UNITED STATES SPORTS ACADEMY

Doctor of Education (Ed.D.) in Sports Management
Academic Catalog 2009-2010

1 September 2009

“NFL Street”
by Kadir Nelson
Academy Sport Artist of the Year 2009

1 September 2009
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1. GENERAL POLICIES AND INFORMATION

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

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

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

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

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

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

1.5. Military Programs
The Academy is currently affiliated with the Department of Defense Activity for Non-Traditional Education Support (DANTES) distance-learning program. Members of the armed forces who wish to use the Services Tuition Assistance Program to pursue distance-learning opportunities with the Academy may do so. The Academy is a member of the Service Members Opportunity Colleges. Service members should visit their education centers or navy campus offices for information about current tuition assistance policy and procedures. The Academy is also an approved educational institution for the Veteran’s Administration. The Academy is a participant in the Post 9/11 GI Bill “Yellow Ribbon Program”.

1.6. History and Purpose
President and Chief Executive Officer Dr. Thomas P. Rosandich founded the Academy in 1972, as a direct response to the increasingly complex interrelationship of sports and society in America. From the beginning, the Academy’s general mission has been to serve the nation and the world as a sports-education resource, improving sports through programs of instruction, research, and service.
The Academy was born from the United States’ need for a national school of sports. This need was highlighted by the nation’s inferior performance at the 1972 Munich Olympiad, largely the result of poor administration, scant medical support, and unscientific coaching and training.

The National Association of Collegiate Directors of Athletics (NACDA) recognized a need for improved education in the areas of Sports 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. SACS reaffirmed the Academy’s accreditation again in December 2008 after another 10-year study. 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 a discernible and distinct body of knowledge in higher education at both the undergraduate and graduate levels. The Academy curriculum provides a strong base of theoretical knowledge for its students.

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

1.9. Goals of the Doctoral Degree Program

As a professional degree program, the goals of the doctoral degree program are:

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

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

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

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

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

1. Increasing knowledge of the sociological, historical, and philosophical aspects of sports;
2. Creating familiarity with current sports literature;
3. Understanding human behavior in organizations with respect to sports and fitness; and
4. Applying knowledge, principles, and skills.

1.10. Expectations of Students at the Doctoral Level
The Academy anticipates that students, both national and international, will come from a variety of backgrounds to pursue the doctoral degree programs. Upon receipt of the doctoral degree, students are expected to assume regional, national, or international positions in the development, delivery, or administration of sports or sports education programs. Those already employed in sports or sports education are expected to have enhanced skills, knowledge, and understanding, which will promote the advancement of sports, sports education or sports science.

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

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

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

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

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

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

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

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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 flag: those of the French, English, Confederacy, and United States.

The Port City has much to offer residents, visitors, and Academy students. It is the home of the Senior Bowl (an all-star college football competition), the GMAC Bowl, the Mobile Bay Bears (Arizona 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. It is a great place in which to live and learn.

1.14. Affiliations

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

- Air University Associate-to-Baccalaureate Cooperative Program
- Alabama Art Education Association
- Alabama Association of College Registrars and Admissions Officers
- Alabama Association of Independent Colleges and Universities
- Alabama Association of International Educators
- Alabama Association of Student Financial Aid Administrators
- Alabama Council of Graduate Deans
- Alabama Library Association
- Alabama Museums Association
- American Alliance for Health, Physical Education, Recreation, and Dance
- American Association of Collegiate Registrars and Admissions Officers
- American Association of Museums
- American Association of Presidents of Independent Colleges and Universities
- American College of Sports Medicine
- American Council on Exercise
- American Library Association
- Association for Institutional Research
- Association of American International Colleges and Universities
- College and University Personnel Association
- Council for the Advancement and Support of Education
- Council on Higher Education Accreditation
- Defense Activity for Non-Traditional Education Support
- Eastern Shore Chamber of Commerce
- International Council for Health, Physical Education, Recreation, Sport and Dance
- International Council of Sports Science and Physical Education
- International Olympic Committee
- International Sport for All Federation
- International Sports Heritage Association
- International Society of Olympic Historians
- National Association of Foreign Student Advisors
- National Association of Sport & Physical Education
- National Association of Academic Advisors for Athletics
- National Association of Collegiate Directors of Athletics
- National Association of International Educators
- National Association of Student Financial Aid Administrators
- National Athletic Trainers’ Association
1.13. Academy Library

The Academy library supports the mission of the Academy by ensuring that faculty and students have access to adequate academic and sports-specific learning resources and services. The Academy library, available to students on and off campus, holds over 9,000 monographs, 650 audio visual materials, and 3,033 microforms. It maintains 198 periodical subscriptions. The Academy is a member of LYRASIS an arm of the Online Computer Library Center (OCLC). The OCLC has access to 71,000 libraries in 112 countries, with a billion and a half 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. Visit http://www.ussa.edu/library/index.asp. In "Online Resources," you can go directly to EBSCO, Gale, and ProQuest. Students needing assistance may contact Academy Library staff at 251.626.3303, ext. 7268 or by e-mailing library@ussa.edu.

1.13.1. Library Books

Off-campus students may borrow books from the Academy library by e-mailing library@ussa.edu. Students will be billed for the shipping and return postage fees. If a book is not returned, the student will be billed the full cost of the book. If payment is not made, a hold will be placed on the student’s account.
## 2. ACADEMIC CALENDAR

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

<table>
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<th>2009-2010</th>
<th>FALL</th>
<th>2010-2011</th>
<th>2010</th>
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<td>6 September</td>
<td>2010</td>
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<tr>
<td>9 September</td>
<td>Residential Orientation</td>
<td>8 September</td>
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<tr>
<td>10 September</td>
<td>Open Registration for Online Classes</td>
<td>9 September</td>
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<tr>
<td>10 September</td>
<td>Residential Classes Begin</td>
<td>9 September</td>
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<tr>
<td>12 October</td>
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<td>11 October</td>
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<td>MAT Testing</td>
<td>18 November</td>
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<td>26-27 November</td>
<td>Thanksgiving Holiday</td>
<td>26 November</td>
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<tr>
<td>27 December</td>
<td>Last Day to Register for Spring Doctoral Comprehensive Exam</td>
<td>6 December</td>
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<td>18 December</td>
<td>Last Day to Withdraw from Residential Classes</td>
<td>17 December</td>
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<td>18 December</td>
<td>Last Day to Withdraw from Course with a Grade of “W”</td>
<td>17 December</td>
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<td>25 December</td>
<td>Christmas Holiday</td>
<td>25 December</td>
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<td>31 December</td>
<td>Last Day to Register for Fall Online Classes</td>
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<td>5 January</td>
<td>Open Registration for Online Classes</td>
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<td>5 January</td>
<td>Residential Classes Begin</td>
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<td>6-8 January</td>
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<td>Martin Luther King Holiday</td>
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<td>28 January</td>
<td>MAT Testing</td>
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<td>16 May</td>
<td>Last Day to Withdraw from Course with a Grade of “W”</td>
<td>15 May</td>
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<tr>
<td>16 May</td>
<td>Last Day to Withdraw from Residential Classes</td>
<td>15 May</td>
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<td>28 May</td>
<td>Last Day to Register for Spring Online Classes</td>
<td>27 May</td>
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<tr>
<th>2010</th>
<th>SUMMER</th>
<th>2011</th>
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<td>Memorial Day Holiday</td>
<td>30 May</td>
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<td>1 June</td>
<td>Residential Orientation</td>
<td>1 June</td>
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<td>2 June</td>
<td>Open Registration for Online Classes</td>
<td>1 June</td>
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<tr>
<td>2 June</td>
<td>Residential Classes Begin</td>
<td>2 June</td>
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<tr>
<td>6 June</td>
<td>Last Day to Register for Summer Doctoral Comprehensive Exam</td>
<td>6 June</td>
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<tr>
<td>8 June</td>
<td>MAT Testing</td>
<td>9 June</td>
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<tr>
<td>4 July</td>
<td>American Independence Day Commemorated</td>
<td>4 July</td>
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<tr>
<td>7-9 July</td>
<td>Doctoral Comprehensive Examinations</td>
<td>6-8 July</td>
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<tr>
<td>20 August</td>
<td>Last Day to Withdraw from Course with a Grade of “W”</td>
<td>19 August</td>
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<td>20 August</td>
<td>Last Day to Withdraw from Residential Classes</td>
<td>19 August</td>
</tr>
<tr>
<td>31 August</td>
<td>Last Day to Register for Summer Online Classes</td>
<td>31 August</td>
</tr>
</tbody>
</table>
3. ADMISSIONS

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

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

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

3.1. General Admission

3.1.1. Doctoral Degree Program

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

1. A completed Application for Doctoral Degree Study accompanied by a $100 application fee. (See Addendum B; application may be downloaded from the Academy website, www.ussa.edu/academics/student services/forms). This fee is non-refundable and constitutes part of the admission credentials;

2. An official copy of all college transcripts, showing grades and graduation date(s);

3. Three letters of recommendation;

4. A Qualifying Essay (Addendum E) in narrative form. This essay must be well organized and neatly typed. It will be used to judge the student’s ability to write at a level appropriate to doctoral work and must include the following:
   A. A brief biographical sketch; and
   B. An explanation of why the student wants to enter the Academy’s doctoral degree program.

   (In addition, the essay must be written in accordance with guidelines set forth in the Publication Manual of the American Psychological Association (5th Ed.) or Concise Rules of APA Style (5th Ed.). Personal interviews are encouraged but are not required.)

6. Official combined scores from the verbal and quantitative tests of the Graduate Record Examinations (GRE) of 950, a Miller Analogies Test (MAT) scale score of at least 390 (raw score of at least 40), or a Graduate Management Aptitude Test (GMAT) score of 500. The official score report must be less than five years old; and

7. Proof of health insurance coverage for each semester of resident study.
3.1.2. International Student Admission

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

1. A completed doctoral degree application accompanied by a $155 application fee. The fee is non-refundable, and it constitutes part of the admission credentials;
2. An official, certified copy (English translation) of all college transcripts;
3. Three letters of recommendation;
4. An official score report of the Graduate Record Examination (GRE), Miller Analogies Test (MAT), or Graduate Management Aptitude Test (GMAT), dated within the last five years;
5. A satisfactory score on the Test of English as a Foreign Language (TOEFL) in a computer-based format (minimum 213), Internet-based format (minimum 79), or paper-based format (minimum 550), or a satisfactory score on the International English Language Testing System (IELTS) in the academic module (minimum overall band score of 6). One of these examinations is required of non-native-English-speaking applicants regardless of previous training in the English language (Note: Applicants whose native language is English or students who have a degree from an institution whose primary language of instruction is English are not required to take the TOEFL or IELTS.);
6. Students who have obtained previous undergraduate education in a country other than the U.S. or Canada must have certified English translations of foreign school transcripts reviewed by a member of the National Association of Credential Evaluation Services (http://www.naces.org/members.htm) in a course-by-course evaluation. Transcripts must demonstrate that a student has attained a minimum of the equivalent of a graduate degree from an accredited institution in order to be admitted to the doctoral program. Once an international student has been officially admitted, the Academy expressly reserves the right to mandate English as a second language (ESL) instruction until reasonable mastery of the English language has been attained;
7. A Certificate of Eligibility (Form I-20) must be obtained if the international student plans to study in the United States.
8. Health insurance coverage for mentorship and resident student course registrations is required. Effective 1 September 2009, all international resident students will be assessed a health insurance fee;
9. A copy of a valid passport and visa (resident students only); and
10. Statement of Available Funds (see Issuance of a Certificate of Eligibility).

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

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

1. Documentary evidence, in the form of a letter from a bank, a sponsoring government agency, a sponsoring company, or acceptable third-party source, stating the amount of financial resources available and/or the amount guaranteed to be provided for transportation and normal living expenses for the period of time to be spent in the United States; and
2. Payment of the $200 SEVIS fee for non-immigrant students and visitor exchange. Visit www.fmjfee.com for information. The SEVIS fee is a U.S. government assessment to defray the cost of a background check for entry into the United States.

