

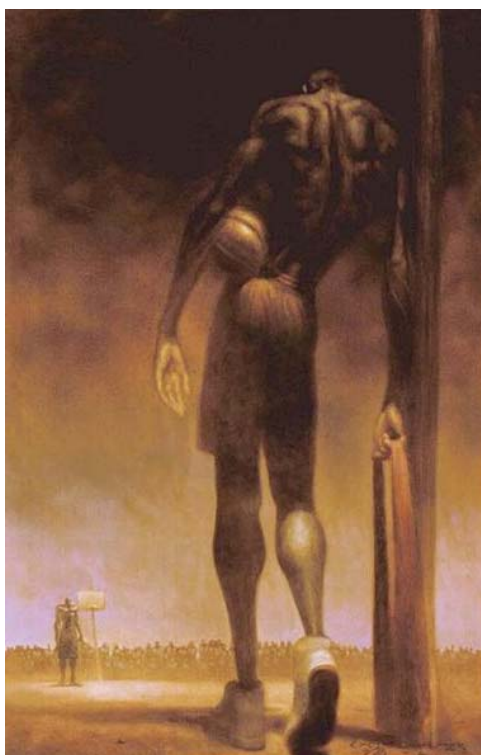
# UNITED STATES SPORTS ACADEMY



America's Sports University®

## **Bachelor of Sports Science Degree (B.S.S.) Academic Catalog 2009-2010**

1 September 2009



**"David and Goliath"**  
by Kadir Nelson  
Academy Sport Artist of the Year 2009

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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)  
Email: [academy@ussa.edu](mailto:academy@ussa.edu)  
World Wide Web: <http://www.ussa.edu>

## **1.2. Accreditation**

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

## **1.3. Alabama State Licensure and Certification**

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

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

## **1.4. Equal Opportunity Statement**

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

## **1.5. Military Programs**

The Academy is currently affiliated with the Department of Defense Activity for Non-Traditional Education Support (DANTES) distance-learning program. Members of the Armed Forces who wish to use the Services Tuition Assistance Program to pursue distance-learning opportunities with the Academy may do so. The Academy is a member of the Service-Members Opportunity Colleges and a participant in The Concurrent Admissions Program (ConAP). 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 and is a participant in the Post 9/11 GI Bill "Yellow Ribbon Program."

## **1.6. History**

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

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

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

Implementation of these concepts fell to the governing Board of Directors (today the Board of Trustees). The directors were diverse professionals with specific expertise important to the formation of the organization. The founding Board included Mr. Robert Block, media specialist; Mr. Charles Cape, attorney (deceased); Mr. Gerald Hock, accountant; Dr. George Uhlig, educator; and Dr. Thomas P. Rosandich, sports administrator. Three of the founding members continue to serve the Academy.

The Academy's greatest asset may be its National Faculty, developed in the institution's formative years. The National Faculty consists of distinguished educators in all areas of sports who have served as sport specialists throughout the world. The Academy's cultural exchange programs reach 60 nations of the Americas, Africa, and Asia.

A milestone in the Academy's development was reached in 1976 with the signing of its first international agreement to deliver education and training in the Kingdom of Bahrain, located in the Arabian (Persian) Gulf. Since that first agreement, the Academy has delivered a wide range of programs abroad. The scope of service has ranged from the full-charge conduct of an entire national sports effort, to individual seminars and symposia in international conferences.

In 1981, the Academy became a candidate for membership in the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). Evaluated by SACS in 1983, the Academy was admitted to membership on 13 December 1983, becoming the nation's first and only freestanding, accredited institution dedicated solely to professional studies in sports. In summer 1986, a new milestone was reached when the Academy purchased a permanent campus in Daphne, Alabama, on the eastern shore of Mobile Bay. In summer 1988, following a two-year self-study, the Academy received reaffirmation of accreditation from the Commission on Colleges of SACS. In 1996, the Academy's doctoral program received accreditation, and its distance-learning delivery system was reviewed and approved.

In the years since, the Academy has completed a 10-year comprehensive self-study as well as a successful reaffirmation of accreditation, awarded in December 1998 and another self-study and reaffirmation awarded in 2008. 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 2008, the Academy's graduating class featured students from 37 states and 7 foreign countries.

A secondary mission of the Academy has been the establishment and development of the American Sport Art Museum and Archives (ASAMA). A division of the Academy, ASAMA is dedicated to preserving sport art and archival materials. Located in the main building on the Academy campus, the museum exhibits the work of renowned sport artists. An annual event for ASAMA is the Awards of Sport medallion series of honors. Designated "a tribute to the artist and the athlete," the medallion series recognizes outstanding performances and contributions

of national and international leaders, coaches, administrators, athletes, and artists with influence in the world of sports.

### **1.7. Mission Statement**

The United States Sports Academy is an independent, non-profit, accredited, special mission sports university created to serve the nation and the world with programs in instruction, research and service. The role of the Academy is to prepare men and women for careers in the profession of sports.

### **1.8. The Philosophy of the Academy**

The Academy believes that sport is both an academic discipline and an industry. As such, students need to learn both the theory of the discipline and the application of that theory to the industry in order to prepare for their chosen careers.

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

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

### **1.9. Goals of the Bachelor of Sports Science Degree Program**

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

1. To require students to read and analyze existing texts and journals to gain knowledge of the principles and methods governing the practices in the profession of sport;
2. To provide course work on the theory and practice of the sport disciplines that will, in turn, produce educated individuals who
  - Think independently,
  - Articulate clearly their own ideas orally and in writing,
  - Discuss with conviction issues of significance in their chosen disciplines,
  - Exhibit an expanded view or vision of the sport discipline of their majors specifically and of sport in general, and
  - Understand an expanded view on sport and its role in society on a national and international basis;
3. To provide course work which shows students how to take theoretical information and put it into practice by
  - Reviewing issues and trends in the world of sport and making appropriate application of the knowledge in creating solutions;
  - Gaining knowledge of the theory of sport in order to apply it correctly to the right situation at the right time;
  - Demonstrating the appropriate skill sets to work in the profession of sport at various levels from amateur through professional; and
  - Engaging in self-directed study, critical thinking, critical incidence reporting and problem solving specifically in sport and in the world in general;
4. To increase students' awareness of the need for a personal philosophy and the importance of ethical

principles related to their chosen professions and life in general, by

- Reading information on the philosophical, sociological, psychological and historical aspects of the sport profession in the United States;
  - Gaining knowledge of current sport literature, its origins, deviations and expressions in a contemporary world; and
  - Gaining knowledge of ethical principles and how these can be applied in the world of sport and life in general;
5. To provide materials necessary for students to gain the knowledge, skill sets and practical abilities to succeed in the discipline of the sport major being studied; and
  6. To provide a practical experience in the area of sport discipline in which the student can fully test the knowledge and sets of skills acquired in real life experiences under qualified mentors.

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

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

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

### **1.11. Honor Code for the United States Sports Academy**

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

### **1.12. Special Provisions**

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

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

### **1.13. Location**

The Academy campus is located in Daphne, Alabama, on the beautiful Eastern Shore of historic Mobile Bay. To reach the Academy, take Exit 35 from U.S. Interstate 10 and travel one mile south on U.S. Highway 98 East. The area enjoys semi-tropical weather most of the year. Average temperatures range from the 50s in January to the 90s in July. One of the fastest growing areas of the Sun Belt, Metropolitan Mobile has a population in excess of 550,000.

Famous for its boating and fishing and its close proximity to the white sand beaches of the Gulf of Mexico, the area is also well known for the beauty of its architecture and its abundant greenery and flowers.

Metropolitan Mobile has a strong international flavor dating back almost 500 years to when the Spanish, the first European explorers in the area, sailed into Mobile Bay. Since then four other flags have flown over Mobile in addition to Mobile's own including those of the French, English, Confederacy, and United States.

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

#### **1.14. Affiliations**

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

- Air University Associate-to-Baccalaureate Cooperative Program
- Alabama Art Education Association
- Alabama Association of College Registrars and Admissions Officers
- Alabama Association of Independent Colleges and Universities
- Alabama Association of International Educators
- Alabama Association of Student Financial Aid Administrators
- Alabama Council of Graduate Deans
- Alabama Library Association
- Alabama Museums Association
- Alabama State Chiropractic 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 Baseball Coaches Association
- American Council on Exercise
- American College of Sports Medicine
- American Chiropractic Association
- American Library Association
- American Swimming Coaches Association
- Association for Institutional Research
- Association of American International Colleges and Universities
- College and University Personnel Association
- Council for the Advancement and Support of Education
- Council on Higher Education Accreditation
- Defense Activity for Non-Traditional Education Support
- Department of Veterans Affairs Yellow Ribbon Program
- Eastern Shore Chamber of Commerce
- International Chiropractic Association
- 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 Academy of Sports Medicine  
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 Council for the Accreditation of Coaching Education  
National Federation of State High School Associations (NFHS)  
National Strength and Conditioning Association  
National University Continuing Education Association  
Network of Alabama Academic Libraries  
Nichols College  
North American Society for Sport History  
North American Society for Sports Management  
Online Computer Library Center  
Positive Coaching Alliance  
Professional Tennis Registry  
Southeastern Library Network  
Southern Association of Colleges and Schools  
Southern Association of College Registrars and Admissions Officers  
Southern Association of Student Financial Aid Administrators  
Southern Regional Electronic Campus  
United States Distance Learning Association  
United States Swimming  
United States Tennis Association  
United States Track and Field Coaches Association  
Women's Sport Services

## **1.15. Academy Library**

The Academy library supports the mission of the Academy by ensuring that faculty and students have access to adequate academic and sports-specific learning resources and services. The 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 LYRASIS, our arm of the Online Computer Library Center (OCLC). The OCLC has access to 71,000 libraries in 112 countries, with 1.5 billion records.

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. Library resources are accessible through the course management system. Students needing assistance may contact library staff by phone or by email at [library@ussa.edu](mailto:library@ussa.edu).

### **1.15.1 Library Books**

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

## 2. ACADEMIC CALENDAR for 2009-2010

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

2009-2010 2009		FALL	2010-2011 2010	
7	September	Labor Day Holiday	6	September
9	September	Residential Orientation	8	September
10	September	Open Registration for Online Classes	9	September
10	September	Residential Classes Begin	9	September
12	October	Last day to Register for Fall Doctoral Comprehensive Exam	11	October
11-13	November	Doctoral Comprehensive Exam	10-12	November
17	November	MAT Testing	18	November
26-27	November	Thanksgiving Holiday	25-26	November
5	December	Last Day to Register for Spring Doctoral Comprehensive Exam	6	December
18	December	Last Day to Withdraw from Residential Classes	17	December
18	December	Last Day to Withdraw from Course with a Grade of "W"	17	December
25	December	Christmas Holiday	25	December
31	December	Last Day to Register for Fall Online Classes	31	December
2010		SPRING	2011	
4	January	Residential Orientation	3	January
5	January	Open Registration for Online Classes	4	January
5	January	Residential Classes Begin	4	January
6-8	January	Doctoral Comprehensive Examinations	5-7	January
18	January	Martin Luther King Holiday	17	January
28	January	MAT Testing	27	January
16	February	Mardi Gras Holiday	8	March
16	May	Last Day to Withdraw from Course with a Grade of "W"	15	May
16	May	Last Day to Withdraw from Residential Classes	15	May
28	May	Last Day to Register for Spring Online Classes	27	May
2010		SUMMER	2011	
31	May	Memorial Day Holiday	30	May
1	June	Residential Orientation	1	June
2	June	Open Registration for Online Classes	1	June
2	June	Residential Classes Begin	2	June
6	June	Last Day to Register for Summer Doctoral Comprehensive Exam	6	June
8	June	MAT Testing	9	June
4	July	American Independence Day Commemorated	4	July
7-9	July	Doctoral Comprehensive Examinations	6-8	July
20	August	Last Day to Withdraw from Course with a Grade of "W"	19	August
20	August	Last Day to Withdraw from Residential Classes	19	August
31	August	Last Day to Register for Summer Online Classes	31	August

\*

### 3. ADMISSIONS

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

#### 3.1. General Admission

Applicants for *degree-seeking* admission must submit the following:

1. A completed bachelor's degree application, accompanied by a \$50 non-refundable application fee (\$100 for international students),
2. Official copies of all college transcripts (or certified English translations for international students)
3. A written personal statement describing the motivation or reasons for pursuing a Bachelor of Sports Science degree program.
4. Students who have obtained previous undergraduate education in a country other than the U.S. or Canada must have certified English translations of foreign school transcripts and a course-by-course evaluation completed by a member of the National Association of Credential Evaluation Services (<http://www.naces.org/members.htm>)

Applicants for *non-degree-seeking* admission must submit the following for enrollment:

1. A completed bachelor's degree application accompanied by a \$50 non-refundable application fee; and
2. Official copies (or certified English translations for international students) of secondary-school transcripts showing completion of a high school diploma or its equivalency, or college transcripts.

