United States Sports Academy

"America's Sports University®"

Bachelor of Sports Science Degree (B.S.S.)
Academic Catalog 2010-2011

1 September 2010

“Iron Bowl Monument”
by Bruce Larsen
2009 Sport Artist of the Year
# Table of Contents

1. **GENERAL POLICIES AND INFORMATION** .............................................................................. 1

   1.1 Communicating with the Academy .............................................................................. 1

   1.2 Regional Accreditation and Approvals ...................................................................... 1

   1.3 Alabama State Licensure and Certification ................................................................. 1

   1.4 Equal Opportunity Statement ...................................................................................... 1

   1.5 Military Programs ........................................................................................................... 1

   1.6 History .............................................................................................................................. 1

   1.7 Mission Statement ........................................................................................................... 3

   1.8 The Philosophy of the Academy ................................................................................... 3

   1.9 Goals of the Bachelor of Sports Science Degree Program ........................................... 3

   1.10 Expectations of Students at the Bachelor’s Degree Level .......................................... 4

   1.11 Honor Code for the United States Sports Academy .................................................... 4

   1.12 Special Provisions .......................................................................................................... 4

   1.13 Location .......................................................................................................................... 5

   1.14 Affiliations ..................................................................................................................... 5

   1.15 Academy Library ........................................................................................................... 6

       1.15.1 Library Books ......................................................................................................... 6

2. **ACADEMIC CALENDAR** ................................................................................................... 7

3. **ADMISSIONS** ................................................................................................................. 8

   3.1 General Admission .......................................................................................................... 8

       3.1.1 Full Standing Admission ......................................................................................... 8

       3.1.2 Conditional Admission ........................................................................................... 8

       3.1.3 Non-Degree Admission .......................................................................................... 9

       3.1.4 International Student Admission ........................................................................... 9

       3.1.5 International Students-Employment ...................................................................... 10

       3.1.6 Social Security Number Disclosure ....................................................................... 10

   3.2 Transfer Credit Acceptance ............................................................................................ 10

       3.2.1 Specific Transfer Policies in the Bachelor’s Program ........................................... 10

       3.2.2 Transfer Request Procedures (upper division courses) ....................................... 11

   3.3 Statue of Limitations on Acceptance .............................................................................. 11

   3.4 Registration ...................................................................................................................... 11

       3.4.1 Orientation .............................................................................................................. 11

   3.5 Institutional Testing Codes ............................................................................................... 12
8.2.2 Dismissal .................................................. 38
8.3 Academic Alert .................................................. 39
8.4 Accounts Receivable from Students .................................................. 39
8.5 Dropping Courses .................................................. 39
8.6 Advising Program .................................................. 39
8.7 Animals and Pets .................................................. 40
8.8 Application for Graduation .................................................. 40
8.9 Attendance Policy-Distance Learning .................................................. 40
8.10 Auditing Classes .................................................. 40
8.11 Campus Computing and Email .................................................. 40
8.12 Catalog Coverage and Change .................................................. 41
8.13 Change of Address .................................................. 41
8.14 Change of Major .................................................. 41
8.15 Committees – Structure and Function .................................................. 41
8.16 Conferring of Degrees .................................................. 42
8.17 Course Descriptions – Expanded .................................................. 42
8.18 Course/Instructor Evaluation .................................................. 42
8.19 Drug and Alcohol Policy .................................................. 42
8.20 Examinations at the Bachelor’s Level .................................................. 43
8.21 Exit Interviews .................................................. 43
8.22 Facilities .................................................. 43
8.23 Recreational Facilities and Activities .................................................. 44
8.24 Food and Drink .................................................. 44
8.25 Full-Time Student .................................................. 45
8.26 Grading Policies and Procedures-Online ......................................................... 44
8.27 Grading System ............................................................................................... 45
8.28 Graduate Credit for Bachelor’s Students ......................................................... 46
8.29 Grading Rubrics ............................................................................................... 46
8.30 Grade Appeal Procedures ................................................................................ 46
8.31 Graduation Requirements .............................................................................. 47
  8.31.1 Academic Honors and Awards upon Graduation ........................................ 47
  8.31.2 Alumnus of the Year Award ....................................................................... 48
8.32 Health Services ................................................................................................. 48
8.33 Holds on Student Records .............................................................................. 48
  8.33.1 Academic Holds ....................................................................................... 48
  8.33.2 Administrative or Business Holds ............................................................. 49
8.34 Mentorship – Culminating Experience ............................................................ 49
  8.34.1 Mentorship ............................................................................................... 49
  8.34.2 Applied Topics in Sports .......................................................................... 49
8.35 Insurance Requirements ................................................................................. 50
8.36 Motor Vehicle Registration/Parking ................................................................. 50
8.37 Online Course Structure and Grading ............................................................. 50
8.38 Online Student Security .................................................................................. 50
  8.38.1 Password Reset Policy .............................................................................. 51
8.39 Photos-Students ............................................................................................... 51
  8.39.1 Student Identity Verification-Registration Requirement ............................. 51
  8.39.2 Student Photo Option for Online Course Display ..................................... 51
8.40 Re-Enrollment ................................................................................................. 52
8.41 Refund Policy ................................................................................................. 52
  8.41.1 For Complete Withdrawal ........................................................................ 52
  8.41.2 For Partial Withdrawal ............................................................................ 52
  8.41.3 Mentorship ............................................................................................... 52
8.42 Repeat Policy .................................................................................................... 52
8.43 Resident and Distance Learning Faculty .......................................................... 53
8.44 Special Student Services .................................................................................. 53
  8.44.1 Students with Disabilities .......................................................................... 53
    8.43.1.1 Providing Services for Students with Disabilities ............................... 53
  8.44.2 International Students .............................................................................. 55
  8.44.3 Mobilization and Call to Active Duty ........................................................ 55
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45</td>
<td>Statute of Limitations for Degree Completion</td>
<td>56</td>
</tr>
<tr>
<td>8.46</td>
<td>Student Conduct</td>
<td>56</td>
</tr>
<tr>
<td>8.46.1</td>
<td>Threatening Behavior by Students</td>
<td>57</td>
</tr>
<tr>
<td>8.46.1.1</td>
<td>Prohibited Behavior</td>
<td>57</td>
</tr>
<tr>
<td>8.46.1.2</td>
<td>Procedure for Mandatory Reporting Threatening Behavior</td>
<td>57</td>
</tr>
<tr>
<td>8.46.1.3</td>
<td>Disciplinary Process</td>
<td>57</td>
</tr>
<tr>
<td>8.47</td>
<td>Student Organizations</td>
<td>58</td>
</tr>
<tr>
<td>8.48</td>
<td>Student Petitions Not Related to Grades</td>
<td>59</td>
</tr>
<tr>
<td>8.49</td>
<td>Student Rights</td>
<td>60</td>
</tr>
<tr>
<td>8.49.1</td>
<td>Student Rights for Records and Disclosure</td>
<td>60</td>
</tr>
<tr>
<td>8.50</td>
<td>Release of Information</td>
<td>61</td>
</tr>
<tr>
<td>8.50.1</td>
<td>Release of Grades</td>
<td>61</td>
</tr>
<tr>
<td>8.50.2</td>
<td>Release of Student Portal Login/Password Information</td>
<td>61</td>
</tr>
<tr>
<td>8.51</td>
<td>Textbook Policy</td>
<td>61</td>
</tr>
<tr>
<td>8.52</td>
<td>Transcripts</td>
<td>61</td>
</tr>
<tr>
<td>8.53</td>
<td>Replacement Diplomas</td>
<td>62</td>
</tr>
<tr>
<td>8.54</td>
<td>Weapons Policy</td>
<td>62</td>
</tr>
<tr>
<td>8.55</td>
<td>Withdrawing from the Academy</td>
<td>62</td>
</tr>
<tr>
<td>9.</td>
<td>FACULTY</td>
<td>63</td>
</tr>
<tr>
<td>10.</td>
<td>ADDENDA</td>
<td>65</td>
</tr>
<tr>
<td></td>
<td>A. Student Rights and Responsibilities Statement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Student of the Year Nomination Form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Bachelor of Sports Science Sports Coaching - Degree Audit/POS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. Bachelor of Sports Science Sports Management - Degree Audit/POS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E. Bachelor of Sports Science Sports Management/Sports Security Emphasis-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Degree Audit/Program of Study</td>
<td></td>
</tr>
<tr>
<td></td>
<td>F. Bachelor of Sports Science Sports Studies - Degree Audit/Program of Study</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G. Bachelors-to-Doctor of Education in Sports Management Accelerated</td>
<td></td>
</tr>
<tr>
<td></td>
<td>H. Request for Transcript Form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I. BSS Discussion and Assignment Rubrics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>J. Graduation Checklist for Bachelor’s Degree Candidates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>K. Academic Hearing Procedures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>L. Americans with Disabilities Act (Students), with Application</td>
<td></td>
</tr>
<tr>
<td></td>
<td>M. FERPA Educational Release to Third Party</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N. Change of Catalog Request</td>
<td></td>
</tr>
<tr>
<td></td>
<td>O. Withdrawal Form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>P. Payment Authorization Form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Q. Student Information Change Form</td>
<td></td>
</tr>
</tbody>
</table>
1. GENERAL POLICIES AND INFORMATION

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

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

1.2. Regional Accreditation and Approvals
The United States Sports Academy is regionally 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. The Sports Management Program Review Council (SMPRC) has approved the Academy’s Sports Management degree programs at all levels (bachelor’s, master’s, and doctoral).

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

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

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

1.5. Military Programs
The Academy is currently affiliated with the Department of Defense Activity for Non-Traditional Education Support (DANTES) distance-learning program. Members of the Armed Forces who wish to use the Services Tuition Assistance Program to pursue distance-learning opportunities with the Academy may do so. The Academy is a member of the Service-Members Opportunity Colleges (SOC) and a participant in The Concurrent Admissions Program (ConAP). Service members should visit their Education Centers or Navy Campus offices for information about current tuition assistance policy and procedures. The Academy is also an approved educational institution for the Veteran’s Administration and is a participant in the Post 9/11 GI Bill “Yellow Ribbon Program.” In 2010, the Academy was designated a “Military Friendly” school.

1.6. History
President and Chief Executive Officer Dr. Thomas P. Rosandich founded the Academy in 1972, as a direct response to the increasingly complex interrelationship of sports and society in America. From the beginning, the Academy’s general mission has been to serve the nation and the world as a sports-education resource, improving sports through programs of instruction, research, and service.
The Academy was born from the United States’ need for a national school of sports. This need was highlighted by the nation’s inferior performance at the 1972 Munich Olympiad, largely the result of poor administration, scant medical support, and unscientific coaching and training. When the Blyth-Mueller Report (1974) established a solid link between poor preparation of coaches and the number and severity of injuries to their athletes, the need for such an institution proved even greater.

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

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

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. The Academy continues to deliver programs around the world.

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 successfully received accreditation reaffirmation in both 1998 and in 2008. The Bachelor of Sports Science degree program was introduced, reviewed, and accredited in 2004, 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 the doctoral dissertation proposal and defense).

A secondary mission of the Academy has been the establishment and development of the American Sport Art Museum and Archives (ASAMA). A division of the Academy, ASAMA is dedicated to preserving sport art and archival materials. Located in the main building on the Academy campus, the museum exhibits the work of renowned sport artists. An annual event for ASAMA is the Awards of Sport medallion series of honors. Designated “a tribute to the artist and the athlete,” the medallion series recognizes outstanding performances and contributions of national and international leaders, coaches, administrators, athletes, and artists with influence in the world of sports.
1.7. Mission Statement

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

1.8. The Philosophy of the Academy

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

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

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

1.9. Goals of the Bachelor of Sports Science Degree Program

The specific goals of the bachelor’s degree program are derived from the mission of the Academy, which is to prepare men and women for careers in the profession of sports.

1. The Academy has identified six general education components to prepare students for upper division coursework. In support of this mission, the goals and objectives are to produce educated individuals who are able to:

- Think critically and independently,
- Communicate ideas through clear articulation in writing,
- Exhibit problem solving capabilities through an expanded vision of sport discipline,
- Demonstrate knowledge of ethical principles applied in the world of sport and life in general,
- Evaluate issues and trends pertaining to the world of sport, and
- Apply learned theories and make appropriate application of those theories and make appropriate application in practical environments.

The Academy outlines the following goals and objectives and provides the tools to accomplish these by:

2. Demonstrating the appropriate skill sets to work in the profession of sport at various levels from amateur through professional

3. Applying theoretical information and putting into practice within sport disciplines

4. Providing course materials necessary for students to gain the knowledge, skill sets and practical abilities to succeed in the discipline of the sport major being studied

5. Increasing computer literacy by utilizing current computer technology and applications across the curriculum to develop research skills and computer literacy for academic settings, workforce development, and lifelong learning
6. Increasing students’ awareness of the need for a personal philosophy and the importance of ethical principles related to their chosen professions and life in general

7. Providing a practical experience in the area of sport discipline in which the student can fully test the knowledge and sets of skills acquired in real life experiences under qualified mentors.

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

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

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

1.11. Honor Code for the United States Sports Academy

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


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. The provisions of this catalog do not constitute a contract between any student and the United States Sports 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.

As a private 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.

1.13. Location

The Academy campus is located in Daphne, Alabama, on the beautiful Eastern Shore of historic Mobile Bay. To reach the Academy, take Exit 35 from U.S. Interstate 10 and travel one mile south on U.S. Highway 98 East. The area enjoys semi-tropical weather most of the year. Average temperatures range from the 50s in January to the 90s in July. One of the fastest growing areas of the Sun Belt, Metropolitan Mobile has a population in excess of 410,000.
Famous for its boating and fishing and its close proximity to the white sand beaches of the Gulf of Mexico, the area is also well known for the beauty of its architecture and its abundant greenery and flowers.

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

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

1.14. Affiliations

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

- Air University Associate-to-Baccalaureate Cooperative Program (ABC)
- Alabama Association of College Registrars and Admissions Officers (ALACRAO)
- Alabama Association of Independent Colleges and Universities (AAICU)
- Alabama Association of International Educators (AAIE)
- Alabama Association of Student Financial Aid Administrators (AASFAA)
- Alabama State Chiropractic Association (ASCA)
- American Alliance for Health, Physical Education, Recreation, and Dance (AAPHERD)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Association of Museums (AAM)
- American Association of Presidents of Independent Colleges and Universities (AAIPC)
- American Baseball Coaches Association (ABCA)
- American Council on Exercise (ACE)
- American College of Sports Medicine (ACSM)
- American Chiropractic Association (ACA)
- American Library Association (ALA)
- American Swimming Coaches Association (ASCA)
- Association of American International Colleges and Universities (AAC&U)
- Baldwin Chiropractic Association
- Colleges & Universities Professional Association for Human Resources (CUPA-HR)
- Council for the Advancement and Support of Education (CASE)
- Council on Higher Education Accreditation (CHEA)
- Defense Activity for Non-Traditional Education Support (DANTES)
- Department of Veterans Affairs Yellow Ribbon Program
- Eastern Shore Chamber of Commerce
- International Chiropractic Association (ICA)
- International Council of Sports Science & Physical Education (ICSSPE)
- International Council for Health, Physical Education, Recreation, Sport and Dance (ICHPER-SD)
- International Olympic Committee (IOC)
- International Physique Professionals Association (IPPA)
- International Sport for All Federation (FISpT)
- International Sports Heritage Association (IASMHF)
- International Society of Sports Nutrition (ISSN)
- National Academy of Sports Medicine (NASM)
- National Association for Sport & Physical Education (NASPE)
- National Association of Collegiate Directors of Athletics (NACDA)
- National Association of Collegiate Women Athletics Administrators (NACWAA)
- National Athletic Trainers Association (NATA)
- National Cheer Safety Foundation (NCSF)
National Clearinghouse
National Federation of State High School Associations (NFHS)
National Football Foundation (NFF)
National Soccer Coaches Association of America (NSCAA)
National Strength and Conditioning Association (NSCA)
National Wrestling Coaches Association (NWCA)
Network of Alabama Academic Libraries (NAAL)
North American Society for Sports Management (NASSM)
Online Computer Library Center (OCLC)
Positive Coaching Alliance (PCA)
Professional Tennis Registry (PTR)
Southern Association of Colleges and Schools-Commission on Colleges (SACS-COC)
Southern Association of Student Financial Aid Administrators (SASFAA)
Southern Regional Education Board (SREB)
United States Distance Learning Association (USDLA)
United States Professional Tennis Association (USPTA)
United States Tennis Association (USTA)
University Continuing Education Association (UPCEA)
USA Track & Field (USTF)

1.15. Academy Library
The Academy library supports the mission of the Academy by ensuring that faculty and students have access to adequate academic and sports-specific learning resources and services. The library, available to students on and off campus, holds over 9,000 monographs, 650 audiovisual materials, and 3,033 microforms. It maintains 198 periodical subscriptions. The Academy is a member of LYRASIS, our arm of the Online Computer Library Center (OCLC). The OCLC has access to 71,000 libraries in 112 countries, with 1.5 billion records.