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

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

3.3. Transfer Policy and Procedure

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

3.3.1. Doctoral Program Transfer Policies:

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

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

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

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

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

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

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

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

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

1. Applicants interested in transfer of credits must apply to the program before the institution will consider a Graduate Transfer Credit Evaluation. Applicants must comply with all Transfer Policies as detailed in 3.3.1.
2. Academic standing (full or conditional or not considered as a part of the approval process for Graduate Transfer Credit Evaluation.
3. A one-time $50 fee will be charged for the Graduate Transfer Credit Evaluation.
4. The Graduate Transfer Credit Evaluation form, along with a copy of the transcript showing the grade earned, a catalog description of the course, and a copy of the syllabus outlining learning objectives and course content should be sent to the Office of Student Services. In addition, the applicant should specify which of the Academy’s courses the transfer courses may be able to replace.
5. In the case of international students, a copy of the official transcript in English or a verified translation into English from a foreign language is required. In the case of the alternate for international courses, a certified course-by-course transcript evaluation from a member of the National Association of Credential Evaluation Services is required.

3.4. Admission Status

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

3.4.1. Full-Standing Status

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

3.4.2. Conditional Admission

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

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

Conditional Academic

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

1. A student with a master’s degree from a regionally accredited institution who has not met the required academic standard (for example, insufficient test scores);

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

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

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

**Conditional Administrative**

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

**3.4.3 Non-Degree Seeking Status**

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

1. A completed application form accompanied by a non-refundable application fee used to establish a student file and determine eligibility for graduate credit (the statute of limitations on an application is one year);

2. An official transcript showing a conferred bachelor’s, masters, or doctoral degree from a regionally accredited institution. (Note: Academy transcripts will not be available to students without the completed application and official transcript requirements); and

3. If a non-degree seeking student applies to become a degree-seeking student, all deferred fees associated with regular admission to the Academy will become due and payable at the time status is changed.

**3.5. Statute of Limitations on Acceptance**

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

**3.6. Residential Cohort Registration and Orientation**

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

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

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

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

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

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

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

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

MAT (Miller Analogies Test)
1-800-622-3231
www.milleranalogies.com
Score Required = 390 scale score, 40 raw score
School Code: 1016
3.9. Alabama and Other State Certification Requirements

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

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

3.10. Post-Doctoral Degree Graduate Work

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

1. Students’ degrees must have been conferred within the five years preceding application to the new program;
2. Students must re-apply and pay the re-admission fee for the new program;

3. The Academic Committee will review all applications and make recommendations to the Chief Academic Officer as to admissions status;

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

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

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

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

The United States Sports Academy’s Doctor of Education (Ed.D.) degree is a 66-semester-hour program beyond the master’s degree. The doctoral degree is designed to prepare students to perform with a high degree of efficiency and proficiency in the sports industry, including sports education. There are three areas of specialization: leadership, marketing, and human resource management. There are emphasis areas in Olympism and in Sports Medicine for those already licensed or certified in the area.

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

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

4.2. Delivery Options

4.2.1 Online Delivery
The Academy’s doctoral degree is delivered online in an asynchronous environment. This means that the professor and student do not have to be in simultaneous contact for learning to take place or assignments to be completed. Academy students receive a log-on and password to access online courses. They also receive the required textbook(s) for each course. Each student is then assigned a professor for each course. Every course includes written assignments, participation in threaded discussions, quizzes, and a final examination. The Academy Library and its extensive reference database system can be accessed through the Academy website. There are specific time limits (16 weeks plus extensions) for completing online courses. The 16 weeks allowed include one week built into the course schedule for shipping and handling of materials.

Prior to beginning online courses at the Academy, students are required to take a no-cost, non-credit course titled SPT 101 Introduction to Academy Online Learning. This course is an orientation course and serves as a tutorial on the Academy’s system of online learning. The course is graded on a pass/fail basis.

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

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

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

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

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

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

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

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

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

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

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

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

4.4.1.1. Mentorship Option

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

4.4.2. Dissertation

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

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

To be eligible for the Doctor of Education in Sports Management or Doctor of Education in Sports Management with an emphasis in Sports Medicine or Olympism degree, a student must register for 12 semester hours of dissertation credit. Before registering for the dissertation credit, the student must consult with a faculty project director as to the time to be devoted to project work. The project director must be a full-time member of the Academy’s resident faculty approved by the Chief Academic Officer of the Academy and by the student. The student must select two additional faculty members to be Dissertation Committee members for the project. The student has the option of selecting committee members from Academy or non-Academy faculty, provided the non-Academy faculty member has held graduate faculty rank at an accredited institution. In the event that the student selects either non-resident Academy faculty or non-Academy faculty for membership on the committee, these persons must possess a terminal degree in the profession and be approved by the Chief Academic Officer of the Academy. Students will be responsible for any travel costs of any committee members who are not members of the Academy resident faculty.

The oral defense of the dissertation must be scheduled by the student, in coordination with the project director, in accordance with the following:
1. The manuscript must be distributed in final form to all members of the committee not later than 30 days prior to the scheduled defense;

2. The student must apply for and reserve a scheduled time for the defense and must pay the reservation fee. This can be done by completing a Reservation Request Form and paying the defense reservation fee. It is important to note that available dates for the defense are limited, particularly in the summer semester, and that they are awarded on a first-come, first-served basis. In the event that a student registers for a defense and fails to appear on the date scheduled, the reservation fee is forfeited. In the event that the defense is successful, the fee will apply to the dissertation binding and microfilming fee. In the event that the defense is not successful, the fee will be refunded to the student. The optional copyright fee is an additional expense;

3. While an oral defense must be conducted on the Academy campus, a student may schedule a telephone conference call to include non-resident committee members. In this event, the student will make all arrangements and bear all expenses for the conference call and will be responsible for insuring all presentation materials used in the defense (such as props, PowerPoint presentation, or web page URLs) are distributed to all individuals off-campus involved in the defense;

4. Approval of the completed dissertation is made by the student’s committee and is subject to review and final approval by the Chief Academic Officer or his or her designee (see Addendum J and K). Both approvals are prerequisites to the awarding of the degree;

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

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

### 4.4.3. Dissertation Proposal

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

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

### 4.4.4. Publication and Distribution

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

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

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

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

4.6. Doctoral Degree Core Course Requirements

Although the Doctor of Education degree represents the attainment of independent and comprehensive scholarship in the field of sports, as opposed to the earning of a specific amount of credit, the Academy requires the doctoral degree student to complete 66 semester hours of work beyond the master’s degree. Included in the 66 semester-hours are six semester hours of doctoral research project credit and six semester hours of mentorship credit. All students will be required to take the following core courses:

4.6.1. General Sports Management Core

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

4.6.2. Research Core

- SAR 674 Research Statistics in Sports (3 sem. hrs.)
- SAR 776 Research Methodologies
- SAR 790 Selected Readings in Sports (3 sem. hrs.)
- SPT 799 Dissertation (12 sem. hrs.)

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

The Doctor of Education degree is offered with two study options. The main 66-semester-hour curriculum consists of required and elective courses, 6-12 semester hours of cognate courses, a six-semester-hour doctoral mentorship, and a twelve -semester-hour dissertation.

The doctoral student may follow one of two study options for the 66-semester-hour degree. These options are a Doctor of Education degree and a Doctor of Education degree with an emphasis in Sports Medicine or Olympism. These plans are flexible and can, with the approval of the Chief Academic Officer, be adjusted to meet the needs of individual students. Both options are designed to start at any time, and SAB 768 Psychology of Human Behavior and SAM 660 Financial Aspects of Sports are normally the first two courses. In the doctoral degree curriculum, the 66 semester credits are distributed as follows:

<table>
<thead>
<tr>
<th>Program Components</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Sports Management Core</td>
<td>15</td>
</tr>
<tr>
<td>Research Core</td>
<td>21</td>
</tr>
<tr>
<td>Area of Specialization, Including Cognate Courses</td>
<td>12</td>
</tr>
<tr>
<td>Electives</td>
<td>12</td>
</tr>
<tr>
<td>Mentorship</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>66</strong></td>
</tr>
</tbody>
</table>

4.8. Areas of Specialization

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

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

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

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

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

4.9. Cognate Courses

Students must successfully complete (with a grade of B or better) two electives (6 semester credit hours) from a related area of their Specialization or Emphasis to support the selected Specialization or Emphasis. The selected electives will enhance the student’s knowledge of, and familiarity with, the details of the chosen Specialization or Emphasis, thus establishing an unquestionable subject matter credentialing for the student in the designated Specialization or Emphasis. The Specialization Related Electives (SRE) and the Emphasis Related Electives (ERE) must be approved by the Director of Doctoral Studies prior to enrolling in them. SRE’s and ERE’s augment the area of Specialization or Emphasis chosen by the student and serve as the minor field of study.

4.10. Electives

The 66-semester-hour curriculum includes the required core courses and specialization courses previously cited and four elective courses (12 semester hours) selected from the following list:

- SAB 660 Sports in America: Current Issues (3 sem. hrs.)
- SAB 700 Current Literature in Sports (3 sem. hrs.)
- SAM 622 Structure and Function of Amateur and Professional Sports Organizations (3 sem. hrs.)
- SAM 640 Labor Relations in Sports (3 sem. hrs.)
- SAM 644 Sports Marketing Research (3 sem. hrs.)
- SAM 662 Sports Entrepreneurship (3 sem. hrs.)
- SAM 672 Personnel Training/Development (3 sem. hrs.)
- SAM 682 Facilities Planning in Sports (3 sem. hrs.)
- SAM 790 Selected Topics in Sports (3 sem. hrs.)
- SPT 797 Directed Individualized Study (3-6 sem. hrs.)

If a student has taken 500 or 600-level courses at the master’s level to fulfill master’s degree requirements, those same courses cannot be used to fulfill the doctoral degree requirements.

4.11. Directed Individualized Study

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

4.12. Residency Requirement

Doctoral students are required to be in residence for two events: the doctoral oral dissertation proposal defense, and the final oral defense of the dissertation.
4.13. Doctoral Degree with an Emphasis in Sports Medicine

The Doctor of Education (Ed.D.) with an emphasis in Sports Medicine is a 66-semester-hour program beyond the master’s degree. The degree is designed to prepare students to perform tasks in the Sports Medicine profession with a high degree of proficiency. The area of specialization focuses on management courses as applied to Sports Medicine. Students are selected on the basis of academic and professional accomplishments, past experiences, skills, and goals.

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


Although the Doctor of Education degree with an emphasis in Sports Medicine represents the attainment of independent and comprehensive scholarship in the field of sports rather than the earning of a specific amount of credit, the Academy requires the doctoral student to complete 66 semester hours of work beyond the master’s degree. Included in the 66 semester hours are nine semester hours of mentorship credit and six semester hours of dissertation credit.

**General Sports Management Core for an Emphasis in Sports Medicine**

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

**Research Core**

- SAR 674 Research Statistics in Sports (3 sem. hrs.)
- SAR 776 Research Methodologies
- SAR 790 Selected Readings in Sports (3 sem. hrs.)
- SPT 799 Dissertation (12 sem. hrs.)

Also see Addendum G, the Academy Doctor of Education with Emphasis in Sports Medicine Program of Study.

4.14. Doctoral Degree Program with an Emphasis in Olympism

The doctoral degree in Sports Management with an emphasis in Olympism is a 66 semester hour program beyond the master’s degree. This degree is designed to prepare students for administrative roles in the world Olympic Movement. Students are selected on the basis of academic and professional accomplishments, past experiences, skills, and personal goals. Students should have had some experience in Olympic sports on the national or international level.

4.14.1 General Sports Management Core for an Emphasis in Olympism

- SAB 768 Psychology of Human Behavior (3 sem. hrs.)
• SAM 660  Financial Aspects of Sports (3 sem. hrs.)
• SAM 730  Sports Leadership Principles (3 sem. hrs.)
• SAM 634  Ethics in Sports (3 sem. hrs.)
• SAM 786  Legal Aspects of Sports (3 sem. hrs.)
• SAB 622  Structure and Function of the Olympic Games (3 sem. hrs.)
• SAB 661  Current Issues in the Olympic Movement (3 sem. hrs.)
• SAB 667  Olympism (3 sem. hrs.)
• SPT 798  Mentorship (6 sem. hrs.)

Research Core
• SAR 674  Research Statistics in Sports (3 sem. hrs.)
• SAR 776  Research Methodologies
• SAR 790  Selected Readings in Sports
• SPT 799  Dissertation (12 sem. hrs.)

Also see Addendum H, the Academy Doctor of Education with Emphasis in Olympism Program of Study.

4.15 600-Level Courses (Master's and Doctoral Students)

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

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

SAB 657 Psychology of Elite Performance (3 sem. hrs.)
This course examines the psychological factors that are most critical to elite sport performances. Special emphasis is focused on the physical, mental, and emotional variables related to optimal performance conditions. Theory and practice for athletes and coaches will be discussed. This course requires a final exam.