##### 3.1.1. Full-Standing Admission

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

##### 3.1.2. Conditional Admission

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

###### Conditional Academic Admission

If the applicant has completed a minimum of 36 transferable semester hours of required lower-division coursework but has an institutional GPA of less than 2.0 AND/OR has credits accepted that were obtained from a school that does not hold regional accreditation, the applicant may be accepted as a conditional academic student. Conditional academic students must complete their first 12 semester hours of coursework with a minimum GPA of at least 2.0 to continue with the program.

- If a conditional academic student has all lower-division requirements completed at the time of completion of their first 12 semester hours, they will be moved to *full-standing status*.
- If a conditional academic student enters the program without ALL required lower division hours completed, once they are reviewed after the completion of their first 12 semester hours and meet the minimum GPA requirement stated above, they will be moved to conditional administrative status until they have successfully satisfied all lower-division requirements. Conditional administrative students will be moved to full-standing status provided they complete their deficiencies before they register for the Academy's final Core courses.

### **Conditional Administrative Admission**

Applicants who have earned at least 36 semester hours of required lower-division coursework, but have not accumulated all lower-division transferable semester hours (including the general education component) may be admitted on a conditional administrative basis but will be required to earn any deficient lower-division hours before the completion of their fourth core course before being moved to full-standing status.

Students failing to complete any of the deficient lower-division hours required before they have completed their fourth core course will not be allowed to enroll in the mentorship and may not be allowed to enroll in additional coursework in their upper-division program requirements until deficiencies are satisfied.

### **3.1.3. Non-Degree Admission (Individual Courses)**

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

A non-degree-seeking student is allowed to take courses for transfer or for similar interests but is not admitted as a degree-seeking student. A non-degree-seeking student is not eligible to enroll in a mentorship and cannot transfer into degree-seeking status without successfully completing the full application process. If a non-degree-seeking student chooses to seek degree status, the student is responsible for all fees associated with the regular admission process. Once a student has completed courses as a non-degree-seeking student, they will have 180 days to enroll in additional work or must reapply to the program.

### **3.1.4. International Student Admission**

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

1. Official documentation showing a satisfactory score on the Test of English as a Foreign Language (TOEFL) in a computer-based format (minimum 213), Internet-based format (minimum 79), paper-based format (minimum 550) or a satisfactory score on International English Language Testing System (IELTS) in the academic module (minimum overall band score of 6). Students may be conditionally admitted with a TOEFL score of 500 to 549 on the paper-based format, 173 to 212 on the computer-based format, 61-78 on the Internet-based format or 5 to 5.9 on the IELTS.

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

2. Students who have obtained previous undergraduate education in a country other than the U.S. or Canada must have certified English translations of foreign school transcripts and a course-by-course evaluation completed by a member of the National Association of Credential Evaluation Services (<http://www.naces.org/members.htm>) This evaluation must demonstrate that a student has attained a minimum of semester hours of transferable credit alone or in conjunction with acceptable credits earned in the U.S. in order to be admitted to the BSS program.

Among the semester credit-hours to be transferred are 30 semester credit hours of the general education requirements. The only exception to this requirement is that the three to six hours of English composition or English language arts may be waived by a TOEFL score that meets the Academy's minimum standards for acceptance to the program. Once an international student has been officially admitted, the Academy expressly reserves the right to mandate English as a Second Language (ESL) instruction until a reasonable mastery of the English Language has been attained.

3. All international resident students will be assessed health insurance fees (see Tuition and Fee section of this catalog.)

### **3.2. Transfer Credit Acceptance**

#### **3.2.1. Specific Transfer Policies in the Bachelor's Program**

1. The Academy accepts courses from all regionally-accredited institutions.
2. The Academy accepts courses from all nationally-accredited institutions (as recognized by the Department of Education) on a conditional basis, i.e., the student must achieve a 2.0 or higher GPA in the first 12 hours of the undergraduate level work at the Academy for the courses to transfer.
3. The Academy will accept courses from international institutions on a conditional basis, provided that the credits are equivalent to courses taken at a regionally or nationally accredited U.S. institution and meet the categories for the lower-division requirements.
4. The Academy may accept transfer credits from non-accredited institutions on a conditional basis. All such transfer credits must be reviewed on a case-by-case basis.
5. An applicant may offer for consideration the transfer credit hours earned by means of the Defense Activity for Nontraditional Education Support (DANTES) Test if the school from which the applicant is transferring accepted the test and said hours are reflected on the applicant's transcript. In addition, the applicant must have an official DANTES score report mailed directly to Undergraduate Admissions.
6. College Level Examination Program (CLEP) credit may be accepted towards the 60 hours of transferable credit if the institution from which the applicant is transferring accepted the hours and said hours are reflected on the applicant's transcript. In addition, the applicant must have an official CLEP score report mailed directly to Undergraduate Admissions.
7. Individuals who submit test scores for DANTES or CLEP will be referred to the Undergraduate Admissions Committee. The committee reserves the right to accept or reject the number of hours that may be accepted.
8. The Academy does not grant or accept academic credit for previous life experience. The Academy cannot accept remedial credit for transfer.
9. Students may not transfer repeated course credit more than once even if the equivalent courses were earned at different intuitions.

#### **3.2.2. Transfer Request Procedures (upper-division courses)**

Any applicant to one of the Academy's bachelor's degree programs is eligible to transfer from another college or university equivalent upper-division courses that are substantially the same as the Academy curriculum. A student may transfer no more than 90 semester-hours to the Academy including the required lower-division hours.

1. Students interested in transfer-credit must apply to the program before the institution will consider requests.
2. Courses earned at a college or university that utilizes the quarter system will have hours converted to the semester calendar for the purpose of review and, if accepted, transfer.

3. A cover letter explaining the request should be sent to the Chief Academic Officer, along with a copy of the official transcripts showing the grade earned, a catalog description of the course, and a copy of the syllabus outlining learning objectives and course content. In addition, the applicant should specify which of the Academy's courses the transfer courses may be able to replace.
4. In the case of international credits that a student requests to have reviewed for upper-division transfer, students must provide copies of all course syllabi outlining learning objectives and course content in or translated to English.

### **3.3. Statute of Limitations on Acceptance**

Once accepted a prospective student has one year from the date of acceptance to enroll in the bachelor's degree program. A student failing to enroll within the one-year time limit is required to reapply. The Academy reserves the right to request resubmission of any or all of the required admission materials and fees for readmission.

### **3.4. Registration / Orientation**

Students may start course work at any time following acceptance, within the Statute of Limitations. Registration is done on the "unofficial" registration form on the Academy website. All fees and tuition are due at the time of registration. Students are automatically enrolled in the Academy's online orientation course (SPT 101) during their first enrollment period. SPT 101 *Introduction to Academy Online Learning* is a no-cost, non-credit orientation course. It serves as a tutorial of the Academy's system of online learning. The course is graded on a Pass/Fail basis and must be completed during the student's first enrollment period.

### **3.5. Institutional Testing Codes**

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

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

### **3.6. Testing Facilities**

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

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

### **3.7. Alabama and Other State Teaching-Certification Requirements**

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

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

## **4. ACADEMIC AFFAIRS**

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

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

It is recommended that admitted students follow the prescribed progression in their majors.

Students are required to have an approved Program of Study (POS) on file that addresses all the core, required major and elective courses, and required mentorship for their chosen program. It is the student's responsibility to update this document if necessary and to have it approved by an academic advisor. After successful completion of the core, required, and elective courses with a 2.0 or better cumulative grade point average (GPA), the student will consult with the Mentorship Office, in conjunction with his or her academic advisor, to plan the culminating experience.

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

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

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

### **4.2 Online Delivery Process**

The Academy's bachelor's degree is delivered online in an *asynchronous environment*. This means that the professor and student do not have to be in simultaneous contact for learning to take place or assignments to be completed. Academy students will receive a log-on and password to access online courses once they are enrolled. They also receive the required textbook(s) for each course. Every course, with the exception of the independent study courses, includes written assignments, participation in threaded discussions, quizzes, and a final examination. The Academy library and its extensive reference database system can be accessed through the Academy website. There are specific time limits (16 weeks plus extensions) that apply to completion of online courses. Those 16 weeks include one week built into the course time for shipping and handling of materials.

#### **4.2.2. Residential Study Option**

The bachelors degree is offered online, but at the Academy's discretion a residential cohort will be accepted. Attendance at the regularly scheduled orientation is mandatory for all new and returning residential students. Students should check with the Division of Student Services for the schedule of residential course offerings

### **4.3. Affiliated Credit Options**

The Academy is a member of the Southern Regional Educational Campus (SREC). The SREC is made up of colleges and universities from 16 Southern states. It offers 1,250 courses and 60 degree programs through the

SREC web portal. The Academy was among the first independent colleges and universities in Alabama selected for participation in the SREC consortium. Academy courses offered through the SREC Electronic Campus can be found at <http://www.electroniccampus.org>.

#### 4.4. Sports Management Curriculum

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

The curriculum for sports management has four core courses, nine required courses, five elective courses, and a required mentorship. All hours listed are semester-hours.

##### **BSS Core Courses – 12 semester hours**

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

##### **Major Courses – 27 semester hours**

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

##### **Electives – Choose 5 courses or 15 semester hours**

- SAB 305 Sociology of Sports 3 hours
- SAB 310 History of Sports 3 hours
- SAB 368 Psychology of Sports 3 hours
- SAM 367 Olympic Culture 3 hours
- SAM 386 Legal Concepts in Sports 3 hours
- SAM 392 Sports Agent Business 3 hours
- SAM 496 Topical Reading in Sports 3 hours

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

- SPT 498 Mentorship 6 hours

##### **4.4.1 Emphasis Area in Sports Security**

Students enrolled in the BSS program in sports management may take three courses to obtain a degree with a sports security emphasis. Consult Addendum E to see how these courses fit into the program of study. The three courses are as follows:

- SAM 487 Introduction to Sports Security Management 3 hours
- SAM 488 Contemporary Sports Security Management 3 hours

- SAM 489 Introduction to Emergency Management for Sport Settings 3 hours

#### 4.5. Sports Coaching Curriculum

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

The curriculum for sports coaching has four core courses, nine required courses, three general elective courses, two sports coaching science electives and a required mentorship. All hours listed are semester hours.

##### **BSS Core Courses – 12 semester hours**

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

##### **Major Courses – 27 semester hours**

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

##### **Electives – Choose 3 courses or 12 semester hours**

- SAB 301 Sports Officiating 3 hours
- SAB 302 Sports Coaching Technology 3 hours
- SAB 310 History of Sports 3 hours
- SAM 386 Legal Concepts in Sports 3 hours
- SAM 451 Public Relations in Sports 3 hours
- SAM 482 Sports Facilities Management 3 hours
- SAM 496 Topical Readings in Sports 3 hours

##### **Electives – Choose 2 courses or 6 semester hours**

- SCS 300 Coaching Cross-Country Skiing 3 hours
- SCS 303 Coaching Track and Field 3 hours
- SCS 308 Coaching Baseball 3 hours
- SCS 313 Coaching Basketball 3 hours
- SCS 317 Coaching Cheerleading 3 hours
- SCS 318 Coaching Cross-Country Running 3 hours
- SCS 328 Coaching Field Hockey 3 hours
- SCS 330 Coaching Figure Skating 3 hours
- SCS 332 Coaching American Football 3 hours
- SCS 334 Coaching Golf 3 hours
- SCS 337 Coaching Gymnastics 3 hours

- SCS 338 Coaching Ice Hockey 3 hours
- SCS 364 Coaching Soccer 3 hours
- SCS 366 Coaching Softball 3 hours
- SCS 370 Coaching Swimming 3 hours
- SCS 376 Coaching Tennis 3 hours
- SCS 378 Coaching Volleyball 3 hours
- SCS 384 Coaching Wrestling 3 hours

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

- SPT 498 Mentorship 6 hours

#### 4.6. Sports Studies Curriculum

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

The curriculum for sports studies has four core courses, 14 elective courses and a mentorship as the culminating experience. All hours listed are semester hours.

