United States Sports Academy
“America’s Sports University®”

Master of Sports Science Degree (M.S.S.)
Academic Catalog 2010-2011

1 September 2010

Celebrating the 2010 World Cup
“The Cup Runneth Over”
by Charles Billich
2000 Sport Artist of the Year
# Table of Contents

1. GENERAL POLICIES AND INFORMATION
   1.1 Communicating with the Academy ......................................................... 1
   1.2 Accreditation ......................................................................................... 1
   1.3 Alabama State Licensure and Certification .............................................. 1
   1.4 Equal Opportunity Statement ................................................................. 1
   1.5 Military Programs .................................................................................. 1
   1.6 History and Purpose ............................................................................... 1
   1.7 Mission Statement .................................................................................. 3
   1.8 The Philosophy of the Academy ............................................................... 3
   1.9 Goals of the Master’s Degree Program .................................................... 3
   1.10 Expectations of Students at the Master’s Level ........................................ 4
   1.11 Honor Code of 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 Master’s Degree Program ..................................................................... 8
   3.1.2 International Student Admission ......................................................... 9
   3.1.3 International Student Employment ...................................................... 10
   3.1.4 Social Security Number Disclosure ..................................................... 10
   3.2 Issuance of a Certificate of Eligibility (Form I-20) .................................... 10
   3.3 Transfer Policy and Procedure ............................................................... 10
   3.3.1 Master’s Program Transfer Policies .................................................... 10
   3.3.2 Transfer Request Procedure ............................................................... 11
   3.4 Admission Status .................................................................................. 11
   3.4.1 Full-Standing Status ........................................................................... 11
   3.4.2 Conditional Admissions ....................................................................... 11
   3.4.2.1 Non-Degree Seeking Status ......................................................... 12
   3.5 Statute of Limitations on Acceptance ..................................................... 13
3.6 Institutional Testing Codes ................................................................. 13
3.7 Testing Facilities .................................................................................. 13
3.8 Alabama and Other State Certification Requirements .............................. 14
3.9 Post-Master’s Degree Graduate Work ................................................... 14
3.9.1 Post-Master’s Degree Graduation Application Procedure ...................... 15

4. ACADEMIC AFFAIRS
4.1 Master of Sports Science Degree Programs ............................................ 16
4.2 Delivery Options .................................................................................. 16
4.2.1 Online Delivery .................................................................................. 16
4.2.2 Residential Study Option ................................................................. 16
4.2.3 Directed Individualized Study ........................................................... 17
4.3 Affiliated Credit Options ....................................................................... 17
4.4 Mentorship, Thesis, and Non-Thesis Options ........................................ 17
4.4.1 Master’s Degree Mentorship Program ............................................... 17
4.4.1.1 Mentorship .................................................................................... 17
4.4.1.2 Thesis Option ................................................................................ 18
4.4.1.3 Non-Thesis Option ........................................................................ 19
4.5 Master’s Degree Majors ....................................................................... 19
4.5.1 Dual Majors ....................................................................................... 19
4.5.2 Core Courses .................................................................................... 19
4.5.3 Department of Sports Coaching ......................................................... 20
4.5.4 Department of Sports Fitness and Health ............................................ 20
4.5.5 Department of Sports Management .................................................... 20
4.5.6 Department of Sports Medicine ......................................................... 20
4.5.7 Department of Sports Studies ............................................................. 20
4.5.8 Emphasis Areas ............................................................................... 21
4.5.9 Master’s Program Elective Courses .................................................... 22
4.6 Master of Sports Science Curriculum Planner ....................................... 22
4.7 Guidelines for Using the Curriculum Planner ......................................... 23
4.8 Master’s Courses ................................................................................. 24

5. ACADEMY ONLINE WRITING LAB ...................................................... 33
6. TUITION AND FEES ............................................................................. 34
7. FINANCIAL AID .................................................................................. 36
7.1 Types of Assistance Available to Graduate Students who Qualify .......... 36
7.1 Loans ................................................................. 36
7.1.2 Distribution of Financial Aid Funds................................. 37
7.1.3 In-School Deferments................................................. 38
7.2 Veterans Administration Programs........................................ 38
7.3 Military Financial Aid ................................................... 38
7.4 Definition of Academic Year.............................................. 41
7.5 Satisfactory Academic Progress........................................ 41
7.5.1 Return of Title IV Funds .............................................. 42
7.5.2 Academy Financial Aid Review ...................................... 43
7.5.3 Loan Program .......................................................... 43
8. REGULATIONS/POLICIES/PROCEDURES................................. 45
8.1 Academic Integrity ...................................................... 45
8.1.1 Residential Registration Policies and Procedures................... 45
8.1.1.1 Registration ....................................................... 45
8.1.1.2 Late Registration Fee ............................................ 45
8.1.1.3 Failure to Register ............................................... 45
8.1.1.4 Payment Information ............................................. 46
8.1.1.5 Building Security Access Cards ................................ 46
8.1.1.6 Student Access Doors ........................................... 46
8.1.1.7 Change of Schedule: Adding or Dropping.................... 46
8.1.1.8 Withdrawing from the Academy ................................ 46
8.1.1.9 Credit Loans ...................................................... 46
8.1.1.10 Transcripts ....................................................... 47
8.2 Academic Probation and Dismissal .................................... 47
8.2.1 Academic Probation .................................................. 47
8.2.2 Dismissal .............................................................. 47
8.3 Academic Alert .......................................................... 48
8.4 Accounts Receivable from Students .................................... 48
8.5 Dropping Courses ....................................................... 48
8.6 Advising Program ....................................................... 48
8.7 Animals and Pets ....................................................... 49
8.8 Application for Graduation .............................................. 49
8.9 Distance Learning Attendance Policy ................................ 49
8.10 Auditing Classes ....................................................... 49
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.11 Campus Computing and E-mail</td>
<td>49</td>
</tr>
<tr>
<td>8.12 Catalog Coverage and Change</td>
<td>50</td>
</tr>
<tr>
<td>8.13 Change of Major</td>
<td>50</td>
</tr>
<tr>
<td>8.14 Change of Address</td>
<td>50</td>
</tr>
<tr>
<td>8.15 Committee-Structure and Function</td>
<td>50</td>
</tr>
<tr>
<td>8.16 Conferring of Degrees</td>
<td>50</td>
</tr>
<tr>
<td>8.17 Course Descriptions-Expanded</td>
<td>50</td>
</tr>
<tr>
<td>8.18 Course/Instructor Evaluation</td>
<td>51</td>
</tr>
<tr>
<td>8.19 Drug and Alcohol Policy</td>
<td>51</td>
</tr>
<tr>
<td>8.20 Examinations at the Master’s Level</td>
<td>52</td>
</tr>
<tr>
<td>8.20.1 Comprehensive Examinations</td>
<td>52</td>
</tr>
<tr>
<td>8.20.2 Master’s Portfolio</td>
<td>52</td>
</tr>
<tr>
<td>8.21 Exit Interviews</td>
<td>52</td>
</tr>
<tr>
<td>8.22 Facilities</td>
<td>53</td>
</tr>
<tr>
<td>8.23 Recreational Facilities and Activities</td>
<td>53</td>
</tr>
<tr>
<td>8.24 Food and Drink</td>
<td>54</td>
</tr>
<tr>
<td>8.25 Full-Time Student</td>
<td>54</td>
</tr>
<tr>
<td>8.26 Grading Policies and Procedures - Online</td>
<td>54</td>
</tr>
<tr>
<td>8.27 Grading System</td>
<td>54</td>
</tr>
<tr>
<td>8.27.1 Grading Rubrics</td>
<td>55</td>
</tr>
<tr>
<td>8.28 Grade Appeal Procedure</td>
<td>55</td>
</tr>
<tr>
<td>8.29 Graduation Requirements</td>
<td>55</td>
</tr>
<tr>
<td>8.29.1 Academic Honors and Awards upon Graduation</td>
<td>56</td>
</tr>
<tr>
<td>8.29.2 Alumnus of the Year Award</td>
<td>57</td>
</tr>
<tr>
<td>8.30 Health Services</td>
<td>57</td>
</tr>
<tr>
<td>8.31 Holds on Student Records</td>
<td>57</td>
</tr>
<tr>
<td>8.31.1 Academic Holds</td>
<td>57</td>
</tr>
<tr>
<td>8.31.2 Administrative or Business Holds</td>
<td>57</td>
</tr>
<tr>
<td>8.32 Insurance Requirements</td>
<td>57</td>
</tr>
<tr>
<td>8.33 Lost and Found</td>
<td>58</td>
</tr>
<tr>
<td>8.34 Mentorship Grading</td>
<td>58</td>
</tr>
<tr>
<td>8.35 Motor Vehicle Registration/Parking</td>
<td>58</td>
</tr>
<tr>
<td>8.36 Faculty (Resident and Distance)</td>
<td>58</td>
</tr>
<tr>
<td>8.37 Online Course Structure and Grading</td>
<td>58</td>
</tr>
</tbody>
</table>
8.38 Online Student Security .................................................................................................................. 58
  8.38.1 Password Reset Policy .............................................................................................................. 59
8.39 Paper Policy ...................................................................................................................................... 59
8.40 Photos-Student .................................................................................................................................. 59
  8.40.1 Student Identity Verification-Registration Requirement .......................................................... 59
  8.40.2 Student Photo Option for Online Course Display ..................................................................... 59
8.41 Re-Enrollment .................................................................................................................................... 59
8.42 Refund Policy ..................................................................................................................................... 59
  8.42.1 For Complete Withdrawal .......................................................................................................... 60
  8.42.2 For Partial Withdrawal ............................................................................................................... 60
  8.42.3 For Mentorship or Thesis ........................................................................................................... 60
8.43 Repeat Policy ..................................................................................................................................... 61
8.44 Special Student Services .................................................................................................................. 61
  8.44.1 Students with Disabilities ............................................................................................................ 61
  8.44.1.2 Providing Services for Students with Disabilities ............................................................. 61
  8.44.2 International Students ............................................................................................................... 63
8.45 Statute of Limitations for Degree Completion .................................................................................. 63
8.46 Mobilization and Call to Active Duty ............................................................................................... 63
8.47 Student Conduct ............................................................................................................................... 63
  8.47.1 Threatening Behavior by Students ............................................................................................. 64
    8.47.1.1 Prohibited Behavior ............................................................................................................... 65
    8.47.1.2 Procedure for Mandatory Reporting Threatening Behavior ............................................. 65
    8.47.1.3 Disciplinary Process ............................................................................................................. 65
8.48 Student Mail ........................................................................................................................................ 66
8.49 Student Organizations ....................................................................................................................... 66
8.50 Student Petitions (Not Related to Grades) ....................................................................................... 67
8.51 Student Rights .................................................................................................................................... 67
  8.51.1 Student Rights for Records and Disclosure .............................................................................. 68
  8.51.2 Release of Grades ....................................................................................................................... 68
  8.51.3 Release of Student Portal Log-in/Password Information ............................................................ 68
8.52 Course Materials Policy .................................................................................................................... 68
8.53 Transcripts .......................................................................................................................................... 69
8.54 Replacement Diplomas ..................................................................................................................... 69
8.55 Weapons Policy .................................................................................................................................. 69
8.56 Withdrawing from the Academy ........................................................................... 69
9. FACULTY................................................................................................................. 70
10. ADDENDA ............................................................................................................. 72