SAB 659 Group Dynamics in Sports and Exercise (3 sem. hrs.)
In depth study of the influence of teams on the individual performance and the influence of individuals on team performance in sport and exercise settings. Particular focus on interpersonal aspects such as cohesion and leadership.

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

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

SAB 667 Olympism (3 sem. hrs.)
This course examines the growth and development of the modern Olympic Games as seen through the eyes of their founder, Pierre de Coubertin. The International Olympic Committee has published selected writings by de Coubertin that include the search for a vision, the events leading up to the Olympic renewal, historical perspectives of the Olympics, and the philosophical and educational dimensions of Olympism and the Olympic Movement. International students who are Sports Management majors may elect to take this course in place of SAM 786 Legal Aspects of Sports. This course requires a class paper.

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

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

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

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

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

SAM 662 Sports Entrepreneurship (3 sem. hrs.)
This course is a study of entrepreneurship for those with a serious interest in owning their own businesses. Students prepare a comprehensive business plan for starting or acquiring a business. The problems of running a business are also explored. This course requires a class paper.
SAM 672 Personnel Training and Development (3 sem. hrs.)
The study of the various forms of training and development will help a sports organization meet competitive challenges. The implementation of both on-the-job and off-the-job training programs is explored. *This course requires a final exam.*

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

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

SAM 688 Sports Journalism (3 sem. hrs.)
This course will introduce students to the roles and responsibilities of those employed in the field of sports journalism, as well as the importance of sports journalism in media. The objectives of sports journalism --from business and editorial standpoints, in different forms of media, and towards different demographic audiences --will also be analyzed. *This course requires a class paper.*

SAR 672 Computer Analysis in Sports (3 sem. hrs.)
The purpose of this course is to introduce the student to statistical analysis using the SPSS statistical software. This is an applied course in which the student will learn how to use SPSS to compute basic statistics, such as analyses of variance and linear regression. *This class requires a final exam.*

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

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

4.16 700-Level Courses (Doctoral Students Only)

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

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

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

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

**SAM 736 Communication for Leadership (3 sem. hrs.)**
This course will assist sports professionals with improving the communication process. Effective communication is needed to lead a sports organization successfully. Problems that may occur in a sports organization as a result of people failing to communicate properly are identified. A variety of communication skills are explored. **This class requires a final exam.**

**SAM 737 Leadership: Theory and Practice (3 sem. hrs.)**
This course explores a variety of contemporary notions of leadership, including traditional theories, salient models, new domains, and the importance of understanding change. The course will allow you to explore how leadership theory can inform and direct the way leadership is practiced. Included are leadership topics, research finds, questionnaires, case studies, and everyday applications. **This course requires a class paper.**

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

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

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

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

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

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

**SAR 776 Research Methodologies**
This course will introduce research design methods to sports professionals employed in a variety of settings. The format and techniques for writing a scholarly research paper will be presented. Various types of research commonly used in Sports Management are reviewed. Descriptive and inferential statistical analyses are covered, with an emphasis on their application to sports. This course is required in the doctoral program research core. This class requires a final exam.

**SAR 790 Selected Readings in Sports (3 sem. hrs.)**
The goal for this course is to conduct library database searches on an approved sports topic. This course is a comprehensive analysis and discussion of selected aspects of sports. It is advisable to compile readings and research on topics that may relate to one’s dissertation topic. The focus of this course is to support a student’s specific research interests. This course is required in the Doctoral Program Research Core. This course requires a class paper.

**SPT 797 Directed Individualized Study (3-6 sem. hrs.)**
Individualized study is directed by a qualified graduate or National Faculty member in a specific interest area. It is designed to provide flexible alternatives, and it is personalized to the individual student. This course may involve scholarly research, data collection and reporting, preparation of educational materials, or the design and application of policy and programs. It requires the permission of the Director of Doctoral Studies prior to registration.
SPT 798 Doctoral Degree Mentorship (6 sem. hrs.)
This entails 300 contact hours of supervised work in Sports Management in schools, colleges, universities, businesses, industries, or Sports Medicine settings. It is recommended that the Academy Doctoral Degree Mentorship Handbook be purchased two months prior to registration. The Academy Mentorship Office must receive a notarized contract before a student will be granted permission to register for this course. A prerequisite for this course is completion of the first 15 semester hours of the degree program. **The mentorship is required in the doctoral program general core.** *This class requires a paper.*

SPT 799 Dissertation (12 sem. hrs.)
The dissertation represents the formal development of an original piece of research under the direction of a faculty project director and two readers. The dissertation experience includes two 90-minute oral presentations at the Daphne, Alabama campus. The plan for a Sports Management research project and associated data collection procedures is presented at the time of the oral proposal defense. A final oral defense of the completed research manuscript is scheduled following data collection and statistical analysis. Both oral defenses shall be augmented by the use of PowerPoint technology. **This course is a required in the doctoral program research core.** *This class requires a paper.*
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 success and professional success.

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

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

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

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

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

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

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

Each course instructor can use e-mail to suggest tutorials to students, providing direct links to the online writing center. Upon completing a tutorial, a student notifies the professor, who reviews the tutorial exercises with the student.

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

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<tbody>
<tr>
<td>^Course Fee (per semester credit hour)</td>
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<td>^Application Fee (general)</td>
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<td>Returned Check Charge: Each occurrence</td>
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<tr>
<td>Course Extension Fee (per 30-days; only two per course)</td>
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<td>Comprehensive Examination Fee</td>
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<td>Additional Diploma Fee</td>
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<td>*Alumni Fee (optional annual fee)</td>
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<td>#International resident student health insurance (annual fee)</td>
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<td>Miller Analogies Test (MAT) Testing Fee</td>
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<td>Post-Doctoral Graduate Application</td>
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<td>Applied Dissertation Processing Fee (must accompany first three hours of dissertation)</td>
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</table>

1 September 2009
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, artwork, 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 United States Sports Academy has a variety of financial aid programs available to qualified students enrolled in the Doctor of Education program. Federal financial aid is not available to non-degree-seeking students or for continuing education units or enrollment in certification programs.

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

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

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

7.1. Types of Assistance Available to Doctoral Students Who Qualify

7.1.1. Loans

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

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

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

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

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

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

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

**7.1.2. Distribution of Financial Aid Funds**

Payment of tuition and fees is due when a student registers for a course. In the event that a student has been awarded financial aid and intends to use the proceeds to pay for course registration, the Academy will post the incoming funds to the student’s account once attendance has been verified. The Academy will deduct from these proceeds all costs associated with the registration, including (but not limited to) tuition, fees, and books. A check for any remaining funds will be provided to the student within 14 days of a credit balance occurring on the student’s account. Additionally, the amount of this refund is limited to the amount of the financial aid proceeds actually received for the semester of the award. Resident students may claim a check at the Financial Aid Office. Non-resident distance-learning students will receive such checks in the mail at the address on record at the Academy.

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

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

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

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

Degree-seeking students who are registered at least half-time (six credits) in a master’s degree program or at least half-time (three credits) in a doctoral program are eligible for an in-school deferment of student loan repayment. The student must provide in writing the lender’s name, mailing address, and/or fax number to the Financial Aid Office in order to receive a deferment.

In-School Deferments for Dissertation/Thesis

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

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

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

7.2. Veterans-Administration Programs

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

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.

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

7.3. Military Financial Aid

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

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

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

The Academy recognizes that how a student pays for education is an important decision. The Academy staff strives to provide students with the information needed to receive the maximum financial aid available. The following information is current as of the date of publication of this catalog.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Tuition Assistance</strong></td>
<td>Tuition Assistance is a military benefit that pays the cost of tuition and some fees.</td>
<td>Virtually all military service members are eligible; however, each service branch determines its criteria for eligibility.</td>
<td><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></td>
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<tr>
<td><strong>Tuition Assistance</strong> &quot;Top-Up&quot; Program</td>
<td>The “Top-Up” Program is an additional benefit intended to supplement other tuition assistance programs.</td>
<td>To be eligible for the “Top-Up” benefit, a person must be approved for federal Tuition Assistance by a military department and for MGIB-active duty benefits.</td>
<td><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></td>
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</tbody>
</table>
| **Montgomery G.I. Bill - Active Duty & Selected Reserves** | MGIB provides up to 36 months (four regular school years) of education benefits to eligible veterans for: • College, business technical, or vocational courses • Correspondence courses • Apprenticeships/job training • Flight training | 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. | [http://www.gibill.va.gov/GI_Bill_Info/rates.htm](http://www.gibill.va.gov/GI_Bill_Info/rates.htm)
Benefits end 10 years from the date of your last discharge or upon your release from active duty. |
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<tr>
<th><strong>Post-9/11 GI Bill</strong></th>
<th>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.</th>
<th>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:-discharged from the active duty; or -released from active duty and placed on the retired list or temporary disability retired list; or -released from active duty and transferred to the Fleet Reserve or Fleet Marine Corps Reserve; or -released from the active duty for further service in a reserve component of the Armed Forces. 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.</th>
<th><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></th>
</tr>
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<tr>
<td><strong>Yellow Ribbon Program</strong></td>
<td>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.</td>
<td>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: - served an aggregate period of active duty after September 10, 2001, of at least 36 months; - were honorably discharged from active duty for a service connected disability and served 30 continuous days after September 10, 2001; - 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.</td>
<td><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></td>
</tr>
<tr>
<td><strong>Reserve Educational Assistance Program (REAP)</strong></td>
<td>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.</td>
<td>A member of a reserve component 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. National Guard 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. 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. 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.</td>
<td><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></td>
</tr>
<tr>
<td><strong>Veterans Educational Assistance Program (VEAP)</strong></td>
<td>This is available if you elected to make contributions from your military pay in order to participate. It can be used for a degree, certification, correspondence, apprenticeship-on-the-job training program, or vocational flight training programs, as well as for remedial, deficiency, and refresher training.</td>
<td>To be eligible, you must have: - Entered service for the first time between January 1, 1977, and June 30, 1985; - Opened a contribution account before April 1, 1987; • Contributed $25-$2,700; • Completed 1st period of service; • Received a discharge that was not dishonorable.</td>
<td><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></td>
</tr>
<tr>
<td><strong>Vocational</strong></td>
<td>An individualized, detailed program for Veterans who have a VA disability rating and need additional training in order to achieve their goals.</td>
<td>Veterans who have a VA disability rating and need additional training in order to achieve their goals.</td>
<td>Pays for tuition, fees, and other educational expenses.</td>
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7.4. Definition of Academic Year

The Academy’s academic increments are termed as 15-week semesters. Students receiving financial aid are permitted 21 semesters (seven years) in which to complete their programs of study. At the end of three semesters, 18 credit hours must have been completed with a minimum cumulative grade point average of 3.0 on a 4.0 scale.

7.5. Satisfactory Academic Progress

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

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

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

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

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

REASONABLE LENGTH OF TIME REQUIREMENT: At the Academy, a reasonable length of time for the completion of the degree program is defined as no more than 150% of the normal time required to complete a degree program. The time frame to complete the doctoral degree is seven years. Course work transferred toward a degree will necessitate adjusting the time frame accordingly. Satisfactory academic progress will be determined for each student when financial aid is renewed.

REINSTATEMENT OF FINANCIAL AID, ACADEMIC ELIGIBILITY, AND APPEALS OF DECISIONS: Students who become ineligible for financial aid because they do not maintain
satisfactory progress towards a degree may reapply for financial aid when they have cleared the deficiency and are again progressing satisfactorily, according to the requirements outlined above. When mitigating circumstances are involved, students may appeal decisions that indicate they have not complied with the academic requirements for financial aid. To do so, each student must submit a letter to the Financial Aid Appeals Committee, addressed to the assistant Dean of Student Services, requesting reinstatement of eligibility for financial aid. The letter must include the reason(s) why satisfactory progress has not been made and any documentation that supports the rationale for the appeal. Appeals may be accepted without provision, or they may be accepted provisionally, entailing a probationary period in which the student must earn a given number of credit hours and/or a specified GPA. Appeals may also be denied. It is the student’s responsibility to initiate any appeal concerning financial aid eligibility. Appeals for academic reinstatement do not constitute reinstatement of financial aid eligibility.

7.5.1. Return of Title IV Funds

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

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

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

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

Using the same formula, any student can determine the amount of aid he or she has “earned”. The amount of days attended is determined by the shipping date of the course materials, based on five school days per week. This number can then be compared to 112, in order to determine the percentage of aid that has been earned. That percentage, if less than 60%, can then be compared to the student’s financial aid award for the semester, to determine the amount the Academy will return on a student’s behalf to the student-loan lender.