Through the Online Public Access Catalog (OPAC), students can access library holdings via the Internet. In addition, the virtual library consists of 58 periodical databases. Library resources are accessible through the course management system. Students needing assistance may contact library staff by phone or by email at library@ussa.edu.

1.15.1 Library Books
Non-resident students may borrow books from the Academy Library by emailing 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 records.
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 Programs of Study. Any apparent conflicts may be resolved in consultation with an Academic Advisor or through the Division of Academic Affairs.

<table>
<thead>
<tr>
<th>2010-2011</th>
<th>FALL</th>
<th>2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td></td>
<td>2011</td>
</tr>
<tr>
<td>1 September</td>
<td>Fall Semester</td>
<td>1 September</td>
</tr>
<tr>
<td>6 September</td>
<td>Labor Day Holiday</td>
<td>5 September</td>
</tr>
<tr>
<td>8 September</td>
<td>Residential Orientation</td>
<td>1 September</td>
</tr>
<tr>
<td>9 September</td>
<td>First Day to Register for Fall Online Classes</td>
<td>8 September</td>
</tr>
<tr>
<td>9 September</td>
<td>Residential Courses Begin</td>
<td>8 September</td>
</tr>
<tr>
<td>11 October</td>
<td>Last Day to Register for Fall Doctoral Comprehensive Exam</td>
<td>10 October</td>
</tr>
<tr>
<td>10-12 November</td>
<td><strong>Doctoral Comprehensive Exam</strong></td>
<td>9-11 November</td>
</tr>
<tr>
<td>25-26 November</td>
<td>Thanksgiving Holiday</td>
<td>22-23 November</td>
</tr>
<tr>
<td>6 December</td>
<td>Last Day to Register for Spring Doctoral Comprehensive Exam</td>
<td>5 December</td>
</tr>
<tr>
<td>16 December</td>
<td>Last Day to Withdraw from Residential Course with a Grade of “W”</td>
<td>15 December</td>
</tr>
<tr>
<td>17 December</td>
<td>Residential Courses End</td>
<td>16 December</td>
</tr>
<tr>
<td>25 December</td>
<td>Christmas Holiday</td>
<td>25 December</td>
</tr>
<tr>
<td>31 December</td>
<td>Last Day to Register for Fall Online Classes</td>
<td>31 December</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2011</th>
<th>SPRING</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td></td>
<td>2012</td>
</tr>
<tr>
<td>3 January</td>
<td>Spring Semester</td>
<td>2 January</td>
</tr>
<tr>
<td>5 January</td>
<td>Residential Orientation</td>
<td>4 January</td>
</tr>
<tr>
<td>5 January</td>
<td>First Day to Register for Spring Online Classes</td>
<td>4 January</td>
</tr>
<tr>
<td>6 January</td>
<td>Residential Classes Begin</td>
<td>5 January</td>
</tr>
<tr>
<td>5-7 January</td>
<td><strong>Doctoral Comprehensive Exam</strong></td>
<td>4-6 January</td>
</tr>
<tr>
<td>17 January</td>
<td>Martin Luther King Holiday</td>
<td>16 January</td>
</tr>
<tr>
<td>8 March</td>
<td>Mardi Gras Holiday</td>
<td>21 February</td>
</tr>
<tr>
<td>5 May</td>
<td>Last Day to Withdraw from Residential Course with a Grade of “W”</td>
<td>16 April</td>
</tr>
<tr>
<td>5 May</td>
<td>Residential Courses End</td>
<td>17 April</td>
</tr>
<tr>
<td>5 May</td>
<td>Last Day to Register for Spring Online Classes</td>
<td>31 May</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2011</th>
<th>SUMMER</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td></td>
<td>2012</td>
</tr>
<tr>
<td>16 May</td>
<td>Summer Semester</td>
<td>14 May</td>
</tr>
<tr>
<td>18 May</td>
<td>Residential Orientation</td>
<td>16 May</td>
</tr>
<tr>
<td>18 May</td>
<td>First Day to Register for Summer Online Classes</td>
<td>16 May</td>
</tr>
<tr>
<td>19 May</td>
<td>Residential Classes Begin</td>
<td>17 May</td>
</tr>
<tr>
<td>30</td>
<td>Memorial Day Holiday</td>
<td>28 May</td>
</tr>
<tr>
<td>6 June</td>
<td>Last Day to Register for Summer Doctoral Comprehensive Exam</td>
<td>4 June</td>
</tr>
<tr>
<td>4 July</td>
<td>American Independence Day Holiday</td>
<td>4 July</td>
</tr>
<tr>
<td>6-8 July</td>
<td><strong>Doctoral Comprehensive Exam</strong></td>
<td>11-13 July</td>
</tr>
<tr>
<td>18 August</td>
<td>Last Day to Withdraw from Residential Course with a Grade of “W”</td>
<td>16 August</td>
</tr>
<tr>
<td>19 August</td>
<td>Residential Courses End</td>
<td>17 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>

**Doctoral Portfolio Students are exempt from taking the Doctoral Comprehensive Exam.**

MSS Comprehensive Examinations are offered online during the third week of each month except in December and January. MSS Comprehensive Exams are not offered in December or January. A cap of 15 students is set for each exam. Students must register at least 30 days in advance of the testing date.

Students enrolling in the Master’s degree program under the 2010-2011 Academic Catalog will be exempt from taking the MSS Comprehensive Exam. Instead they will develop a Master’s Portfolio which replaces the Exam.
3. ADMISSIONS

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

3.1. General Admission

Applicants for degree-seeking admission must submit the following:

1. A completed bachelor’s degree application, accompanied by a non-refundable application fee ($50 for domestic students and $100 for international students);

2. Official copies of all college transcripts (or certified English translations for institutions that do not provide official documents in English)

3. A written personal statement describing the motivation or reasons for pursuing a Bachelor of Sports Science degree program.

4. Students who have obtained previous undergraduate education in a country other than the U.S. or Canada must provide an official copy of a course-by-course evaluation completed by a member of the National Association of Credential Evaluation Services (http://www.naces.org/members.htm) in addition to the above mentioned transcripts for review.

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

1. A completed bachelor’s degree application accompanied by a $50 non-refundable application fee; and

2. Official copies (or certified English translations for institutions that do not provide official documents in English) of secondary-school transcripts showing completion of a high school diploma or its equivalency, or college transcripts.

3.1.1. Full-Standing Admission

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

3.1.2. Conditional Admission

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

Conditional Academic Admission

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

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

**Conditional Administrative Admission**

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

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

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

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

A non-degree seeking student to the Bachelor of Sports Science program is allowed to take 200-400 level courses for transfer or for similar interests but is not admitted as a degree-seeking student. A non-degree seeking student is not eligible to enroll in a mentorship and cannot transfer into degree-seeking status without successfully completing the full application process. If a non-degree seeking student chooses to seek degree status, the student is responsible for all fees associated with the regular admission process. Once a student has completed courses as a non-degree seeking student, he will have 180 days to enroll in additional course work. Non degree seeking students who do not enroll in this time period must reapply to the program to take additional 200-400 level coursework.

### 3.1.4. International Student Admission

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

1. Official documentation showing a satisfactory score on the Test of English as a Foreign Language (TOEFL) in a computer-based format (minimum 213), Internet-based format (minimum 79), paper-based format (minimum 550) or a satisfactory score on International English Language Testing System (IELTS) in the academic module (minimum overall band score of 6). Students may be conditionally admitted with a TOEFL score of 500 to 549 on the paper-based format, 173 to 212 on the computer-based format, 61-78 on the Internet-based format or 5 to 5.9 on the IELTS. Applicants whose native language is English or students who have a degree from an institution whose primary language of instruction is English are not required to take the TOEFL or IELTS.

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

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

3.1.5 International Students-Employment

International students at the United States Sports who are on an F-1 Visa are not allowed to work off campus. In some circumstances international students may work on the campus, but these situations are rare. There are also exceptions for students when they are approved to perform Optional Practical Training (OPT). A student must perform OPT in an area directly related to his major area of study.

Additional information is covered during Student Orientation and can be provided by speaking with the Designated School Official (DSO) located in the Division of Student Services

3.1.6 Social Security Number Disclosure

The Academy will request an applicant’s Social Security Number (SSN) at the time of application. The SSN will not be used as the student’s ID number but will be provided to governmental or regulatory entities that require SSN’s. The privacy and confidentiality of student records are protected by federal and state law. The Academy will not disclose a SSN without a student’s consent for any other purpose except as allowed by law.

Although a student’s SSN is not required for admission, failure to provide a SSN may prevent the Academy from matching a student’s application with a student’s respective transcript, test score, and other admission documents including financial aid information. The Academy may experience delays with enrollment verification reports and other automated verification functions for students who choose not to provide their SSN.

3.2. Transfer Credit Acceptance

3.2.1. Specific Transfer Policies in the Bachelor’s Program

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

2. The Academy accepts courses from all nationally-accredited institutions (as recognized by the Department of Education) on a conditional basis, e.g., the student must achieve a 2.0 or higher GPA in the first 12 hours of the undergraduate level work at the Academy for the courses to transfer.

3. The Academy will accept courses from international institutions on a conditional basis provided that the credits are equivalent to courses taken at a regionally or nationally accredited U.S. institution and meet the categories for the lower-division requirements.

4. The Academy may accept transfer credits from non-accredited institutions on a conditional basis.

5. An applicant may offer for consideration the transfer credit hours earned by means of the Defense Activity for Nontraditional Education Support (DANTES) Test if the school from which the applicant is transferring accepted the test and said hours are reflected on the applicant’s transcript. In addition, the applicant must have an official DANTES score report mailed directly to Undergraduate Admissions.

6. College Level Examination Program (CLEP) credit may be accepted towards the 60 hours of transferable credit if the institution from which the applicant is transferring accepted the hours and said hours are
reflected on the applicant’s transcript. In addition, the applicant must have an official CLEP score report mailed directly to Undergraduate Admissions.

7. Individuals who submit test scores for DANTES or CLEP will be referred to the Undergraduate Admissions Committee. The committee reserves the right to accept or reject the number of hours that may be accepted.

8. Courses earned at a college or university that utilizes the quarter system will have hours converted to the semester calendar for the purpose of review and, if accepted, transfer.

9. The Academy does not grant or accept academic credit for previous life experience. The Academy cannot accept remedial credit for transfer.

10. Students may not transfer repeated course credit more than once even if the equivalent courses were earned at different intuitions.

3.2.2. Transfer Request Procedures (upper-division courses)

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

1. Students interested in transfer-credit must apply to the program before the institution will consider requests.

2. Courses earned at a college or university that utilizes the quarter system will have hours converted to the semester calendar for the purpose of review and, if accepted, transfer.

3. A cover letter explaining the request should be sent to the Chief of Academic Affairs, along with a copy of the official transcripts showing the grade earned, a catalog description of the course, and a copy of the syllabus outlining learning objectives and course content. In addition, the applicant should specify which of the Academy’s courses the transfer courses may be able to replace.

4. In the case of international credits that a student requests to have reviewed for upper-division transfer, students must provide copies of all course syllabi outlining learning objectives and course content in or certified copies translated into English.

3.3. Statute of Limitations on Acceptance

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

3.4. Registration

Registration for the Academy for each semester is indicated in the institution’s calendar. Instructions are sent to new students at the time they are accepted. Registration is done on the Academy’s website. All fees and tuition are due at the time of registration.

3.4.1 Orientation

Distance learning students are automatically enrolled in the Academy’s online orientation course (SPT 101) during their first enrollment period. SPT 101 Introduction to Academy Online Learning is a no-cost, non-credit orientation course. It serves as a tutorial of the Academy’s system of online learning. The course is graded on a Pass/Fail basis and must be completed during the student’s first enrollment period.
3.5. Institutional Testing Codes

The Educational Testing Service has assigned the Academy an institutional code of 1885 for the Test of English as a Foreign Language (TOEFL). Examinees who wish to have official scores reported to the Academy should use this number. It should be noted that the testing agencies will not send score reports from tests which were taken more than five years ago.

3.6. Testing Facilities

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

1. Test of English as a Foreign Language (TOEFL) - International Students
   www.toefl.org
   Score required = 550 (paper based), 213 (computer based) or 79 (Internet-based) School code: 1885

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

3. Consortium of College Testing Centers (CCTC)
   http://www.ncta-testing.org/cctc/

4. International English Language Testing System (IELTS) – International Students
   www.ielts.org
   Score Required = 6 (Academic Module) School Code: 1885

3.7. Alabama and Other State Teaching-Certification Requirements

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

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

Several states have reciprocity agreements that allow National Council of Accreditation of Teacher Education (NCATE) graduates to transfer their existing teacher license from one state to another without having to complete additional coursework.
4. ACADEMIC AFFAIRS

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

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

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

Prior to registration for an initial course, or courses, at the Academy, students must complete a Program of Study (POS), now called a Degree Audit (DA), form that addresses all the core, required major and elective courses, and required mentorship for their chosen program. It is the student’s responsibility to update this document if necessary and to have it approved by an academic advisor. After successful completion of the core, required, and elective courses with a 2.0 or better cumulative grade point average (GPA), the student will consult with the Mentorship Office, in conjunction with his or her academic advisor, to plan the culminating experience.

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

The final mentorship grade is based on three components. It is weighted as follows:
1. A final evaluation, completed by the mentor, is worth 33%;
2. Student Mentorship Log which contains monthly reports submitted by the student and reviewed by the Academy advisor is worth 33%;
3. A 5,000 word paper written by the student that assesses the attainment of the expected goals and objectives is worth 33%; and,
4. An exit interview between the student and Academy advisor is worth 1%.

4.2 Online Delivery Process

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

Prior to beginning online courses at the Academy, students are required to take a no-cost, not-for 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. Residential Study Option

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

4.3. Affiliated Credit Options

The Academy is a member of the Southern Regional Education Board’s Electronic Campus (SREB). The SREB is made up of colleges and universities from 16 Southern states. It offers 1,250 courses and 60 degree programs through the SREB web portal. The Academy was among the first independent colleges and universities in Alabama selected for participation in the SREB consortium. Academy courses offered through the SREB Electronic Campus can be found at [http://www.electroniccampus.org](http://www.electroniccampus.org).

4.4. Sports Management Curriculum

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

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

<table>
<thead>
<tr>
<th>BSS Core Courses – 12 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• SAB 334    Ethics in Sports 3 hours</td>
</tr>
<tr>
<td>• SAB 361    Contemporary Issues in Sports 3 hours</td>
</tr>
<tr>
<td>• SAM 340    Organization and Management in Sports 3 hours</td>
</tr>
<tr>
<td>• SAM 400    Leadership Principles in Sports 3 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major Courses – 27 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• SAM 487    Introduction to Sports Security Management 3 hours</td>
</tr>
<tr>
<td>• SAM 342    Personnel Management in Sports 3 hours</td>
</tr>
<tr>
<td>• SAM 344    Sports Marketing 3 hours</td>
</tr>
<tr>
<td>• SAM 445    Sports Managerial Accounting 3 hours</td>
</tr>
<tr>
<td>• SAM 448    Sports Promotion &amp; Event Planning 3 hours</td>
</tr>
<tr>
<td>• SAM 450    Fund Raising in Sports 3 hours</td>
</tr>
<tr>
<td>• SAM 451    Public Relations in Sports 3 hours</td>
</tr>
<tr>
<td>• SAM 482    Sports Facilities Management 3 hours</td>
</tr>
<tr>
<td>• SAM 486    Sports Law &amp; Risk Management 3 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives – Choose 5 courses or 15 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• SAB 305    Sociology of Sports 3 hours</td>
</tr>
<tr>
<td>• SAB 310    History of Sports 3 hours</td>
</tr>
<tr>
<td>• SAB 368    Psychology of Sports 3 hours</td>
</tr>
<tr>
<td>• SAM 367    Olympic Culture 3 hours</td>
</tr>
<tr>
<td>• SAM 386    Legal Concepts in Sports 3 hours</td>
</tr>
<tr>
<td>• SAM 392    Sports Agent Business 3 hours</td>
</tr>
<tr>
<td>• SAM 496    Topical Reading in Sports 3-6 hours</td>
</tr>
<tr>
<td>• SAM 322    Foundations of Amateur &amp; Professional</td>
</tr>
</tbody>
</table>
After completion of the core, required, and elective courses, students take the mentorship as the culminating experience.