A. Student Rights and Responsibilities
B. Student of the Year Nomination Form
C. M.S.S. Degree Sports Management - Degree Audit/Program of Study
D. M.S.S. Degree Sports Coaching - Degree Audit/Program of Study
E. M.S.S. Degree Sports Studies - Degree Audit/Program of Study
F. M.S.S. Degree Sports Medicine - Degree Audit/Program of Study
G. M.S.S. Degree Sports Fitness & Health – Degree Audit/Program of Study
H. M.S.S. Degree Dual Major Sports Management-Sports Coaching – Degree Audit/POS
I. M.S.S. Degree Dual Major Sports Management-Sports Studies – Degree Audit/POS
J. M.S.S. Degree Dual Major Sports Management-Sports Medicine – Degree Audit/POS
K. M.S.S. Degree Dual Major Sports Management-Sports Fitness & Health – Degree Audit/POS
L. M.S.S. Degree Dual Major Sports Coaching-Sports Studies – Degree Audit/Program of Study
M. M.S.S. Degree Dual Major Sports Coaching-Sports Medicine – Degree Audit/POS
N. M.S.S. Degree Dual Major Sports Coaching-Sports Fitness & Health – Degree Audit/POS
O. M.S.S. Degree Dual Major Sports Medicine-Sports Studies – Degree Audit/Program of Study
P. M.S.S. Degree Dual Major Sports Medicine-Sports Fitness & Health – Degree Audit/POS
Q. M.S.S. Degree Dual Major Sports Fitness & Health-Sports Studies – Degree Audit/POS
R. M.S.S. Degree – Degree Audit/Program of Study for all Degrees and all Emphases
S. Master’s Portfolio, including Writer’s Guide for Personal Statement
T. Thesis/Dissertation Proposal Approval Form
U. Approval of Thesis Form
V. Master’s Degree Program Recommendation Form
W. Request for Transcript Form
X. Graduate Unit 2 Assignment Rubric
Y. Graduate Paper Grading Rubric
Z. Graduation Check List for Master’s Degree Candidates
AA. Academic Hearing Procedures
BB. Americans with Disabilities Act (Students) with Application
CC. Payment Authorization Form
DD. Graduate Transfer Credit Evaluation Fee Form
EE. Withdrawal Form
FF. Change of Catalog Request Form
GG. Student Information Change
HH. FERPA Release of Educational Records to Third Party
1. GENERAL POLICIES AND INFORMATION

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

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

1.2. 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 Alabama Department of Postsecondary Education to grant the Bachelor of Sports Science, Master of Sports Science, and Doctor of Education degrees.

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

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

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

1.6 History and Purpose
President and Chief Executive Officer Dr. Thomas P. Rosandich founded the Academy in 1972 as a direct response to the increasingly complex interrelationship of sports and society in America.
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 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 Master’s Degree Program
The specific goals of the master’s degree program are to offer a professional degree to prepare men and women for careers in the profession of sports.

The goals of the master’s degree program are to:

1. Attain the knowledge and skills necessary to succeed as a professional in sport disciplines.

2. Evaluate and synthesize theoretical information and integrate it into practice by:
   - Recognizing issues and trends in sports;
   - Exhibiting the necessary knowledge and skills in program management;
   - Providing organizational or professional development in sport-related programs; and
   - Engaging in self-directed study, critical thinking, and problem solving.

3. Increase awareness of the need to develop a personal philosophy and ethical principles related to sports by:
• Acquiring knowledge of the sociological, historical, political, and philosophical aspects of sports;
• Developing an understanding and working knowledge of the current state of the sport profession;
• Recognizing how sports impact human behavior; and
• Practicing the application of ethical principles in practical situations.

4. Introduce students to the principles and methods of research in the area of sports by providing instruction and supervised practice in:
• Investigating existing research;
• Formulating research that integrates knowledge and experience with existing theories; and
• Analyzing and synthesizing data.

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

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

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

Every effort has been made to include information in this catalog that, at the time of printing, most accurately and pertinently reflects the Academic curriculum policy and procedures of the Academy. 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 off U.S. Interstate 10 and travel one mile south on U.S. Highway 98 East.

The area enjoys semitropical weather most of the year. Average temperatures range from the 50s in January to the 90s in July. One of the fastest-growing areas of the Sun Belt, metropolitan Mobile has a population in excess of 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 flag: those of the French, English, Confederacy, the State of 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. It is a great place in which to live and learn.

1.14. Affiliations

Listed below are some of the organizations in which the Academy, 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 (AAFHERD)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Association of Museums (AAM)
- American Association of Presidents of Independent Colleges and Universities (AAIPCU)
- 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 (ICPER-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 Academy library, available to students on and off campus, holds over 9,000 monographs, 650 audiovisual materials and 3,033 microforms. It maintains 198 periodical subscriptions. The Academy is a member of the LYRASIS, our arm of the Online Computer Library Center (OCLC). The OCLC has access to 71,000 libraries in 112 countries with a billion and a half records.

Through the Online Public Access Catalog (OPAC), students can access library holdings via the Internet. In addition, the virtual Library consists of 58 periodical databases. Visit http://www.ussa.edu/library/index.asp. In "Online Resources," you can go directly to EBSCOhost, Gale, and ProQuest. Students needing assistance may contact Academy Library staff at 251.626.3303, ext. 7268 or by e-mailing library@ussa.edu.

1.15.1. Library Books
Non-resident students may borrow books from the Academy Library by e-mailing library@ussa.edu. Students will be billed for the shipping and return postage fees. If a book is not returned, the student will be billed the full cost of the book. If payment is not made, a hold will be placed on the student’s record.
## 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.

### 2010-2011 FALL 2011-2012

<table>
<thead>
<tr>
<th>2010</th>
<th>2011</th>
<th>2012</th>
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</thead>
<tbody>
<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>
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<tr>
<td>8 September</td>
<td>Residential Orientation</td>
<td>7 September</td>
</tr>
<tr>
<td>9 October</td>
<td>First Day to Register for Fall Online Classes</td>
<td>8 September</td>
</tr>
<tr>
<td>9 September</td>
<td>Residential Classes 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>
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### 2011 SPRING 2012

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

<table>
<thead>
<tr>
<th>2011</th>
<th>2012</th>
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<tbody>
<tr>
<td>16 May</td>
<td>Summer Semester</td>
</tr>
<tr>
<td>18 May</td>
<td>Residential Orientation</td>
</tr>
<tr>
<td>18 May</td>
<td>First Day to Register for Summer Online Classes</td>
</tr>
<tr>
<td>19 May</td>
<td>Residential Classes Begin</td>
</tr>
<tr>
<td>30 May</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>6 June</td>
<td>Last Day to Register for Summer Doctoral Comprehensive Exam</td>
</tr>
<tr>
<td>4 July</td>
<td>American Independence Day Holiday</td>
</tr>
<tr>
<td>6-8 July</td>
<td><strong>Doctoral Comprehensive Exam</strong></td>
</tr>
<tr>
<td>18 August</td>
<td>Last Day to Withdraw from Residential Course with a Grade of “W”</td>
</tr>
<tr>
<td>19 August</td>
<td>Residential Courses End</td>
</tr>
<tr>
<td>31 August</td>
<td>Last Day to Register for Summer Online Classes</td>
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</tbody>
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**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. **If a student has registered for the MSS comprehensive exam but does not take it, the student must re-register and pay another exam fee.**

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

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

Applications for admission to the master’s program are accepted on an ongoing basis. Online students may start course work at any time following acceptance. All fees and tuition are due at the time of registration. Orientation for online students is done through a free online course (SPT 201).