7.5.2. Academy Financial-Aid Review

1. Students can apply for financial aid before applying for admission to the Academy.
2. A student must be a U.S. citizen or a permanent resident of the United States to apply for federal financial assistance.

3. To receive funds, a student must be accepted for admission in a program in which he or she seeks a degree.

4. International students can apply for international student loans. Application information is available on the Internet at www.internationalstudentloan.com. A co-signer who is a U.S. citizen is required.

5. To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). FAFSA is available at www.fafsa.ed.gov. Students can sign their applications electronically using a personal identification number (PIN) issued by the U.S. Department of Education. If a student does not have a PIN, the U.S. Department of Education will e-mail one within three days. The proper year (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 Office. Complete the paper FAFSA and mail it to the federal processor. Allow four to six weeks processing time.

6. The Academy will receive student information electronically from the federal processor. A student must be accepted for admission to the Academy before a financial aid award can be processed. The Academy will review the information, and an official award letter will be mailed to the student.

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

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

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

7.5.3. National Clearinghouse

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

Loan Program – Under the federal Family Education Loan Program and/or the federal 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 purposes of reporting information on the enrollment status of students to eligible requestors.

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

The Registrar and the Financial Aid Office promptly refer to the Clearinghouse all requests received from eligible requestors for certification of a borrower’s enrollment status, except for requests relating to periods of enrollment prior to the date of the institution’s participation in the clearinghouse.

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

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

The clearinghouse institutes reasonable controls to ensure that enrollment information it receives from the institution is shared with eligible requestors. The clearinghouse has no authority to disclose information that it receives from the United States Sports Academy, other than as described in the agreement between the two entities.

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

For assistance, e-mail financialaid@ussa.edu or telephone 251-626-3303.
8. REGULATIONS/POLICIES/PROCEDURES

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

8.1. Academic Integrity

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

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

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

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

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

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

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

8.2. Academic Probation and Dismissal

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

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

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

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

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

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

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

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

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

8.5. Adding and Dropping Courses
To add or drop an online course:
1. Obtain an add/drop form from the Academy website: www.ussa.edu/Admissions/Forms & Applications.
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 at www.ussa.edu/Admissions/Forms)
Recipients of federal Title IV financial aid funds must be aware of the “unofficial withdrawal” provisions of the Academy’s financial aid policy.

8.6. Admission to Doctoral Degree Candidacy
A student who has completed all course work, and whose doctoral portfolio has been approved by the portfolio advisor, and whose dissertation proposal has been approved is considered eligible to register for dissertation credits and be admitted to candidacy for the doctoral degree. A student must be admitted to candidacy at least one semester prior to the granting of the degree. The purpose of this requirement is to assure an adequate amount of time for the dissertation.

8.7. Advising Program
The Academy has adopted a group advising technique in conjunction with the program of study (POS) form. The system is simple but effective. It allows advising to be done quickly and effectively, regardless of faculty vacation schedules or sick leave.

The system consists of the following:
1. Prior to registration for an initial course or courses at the Academy, a student must complete the program of study form (POS). The POS may be accessed at www.usa.edu/advising-pos.html.
2. Unless the student chooses to deviate from the POS when registering for further courses, there is no need to seek further academic advising. However, should any student want advice on academic programs, he or she may call or e-mail any approved advisor.
3. Should any student want to change the POS, the applicable catalog, or the major, he or she must fill out a new POS and have an advisor from the list approve it. Students should consult their catalog for what they must do to change catalogs or majors.

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

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

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

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

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

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

Resident students are required to have their own laptops or desktop computers to facilitate on-campus study. Internet connectivity is available in the Academy Library via wired and wireless access. System requirements are as follows:

1. Computer with Windows XP or 2000;
2. 10/100-Ethernet card (for wired access);
3. CAT 5 (or higher) cable (for wired Internet access).

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

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.

8.13. Catalog Coverage and Major Change
Although the Academy reserves the right to change policies and procedures, and students acknowledge this by registering, the Academy recognizes a student’s Need-to-Know policies. The catalog that articulates degree requirements is based on the term in which a student first registers for courses. A student entering under one catalog is expected to graduate according to the guidelines of that catalog. Students who wish to change to the current governing catalog may do so by submitting the Change of Catalog Request form. A student who changes catalogs is responsible for all the graduation requirements in the new requested current catalog.

Students wishing to change from one major to another or to change the major program emphasis must submit a Change of Major form to the Student Services office as well as submit a new Program of Study which can be found at www.ussa.edu/Academics/Advising

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:
1. Chairs of all academic programs
2. Associate Dean of Continuing Education and Instructional Design

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

1. Director of Library
2. Associate Dean of Student Services
3. Director of Instructional Design
4. Administrative Assistant for Mentorships and Testing

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

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

8.16. Continuance Policy
Degree-seeking doctoral students must have consecutive registration throughout their degree programs. This means that there are no more than 90 days between the completion of one course and the registration for the next. A continuance fee of $50 will be assessed if a student does not register within 90 days. If a student fails to enroll for 180 days from the completion of the previous course, and has not paid a continuance fee, the student will have to petition for re-admittance to the Academic Committee and be accepted and pay a $200 re-admittance fee before re-enrolling. The re-enrollment does not change the student’s statute of limitations, though the student will from the point of re-admittance be governed by the catalog in effect at the time of re-admittance.

8.17. Course Descriptions - Expanded
Expanded descriptions of Academy courses are available for students who need more than the traditional short description for purposes of certification, licensing, reimbursement and transfer. Students desiring an expanded course description must write a letter to the Academic Committee requesting an expanded course description and giving the course title and number along with the reason for the request. The Academy, solely at its discretion, reserves the right to withhold this service when it deems it inappropriate.

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

Online students must complete a course evaluation. Evaluation results are shared with the course instructor and academic administration once the course is completed.
8.19. Drug and Alcohol Policy
The Academy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees on its property or as part of any of its activities. The Academy’s definitive alcohol and drug policy is distributed to all students, faculty, and staff annually.

8.20. Examinations at the Doctoral Level
All classes, both resident and distance-learning, culminate in an examination at the close of the semester. All final unit exams are now unproctored and may be taken at the student’s most convenient time and place. The final exam consists of students writing seven essays which they have chosen from ten presented to them. Doctoral students will have three and one-half hours to complete their final exam.

8.20.1. Doctoral Portfolio
The doctoral portfolio will serve several purposes:
- It will help guide the student through their program of study,
- It will focus the student’s interest and sharpen their research skills leading towards the capstone experience of the dissertation,
- It will serve as the comprehensive evaluation of the student’s learning.
See Addendum I “Doctoral Portfolio”.

8.21. Exit Interviews
Exit interviews are conducted with each doctoral student by the Doctoral Examining Committee during the administration of the oral comprehensive examination.

Students in the doctoral portfolio program will complete an online exit interview upon successful completion of the portfolio.

The purpose of the exit interview is to ascertain the effect of academic programs on students, to identify student perceptions, and to receive recommendations for program improvements. The financial aid exit interview is conducted when all degree requirements are complete. This exit interview is conducted to fulfill Title IV federal mandates and communicate repayment responsibilities to each student who has had federal financial aid during all or part of the degree program.

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

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

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

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

**Library Learning Center:** The Academy library contains a variety of print materials, both in book form (approximately 9,000 volumes) and in journal form. The best way to access periodical articles is through the online interface on the Academy’s website. Databases are updated regularly and supply citations, abstracts, or full-text articles. The library’s online databases index over 270,000 unique journals.

The library is a member of OCLC (Online Computer Library Center), LYRASIS (the regional arm of OCLC) and NAAL (Network of Alabama Academic Libraries). By virtue of these memberships, the library is able to access the holdings of most libraries. OCLC’s holdings are well over 70 million, and more than 9,000 institutions from all over the world are members.

NAAL was founded to promote resource sharing among Alabama academic libraries. There is no charge for loans from member libraries of NAAL.

**8.23. Recreational Facilities and Activities**

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

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

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

**8.24. Food and Drink**

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

**8.25. Full-Time Student**

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

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

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

8.27. Grading System

The Academy uses the following four-point grading scale:

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

A cumulative grade point average of 3.0 for 66 to 90 semester hours of work is required for graduation. In computing the 3.0 average necessary for conferment of the doctoral degree, the total number of quality points is divided by the total number of semester hours for which letter grades were assigned. Grades earned at other institutions and transferred to the Academy cannot be used in the determination of the grade point average, either for candidacy or conferment of the degree. The following symbols are substitutes for grades:

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

**IP** = In Progress; Assigned to dissertation and mentorship courses until these courses are completed.
\[P = \text{Passed Transfer-Credit};\] 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.

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

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

8.28. Grade Appeal Procedures
The purpose of the grade appeal procedure is to afford an opportunity for an undergraduate or graduate student to appeal a grade the student feels was inequitably awarded, in that it involved a gross violation or departure from the instructor's specified grading standards presented in the course syllabus at the beginning of all resident or distance-learning courses. A student may appeal a grade as follows:

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

2. A student who is unable to resolve differences informally must file a written appeal with the Chief Academic Officer within 15 days following assignment of a disputed grade. All appeals will be date stamped and logged in on the date received.

3. The Chief Academic Officer will refer the request to the Appeals Subcommittee of the Academic Committee, a panel composed of faculty members and personnel from the Student Services division. The committee must render its decision within 15 days from the date that the appeal is received in the Office of Academic Affairs. The Chief Academic Officer or designee shall inform all parties of the decision in writing.

4. In the event that the Appeals Subcommittee cannot reach a unanimous decision, the appeal will be referred to the Academic Committee for final disposition. The Academic Committee must render its decision within 15 days from the date the Appeals Subcommittee forwarded the appeal. The majority decision of the Academic Committee shall be final and binding on all parties concerned. The Chief Academic Officer or designee shall inform all parties of the decision in writing.

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

1. Submit all required admissions materials;
2. Have a cumulative 3.0 or higher grade point average;
3. Successfully complete all academic requirements;
4. Complete all elements of the Doctoral Portfolio according to satisfaction of the portfolio advisor;
5. Pay all fees, including the graduation fee;
6. Complete the Application for Graduation form; and
7. Complete the exit interviews.
Any student who believes that a particular academic or degree requirement should be altered due to unusual circumstances may petition the Academic Committee for a review of the requirement.

8.29.1. Academic Honors and Awards Upon Graduation

The United States Sports Academy provides academic honors and awards to recognize and promote notable student achievement. These include graduation with honors and graduation with highest honors. Honors are calculated based only on hours attempted at the United States Sports Academy; transfer credit hours are not used in the determination of academic honors. In order to be eligible for a graduation honor, a student must have completed 66 semester hours beyond the master’s degree, at the doctoral level.

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

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

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

Dean’s List
The Dean’s List shall be compiled on the second Friday following the start of each semester. Requirements for the Dean’s List include a semester grade point average of 3.8-3.99; completion of a minimum course load of 12 semester hours; be in full academic standing; and have six hours completed for the current 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 shall be a semester grade point average of 4.0; completion of a minimum semester course load of 12 semester hours; be in full academic standing; and have six hours completed for the current semester.

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

- Contributions to the profession. Examples of professional contributions could include, for a coach, a championship won by the team or for a Sports Medicine professional, the development of a new treatment. Publishing a text or significant research are other possible contributions that have bettered the quality of life in a community.
- Civic/charitable contributions that have bettered the quality of life in a community.
- Contributions to the Academy. Examples here include service as a student ambassador, contributions to the Academy publications The Sport Journal or The Sport Digest, referral of potential students to the Academy, or donations to the Academy’s scholarship fund.

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

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

The Academy’s Alumni Association features one of the largest networks in the sports profession. Since 1972, thousands of students have graduated from the Academy. Many have moved into the higher echelons of sports, where their impact is immeasurable.

The Academy is proud of the success of its alumni and would like students and alumni members to be involved in selecting the award recipients (past recipients: http://www.asama.org/awards/alumni/index.html). Students who know of an Academy alumnus that is deserving of the award can e-mail alumni@ussa.edu.

8.30. Health Services

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

8.31. Holds

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

8.31.1. Academic Holds

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

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

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

8.31.2. Administrative or Business Holds

The Chief Operating Officer, Chief Academic Officer, the Registrar or any senior administrator may place a business hold on a student’s file. An administrative hold may result from a check written on insufficient funds, a library fine, unreturned library materials, an outstanding balance on the student’s account, or default on a student’s financial aid loan package.