##### **BSS Core Courses – 12 semester hours**

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

##### **Major Courses – Choose 14 courses or 57 semester hours**

- SAB 301 Sports Officiating 3 hours
- SAB 302 Sports Coaching Technology 3 hours
- SAB 305 Sociology of Sports 3 hours
- SAB 310 History of Sports 3 hours
- SAB 368 Psychology of Sports 3 hours
- SAB 371 Sports Coaching Methodology 3 hours
- SAB 373 Scientific Principles of Coaching 3 hours
- SAD 320 Applied Sports Performance Analysis 3 hours
- SAD 346 Sports Medicine 3 hours
- SAD 356 Sports Nutrition 3 hours
- SAM 322 Foundations of Amateur & Professional Sports 3 hours
- SAM 342 Personnel Management in Sports 3 hours
- SAM 344 Sports Marketing 3 hours
- SAM 367 Olympic Culture 3 hours
- SAM 386 Legal Concepts in Sports 3 hours
- SAM 392 Sports Agent Business 3 hours
- SAM 445 Sports Managerial Accounting 3 hours
- SAM 448 Sports Promotion and Event Planning 3 hours
- SAM 450 Fundraising in Sports 3 hours
- SAM 451 Public Relations in Sports 3 hours
- SAM 482 Sports Facilities Management 3 hours
- SAM 486 Sports Law and Risk Management 3 hours
- SAM 496 Topical Readings in Sports 3 hours
- SAR 332 Sports Strength and Conditioning 3 hours

**Student may opt to choose a maximum of 3 of the following coaching series courses as part of their Sports Studies curriculum.**

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

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

- SPT 498 Mentorship 6 hours

#### **4.7. Bachelor's-to-Doctorate Accelerated Program**

For the student who possesses a bachelor's degree and is interested in pursuing a doctorate, the Academy offers an accelerated doctor of education program. Admission into the program is based on the criteria for admission into the master of sport science degree with a major in sports management. In the accelerated doctor of education program, the student first completes the MSS core (nine semester hours) and the major courses in sport management (15 semester hours) but does not have to do the nine semester hour mentorship or thesis. Providing the student has a 3.40 GPA upon completion of these 24 semester hours of credit, plus a score of 80 points or higher on the first attempt of the MSS comprehensive examinations, he or she can immediately begin the doctoral degree program. To receive the doctoral degree, the student is required to complete all 66 semester hours of the doctoral degree program, pass the doctoral written and oral comprehensive examinations, and successfully complete and defend a dissertation. See Addendum G for the Program of Study.

The total number of credits required in the accelerated doctor of education program is 90 hours. The per-credit tuition for 500-level courses is the amount charged for master's degree instruction. The per-credit tuition for 600- and 700-level courses is the amount charged for doctoral degree instruction.

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

#### **4.8. Bachelor of Sports Science Degree Course Descriptions**

##### **SAB 300 Sports Art (3 sem. hrs.)**

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

contemporary art.

- SAB 301 Sports Officiating** (3 sem. hrs.)  
This course is designed to teach students the rules and regulations for specific sports; it explains how to apply them in games. Current rule changes will be reviewed and discussed.
- SAB 302 Sports Coaching Technology** (3 sem. hrs.)  
Technological advances in the mainstream of contemporary culture can be applied to coaching. The application of technology to improve coaching efficiency, strategy, player performance, maintenance of equipment, recruitment at certain levels, statistics gathering, recording, reporting, and archiving are central to this course.
- SAB 305 Sociology of Sports** (3 sem. hrs.)  
This course is designed to introduce the mutual influences which society and sport have on each other. How people in sports relate to one another and create social measures that enable them to compete without compromising a basic social contract is one focus of this course. Understanding sport groups and the social issues that have an impact on sport is a central theme.
- SAB 310 History of Sports** (3 sem. hrs.)  
This survey course examines the development of competition in the human condition from its inception to the highly developed enterprise that has emerged in contemporary times. Observations of the influence of culture and history on this development are central to the presentation of this course.
- SAB 334 Ethics in Sports** (3 sem. hrs.)  
Some leaders are more effective than others because of who they are as individuals and how they approach the ethical circumstances they face. The application of these ethical approaches in sports is the central theme of this course. This course supports the thesis that principle-centered leaders are more capable of inspiring confidence and rallying others to achieve common goals.
- SAB 361 Contemporary Issues in Sports** (3 sem. hrs.)  
This course is designed to introduce current issues in society and their impact on sport at all levels of participation. Emphasis focuses upon the variety of the issues facing sport as a leisure activity and as an industry, as well as how the issues are addressed by the media, sport organizations, coaches, and administrators.
- SAB 368 Psychology of Sports** (3 sem. hrs.)  
This course focuses on the study of the motivational phenomena that affect the performance of individual athletes and teams. Stress and leadership characteristics of coaches and athletes will also be studied.
- SAB 371 Sports Coaching Methodology** (3 sem. hrs.)  
This course is designed to provide a conceptual blueprint for teaching sport and examining the fundamentals of sport coaching. The development of a personal coaching philosophy will be derived from a process of consciously assessing critical issues and developing a clear rationale for holding one particular approach as opposed to another.
- SAB 373 Scientific Principles of Coaching** (3 sem. hrs.)  
In order to optimize performances, guarantee safety and promote well-being in athletes, coaches must constantly update and modify their coaching practices by seeking out new knowledge in the sport sciences. This course teaches coaches to be active consumers and appliers of scientific information.
- SAD 320 Applied Sports Performance** (3 sem. hrs.)  
This course is designed to cover the complete spectrum of training intensity. A conditioning program is established to meet the needs of each specific sport.

- SAD 346 Sports Medicine** (3 sem. hrs.)  
This course is designed to give the student the basic understanding needed to recognize sport-related injuries and to provide appropriate emergency treatment, along with ensuring proper follow-up sports health care.
- SAD 356 Sports Nutrition** (3 sem. hrs.)  
This course is designed to emphasize the importance of nutrition on the enhancement of performance and on the prevention of diseases, such as cardiovascular disease, cancer, and obesity. Specific applications of nutrition and sport will also be examined.
- SAM 322 Foundations of Amateur & Professional Sports** (3 sem. hrs.)  
This course addresses the scope, the history, the empirical foundations and the philosophical aspects in the development of sport both as a leisure activity and as an industry. Special emphasis is placed on the relationship between the evolution of sport and social institutions (such as education, religion, politics, mass media, etc).
- SAM 340 Organization and Management in Sports** (3 sem. hrs.)  
This course is designed to provide a comprehensive and contemporary introduction of administration, organization, and management principles and their application in broad sports settings.
- SAM 342 Personnel Management in Sports** (3 sem. hrs.)  
This is a survey course in which the student will study the recruitment, procurement, development and utilization of the human resources in any organization. Concepts of motivation and teamwork are closely examined.
- SAM 344 Sports Marketing** (3 sem. hrs.)  
This course examines the basic principles of marketing and how they are applied to the field of sport. They are evaluated in terms of the elemental marketing mix, which includes product, place, price, promotion, and public relations.
- SAM 367 Olympic Culture** (3 sem. hrs.)  
This is a seminar course that examines the history, culture, and structure of the Olympics and the Olympic movement as both a genesis and a product of the history of sport and the human condition. The connection between sport as a human activity and its relationship to other human activities will be surveyed and evaluated.
- SAM 386 Legal Concepts in Sports** (3 sem. hrs.)  
This course introduces a basic conceptual understanding of legal issues related to sport, including but not limited to negligence, sexual harassment, corporal punishment, product liability, anti-discrimination, contracting, buying, hiring, and termination.
- SAM 392 Sports-Agent Business** (3 sem. hrs.)  
An overview of the sports-agent business and an examination of the various aspects associated with being a sports agent are presented in this introductory survey course. The expanding sport-agent business, particularly in the U.S., is examined in light of its benefits and consequences both to the professional and the amateur athlete.
- SAM 400 Leadership Principles in Sports** (3 sem. hrs.)  
This course teaches concepts, principles, and skills of leadership for managers in the sports industry who must influence others to get things done. Styles of successful sport coaches and managers will be examined and analyzed in the context of their times and settings.
- SAM 445 Sports Managerial Accounting** (3 sem. hrs.)  
This course is designed to give students the financial management tools they need to succeed in the sports industry. The rapidly growing industry demands that those in the industry have a command of the

basic principles of finance.

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

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

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

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

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

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

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

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

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

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

**SAM 487 Introduction to Sports Security Management** (3 sem. hrs.)

This course examines the concepts, principles, and methods of organizing and administering security management and loss-prevention activities in industry, business, government, and sport venues. Emphasis is on protection of assets, personnel, and facilities.

**SAM 488 Contemporary Sports Security Management** (3 sem. hrs.)

In this course students examine principles and issues in security management as well as the challenges, concepts, strategies, and skills needed to manage security-related operations and activities. Focus is on leadership in management, personnel management, security planning and evaluation, communication, and best practices.

**SAM 489 Introduction to Emergency Management for Sport Settings** (3 sem. hrs.)

This course examines theories, components, systems, and strategies in contemporary disaster and emergency management. Students examine: 1) The historical, administrative, institutional, and organizational framework of disaster and emergency management in the United States; 2) The role of the federal, state, and local governments in disasters; 3) The role of nongovernmental organizations in emergency management; 4) The role of land use regulation, the media, crisis communication, insurance, and citizen participation; 5) The social and economic costs of disasters; and 6) The management of natural and man-made disasters.

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

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

**SPT 497 Applied Topics in Sport** (6 sem. hrs.)

Undergraduate students who have accrued many years of experience within their respective fields may petition to produce an original writing project in lieu of the mentorship experience. The project will incorporate a specific written document which chronicles the student's applied sports experience within the student's discipline. Students must petition to be allowed to take this course.

- SPT 498 Mentorship (culminating experience)** (6 sem. hrs.)  
The mentorship is a supervised work experience of 400 clock hours in the sport industry to enhance an individual's ability to become a productive contributor to the profession.
- SAR 205 Anatomy & Physiology I** (3 sem. hrs.)  
Anatomy & Physiology I addresses three major themes: organization of the body and its parts from the basic chemical building blocks to the more complex teamwork of organ systems, the support and movement of the human body, and the integration and coordination of the body and its functions.
- SAR 206 Anatomy & Physiology II** (3 sem. hrs.)  
Anatomy & Physiology II addresses three major themes: the transport of various substances throughout the body, the absorption and excretion of essential substances, and the human life cycle and how it is determined, mainly through genetic expression.
- SAR 222 Statistical Measurements in Sports** (3 sem. hrs.)  
This course is designed to assist the student with the understanding of the basic concepts in probability and statistics as they relate to sports. The information learned in this course will make students better informed and critical readers of sports information presented in the media. Topics include descriptive data analysis, data collection, probability and sampling distributions, and correlation.
- SAR 251 Trends in Computer Applications** (3 sem. hrs.)  
This course is designed to introduce students to trends in computer applications, including internet-based applications, open source software, security issues, and the use of database applications and how these relate to sport. Students taking this course should have working knowledge of word processing, spreadsheet, and presentation software.
- SAR 332 Sports Strength & Conditioning** (3 sem. hrs.)  
This course presents approaches to assessing and enhancing human sport performance through improving strength and cardiovascular endurance. The various methods of achieving optimum performance are examined, along with a focus on injury prevention.
- SCS 300 Coaching Cross-Country Skiing** (3 sem. hrs.)  
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct in basic cross-country skiing skills.
- SCS 303 Coaching Track and Field** (3 sem. hrs.)  
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic track and field skills.
- SCS 308 Coaching Baseball** (3 sem. hrs.)  
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic baseball skills.
- SCS 313 Coaching Basketball** (3 sem. hrs.)  
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic basketball skills.
- SCS 317 Coaching Cheerleading** (3 sem. hrs.)  
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic cheerleading skills.
- SCS 318 Coaching Cross-Country Running** (3 sem. hrs.)  
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic cross-country running skills.
- SCS 328 Coaching Field Hockey** (3 sem. hrs.)