3.1. General Admission

3.1.1. Master’s Degree Program

An applicant interested in pursuing a Master of Sports Science degree may be accepted from a variety of backgrounds. For full-standing admission to the master’s program, an applicant must be a graduate of a four-year, regionally accredited undergraduate institution; must have maintained a cumulative grade point average of 2.50 or better (on a 4.0 scale) in all undergraduate work. An applicant who has graduated from a state-approved but non-accredited institution may apply for conditional admission to the master’s degree program.

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

The approval of applications from students currently enrolled in the bachelor’s program is conditional upon the successful completion of that degree prior to commencement of studies at the Academy. An applicant for admission is required to provide the following to the Student Services Office within one year from the date of the first document submitted in the application process:

1. A completed application accompanied by a $50 application fee. The fee is non-refundable and constitutes part of the admission credentials;

2. Official copies of all college transcripts;

3. Three recommendation forms and FERPA Release Forms.

4. A written personal statement that describes the applicant’s reasons for desiring a master’s degree and what the applicant expects to learn with respect to pursuing the master’s degree.

Applicants who do not satisfy the required minimum GPA stated will be referred to the Admissions Committee. Additional documentation, including test scores, may be required by the Admissions Committee.

3.1.2. International Student Admission

In addition to the applicable domestic requirements, an international applicant seeking full-standing admission to the graduate program must provide the following to the Student Services Office within one year from the date of the first document submitted in the application process:
1. A completed master’s degree application accompanied by a $125 application fee. The fee is non-refundable and constitutes part of the admissions credentials;

2. An official, certified copy (English translation) of all college transcripts;

3. A satisfactory score on the Test of English as a Foreign Language (TOEFL) in a computer-based format (minimum 213), Internet-based format (minimum 79), or paper-based format (minimum 550); or a satisfactory score on the International English Language Testing System (IELTS) in the academic module (minimum overall band score of 6). One of these examinations is required of non-native-English-speaking applicants regardless of previous training in the English language.

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

4. A written personal statement that describes the applicant’s reasons for desiring a master’s degree and what the applicant expects to learn with respect to pursuing a master’s degree.

5. Students who have obtained previous undergraduate education in a county other than the U.S. or Canada must have certified English translations of foreign school transcripts reviewed by a member of the National Association of Credential Evaluation Services (http://www.naces.org/members.htm) in a course-by-course evaluation. Transcripts must demonstrate that a student has attained a minimum of the equivalent of a four-year bachelor’s degree from an accredited institution in order to be admitted to the master’s program. Once an international student has been officially admitted, the Academy expressly reserves the right to mandate English as a Second Language (ESL) instruction until a reasonable mastery of the English Language has been attained;

6. A Certificate of Eligibility (Form I-20) must be obtained if the international student plans to study in the United States:
   a. See section 3.3 Issuance of a Certificate of Eligibility for more details.
   b. Proof of health insurance coverage is required of mentorship students prior to course registration.
   c. Effective 1 September 2008, all international resident students will be assessed a health insurance fee. See the Tuition and Fee section of this catalog for details.

7. Statement of Available Funds (see Issuance of a Certificate of Eligibility)

   Applicants who do not satisfy the required minimum GPA stated will be referred to the Admissions Committee. Additional documentation, including test scores, may be required by the Admissions Committee.

   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.

3.1.3 International Students – Employment

   International students at the United States Sports Academy 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 their major area of study.

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

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

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

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

2. Payment of the $200.00 SEVIS fee for non-immigrant students and visitor exchange. Visit www.fmjfee.com for information. The SEVIS fee is a U.S. government assessment to defray the cost of a background check for entry into the United States; and

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

The Certificate of Eligibility (Form I-20) is issued for a maximum of 12 months for master’s degree students. An international student who has been enrolled on a full-time basis with a satisfactory grade point average for a period of one year will be eligible to have an I-20 certificate renewed for a subsequent 12-month period. International students studying in their own countries do not need to apply for an I-20.

### 3.3. Transfer Policy and Procedure

Any applicant to one of the Academy’s degree programs is eligible to transfer equivalent degree level courses from other colleges or universities. The maximum number of transfer credit hours allowed in the master’s degree program is limited to 15 credit hours and all such requests are subject to review and approval as outlined below.
3.3.1. Master’s Program Transfer Policies

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

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

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

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

5. The Academy accepts on a conditional basis courses from all nationally accredited
institutions as recognized by the Department of Education that are substantially the same as
courses in the Academy’s curriculum.

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

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

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

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

10. Under no circumstances may courses be used to fulfill the requirement for more than one
degree program.

3.3.2. Transfer Request Procedure

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

2. A one-time $50 fee will be charged for the Graduate Credit Transfer Evaluation. The
Evaluation form can be found on the Academy’s website: www.ussa.edu/current-
students/forms/applications.

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

4. In the case of international students, a copy of the official transcript in English or a
verified translation into English from a foreign language. In the case of the alternate for
international courses, a certified transcript evaluation from a member of the National
Association of Credential Evaluation Services is required.
3.4. Admission Status

Applicants to the Academy are admitted to the master’s degree program in one of the following categories:

3.4.1. Full-Standing Status

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

3.4.2. Conditional Admissions

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

A conditionally admitted student can be granted full-standing by completing any missing materials or by successful completion of 12 semester hours with a cumulative grade point average of 3.0 or better. Such a student must have all required admission documents on file.

Courses taken by a student with conditional status will automatically apply toward that student’s degree once he or she is granted admission in full-standing.

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

Conditional Academic

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

1. A student with a bachelor’s degree from a regionally accredited institution who has not met the required academic standard;

2. A student with a bachelor’s degree from a nationally accredited institution who has a GPA of 2.5 or higher may be admitted conditionally provided he or she satisfies full-admission criteria within the first 12 semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA;

3. A student with a bachelor’s degree from a non-accredited institution who has a GPA of 2.5 or higher may be admitted conditionally provided they complete the full-admission criteria within the first 12 semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA;

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

5. International students who have completed bachelor’s degrees or the equivalent at a foreign institution as evaluated and certified by a member of the National Association of Credential Evaluation Services may be conditionally admitted, provided they meet the full-admission requirements within 12 semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA.
Conditional Administrative
Students who have applied to the master’s degree program but do not fulfill all the administrative admission requirements may be admitted with conditional administrative status, but they must complete these requirements within the first 12 semester hours earned at the Academy.

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

1. A completed application form and a non-refundable application fee that is used to establish a student file and determine eligibility for graduate credit; statute of limitation on an application is one year.

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

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

NOTE: Undergraduate students who possess 90 credit hours of coursework and 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

3.9. Post-Master’s Degree Graduate Work
The Academy provides a program in which students who have already graduated with an Academy conferred Master of Sports Science degree may take more courses from the Academy concentrating in a specified area. The following conditions apply:

1. The student’s degree must have been conferred by the Academy.
2. The student must re-apply and pay the $100.00 application fee for the new program.
3. The Chief Academic Officer will review all applications and determine admission status.
4. The student will be governed by the requirements of a program of study outlined in the Academy catalog in effect at the time of application.
5. The student must complete all requirements for the new “concentration” (including a mentorship, if required by the major).
6. The student will have four years from the date of re-admission to complete all academic requirements.
7. All fees, tuition, and book charges will be those current on the date of registration.
8. Students who took comprehensive exams under previous catalog requirements will not be required to re-take the comprehensive examinations.
9. Students who successfully met all the Portfolio requirements will not be required to post new submissions from post-graduate courses taken.

3.9.1. Post-Master’s Degree Completion Procedure

After all coursework associated with the concentration is complete, students may request a copy of the official transcript to reflect the Post-Master’s Concentration by submitting a request for transcript form. This form is located at https://records.ussa.edu. This additional graduate work does not result in another diploma being issued.
4. ACADEMIC AFFAIRS

4.1. Master of Sports Science (M.S.S.) Degree Programs

The United States Sports Academy offers a Master of Sports Science (M.S.S.) degree with majors in Sports Coaching, Sports Management, Sports Studies, Sports Medicine, and Sports Fitness and Health. The master’s degree program consists of 33 semester hours. The Academy offers a dual major in any two master’s degree disciplines and these dual majors require between 42-48 semester hours. The Academy also offers Emphases in NCAA Compliance, Olympism, Sports Psychology, Recreation Management, Personal Training, and Sports Hospitality Management.