- SPT 498 Mentorship 6 hours

4.4.1 Emphasis Area in Sports Security

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

- SAM 487 Introduction to Sports Security Management 3 hours
- SAM 488 Contemporary Sports Security Management 3 hours
- SAM 489 Introduction to Emergency Management for Sports Settings 3 hours

4.4.2 Emphasis Area in Sports Hospitality Management

Undergraduate students eligible to take graduate classes may take an additional three courses to obtain a Bachelor’s in Sports Management degree with an Emphasis in Sports Hospitality Management. The three required emphasis courses are:

- SAM 530 Food and Beverage Service Management for Sports Clubs 3 hours
- SAM 533 Sports Club Management 3 hours
- SAM 534 Membership and Marketing for Sports Clubs 3 hours

4.4.3 Emphasis Area in Recreation Management

Undergraduate students eligible to take graduate classes may take an additional three courses to obtain a Bachelor’s in Sports Management degree with an Emphasis in Recreation Management. The three required emphasis courses are:

- SAM 535 Introduction to Parks, Recreation, and Tourism 3 hours
- SAM 536 Philosophy and History of Recreation and Leisure 3 hours
- SAM 537 Introduction to Recreational Sport Management 3 hours

4.5. Sports Coaching Curriculum

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

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

BSS Core Courses – 12 semester hours

- SAB 334 Ethics in Sports 3 hours
- SAB 361 Contemporary Issues in Sports 3 hours
- SAM 340 Organization and Management in Sports 3 hours
- SAM 400 Leadership Principles in Sports 3 hours
Major Courses – 27 semester hours

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

Electives – Choose 3 courses or 9 semester hours

- SAB 301 Sports Officiating 3 hours
- SAB 302 Sports Coaching Technology 3 hours
- SAB 310 History of Sports 3 hours
- SAM 386 Legal Concepts in Sports 3 hours
- SAM 451 Public Relations in Sports 3 hours
- SAM 482 Sports Facilities Management 3 hours
- SAM 496 Topical Readings in Sports 3-6 hours

Electives – Choose 2 courses or 6 semester hours

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

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

- SPT 498 Mentorship 6 hours

4.6. Sports Studies Curriculum

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

The curriculum for sports studies has four core courses, 14 elective courses and a mentorship as the culminating experience. All hours listed are semester hours.
BSS Core Courses – 12 semester hours

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

Major Courses – Choose 14 courses or 42 semester hours

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

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

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

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

• SPT 498 Mentorship 6 hours

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

For the student who possesses a bachelor’s degree and is interested in pursuing a doctorate, the Academy offers an accelerated doctor of education program. Admission into the program is based on the criteria for admission into the master of sport science degree with a major in sports management. In the accelerated doctor of education program, the student first completes the MSS core (nine semester hours) and the major courses in sport management (15 semester hours) but does not have to do the nine semester hour mentorship or thesis. Providing the student has a 3.40 GPA upon completion of these 24 semester hours of credit, and has successfully submitted all requirements for the Master’s Portfolio and received passing marks from the assigned Portfolio Advisor, he or she can immediately begin the doctoral degree program. To receive the doctoral degree, the student is required to complete all 66 semester hours of the doctoral degree program, successfully complete all requirements for the Doctoral Portfolio, and successfully complete and defend a dissertation. See the Addenda for the Degree Audit/Program of Study.

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

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

4.8. Bachelor of Sports Science Degree Course Descriptions

SPT 101 Introduction to the Academy and Online Learning (0 sem. hours)
This orientation course provides students with highlights of the United States Sports Academy’s history and the American Sport Art Museum and Archives (ASAMA). It provides specific information how the Academy’s online learning environment operates.

ART 203 Contemporary Sport Art: The Artist and the Athlete (3 sem. hrs)
This course is designed to introduce concepts relating sport to art through an examination of notable sports artists, the importance of the inter-relatedness of sport and art is explored. Analyses of the artists and their approaches to sport as are presented.

PHL 205 Philosophy of Shaolin Kung fu (3 sem. hrs.)
Discipline, focus, respect, balance, a healthy mind and body – these are some of the terms that define the foundation of Shaolin philosophy. Using the five books of ancient Chan teachings (dating back to the 5th century) provided directly from the Shaolin Temple in Henan Province, China, this course offers an overview of the 1500 year history of the Shaolin Temple, the development of Shaolin philosophy, and the expression of this philosophy through kung fu, Chinese medicine, and Chan Buddhism. This course will help the student understand how to apply this time-tested and world respected philosophy to any or all aspects of their personal and professional endeavors.

SAB 301 Sports Officiating (3 sem. hrs.)
This course is designed to teach students the rules and regulations for specific sports; it explains how to...
apply them in games. Current rule changes will be reviewed and discussed.

**SAB 302 Sports Coaching Technology** (3 sem. hrs.)
Technological advances in the mainstream of contemporary culture can be applied to coaching. The application of technology to improve coaching efficiency, strategy, player performance, maintenance of equipment, recruitment at certain levels, statistics gathering, recording, reporting, and archiving are central to this course.

**SAB 305 Sociology of Sports** (3 sem. hrs.)
This course is designed to introduce the mutual influences which society and sport have on each other. How people in sports relate to one another and create social measures that enable them to compete without compromising a basic social contract is one focus of this course. Understanding sport groups and the social issues that have an impact on sport is a central theme.

**SAB 310 History of Sports** (3 sem. hrs.)
This survey course examines the development of competition in the human condition from its inception to the highly developed enterprise that has emerged in contemporary times. Observations of the influence of culture and history on this development are central to the presentation of this course.

**SAB 334 Ethics in Sports** (3 sem. hrs.)
Some leaders are more effective than others because of who they are as individuals and how they approach the ethical circumstances they face. The application of these ethical approaches in sports is the central theme of this course. This course supports the thesis that principle-centered leaders are more capable of inspiring confidence and rallying others to achieve common goals.

**SAB 361 Contemporary Issues in Sports** (3 sem. hrs.)
This course is designed to introduce current issues in society and their impact on sport at all levels of participation. Emphasis focuses upon the variety of the issues facing sport as a leisure activity and as an industry, as well as how the issues are addressed by the media, sport organizations, coaches, and administrators.

**SAB 368 Psychology of Sports** (3 sem. hrs.)
This course focuses on the study of the motivational phenomena that affect the performance of individual athletes and teams. Stress and leadership characteristics of coaches and athletes will also be studied.

**SAB 371 Sports Coaching Methodology** (3 sem. hrs.)
This course is designed to provide a conceptual blueprint for teaching sport and examining the fundamentals of sport coaching. The development of a personal coaching philosophy will be derived from a process of consciously assessing critical issues and developing a clear rationale for holding one particular approach as opposed to another.

**SAB 373 Scientific Principles of Coaching** (3 sem. hrs.)
In order to optimize performances, guarantee safety, and promote well-being in athletes, coaches must constantly update and modify their coaching practices by seeking out new knowledge in the sport sciences. This course teaches coaches to be active consumers and appliers of scientific information.

**SAD 320 Applied Sports Performance** (3 sem. hrs.)
This course is designed to cover the complete spectrum of training intensity. A conditioning program is established to meet the needs of each specific sport.

**SAD 346 Sports Medicine** (3 sem. hrs.)
This course is designed to give the student the basic understanding needed to recognize sport-related injuries and to provide appropriate emergency treatment, along with ensuring proper follow-
up sports health care.

**SAD 356 Sports Nutrition** (3 sem. hrs.)
This course is designed to emphasize the importance of nutrition on the enhancement of performance and on the prevention of diseases, such as cardiovascular disease, cancer, and obesity. Specific applications of nutrition and sport will also be examined.

**SAM 322 Foundations of Amateur & Professional Sports** (3 sem. hrs.)
This course addresses the scope, the history, the empirical foundations, and the philosophical aspects in the development of sport both as a leisure activity and as an industry. Special emphasis is placed on the relationship between the evolution of sport and social institutions (such as education, religion, politics, mass media, etc).

**SAM 340 Organization and Management in Sports** (3 sem. hrs.)
This course is designed to provide a comprehensive and contemporary introduction of administration, organization, and management principles and their application in broad sports settings.

**SAM 342 Personnel Management in Sports** (3 sem. hrs.)
This is a survey course in which the student will study the recruitment, procurement, development, and utilization of the human resources in any organization. Concepts of motivation and teamwork are closely examined.

**SAM 344 Sports Marketing** (3 sem. hrs.)
This course examines the basic principles of marketing and how they are applied to the field of sport. They are evaluated in terms of the elemental marketing mix, which includes product, place, price, promotion, and public relations.

**SAM 367 Olympic Culture** (3 sem. hrs.)
This is a seminar course that examines the history, culture, and structure of the Olympics and the Olympic movement as both a genesis and a product of the history of sport and the human condition. The connection between sport as a human activity and its relationship to other human activities will be surveyed and evaluated.

**SAM 386 Legal Concepts in Sports** (3 sem. hrs.)
This course introduces a basic conceptual understanding of legal issues related to sport, including but not limited to negligence, sexual harassment, corporal punishment, product liability, anti-discrimination, contracting, buying, hiring, and termination.

**SAM 392 Sports-Agent Business** (3 sem. hrs.)
An overview of the sports-agent business and an examination of the various aspects associated with being a sports agent are presented in this introductory survey course. The expanding sport-agent business, particularly in the U.S., is examined in light of its benefits and consequences both to the professional and the amateur athlete.

**SAM 400 Leadership Principles in Sports** (3 sem. hrs.)
This course teaches concepts, principles, and skills of leadership for managers in the sports industry who must influence others to get things done. Styles of successful sport coaches and managers will be examined and analyzed in the context of their times and settings.

**SAM 445 Sports Managerial Accounting** (3 sem. hrs.)
This course is designed to give students the financial management tools they need to succeed in the sports industry. The rapidly growing industry demands that those in the industry have a command of the basic principles of finance.

**SAM 448 Sports Promotion and Event Planning** (3 sem. hrs.)
Basic concepts of planning and conducting sports-related events, from inception to completion,
are examined in this course. Applications of principles for marketing and public relations to the sports industry are evaluated and surveyed.

**SAM 450 Fundraising in Sports (3 sem. hrs.)**
This course presents the essentials of fundraising and provides an overview of the field of fundraising to give development staff, managers, and directors a platform from which to operate fundraising programs.

**SAM 451 Public Relations in Sports (3 sem. hrs.)**
This course is a study of the nature, content, and application of the various concepts of public relations activities as they apply to sport. Techniques and principles of basic marketing as applied to public relations are also examined.

**SAM 482 Sports Facilities Management (3 sem. hrs.)**
All sporting events take place in some type of facility. This course examines the principles and skills needed to manage such facilities and the events within them.

**SAM 486 Sports Law and Risk Management (3 sem. hrs.)**
This survey course takes a practical approach to law and sport, exemplifying how to use the law as a day-to-day management tool. Issues discussed include risk management, the responsibilities of game officials, breach of contract, product liability, the role of the EEOC, the right to participate, and statutes such as the *American with Disabilities Act*.

**SAM 487 Introduction to Sports Security Management (3 sem. hrs.)**
This course examines the concepts, principles, and methods of organizing and administering security management and loss-prevention activities in industry, business, government, and sport venues. Emphasis is on protection of assets, personnel, and facilities.

**SAM 488 Contemporary Sports Security Management (3 sem. hrs.)**
In this course students examine principles and issues in security management as well as the challenges, concepts, strategies, and skills needed to manage security-related operations and activities. Focus is on leadership in management, personnel management, security planning and evaluation, communication, and best practices.

**SAM 489 Introduction to Emergency Management for Sport Settings (3 sem. hrs.)**
This course examines theories, components, systems, and strategies in contemporary disaster and emergency management. Students examine: 1) The historical, administrative, institutional, and organizational framework of disaster and emergency management in the United States; 2) The role of the federal, state, and local governments in disasters; 3) The role of nongovernmental organizations in emergency management; 4) The role of land use regulation, the media, crisis communication, insurance, and citizen participation; 5) The social and economic costs of disasters; and 6) The management of natural and man-made disasters.

**SAM 496 Topical Readings in Sports (3 sem. hrs.)**
This is a seminar course in which various topics important to the field of sport are examined and assessed through selected readings.

**SPT 497 Applied Topics in Sport (6 sem. hrs.)**
Undergraduate students who have accrued many years of experience within their respective fields may petition to produce an original writing project in lieu of the mentorship experience. The project will incorporate a specific written document which chronicles the student’s applied sports experience within the student’s discipline. Students must petition to be allowed to take this course.

**SPT 498 Mentorship (culminating experience) (6 sem. hrs.)**
The mentorship is a supervised work experience of 400 clock hours in the sport industry to enhance
an individual’s ability to become a productive contributor to the profession.

**BIO 201 Anatomy & Physiology I** (3 sem. hrs.)
Anatomy & Physiology I addresses three major themes: organization of the body and its parts from the basic chemical building blocks to the more complex teamwork of organ systems, the support and movement of the human body, and the integration and coordination of the body and its functions.

**BIO 202 Anatomy & Physiology II** (3 sem. hrs.)
Anatomy & Physiology II addresses three major themes: the transport of various substances throughout the body, the absorption and excretion of essential substances, and the human life cycle and how it is determined, mainly through genetic expression.

**MTH 265 Statistical Measurements in Sports** (3 sem. hrs.)
This course is designed to assist the student with the understanding of the basic concepts in probability and statistics as they relate to sports. The information learned in this course will make students better informed and critical readers of sports information presented in the media. Topics include descriptive data analysis, data collection, probability and sampling distributions, and correlation.

**SAR 332 Sports Strength & Conditioning** (3 sem. hrs.)
This course presents approaches to assessing and enhancing human sport performance through improving strength and cardiovascular endurance. The various methods of achieving optimum performance are examined, along with a focus on injury prevention.

**SCS 300 Coaching Cross-Country Skiing** (3 sem. hrs.)
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct in basic cross-country skiing skills.

**SCS 303 Coaching Track and Field** (3 sem. hrs.)
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic track and field skills.

**SCS 308 Coaching Baseball** (3 sem. hrs.)
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic baseball skills.

**SCS 313 Coaching Basketball** (3 sem. hrs.)
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic basketball skills.

**SCS 317 Coaching Cheerleading** (3 sem. hrs)
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic cheerleading skills.

**SCS 318 Coaching Cross-Country Running** (3 sem. hrs.)
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic cross-country running skills.

**SCS 332 Coaching American Football** (3 sem. hrs.)
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic American football skills.

**SCS 334 Coaching Golf** (3 sem. hrs.)
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic golf skills.

**SCS 337 Coaching Gymnastics** (3 sem. hrs.)  
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic gymnastics skills.

**SCS 338 Coaching Ice Hockey** (3 sem. hrs.)  
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic ice hockey skills.

**SCS 364 Coaching Soccer** (3 sem. hrs.)  
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic soccer skills.

**SCS 366 Coaching Softball** (3 sem. hrs.)  
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic softball skills.

**SCS 370 Coaching Swimming** (3 sem. hrs.)  
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic swimming skills.

**SCS 376 Coaching Tennis** (3 sem. hrs.)  
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic tennis skills.

**SCS 378 Coaching Volleyball** (3 sem. hrs.)  
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic volleyball skills.
5. ACADEMY ONLINE WRITING LAB

Academic programs at the academy depend on solid writing skills. With this in mind the Academy maintains an online writing lab known as the Academy’s Center for Collegiate Excellence and Student Success (ACCESS). Housed in the Course Management System (CMS) the writing lab presents 50 online tutorials which are assessed and given feedback to foster better writing that will further academic success and professional advancement.