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

**SCS 330 Coaching Figure Skating (3 sem. hrs.)**

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

**SCS 332 Coaching American Football (3 sem. hrs.)**

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

**SCS 334 Coaching Golf (3 sem. hrs.)**

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

**SCS 337 Coaching Gymnastics (3 sem. hrs.)**

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

**SCS 338 Coaching Ice Hockey (3 sem. hrs.)**

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

**SCS 364 Coaching Soccer (3 sem. hrs.)**

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

**SCS 366 Coaching Softball (3 sem. hrs.)**

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

**SCS 370 Coaching Swimming (3 sem. hrs.)**

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

**SCS 376 Coaching Tennis (3 sem. hrs.)**

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

**SCS 378 Coaching Volleyball (3 sem. hrs.)**

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

**SCS 384 Coaching Wrestling (3 sem. hrs.)**

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

## 5. ACADEMY ONLINE WRITING LAB

In order to better serve its students, the Academy has established an optional online writing lab called ACCESS (the Academy's Center for Collegiate Excellence and Student Success). The lab presents online lessons, exercises, and feedback to foster an understanding of writing that will further students' academic 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, and
- 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* section.

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

1. The Unit 4 writing assignment in undergraduate courses is graded by the course professor and then evaluated by the Online Writing Coordinator, each using the appropriate evaluation criteria.
2. If necessary, tutorials that might help students produce successful written work will be suggested. Suggestions are based on the scores for the writing assignments.

Each course instructor may use email to provide students with the designations of the suggested tutorials and with direct links to them in the online writing center. Upon completing a tutorial, a student notifies the professor, who reviews the tutorial exercises with the student.

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

## 6. TUITION AND FEES

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

	B.S.S.	B.S.S. Military Tuition Assistance
<b>FEES</b>		
Course Fee (per semester credit hour)	\$280	\$250
Application Fee (general)	\$50	\$50
Application Fee (International Student)	\$100	\$100
Distance Learning Fee (per course)	\$75	Waived
Residential Administrative Fee (per semester)	\$200	Waived
Independent Study Fee (per course)	\$75	Waived
Continuance Fee (per semester)	\$50	\$50
Re-admittance Fee	\$200	\$200
Late Registration Fee	\$50	\$50
International Postage Fee	Varies	Varies
International Goods, Services and Taxes	Varies	Varies
<b>EXPRESS SHIPPING FEES</b>		
Fed Ex Ground/U.S. Mail (per course)	\$8	\$8
Fed Ex 2 <sup>nd</sup> Day (per course)	\$26	\$26
Fed Ex Overnight (per course)	\$47	\$47
<b>SPECIAL FEES</b>		
Add/Drop Fee	\$50	\$50
Transcript Fee (per copy)	\$10	\$10
Returned Check Charge: Each occurrence	\$40	\$40
Course Extension Fee (per 30-days; only two per course)	\$50	\$50
Graduation Fee	\$125	\$125
Additional Diploma Fee	\$50	\$50
Alumni Fee* (optional annual fee)	\$20	\$20
International resident student health insurance (annual fee)#	\$670	\$670
Miller Analogies Test (MAT) Testing Fee	\$70	\$70

The published fees and costs schedule include the basic fees required of all students enrolling in the Academy. Since personal expenses (including supplies, food, and living expenses) vary, no attempt is made to estimate such costs in this catalog. However, estimated costs are available through the Office of Student Services.

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

#All international resident students will be assessed a health insurance fee.

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

## **7. FINANCIAL AID**

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

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

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

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

### **7.1. Financial Aid Programs for Qualifying Students**

#### **7.1.1 Grants**

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

##### **Federal Pell Grants**

Federal Pell Grants are available for students who demonstrated financial need as determined by their Expected Family Contribution. Pell Grants are based on a student's cost of attendance and enrollment status (half-time, full-time, etc). The maximum Pell Grant for the 2009-2010 award year is \$5,350.

##### **Federal Supplemental Education Opportunity Grants (FESOG)**

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

##### **State Grant and Tuition Assistance for Alabama Residents**

The Alabama Commission on Higher Education has granted the Academy approval to offer the Alabama Tuition Assistance Program and the Alabama State Grant Program to its undergraduate students who are Alabama residents for the 2009-2010 award year. The amount of aid under these programs varies by year, depending upon the Alabama State Legislature. The details of these programs are described below.

##### **Alabama Student Assistance Program**

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

##### **Alabama Student Grant Program**

The Alabama Student Grant Program is an award of grant assistance at an eligible independent Alabama college or university. It is not based on need. Students can receive up to \$1,200 per academic year. The maximum amount is available only when sufficient funds are available. Students must be Alabama residents and can be either at half time or full time enrollment.

Application forms can be obtained from the Academy's Financial Aid office at (251) 626-3303 or by emailing

### 7.1.2 Loans

#### Federal Stafford Loans

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

**The interest rates for the 2009-2010** academic year are 5.60% for undergraduate subsidized loans and 6.80% for undergraduate unsubsidized loans. Repayment is deferred until six months after graduation or after the student ceases to be enrolled at least half time. Federal Stafford Loan information is available on the Internet at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

#### PLUS Loans

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

#### Annual Loan Limits for Subsidized and Unsubsidized Stafford Loans

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

### 7.1.3 Distribution of Financial Aid Funds

Payment of tuition and fees is due when a student registers for a course. In the event that a student has been awarded financial aid and intends to use the proceeds to pay for the course registration, the Academy will post the incoming funds to the student’s account once attendance has been verified. The Academy will deduct from these proceeds all costs associated with the registration including (but not limited to) tuition, fees, and books. A check for any remaining funds will be provided to the student within 14 days of a credit balance occurring on the student’s account. Additionally, the amount of this refund is limited to the amount of the financial aid proceeds actually

received for the semester of the award. For non-resident distance-learning students, this check will be mailed to the student's address on record at the institution.

1. Students must be enrolled at least half-time to be eligible to receive any loan funds.
2. Students must maintain satisfactory academic progress to be eligible to receive financial aid.

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

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

#### **7.1.4 In-School Deferment**

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

#### **7.1.5 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.

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

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

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

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

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

### **7.2 Veterans Administration Programs**

#### **7.2.1 Veterans Benefits**

**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.

The Academy is a participant in the Post 9/11 GI Bill "Yellow Ribbon Program". For more information about the

program, contact [www.gibill.va.gov](http://www.gibill.va.gov).

**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 Program

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

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

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

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

Assistance Program	What Is It?	Who Is Eligible?	Benefits
<u><a href="#">Tuition Assistance</a></u>	Tuition Assistance is a military benefit that pays the cost of tuition and some fees.	Virtually all military service members are eligible; however, each service branch determines its criteria for eligibility.	<u><a href="http://www.military.com/money-for-school/tuition-assistance/tuition-assistance-ta-program-overview">http://www.military.com/money-for-school/tuition-assistance/tuition-assistance-ta-program-overview</a></u>
<u><a href="#">Tuition Assistance "Top-Up" Program</a></u>	The "Top-Up" Program is an additional benefit intended to supplement other tuition assistance programs.	To be eligible for the "Top-Up" benefit, a person must be approved for federal Tuition Assistance by a military department and for MGIB-active duty benefits.	<u><a href="http://www.military.com/money-for-school/gi-bill/tuition-top-up-program">http://www.military.com/money-for-school/gi-bill/tuition-top-up-program</a></u>
<u><a href="#">Montgomery G.I. Bill - Active Duty &amp; Selected Reserves</a></u>	MGIB provides up to 36 months (four regular school years) of education benefits to eligible veterans for: <ul style="list-style-type: none"> <li>• College, business technical, or vocational courses</li> <li>• Correspondence courses</li> <li>• Apprenticeships/job training</li> <li>• Flight training</li> </ul>	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.	<u><a href="http://www.gibill.va.gov/GI_Bill_Info/rates.htm">http://www.gibill.va.gov/GI_Bill_Info/rates.htm</a></u>  Benefits end 10 years from the date of your last discharge or upon your release from active duty.

Assistance Program	What Is It?	Who Is Eligible?	Benefits
Post-9/11 GI Bill	The Post - 9/11 GI Bill is a new education benefit program for individuals who served on active duty on or after September 11, 2001.	<p>Service members may be eligible if they served at least 90 aggregate days on active duty after September 10, 2001, and you are still on active duty or were honorably-</p> <ul style="list-style-type: none"> <li>-discharged from the active duty;</li> <li>or</li> <li>-released from active duty and placed on the retired list or temporary disability retired list; or</li> <li>-released from active duty and transferred to the Fleet Reserve or Fleet Marine Corps Reserve; or</li> <li>-released from the active duty for further service in a reserve component of the Armed Forces.</li> </ul> <p>Service members may also be eligible if they were honorably discharged from active duty for a service-connected disability and you served 30 continuous days after September 10, 2001.</p>	<a href="http://www.gibill.va.gov/GI_Bill_Info/CH33/Post-911.htm">http://www.gibill.va.gov/GI_Bill_Info/CH33/Post-911.htm</a>
Yellow Ribbon Program	The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program was designed to help decrease the out-of-pocket expenses of veterans attending schools whose tuition and fees exceed the maximum amount under the Post 9/11 GI Bill.	<p>Individuals entitled to the maximum benefit rate (based on service requirements) under the Post- 9/11 GI Bill may receive this funding. Therefore, one may be eligible if:</p> <ul style="list-style-type: none"> <li>- served an aggregate period of active duty after September 10, 2001, of at least 36 months;</li> <li>- were honorably discharged from active duty for a service connected disability and you served 30 continuous days after September 10, 2001;</li> <li>- are a dependent eligible for Transfer of Entitlement under the Post-9/11 GI Bill based on a veteran's service under the eligibility criteria listed above.</li> </ul>	<a href="http://www.gibill.va.gov/GI_Bill_Info/CH33/Yellow_ribbon.htm">http://www.gibill.va.gov/GI_Bill_Info/CH33/Yellow_ribbon.htm</a>
Reserve Educational Assistance Program (REAP)	A program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency as declared by the President or Congress.	<p>A member of a <b>reserve component</b> who served on active duty on or after September 11, 2001 under title 10 U.S. Code for a contingency operation and who serves at least 90 consecutive days or more.</p> <p><b>National Guard</b> members are also eligible if their active duty is under section 502(f), title 32 U.S.C. and they serve for 90 consecutive days when authorized by the President or Secretary of Defense for a national emergency and is supported by federal funds.</p> <p>Individuals are eligible as soon as they reach the 90-day point whether or not they are currently on active duty. DoD will fully identify contingency operations that qualify for benefits under chapter 1607.</p> <p>Disabled members who have an illness or disease incurred or aggravated in the line of duty, and are released before completing 90 consecutive days, are also eligible.</p>	<a href="http://www.gibill.va.gov/pamphlets/CH1607/REAP_FAQ.htm#2">http://www.gibill.va.gov/pamphlets/CH1607/REAP_FAQ.htm#2</a>

Assistance Program	What Is It?	Who Is Eligible?	Benefits
<u>Veterans Educational Assistance Program (VEAP)</u>	<p>This is available if you elected to make contributions from your military pay in order to participate.</p> <p>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.</p>	<p>To be eligible, you must have:</p> <ul style="list-style-type: none"> <li>• Entered service for the first time between January 1, 1977, and June 30, 1985;</li> <li>• Opened a contribution account before April 1, 1987;</li> <li>• Contributed \$25-\$2,700;</li> <li>• Completed 1st period of service;</li> <li>• Received a discharge that was not dishonorable.</li> </ul>	<p><a href="http://www.gibill.va.gov/pamphlets/CH32/CH32_Pamphlet_General.htm">http://www.gibill.va.gov/pamphlets/CH32/CH32_Pamphlet_General.htm</a></p>
<u>Vocational Rehabilitation Employment</u>	<p>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.</p>	<p>Veterans who have a VA disability rating and an employment handicap.</p>	<p>Pays for tuition, fees, and books.</p> <p>Subsistence Allowance <a href="http://www.vba.va.gov/bln/vre/sa.htm">http://www.vba.va.gov/bln/vre/sa.htm</a></p>

#### 7.4. Definition of Academic Year

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

#### 7.5 Satisfactory Academic Progress

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

Bachelor's students are considered to be making satisfactory progress if they

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

**REQUIRED QUALITATIVE MEASURE:** In order to meet the required qualitative measure, a student must maintain a minimum cumulative GPA of at least 2.0 on a 4.0 scale. This measure comes into effect after the student has attempted 6 semester-hours at the Academy.