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

Each master’s program has a thesis, mentorship, or non-thesis option. Students must choose one of the three. The thesis option allows students to pursue research activity in preparation for more advanced study. The mentorship is a practical field experience in which students engage in hands-on, sports-related activities in the sports industry. The non-thesis option allows students to take three elective courses to broaden theoretical knowledge of a subject. A Sports Medicine student (unless certified by NATA or who is a healthcare professional or physician) must take a mentorship. Thesis or non-thesis tracks may be chosen only by those who have petitioned to opt-out of the mentorship and provided the necessary credentials.

4.2. Delivery Options

4.2.1 Online Delivery

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

Prior to beginning online courses at the Academy, students are required to take a no-cost, non-credit course titled SPT 201 Introduction to the Academy and Online Learning. This course is an orientation course and a tutorial on the Academy’s system of online learning. The course is graded on a pass/fail basis.

4.2.2 Residential Study Option

The master’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.
4.2.3. Directed Individualized Study

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

4.3. Affiliated Credit Options

The Academy is a member of the Southern Regional Education Board’s Electronic Campus (SREB). The SREB is made up of colleges and universities from 16 Southern states and its Electronic Campus 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/.


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

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

4.4.1. Master’s Degree Mentorship Program

4.4.1.1. Mentorship

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

The mentorship is required for the Master of Sports Science (M.S.S.) degree in Sports Fitness & Health, the M.S.S. degree in Sports Medicine, and any dual major degree that includes Sports Medicine and/or Sports Fitness & Health. Those students who are healthcare professionals or physicians may petition to take additional approved courses in lieu of the mentorship. The petition must include documentation of their credentials as a healthcare professionals.

Students are responsible for the selection of the mentor and mentorship site (within mentorship guidelines) and are thus able to determine the type of experiential training they will receive. All mentorship outcomes must be reviewed in writing by the designated mentorship faculty advisor and must be approved by the Chief Academic Officer of the Academy prior to the mentorship’s start.
The mentorship carries nine semester hours of credit. It requires the student to log 450 contact-hours or clock-hours of work in the approved site. The structure of the mentorship allows students to complete the program in as little as one semester or as much as one calendar year. In the event that the 450-contact-hour requirement has not been satisfied after 12 months, students may apply for up to two 30-day extensions. Each extension requires a $50 extension fee.

Master’s students must complete 12 semester hours before enrolling in any mentorship hours. They must have a cumulative grade point average of 3.0, and must be in full academic standing.

Students must purchase the Academy Mentorship Handbook and submit Appendices C, D, and F from the handbook, along with a copy of the Mentor’s highest degree earned and his/her resume.

Once the mentorship is approved, the student is sent a contract that must be signed by the student and the mentor, notarized and returned to the Mentorship office. The Academy executes the contract and notifies the student that he/she may register for the mentorship course. After registration, the student is enrolled in a CMS course shell and all monthly reports can be uploaded.

NO contact hours may be accrued until the student has received the executed contract and received notice that the registration for SPT 598 is complete. Students are required to carry their own liability insurance.

To ensure quality experiences, established guidelines require that the duties and responsibilities entailed by the mentorship be completely different and separate from the student’s regular duties and responsibilities in the workplace. In addition, the mentor cannot be a student’s regular immediate supervisor. A terminal degree or master’s degree and professional experience are preferred for a mentor supervising a student, although consideration will be given to a potential mentor who has the appropriate educational background and/or experience and is able to demonstrate a record of contribution to the profession. Students are responsible for finding their own mentorship sites. All mentorships are subject to review and approval by the Chief Academic Officer.

The Mentorship course is now part of the CMS and students upload required documentation into a course shell, streamlining the reporting process. Experiencing a mentorship is an excellent opportunity to work side by side with experts in the sports profession. Students should attempt to procure a mentorship in their local areas. If this is not possible, students should contact the Academy’s Mentorship Office for information pertaining to opportunities around the country or abroad. In all cases, the Academy’s Mentorship Contract must be executed as written.

4.4.1.2 Thesis Option

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

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

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

4.4.1.3. Non-Thesis Option
As an alternative to the mentorship and thesis tracks, the non-thesis track offers students the opportunity to meet all degree requirements through course work. Students may opt out of the mentorship by taking three additional, approved courses in lieu of the mentorship. Students wishing to exercise this option must petition the Academic Committee for approval. This option is primarily for those students who have amassed significant experience over a career, justifying substitution of course work for the mentorship, or for those students in extenuating circumstances where no opportunity exists to pursue a mentorship, such as a military deployment.

Students opting for this track take 11 courses instead of eight and, in conjunction with their advisors, choose electives in their majors or related areas to complete their degrees.

4.5. Master’s Degree Majors
The Master of Sports Science degree (M.S.S.) is offered online with the following majors. Each major requires 33 semester hours of study.

- Sports Coaching
- Sports Fitness and Health
- Sports Management
- Sports Medicine
- Sports Studies

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

Degree Audits (formerly called Programs of Study (POS)) for each major and dual major can be found in the Addenda section of this catalog.

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

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

The core courses and one other course from a student’s major (a total of 12 credit hours) must be completed with a 3.0 GPA before the student will be eligible to enroll in the mentorship.
4.5.3. Department of Sports Coaching
The master’s program in Sports Coaching is designed to prepare a student for leadership in a coaching career. Program objectives are established to prepare each student for the multiplicity of demands involved in the control and operation of individual and team sports.

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

The Sports Fitness and Health major is versatile in that it offers individuals opportunities to pursue exercise and physical fitness careers in corporate, private, public, and not for-profit organizations. The program also examines such issues as physical fitness, strength training, and cardiovascular fitness.

The Sports Fitness and Health program requires 24 hours of courses (eight courses) and a mandatory nine-semester-hour mentorship consisting of 450 contact-hours in a Sports Fitness setting.

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

4.5.6. Department of Sports Medicine
Students of Sports Medicine may be accepted from a variety of backgrounds. Undergraduate majors in allied health fields, Sports Medicine, or the medical sciences are most suitable. Students should note that NATA certification is no longer available through an apprenticeship program. The graduate program in Sports Medicine is designed to give students the tools required to assume leadership positions in Sports Medicine careers at the high school, college, or professional levels. Completion of the Sports Medicine program will not allow a student to sit for the NATA board certification exams nor will it allow a student to become an athletic trainer.

The Sports Medicine major includes 24 hours of course work (eight courses) and a required nine-semester-hour mentorship consisting of 450 contact-hours in an allied health or Sports Medicine operation. A Sports Medicine student (unless certified by NATA or who is a healthcare professional or physician) must take a mentorship. Thesis or non-thesis tracks may be chosen only by those who have petitioned to opt-out of the mentorship and provided the necessary credentials.

4.5.7. Department of Sports Studies
The graduate curriculum in Sports Studies comprises advanced study of sports in preparation to develop and build sports businesses. The curriculum consists of a minimum of 33 semester hours, but students may take additional courses to explore the full scope of the role of sports in society. In the Sports Studies curriculum, a student works with an advisor to select courses from any department to build a concentration.
4.5.8. Emphasis Areas

A Degree Audit/Program of Study (POS) for the Emphasis Areas can be found in the Addenda of this catalog.

Olympism Emphasis
Students enrolled in the Master of Sports Science degree program in Sports Management, Sports Coaching, Sports Medicine, Sports Fitness & Health, or Sports Studies who are interested in the Olympic Movement may take three courses in the non-thesis track to obtain a degree with an Olympism emphasis. The three courses are as follows:

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

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

NCAA Compliance Emphasis
Academy students can elect to take an emphasis in NCAA Compliance as part of the Master of Sport Science degree in Sports Management, Sports Coaching, Sports Medicine, Sports Studies, or Sports Fitness & Health. To obtain the emphasis in NCAA Compliance, a master’s degree student may take the following three courses:

1. SAM 523 NCAA Compliance (3 semester hours)
2. SAM 524 NCAA Rules and Procedures (3 semester hours)
3. SAM 592 Introduction to the Business of Sports Agents (3 semester hours)

Personal Training Emphasis
Academy students can elect to add an emphasis in Personal Training as part of the Master of Sports Science degree in Sports Fitness and Health, Sports Management, Sports Coaching, Sports Studies, Sports Medicine. To obtain an emphasis in Personal Training, a master’s degree student may take the following three courses:

1. SAR 587 Management Strategies in Sports Health & Fitness (3 semester hours)
2. SAR 526 Personal Training (3 semester hours)
3. SAD 556 Issues in Nutrition and Health (3 semester hours)

Sports Psychology Emphasis
Academy students can elect to take an emphasis in Sports Psychology as part of the Master of Sports Science degree in Sports Management, Sports Coaching, Sports Medicine, Sports Studies, or Sports Fitness & Health. Students who major in Sports Coaching are still required to take SAB 568 Sports Psychology as a major course. To obtain the emphasis in Sports Psychology, a master’s degree student may take the following three courses:

1. SAB 563 Psychological Aspects of Sports Medicine or SAB 566 Psychological Aspects of Health and Fitness Programming, (3 semester hours)
2. SAB 657 Psychology of Elite Performance (3 semester hours)
3. SAB 659 Group Dynamics in Sports and Exercise (3 semester hours)
Sports Hospitality Management Emphasis
Academy students can elect to take an emphasis in Sports Hospitality Management as part of the Master of Sports Science degree in Sports Management, Sports Coaching, Sports Medicine, Sports Studies, or Sports Fitness & Health. To obtain an emphasis in Sports Hospitality Management, a master’s degree student must take the following courses:

1. SAM 530 Food and Beverage Service Management for Sport Clubs (3 semester hours)
2. SAM 534 Membership and Marketing for Sport Clubs (3 semester hours)
3. SAM 533 Sports Club Management (3 semester hours)

Recreation Management Emphasis
Academy students can elect to take an emphasis in Recreation Management as part of the Master of Sports Science degree in Sports Management, Sports Coaching, Sports Medicine, Sports Studies, or Sports Fitness & Health. To obtain an emphasis in Recreation Management, a master’s degree student must take the following courses:

1. SAM 535 Introduction to Parks, Recreation, and Tourism (3 semester hours)
2. SAM 536 Philosophy and History of Recreation and Leisure (3 semester hours)
3. SAM 537 Introduction to Recreational Sport Management (3 semester hours)

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

4.6. Master of Sports Science Curriculum Planner

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<thead>
<tr>
<th>Sports Fitness and Health 33 Semester Hours</th>
<th>Sports Medicine 33 Semester Hours</th>
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<tbody>
<tr>
<td><strong>Core Courses--9 Semester Hours</strong></td>
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<tr>
<td>SAB 561 Contemporary Issues in Sports (3 sem. hrs.)</td>
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<td>SAD 556 Issues in Nutrition and Health (3 sem. hrs.)</td>
<td>SAD 546 Seminar in Sports Medicine (3 sem. hrs.)</td>
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<td>SAR 520 Exercise Physiology (3 sem. hrs.)</td>
<td>SAD 548 Advanced Assessment in Sports Medicine (3 sem. hrs.)</td>
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<tr>
<td>SAR 525 Sports Strength &amp; Conditioning (3 sem. hrs.)</td>
<td>SAD 591 Treatment Procedures in Sports Medicine (3 sem. hrs.)</td>
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<tr>
<td>SAR 580 Exercise Testing and Prescription (3 sem. hrs.)</td>
<td>SAR 525 Sports Strength and Conditioning (3 sem. hrs.)</td>
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<td><strong>Mentorship</strong></td>
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<td>Mentorship: 450 Contact-Hours (9 sem. hrs.)</td>
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<td>Plus 1 Elective (3 sem. Hrs.)</td>
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<td>SAB 568 Sports Psychology (3 sem. hrs.)</td>
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<td>SAM 545 Sports Finance (3 sem. hrs.)</td>
<td>SAB 571 Sports Coaching Methodology (3 sem. hrs.)</td>
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<td>SAM 551 Public Relations in Sports (3 sem. hrs.)</td>
<td>SAR 525 Sports Strength &amp; Conditioning (3 sem. hrs.)</td>
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<td>SAM 582 Sports Facilities (3 sem. hrs.)</td>
<td>SAD 546 Seminar in Sports Medicine (3 sem. hrs.)</td>
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<td>SAM 586 Sports Law and Risk Management (3 sem. hrs)</td>
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<tr>
<th>Thesis, Non-Thesis, or Mentorship Track</th>
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<tr>
<td>Mentorship: 450 Contact Hours (9 sem. hrs.)</td>
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<tr>
<td>Thesis: (6 sem. hrs.) plus SAR 575 (3 sem. hrs.)</td>
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<tr>
<td>Non-Thesis: 3 Elective Courses (9 sem. hrs.)</td>
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<tr>
<th>Emphasis Courses</th>
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<tr>
<td>Personal Training, Sports Psychology, Olympism, Recreation Management, NCAA Compliance, Sports Hospitality Management</td>
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<td>Major courses are to be selected from the appropriate Major Course of Study. Emphasis courses are to be selected as follows (all courses are 3 semester hours):</td>
<td>Elective (3 sem. hrs.)</td>
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<td><strong>Emphasis in Personal Training:</strong></td>
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<td>SAR 526 Personal Training</td>
<td>Elective (3 sem. hrs.)</td>
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<td>SAR 556 Issues in Nutrition &amp; Health</td>
<td>Elective (3 sem. hrs.)</td>
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<td>SAR 587 Mgmt Strategies in Health &amp; Fitness</td>
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<td><strong>Emphasis in NCAA Compliance:</strong></td>
<td>Elective (3 sem. hrs.)</td>
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<td>SAM 523 NCAA Compliance</td>
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<td>SAM 592 Intro to the Business of Sports Agents</td>
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<td>Elective (3 sem. hrs.)</td>
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<tr>
<td>SAM 661 Current Issues in the Olympic Movement</td>
<td>Elective (3 sem. hrs.)</td>
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<td>SAM 622 Structure &amp; Function of the Olympic Games</td>
<td>Elective (3 sem. hrs.)</td>
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<td><strong>Emphasis in Sports Psychology:</strong></td>
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<td>SAB 657 Psychology of Elite Performance</td>
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<td>SAM 535 Sports Club Management</td>
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4.7. Guidelines for Using the Curriculum Planner

1. Students must take SAB 561 and SAM 543 first.
2. To determine the courses required for a degree, students should select the major heading and read down. Each master’s level major consists of 33 semester hours.
3. All students are required to complete one of the following:
   - Mentorship (and any elective, if indicated);
   - Thesis and SAR 575 (and any elective, if indicated); or
   - Non-Thesis/Non-Mentorship (three electives).

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

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

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

7. The mentorship is required for the Master of Sports Science degree in Sports Fitness & Health and for the Master of Sports Science degree in Sports Medicine. Those students who are healthcare professionals or physicians may petition to take three additional approved courses in lieu of the mentorship. The petition must include documentation of credentials as a healthcare professional.

4.8. Master’s Courses
[Courses numbers shown with an “e” offer students a choice of hard copy text OR e-Book]

SPT 201 Introduction to the Academy and Online Learning (0 semester 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 on how to operate within the Academy’s online learning environment.

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

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

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

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

**SAB 571 Sports Coaching Methodology (3 sem. hrs.)**
This course develops a theoretical base for teaching sports and sports skills and thus has a practical application. The course includes the development of a coaching philosophy, with an emphasis on ethics in coaching and establishing a successful coaching style. A review of the impact of contemporary trends and issues in coaching is included. Managerial skills common to all coaching activities are discussed. *This course requires a class paper.*

**SAB 595 Sports Coaching Clinic (1 sem. hr.)**
This course requires a minimum of 15 hours attendance and/or participation in a coaching clinic organized by a recognized sports governing body. In addition the student must present a research paper that outlines at least two of the following four topics: student philosophies of coaching; sport-specific coaching philosophies; a discussion of at least five different sessions in the coaching clinic; or evaluation of the clinic sessions.

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

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

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

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

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

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

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

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

**SAM 530 Food and Beverage Service Management for Sport Clubs (3 sem. hrs.)**
The course covers the origin, production, storing, marketing, and control of food and beverages in the hospitality industry. Topics integral to the successful management of restaurant and food service organizations are also covered. *This course requires a final exam.*

**SAM 533 Sports Club Management (3 sem. hrs.)**
Covers the scope of club services, which includes personnel, small business operations, recruitment, leadership, and risk management. *This course requires a class paper.*

**SAM 534 Membership and Marketing for Sport Clubs (3 sem. hrs.)**
Study of marketing as it applies to the sports and leisure industry. Also examines the role of marketing in strategic planning. *This course requires a class paper.*

**SAM 535 Introduction to Parks, Recreation, and Tourism (3 sem. hrs.)**
A survey of the concepts and issues related to leisure, parks, recreation, and tourism in American society. Also, the effects of recreation and leisure on social, individual, and environmental aspects of our society will be examined. *This course requires final exam.*

**SAM 536 Philosophy and History of Recreation and Leisure (3 sem. hrs.)**
This course is designed to discuss philosophies and contemporary social issues concerning recreation and leisure. Also, the history of recreation and leisure will be discussed. *This course requires a class paper.*

**SAM 537 Introduction to Recreational Sport Management (3 sem. hrs.)**
Explores concepts and applications of effective recreational sport programming and administration. Information concerning careers in recreational sport management will be presented. *This course requires a final exam.*

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

**SAM 543 Sports Administration (3 sem. hrs.)**
The purpose of this course is to demonstrate to the prospective sports manager the importance of a basic understanding of administration theory and practice. The course will help students understand the sports manager’s position and the environment in which he or she performs. *This course is a core requirement for all degree-seeking students.* *This course requires a final exam.*
SAM 544(e) Sports Marketing (3 sem. hrs.)
This course includes an in-depth study of sports marketing and its influence on the accomplishment of objectives in the world of sports. It involves a thorough review of the product, be it tangible or a service, and details bringing the product to market. Topics include advertising, promotions, public relations, location, pricing, sponsorships, licensing, market segmentation, and the role of research. **This course is a core requirement for all degree-seeking students. Prerequisites: SAB 561 and SAM 543. This course requires a class paper.**

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

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

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

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

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

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

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

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

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

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

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

**SAR 575  Professional Writing and Applied Research (3 sem. hrs.)**
This course will introduce the exciting world of research design and statistics to sports professionals employed in a variety of settings. The format and techniques for writing a scholarly research paper will be presented. Various types of research commonly used in sports are reviewed. Descriptive and inferential statistical analyses are covered, with an emphasis on their application to sports. *This course requires a class paper.*

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

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

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

**SCS 513  Coaching Basketball (3 sem. hrs.)**
This course is designed to provide the knowledge and skills necessary to individuals who intend to coach basketball at secondary, collegiate, and professional levels. Emphasis will be placed on understanding and teaching the fundamental skills, techniques, drills, and team strategies. Planning, preparation, and administration of the various phases of the season, practices, and competitions,
along with the development of coaching philosophy and program evaluation plan for future improvement, will be covered. This course requires a final exam.