A student under an administrative hold is prevented from receiving grade reports or transcripts. Additionally, the student will be prevented from registering for additional course work or receiving additional financial aid until conditions have been cleared with the Academy.
8.32. Inactive Status
A resident student who does not register for graduate-credit in a given semester will be assessed a continuance fee of $50 per semester. Distance-learning students are liable for a continuance fee of $50 if they are not registered for a course for three consecutive months. If a resident student fails to enroll for two or more consecutive semesters, or an online student has not been enrolled for six months and has not paid a continuance fee, the student will be placed on inactive status. Inactive students will be required to pay a $200 re-admittance fee to re-enroll in a program.

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

8.33. Insurance
International resident students are required to have medical insurance which is included in an international student’s fees.

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

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

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

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

8.36. 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 office.

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

Each online course for the Doctor of Education (Ed.D.) in Sports Management program consists of five units of subject content. There are four Units with discussion questions in which students have the opportunity to participate with other students in exchanging ideas regarding the unit issues. One unit presents a writing assignment of 3-5 pages which is 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). Doctoral courses also contain a Class Paper OR a Final Exam depending upon the nature of the course content. The Class Paper is another element of the ACCESS program. The final examination consists of students writing seven essays which they have chosen from ten presented to them. Grade composition is as follows:

- Discussion Questions 40%
- Writing Assignment 20%
- Class Paper OR Final Exam 40%

8.39. Online Student Security

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

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.

8.40. Paper Policy

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

8.40.1. Photos-Student

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 a part of the admission process. This photo will be shown in each online course in which the student is enrolled. The photo image requirements include entire upper torso, neck, and head. The photo of the student should be without baseball caps, hats, scarves, or other headwear though religious-based or national/cultural exceptions will be considered. Photos must be a minimum of 2 inches x 2 inches and must have a resolution of 72 dpi x 72 dpi. Students must email the photo in a .jpg format to studentservices@ussa.edu.

8.41. Plagiarism and Non-Original Work Warning

Plagiarism is representing another’s work as one’s own. All writing submitted for credit (class papers and projects) is to be the original work of the student who submits it. Work previously submitted or simultaneously submitted for credit elsewhere is unacceptable. Plagiarism and non-original work are particularly intolerable offenses in the academic world, and they are strictly forbidden at the Academy. Students must always be very careful to acknowledge by reference any use of another’s writing or ideas included in their work.
Acknowledgment of other’s ideas and work must be made using the proper citation and referencing methods explained in the Publication Manual of the American Psychological Association (APA) Manual (5th ed.) and Concise Rules of APA Style. Any student who plagiarizes is subject to disciplinary action ranging from course failure to dismissal from the Academy (see the Student Conduct section of this catalog).

8.42. 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. Programs of Study can be found at http://students.ussa.edu/services/forms/program_of_study. Prior to course registration, a copy of the approved Program of Study must be on file in the Student Services office.

8.43. Re-admittance

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

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

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

8.44. Refund Policy

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

Regular Semester

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

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

Through the first five days after registration ........................................... 100% less administrative fee
Through the first 25 days after registration ............................................... 95% less administrative fee
Through the first 60 days after registration .............................................. 50% less administrative fee
Through the first 125 days after registration ............................................. 25% less administrative fee
After 126 days after registration ............................................................................ no refund
Processing of refunds requires at least two weeks. Students awarded financial aid should consult the Financial Aid Review section or contact the Financial Aid office for additional information on withdrawing or falling below half-time status.

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

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

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

8.46. Special Student Services
8.46.1 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/.

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

8.47. Statute of Limitations for Degree Completion
All requirements must be completed within 10 years from the time the student first enrolls in the degree program. In special cases, students may petition the Academic Committee for an extension not to exceed one additional year, provided the petition is made before the date indicated by the original statute of limitations.

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

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

2. Withdrawing from the course of study without penalty.

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

8.49. 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 Conduct**
Enrollment at the Academy represents entrance into an academic community. Therefore, students voluntarily assume obligations of performance and behavior. Disciplinary procedures are authorized and administered to prevent obstruction of the mission, processes, and structure of the Academy.

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

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

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

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

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

3. Normally, a 7-10-day period will be allotted for the student to prepare for the hearing, depending on the seriousness of the offense. When necessary, the student may attend the
hearing by electronic means, where he or she can speak and be heard. In all cases, all validated
documentation to be considered by the hearing subcommittee must be available at the
Academy at least two working days prior to the hearing.

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

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

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

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

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

8.51. Student Mail

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

8.52. Student Organizations

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

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

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

**The Student Ambassador Club** represents the institution as hosts and greeters at official functions
of the Academy. Selection is based on a person’s potential contribution to the overall mission of
the Academy. Ambassadors are usually selected in the fall semester of each year. Appointments
continue at the convenience of the Academy, normally for one academic year or for that portion of
the year for which the student is present on campus.
The Academy also encourages students to join professional affiliate organizations as student members. The following are examples of such organizations:

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

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

American Physical Therapy Association Sports Medicine Section
1111 N. Fairfax St.
Alexandria, VA 22314

International Association for Worksite Health Promotion
400 W. Michigan St.
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 Rd.
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 59221
Rochester, MN 55903

National Recreation and Park Association
2775 22377 Belmont Ridge Rd
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.
8.53. Student Petitions Not Related to Grades

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

1. A student may file a written petition within 30 days from the date when the informal attempt to resolve the issue was concluded. The written petition must be filed with the Chief Academic Officer and should include a detailed explanation of the circumstances involved. The Chief Academic Officer or a designee will officially log the petition in, noting the date and time it was received.

2. After receipt, all formal written petitions shall be referred to the petitions subcommittee of the Academic Committee. The subcommittee shall investigate the petition to ascertain all the facts in the matter and shall make a recommendation to the Chief Academic Officer within 15 days of receipt of the petition.

3. The Chief Academic Officer shall have the final right of accepting or rejecting the subcommittee’s recommendation. The student shall be informed in writing of the final decision of the Chief Academic Officer within five business days of receipt of the recommendation from the subcommittee.

4. Students have the right to appeal the decision to the Academy President. Appeals should be reduced to writing and sent to the President’s Office within 15 days of the date of the communication sent by the Chief Academic Officer to the student. Decisions rendered by the President shall be final.

8.54. Student Rights

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

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 Student Services office stating that the above information may not be released, it will be assumed that the information may be disclosed.

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

3. The Academy will not issue transcripts of academic records when students have failed to meet their financial obligations to the Academy; however, students cannot be denied the right to inspect and review their own records.

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

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

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

7. The faculty will store paper-based documents submitted by students for one year.

8. The academy will electronically store course work in the Course Management System for four semesters; it will then be de-accessed.

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

8.54.3 Release of Student 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 e-mail, 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.

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

8.56. Transcripts
All transcript requests must be in writing and must include a student’s identification number and signature. All such requests must be directed to the Registrar’s office. No transcript will be furnished to a student who has an outstanding balance at the Academy, as evidenced by an administrative hold placed on the student’s file. It is against Academy policy to fax academic transcripts. Transcripts will only be released and delivered in hard copy. There is a $10 charge for each transcript issued. (see Addendum N).

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.

8.57. Computer Virus Policy

The Course Management System has been equipped with a virus scanning program. If a student submits an infected file to the system, the file will be refused. The student, as well as the professor, will be notified. The Academy recommends that students visit a site such as “Housecall” at http://housecall.antivirus.com to scan and clean file(s) before trying to resubmit. The network administrator records all attempts to upload infected files. Repeated attempts to send such files may result in a $200 fine and/or academic sanctions, as determined by the faculty.

8.58. 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.

8.59. 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 at http://www.ussa.edu/admissions/forms-applications. Students must return the completed form to the Registrar’s office; these requests must be in writing. Requests not made in writing will not be honored. 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.
### FACULTY (*Denotes Distance Learning Faculty)*

<table>
<thead>
<tr>
<th>Name</th>
<th>Education Details</th>
</tr>
</thead>
</table>
| Marty Avant *     | B.A. University of South Carolina  
|                   | M.Ed. University of South Carolina  
|                   | D.S.M. United States Sports Academy |
| Tim Foley         | B.S. Kansas State University  
|                   | M.B.A. University of Phoenix |
| Lawrence P. Bestmann* | B.S. Florida State University  
|                   | M.S. Florida State University  
|                   | Ph.D. University of Utah |
| Scott R. Johnson  | B.S. Virginia Commonwealth University  
|                   | M.S. and M.A. West Virginia University  
|                   | Ed.D. West Virginia University |
| Craig Bogar       | B.S. Bryant University  
|                   | M.S. University of Maryland |
| Stephen Juaire*   | B.S. Winona State University  
|                   | M.S. Winona State University  
|                   | Ph.D. Florida State University |
| Anthony Borgese*  | B.A. Brooklyn College  
|                   | M.B.A. Baruch College  
|                   | D.S.M. United States Sports Academy |
| Roch King*        | B.S. California State University-Fresno  
|                   | M.Ed. Temple University  
|                   | Ph.D. Temple University |
| Fred J. Cromartie | B.A. Ripon College  
|                   | M.S. Webster University  
|                   | M.S.S. United States Sports Academy  
|                   | Ed.D. United States Sports Academy |
| Angela L. Krohn   | B.A. St. Cloud State University  
|                   | M.S. Marshall University  
|                   | J.D. Michigan State University College of Law |
| Michael I. Culpepper* | B.A. University of Alabama – Birmingham  
|                   | M.S. University of Alabama  
|                   | Ed.D. University of Alabama |
| Richard Leonard*  | B.S. Robert Morris University  
|                   | M.B.A. Florida Metropolitan University  
|                   | Ph.D. Walden University |
| Dexter Davis*     | B.A. Houghton College  
|                   | M.S. Canisius College  
|                   | Ed.D. United States Sports Academy |
| 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 |
| Stan Drawdy*      | B.S. Francis Marion University  
|                   | M.Ed. Francis Marion University  
|                   | Ed.D. Nova Southeastern University |
| Donn Nathlar*     | B.S. University of Wyoming  
|                   | M.S.S. United States Sports Academy  
|                   | Ed.D. United States Sports Academy |
| Chad Moretz*      | B.S. Appalachian State  
|                   | M.S.S. United States Sports Academy  
|                   | D.S. Tulane University |
| Les Dutko*        | B.S. Virginia Polytechnic Institute  
|                   | M.A. West Virginia University  
|                   | D.S.M. United States Sports Academy |
| Timothy Newman*   | B.S. Towson State University  
|                   | M.Ed. University of Virginia  
|                   | 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 |
| Arthur G. Ogden    | B.A. LaSalle University  
|                   | M.A. University of Delaware  
|                   | Ph.D. Walden University |

1 September 2009
William Price
B.S. East Stroudsburg University
M.S. East Stroudsburg University

Betsy Smith
B.A. Stephens College
M.S. University of North Carolina – Greensboro

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

Glenn Snyder*
B.A. Bluffton College
M.S. Kent State University
Ed.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

Michael Spino*
B.A. Syracuse University
M.A. Life University
M.A. Georgia State University

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

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

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

Terry Waldrop*
B.S. LSU-Monroe
M.S.S. United States Sports Academy

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

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

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

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

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

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

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

A. Student Rights and Responsibilities
B. Application for Admission
C. Student of the Year Nomination Form
D. Doctoral Cognate Course Matrix
E. *Writer’s Guide for the Qualifying Essay*
F. Program of Study – Doctor of Education
G. Program of Study – Doctor of Education-Sports Medicine Emphasis
H. Program of Study – Doctor of Education-Olympism Emphasis
I. Doctoral Portfolio Description
J. Thesis/Dissertation Proposal Approval Form
K. Dissertation Final Submission Approval Form
L. Program of Study – Bachelors to Doctor of Education-Accelerated Degree Program
   (includes Accelerated Doctoral Degree Program Admission Status)
M. Doctoral Degree Program-Recommendation Form
N. Request for Transcript Form
O. Post-Doctoral Degree Application Form
P. Graduate Assignment Grading Rubric
Q. Graduate Paper Grading Rubric
R. Graduation Checklist for Doctoral Degree Candidates
S. Academic Hearing Procedures
T. Americans with Disabilities Act (Students)
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Addendum A: Student Rights and Responsibilities

Honor Code for the United States Sports Academy

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

Notice to All Students

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

Academic Integrity

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

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

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

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

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

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

1 September 2009
The abuse of library materials by writing on or tearing out pages or taking materials without properly checking them out is strictly forbidden.