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

**REASONABLE LENGTH OF TIME REQUIREMENT:** At the Academy, a reasonable length of time for the

completion of a degree program is defined as no more than 150% of the normal time required to complete a degree program measured in terms of academic years or terms, credit-hours attempted or clock-hours completed. The time allotted to complete the bachelor's degree is four years. Course work, which transfers into a degree program, will adjust the time frame accordingly.

Satisfactory Academic Progress status will be determined for each student when Financial-Aid applications are renewed.

### **REINSTATEMENT OF FINANCIAL AID, ACADEMIC ELIGIBILITY AND APPEALS OF DECISION**

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

#### **7.5.1 Return of Title IV Funds**

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

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

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

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

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

#### **7.5.2 Academy Financial Aid Review**

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

2. A student must be a U.S. Citizen or a permanent resident of the United States to apply for federal financial assistance.
3. To receive funds, a student must be accepted for admission in a degree-seeking program.
4. International Students can apply for International Student Loans. Application information is available on the Internet at [www.internationalstudentloan.com](http://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](http://www.fafsa.ed.gov). Students can sign their applications electronically with a Personal Identification Number (PIN) issued by the U.S. Department of Education. If a student does not have a PIN, the U.S. Department of Education will email one within three days. The proper year (2009-2010 begins with summer semester) and the Academy's Federal School Code (021706) must be selected.

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

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

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

7. **First time applicants must complete required Federal Stafford Loan Entrance Counseling on the Internet** at: [www.mappingyourfuture.org/OSLC/](http://www.mappingyourfuture.org/OSLC/).
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.mappingyourfuture.org](http://www.mappingyourfuture.org).**

### 7.5.3 Loan Program

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

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

The Registrar provides the Clearinghouse with a list 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.

For assistance email [financialaid@ussa.edu](mailto:financialaid@ussa.edu) or telephone 251-626-3303.

## 8. REGULATIONS / POLICIES / PROCEDURES

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

### 8.1. Academic Integrity

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

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

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

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

### 8.2. Academic Probation/Dismissal

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

A student will be placed on academic probation any time his or her cumulative grade point average (GPA) drops below 2.0. The intent of the academic probation warning is to serve as notice that the quality of work is below graduation standards. Students who receive academic probation warnings should immediately seek assistance by contacting their advisor. A student on probation has 12 semester-hours to raise the cumulative GPA. If the GPA remains below 2.0 after the time allowed, the student may be dismissed.

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

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

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

institutional community.

Students must maintain satisfactory academic progress. The normal time needed to complete the bachelor's degree program is four years. At the end of three semesters, a minimum of nine semester-hours must be completed with a cumulative grade point average of 2.0. Students not meeting this requirement face academic probation and possible dismissal.

### **8.3. Academic Update**

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

### **8.4. Accounts Receivable from Students**

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

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

### **8.5. Adding and Dropping Courses**

To add or drop an online course:

1. Obtain an add/drop form from the Academy website ([www.ussa.edu/Academics/StudentServices/Forms](http://www.ussa.edu/Academics/StudentServices/Forms)).
2. Return the form to the Registrar's office and pay the add/drop fee.
3. The Registrar will obtain the signature of the Academic Chair.

An add/drop becomes effective the day the completed form is submitted to the Student Services office. All refunds for add/drop will be issued in accordance with the dates set forth in the *Academic Calendar and Refund Schedule*.

Requests made within 38 days of the course start date or during the refund period will not receive grades or appear on transcripts.

After the deadline, students must request to withdraw from the course and submit a withdrawal form (found on the Academy's website).

Recipients of federal Title IV financial aid funds must be aware of the "unofficial withdrawal" provisions of the Academy's financial aid policy.

### **8.6. Advising Program**

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

The system is

1. Prior to registration for an initial course or courses at the Academy, a student must have a completed Program of Study form (POS). The POS may be accessed at [http://students.ussa.edu/services/forms/program\\_of\\_study](http://students.ussa.edu/services/forms/program_of_study).
2. If the student does not deter from the POS when registering for further courses, there is no need for this student to seek further academic advising. However, should any student want advice on academic programs he or she may call or email any approved advisor.
3. Should any student want to change the POS, catalog or major, the student must fill out a new POS and have an advisor from the list approve it. Students should consult their catalog for what they must do to change their catalogs or majors.

### **8.7. Animals and Pets**

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

### **8.8. Application for Graduation**

Students must apply for graduation online (and submit the fee) at least one month prior to the end of the semester in which they plan to complete their degree requirements. Students who fail to apply on time risk having their graduation delayed until the end of the following semester.

### **8.9. Distance Learning Attendance Policy**

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

### **8.10. Auditing Classes**

Auditing a course is regularly attending class without receiving credit. The fee to audit a course is equal to the fee to enroll in a course. Audits are recorded on the permanent record but do not reflect any credit toward degree requirements. A student auditing course work will not receive a course grade nor be required to take the final exam.

### **8.11. Campus Computing and Email**

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

### **8.12. Catalog Coverage and Change**

Although the Academy reserves the right to change policies and procedures and students acknowledge this right by registering for courses, the Academy recognizes student needs to know graduation requirements and like policies. The catalog that articulates a student's degree requirements will be based on the term in which they first register for courses. Students entering under one catalog will be expected to graduate under the guidelines of that catalog. Students who wish to change their catalog to the current governing catalog may do so by submitting the *Change of*

*Catalog Request* form found on the Academy's website <http://www.ussa.edu/academics/forms>.

A student who changes catalogs is responsible for all the graduation requirements in the requested current catalog. A student may change catalogs only once during their academic program.

### **8.13. Change of Major**

A student wishing to change from one major to another or to change emphasis in a current major must submit a *Change of Major* form to the Office of Student Services. This form is available on the Student Services section of the Academy website <http://www.ussa.edu/academics/forms>.

### **8.14. Committees – Structure and Function**

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

- Chairs of all Academic programs, and
- Associate Dean of Continuing Education and Instructional Design.

The following positions serve as *ex-officio* to the Academic Committee and are called to attend meetings and provide insight in decision making:

- Director of Library,
- Associate Dean of Student Services,
- Director of Instructional Design, and
- Administrative Assistant for Testing and Mentorships.

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

### **8.15. Conferring of Degrees**

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

### **8.16. Continuance Policy**

Degree-seeking bachelor's students must have consecutive registration throughout the degree program. Consecutive registration means that there are no more than 90 days from the completion of one course to the registration of the next. A continuance fee of \$50 will be assessed if a student does not register within 90 days.

If a student fails to enroll for 180 days from the completion of the last course and has not paid a continuance fee, the student will have to petition for re-admittance to the Academic Committee, be accepted, and then pay a \$200 re-admittance fee before re-enrolling. The re-enrollment will come under the catalog in effect at the time of re-admittance.

### **8.17. Course Descriptions - Expanded**

An expanded course description is available for students who need more than the traditional short course description for certification, licensing, reimbursement, and transfer. Students desiring an expanded course description must write a letter to the Academic Committee requesting an expanded course description and naming the course title and number along with the reason for the request. The Academy, solely at its discretion, reserves the

right to withhold such services when it deems them inappropriate.

### **8.18. Course/Instructor Evaluation**

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

Online students must complete a course evaluation. Evaluation results are shared with the course instructor and academic administration once the course is completed.

### **8.19. Drug and Alcohol Policy**

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

### **8.20. Examinations at the Bachelor's Level**

All quizzes and exams may be taken unproctored, at the student's most convenient time and place. Undergraduate students will have two hours to complete their final exam.

### **8.21. Exit Interviews**

An online exit interview will be completed by students when they fill out a graduation application. The questions are incorporated within the graduation application and are used to ascertain the effectiveness of academic programs for students, to identify student perceptions, and to receive recommendations for program improvements. Students will also complete a financial aid exit interview at the completion of their program of study. The purpose of the financial aid interview is to fulfill Title IV federal mandates and communicate repayment responsibilities to students who have received federal financial aid during all, or part of, a degree program.

### **8.22. Facilities**

**Sports Bookstore.** The Academy Sports Bookstore is open at posted times for the purchase of course textbooks and materials, school supplies, Academy sportswear, souvenirs, sport books and sport art. Purchases may also be made via a secure e-commerce site at [https://secure.ussa.edu/ussa\\_store/](https://secure.ussa.edu/ussa_store/).

**Computer Laboratory.** The Academy maintains a computer laboratory for students in the library. Hardware includes IBM-compatible computers with software for word processing. More advanced software applications are available on a reservation basis. The laboratory is open during regular library hours. Students can access the Internet and other computer networks. Details concerning the capabilities and availability of the lab are available by contacting the Librarian. Students are required to sign a Network Policy Form agreeing to abide by Institutional requirements.

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

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

**Library Learning Center.** The Academy library 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 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 LYRASIS, our arm of the Online Computer Library Center (OCLC). The OCLC has access to 71,000 libraries in 112 countries, with 1.5 billion records.

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. Library resources are accessible through the course management system. Students needing assistance may contact library staff by phone or by email at [library@ussa.edu](mailto:library@ussa.edu).

### **8.23. Recreational Facilities and Activities**

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

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

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

### **8.24. Food and Drink on Campus**

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

### **8.25. Full-Time Student**

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

### **8.26. Online-Grading Policies and Procedures**

A distance-learning student has a period of 16 weeks (15 weeks plus one week up front to receive materials) to complete a course. The official start date for the 16 week period starts when the books are sent from the Academy. Students who do not complete a course in 16 weeks may request a 30-day extension for which they will pay \$50. Students who do not finish at the end of the first extension may request one additional 30-day extension, for which they will pay another \$50. In addition, students may purchase a full 60-day extension at one time for \$100. At the completion of the 60-day extension period, the student will be awarded a grade based on the work completed up until the end of the extension period.

**Grading: Students who do not complete their distance-learning courses within 16 weeks or receive an extension (30 or 60-day) will automatically receive a grade of “F.”**

### **8.27. Grading System**

The Academy uses the following four-point grading scale:

Percentages	Letter Grade	GPA
98-100	A+	4.0
93-97	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
0-59	F	0.0

A cumulative grade point average (GPA) of 2.0 is required for graduation. In computing the required average necessary for the conferment of the bachelor's degree, the total number of quality points is divided by the total number of semester hours for which letter grades were assigned. Grades earned at other institutions and transferred to the Academy cannot be used in the determination of the grade point average for conferment of the degree. The following symbols are substitutes for grades:

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

**IP = In Progress;** Assigned to applied dissertation projects and mentorship courses until these courses are completed.

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

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

### 8.28. Graduate Credit for Bachelor's Students

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

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

### 8.29. Grading Rubric

The Academy has moved to a rubric form of grading for all papers and assignments. The rubric is designed to take some of the subjectivity out of the grading process. The rubrics have been inserted in the course management system for student viewing.

### 8.30. Grade Appeal Procedures

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

1. The student must communicate with the instructor in question and attempt to resolve any differences in an informal manner.
2. A student who is unable to resolve the differences in an informal manner must file a written appeal with the Chief Academic Officer within 15 days following assignment of the disputed grade. All appeals will be date stamped and logged in on the date received.
3. The Chief Academic Officer will refer the request to the Appeals Subcommittee of the Academic Committee, a panel composed of faculty members and personnel from the Division of Student Services. The Committee must render its decision within 15 days from the date that the appeal is received in the Office of Academic Affairs. The Chief Academic Officer or designee shall inform all parties of the decision in writing.
4. In the event that the Appeals Subcommittee cannot reach a unanimous decision, it will be referred to the Academic Committee for final disposition. The Academic Committee must render its decision within 15 days from the date that it was referred from the Appeals Subcommittee. The majority decision of the Academic Committee shall be final and binding on all parties concerned. The Chief Academic Officer or a designee shall inform all parties of the decision in writing.