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

**SCS 564 Coaching Soccer (3 sem. hrs.)**
This course is designed to provide the knowledge and skills necessary to individuals who intend to coach soccer at the secondary, collegiate, and professional levels. Emphasis will be placed on understanding and teaching the fundamental skills, techniques, drills, and team strategies. Planning, preparation, and administration of the various phases of the season, practices, and competitions, along with the development of coaching philosophy, and program evaluation plan for future improvement will be covered. This course requires a final exam.

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

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

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

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

**SPT 598 Mentorship (9 sem. hrs.)**
Mentorships include supervised work for 450 clock-hours in Sports Fitness & Health, Sports Coaching, Sports Management, Sports Studies or Sports Medicine in schools, colleges and universities, businesses and industries. It is recommended that the Mentorship Handbook be purchased two months prior to registration. The Academy Mentorship Office must receive a notarized Mentorship Contract in order to grant permission to the student to register for this course. The prerequisite is the completion of the first 12
semester hours of the degree program. This course requires a final paper.

The mentorship is required for the Master of Sports Science degree in Sports Fitness & Health and Master of Science degree in Sports Medicine. Those students who are healthcare professionals or physicians may petition to take three additional approved courses in lieu of the mentorship. The petition must include documentation of their credentials as a healthcare professional.

SPT 599 Thesis (9 sem. hrs.)
The formal development of an original research project is under the direction of a faculty committee. The thesis includes two 90-minute oral presentations at the Daphne, Alabama, campus. The thesis experience includes the planning and presentation of an oral proposal defense and an oral final defense of a completed research manuscript. The oral presentations may be augmented by the use of PowerPoint or other computer applications.

SPT PRTM Master’s Portfolio
The Portfolio was developed to enhance the student’s program of study through a more personal and individualized educational experience by enriching the program with personal experiences related to areas of sport education. The Portfolio will help to expand the student’s research experience, increase the breadth of training, and expand their scholarly credentials by blending practical life experiences and professional work history within their program of study.

4.9. 600-Level Courses (Master’s and Doctoral Students)
Credit at the 600 level earned by a master’s degree student will count as elective credit in the master’s program. A master’s student may take 600-level courses after the completion of nine core hours with a cumulative GPA of 3.40 or higher, but he or she must pay the doctoral tuition rate per credit hour.

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

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

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

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

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

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

**SAB 670  Selected Readings in Sports Coaching**
This course will provide students an opportunity to conduct a series of literature reviews about an approved sports coaching topic. The selected topic should include literature reviews pertaining to the concepts and/or issues faced by coaches while performing their coaching responsibilities. The focus of this course is to enhance the student’s research and composition abilities while gaining in-depth knowledge regarding the profession of sports coaching. *This course requires a class paper.*

**SAB 671  Advanced Coaching Theories**
This course allows students to select sports coaching readings from a preselected reading list in order to complete a series of book reports. These sports coaching readings will consist of topics such as leadership, communication, management, skill acquisition, and risk management. The focus of this course is to enhance the student’s knowledge concerning the profession of sports coaching. *This course requires a class paper.*

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

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

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

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

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

This course requires a final exam.

**SAM 662 Sports Entrepreneurship (3 sem. hrs.)**

This course involves the study of entrepreneurship for those with a serious interest in owning their own businesses. Students prepare a comprehensive business plan for starting or acquiring a business. The process of operating a business is also explored. This course requires a class paper.

**SAM 672 Personnel Training and Development (3 sem. hrs.)**

This course reviews various forms of personnel training and development. On-the-job and off-the-job training programs, personnel evaluation procedures, and needs assessments are also examined. 

This course requires a final exam.

**SAM 682 Facilities Planning in Sports (3 sem. hrs.)**

This course examines the principles, guidelines, and recommendations for the planning, construction, maintenance, and management of sports facilities. It is designed to provide students with an awareness of the facilities appropriate to sports programs, ranging from colleges to ultramodern fitness centers. 

This course requires a final exam.

**SAM 686 Research in Olympism (3 sem. hrs.)**

This course is designed to study special aspects of the administration and operation of the Olympic Games. The historical significance of the Seoul Summer Olympics is examined. International students who are Sport Management majors may elect to take this course in place of SAM 586 Sports Law and Risk Management. 

This course requires a class paper.

**SAM 688 Sports Journalism (3 sem. hrs.)**

This course will introduce students to the roles and responsibilities of those employed in the field of sports journalism and to the importance of sports journalism to the media. The objectives of sports journalism from a business and editorial standpoint and towards different demographic audiences will also be analyzed. 

This course requires a class paper.

**SAR 672 Computer Analysis in Sports (3 sem. hrs.)**

The purpose of this course is to introduce the students to statistical analysis using the SPSS statistical software. This is an applied course in which the student will learn how to use SPSS to computer basic statistics, such as analyses of variance and linear regression. 

This course requires a final exam.

**SAR 673 Information Systems and Analysis in Sports (3 sem. hrs.)**

This course is a study of how to use and manage information systems in business and sports. This course is an elective in the doctoral program. 

This course requires a final exam.

**SAR 674 Research Statistics in Sports (3 sem. hrs.)**

This course is an overview of statistical methods utilized in sports and exercise science. Emphasis will be placed on computer software-based analysis. Topics include hypothesis testing, normal distributions, t tests, analysis of variance, chi-square, nonparametric techniques, correlation, and linear regression. 

This course requires a final exam.
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.

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<tr>
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<td>Application Fee (Post Master’s)</td>
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<td>Returned Check Charge: Each occurrence</td>
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<td></td>
<td>Course Extension Fee (per 30-days; only two per course)</td>
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<td>Comprehensive Examination Fee***</td>
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<td>Portfolio Fee</td>
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<td>Lifetime Alumni Fee* (optional one time fee)</td>
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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 course materials, 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 the normal tuition rate.

***Students who entered the master’s program prior to academic year 2010-2011 are required to take the Comprehensive Examination and pay the necessary fee per the conditions of the catalog under which they entered the program. Students entering the program in this academic year (2010-2011) and after will complete the Master’s Portfolio in lieu of the Comprehensive Examinations.

### 7. FINANCIAL AID

International resident student health insurance (annual fee)# $704
Thesis Binding Fee (4 copies) $385
Thesis Microfilming $75
Thesis Copyright (optional) $75
The United States Sports Academy has a variety of financial aid programs available to qualified students. Federal financial aid is not available to non-degree-seeking students or for continuing education units or for those enrolled in certification programs.

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

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

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

**7.1. Types of Assistance Available to Graduate Students Who Qualify**

**7.1.1. Loans**

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

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

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

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

**ANNUAL LOAN LIMITS FOR SUBSIDIZED AND UNSUBSIDIZED STAFFORD LOANS**
7.1.2. Distribution of Financial Aid Funds

Payment of tuition and fees is due when a student registers for a course. In the event that a student has been awarded financial aid and intends to use the proceeds to pay for 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.
   ※ Financial aid funds will be disbursed once per each student’s term.
3. 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.
4. 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 www.usa.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.

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

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

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

The student’s continued compliance with the limitations of the program as delineated for the student’s program of study in the Academic Section of the catalog (see Statute of Limitations for Degree Completion in Section 8).