Participation by students comes from suggestions offered by faculty when assignments have been reviewed and certain deficiencies have been noted. Students are given the opportunity to engage one, or more, of the online tutorials which are built around six writing fields:

1. The General Writing Process in the Sport Profession
2. Academic Writing in the Sport Profession
3. Editorial Style and Formatting within the Sport Profession
4. Grammar and Language Mechanics within the Sport Profession
5. Professional and Technical Writing for the Sport Professional
6. Job Search Writing in the Sport Profession

Within each writing field, students will find online tutorials covering various topics. For example, to review using commas, the tutorial, Using Commas, found within the Grammar and Language Mechanics within the Sport Profession, will direct students in the correct use of commas.

Students are introduced to ACCESS in the orientation courses, SPT 101 at the bachelor’s level, SPT 201 at the master’s level, and SPT 301 at the doctoral level. In the orientation course, students are given a number of practice tutorials which are to be completed which will familiarize students with the processes and procedures of the ACCESS online tutorials.

Assessment of the ACCESS tutorials is based upon specific rubrics which are presented in the Addenda of this catalog according to the following procedure:

1. As students submit their writing assignments, they are graded by the course professor according to the appropriate rubric.
2. If the professor deems it necessary, a specific tutorial, or tutorials, will be suggested. The intent is to help students to become better writers. Suggestions are based upon the professor’s evaluation as well as scores for the unit writing assignments.
3. If the student chooses to complete the suggested tutorial(s) work will be done with the ACCESS Coordinator to successfully complete and upload the tutorial exercises. The professor will be notified when the tutorial exercises have been completed.

It must be noted that many students have taken advantage of the ACCESS tutorials for their own purpose without suggestion from faculty. They are encouraged to do so. These tutorials to which students have turned the most in this fashion feature sections on Writing a Curriculum Vita, Writing a Cover Letter, and Writing a White Paper.

In the first year of its operation, the ACCESS online tutorials have proven to be of great assistance to students.
6. TUITION AND FEES

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

<table>
<thead>
<tr>
<th>FEES</th>
<th>B.S.S.</th>
<th>B.S.S. Military Tuition Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Fee (per semester credit hour)</td>
<td>$330</td>
<td>$250</td>
</tr>
<tr>
<td>Application Fee (general)</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Application Fee (International Student)</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Distance Learning Fee (per course)</td>
<td>$75</td>
<td>Waived</td>
</tr>
<tr>
<td>Residential Administrative Fee (per semester)</td>
<td>$200</td>
<td>Waived</td>
</tr>
<tr>
<td>Remote Proctor Device</td>
<td>$205</td>
<td>Waived</td>
</tr>
<tr>
<td>Independent Study Fee (per course)</td>
<td>$75</td>
<td>Waived</td>
</tr>
<tr>
<td>Re-enrollment Application Fee</td>
<td>$25</td>
<td>N/A</td>
</tr>
<tr>
<td>Re-admittance Fee</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>International Postage Fee</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td>International Goods, Services and Taxes</td>
<td>Varies</td>
<td>Varies</td>
</tr>
</tbody>
</table>

EXPRESS SHIPPING FEES

<table>
<thead>
<tr>
<th>EXPRESS SHIPPING FEES</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed Ex 2nd Day (per course)</td>
<td>$26</td>
<td>$26</td>
</tr>
<tr>
<td>Fed Ex Overnight (per course)</td>
<td>$47</td>
<td>$47</td>
</tr>
</tbody>
</table>

SPECIAL FEES

<table>
<thead>
<tr>
<th>SPECIAL FEES</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript Fee (per copy)</td>
<td>$10</td>
<td>$10</td>
</tr>
<tr>
<td>Returned Check Charge: Each occurrence</td>
<td>$40</td>
<td>$40</td>
</tr>
<tr>
<td>Course Extension Fee (per 30-days; only two per course)</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$125</td>
<td>$125</td>
</tr>
<tr>
<td>Replacement Diploma Fees:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parchment Copy (8 ½” x 11”)</td>
<td>$25</td>
<td>N/A</td>
</tr>
<tr>
<td>Plaque Diploma (11” x 14”)</td>
<td>$75</td>
<td>N/A</td>
</tr>
<tr>
<td>Lifetime Alumni Fee (*optional one time fee)</td>
<td>$250</td>
<td>$250</td>
</tr>
<tr>
<td>International resident student health insurance (annual fee)#</td>
<td>$704</td>
<td>$704</td>
</tr>
</tbody>
</table>

The published fees and costs schedule include the basic fees required of all students enrolling in the Academy. Since personal expenses (including supplies, food, and living expenses) vary, no attempt is made to estimate such costs in this catalog. However, estimated costs are available through the Office of Student Services.
*Students will receive 10% off on any items in the Academy bookstore including textbooks, art work, apparel, and clothing with paid Alumni fee.

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

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

Academy scholarships cover only the cost of tuition. The scholarship student will be responsible for the cost of course materials and all fees.
7. FINANCIAL AID

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

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

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

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

7.1. Financial Aid Programs for Qualifying Students

7.1.1 Grants

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

Federal Pell Grants

Federal Pell Grants are available for students who demonstrated financial need as determined by their Expected Family Contribution. Pell Grants are based on a student’s cost of attendance and enrollment status (half-time, full-time, etc). The maximum Pell Grant for the 2010-2011 award year is $5,550.

Federal Supplemental Education Opportunity Grants (FESOG)

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

State Grant and Tuition Assistance for Alabama Residents

The Alabama Commission on Higher Education has granted the Academy approval to offer the Alabama Tuition Assistance Program and the Alabama State Grant Program to its undergraduate students who are Alabama residents for the 2010-2011 award year. The amount of aid under these programs varies by year, depending upon the Alabama State Legislature. The details of these programs are described below.

Alabama Student Assistance Program

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

Alabama Student Grant Program

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

Application forms can be obtained from the Academy’s Financial Aid office at (251) 626-3303 or by emailing financialaid@uessa.edu.
7.1.2 Loans

Federal Stafford Loans

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

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

PLUS Loans

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

Annual Loan Limits for Subsidized and Unsubsidized Stafford Loans

<table>
<thead>
<tr>
<th></th>
<th>Dependent Undergraduate Student</th>
<th>Independent Undergraduate Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year</td>
<td>$5,500 – No more than $3,500 of this amount may be subsidized loans</td>
<td>$9,500 – No more than $3,500 of this amount may be in subsidized loans.</td>
</tr>
<tr>
<td>2nd Year</td>
<td>$4,500 – No more than $3,500 of this amount may be subsidized loans</td>
<td>$10,500 – No more than $4,500 of this amount may be in subsidized loans.</td>
</tr>
<tr>
<td>3rd Year</td>
<td>$5,500 – No more than $3,500 of this amount may be subsidized loans</td>
<td>$12,500.00 – No more than $5,500 of this amount may be in subsidized loans.</td>
</tr>
<tr>
<td>Maximum Total Debt</td>
<td>$23,000 – No more than $23,000 of this amount may be subsidized loans</td>
<td>$57,500 – No more than $23,000 of this amount may be in subsidized loans.</td>
</tr>
</tbody>
</table>

7.1.3 Distribution of Financial Aid Funds

Payment of tuition and fees is due when a student registers for a course. In the event that a student has been awarded financial aid and intends to use the proceeds to pay for the course registration, the Academy, with the concurrence of the student, will post the incoming funds to the student’s account. The Academy will deduct from these proceeds all costs associated with the registration including (but not limited to) tuition, fees and books. Remaining funds will be provided to the student after funds have been disbursed, and after the student has attended class (per the policy stated below). Additionally, the amount of this refund is limited to the amount of the financial aid proceeds actually received for the term of the award.
For residential students, this check can be picked up from the Financial Aid Office. For distance-learning students, this check will be mailed to the student's address on record at the institution. No refund check can be voided and reissued within the first 5 business days of processing the first refund check.

The following procedures will be followed:

1. Students must be eligible based on enrollment status according to U.S. Department of Education guidelines to receive Title IV funds.
2. Students must maintain satisfactory academic progress to be eligible to receive financial aid.
3. Financial aid funds will be disbursed once per each student’s term.
4. To receive the financial aid disbursement, a distance learning student must “attend a class” by posting to the Virtual Café and by completing the Syllabus statement within 14 days of the date of registration. The financial aid office is responsible for verifying this attendance.
5. Accounts receivable balances will be subject to collection procedures, as indicated in Section 3022.

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 of financial aid on the student’s behalf. Students will be responsible for any portion the Academy is required to return due to withdrawal (see the Return of Title IV Funds section in the respective academic catalogs or online at http://ussa.edu/admissions/financial-aid for further details). This policy will be updated annually to ascertain that changes in federal regulations are accommodated.

Unofficial Withdrawal: A student who registers for a course and fails to attend the course (or in the case of distance-learning students, fails to log-on and begin course work), who does not officially withdraw from the Academy in accordance with academic policy, will be deemed an “unofficial withdrawal” for the purposes of financial aid. 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 to the federal government. If an unofficial withdrawal occurs between 15-68 days, a student’s refund will be calculated based on U.S. Department of Education Title IV refund policy.

Distance-learning students who receive a grade of F or W at the end of the term, will have attendance verified to determine if a refund needs to be calculated for Return of Title IV Funds.

7.1.4 In-School Deferment

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

7.2 Veterans Administration Programs

7.2.1 Veterans Benefits

Veterans Benefits: Veterans of any branch of the armed forces may be eligible to receive educational benefits while attending the Academy. Veterans must be enrolled in approved programs of study. For eligibility, veterans should check with their regional Veterans Administration office. The Academy is a participant in the Post 9/11 GI Bill “Yellow Ribbon Program”. For more information about the program, contact www.gibill.va.gov.
**Dependent Benefits:** Dependents of some veterans may be eligible for educational assistance while attending the Academy. For eligibility, dependents of veterans should check with their regional Veterans Administration office.

### 7.3. Military Financial-Aid Program

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

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

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

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Assistance</td>
<td>Tuition Assistance is a military benefit that pays the cost of tuition and some fees.</td>
<td>Virtually all military service members are eligible; however, each service branch determines its criteria for eligibility.</td>
<td><a href="http://www.military.com/money-for-school/tuition-assistance/tuition-assistance-overview">http://www.military.com/money-for-school/tuition-assistance/tuition-assistance-overview</a></td>
</tr>
<tr>
<td>Tuition Assistance &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>
</tr>
<tr>
<td>Montgomery G.I. Bill - Active Duty &amp; Selected Reserves</td>
<td>MGIB provides up to 36 months (four regular school years) of education benefits to eligible veterans for: • College, business technical, or vocational courses • Correspondence courses • Apprenticeships/job training • Flight training</td>
<td>Active-duty members who have served at least two years on active duty. Veterans fitting one of four eligibility categories reflecting enlistment date and length of active duty.</td>
<td><a href="http://www.gibill.va.gov/GI_Bill_Info/rates.htm">http://www.gibill.va.gov/GI_Bill_Info/rates.htm</a></td>
</tr>
</tbody>
</table>

Benefits end 10 years from the date of your last discharge or upon your release from active duty.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-9/11 GI Bill</td>
<td>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.</td>
<td>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.</td>
<td><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></td>
</tr>
<tr>
<td>Yellow Ribbon Program</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 you 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>Reserve Educational Assistance Program (REAP)</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>--------------------</td>
<td>-------------</td>
<td>------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Veterans Educational Assistance Program (VEAP)</td>
<td>This is available if you elected to make contributions from your military pay in order to participate. It can be used for a degree, certification, correspondence, apprenticeship/on-the-job training program, or vocational flight training programs, as well as for remedial, deficiency, and refresher training.</td>
<td>To be eligible, you must have: • Entered service for the first time between January 1, 1977, and June 30, 1985; • Opened a contribution account before April 1, 1987; • Contributed $25-$2,700; • Completed 1st period of service; • Received a discharge that was not dishonorable.</td>
<td><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>Vocational Rehabilitation Employment</td>
<td>An individualized, detailed outline of service that will be provided under the Chapter 31, VRE program. It also prepares you for obtaining and retaining employment consistent with your abilities, aptitudes, and interest.</td>
<td>Veterans who have a VA disability rating and an employment handicap.</td>
<td>Pays for tuition, fees, and books. Subsistence Allowance <a href="http://www.vba.va.gov/bln/vre/sa.htm">http://www.vba.va.gov/bln/vre/sa.htm</a></td>
</tr>
</tbody>
</table>

7.4. **Definition of Academic Year**

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

7.5 **Satisfactory Academic Progress**

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

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

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

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

**MEASURABLE QUANTITATIVE PROGRESS REQUIREMENT:** In order to maintain measurable progress toward the completion of a degree, a student must successfully complete 67% of all the Academy credit-hours attempted (hours attempted include repeated courses, dropped courses, withdrawals and incomplete courses). This measure becomes effective when a student has attempted 12 semester-hours at the Academy.
**REASONABLE LENGTH OF TIME REQUIREMENT:** At the Academy, a reasonable length of time for the completion of a degree program is defined as no more than 150% of the normal time required to complete a degree program measured in terms of academic years or terms, credit-hours attempted or clock-hours completed. The time allotted to complete the bachelor’s degree is four years. Course work, which transfers into a degree program, will adjust the time frame accordingly.

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

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

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

**7.5.1 Return of Title IV Funds**

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

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

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

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

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

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

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

3. To receive funds, a student must be accepted for admission in a degree-seeking program.


5. To apply for financial aid, students must complete the *Free Application for Federal Student Aid (FAFSA)*. FAFSA is available at www.fafsa.ed.gov. Students can sign their applications electronically with a Personal Identification Number (PIN) issued by the U.S. Department of Education. If a student does not have a PIN, the U.S. Department of Education will email one within three days. The proper year (2010-2011) begins with summer semester) and the Academy’s Federal School Code (021706) must be selected.

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

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

7. First time applicants must complete required Federal Stafford Loan Entrance Counseling on the Internet at: www.studentloans.gov

8. All students who receive Federal Title IV student financial assistance are required to undergo Exit Interviews upon the completion of their study at the Academy. The interview is administered online at www.mappingyourfuture.org.

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 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 Academy catalog.

8.1. Academic Integrity

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

Cheating is unacceptable behavior. Examples of this include, but are not limited to:

- copying another student’s answers during an examination,
- using someone else’s work and representing it as yours,
- using unauthorized materials during an examination,
- having someone else take an examination for you.
- plagiarism (using information from other people’s work in a paper or project without proper citation)
- submitting the same paper, or part of the same paper, for more than one course.

Using another’s work in a paper or project is unacceptable, unless:

- 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.

- The student paraphrases another person’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.

All instructors monitor academic integrity with online tools such as Turnitin.com which is an internet based plagiarism detection service.

While not a direct violation of academic integrity, the abuse of library materials by writing on pages, tearing out pages, or taking materials without properly checking them out is strictly forbidden.

8.1.1 Residential Registration Policies and Procedures

8.1.1.1 Registration

Registration means enrolling in courses for a specific semester or term. The residential registration period runs concurrent with the distance learning registration period. Residential students should submit the online registration form 30 days in advance of the term start date through the Academy website: www.ussa.edu/Admissions.

8.1.1.2 Late Registration Fee

A Late Registration Fee will be assessed for students who have not registered for courses 30 days in advance of the term start date. An exception to this policy includes Mentorship students (if all appropriate Mentorship paperwork is on file in the Mentorship office).
8.1.1.3 **Failure to Register**
Students may not attend courses for which they are not registered. The last day to add or register for a course is the end of the first week of class in a semester. A student who attends a class for which he or she is not registered and has not paid tuition and fees will not be allowed to attend or add the course after the first week of classes or at a later date.