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

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

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

**Grade Appeal Procedures**
The purpose of the grade appeal procedure is to afford an opportunity for an undergraduate or graduate student to appeal a grade he or she feels was inequitably awarded, in that it involved a gross violation or departure from the grading standards specified in the course syllabus at the beginning of all resident or distance learning courses. The student may appeal the grade as follows:

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

2. A student who is unable to resolve the differences informally must file a written appeal with the Chief Academic Officer within 15 days following assignment of the disputed grade. All appeals will be date stamped and logged in on the date received.

3. The Chief Academic Officer will refer the request to the appeals subcommittee of the Academic Committee, a panel composed of faculty members and personnel from Student Services division. The subcommittee must render its decision within 15 days from the date that the appeal is received in the Office of Academic Affairs. The Chief Academic Officer or designee shall inform all parties of the decision in writing.

4. In the event that the appeals subcommittee cannot reach a unanimous decision, the appeal will be referred to the Academic Committee for final disposition. The Academic Committee must render its decision within 15 days from the date that it was referred by the appeals subcommittee. The majority decision of the Academic Committee shall be final and binding on all parties concerned. The Chief Academic Officer or designee shall inform all parties of the decision in writing.
Online Student Security
All students are responsible for security with respect to their log-ons, passwords, and any activities utilizing Academy computer resources. Students inappropriately sharing or distributing passwords to unauthorized individuals will be subject to disciplinary action up to and including expulsion.

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

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

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

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

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

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

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

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

1 September 2009
The Academy recognizes and processes student misconduct using "Preponderance of Evidence." This means that the evidence, as a whole, shows that the fact sought to be proved is more probable than not. This is the standard used in adjudicating all disciplinary cases within Academy policy.

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

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

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

See Academic Hearing Procedure in Addendum S.

Student Petitions

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

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

Student Rights

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purpose at the discretion of the Academy, unless a student exercises the right to withhold the disclosure of any or all of the categories of “Directory Information.”

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

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

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

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

**Student Rights for Records and Disclosure**

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

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

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

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

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

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

**Student Rights for Release of Grades**

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

**Weapons Policy**

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

1 September 2009
Infractions will be considered and evaluated on a case-by-case basis as a student disciplinary matter (see the Student Conduct section). The Academy reserves the right to deny admission or continued attendance to a student whose actions are contrary to the policies and procedures of the Academy. Punishment for a weapons infraction may include suspension for a semester or immediate expulsion.

Sexual Harassment

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

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

The employee or student making the complaint and the employee or student about whom the complaint is made will be advised of the outcome of the investigation. The 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: APPLICATION FOR ADMISSION
UNITED STATES SPORTS ACADEMY
America's Sports University®
Doctor of Education (Ed.D.) Degree Program

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

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

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

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

PROGRAM OF STUDY: Please indicate your program of study preferences below.
This is for informational purposes only and does not constitute a commitment on your part.
What is your plan of study? ☐ Distance-learning ☐ In Res Cohort ☐ Both
What is your intended program of study? ☐ Degree ☐ Non-Degree
What is your intended discipline? ☐ Doctor of Education (Ed.D) in Sports Management
☐ Ed.D. -Emphasis in Sports Medicine ☐ Olympism
During which semester do you plan to begin your studies? ☐ Fall (Sept.) ☐ Spring (Jan.) ☐ Summer (June)
PREVIOUS EDUCATION: List both undergraduate and graduate studies. List your most current degree first.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Location</th>
<th>Degree</th>
<th>Major</th>
<th>Dates Attended</th>
<th>Approximate GPA</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

EMPLOYMENT EXPERIENCE: List your most current job first.

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

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

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

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

- Ethnic Origin
  - White
  - Asian
  - U.S. Military Veteran
  - Non-Hispanic
  - Hispanic
  - Marital Status
  - Black
  - Native-American
  - Gender
  - Non-Hispanic
  - Bi-racial
  - Date of Birth
  - Non-Hispanic
  - Other

- Yes 
- No
- Single
- Married
- Male
- Female
- Month / Day / Year

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

Signature: ___________________________ Date: ___________________________

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

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

United States Sports Academy
Student of the Year Award
Nomination Form

NAME___________________________________________________________________
ADDRESS______________________________________STATE/ZIP_______________
PHONE_____________________ EMAIL_____________________________________

HIGH SCHOOL

HOMETOWN (if different from above)

PLEASE LIST ALL DEGREES RECEIVED AND THE INSTITUTION(S) ______
________________________________________________________________________
________________________________________________________________________

LIST YOUR PROFESSIONAL ACHIEVEMENTS (and the year)
________________________________________________________________________
________________________________________________________________________

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

SCHOLARLY, CIVIC OR PHILANTHROPIC CONTRIBUTIONS TO THE ACADEMY
________________________________________________________________________

Please attach additional information as necessary.

__________________________    ______________________________
Signature      Date

1 September 2009
## ADDENDUM D – Cognate Course Matrix

<table>
<thead>
<tr>
<th>AREA OF SPECIALIZATION</th>
<th>SPECIALIZATION COURSES</th>
<th>SPECIALIZATION RELATED ELECTIVES (SRE)</th>
<th>DEPARTMENT SRE’S ARE TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sports Leadership</strong></td>
<td>(2) of the following:</td>
<td>(1) Of the previous and:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SAM 735 Strategic</td>
<td>SAM 622 Structure and Function of</td>
<td>Department of Sports</td>
</tr>
<tr>
<td></td>
<td>Planning for Sport</td>
<td>Professional and Amateur Sport</td>
<td>Studies</td>
</tr>
<tr>
<td></td>
<td>Organizations</td>
<td>Organizations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SAM 736 Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>for Leadership</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>SAM 737 Leadership:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theory and Practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sports Marketing</strong></td>
<td>SAM 644 Sports</td>
<td>SAM 682 Facilities Planning in Sports</td>
<td>Department of Sports</td>
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<tr>
<td></td>
<td>Marketing Research</td>
<td>SAM 662 Sports Entrepreneurship</td>
<td>Studies</td>
</tr>
<tr>
<td></td>
<td>SAM 744 Advanced Sports</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Marketing</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td>SAM 640 Labor Relations</td>
<td>SAM 736 Communication for Leadership</td>
<td>Department of Sports</td>
</tr>
<tr>
<td>Management**</td>
<td>in Sports</td>
<td>SAM 660 Sports in America: Current</td>
<td>Studies</td>
</tr>
<tr>
<td></td>
<td>SAM 672 Personnel</td>
<td>Issues</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Training and Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sports Medicine</strong></td>
<td>SAM 787 Legal Concepts</td>
<td>(2) of the following:</td>
<td>Department of Sports</td>
</tr>
<tr>
<td></td>
<td>in Sports Medicine</td>
<td>ALL Unselected Area of Specialization</td>
<td>Studies</td>
</tr>
<tr>
<td></td>
<td>SAM 788 Principles of</td>
<td>Courses OR the following Courses:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Management in Sports</td>
<td>SAM 542 Sports Business and Personnel</td>
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<tr>
<td></td>
<td>Medicine</td>
<td>Management</td>
<td></td>
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<tr>
<td></td>
<td>SAM 789 Seminar in</td>
<td>SAM 543 Sports Administration</td>
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<td>Sports Medicine</td>
<td>SAM 544 Sports Marketing</td>
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<td></td>
<td>Management Issues</td>
<td>SAM 545 Sport Finance</td>
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<td>SAM 550 Fundraising in Sports</td>
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<td>SAM 582 Sports Facilities</td>
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<td>SAM 682 Facilities Planning in Sports</td>
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<td>SAM 587 Management Strategies in Sports</td>
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<td>SAM 587 Management Strategies in H &amp; F</td>
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<td>SAD 546 Seminar in Sports Medicine</td>
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<td>SAD 548 Advanced Assessment in Sports Med.</td>
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<td>SAD 591 Treatment Procedures in Sports Med.</td>
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<td>SAR 510 Sports Biomechanics</td>
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<td>SAR 520 Exercise Physiology</td>
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<td>SAR 580 Exercise Testing and Prescription</td>
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1 September 2009
<table>
<thead>
<tr>
<th>Olympism</th>
<th>(2) of the following:</th>
<th>(1) of the previous and</th>
<th>Department of Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SAB 622: Structure and Function of the</td>
<td>(1) of the following:</td>
<td>Studies</td>
</tr>
<tr>
<td></td>
<td>Olympic Games</td>
<td>SAB 661: Current Issues in</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>the Olympic Movement</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SAB 667: Olympism</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>SAB 622: Structure and</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Function of Amateur</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>and Professional Sports</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Organizations</td>
<td></td>
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<td></td>
<td></td>
<td>SAM 790: Selected Topics in</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Sports</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>SAR 790: Selected</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Readings in Sports</td>
<td></td>
</tr>
</tbody>
</table>
ADDENDUM E

United States Sports Academy

*America’s Sports University®*

*Writer’s Guide*

*for the*

*Qualifying Essay*

Doctor of Education

in

Sports Management

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

An acceptable Qualifying Essay must be completed before admission may be granted to doctoral study at the United States Sports Academy, for either the Doctor of Education in Sports Management degree (Ed.D.) or Doctor of Education in Sports Management degree with emphasis in Sports Medicine. Admission to these programs depends significantly on the Qualifying Essay’s adequacy.

The Qualifying Essay takes the form of a narrative presenting the applicant’s biography, career plan, and goals in pursuing the doctorate at the United States Sports Academy. It is evaluated by the Doctoral Admissions Committee. Committee members seek evidence in the essay of five requisite qualities and abilities of the applicant:

- motivation, maturity, judgment, and creativity, reflected in essay content
- possession of sound personal and professional objectives, reflected in content
- awareness of intellectual strengths as well as skills needing development, reflected in content
- ability to express concepts and communicate meaning in concise writing
- proficiency with standard written English

The Three Components of the Qualifying Essay

1. Biographical Component
   The applicant’s earlier learning experiences, both formal and informal, should be described in a concise narrative. The nature and general outcome of all prior study, Sports Management–related work experience, and participation in scholarly research (if any) should be briefly set forth for the admissions committee’s consideration.

2. Career Plan Component
   The need for doctoral-level education should be explained in terms of the applicant’s goals for his or her career in Sports Management. This component of the essay should specify how doctoral study, in conjunction with the applicant’s background and interests, will further those goals.

3. Goals in Pursuing the Doctorate
   In this part of the essay, the applicant should briefly discuss why he or she wishes to enroll in doctoral study at the United States Sports Academy, including but not limited to (a) the applicant’s reasons for selecting the Academy program rather than another doctoral program; (b) how doctoral study reflects, and may affect, the applicant’s personal and professional interests, concerns, and choices; and (c) the particular goals anticipated to be attained through completion of the doctoral curriculum.

The Format and Editorial Style of the Qualifying Essay

The Qualifying Essay must be typewritten or prepared with word-processing software and printed with a letter-quality printer. It must employ a readable, 12-point font, and it must be double-spaced. The essay must include a title page; Appendix A is a template for the title page.
The editorial style employed in the Qualifying Essay should be that presented in the *Publication Manual of the American Psychological Association (5th ed.),* published in 2001 by the American Psychological Association (APA). The *Publication Manual* represents the standard for most scholarly writing in the social sciences. Per the *Publication Manual,* the standard spelling reference at the United States Sports Academy is *Merriam-Webster’s Collegiate Dictionary.*

(All students at the United States Sports Academy must learn the *Publication Manual*’s rules pertaining to editorial style, citation of sources, organization of manuscripts, preparation of statistical copy and tables, reduction of bias in language, and related topics. The *Publication Manual* is available for purchase at [www.apastyle.org](http://www.apastyle.org). This Web site also informs readers of corrections and updates to content of the manual and has a helpful FAQ section.)

The *Publication Manual*’s third chapter (which is 137 pages long) concerns editorial style, or “the rules or guidelines a publisher observes to ensure clear, consistent presentation of the printed word” (*Publication Manual,* 2001, p. 77). An editorial style dictates the writer’s use of punctuation, capitalization, abbreviations, italic type, numerals, headings and subheadings, and other conventions.

The *Publication Manual,* however, does not address “general rules explained in widely available style books . . . [or] usage with little relevance to APA journals” (*Publication Manual,* 2001, p. 77). It “provides some specific rules of usage and grammar . . . [but] does not address general problems of writing and language, which are adequately dealt with elsewhere” (*Publication Manual,* 2001, p. XXVI). Broad matters of written expression are covered, for example, in the APA-recommended *Words into Type* (Skillin & Gay, 1974) and *Chicago Manual of Style* (University of Chicago Press, 2006).