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

### 8.31. Graduation Requirements

To be eligible to graduate, a student must

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

#### 8.31.1. Academic Honors and Awards upon Graduation

The Academy provides academic honors and awards to recognize and promote notable student achievement. These academic honors include *Graduation with Honors*, *Graduation with High Honors*, and *Graduation with Highest Honors*. Honors are calculated based only on hours attempted at the United States Sports Academy. Transfer credit hours are not used in the determination of academic honors. In order to be eligible for a graduation honor, a student must have completed 120-semester hours at the bachelor's level.

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

- Graduation with Honors (or Cum Laude): 3.4-3.59 GPA
- Graduation with High Honors (or Magna Cum Laude): 3.6-3.79 GPA
- Graduation with Highest Honors (or Summa Cum Laude): 3.8-4.0 GPA

**Semester Academic Honors.** The United States Sports Academy provides semester academic honors to recognize

and promote notable student achievements.

**Dean's List.** The Dean's List shall be compiled on the second Friday following the start of each semester. Requirements for the Dean's List include:

- A semester grade point average of 3.4-3.99,
- Completion of a minimum course load of 12 semester hours,
- Must be in full academic standing, and
- Nine hours completed for the semester.

**President's List.** The President's List shall be compiled on the second Friday following the start of each semester. Requirements for the President's list include:

- A semester grade point average of 4.0,
- Completion of a minimum course load of 12 semester hours,
- Must be in full academic standing, and
- Nine hours completed for the semester.

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

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

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

### **8.31.2. Alumnus of the Year Award**

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

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

The Academy is proud of the success of its alumni and would like students and alumni members to be involved in the selection of this award (past recipients: <http://www.asama.org/awards/alumni/index.html>). Students who know of an Academy alum that is deserving of this award can email [alumni@ussa.edu](mailto:alumni@ussa.edu).

### **8.32. Health Services**

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

### **8.33. Holds**

Two types of holds may be placed on student records.

#### **8.33.1. Academic Holds**

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

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

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

#### **8.33.2. Administrative or Business Holds**

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

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

### **8.34. Mentorship – Culminating Experience**

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

#### **8.34.1 Applied Topics in Sport**

Undergraduate students who have accrued many years of experience within their respective fields may petition to produce an original writing project in lieu of the mentorship experience. The project will incorporate a specific written document which chronicles the student's applied sports experience within the student's discipline.

Examples of students who may qualify to elect this option include persons who have had extensive work in the field of sport, persons who have exhibited leadership in sport positions over a period of years, or persons whose expertise in the field is verified by another means such as having written extensively. This project would be under the direct supervision of a faculty member.

### **8.35. Insurance**

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

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

be prepared to provide their own liability insurance.

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

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

### **8.37. Online-Course Grading**

Each online course for the BSS program consists of 10 units of subject content with a unit quiz. There are eight units with discussion questions in which students have the opportunity to participate with other students in exchanging ideas regarding the unit issues. There are two units with writing assignments of 3-5 pages, which are tied to the Academy's Online Writing Laboratory, also known as the Academy Center for Collegiate Excellence and Student Success (ACCESS). ACCESS is the Quality Enhancement Program (QEP) which is an integral part of the Academy's accreditation by the Southern Association of Colleges and Schools (SACS). BSS courses also have a final examination. The final examination for the BSS courses consists of multiple-choice questions. Grade composition is as follows:

Quizzes	10%
Discussion Questions	40%
Writing Assignments	30%
Final Examination	20%

### **8.38. Online Student Security**

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

Residential students wishing to physically connect any personal devices (laptop computers, flash drives, etc.) to the Academy network must have them scanned by the Technology department prior to using them on the network.

#### **8.38.1. Student Photos**

Students who have been accepted into one of the Academy's degree programs must submit a passport-type portrait photo. The submission of a photo is not part of the admission process. This photo will be shown in each online course in which the student is enrolled. The image must include the entire upper torso, neck, and head. The photo of the student should be without baseball caps, hats, scarves, or other headwear though religious, national, or cultural exceptions will be considered. Photos must be a minimum of 2 inches x 2 inches and must have a resolution of 72 dpi. Student must email the photo in JPG format to [studentservices@ussa.edu](mailto:studentservices@ussa.edu).

### **8.39. Program of Study (POS)**

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

### **8.40. Re-admittance**

Students must petition the Academic Committee and pay the \$200 re-admittance fee in order to enroll for classes after an absence of 180 days in which continuance fees were not paid for each semester.

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

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

### **8.41. Refund Policy**

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

#### **8.41.1. Regular Semester**

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

#### **8.41.2. Mentorship - Culminating Experience**

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

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

### **8.42. Repeat Policy**

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

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

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

### **8.43. Faculty**

The Academy utilizes both resident and distance-learning faculty in order to fulfill the academic mission of the institution. Distance-learning faculty members teach online courses only and may live in different areas of the

country. All Academy faculty members must have appropriate preparation in a relevant academic field as defined by the Commission on Colleges of the Southern Association of Colleges and Schools.

#### **8.44. Special Student Services**

##### **8.44.1. Students with Disabilities**

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

##### **8.44.2. International Students**

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

##### **8.44.3 Mobilization and Call to Active Duty**

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

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

#### **8.45. Statute of Limitations for Degree Completion**

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

#### **8.46. Student Conduct**

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

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

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

educational services of the Academy effective at the time of preparation.

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

1. The Chief Academic Officer will notify the student in writing of the specific infraction. The notification will include the nature of the infraction and the policy or rule violated. The notice will state the date, time and place of a hearing on the charges and the option for the student to waive the right of a hearing and have an informal conference with the Chief Academic Officer or designee for disposition of the matter.
2. The student may waive, in writing, the right to a hearing and may have an informal conference with the Chief Academic Officer for disposition of the matter. Once waived, the outcome of the informal conference will be binding on all parties concerned.
3. Normally, seven to 10 days will be given for the student to prepare for the hearing, depending on the seriousness of the offense. When necessary, the student may attend the hearing by electronic means where he or she can speak and be heard. In all cases, all validated documentation to be considered by the committee must be available at the Academy at least two working days prior to the hearing.
4. The hearing will be held before the platform subcommittee of the Academics Committee. Although the hearing is not intended to be an adversarial forum, the student may have an attorney present who may advise the student but not directly address the hearing panel. The principles of privilege against self-incrimination do not apply. Testimony given by a student in a school disciplinary hearing can later be used in legal proceedings.

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

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

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

#### **8.47. Student Organizations**

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

**The Alumni Association.** Students receive 10% off on any items in the Academy bookstore including textbooks, artwork, clothing, and apparel with paid Alumni fee of \$20 per year. Visit [https://secure.ussa.edu/ussa\\_store/](https://secure.ussa.edu/ussa_store/) to shop online.

**The American Sport Art Museum and Archives (ASAMA)** is open to all Academy alumni and students. Membership options begin at \$20 per year and entitles students to take part in all ASAMA sponsored events including art shows, exhibitions, and presentations (with the exception of the Awards of Sport Banquet, should one be held).

**The Student Ambassador Club** represents the institution as hosts/hostesses or greeters at official functions of the Academy. Selection is based on a person's potential contribution to the overall mission of the Academy. Ambassadors are usually selected in the fall semester of each year. Appointments continue at the convenience of the Academy, normally for one academic year, or that portion of the year for which the student is present on campus.

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

American Alliance for Health, Physical Education, Recreation and Dance  
1900 Association Drive  
Reston, VA 20191

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

American Physical Therapy Association, Sports Medicine Section  
1111 N. Fairfax Street  
Alexandria, VA 22310

International Association for Worksite Health Promotion  
401 W. Michigan Street  
Indianapolis, IN 48202

International Council for Health, Physical Education, Recreation, Sport and Dance  
1900 Association Drive  
Reston, VA 20191

National Association of Collegiate Directors of Athletics  
24651 Detroit Road  
Westlake, OH 44145

National Association for Sport and Physical Education  
1900 Association Drive  
Reston, VA 20191

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

National High School Athletic Coaches Association  
P O Box 5921  
Rochester, MN 55903

National Recreation and Park Association  
22377 Belmont Ridge Road  
Ashburn, VA 20148

North American Society for Sports Management  
106 Main Street, Suite 344  
Houlton, ME 04730-9001

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

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

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

1. A student may file a written petition within 30 days from the date when the informal attempt to resolve the issue was concluded. The written petition must be filed with the Chief Academic Officer and should include a detailed explanation of the circumstances involved. The Chief Academic Officer or a designee will officially log the petition in, noting the date and time it was received.
2. After receipt, all formal written petitions shall be referred to the Petition Subcommittee of the Academic Committee. The subcommittee shall investigate the petition to ascertain all the facts in the matter and make a recommendation to the Chief Academic Officer within 15 days of receipt of the petition by the subcommittee.
3. The Chief Academic Officer shall have the final right of accepting or rejecting the sub-committee's recommendation. Students shall then be informed in writing of the final decision made by the Chief Academic Officer within 5 business days of receipt of the recommendation from the subcommittee.
4. Students have the right to appeal the decision to the Academy President. Appeals should be reduced to writing and sent to the President's office within 15 days of the date of the communication sent by the Chief Academic Officer to the student. Decisions rendered by the President shall be final.

#### **8.49. Student Access to Campus**

##### **Building Security Cards**

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

##### **Student Access Doors**

Magnetic locks are installed on the following:

1. Atrium glass door
2. East Student Entrance door
3. Student Services door

#### **8.50. 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."

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

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

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

### **8.51. Student Rights for Records and Disclosure**

1. Students have the right to review their academic records and challenge any information believed to be inaccurate or misleading. The institution requires that a staff member be present during each student's review.
2. Students have the right to acquire transcripts of their academic records from the Academy. Such transcripts will be labeled *Issued to Student*. Issuance of transcripts is subject to the applicable fee policy in this regard.
3. The Academy will not provide transcripts of academic records for reasons such as non-payment of financial obligations; however, students cannot be denied the right to inspect and review their records.
4. The Academy requires students to submit a signed request for transcripts of academic records. Other requests, such as proof of full-time enrollment, must be in writing and must be submitted to the Registrar's office.
5. The Academy does not provide students with copies of original or source documents available elsewhere, such as transcripts from other institutions or scores for the Graduate Record Examination, Miller Analogies Test, Graduate Management Aptitude Test, or Test of English as a Foreign Language test.
6. A student identification number will be assigned to each student for tracking purposes.
7. The faculty will store paper-based documents submitted by students for one year. The Academy will electronically store coursework in the online course management system (CMS) for four semesters; after four semesters it will then be inaccessible.

### **8.52. Release of Grades**

Students can view their grades online through the Student Portal. Grades will not be given over the telephone.

#### **8.52.1. Release of Student Portal Login/Password Information**

Students receive Student Portal login and password information in their admissions acceptance letters. Students who request this information subsequent to receiving their admissions acceptance letter may request this information via telephone. If the student can provide self-identifying information (Academy student ID number and date of birth), the login and password may be given over the telephone. If a student requests this information via email, the student will receive a letter sent through the U.S. Postal Service. The student will receive a response to his or her request in 5-7 working days after receipt of the student's email.

### **8.53. Textbook Policy**

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

#### **8.54. Transcripts**

All transcript requests must be in writing and must include a student's identification and signature. All requests must be directed to the Registrar's Office by mail or fax. No transcript will be furnished to a student who has an outstanding balance due the Academy as evidenced by an administrative hold placed on the student's file. It is against Academy policy to fax academic transcripts. Transcripts will only be released and delivered in hard copy. There is a \$10 charge for each transcript.

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.

#### **8.55. Computer Virus Policy**

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

#### **8.56. 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.

#### **8.57. 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 online or from the Student Services office. Students must submit the completed form to the Registrar's office. If the student has received financial aid, 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.