8.1.1.4 **Payment Information**
Payment in full is required at the time of registration. When registering online, students must submit payment or the registration will be voided. The Academy accepts Visa, American Express, MasterCard, and Discover. Personal checks, bank checks, and money orders are accepted as well. Cash is only accepted in person. Please do not send cash in the mail. Make checks payable to the United States Sports Academy.

8.1.1.5 **Building Security Access Cards**
Residential students will be issued a Building Security Access (BSA) card at orientation which will be used to enter and exit from campus buildings. Students must pay a $20.00 refundable deposit fee at the time of issuance. At the conclusion of the Statute of Limitations for the student’s degree program, the student must turn in the BSA card to the Office of Student Services within seven (7) business days following the conclusion of the student’s degree program. If a student fails to turn in their BSA card within the allotted time, the student will forfeit the $20.00 deposit. Refunds will be issued within 7-10 business days following the return of the BSA card.

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

8.1.1.7 **Change in Schedule: Adding or Dropping**
Any change in schedule (course add or course drop) should be discussed with an academic advisor. A student may drop or add courses through the first week of the semester. The student is responsible for dropping or adding courses officially by appropriate deadlines. Students should refer to the Refund Schedule as published in the catalog.

Course drops are not permitted after the first week of a semester course. Students who are withdrawing from courses must use a Withdrawal form, which may be found at www.ussa.edu/current-students/forms-applications. A student may withdraw up until the last day of class of a registered course. Students are fully responsible for submitting forms to the Registrar by the appropriate deadlines.

Registrations will not be processed until payment in full for the total cost of tuition and fees is received.

8.1.1.8 **Withdrawal from the Academy**
A student who wishes to withdraw from the Academy during the semester (e.g. drop all courses) must submit a completed and signed Withdrawal form to the Registrar’s office. Failure to meet the withdrawal deadline can result in grades of “F” and/or financial consequences. Non-attendance does not constitute withdrawal. Failure to withdraw officially will result in liability for all tuition and fees and grades of “F” for each course allotment.
8.1.1.9 Credit Loads
Full time students carry a load of 12 semester hours each semester. Semester loads exceeding 12 semester hours are rare and must be approved by the Chief Academic Officer.

8.1.1.10 Transcripts
A transcript of credits is an official document issued by the Registrar’s office. Requests for Academy transcripts must be made through the Student Portal.

The fee is $10.00 per copy. No request will be honored if any outstanding financial obligations to the Academy have not been met.

The Academy does not issue transcripts or copies of records on file from other institutions. All transcripts received by the Academy become the property of the institution and cannot be released to the student. Students may review their transcripts from other institutions in the Registrar’s office during regular office hours.

8.2. Academic Probation and Dismissal
8.2.1 Academic Probation
The intent of academic probation is to serve notice to students that their quality of work is below the level expected. Students who receive academic probation should immediately seek help by contacting their academic advisor. Academic status is determined by the following:

1. When the cumulative GPA is at or above the GPA required for the total number of credit hours at the institution (2.0 GPA required at the undergraduate level) the student’s academic standing is FULL.

2. When the student’s cumulative GPA is below the GPA required for the number of credit hours at the institution (2.0 GPA required at the undergraduate level), the student is placed on ACADEMIC PROBATION.

3. When The cumulative GPA of a student who is on academic probation remains below the GPA required at the institution, the semester GPA is at or above the GPA required at the institution (2.0 GPA required at the undergraduate level), the student remains on ACADEMIC PROBATION.

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

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

8.2.2 Dismissal
When the cumulative GPA of a student who is on Academic Probation remains below the cumulative GPA required AND the GPA of the subsequent term of enrollment following Academic Probation is below what is
required (2.0 at the undergraduate level), the student will be **DISMISSED** from the program.

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

### 8.3. Academic Alert

The Academy publishes a bulletin, the *Academic Alert*, on a biweekly basis. This is sent to all students through the Course Management System (CMS). 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 becoming familiar with its content.

### 8.4. Accounts Receivable from Students

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

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

### 8.5. Dropping Courses

To drop an online course:

1. Obtain an add/drop form from the Academy website www.ussa.edu/currentstudents/forms-applications
2. Return the form to the Registrar’s office and pay the drop fee.
3. The Registrar will obtain the signature of the Academic Chair.

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

Requests made within 38 days of the course start date or during the refund period will not receive grades or appear on transcripts. After the deadline, students must request to withdraw from the course and submit a withdrawal form (found on the Academy’s website).

Recipients of federal Title IV financial aid funds must be aware of the “unofficial withdrawal” provisions of the Academy’s financial aid policy.

### 8.6. Advising Program

The Academy has adopted a group advising approach coupled with the “Program of Study” (POS), now referred to as the “Degree Audit” (DA) form. Regardless of illness or vacations by faculty or staff advisors, advising can be done quickly and effectively. A list of advisors is found at www.ussa.edu/academics/advising. The Degree Audit is found in the Empower student portal. The following approach is to be used:
1. Prior to registration for an initial course or courses at the Academy, a student should complete a Degree Audit form.
2. If the student does not change his or her Degree Audit when registering for further courses, there is no need for the student to seek further academic advising. However, should any student want advice on academic programs, he or she may call or e-mail any approved advisor.
3. Should any student want to change status to credit only, then the student should follow the DA, catalog, or major, the student should fill out a new DA. Students should consult the Catalog for what they must do to change their Catalogs or majors.

8.7. Animals and Pets

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

8.8. Application for Graduation

Students must apply for graduation online (and submit the fee) after all degree requirements have been met.

8.9. Attendance Policy-Distance Learning

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

If the student cannot complete his course within the allotted time, he may apply for a Course Extension. His request for an extension must be processed PRIOR to the Course Completion Date. It is recommended that the extension request be submitted at least one week prior to the Completion Date to avoid receiving a failing grade. The request should be submitted through the student’s ussa.edu email account. In addition, the student may want to email the course instructor to let him/her know that an extension is being processed.

Course extensions will not be processed without valid payment information which is required at the time of submission.

8.10. Auditing Classes

An Audit-only student is one who is seeking no grade or credit for courses taken. Should an audit-only student wish to change status to credit-seeking, then the student must immediately notify the graduate admissions office in writing within the first 38 days of the course. Audit-only students must meet all regular admissions requirements. The same registration procedure is followed as for a course bearing credit. The cost of auditing a course is the same as for taking a course for credit.

If it becomes necessary for an audit-only student to withdraw from a course or the institution, he should follow the same withdrawal procedure as a credit-seeking student.

8.11. Campus Computing and Email

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

8.12. Catalog Coverage and Change

Although the Academy reserves the right to change policies and procedures and students acknowledge this right by registering for courses, the Academy recognizes students need to know graduation requirements and like policies. The catalog that articulates a student’s degree requirements will be based on the term in which he first registers for courses. Students entering under one catalog will be expected to graduate under the guidelines of that catalog. Students who wish to change their catalog to the current governing catalog may do so by submitting the Change of Catalog Request form found on the Academy’s website http://ussa.edu/current-students/forms-applications.

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

8.13. Change of Address

If a student changes his/her address, the student is responsible for submitting a Student Information Change form in order to officially inform Student Services of the new address. If a student does not submit the Student Information Change form to Student Services, the student will be held responsible for the cost of course materials, including the shipping and handling for course materials that are sent to the student’s address that is located in the Student Information System. The Student Information Change form is found on the Academy’s website http://ussa.edu/current-students/forms-applications.

8.14. Change of Major

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

8.15. Committees – Structure and Function

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

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

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

- Director of Library,
- Associate Dean of Student Services,
- Director of Instructional Design, and
- Coordinator of Mentorships.

As necessary, the Academic Committee appoints sub-committees to carry out functions such as student petitions.
8.16. Conferring of Degrees
When a student has completed all requirements for the bachelor’s degree, an application for graduation must be made online to the Office of the Registrar. The graduation fee must accompany this application. If a student has previously filed for graduation but did not receive a degree at that time, application and payment of the fee must be repeated. The Bachelor of Sports Science degree will not be conferred until the student’s academic file has undergone a graduation audit.

8.17. Course Descriptions - Expanded
An expanded course description is available for students who need more than the traditional short course description for certification, licensing, reimbursement, and transfer. Students desiring an expanded course description must write a letter to the Academic Committee requesting an expanded course description and naming the course title and number along with the reason for the request. The Academy, solely at its discretion, reserves the right to withhold such services when it deems them inappropriate.

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

8.19. Drug and Alcohol Policy

**Monitoring Student Criminal Activity Off-Campus**
Given the Academy is an online institution, off-campus student criminal activity is not monitored.

**Policies and Programs Concerning Alcohol and Drugs**
It is the Academy’s desire to provide a drug-free, healthful, and safe workplace. Faculty and staff are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

The United States Sports Academy is committed to providing an environment free of the abuse of alcohol and illegal use of alcohol and other drugs. The unlawful possession, use, or distribution of illicit drugs and alcohol on the campus is strictly prohibited. Academy authorities will cooperate fully with local, state, and federal law enforcement agencies.

While on the Academy campus and while conducting business-related activities off the campus, no employee may use, possess, distribute, or sell illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Students, faculty or staff with questions about this policy, or issues related to drug or alcohol use in the workplace, should raise their concerns with their supervisor, or the Director of Administration, without fear of reprisal.

There are a variety of community organizations available to help individuals who have substance abuse problems. Below is a list of some drug and alcohol prevention, counseling, treatment and rehabilitation, and re-entry programs. Additional programs may be listed in local or other area telephone directories.
8.20. Examinations at the Bachelor’s Level

At the undergraduate level unit quizzes may be taken unproctored, at the student’s most convenient time and place. All final exams are proctored using the Remote Proctor Device (RPD). The time limit on both quizzes and final exams is one hour.

The Academy’s accrediting agency has mandated that students who take online tests must do so with the appropriate identification and supervision. Therefore, the Academy requires students to purchase a Securexam Remote Proctor Device (RPD). This device connects to the student’s computer and uses a fingerprint scan to identify the user. This will afford students the opportunity to take their tests in the comfort of their own homes and at their own computers without incurring the costs of paying for a proctor. Students who have three or fewer courses remaining that have a final exam, may opt out of using the RPD, but will need to secure a physical proctor for their remaining exams.

8.21. Exit Interviews

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

8.22. Facilities

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

Computer Laboratory: The Academy maintains a computer laboratory for students, in the Library. Hardware includes IBM-compatible computers with word processing software and an internet browser. The laboratory is open during regular library hours. Details concerning the capabilities and availability of the laboratory are available be contacting the librarian. Students are required to sign a Network Policy Form agreeing to abide by institutional requirements.

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

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

Library Learning Center. The Academy library contains a variety of print materials, both in book form (approximately 9,000 volumes) and in journal form. The best way to access periodical articles is through the online interface on the Academy’s website. 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 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

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

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

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

8.24. Food and Drink

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

A distance-learning student has a period of 16 weeks (15 weeks plus one week up front to receive materials) to complete a course. The official start date for the 16 week period starts when the books are sent from the Academy.

Students who do not complete a course in 16 weeks have two options:

1. They may request a 30- day extension for which they will pay $50; if they do not finish by the end of this first 30-day extension, they may request another 30-day extension and pay an additional $50. OR,

2. The student may request one 60-day extension for which they will pay $100.

A student may not purchase more than a total of 60 days for an extension in any one course. At the completion of the 60-day extension period the student will be awarded a grade based on the work completed through the end of the extension period.

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

8.27. Grading System
The Academy uses the following four-point grading scale as follows:

<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>67-69</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>63-66</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>60-62</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

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

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

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

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

8.28. Graduate Credit for Bachelor’s Students

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

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

8.29. Grading Rubrics

The Academy has moved to a rubric form of grading for all course discussions and assignments. The rubrics are designed to take some of the subjectivity out of the grading process. The rubrics have been inserted in the Course Management System (CMS) for student viewing and are included in the Addenda to this catalog.

8.30. Grade Appeal Procedures

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

1. The student must communicate with the instructor in question and attempt to resolve any differences in an informal manner.

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

3. The Chief Academic Officer will refer the request to the Appeals Subcommittee of the Academic Committee, a panel composed of faculty members and personnel from the Division of Student Services. The Committee must render its decision within 15 days from the date that the appeal is received in the Office of Academic Affairs. The Chief Academic Officer or designee shall inform all parties of the decision in writing.
4. In the even that the Appeals Subcommittee cannot reach a unanimous decision, it will be referred to the Academic Committee for final disposition. The Academic Committee must render its decision within 15 days from the date that it was referred from the Appeals Subcommittee. The majority decision of the Academic Committee shall be final and binding on all parties concerned. The Chief Academic Officer, or designee, shall inform all parties of the decision in writing.

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

8.31. Graduation Requirements

To be eligible to graduate, a student must:

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

Refer to the Addenda for a complete Graduation Checklist.

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.

8.31.1. Academic Honors and Awards upon Graduation

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

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

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

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

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

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

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

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

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

• **Contributions to the profession.** Examples of professional contributions could include your team winning a championship if you are a coach; development of a new treatment procedure if you are in Sports Medicine, the publishing of a text or significant research.

• **Civic/Charitable contributions.** What contributions have you made to the betterment or improvement in the quality of life in your community?

• **Contributions to the Academy.** Examples here include service as a student ambassador, contributions to Academy publications such as The Sport Journal or Sport Digest, referral of potential students to the Academy or donations to the Academy’s scholarship fund.

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

**8.31.2. Alumnus of the Year Award**

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

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

The Academy is proud of the success of its alumni and would like students and alumni members to be involved in the selection of this award. A list of past recipients can be found on the ASAMA website at www.asama.org. Students who know of an Academy alum who is deserving of this award can email alumni@ussa.edu.

**8.32. Health Services**

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

**8.33. Holds on Student Records**

Two types of holds may be placed on student records:

**8.33.1. Academic Holds**

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

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

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

8.33.2. Administrative or Business Holds

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

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

8.34. Mentorship – Culminating Experience

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

The mentorship’s experience is graded as “Pass/Fail” based upon the mentor’s final evaluation (33%), the student’s final paper (33%), the student’s mentorship log (33%), and the oral interview (1%).

8.34.1 Mentorship

The requirements to register for the mentorship are:

1. A cumulative grade point average of 2.0
2. Completion of course load of 114 semester hours
3. Full academic standing

The procedure to apply for the mentorship:

1. Purchase the Mentorship Handbook from the online bookstore
2. Submit Appendices C, D, and F from the Mentorship Handbook along with a copy of the Mentor’s highest degree earned and his/her resume, to the Mentorship office.
3. Once items from #2 above are received in the Mentorship office, the file will be submitted to the Chief Academic Officer for approval.
4. Once approved, the student will receive a contract to be signed by student and mentor and returned to the Mentorship office.
5. Upon return of the contract, the Academy executes the contract and sends a copy to the student.
6. The student may now register for the Mentorship course.
7. After the student has received a copy of the executed contract AND received notification that his/her registration is approved, hours for the mentorship can begin to be accrued.

8.33.2 Applied Topics in Sport

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

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

8.35. Insurance Requirements

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

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

8.36. Motor Vehicle Registration/Parking

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

8.37. Online-Course Structure and Grading

Each online course for the BSS program consists of 10 units of subject content with a unit quiz. There are eight units with discussion questions in which students have the opportunity to participate with other students in exchanging ideas regarding the unit issues. There are two units with writing assignments (an annotated bibliography and a course paper). The final examination for the BSS courses consists of 50 multiple-choice questions and 4 essay questions of which the student must answer 2. and the student has two hours to complete the final. Grade composition is as follows:

- Discussions: 20%
- Assignments: 40%
- Quizzes: 10%
- Final Exam: 30%

8.38. Online Student Security

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

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.

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

This policy applies to all organizations and individuals associated with the United States Sports Academy.

Automated Password Recovery/Reset

1. USSA shall provide an automated password recovery/reset solution for any Central Directory system provided (i.e. Active Directory, Academy Central Login)
2. This system will operate in a manner and by processes approved by the Department of Technology.
3. The system shall allow the user to select from a number of standard questions or to provide their own questions and to provide unique answers to those questions. These question/answer sets will be used for the purpose of verification of identity for automated password resets.
4. The password recovery solution should not rely solely on Social Security Number (SSN) or any portion thereof (Last 4).
5. The password recovery solution should not rely on the student ID# or any portion thereof.