**Assessment of the Qualifying Essay**

In assessing the Qualifying Essay, the admissions committee will check to see that all three components of the essay are present, that the prescribed format and editorial style are employed, and that the applicant has mastered standard written English. Committee members furthermore use a detailed assessment rubric (Appendix B) to guide the assessment process. Apart from assessing aspects of the applicant’s writing, the essay will also suggest to the committee how well suited to the program are the applicant’s personal qualities: motivation, maturity, judgment, creativity, personal and professional objectives, awareness of intellectual strengths and weaknesses.

**Template for Title Page of Doctoral Program Qualifying Essay**

The following exemplifies the proper format for a Qualifying Essay’s title page. (There is no need, however, to add a border to the Qualifying Essay title page; it appears here simply to distinguish the title page template from the text of the appendix.) Please note that, because the essay is an administrative document, the format diverges from APA *Publication Manual* guidelines for preparation of title pages.

1 September 2009
QUALIFYING ESSAY

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

by
FIRSTNAME LASTNAME
CITY, STATE
DATE MONTH YEAR
Assessment Rubric for the Doctoral Program Qualifying Essay

Aspects of a submitted Qualifying Essay will be graded Level 4 Exceptional, Level 3 Proficient, Level 2 Adequate, or Level 1 Weak. Five such aspects will be assessed: the essay’s beginning (the introduction), its middle (the body; sequential development of ideas), its ending (conclusion), its use of standard written English, and its use of the prescribed format and editorial style, as follows:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Level 4 Exceptional</th>
<th>Level 3 Proficient</th>
<th>Level 2 Adequate</th>
<th>Level 1 Weak</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of the Qualifying Essay</td>
<td>• an exceptionally interesting lead that “hooks” the reader, is well-ordered, and presents a compelling thesis</td>
<td>• an interesting, orderly, proficient introduction with an effective thesis</td>
<td>• an adequate beginning showing a clear enough progression and an adequate thesis</td>
<td>• a weak, unfocused beginning without a thesis</td>
</tr>
<tr>
<td>(introduction)</td>
<td>• an exceptional beginning that incorporates one or more of the three essay components (biography, career plan, goals in pursuing the doctorate)</td>
<td>• a proficient beginning that incorporates one or more of the three essay components (biography, career plan, goals in pursuing the doctorate)</td>
<td>• adequately incorporates one or more of the three essay components (biography, career plan, goals in pursuing the doctorate)</td>
<td>• a beginning that seems not to address any of the three essay components (biography, career plan, goals in pursuing the doctorate)</td>
</tr>
<tr>
<td>Middle of the Qualifying Essay</td>
<td>• an exceptionally illustrative, convincing series of examples supporting the thesis, through which ideas are developed in a firmly logical sequence</td>
<td>• a pertinent series of examples supporting the thesis, through which ideas are proficiently developed in logical sequence</td>
<td>• adequate examples are provided that tend to support the thesis</td>
<td>• supporting ideas or examples are weak and fail to create a logical argument for any thesis that is offered</td>
</tr>
<tr>
<td>(body)</td>
<td>• exceptionally skillful use of transitions between topics and paragraphs</td>
<td>• proficient use of transitions between topics and paragraphs</td>
<td>• ideas proceed logically, overall, but some gaps in logic are present</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• transitions between topics and paragraphs are used adequately</td>
<td></td>
</tr>
<tr>
<td>End of the Qualifying Essay</td>
<td>• an effective summary and at the same time an exceptionally skillful furthering of the thesis that advances the discussion into a new and perhaps broader context</td>
<td>• a proficient summary of the entire essay that meaningfully links the final paragraph to the first paragraph or suggests some implication of the argument</td>
<td>• an adequate summary of much of the essay that reiterates the thesis or suggests some implication of the argument</td>
<td>• absent or weak summary of the essay creating an overly abrupt cessation of discussion</td>
</tr>
<tr>
<td>(conclusion)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of standard written English</td>
<td>• each sentence is exceptionally well-composed: grammatical, utterly clear, properly punctuated, and characterized by economy of expression</td>
<td>• most sentences are proficient: grammatical, clear, properly punctuated, and usually concise</td>
<td>• sentences include occasional grammatical and/or punctuation errors but remain adequately clear</td>
<td>• numerous grammatical and punctuation errors and misuse of words make comprehension difficult</td>
</tr>
<tr>
<td></td>
<td>• a strong variety of apt sentence structures is used</td>
<td>• a variety of sentence structures is evident</td>
<td>• some variation of sentence structure</td>
<td>• command of sentence structure is absent</td>
</tr>
<tr>
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<td></td>
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</tr>
<tr>
<td>Use of prescribed format and editorial style</td>
<td>• all spelling is correct per <em>Merriam-Webster’s Collegiate Dictionary</em></td>
<td>• occasional spelling errors per <em>Merriam-Webster’s Collegiate Dictionary</em></td>
<td>• weak command of spelling</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
<td>------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• exceptional command of APA editorial style is evident</td>
<td>• proficient command of APA editorial style is evident, with only minor errors</td>
<td>• use of capitalization, punctuation, abbreviations, italics, numerals, headings, and other conventions flouts guidelines in APA <em>Publication Manual</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• essay is double-spaced in 12-point font and includes the prescribed title page</td>
<td>• essay is double-spaced in 12-point font and includes the prescribed title page</td>
<td>• incorrect format and/or lack of proper title page</td>
<td></td>
</tr>
</tbody>
</table>

1 September 2009
Addendum F: DOCTOR OF EDUCATION (Ed.D.) in SPORTS MANAGEMENT
PROGRAM OF STUDY (66 hrs)

<table>
<thead>
<tr>
<th>Name</th>
<th>Advisor</th>
<th>Address</th>
<th>Home Phone</th>
<th>Work Phone</th>
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</table>

**General Sport Management Core**

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

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<th>Credit Hours</th>
<th>Hours</th>
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<td>SAR 674 Research Statistics in Sport</td>
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<tr>
<td>SAR 776 Research Methodologies</td>
<td>3</td>
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<td></td>
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<tr>
<td>SAR 790 Selected Readings in Sports</td>
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<td>SPT 799 Dissertation</td>
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<tr>
<td>Doctoral Comprehensive Exam</td>
<td>0</td>
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</tr>
</tbody>
</table>

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

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

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

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

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

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

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

- SAB 660 Sport in America: Current Issues (3)
- SAM 790 Selected Topics in Sport (3)
- SAB 700 Current Literature in Sports
- SAR 672 Computer Analysis in Sports (3)
- SAR 673 Information Systems Analysis in Sports (3)

<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
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Dissertation Title: ____________________________

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

Student Signature: ____________________________ Date: ____________________________

Advisor Signature: ____________________________ Date: ____________________________
### Addendum G: DOCTOR OF EDUCATION (Ed.D.) IN SPORTS MANAGEMENT

**with an emphasis in Sports Medicine**

**PROGRAM OF STUDY (66 hrs)**

<table>
<thead>
<tr>
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<th>Home Phone</th>
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### AREAS OF SPECIALIZATION - SELECT ONE AREA

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

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

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

### COGNATE TRANSFER COURSES

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.

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### ELECTIVES

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Dissertation Title:

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

Student Signature: ___________________________ Date: ______________________

Advisor Signature: __________________________ Date: ______________________

1 September 2009
Addendum H: DOCTOR OF EDUCATION (Ed.D.) IN SPORTS MANAGEMENT
with an emphasis in Olympism

PROGRAM OF STUDY (66 hrs)

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<td>SAM 735 Strategic Planning in Sport Organizations (3)</td>
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<td>SAM 736 Communication for Leadership (3)</td>
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<td>☐ Human Resources Management in Sports (Select both)</td>
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<td>SAM 640 Labor Relations in Sports (3)</td>
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<th>(6 semester-hours) Complete (grade of B or above) two graduate-level foundation courses in the selected specialization. Courses should be approved by the Dean of Academic Affairs prior to registration. Cognate courses may be taken at the Academy or at a regionally-accredited college or university.</th>
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Project Title: ____________________________________________________________________________

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

<table>
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<th>Date</th>
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1 September 2009
Addendum I: Doctoral Portfolio

Purpose of the Portfolio
The Portfolio goes beyond that which has been intended with the comprehensive exams with the added feature of focusing on research, the foundation of doctoral study.

When completed, the Portfolio will be a clear academic portrait of the candidate as it relates to interest, scholarly ability, writing capability, independent and critical thinking, and research capability.

At the core of the Portfolio development is the concept of “Success Orientation” for the candidate. It is a self-correcting project with numerous points of intervention to ensure candidate success.

1.0 The Doctoral Portfolio is Housed in a CMS shell accessed by the candidate’s Portfolio Advisor

1.1 The Portfolio Advisor will be appointed in the same fashion as is the Mentorship Advisor.

1.2 The Portfolio Advisor will be notified by the candidate when one of the elements has been entered into the Portfolio.

1.3 The Portfolio Advisor will execute a review of the Portfolio once per term and give the candidate an assessment of the elements entered in the Portfolio.
   ▪ Rubrics will serve as assessment instruments for individual elements.
   ▪ General assessment will be qualitative as opposed to quantitative.
   ▪ Overall final assessment will be in terms of a 1-5 scale based upon the Doctoral Portfolio Rubric.

1.4 In the event that the Portfolio Advisor terminates with the Academy, a new Advisor will be appointed in the same fashion as Dissertation Advisors. The Portfolio Advisor will serve on the candidate’s Dissertation Committee and may serve as the Chair, but is not required to do so.

2.0 Administrative Elements of the Portfolio

2.1 Entrance Essay
The entrance essay serves as an outline that portrays the candidate in a more expansive view than that found in normal Curriculum Vitae.

2.2 Expanded and Analytical Presentation of the Entrance Essay Goals
By expanding, in a more analytic fashion, the goals that the candidate presents in the entrance essay, in this element the candidate is expected to be more introspective with respect to professional and dissertational goals.

2.3 Curriculum Vitae
The Curriculum Vitae serves to introduce the candidate professionally and scholastically to whatever body it is presented. An opportunity here to help a candidate develop a CV that is impressive, but not garish, is important in the overall professional growth of the candidate.
2.4 **Program of Study**
The Program of Study is part of the Portfolio since it outlines not only the course work the candidate intends to engage, but the timeline in which the candidate intends to complete the work. It is a roadmap, of sorts, of the candidate’s progress toward the dissertation.

3.0 **Academic Elements of the Portfolio**

3.1 **Two (2) annotated bibliographies (primary sources) for each of the core courses.**
Annotated bibliographies indicate that the candidate has made a concerted effort to locate at least three primary sources within the content of each of the core courses. This begins establishing solid research procedures. [Total of 10]

3.2 **Critiques of three (3) articles for research core from refereed journals.**
While there is debate as to the efficacy of quantitative vs. qualitative research at least in this element the candidate is given the opportunity to make a clear decision as to which methodology will be taken for the dissertation. [Total of 3]

3.3 **Critiques of three (3) primary sources in the candidate’s area of specialization**
In this element, the candidate begins to focus on the substance of the dissertation. The area of specialization is an avenue through which the dissertation can be amplified. [Total of 3]

3.4 **Two (2) articles for publication.**
3.4.1 One article must come from themes in the core courses.
3.4.2 One article must come from the area of specialization.
3.4.3 Candidate may construct a PowerPoint for a course in lieu of or in addition to 3.4.1 or 3.4.2.

The culmination of any serious research yields an intent and original piece and selecting themes from the core courses and the area of specialization will provide an immediate vehicle for such research.

3.5 **Mentorship Final Report.**
The mentorship final report should the candidate decide to take the mentorship option and not opt-out for the two course option, should indicate a degree of mastery in the style of the APA format. It serves as a good summative index of the candidate’s abilities to write and research.

**NOTE:** Those candidates electing the two-course option must take two courses from their Area of Specialization or Olympism and submit the course papers from those two courses.

3.6 **The course paper for SAR 790**
The purpose that SAR 790 serves is to allow the candidate to present a serious source of reference for the dissertation. The course paper itself is a precursor to the first three chapters of the dissertation.

