section A and section B, fill in all pertinent information, and fax or mail the survey to: United States Sports Academy, Attention: Academics, One Academy Drive, Daphne, AL 36526.

7. In order to complete section C of the exit interview (oral version), the student must contact his or her Academic chairperson.

8. Cleared all financial obligations to the Academy.

9. Financial aid recipients only: Completed the financial aid exit interview (Mapping Your Future) by following the instructions at http://www.mapping-your-future.org

10. Verified your mailing address with the registrar to ensure that your diploma plaque is shipped to the correct address. To verify your mailing address, contact the registrar at registrar@ussa.edu or 1-800-223-2668 ext. 7148.

11. Honor cords are shipped to those who graduate with honors. Graduates who wish to order additional graduation regalia may order directly from Graduate Supply House at http://www.hendrickgradsupply.com/index.php.

12. Once all steps are completed and the student has successfully passed the comprehensive examination, the degree will be conferred and a complimentary copy of the academic transcript will be mailed to the address on file in the registrar’s office. In addition, a commemorative brick bearing your name will be placed on the campus Walk of Fame, indicating you are a graduate of the Academy. A letter reporting the results of the comprehensive examination will be mailed to each student.

13. Should a student not pass the comprehensive examination on the first attempt, the student must re-apply for a second attempt, through the office of the registrar. The student must submit another Off-Campus Comprehensive Examination Application and pay the required fee of $175.

14. Diploma Order Form information is obtained from the comprehensive examination application. If you would like the diploma mailed to a different address, please go to the Student Services web page, under Forms, for the Diploma Order Form. Complete the form and fax, mail, or e-mail it to the Registrar at registrar@ussa.edu; fax, (251) 625-1035; mailing address; United States Sports Academy, Attention: Registrar, One Academy Drive, Daphne, AL 36526.

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

1 September 2008
Addendum Z: Academic Hearing Procedures

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.