Assisted Password Recovery/Reset

1. If the automated password recovery/reset solution provided by USSA is unavailable or fails, the user may then call the CMS helpdesk to reset their password. The CMS helpdesk may be reached at 251-626-3303 ext. 7123.
2. Any user requesting a password reset must verify their identity prior to having the reset completed.
3. The user must confirm their identity by providing the answer to 2-3 confidential questions.
4. Verification is to be conducted by dedicated CMS helpdesk personnel only.

8.39. Photos-Students

8.39.1 Student Identity Verification – Registration Requirement

Upon admission, for identity verification purposes during the first registration process, a student must submit a photocopy of an official government-issued ID, such as a driver’s license, passport, or visa. The submitted document should include a visible signature. Acceptable documentation must be mailed to the following address for processing: The United States Sports Academy, ATTN: Office of the Registrar-ID Verification, One Academy Drive, Daphne, AL 36756. In lieu of mailing a copy of the required ID, students may opt to scan said documentation and submit electronically to studentservices@ussa.edu. To expedite processing of a registration, students may fax a legible copy of said documentation to the Student Services Department, 251.625.1035, for conditional satisfaction but must submit a mailed/scanned copy for full satisfaction prior to being able to enroll in any additional course work.

8.39.2 Student Photo Option for Online Course Display

Students may opt to have a photo displayed in each online course in which the student is enrolled with the submission of a Model Release form. The form is available on the website at www.ussa.edu/Current Students/Forms and Applications. 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 by 2 inches and must have a resolution of 72 dpi x 72 dpi. Students may submit the photo (in a .jpg format) via email to studentservices@ussa.edu.
8.40. Re-Enrollment

All students, regardless of status, who have not been enrolled in a degree program for one calendar year or longer, are required to re-enroll by submitting a re-enrollment application.

Students who are seeking re-enrollment must submit a Re-Enrollment Application form, which is obtained on the Academy’s web site at www.usa.edu. Students seeking re-enrollment are required to present official transcripts from any institution attended since leaving the Academy. Depending on the length of a student’s absence, additional admission documents may need to be resubmitted. The cost of submitting a Re-Enrollment Application for each degree level is $25 for undergraduate and master’s; $50 for doctoral.

When a student re-enrolls he or she must adopt the academic program of the most recent catalog in effect at the time of re-enrollment. The student is responsible for completing any and all of the requirements of the new catalog. Students seeking to re-enroll, who have been placed on academic probation, have been dismissed, or suspended from the Academy must petition the Academic Committee and submit a $200 fee. The petition must be approved before a student can submit the Re-Enrollment Application with the appropriate ($25 or $50) fee.

8.41. Refund Policy

Refund of tuition, general fees, and technology fees for a student who drops a course, or all courses, or a student who is dismissed or suspended, is made in accordance with the Refund Policy. All application fees, enrollment fees, and special fees are non-refundable. This schedule is based on the requirements of the U.S. Department of Education in accordance with policies governing Title IV funds.

A student who officially or unofficially drops or withdraws from a course, or all courses, before the eighth day of class will be refunded the total tuition and other institutional charges. Please note, within the 16 week course period, the first week is set aside for processing and shipment of course materials.

8.41.1. For Complete Withdrawal

A student who officially, or unofficially, drops or withdraws completely on or before the first class day, but prior to 38 days of a course, will be refunded according to the date as follows:

<table>
<thead>
<tr>
<th>Prior to the shipment of course materials:</th>
<th>100% refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-7 days</td>
<td>100% refund, less administrative fee</td>
</tr>
<tr>
<td>8-18 days</td>
<td>90% refund, less administrative fee</td>
</tr>
<tr>
<td>19-29 days</td>
<td>50% refund, less administrative fee</td>
</tr>
<tr>
<td>30-38 days</td>
<td>25% refund, less administrative fee</td>
</tr>
<tr>
<td>After 38 days</td>
<td>No refund</td>
</tr>
</tbody>
</table>

8.41.2. For Partial Withdrawal

Students who are enrolled in more than one course and drop a course during the drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

8.41.3. Mentorship - Culminating Experience

Through the first five days after registration: 100% less administrative fee

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

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

8.42. Repeat Policy
A student may repeat a course. If a student repeats a course once, the second grade awarded (excluding grades of “W”) replaces the first grade in the computation of the cumulative grade point average. The semester grade point average during the semester in which the course was first attempted will not be affected.

When a course is repeated more than once, all grades for the course – excluding the first grade – will be included in the computation of the cumulative grade point average. Official records at the Academy will list each course in which a student is enrolled.

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

8.44. Special Student Services
8.44.1 Students with Disabilities
Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) provides federal civil rights protection to people who are considered disabled. Compliance with the Americans with Disabilities Act is a priority of the Academy. To ensure institutional compliance, the institution administration has:

- Appointed the Registrar to oversee compliance with the Americans with Disabilities Act; and has provided assistance from the Chief Academic Officer as well as the Division Head for Student Services to assist the ADA Coordinator in the functions in preparation of the evaluation and implementation of a plan of compliance.

Questions or concerns regarding this Act should be directed to the Registrar, United States Sports Academy, One Academy Drive, Daphne, Alabama 36526.

8.44.1.1 Providing Services for Students with Disabilities

Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Academy is committed to working with individuals with disabilities. It is the goal of the Academy to ensure that students with disabilities have the programmatic and architectural accesses needed for integration into Distance Learning Life.
All applicants must meet the academic and technical standards requisite for admission. The Academy will not reduce standards in the grading and/or evaluation of students. Academic requirements that are determined to be essential or fundamental will not be modified.

The Academy strives to eliminate barriers to learning or participation in other institutional activities, and provides the following services for students and faculty:

- Screening of disability documentation
- Determination of appropriate accommodations
- Communication with faculty and/or staff regarding student needs

Providing reasonable accommodations for students with disabilities requires an individual assessment of need and is a problem solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student. Refer to the Addenda section of this catalog for the US Sports Academy ADA Application. Appropriate accommodations may include:

- Extended time on exams
- Change in test format
- Priority registration
- Use of “spell check”
- Extra time for assignments
- Alternative evaluation methods
- Change in test format

Students with disabilities are responsible for informing the Academy about the disability and the need for reasonable accommodation. This should be done prior to or upon enrollment. Students must furnish adequate documentation of their disabilities from medical or other appropriate professionals in order to substantiate the need for services.

**Criteria for Disability Documentation**

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 states the qualified students with disabilities who meet the technical and academic standards at the Academy are entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental impairment which substantially limits a major life activity, a history of such impairment, or the perception of such impairment. The Academy does NOT provide disability documentation for students. It is the student’s responsibility to provide appropriate documentation to the office responsible for handling the request and to request accommodations. Appropriate documentation is defined as that which meets the following criteria:

**Psychological Disorder**

A letter or report form a mental health professional (psychologist, neuropsychologist, licensed professional counselor), including:

1. Clearly stated diagnosis
2. Defined levels of functioning and any limitations
3. Current treatment and medication
4. Current letter/report (within 1 year), dated and signed
**Traumatic Brain Injury (TBI)**

A comprehensive evaluation report by a rehabilitation counselor, speech-language pathologist, orthopedic specialist, and/or neuropsychologist (or other specialist as appropriate), including:

1. Assessment of cognitive abilities, including processing speed and memory
2. Analysis of educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities)
3. Defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.)
4. Current treatment and medication
5. Current letter/report (post-rehabilitation and within 1 year), dated and signed

**Learning Disabilities (LD)**

A comprehensive evaluation report from a clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostian, including:

1. Clear statement of presenting problem; diagnostic interview
2. Educational history documenting the impact of the learning disability
3. Alternative explanations and diagnoses are ruled out
4. Clearly stated diagnosis of a learning disability based upon DSM-IV criteria
5. Defined levels of functioning and any limitations, supported by evaluation data
6. Defined levels of functioning and any limitations, supported by evaluation data
7. Current report (within 3 years of enrollment date), dated and signed

**Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD)**

A comprehensive evaluation report from a physician, psychiatrist, clinical psychologist, neurologist, or neuropsychologist, including:

1. Clear statement of presenting problem; diagnostic interview
2. Evidence of early and current impairment in at least two different environments (comprehensive history)
3. Alternative explanations and diagnoses are ruled out
4. Relevant test data with standard scores are provided to support conclusions
5. Clearly stated diagnosis of ADD or ADHD based upon DSM-IV Criteria
6. Defined levels of functioning and any limitations supported by evaluation data
7. Current report (within 3 years of enrollment date), dated and signed

**8.44.2. International Students**

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

**8.44.3 Mobilization and Call to Active Duty**

The mobilization and call to active duty of reservists and National Guard members and the deployment of active duty military personnel create special limitations. Students of the Academy who are Reservists or members of the National Guard ordered to active duty or active-duty military personnel ordered to deploy abroad will have the option of
1. Receiving an administrative extension. Under this option, students will be able to continue their courses upon release from active duty or deployment, provided they are able to resume work in the course within three months from the date work was suspended. In the event that study does not resume within three months, students will be required to start over at the beginning of the course, though they will not be assessed any tuition or fees for doing so.

2. Withdrawing from the course of study without penalties. Students requesting an administrative extension or withdrawal will be required to provide copies of official orders indicating return to active-duty or deployment.

8.45. Statute of Limitations for Degree Completion

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

8.46. Student Conduct

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

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

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

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

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

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

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

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

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

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

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

8. A student may appeal an adverse decision. Within 15 days after the decision 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.

8.46.1 Threatening Behavior by Students

The Academy seeks to promote a safe environment in which students and employees may participate in the educational process without compromising their health, safety or welfare. The Student Conduct Policy 8.46, prohibits any actions that jeopardize the rights and freedoms of others or adversely affect the integrity of the Academy. Threatening behavior can harm and disrupt the Academy, its community and its families.

8.46.1.1 Prohibited Behavior

Threatening behavior is prohibited. “Threatening behavior” means any statement, communication, conduct or gesture, including those in written form, directed toward any member of the Academy community that causes a reasonable apprehension of physical harm to a person or property. A student can be guilty of threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker’s statement, communication, conduct or gesture as a serious expression of intent to physically harm.

8.46.1.2 Procedures for Mandatory Reporting of Threatening Behavior

If threatened by any student’s conduct to the point of reasonable fear of immediate physical harm to self, others or property:

Leave the area immediately.
Call the Police by dialing 911 to request that an officer come to the location. Inform the Police if it is a repeat occurrence.

Anyone who observes what appears to be threatening behavior by a student must report it to the Dean of Student Services and in the appropriate case; file a Student Code of Conduct Complaint Form.

Academy employees who observe what appears to be threatening behavior by a student must also report it to their supervisor or Department Head, who should report it to the Dean of Student Services.

8.46.1.3 Disciplinary Process

In addition to any law enforcement action, the Dean of Student Services (or designee) will investigate complaints against students and will keep records of such complaints and investigations in accordance with the Student Conduct policy 8.45 of this academic catalog. Such records are subject to the Family Educational Rights and Privacy Act and may be shared with faculty and other Academy Officials who have a legitimate educational interest, and those persons who need to know in a health or safety emergency, including any person who was the object of the threat.

The person observing a threat or being threatened by a student is to complete the Student Code of Conduct Complaint Form and send it to the Dean of Student Services. This will initiate the Student Conduct Inquiry regarding the student who is charged with exhibiting threatening behavior. Within 24 hours, the Dean of Student Services (or designee) will email the person who submitted the form to confirm that the form has been received. The Dean of Student Services will communicate the progress of the investigation within five calendar days to the person who was the object of the threat.

The Student Disciplinary Procedures shall govern all proceedings involving such complaints. The Dean of Student Services may suspend the student for an interim period prior to the resolution of the disciplinary proceeding if the Dean determines that the continued presence of the student poses a threat to any individual, property, or Academy function. Sanctions, as appropriate, may be imposed in accordance with the Student Code of Conduct, up to and including suspension or expulsion from the Academy.

The Dean of Student Services may utilize a Student Behavior Assessment Committee to assist in determining whether the student can remain on campus or whether other appropriate disciplinary actions should be taken. The Student Behavior Assessment Committee is an advisory committee that shall include representatives from Student Services, Academics, Administration, and other ad hoc members and consultants as deemed necessary by the Dean of Student Services on a case-by-case basis. The Committee will receive its charge from the Dean of Student Services, as necessary.

8.47. Student Organizations

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

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

The American Sport Art Museum and Archives (ASAMA) is open to all Academy alumni and students. Membership options begin at $20 per year and entitles students to take part in all ASAMA sponsored events including art shows, exhibitions, and presentations (with the exception of the Awards of Sport Banquet, should one be held).
The Student Ambassador Club represents the institution as hosts/hostesses or greeters at official functions of the Academy. Selection is based on a person’s potential contribution to the overall mission of the Academy. Ambassadors are usually selected in the fall semester of each year. Appointments continue at the convenience of the Academy, normally for one academic year, or that portion of the year for which the student is present on campus.

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

American Alliance for Health, Physical Education, Recreation, and Dance (www.aahperd.org)
1900 Association Drive
Reston, VA 20191

American College of Sports Medicine (www.acsm.org)
401 West Michigan Street
Indianapolis, IN 46202-43222

American Physical Therapy Association, Sports Medicine Section (www.apta.org)
1111 N. Fairfax Street
Alexandria, VA 22310

International Association for Worksite Health Promotion (www.acsm-iawhp.org)
401 W. Michigan Street
Indianapolis, IN 48202

International Council for Health, Physical Education, Recreation, Sport, and Dance (www.ichpersd.org)
1900 Association Drive
Reston, VA 20191

National Association of Collegiate Directors of Athletics (www.nacda.org)
24651 Detroit Road ,  Westlake, OH 44145

National Association for Sport and Physical Education (www.aahperd.org/naspe)
1900 Association Drive
Reston, VA 20191

National High School Athletic Coaches Association (www.hscoaches.org)
P O Box 5921
Rochester, MN 55903

National Recreation and Park Association (www.nrpa.org)
22377 Belmont Ridge Road
Ashburn, VA 20148

North American Society for Sports Management (www.nassm.com)
106 Main Street, Suite 344
Houlton, ME 04730-9001

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

8.48. Student Petitions Not Related to Grades

Students seeking redress for an issue not related to grade appeals but concerning conduct that may arise at or with the institution, its employees, or fellow students, should first attempt to do so on an informal basis. When students feel that in formal means have not resolved an issue, they can appeal for further consideration in a formal manner. The process established for such petitions includes the following steps:
1. A student may file a written petition within 30 days from the date when the informal attempt to resolve the issue was concluded. The written petition must be filed with the Chief Academic Officer and should include a detailed explanation of the circumstances involved. The Chief Academic Officer or a designee will officially log the petition in, noting the date and time it was received.

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

3. The Chief Academic Officer shall have the final right of accepting or rejecting the sub-committee’s recommendation. Students shall then be informed in writing of the final decision made by the Chief Academic Officer within 5 business days of receipt of the recommendation from the subcommittee.

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

8.49. Student 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 (such as height and weight of athlete), date and place of birth.

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

8.49.1. Student Rights for Records and Disclosure

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

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

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

4. The Academy requires students to submit a signed request for transcripts of academic records. Other requests, such as proof of full-time enrollment, must be in writing and must be submitted to the Registrar’s office.
5. The Academy does not provide students with copies of original or source documents available elsewhere such as transcripts from other institutions or scores for the Graduate Record Examination (GRE), Miller Analogies Test (MAT), Graduate Management Aptitude Test (GMAT), or Test of English as a Foreign Language (TOEFL).

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

7. The faculty will store paper-based documents submitted by students for one year. The Academy will electronically store coursework in the online Course Management System (CMS) for four semesters; after four semesters it will then be inaccessible.

8.50. Release of Information

8.50.1. Release of Grades

The Family Educational Rights and Privacy Act (FERPA) prohibits the release of grades without written permission. Grades are neither mailed out to students nor given out over the telephone. Students may access their grades via the web at records.ussa.edu. Students will receive user ID and password information for access to the student records portal via mail in the acceptance letter. Students who experience difficulty with this procedure should contact the Help Desk.

8.50.2. Release of Student Portal Login/Password Information

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

8.51. Textbook Policy

All course materials (textbooks, etc.) are included in the price of tuition and are shipped to students after course registrations are processed.