7.2. Veterans Administration Programs

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

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

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

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

DANTES (Defense Activity for Non-Traditional Education Support) has included the Academy and its degree programs in its DANTES External Degree Catalog.
The Academy recognizes that how a student pays for education is an important decision. The Academy staff strives to provide students with the information needed to receive the maximum financial aid available. The following information is current as of the date of publication of this catalog.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Tuition Assistance</strong></td>
<td>Tuition Assistance is a military benefit that pays the cost of tuition and some fees.</td>
<td>Virtually all military service members are eligible; however, each service branch determines its criteria for eligibility.</td>
<td><a href="http://www.military.com/money-for-school/tuition-assistance/tuition-assistance-ta-program-overview">http://www.military.com/money-for-school/ tuition-assistance/tuition-assistance-ta-program-overview</a></td>
</tr>
<tr>
<td><strong>Tuition Assistance &quot;Top-Up&quot; Program</strong></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><strong>Montgomery G.I. Bill - Active Duty &amp; Selected Reserves</strong></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>
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Benefits end 10 years from the date of your last discharge or upon your release from active duty.
|---------------------|------------|-----------------|----------|
| Post-9/11 GI Bill   | The Post - 9/11 GI Bill is a new education benefit program for individuals who served on active duty on or after September 11, 2001. | 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. | [http://www.gibill.va.gov/GI_Bill_Info/CH33/Post-911.htm](http://www.gibill.va.gov/GI_Bill_Info/CH33/Post-911.htm) |
| Yellow Ribbon Program | The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program was designed to help decrease the out-of-pocket expenses of veterans attending schools whose tuition and fees exceed the maximum amount under the Post 9/11 GI Bill. | 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. | [http://www.gibill.va.gov/GI_Bill_Info/CH33/Yellow_ribbon.htm](http://www.gibill.va.gov/GI_Bill_Info/CH33/Yellow_ribbon.htm) |
<table>
<thead>
<tr>
<th>Reserve Educational Assistance Program (REAP)</th>
<th>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.</th>
<th>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.</th>
<th><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></th>
</tr>
</thead>
<tbody>
<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</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/">http://www.vba.va.gov/bln/</a></td>
</tr>
<tr>
<td>Employment</td>
<td></td>
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<td>vre/sa.htm</td>
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7.4. Definition of Academic Year
The Academy’s academic increments are termed as fifteen-week semesters. Master’s degree students receiving financial aid are permitted eight semesters (four years) in which to complete their programs of study. At the end of three semesters, 18 credit hours must have been completed, with a minimum cumulative grade point average of 3.0 on a 4.0 scale.

7.5. Satisfactory Academic Progress
All students who receive federal financial aid must make satisfactory progress toward completion of their degree programs within a reasonable period of time. The Academy has developed standards defining satisfactory progress, in accordance with regulations issued by the U.S. Department of Education. Graduate students are considered to be making satisfactory progress if they:

- 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 3.0 on a 4.0 scale. This measure comes into effect after a student has attempted six semester hours at the Academy.

**MEASURABLE QUANTITATIVE PROGRESS REQUIREMENT:** In order to maintain measurable progress toward the completion of a degree, a student must successfully complete 67% of all Academy credit hours attempted (Hours attempted include repeated courses, dropped courses, withdrawals, and incomplete courses). This measure becomes effective when a student has attempted 12 semester hours at the Academy.
REASONABLE LENGTH OF TIME REQUIREMENT: At the Academy, a reasonable length of time for the completion of a degree program is defined as no more than 150% of the normal time required to complete that degree program. The time frame to complete the master’s degree is four years. Credits transferred to meet degree requirements will necessitate adjusting the time frame accordingly. Satisfactory academic progress will be verified for each student when financial aid is renewed.

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

7.5.1. Return of Title IV Funds

The Academy’s Financial Aid Office is governed by rules concerning Title IV federal student aid funds, which include Stafford Loans. The Academy awards aid to students based on 100% completion of courses. If students withdraw, the Academy must determine the percentage of financial aid “earned.” If students do not complete 60% of the course or courses, they have not “earned” the full allotment of financial aid. In this case, the Academy is required to return the “unearned” portion of aid to its originating source (i.e., the lender that made the student loan).

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

In order to determine if funds must be returned, the Academy determines how much aid was “earned.” Each 16-week semester contains approximately 112 class days. Once the student has completed 60% of the course (68 days), it is considered that 100% of the funds are earned. However, if the student completed only 50% of the course (56 days), the Academy would be required to return 50% of aid awarded and disbursed to the student during that term. Therefore, if the Academy awarded and disbursed $2,800.00 of aid to the student, the Academy would have to return $1,400.00 to the federal government. Note that in this situation, the student would not be afforded a refund from the Academy, as 56 days exceed the 38-day maximum stated in the Academy Refund Policy.

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

1. Students can apply for financial aid before applying for admission to the Academy.
2. A student must be a U.S. citizen or a permanent resident of the United States in order to apply for federal financial assistance.
3. To receive funds, an applicant must be admitted to an academic program as a degree-seeking student.
4. International students can apply for international student loans. Application information is available on the Internet at www.internationalstudentloan.com. A co-signer who is a U.S. citizen is required.
5. To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). FAFSA is available at www.fafsa.ed.gov. Students can sign their applications electronically using a personal identification number (PIN) issued by the U.S. Department of Education. If a student does not have a PIN, the U.S. Department of Education will e-mail one within three days. The proper year (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 any financial aid award can be processed. The Academy will review the information, and an official award letter will be sent to the student by mail.

The U.S. Department of Education selects one-third of all financial aid applications for a process called verification. If selected, the Academy will ask for documentation of the information reported on the FAFSA.
7. First-time applicants must complete required federal Stafford Loan entrance counseling on the Internet at www.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.mapping-your-future.org.

7.5.3. Loan Program

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

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

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

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

The Clearinghouse makes its best effort to respond to requests within 14 calendar days of their receipt, or 21 days if the request is not in an automated format.
The Registrar’s office institutes reasonable controls to ensure that enrollment information provided to the Clearinghouse is correct and accurate.

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

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

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

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

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

Cheating is unacceptable behavior in which students use someone else’s work and represent it as their own. Examples of this include, but are not limited to, copying another student’s answers during an examination, using unauthorized materials during an examination, or having someone else take an examination for you. Using unauthorized test materials and/or disseminating them to others is also considered cheating. Faculty monitor academic integrity with online tools such as Turnitin.com, as well as the ACCESS program.

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

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

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

Submitting the same paper or part of the same paper for more than one course is not permitted. The abuse of library materials by writing or 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 Distance learning registration period. Residential students should submit the online registration form 30 days in advance of the term start date through the website at: https://secure.ussa.edu/onlineforms/applications/online-registration.asp.

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. Exceptions to this policy include Doctoral Candidates registering to defend their dissertations and 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, Master Card, 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 for entering and exiting 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 a 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 of 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 their respective academic catalogs.

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 [http://media.ussa.edu/files/documents/forms/withdrawal.pdf](http://media.ussa.edu/files/documents/forms/withdrawal.pdf). A student may withdraw up until the last class day 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 (i.e., 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 enrollment.

### 8.1.1.9 Credit Loads

Full-time master’s students carry a load of 9 semester hours each semester. Semester loads exceeding 9 hours are rare and should be considered carefully. Semester loads over 9 credits must be approved by the Academic Dean’s Office.
8.1.1.10. Transcripts

A transcript of credits is an official document issued by the Registrar’s Office. Request for transcripts are to 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 of the institution (3.0 at the masters 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 (3.0 at the masters 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, but the semester GPA is at or above the GPA required at the institution (3.0 at the masters 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 the student is required to take the comprehensive exam). A student receiving a letter grade of “F” in a course will be required to retake that course. The student will be placed on probation and remain on probation until the course is retaken and a grade of “B” or better is made.

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

8.2.2 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 (3.0 at the masters’ level) the student will be DISMISSED from the program.

The Academy reserves the right to dismiss, at any time, a student whose academic performance is substandard or whose conduct, in the sole opinion of the Academy, is deemed improper or prejudicial to the interest of the institutional community.
8.3. Academic Alert
The Academy publishes a bulletin titled the Academic Alert on a biweekly basis. It 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 government student financial assistance program.

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

8.5. Dropping Courses
To drop an online course:

1. Obtain a drop form from the Academy website http://www.ussa.edu/current-students/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 drops 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 a group approach in conjunction with the Program of Study (POS) now referred to as the “Degree Audit” (DA). Regardless of illness or vacations by faculty or staff advisors, advising can be done quickly and efficiently. A list of advisors can be 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 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 campus.

8.8. Application for Graduation
Students must apply for graduation online (and submit the fee) (See Addenda for a Graduation Checklist).

A student completing all degree requirements must pay the required graduation fee in the amount of $125 and submit the online graduation application form. The form is located at https://secure.ussa.edu/onlineforms/applications/grad-application.asp.

8.9. Distance Learning Attendance Policy
Students who are enrolled in an online course must log on and complete the first course assignment within two weeks of course registration. Students are expected to systematically complete all of the course assignments and learning activities, in accordance with the syllabus, within the prescribed 16-week time frame or pay the appropriate extension fees.

If the student cannot complete his course within the allotted time, the student may apply for a Course Extension. The request for an extension must be processed PRIOR to the course completion date. It is recommended that the student submit the extension request at least one week prior to the completion date to avoid receiving a failing grade in the course. The request should be sent from the student’s ussa.edu email address. In addition, the student should email the course instructor to notify him that a request for a course extension has been submitted. Course extensions will not be processed without valid payment information, which is required at the time of submission.

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. In all cases, a student may not purchase more than a total of 60 days in extensions for any one course.

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 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, they should follow the same withdrawal procedure as a credit-seeking student.