## 9. FACULTY (\*denotes Distance Learning Faculty)

### **Marty Avant \***

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

### **Lawrence P. Bestmann\***

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

### **Craig Bogar**

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

### **Anthony Borgese\***

B.A. Brooklyn College  
M.B.A. Baruch College  
D.S.M. United States Sports Academy

### **Fred J. Cromartie**

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

### **Michael I. Culpepper\***

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

### **Dexter Davis\***

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

### **Stan Drawdy\***

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

### **Les Dutko\***

B.S. Virginia Polytechnic Institute  
M.A. West Virginia University  
D.S.M. United States Sports Academy

### **Enrico Esposito**

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

### **Kelly Flanagan**

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

### **Tim Foley**

B.S. Kansas State University  
M.B.A. University of Phoenix

### **Scott R. Johnson**

B.S. Virginia Commonwealth University  
M.S. and M.A. West Virginia University  
Ed.D. West Virginia University

### **Stephen Juaire\***

B.S. Winona State University  
M.S. Winona State University  
Ph.D. Florida State University

### **Roch King\***

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

### **Jordan R. Moon**

B.S. Grand Valley State University  
M.S. Florida Atlantic University  
Ph.D. University of Oklahoma

### **Richard Leonard\***

B.S. Robert Morris University  
M.B.A. Florida Metropolitan University  
Ph.D. Walden University

### **Lawrence Miller\***

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

### **Chad Moretz\***

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

### **Donna Nathlar\***

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

### **Timothy Newman\***

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

### **Arthur G. Ogen**

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

**William Price**

B.S. East Stroudsburg University  
M.S. East Stroudsburg University

**Ken Reed\***

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

**R. Dale Reeves\***

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

**Donn Renwick\***

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

Timothy H. Rice

B.S. University of Mobile  
M.S.S. United States Sports Academy  
D.S.M. United States Sports Academy

**Joyce Rodvien**

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

**Thomas J. Rosandich**

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

**Cynthia Ryder\***

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

**Edward Sakiewicz\***

B.S. Loyola College  
M.S. University of Phoenix  
Ph.D. Capella University

**Bret L. Simmermacher\***

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

**Betsy Smith**

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

**Glenn Snyder\***

B.A. Bluffton College  
M.S. Kent State University  
Ed.D. University of Northern Colorado

**Michael Spino\***

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

**Piper Uhlig**

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

**Terry Waldrop\***

B.S. LSU-Monroe  
M.S.S. United States Sports Academy

**M. Brian Wallace\***

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

**Pamela J. Wojnar**

B.A. George Mason University  
M.S.S. United States Sports Academy  
Ed.D. United States Sports Academy

**Rui Zeng**

B.S. Changzhou Institute of Technology  
M.S. Nanjing Normal University  
Ph.D. University of Central Florida

## **10. ADDENDA**

- A. Student Rights and Responsibilities Statement
- B. Student of the Year Application
- C. Program of Study – Sports Coaching
- D. Program of Study – Sports Management
- E. Program of Study – Sports Management with Sport Security Emphasis
- F. Program of Study – Sports Studies
- G. Program of Study – Bachelors to Doctorate Accelerated Program
- H. Request for Transcript Form
- I. Assignment Rubrics
- J. Graduation Check List for Bachelor’s Degree Candidates
- K. Academic Hearing Procedures
- L. Americans with Disabilities Act (Students)

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# **Addendum A: Student Rights and Responsibilities Statement**

## **Honor Code for the United States Sports Academy**

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

## **Notice to All Students**

The Academy is an independent, equal opportunity, coeducational, not-for-profit institution of higher learning. It is open to all students and faculty and does not discriminate in admissions or employment on the basis of race, color, sex, age, religion, disability, or national origin. Every effort has been made to include in the catalog information which, at the time of printing, most accurately and pertinently reflects the academic curriculum, policies, and procedures of the Academy.

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

## **Academic Integrity**

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

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

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

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

### **Attendance Policy: Distance Learning**

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

### **Drugs and Alcohol Policy**

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

### **Grade Appeal Procedures**

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

1. The student must communicate with the instructor in question and attempt to resolve any differences in an informal manner.
2. A student who is unable to resolve the differences in an informal manner must file a written appeal with the Chief Academic Officer within 15 days following assignment of the disputed grade. All appeals will be date stamped and logged in on the date received.
3. The Chief Academic Officer will refer the request to the Appeals Subcommittee of the Academic Committee, a panel composed of faculty members and personnel from the Division of Student Services. The Committee must render its decision within 15 days from the date that the appeal is received in the Office of Academic Affairs. The Chief Academic Officer or designee shall inform all parties of the decision in writing.
4. In the event that the Appeals Subcommittee cannot reach a unanimous decision, it will be referred to the Academic Committee for final disposition. The Academic Committee must render its decision within 15 days from the date that it was referred from the Appeals Subcommittee. The majority decision of the Academic Committee shall be final and binding on all parties concerned. The Chief Academic Officer or a designee shall inform all parties of the decision in writing.

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

### **Online Student Security**

All students are responsible for security with respect to their logons, passwords, and any activities utilizing the various Academy computer resources. Students inappropriately sharing or distributing

passwords or logons to unauthorized individuals will be subject to disciplinary action up to and including expulsion from the program.

Residential students wishing to physically connect any personal devices (laptop computers, flash drives, etc.) to the Academy network must have them scanned by the Technology department prior to using them on the network.

## **Student Conduct**

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

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

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

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

1. The Chief Academic Officer will notify the student in writing of the specific infraction. The notification will include the nature of the infraction and the policy or rule violated. The notice will state the date, time, and place of a hearing on the charges and the option for the student to waive the right of a hearing and have an informal conference with the Chief Academic Officer or designee for disposition of the matter.
2. The student may waive, in writing, the right to a hearing and may have an informal conference with the Chief Academic Officer for disposition of the matter. Once waived, the outcome of the informal conference will be binding on all parties concerned.
3. Normally, seven to 10 days will be given for the student to prepare for the hearing, depending on the seriousness of the offense. When necessary, the student may attend the hearing by electronic means where he or she can speak and be heard. In all cases, all validated documentation to be considered by the committee must be available at the Academy at least two working days prior to the hearing.
4. The hearing will be held before the platform subcommittee of the Academics Committee. Although the hearing is not intended to be an adversarial forum, the student may have an attorney present who may advise the student but not directly address the hearing panel. The principles of privilege against self-incrimination do not apply. Testimony given by a student in a school disciplinary hearing can later be used in legal proceedings.

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

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

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

**See Academic Hearing Procedure in Addendum K.**

### **Student Petitions**

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

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

### **Student Rights**

The Academy follows the provisions of the *Family Educational Rights and Privacy Act of 1974*

(Buckley Amendment). In compliance therewith, a copy of the Act can be accessed through the web at [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](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.”

1. Category I: Name, address, telephone number, dates of attendance, and class;
2. Category II: Previous institution(s) attended, major field of study, awards, honors and degree(s) conferred; and
3. 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 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 institution requires that a staff member be present during each student’s review.
2. Students have the right to acquire transcripts of their academic records from the Academy. Such transcripts will be labeled *Issued to Student*. Issuance of transcripts is subject to the applicable fee policy in this regard.
3. The Academy will not provide transcripts of academic records for reasons such as non-payment of financial obligations; however, students cannot be denied the right to inspect and review their records.
4. The Academy requires students to submit a signed request for transcripts of academic records. Other requests, such as proof of full-time enrollment, must be in writing and must be submitted to the Registrar’s office.
5. The Academy does not provide students with copies of original or source documents available elsewhere, such as transcripts from other institutions or scores for the Graduate Record Examination, Miller Analogies Test, Graduate Management Aptitude Test, or Test of English as a Foreign Language test.
6. A student identification number will be assigned to each student for tracking purposes.
7. The faculty will store paper-based documents submitted by students for one year. The Academy will electronically store coursework in the online course management system (CMS) for four semesters; after four semesters the coursework will be inaccessible.

### **Student Rights for Release of Grades**

Students can view their grades online through the Student Portal. Grades will not be given over the telephone.

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

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

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

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

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

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



## Addendum B: Student of the Year Nomination Form

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

HIGH SCHOOL \_\_\_\_\_

HOMETOWN (if different from above) \_\_\_\_\_

PLEASE LIST ALL DEGREES RECEIVED AND THE INSTITUTION(S) \_\_\_\_\_

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

LIST YOUR PROFESSIONAL ACHIEVEMENTS (and the year) \_\_\_\_\_

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

LIST YOUR CIVIC/CHARITABLE CONTRIBUTIONS (and the year) \_\_\_\_\_

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

SCHOLARLY, CIVIC OR PHILANTHROPIC CONTRIBUTIONS TO THE ACADEMY

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

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

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Addendum C: BACHELOR OF SPORTS SCIENCE**  
**Sports Coaching Major**  
**Program of Study**

Name: \_\_\_\_\_ Advisor: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

Course Number and Name		Credit Hours	Total Hours	Date	Grade
<b>CORE COURSES (12 Semester Hours)</b>					
SAB 334	Ethics in Sports	3			
SAB 361	Contemporary Issues in Sports	3			
SAM 340	Organization & Management in Sports	3			
SAM 400	Leadership Principles in Sports	3			
<b>REQUIRED SPORTS COACHING COURSES (27 Semester Hours)</b>					
SAB 305	Sociology of Sports	3			
SAB 368	Psychology of Sports	3			
SAB 371	Sport Coaching Methodology	3			
SAB 373	Scientific Principles of Coaching	3			
SAD 320	Applied Sports Performance	3			
SAD 346	Sports Medicine	3			
SAD 356	Sports Nutrition	3			
SAM 322	Foundations of Amateur & Professional Sports	3			
SAR 332	Sports Strength & Conditioning	3			
<b>ELECTIVE SPORTS COACHING COURSES (Choose three courses for nine Semester Hours)</b>					
SAB 301	Sports Officiating	3			
SAB 302	Coaching Technology	3			
SAB 310	History of Sports	3			
SAM 386	Legal Concepts in Sports	3			
SAM 451	Public Relations in Sports	3			
SAM 482	Sports Facilities Management	3			
SAM 496	Topical Reading in Sports	3			
<b>ELECTIVE SPORTS COACHING SERIES COURSES (Choose two courses for six Semester Hours)</b>					
<b>FINAL CULMINATING EXPERIENCE (Six Semester Hours)</b>					
SPT 498	Mentorship	6			
<b>COMMENTS</b>					

Once all degree requirements have been fulfilled, the student must complete the Graduation

Application and pay the \$125.00 Graduation Application Fee.

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

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Advisor Signature

\_\_\_\_\_  
 Date

**Addendum D: BACHELOR OF SPORTS SCIENCE**  
**Sports Management Major**  
**Program of Study**

Name: \_\_\_\_\_ Advisor: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

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

**COMMENTS**

Once all degree requirements have been fulfilled, the student must complete the BSS Graduation

Application and pay the \$125.00 Graduation Application.

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

\_\_\_\_\_  
 Student Signature Date

\_\_\_\_\_  
 Advisor Signature Date

**Addendum E: BACHELOR OF SPORTS SCIENCE**  
**Sports Management Major w/ Sports Security Emphasis**  
**Program of Study**

Name: \_\_\_\_\_ Advisor: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

<b>CORE COURSES (12 Semester-Hours)</b>					
SAB 334	Ethics in Sports	3			
SAB 361	Contemporary Issues in Sports	3			
SAM 340	Organization & Management in Sports	3			
SAM 400	Leadership Principles in Sports	3			
<b>REQUIRED SPORTS MANAGEMENT COURSES (27 Semester-Hours)</b>					
SAM 322	Foundations of Amateur & Professional Sports	3			
SAM 342	Personnel Management in Sports	3			
SAM 344	Sports Marketing	3			
SAM 445	Sports Managerial Accounting	3			
SAM 450	Fund Raising in Sports	3			
SAM 451	Public Relations in Sports	3			
SAM 482	Sports Facilities Management	3			
SAM 448	Promotion and Event Planning	3			
SAM 486	Law and Risk Management	3			
<b>Sport Security Emphasis: Students seeking the emphasis in Sport Security are required to take the 3 security emphasis courses (9 Semester-Hours)</b>					
SAM 487	Introduction to Sport Security Management	3			
SAM 488	Contemporary Sport Security Management	3			
SAM 489	Introduction to Emergency Management for Sport Settings	3			
<b>ELECTIVES SPORTS MANAGEMENT-Sports Security Emphasis</b>					
<b>**Students selecting the Sport Security emphasis will choose 2 elective courses (6 Semester-Hours)**</b>					
SAB305	Sociology of Sports	3			
SAB310	History of Sports	3			
SAB368	Psychology of Sports	3			
SAM367	Olympic Culture	3			
SAM386	Legal Concepts in Sports	3			
SAM392	Sports Business Agents	3			
SAM 496	Topical Readings in Sports	3			
<b>FINAL CULMINATING EXPERIENCE (6 Semester-Hours)</b>					
SPT 498	Mentorship	6			
<b>COMMENTS</b>					

Once all degree requirements have been fulfilled, the student must complete the BSS Graduation

Application and pay the \$125.00 Graduation Application.