8.52. Transcripts

Requests for transcripts are made through the Student Portal. No transcript will be furnished to a student who has an outstanding balance due the Academy as evidenced by an administrative hold placed on the student’s file. It is against Academy policy to fax academic transcripts. Transcripts will only be released and delivered in hard copy. There is a $10 charge for each transcript.

Students who graduate with a 3.4 – 3.59 cumulative grade point average will have “Cum Laude” printed on their transcripts. Students who graduate with a 3.6 – 3.79 cumulative grade point average will have “Magna cum Laude” printed on their transcript. Students who graduate with a 3.8 – 4.0 cumulative grade point average will have “Summa cum Laude” printed on their transcript. The student who has been selected as Student of the Year will have this honor designated on the transcript.
8.53. Replacement Diplomas

Students may order a replacement paper diploma or diploma plaque upon completion of the Replacement Diploma Order Form which can be found online at http://www.ussa.edu/current-students/forms-applications/. Cost for a parchment paper copy is $25 and cost for a replacement plaque is $75. The form should be mailed or faxed and payment for the replacement must accompany the order.

8.54. 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.

8.55. Withdrawing from the Academy

A student may withdraw from a course or the institution up to his/her completion date by filing an official withdrawal form which is available online. Students must submit the completed form to the Registrar’s office. Students who file the appropriate paperwork for withdrawals prior to the course deadline will be assigned a grade of “W.” Withdrawal becomes effective the day the form is received by the Registrar.
9. FACULTY (*denotes Distance Learning Faculty)

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

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
Ed.D. United States Sports Academy

Stephen Juairie*
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

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

Michael I. Culpepper*
B.A. University of Alabama – Birmingham
M.S. University of Alabama – Birmingham
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

Stan Drawdy*
B.S. Francis Marion University
M.Ed. Francis Marion University
Ed.D. Nova Southeastern University

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

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

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

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

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

Arthur G. Ogden
B.A. LaSalle University
M.A. University of Delaware
Ph.D. Walden University
<table>
<thead>
<tr>
<th>Name</th>
<th>Degree(s)</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Price</td>
<td>B.S. East Stroudsburg University, M.S. East Stroudsburg University</td>
<td></td>
</tr>
<tr>
<td>Betsy Smith</td>
<td>B.A. Stephens College, M.S. University of North Carolina - Greensboro</td>
<td></td>
</tr>
<tr>
<td>Ken Reed*</td>
<td>B.A. University of Denver, M.A. Colorado State University, Ph.D. University of Northern Colorado</td>
<td></td>
</tr>
<tr>
<td>Glenn Snyder*</td>
<td>B.A. Bluffton College, M.S. Kent State University, Ed.D. University of Northern Colorado</td>
<td></td>
</tr>
<tr>
<td>R. Dale Reeves*</td>
<td>B.S. University of South Carolina, M.S. University of South Carolina, D.S.M. United States Sports Academy</td>
<td></td>
</tr>
<tr>
<td>Michael Spino*</td>
<td>B.A. Syracuse University, M.A. Life University, M.A. Georgia State University</td>
<td></td>
</tr>
<tr>
<td>Donn Renwick*</td>
<td>B.A. Stanford University, M.A. Stanford University, Ph.D. Florida State University</td>
<td></td>
</tr>
<tr>
<td>Piper Uhlig</td>
<td>B.S. University of South Alabama, M.S. University of South Alabama</td>
<td></td>
</tr>
<tr>
<td>Timothy Rice</td>
<td>B.S. University of Mobile, M.S.S. United States Sports Academy, D.S.M. United States Sports Academy</td>
<td></td>
</tr>
<tr>
<td>Terry Waldrop*</td>
<td>B.S. LSU-Monroe, M.S.S. United States Sports Academy</td>
<td></td>
</tr>
<tr>
<td>Joyce Rodvien</td>
<td>B.S. University of Vermont, M.A. University of Phoenix</td>
<td></td>
</tr>
<tr>
<td>M. Brian Wallace*</td>
<td>B.S. Southern Illinois University, M.S. Southern Illinois University, Ph.D. Florida State University</td>
<td></td>
</tr>
<tr>
<td>Thomas J. Rosandich</td>
<td>B.S. Columbia Pacific University, M.S.S. United States Sports Academy, Ed.D. United States Sports Academy</td>
<td></td>
</tr>
<tr>
<td>Pamela J. Wojnar</td>
<td>B.A. George Mason University, M.S.S. United States Sports Academy, Ed.D. United States Sports Academy</td>
<td></td>
</tr>
<tr>
<td>Edward Sakiewicz</td>
<td>B.S. Loyola College, M.S. University of Phoenix, Ph.D. Capella University</td>
<td></td>
</tr>
<tr>
<td>Bret L. Simmermacher*</td>
<td>B.S. University of West Florida, M.S. University of West Florida, D.S.M. United States Sports Academy</td>
<td></td>
</tr>
</tbody>
</table>
10. ADDENDA

A. Student Rights and Responsibilities Statement
B. Student of the Year Nomination Form
C. Bachelor of Sports Science Sports Coaching - Degree Audit/Program of Study
D. Bachelor of Sports Science Sports Management - Degree Audit/Program of Study
E. Bachelor of Sports Science Sports Management/Sports Security Emphasis - Degree Audit/Program of Study
F. Bachelor of Sports Science Sports Studies - Degree Audit/Program of Study
G. Bachelors-to-Doctor of Education in Sports Management Accelerated Degree – Degree Audit/Program of Study
H. Request for Transcript Form
I. BSS Discussion and Assignment Rubrics
J. Graduation Checklist for Bachelor’s Degree Candidates
K. Academic Hearing Procedures
L. Americans with Disabilities Act (Students), with Application
M. FERPA Educational Release to Third party
N. Change of Catalog Request
O. Withdrawal Form
P. Payment Authorization Form
Q. Student Information Change Form
THIS PAGE IS INTENTIONALLY LEFT BLANK.
Addendum A: Student Rights and Responsibilities Statement

Honor Code for the United States Sports Academy

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

Notice to All Students

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

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

Academic Integrity

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

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

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

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

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

Note: Submitting the same paper or part of a paper for more than one course is not permitted.
The abuse of Academy library materials by writing in journals or books, tearing out pages, or taking materials without properly checking them out is strictly forbidden.

**Attendance Policy: Distance Learning**

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

**Drugs and Alcohol Policy**

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

**Grade Appeal Procedures**

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

1. The student must communicate with the instructor in question and attempt to resolve any differences in an informal manner.

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

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

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

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

**Online Student Security**

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

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.
**Password Reset Policy**

This policy applies to all organizations and individuals associated with the United States Sports Academy.

**Automated Password Recovery/Reset**

6. USSA shall provide an automated password recovery/reset solution for any Central Directory system provided (i.e. Active Directory, Academy Central Login)
7. This system will operate in a manner and by processes approved by the Department of Technology.
8. The system shall allow the user to select from a number of standard questions or to provide their own questions and to provide unique answers to those questions. These question/answer sets will be used for the purpose of verification of identity for automated password resets.
9. The password recovery solution should not rely solely on Social Security Number (SSN) or any portion thereof (Last 4).
10. The password recovery solution should not rely on the student ID# or any portion thereof.

**Assisted Password Recovery/Reset**

5. If the automated password recovery/reset solution provided by USSA is unavailable or fails, the user may then call the CMS helpdesk to reset their password. The CMS helpdesk may be reached at 251-626-3303 ext. 7123.
6. Any user requesting a password reset must verify their identity prior to having the reset completed.
7. The user must confirm their identity by providing the answer to 2-3 confidential questions.
8. Verification is to be conducted by dedicated CMS helpdesk personnel only.

**Student Conduct**

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

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

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

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

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

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

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

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

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

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

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

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

**Student Petitions**

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

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

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

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

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

**Student Rights**

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

1. Category I: Name, address, telephone number, dates of attendance, and class;
2. Category II: Previous institution(s) attended, major field of study, awards, honors and degree(s) conferred; and
3. Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athlete), and date and place of birth.

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

**Student Rights for Records and Disclosure**

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

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

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

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

5. The Academy does not provide students with copies of original or source documents available elsewhere, such as transcripts from other institutions or scores for the Graduate Record Examination, Miller Analogies Test, Graduate Management Aptitude Test, or Test of English as a Foreign Language test.

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

7. The faculty will store paper-based documents submitted by students for one year. The Academy will electronically store coursework in the online course management system (CMS) for four semesters; after four semesters the coursework will be inaccessible.
Student Rights for Release of Grades

The Family Educational Rights and Privacy Act (FERPA) prohibits the release of grades without written permission. Grades are neither mailed out to students nor given out over the telephone. Students may access their grades via the web at records.ussa.edu. Students will receive user ID and password information for access to the student records portal via mail in the acceptance letter. Students who experience difficulty with this procedure should contact the Help Desk.

Weapons Policy

The Academy prohibits the possession or use of firearms or weapons of any type on the Academy premises. The definition of weapons shall include all types of firearms (regardless of size), knives (other than small pocket knives with a blade length of three inches or less), mace, and pyrotechnic devices (e.g. fireworks). Infractions will be considered and evaluated on a case-by-case basis as a student disciplinary matter (see the Student Conduct section). The Academy reserves the right to deny admission or continued attendance to a student whose actions are contrary to the policies and procedures of the Academy. Punishment for a weapons infraction may include suspension for a semester or immediate expulsion.

Sexual Harassment

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

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

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

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

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

The United States Sports Academy accepts students regardless of race, religion, gender, age, disability, or national origin.
Addendum B: Student of the Year Nomination Form

NAME__________________________________________________________

ADDRESS________________________________STATE/ZIP___________

PHONE_________________EMAIL______________________________

HIGH SCHOOL________________________________________________

HOMETOWN (if different from above)______________________________

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

____________________________________________________________________

LIST YOUR PROFESSIONAL ACHIEVEMENTS (and the year)___________

____________________________________________________________________

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

____________________________________________________________________

SCHOLARLY, CIVIC, OR PHILANTHROPIC CONTRIBUTIONS TO THE ACADEMY

____________________________________________________________________

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

_________________  __________________________
Signature         Date
# Addendum C: BACHELOR OF SPORTS SCIENCE
## Sports Coaching Major
### Degree Audit/Program of Study

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

Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Graduation Application Fee. The Program of Study is not considered a contract between the student and the institution and is subject to change at any time and at the sole discretion of the institution. It is the student’s responsibility to ensure all degree requirements are met.

__________________________  __________________________
Student Signature                Date

__________________________  __________________________
Advisor Signature               Date

1 September 2010/REVISED 17 JUNE 2011
# Addendum D: BACHELOR OF SPORTS SCIENCE

## Sports Management Major

### Degree Audit/Program of Study

<table>
<thead>
<tr>
<th>Name ________________________________</th>
<th>Advisor ________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address ______________________________</td>
<td></td>
</tr>
<tr>
<td>Email ________________________________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number and Name</th>
<th>Credit Hours</th>
<th>Total Hours</th>
<th>Date</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE COURSES (12 Semester-Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAB 334 Ethics in Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAB 361 Contemporary Issues in Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 340 Organization &amp; Management in Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 400 Leadership Principles in Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REQUIRED SPORTS MANAGEMENT COURSES (27 Semester-Hours)**

<table>
<thead>
<tr>
<th>Course Number and Name</th>
<th>Credit Hours</th>
<th>Total Hours</th>
<th>Date</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM 487 Introduction to Sports Security Management</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 342 Personnel Management in Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 344 Sports Marketing</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 445 Sports Managerial Accounting</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 448 Promotion &amp; Event Planning</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 450 Fund Raising in Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 451 Public Relations in Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 482 Sports Facilities Management</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 486 Law and Risk Management</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ELECTIVE SPORTS MANAGEMENT COURSES (Choose 5 courses for 15 Semester-Hours)**

<table>
<thead>
<tr>
<th>Course Number and Name</th>
<th>Credit Hours</th>
<th>Total Hours</th>
<th>Date</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAB305 Sociology of Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAB310 History of Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAB368 Psychology of Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 322 Foundations of Amateur &amp; Professional Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM367 Olympic Culture</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM386 Legal Concepts in Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM392 Sports Business Agents</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM496 Topical Reading in Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FINAL CULMINATING EXPERIENCE (6 Semester-Hours)**

<table>
<thead>
<tr>
<th>Course Number and Name</th>
<th>Credit Hours</th>
<th>Total Hours</th>
<th>Date</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPT 498 Mentorship</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Graduation Application Fee. The Program of Study is not considered a contract between the student and the institution and is subject to change at any time and at the sole discretion of the institution. It is the student’s responsibility to ensure all degree requirements are met.*

<table>
<thead>
<tr>
<th>Student Signature: ________________________________</th>
<th>Date: ________________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Advisor Signature: ________________________________</th>
<th>Date: ________________________________</th>
</tr>
</thead>
</table>
### Addendum E: BACHELOR OF SPORTS SCIENCE

Sports Management Major w/ Sports Security Emphasis

#### Degree Audit/Program of Study

**Name________________________________________________**

**Advisor________________________________________________**

**Address__________________________________________________________________________________________**

**Email________________________________________________**

**Bachelor’s Academic Catalog 2010**

---

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

*Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Graduation Application Fee. The Program of Study is not considered a contract between the student and the institution and is subject to change at any time and at the sole discretion of the institution. It is the student’s responsibility to ensure all degree requirements are met.*

**Student Signature________________________________________________ Date____________________________**

**Advisor Signature________________________________________________ Date____________________________**
# Addendum F: BACHELOR OF SPORTS SCIENCE

## Sports Studies

### Degree Audit/Program of Study

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

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

Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Graduation Application Fee. The Program of Study is not considered a contract between the student and the institution and is subject to change at any time and at the sole discretion of the institution. It is the student’s responsibility to ensure all degree requirements are met.

Student Signature ____________________________________________________________________ Date ________________

Advisor Signature ____________________________________________________________________ Date ________________

1 September 2010/REVISED 17 JUNE 2011
**Bachelor’s Academic Catalog 2010**

**Addendum G (1 of 2)**

**BACHELOR’S TO DOCTOR OF EDUCATION (Ed.D.) IN SPORTS MANAGEMENT**

**Accelerated Degree Program**

**Degree Audit (Program of Study)**

**90 Semester-Hours**

Name____________________   Advisor_________________________________
Address______________________________________________________________
Phone____________________________________  Email_________________________

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

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

<table>
<thead>
<tr>
<th><strong>Research Core</strong></th>
<th><strong>Credit Hours</strong></th>
<th><strong>Hours</strong></th>
<th><strong>Semester</strong></th>
<th><strong>Grade</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SAR 790 Selected Readings in Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAR 674 Research Statistics in Sport</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAR 776 Research Methodologies</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPT 799 Dissertation</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
</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 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)

**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 Chief Academic Officer prior to registration. Cognate courses may be taken at the Academy or at a regionally-accredited college or university.

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

---

**Addendum G (2 of 2)**

1 September 2010/REVISED 17 JUNE 2011
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)
SAB 700 Current Literature in Sports (3)

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

Dissertation Title:_________________________________________________________

All students are REQUIRED to successfully complete their Doctoral Degree Portfolio.

<table>
<thead>
<tr>
<th>Portfolio Checklist Requirements</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral Degree Portfolio</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Graduation Application Fee. The Program of Study is not considered a contract between the student and the institution and is subject to change at any time and at the sole discretion of the institution. It is the student’s responsibility to ensure all degree requirements are met.