4.0 **Summative Personal Narrative**
This paper is in the format of the self-appraisal for the Mentorship paper. It will “close the loop” which was began in the Entrance Essay. It is an honest, introspective analysis of the candidate’s work through the doctoral program citing the goals presented in the Expanded Goals [item 2.2] and their evolution through the candidate’s progress in the program.
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<th>General Comments</th>
<th>Assessment</th>
<th>Score</th>
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<tr>
<td>● All Items (2.1 – 4.0) included and satisfactory with more than four items of exemplary quality. Progression of items is cohesive and logical, providing a clear plan for dissertation research. Strong evidence of mastery in understanding of both the scope and depth of the research topic.</td>
<td>Superior</td>
<td>5</td>
</tr>
<tr>
<td>● All Items (2.1 – 4.0) included and satisfactory with 1 -3 items of exemplary quality. Progression of items is cohesive and logical, providing a clear focus for dissertation research. Clear evidence of development in understanding of both the scope and depth of the research topic.</td>
<td>Exceeds Standards</td>
<td>4</td>
</tr>
<tr>
<td>● All Items (2.1 – 4.0) included and satisfactory. Progression of items is cohesive and logical. Adequate evidence of growth in understanding of both the scope and depth of the research topic.</td>
<td>Meets Standard</td>
<td>3</td>
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<tr>
<td>● All Items (2.1 – 4.0) included, however 1 -3 items of unsatisfactory quality. Cohesive and logical progression absent among some items. Lacks clear evidence of growth in understanding of both the scope and depth of the research topic.</td>
<td>Below Standard</td>
<td>2</td>
</tr>
<tr>
<td>● One or more Items (2.1 – 4.0) missing or more than four items of unsatisfactory quality. Cohesive and logical progression absent among all items. No evidence of growth in understanding either the scope or depth of the research topic.</td>
<td>Incomplete or Grossly Inadequate</td>
<td>1</td>
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Addendum J: THESIS/DISSertation PROPOSAL APPROVAL
UNITED STATES SPORTS ACADEMY

Student: ___________________________ Date: _____________

Please Print

Month / Day / Year

Degree (Check one):

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

Proposed Title (Should be 12 words or less)

________________________________________________________________________

________________________________________________________________________

Thesis/Dissertation Committee

Committee Chair:

Committee Member (First Reader):

Committee Member (Second Reader)*:

* Not used for M.S.S. Thesis

Approval

Committee Chair (Project Director):

Name (Please print or type.)

Signature

Director of Doctoral Studies **:

Name (Please print or type.)

Signature

Chief Academic Officer:

Name (Please print or type.)

Signature

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

Terms: Approved ☐ Approved Conditionally ☐ Not Approved ☐

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

1 September 2009
Addendum K: Approval of Dissertation Form
UNITED STATES SPORTS ACADEMY

Approval of a Dissertation submitted by

(Type Student’s Name Here)

__________________________________________________________________________ Date: _________________
Chair, Dissertation Committee

__________________________________________________________________________ Date: _________________
Dissertation Committee Member

__________________________________________________________________________ Date: _________________
Dissertation Committee Member

__________________________________________________________________________ Date: _________________
Chief Academic Officer
Addendum L:

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

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

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

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

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

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<th>Cognate</th>
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<tr>
<td>Course #1</td>
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<tr>
<td>Course #2</td>
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</tbody>
</table>

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

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

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

Dissertation Title:

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

Student Signature:__________________________________________________ Date_________________
Advisor Signature:_________________________________________________ Date__________________
Initial admission into the accelerated doctoral-degree program is based upon the criteria for admission into the M.S.S. Sports Management program.

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

**Admitted M.S.S. Full-Standing Status**
- Completes Core Courses
  - Nine Semester Hours
- Completes Major Courses
  - 15 Semester Hours

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

**Is your cumulative GPA 3.4 or higher?**
- **YES**
  - Did you complete the M.S.S. Comprehensive Exam with a score of 80 or above?
  - **NO**
    - The student may elect to pursue the M.S.S. only
  - **YES**
    - Completes all Requirements for the Ed.D.:
      - Courses
      - Mentorship
      - Comprehensive Exam
      - Dissertation
      - Total Semester-Hours = 90

- **NO**
  - Completes M.S.S. Degree under One of the Three Degree Options. Total Semester-Hours = 33
UNITED STATES SPORTS ACADEMY

Addendum M: Doctoral Degree Program Recommendation Form

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

Plan of Study:  Resident Cohort Intended Enrollment___________      Emphasis:  □ Doctor of Education
                          Distance Learning Semester/Year
                          □ Ed.D. in Sport Medicine
                          □ Ed.D. in Olympism

Section I (Please Print or Type)

Name:____________________________________________________________________________________________

Last      First      Middle

Address:__________________________________________________________________________________________

Street or Box No.    City  State    Zip or Postal Code

Telephone: Home (___ )____________ Work (____ )_____________

Institution Granting Undergraduate Degree:

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

Signature:             Date:

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

Please rate the above applicant on the following characteristics:

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

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

Use the back of this form for your comments.

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

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

How long and how well have you known this applicant? ________________________________

1 September 2009
The United States Sports Academy accepts students regardless of race, religion, gender, age, disability or national origin.
ADDENDUM N: 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)

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

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).
# POST-DOCTORAL DEGREE APPLICATION FORM

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

## EDUCATIONAL DATA

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

## TEACHING EXPERIENCE

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

List courses taught at the undergraduate level:

List additional courses on a separate sheet.

## RESEARCH EXPERIENCE

<table>
<thead>
<tr>
<th>Title of Dissertation:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Publications: (List additional publications on separate sheet. Use APA format)</td>
<td></td>
</tr>
</tbody>
</table>

Have you taught online previously?

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

What platform was used in teaching courses?

Were the courses taught in real-time or asynchronously?

Will you be able to take a full year on your Post-Doctoral Fellowship?

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

1 September 2009
## Addendum P: Graduate Assignment Rubric

<table>
<thead>
<tr>
<th>General Comments</th>
<th>Assessment</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>● The response is very specific to the task. Information is accurate and response shows penetrating insight. The task is referred to in the answer. Writing is fluent and lively. Answer is concise and to the point. Conclusions and/or opinions are logical. Overall impression: complete and satisfactory.</td>
<td>Exceeds Standard</td>
<td>150-200</td>
</tr>
<tr>
<td>● The response refers to the task. Information is accurate. A logical conclusion or an opinion is offered. Writing is fluent but not interesting. The answer is lengthy rather than concise.</td>
<td>Meets Standard</td>
<td>101-150</td>
</tr>
<tr>
<td>● The response refers to an unspecified task. Information provided is generally accurate but no insight is offered. There may or may not be a conclusion or an opinion. If one or the other is offered, there may be problems with accuracy and logic.</td>
<td>Standard barely met</td>
<td>51-100</td>
</tr>
<tr>
<td>● The response does not specify the task. Information may be missing or inaccurate. No insight is shared. Any conclusion or opinion offered may be judged to be off-task. There are problems with accuracy and logic. Overall impression: incomplete and unsatisfactory.</td>
<td>Standard not met</td>
<td>0-50</td>
</tr>
</tbody>
</table>
# Addendum Q: Graduate Paper Grading Rubric

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Exceeds Standards</th>
<th>Meets Standard</th>
<th>Standard Barely Met</th>
<th>Standard Not Met</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>Exceptional introduction that grabs interest of reader and states topic and all subtopics in proper order. Exceptionally clear, arguable, well developed (39-45 points)</td>
<td>Proficient introduction that states topic and all subtopics in proper order. It is very clear, arguable and well developed (34-38 points)</td>
<td>Adequate introduction that states topic and some of the subtopics. Introduction is somewhat clear and arguable (28-33 points)</td>
<td>Weak introduction of topic and subtopics; weak and lacks an arguable position (0-27 points)</td>
<td>45</td>
</tr>
<tr>
<td><strong>Quality of information/evidence</strong></td>
<td>Paper is exceptionally researched, extremely detailed and historically accurate. Critical evidence from a wide variety of significant sources. (71-80 points)</td>
<td>Paper is well researched and detailed. Critical evidence from a variety of significant sources. (60-70 points)</td>
<td>Some aspects of paper are researched. Some accurate evidence provided from limited sources (49-59 points)</td>
<td>Information of topic limited. Lack of research, details, and accurate evidence. (0-48 points)</td>
<td>80</td>
</tr>
<tr>
<td><strong>Support of ideas</strong></td>
<td>Exceptional and consistent rationale provided for all statements and arguments made and positions taken. (71-80 points)</td>
<td>Relative and consistent rationale provided for most statements and arguments made and positions taken. (60-70 points)</td>
<td>Some rationale provided for statements and arguments made and positions taken. (49-59 points)</td>
<td>Little rationale provided for statements made and positions taken. (0-48 points)</td>
<td>80</td>
</tr>
<tr>
<td><strong>Sequential development of ideas</strong></td>
<td>An exceptionally well developed sequence of clear and logical ideas with exceptional transitions between paragraphs and topics (46-50 points)</td>
<td>A well developed sequence of clear and logical ideas with good transitions between paragraphs and topics. (36-45 points)</td>
<td>Some clear and logical sequential provision of ideas with adequate transitions (28-35 points)</td>
<td>Lacks clear and logical development of ideas. (0-27 points)</td>
<td>50</td>
</tr>
<tr>
<td>Conclusion</td>
<td>Excellent summary to topic and subtopics followed by appropriate concluding remarks and recommendation that inspire the reader to further inquiry (63-70 points)</td>
<td>Good summary of topic and subtopics followed by appropriate recommendations that leave an impact on the reader. (56-62 points)</td>
<td>Adequate summary of topic with some concluding thoughts and recommendations (49-55 points)</td>
<td>No, or weak, summary, or concluding remarks, regarding the material researched (0-48 points).</td>
<td>70</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>Language-composition, grammar, punctuation and spelling</td>
<td>Composition is exceptionally clear and understandable with consistently proper use of grammar and punctuation and no misspellings (35-40 points)</td>
<td>Composition is clear and understandable with consistently proper use of grammar and punctuation and no misspellings. (28-34 points)</td>
<td>Some errors in grammar, punctuation, and spelling (21-27 points)</td>
<td>Inconsistent grammar, punctuation, and spelling throughout the paper. (0-20 points)</td>
<td>40</td>
</tr>
<tr>
<td>APA format – citations, references, and paper structure</td>
<td>Consistent listing of citations and properly entered according to the APA guide. Many and varied sources included. Credit always given for the ideas of others. 90% primary references from peer-reviewed, professional journals. Completely correct formatting. (31-35 points)</td>
<td>Consistent listing of citations and properly entered according to the APA guide. Many and varied sources included. Credit always given for the ideas of others. 75% primary references from peer-reviewed, professional journals. Completely correct formatting. (26-30 points)</td>
<td>Inconsistent listing of citations according to the APA guide. Credit given for the ideas of others most of the time. 50% primary references from peer-reviewed, professional journals, some formatting errors, and an incorrect title page and table of contents (21-25 points)</td>
<td>Improper listing of citations and inconsistent credit given for the ideas of others; no primary references from peer-reviewed, professional journals, no title page, and no table of contents. (0-20 points)</td>
<td>35</td>
</tr>
</tbody>
</table>
Addendum R: Graduation Check List For Doctoral Degree Candidates

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

2. Completed the Exit Surveys (written and oral) that are conducted on-campus.

3. Cleared all financial obligations to the Academy.

4. For Financial Aid Recipients: Completed the Financial Aid Exit Interview (Mapping Your Future) to complete the Financial Aid Interview.

5. Graduation hoods are shipped to doctoral graduates and Honor Cords are sent to those who graduate with honors. Graduation regalia are ordered for students who graduate with honors at the end of each academic year. Graduates who wish to order additional graduation regalia may order directly at the Graduate Supply House.

6. Complete the Diploma Order Form and return to the Office of the Registrar. This form is placed in the packet of information given to students at the Registration Desk on exam day.

7. Once all steps are completed and the student has successfully completed and passed the Portfolio, defended the dissertation, and has made all required editorial changes, the degree will be conferred and a complimentary copy of each student’s academic transcript will be mailed to the student’s address on file in the Registrar’s Office. In addition, a commemorative brick bearing the student’s name will be placed on the Walk of Fame, as a graduate of the Academy.


9. Paid the required graduation fee of $250.

Don‘t forget to join the Alumni Association!
Addendum S: Academic Hearing Procedures

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

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

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

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

Hearing procedures include the following:

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

Hearing deliberations are to proceed as follows:

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

1 September 2009
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 T: 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, detailed information about the impact of the disability must be provided to the Academy by the student.

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.