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

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Advisor Signature

\_\_\_\_\_  
 Date

**Addendum F: BACHELOR OF SPORTS SCIENCE**  
**Sports Studies**  
**Program of Study**

Name: \_\_\_\_\_ Advisor: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

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

Once all degree requirements have been fulfilled, the student must complete the Graduation

Application and pay the \$125.00 Graduation Application Fee.

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

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Advisor Signature

\_\_\_\_\_  
 Date

**ADDENDUM G**  
**BACHELOR'S TO DOCTOR OF EDUCATION (Ed.D.)**  
**IN SPORTS MANAGEMENT**  
**Accelerated Degree Program**  
**90 Semester-Hours**

Name \_\_\_\_\_ Advisor \_\_\_\_\_  
 Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Start Date \_\_\_\_\_ Plan of Study \_\_\_\_\_ Student ID \_\_\_\_\_

<i>Initial Sport Management Requirements</i>	<b>Credit Hours</b>	<b>Hours</b>	<b>Semester</b>	<b>Grade</b>
SAM 544 Sport Marketing	3			
SAR 575 Professional Writing and Applied Research	3			
SAB 561 Contemporary Issues in Sport	3			
SAM 540 Sport Administration and Finance	3			
SAM 586 Sport Law and Risk Management	3			
SAM 542 Sport Business and Personnel Management	3			
SAM 549 Sport Public Relations and Fundraising	3			
SAM 582 Sport Facilities	3			

<i>General Sport Management Core</i>	<b>Credit Hours</b>	<b>Hours</b>	<b>Semester</b>	<b>Grade</b>
SAB 768 Psychology of Human Behavior	3			
SAM 660 Financial Aspects of Sport	3			
SAM 730 Sport Leadership Principles	3			
SAM 634 Ethics in Sport	3			
SAM 786 Legal Aspects of Sport	3			
SPT 798 Mentorship	6			

<i>Research Core</i>	<b>Credit Hours</b>	<b>Hours</b>	<b>Semester</b>	<b>Grade</b>
SAB 700 Current Literature in Sport	3			
SAR 674 Research Statistics in Sport	3			
SAR 776 Research II: Advanced Methods	3			
SPT 799 Dissertation	12			

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

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Leadership in Sports</b> (Select two of the following courses.)<br>SAM 735 Strategic Planning for Sports Organizations (3)<br>SAM 622 Structure and Function of Amateur & Pro. Sport (3)<br>SAM 682 Facilities Planning in Sports (3) | <input type="checkbox"/> <b>Sports Marketing</b> (Select both.)<br>SAM 644 Sports Marketing Research (3)<br>SAM 662 Sports Entrepreneurship (3) |
| <input type="checkbox"/> <b>Human Resources Management in Sports</b> (Select both.)<br>SAM 640 Labor Relations in Sports (3)<br>SAM 672 Personnel Training and Development (3)  |   |

**(Addendum G Continued)**

**DOCTOR OF EDUCATION  
Accelerated Degree Program  
90 Semester-Hours**

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

Cognate	Title	Hours	Semester	Grade
Course #1				
Course #2				

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

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

Course	Title	Hours	Semester	Grade

Dissertation Title: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

### Addendum H: Request for Transcript Form

#### UNITED STATES SPORTS ACADEMY

"America's Sports University"

One Academy Drive • Daphne, Alabama, USA 36526-7055

Telephone: (251) 626-3303 • FAX: (251) 625-1035

E-mail: registrar@ussa.edu • http://www.ussa.edu

**Doctoral**     **Master's**     **Bachelor's**     **Continuing Education**

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Work Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_ Cell Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

**Social Security Number (Optional) #:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_ **Number of Copies:** \_\_\_\_\_

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

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#### **POLICIES GOVERNING TRANSCRIPTS OF RECORD:**

*There is a \$10.00 charge for each transcript (official and/or unofficial).*

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

No transcript of a student's record will be issued for a student whose financial obligations to the Academy have not been satisfied. There are two types of transcripts:

- **OFFICIAL** transcripts are sent to schools, prospective employers, etc., as designated by the student.
- **UNOFFICIAL** transcripts for the student's use do not bear the seal of the Academy. They must be sent directly to the student. Transcripts are stamped "ISSUED TO STUDENT."

***Request will not be processed without a signature.***

#### **Method of Payment** (check box)

Check/Money Order

Credit Card:  Circle Type:    Visa    M/C    AMEX DISC

Credit Card Number: \_\_\_\_\_

Card Expiration Date: \_\_\_\_\_

**Office Use Only:** Transcript(s) released: Date: \_\_\_\_\_ By: \_\_\_\_\_

The United States Sports Academy is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Bachelor of Sports Science degree (level II), the Master of Sports Science degree (level III) and the Doctor of Sports Management degree (level V).

## ADDENDUM I: Assignment Rubrics

### Undergraduate Assignment

Criterion	Exceeds Standards	Above Average Standard	Meets Standard	Standard Barely Met	Standard Not Met	Points Earned
<b>Content:</b>	The response is very specific, concise, and to the point; information accurate; conclusions and/or options logical and insightful.  (67-75 points)	The response refers to the task and is concise; information is accurate; logical conclusion or opinion is offered  (60-66 points)	Response not on task; may be wordy; information generally accurate but little insight offered; inaccuracies and logic not complete in the conclusion and/or opinions  (52-59 points)	Response does not specify the task; information limited or unclear; no direct insights offered; conclusion or opinion may be judged to be off-task or illogical  (45-51 points)	No clear purpose or central theme; repeats information; confusing; difficult to read; no conclusion  (0-44 points)	
<b>Writing:</b>	Very fluent and clear; few or no errors of grammar and punctuation; sources cited correctly by APA standards; citations used consistently and correctly  (27-30 points)	Fluent and interesting; a few errors of grammar and punctuation; sources cited informally  (25-26 points)	Lacks fluency; errors of grammar and punctuation; a few sources mentioned  (22-24 points)	Faltering or insufficient; many errors of grammar and punctuation; few to no sources cited  (20-21 points)	Poor sentence structure and grammar; many repeated errors of grammar and punctuation; no sources cited  (0-20 points)	
<b>Overall Impression</b>	Very clear, complete and exemplary  (42-45 points)	Complete and satisfactory  (37-41 points)	Incomplete and slightly satisfactory  (32-36 points)	Incomplete and unsatisfactory  (27-31 points)	Unfinished and insufficient  (0-26 points)	

### **Addendum J: Graduation Check List For Bachelor's Degree Candidates**

1. Completed all degree requirements as stated in the academic catalog under which you are governed.
2. Applied for graduation through the Registrar's office. Go to the Student Services web page, under Forms, for the Bachelor's (BSS) Graduation Application form.
3. Ensured that all required information is included on BSS Graduation Application (i.e., name as it should appear on the diploma plaque, mailing address, etc.)
4. Paid the required graduation fee in the amount of \$125.
5. The Registrar will perform an audit of the student's degree requirements and contact the student regarding his or her status.
6. Completed the exit survey. Exit questions are incorporated in the graduation application and should have been completed at the time you submitted your application.
7. Cleared all financial obligations to the Academy.
8. For financial aid recipients: completed the financial aid exit interview (Mapping Your Future). To complete the interview please visit <http://www.mappingyourfuture.org/OSLC/>.
9. Honor Cords are shipped to those who graduate with honors at the end of each academic year. Graduates who wish to order additional graduation regalia may order directly from Graduate Supply House at <http://www.hendrickgradsupply.com/index.php>.
10. Once all steps are completed the degree will be conferred and a complimentary copy of each student's academic transcript will be mailed to the address on file in the Registrar's office. In addition, a commemorative brick bearing your name will be placed on the Walk of Fame as a graduate of the Academy.
11. Diploma Order Form information is obtained from the BSS Graduation Application. If you would like the diploma mailed to a different address other than what was indicated on the graduation application please go to the Student Services web page, under "Forms," for the Diploma Order Form. Complete the form and fax, mail or email the document to the office of the Registrar.
  - [registrar@ussa.edu](mailto:registrar@ussa.edu)
  - Fax: 251-625-1035
  - United States Sports Academy  
Attention: Registrar  
One Academy Drive  
Daphne, AL 36526.
12. Don't forget to join the Alumni Association!

### **Addendum K: Academic Hearing Procedures**

Students should maintain high standards of conduct in their personal behavior and in their academic work. Disrespect for or violation of these standards is a serious offense. Examples of this include, but are not limited to, copying another student's answers during an examination, using unauthorized materials during an examination, or having someone else take an examination. Using unauthorized test materials and disseminating them to others is also considered cheating.

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

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

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

Hearing procedures include the following:

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

Hearing deliberations are to proceed as follows:

- The chairperson reads the charges or complaint to the committee;
  - The Academy will present its case and may call witnesses, if desired;
  - The student may then question the Academy's witnesses;
  - The student will present his or her case and may call witnesses, if desired; and
  - The committee may then question the student and 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.

## **Addendum L: Americans with Disabilities Act (Students)**

The United States Sports Academy acts in accordance with two relevant laws: Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

### **The Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act of 1990 is civil rights legislation that extends the anti-discrimination legislation of Section 504 to all institutions of higher education, whether or not they receive federal financial assistance. The purpose of this act is to provide a clear and comprehensive mandate for the elimination of discrimination against individuals with disabilities. This statute became effective for public entities on January 26, 1992. It provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, state and local governments, public accommodations, and telecommunications.

### **Documentation of Disability (Students)**

The Academy Registrar assists students with disabilities in receiving accommodations. The first step in receiving academic accommodations is to complete the attached Academy Disability Self Identification Form. Documentation serves as a foundation that legitimizes a student's request for appropriate accommodations. The first purpose of verifying documentation is to establish the existence of a disability as defined under Section 504 of the Rehabilitation Act (1973) and the Americans with Disabilities Act (1990) – see ADA Form. Under these statutes, the severity of a disability or degree of impact on life functions is important.

To establish the existence of a disability under these statutes, the documentation must demonstrate that the condition is a "mental or physical impairment that substantially limits a major life activity" (ADA 1990). Life activities that are typically important to college students are such functions as reading, listening, walking, writing, learning, and speaking. In order for the United States Sports Academy to be able to determine whether reasonable accommodations can be designed and what those accommodations can be, we need detailed information about the impact of the disability.

### **Who Can Provide Verifying Documentation?**

In most cases, documentation will be needed from doctoral level professionals, such as a certified and /or licensed psychologists, medical doctors, psychiatrists, or neurologists. The professional should be experienced in diagnosing and treating the disability, should prepare the documentation on appropriate clinical stationary, should sign the document, and should provide the United States Sports Academy with verification of the experience and expertise in the specialty, if asked. The diagnostician must be an impartial individual who is not related to the student.

### **Recommended Documentation**

1. A clear statement that a disability is present along with the rationale for this diagnosis. A school plan, such as an individualized education program (IEP) or a 504 plan is insufficient documentation, but it can be included as part of a more comprehensive assessment battery. (Note: individual learning deficits, learning styles, and learning differences do not constitute a learning disability or attention deficit hyperactivity disorder.)
2. Documentation for eligibility should be current, within the last three years. (The age of acceptable documentation is dependent upon the disabling condition, the current status of the student, and the student's specific request for accommodations. All cases will be evaluated on a case-by-case basis.)
3. A narrative summary of assessment procedures and evaluation instruments used to make the diagnosis.

4. A statement of the functional impact or limitation of the disability on learning or other major life activity, and the degree to which it impacts the student in the learning context.
5. A list of recommended reasonable accommodations for the post-secondary environment.
6. All documentation is confidential and should be submitted to: USSA Student Services Department, Attention: Registrar.