Student Signature:__________________________________________ Date ___________

Advisor Signature:__________________________________________ Date ___________
Addendum H: Request for Transcript Form

UNITED STATES SPORTS ACADEMY
"America's Sports University"
One Academy Drive • Daphne, Alabama, USA 36526-7055
Telephone: (251) 626-3303 • FAX: (251) 625-1035
E-mail: registrar@ussa.edu • http://www.ussa.edu

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

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

Cell Phone Number (____) ____________________  Work Phone Number (____) ___________

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: Transcripts released: Date ________________

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

### BSS Discussion Rubric

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td>Post presents new or expanded ideas that reflect high-level critical thinking; demonstrates practical application; directly answers the question(s); provides additional insights; evidence of original thought apparent throughout; clear application of course concept being discussed; communicates effectively in written English; post is absent of errors.</td>
<td>Post presents ideas that reflect critical thinking; makes practical application; answers the question(s); evidence of original thought apparent with reference to the topic or concept; communicates in written English with minimal errors.</td>
<td>Post illustrates basic knowledge of topic without practical application; indirectly answers assigned question(s); allusion to an original idea but with no clear connection to topic or concept; critical thinking is strained at best; minimal errors in grammar, punctuation and spelling; presents basic written communication.</td>
<td>Post displays minimal grasp of concepts; minimal analysis presented in response; does not expand central concepts; references topic but does not clearly address it; random original thoughts; no cohesion of ideas presented; written communication not fluent; substantial errors in written communication.</td>
<td>Post displays no understanding of central concepts; no critical thinking or application is apparent; does not address question(s); no evidence of original thought; no analysis of topic is present; substantial errors in written communication.</td>
<td></td>
</tr>
</tbody>
</table>
## Addendum I (continued) BSS Assignment Rubric

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content:</strong></td>
<td>The response is very specific, concise, and to the point; information accurate; conclusions and/or opinions logical and insightful; exhibits and supports clear critical analysis.</td>
<td>The response refers to the task and is concise; information is accurate; logical conclusion or opinion is offered; critical analysis is expressed.</td>
<td>Response not on task; may be wordy; information generally accurate but little insight offered; inaccuracies and logic not complete in the conclusion and/or opinions; weak critical analysis.</td>
<td>Response does not specify the task; information limited or unclear; no direct insights offered; conclusion or opinion may be judged to be off-task or illogical; critical analysis is strained, at best.</td>
<td>No clear purpose or central theme; repeats information; confusing; difficult to read; no conclusion; critical analysis is absent.</td>
<td>(0-59 points)</td>
</tr>
<tr>
<td><strong>Writing:</strong></td>
<td>Very fluent and clear; few or no errors of grammar and punctuation; sources cited correctly by APA standards; citations used consistently and correctly</td>
<td>Fluent and interesting; a few errors of grammar and punctuation; sources cited informally</td>
<td>Lacks fluency; errors of grammar and punctuation; a few sources mentioned</td>
<td>Faltering or insufficient; many errors of grammar and punctuation; few to no sources cited</td>
<td>Poor sentence structure and grammar; many repeated errors of grammar and punctuation; no sources cited</td>
<td>(0-23 points)</td>
</tr>
</tbody>
</table>

1 September 2010/REVISED 17 JUNE 2011
| Overall Impression | Very clear, complete and exemplary in communicative style; expresses a sense of value based upon principles; states a critical position; exhibits a global understanding of the issue. (54-60 points) | Complete and satisfactory; notions of value are alluded to but are not clearly stated; displays knowledge of global applications, but the connections are not strongly articulated. (48-53 points) | Incomplete and slightly satisfactory; global applications are sketched; value expressions are present but are vague. (42-47 points) | Incomplete and unsatisfactory; no clear understanding of or allusions to global applications; ethical considerations are not clear. (36-41 points) | Unfinished and insufficient; no understanding of global application or of ethical implications within the issues. (0-35 points) |
Addendum J: Graduation Check List for Bachelor’s Degree Candidates

1. Completed all degree requirements as stated in the academic catalog under which you are governed.

2. Cleared all financial obligations to the Academy.

3. Applied for graduation through the Registrar’s office. Go to the Student Services web page, under Forms, for the Bachelor’s (BSS) Graduation Application form and paid the required graduation fee.

4. Ensured that all required information is included on BSS Graduation Application (i.e., name as it should appear on the diploma plaque, mailing address, etc.)

5. Diploma Order Form information is obtained from the BSS Graduation Application. If you would like the diploma mailed to a different address other than what was indicated on the graduation application please go to the Student Services web page, under “Forms,” for the Diploma Order Form. Complete the form and fax, mail or email the document to the office of the Registrar.

   • Email: registrar@ussa.edu
   • Fax: 251-625-1035
   • Mailing Address: United States Sports Academy, Attention: Registrar
     One Academy Drive Daphne, AL 36526

6. Completed the Exit Survey. Exit Surveys are incorporated in the graduation application and should have been completed at the time you submitted your graduation application.


8. The Registrar will perform an audit of the student’s degree requirements and contact the student regarding his or her status.

9. Once all steps are completed the degree will be conferred and a complimentary copy of each student’s academic transcript will be mailed to the address on file in the Registrar’s office. In addition, a commemorative brick bearing your name will be placed on the Walk of Fame as a graduate of the Academy.

10. The Plaque Diploma will be mailed to students after all degree requirements have been met and the degree has been conferred.


   Don’t forget to join the Alumni Association
Addendum K: Academic Hearing Procedures

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

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

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

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

Hearing procedures include the following:

1. A written or electronic record of the proceedings is maintained. The hearing is closed and members of the committee will take reasonable precautions to ensure that the proceedings remain confidential, unless disclosure is required by law. A secretary may be present to record the minutes.

2. The proceeding is not governed by formal rules of evidence or by trial-like procedures. The procedures are those used by reasonable persons conducting a serious proceeding. The chairperson rules on all procedural questions.

3. Members of the committee have the right to question any of the parties or witnesses.

4. The chairperson may terminate a party's right to address the committee if the party becomes abusive or persists in presenting irrelevant evidence or information.

5. If either party fails to appear, the hearing will continue as if the absent party were present.

6. The failure of any party to appear without justifiable cause will terminate that party's right to appeal.

Hearing deliberations are to proceed as follows:

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

7. Following the hearing, the committee deliberates and renders a decision by simple majority based on a preponderance of the evidence. If the committee decides to recommend a penalty, it specifies the disciplinary action to be imposed.

8. The chairperson sends written notification of the committee’s decision to the Chief Academic Officer.

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

10. A student may appeal an adverse decision. Within 15 days after the decision rendered by the
Chief Academic Officer, the student has the right to appeal the decision to the President of the institution. Appeals must be made in writing. Decisions rendered by the President shall be final.
Addendum L: Americans with Disabilities Act (Students)

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

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

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

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

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

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

5. A list of recommended reasonable accommodations for the post-secondary environment.

6. All documentation is confidential and should be submitted to: USSA Student Services Department, Attention: Registrar.
UNITED STATES SPORTS ACADEMY

Americans with Disabilities Act (ADA)
APPLICATION

Please submit completed application form to the OFFICE OF THE REGISTRAR for approval.

Petition to Recognize a Qualifying Condition

The purpose of this application is for students enrolled at the Academy to request accommodations in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act (1973). The Academy, through the Registrar’s Office, will make all reasonable efforts to achieve academic accessibility commensurate with non-handicapped students. Students requesting accommodations for a disability should request accommodations as soon as possible following the discovery of a qualifying condition.

Please fill out this completed application along with your current diagnostic documentation (within the past three years) to the Registrar, United States Sports Academy, One Academy Drive, Daphne, Alabama 36526. The Registrar will review your complete submission and determine if your request is supported by your diagnostic evaluation.

Please allow 14 working days for a response to all requests.

Name ______________________________________ Student ID _____________________

Email Address: __________________________________________________________

Home Address __________________________________________________________

Primary Phone: ____________________________

Alternate Phone: __________________________

Your affiliation with the Academy: (circle all that apply) Undergraduate  Graduate  Con. Ed.

Term of first enrollment at the Academy: __________________

Major Concentration: _________________________________________________

Is this your first time applying for ADA accommodations at the Academy? ___ Yes ____ No
• If “No,” are you requesting the same accommodations as your last request? ___ Yes ____ No
• If “Yes,” what specific accommodations are you requesting, based on the doctor’s recommendations?

(Please continue on the back of this sheet, if necessary):

________________________________________________________________________

________________________________________________________________________
Have you received accommodations from another college or agency?  
Yes  No
If “Yes,” please describe.

Would you like to grant permission for the Registrar and committee members to speak about this petition and its related issues with parties outside of the Academy (e.g. your parents, spouse, your diagnostician, etc)? If so, please list their names here:

I hereby grant permission that all information attached to this application may be released to the Legal Counsel of the Academy and to the other parties who serve with an educational interest.

FOR OFFICE USE ONLY

Registrar:

Name (Please Print) ____________________ Signature ____________________ Date __________

Dean of Student Services:

Name (Please Print) ____________________ Signature ____________________ Date __________

Chief Academic Officer:

Name (Please Print) ____________________ Signature ____________________ Date __________
Addendum M – FERPA Release of Educational Records to Third Party Form

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**  
**RELEASE OF EDUCATIONAL RECORDS TO THIRD PARTY**  
**UNITED STATES SPORTS ACADEMY**

The United States Sports Academy is committed to complying with the *Family Educational Rights and Privacy Act* of 1974. Certain student information has been determined as public information under the terms of the act. This may include release of name, address, telephone number, e-mail address, date and place of birth, major field of study, participation in university sports and activities, weight and height of athletic team members, dates of attendance, degrees and awards received, and previous educational institutions attended. Academic, financial, and disciplinary information may not be released without the expressed written consent of the student. Complete this form to allow any other person(s) access to your academic, financial, and/or disciplinary information.

**STUDENT’S NAME (Print legibly): ___________________________ SSN: ________________**

Current Address:

<table>
<thead>
<tr>
<th>First</th>
<th>Middle</th>
<th>Last</th>
<th>(For verification of records)</th>
</tr>
</thead>
</table>

Telephone where you can be reached: ____________________________

Please allow the following person(s) access to records as indicated below. Records may include but are not limited to:
- Academic Records - transcript, grades, grade point average, courses taken, and/or courses required
- Financial Aid/Business Office Records - statement of account
- Disciplinary Records

**RELEASE TO (third party name):**

1. ___________________________ RELATIONSHIP: ___________________________
   | First | Middle | Last |

2. ___________________________ RELATIONSHIP: ___________________________
   | First | Middle | Last |

3. ___________________________ RELATIONSHIP: ___________________________
   | First | Middle | Last |

IS THIS A PERMANENT* RELEASE? **YES** **NO**  
A ONE TIME ONLY RELEASE? **YES** **NO**

*This release is considered permanent until rescinded in writing by the student.

**PASSWORD - Please set your password here:** ____________________________

**IF SEEKING INFORMATION BY PHONE, THIRD PARTIES WILL BE ASKED TO IDENTIFY THE PASSWORD LISTED.**

**RELEASE IS FOR (CHECK ALL THAT APPLIES):**
- ACADEMIC RECORDS / OFFICE OF THE REGISTRAR & ACADEMIC AFFAIRS
- FINANCIAL AID RECORDS / FINANCIAL AID OFFICE
- BUSINESS OFFICE RECORDS / FINANCIAL SERVICES
- DISCIPLINARY RECORDS / STUDENT SERVICE OFFICE

**SIGNATURE: ___________________________ DATE: ______________________**

The Registrar must witness the student’s signature on this form. The Institution reserves the right to verify signatures against existing records.

**THIS FORM MUST BE NOTARIZED IF RETURNED BY MAIL.**

State of ______________ County of ______________ Signed before me this __________ day of ______ 20____

My commission expires ________________

Signature ____________________________

FERPA Release 5/2007
Addendum N – Change of Catalog Request Form

UNITED STATES SPORTS ACADEMY
One Academy Drive • Daphne, Alabama, USA, 36526
Telephone: (251) 626-3303 Fax: (251) 625-1035
World Wide Web: http://www.usa.edu
E-Mail: registrar@usa.edu

Change of Catalog Request Form

Although the Academy reserves the right to change policies and procedures and the student acknowledges this right by registering for a course, the Academy recognizes the student’s need to know graduation requirements and like policies. The catalog that articulates a student’s degree requirements will be based on the term in which a student first registers for courses. Students entering under one catalog will be expected to graduate under the guidelines of that catalog. If, however, for whatever reason students wish to change catalogs, this can be done by requesting a catalog change through the Director of Student Services. If a student changes catalogs, that student is responsible for all the graduation requirements in the new catalog. Students have one opportunity to change catalogs. Students must be in full-standing with the Academy in order to change catalogs.

Name: ____________________________________________
E-mail Address: ____________________________________
Social Security Number or Student I.D. Number: _______________

Program:  □ Master’s  □ Doctoral  □ Bachelor’s

Date: ______________________________

I, ____________________________ officially request to change to the Catalog. I understand that when my request is approved I must contact my Academic Advisor to discuss which courses I need to enroll in to complete my degree requirements. I understand that I am responsible for all the graduation requirements in the new catalog. Upon approval of my request, I will be notified via my Academy e-mail account if my request has been granted.

__________________________________________
Student Signature

To Be Processed by Office of Student Services:
Date Received: __________________________
Approved ______ Denied ______
If Denied, for what reason: ____________________________
Signature of Director/Dean of Student Services: ____________________________
Addendum O – Withdrawal Form

United States Sports Academy
One Academy Drive • Daphne, Alabama, USA, 36526
Telephone: (251) 626-3303 Fax: (251) 625-1035
World Wide Web: http://www.ussa.edu
E-Mail: registrar@ussa.edu

Withdrawal Form

Date: _______________________

Please Select One: □ Course(s) Withdrawal □ Institutional Withdrawal

Student’s Name: ___________________________________________________________

Student Address: __________________________________________________________

Street, P O or Box

City ___________________ State _________ Zip ________

Reason for Withdrawal: ___________________________________________________

Are you: _________________________________________________________________

Receiving Financial Aid □ Yes □ No

Note: If you checked “Yes” to receiving Financial Aid, and have been enrolled less than 68 days in your course, it is the responsibility of the student to contact the Director of Financial Aid at financialaid@ussa.edu prior to withdrawing for return of Financial Aid (Return of Title IV) fund calculations.

A grade of “W” will be recorded as the final grade.

<table>
<thead>
<tr>
<th>Dept/Course Number</th>
<th>Title</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________________</td>
<td>__________</td>
<td>______</td>
<td>__________</td>
</tr>
<tr>
<td>___________________</td>
<td>__________</td>
<td>______</td>
<td>__________</td>
</tr>
<tr>
<td>___________________</td>
<td>__________</td>
<td>______</td>
<td>__________</td>
</tr>
</tbody>
</table>

Student’s Signature: ________________________________________________

Registrar’s Signature: ________________________________________________
Addendum P – Payment Authorization Form

Credit Card Telephone
Payment Authorization Form
United States Sports Academy

Note: This procedure is to collect only enough information to verify the student’s transaction. The information requested below includes student’s name, email address, daytime telephone number, credit card number, expiration date and other information required to process the request for services. This information will not be shared or sold to any third parties unless required by law.

Date: ____________________

Student Information:

First Name: __________________________________________________________

Middle Name: ________________________________________________________

Last Name: __________________________________________________________

Email Address: _________________________________________________________

Student ID # ________________________________________________________

Daytime Telephone Number: ________ - ________ - ________

Select transaction type:

☐ Registration - Tuition/Fees
  Varies

☐ Course Extension
  30 Day $50 per course
  60-day $100 per course

☐ Transcript Request Fee
  $10 per copy

☐ Other ________________________________

☐ Duplicate Diploma
  Fee: $50

☐ Graduation Fee (s)
  BSS $125
  MSS $125
  Ed. D. $250

☐ Balance on Account

Addendum P (continued)
Method of Payment: The student understands that his/her credit card will be charged to cover the required fee(s).

Credit Card Type: VISA  MC  DISCOVER  AMEX

Credit Card Number: __________ - __________ - __________ - __________

Expiration Date: _________ - _________

Received By: ____________________________       Date _____________________

Processed By: ____________________________       Date_______________________
Addendum Q:

The United States Sports Academy
America’s Sports University
One Academy Drive
Daphne, Alabama 36526
(251) 626-3303
Fax: (251) 625-1035

STUDENT INFORMATION CHANGE

Student Name (as it appears on the Academy’s records):

COMPLETE ONLY APPLICABLE INFORMATION

Address Change

Street, RFD or P O Box

City State Zip Code

Telephone Number Change:

(_______ ) ________
Area Code Telephone Number

Change of Major

Change Major From: ____________________________
Change Major To: ______________________________

Student Signature: ____________________________

Date Submitted: ____________________________

“AMERICA’S SPORTS UNIVERSITY”
1-800-223-2668 (ADMISSIONS ONLY)