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

8.12. Catalog Coverage and Change
Although the Academy reserves the right to change policies and procedures and students acknowledge this right by registering for courses, the Academy recognizes students’ needs to know graduation requirements and like policies. The catalog that articulates a student’s degree requirement 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. A student who changes catalogs is responsible for all the graduation requirements in the requested current catalog. A student may change catalogs only once during their academic program.

8.13. Change of Major
Students wishing to change from one major to another or to change an academic emphasis within the current major must submit a Change of Major form to the Student Services Office. Form may be found on the Academy website: http://www.ussa.edu/current-students/forms-applications.

8.14. 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 under the “Forms & Applications” page on the Academy website.

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 concerning all academic and instructional design issues. The Academic Committee is chaired by the Chief Academic Officer. It consists of the following:

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

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

1. Director of Library
2. Dean of Student Services
3. Director of Instructional Design
4. Coordinator for Mentorships

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

8.16. Conferring of Degrees
A student who has completed all degree requirements must complete a Graduation Application which is located on the Student Services page of the website. An application will not be processed without the required graduation fee. If a student previously filed for graduation but did not complete the degree requirements at that time, reapplication and payment of the fee must be repeated. The degree shall be awarded after the student’s academic file has undergone a graduation audit and all degree requirements for the student have been met.
8.17. Course Descriptions Expanded
Expanded descriptions of Academy courses are available for students who need more than the
traditional short description for purposes of certification, licensing, reimbursement, and transfer.
Students desiring an expanded course description must write a letter to the Academic Committee
requesting an expanded course description and giving the course title and number along with the
reason for the request. The Academy, solely at its discretion, reserves the right to withhold this
service when it deems it inappropriate.

8.18. Course/Instructor Evaluation
At the end of each course, regardless of mode of instruction, students are 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.

Al-Anon Family Group
Headquarters, Inc.
1600 Corporate Landing Parkway, Virginia Beach, VA 23454-5617
Tel: (757) 563-1600  www.al-anon.alateen.org

Alcoholics Anonymous
General Service Office
474 Riverside Drive
New York, NY 10015
Tel: (212) 870-3400  www.alcoholics-anonymous.org
8.20. Examinations at the Master’s Level
In classes where a final exam is required, students are presented with six questions of which they must choose and answer four. Students are given three hours to complete the final exam. All final examinations are closed book examinations.

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.

8.20.1 Comprehensive Examinations
Students who entered the master’s degree program PRIOR to the 2010-2011 Academic Year are required to take the Master’s Comprehensive Examination and pay the required fee per conditions of the catalog under which they entered the program. Students entering the master’s degree program this academic year (2010-2011), and thereafter, will complete the Master’s Portfolio in lieu of the Comprehensive Examination. Students who register and pay for the Comprehensive Exam, but miss the exam for whatever reason, must re-register and re-pay the exam fee.

8.20.2. Masters Portfolio
The Master’s Portfolio, which replaces the master’s comprehensive exam, will have several purposes:
   1. It will help guide the student through their program of study;
   2. It will focus the students’ interest and expand the students’ research experience, increase the breadth of training, and expand their scholarly credentials by blending practical life experiences and professional work history within their program of study;
   3. It will serve as the comprehensive evaluation of the students’ learning and be a clear academic portrait of the student in terms of interest, scholarly ability, writing skill, independent and critical thinking, and research capability.

Complete portfolio requirements can be found in the Addenda section of this catalog.

8.21. Exit Interviews
Students in the Master’s Portfolio program will complete an online exit interview upon successful completion of the portfolio.

The purpose of the interview is to ascertain the effect of academic programs on students, to identify student perceptions, and to receive recommendations for program improvements. The purpose of the financial aid interview is to fulfill Title IV federal mandates and communicate repayment responsibilities to students who have
used federal financial aid during all or part of a degree program.

8.22. Facilities

Sports Bookstore. The Academy Sports Bookstore is open at posted times for the purchase of course 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/](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 by contacting the librarian. Students are required to sign a Network Policy Form agreeing to abide by institutional requirements.

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

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

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

The library is a member of OCLC (Online Computer Library Center), LYRASIS (the regional arm of OCLC) and NAAL (Network of Alabama Academic Libraries). By virtue of these memberships, the library is able to access the holdings of most libraries. OCLC’s holdings are well over 70 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 Student Services office.

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

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

8.24. Food and Drink

Food and drinks are not allowed in classrooms, the Academy library, or the Fitness Lab.
8.25. Full-Time Student
A full-time graduate student is one who is normally registered for nine semester hours at the master’s level. With special permission from the Chief Academic Officer, students may register for an overload, not to exceed 15 semester hours. In the calculation of hours of graduate credit, resident courses, mentorships, and distance-learning courses will be included in the semester in which the student initially registers for the credit.

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

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

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

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

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

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

**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.

**P/F = Pass/Fail (Mentorship course only):** In order to receive a “Pass” on the mentorship, the student must pass all four components of the course: monthly student logs, mentor’s final evaluation, student’s final paper, and final interview with advisor.

### 8.27.1. Grading Rubrics

The Academy has moved to a rubric form of grading for all papers and assignments on and off campus. The rubrics are designed to take some of the subjectivity out of the grading process. Students may view the two rubrics in the Course Management System and in the Addenda of this catalog.

### 8.28. Grade Appeal Procedure

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

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

### 8.29. Graduation Requirements

To be eligible to graduate, a master’s student must:

1. Submit all required admissions material;
2. Have a cumulative 3.0 or higher grade point average;
3. Successfully complete all academic requirements;
4. Complete all elements of the Master’s Portfolio according to satisfaction of the portfolio advisor;
5. Pay all fees, including the graduation fee;
6. Complete the Application for Graduation (which may be found online at http://www.ussa.edu/current-students/forms-applications); and
7. Complete the exit interviews.
Any student who believes that a particular academic or degree requirement should be altered due to unusual circumstances may petition the Academic Committee for a review of the requirement.

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

Graduation Honors for Degrees
Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:
   Graduation with Honors: 3.8-3.99 GPA
   Graduation with Highest Honors: 4.0 GPA

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

Dean’s List
The Dean’s List shall be compiled on the second Friday following the start of each semester. Requirements for the Dean’s List shall be: (1) a semester grade point average of 3.8-3.99, (2) completion of a minimum course load of 12 semester hours, (3) the student must be in full academic standing, and (4) six hours completed for the current semester.

President’s List
The President’s List shall be compiled on the second Friday following the start of each semester. Requirements for the President’s list shall be: (1) A semester grade point average of 4.0, (2) completion of a minimum semester course load of 12 semester hours, (3) the student must be in full academic standing, and (4) six hours completed for the current semester.

Student of the Year
Students who graduate from the Academy with honors are eligible for the Student of the Year award. However, academic success is but one of the criteria for inclusion in this exclusive group. Other criteria include:
   • Contributions to the profession. Examples of professional contributions could include, for a coach, a championship won by the team or, for a sports medicine professional, the development of a new treatment. Publishing a text or significant research are other possible contributions that have bettered the quality of life in a community.
   • Civic/charitable contributions that have bettered the quality of life in a community.
   • Contributions to the Academy. Examples here include service as a student ambassador, contributions to the Academy publications The Sport Journal or The Sport Digest, referral of potential students to the Academy, or donations to the Academy’s scholarship fund.

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

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

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

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

**8.30. Health Services**
Any student needing health care or counseling will be referred to a local health care provider. The costs associated with health care or counseling are the responsibility of the student. Referral by the Academy does not constitute acceptance of indebtedness by the Academy for services rendered.

**8.31. Holds on Student Records**
Two types of holds may be placed on student records under certain circumstances:

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

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

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

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

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

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

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

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

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

8.34. Mentorship Grading
The mentorship experience will be graded “Pass/Fail” based upon the mentor’s final evaluation (33%) , the student’s final written report (33%), the student’s monthly Mentorship log (33%), and the oral interview with the student’s faculty advisor (1%). Student must pass all four components of the course.

8.35. 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 Administration & Finance.

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

8.37. Online Course Structure and Grading
Each online course for the MSS program consists of five units of subject content. There are four units with discussion questions in which students have the opportunity to participate with other students in exchanging ideas regarding the unit issues. One unit presents a writing assignment of 3-5 pages which is tied to the Academy’s Online Writing Laboratory, also known as the Academy Center for Collegiate Excellence and Student Success (ACCESS). ACCESS is the Quality Enhancement Program (QEP), which is an integral part of the Academy’s accreditation by the Southern Association of Colleges and Schools (SACS).

Masters courses have a Mid-Term Examination AND a Final Class Paper OR a Final Exam, depending on the nature of the course content. The mid-term examination consists of four essay questions and the student must answer three.. The final examination consists of four essay questions and the student must answer three. Multiple choice quizzes are available in the Course Management System to be used as study guides for the mid-term and final exams. These quizzes carry no academic weight. Grade composition is as follows:

- Unit Discussions: 10%
- Writing Assignment: 40%
- Mid-Term Exam: 25%
- Class Paper OR Final Written Exam: 25%

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

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

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

8.38.1. Password Reset Policy
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.
5. The password recovery solution should not rely on the student ID number 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. Paper Policy
Students studying online must submit their course papers electronically, through the course shell, unless otherwise directed by the instructor.

8.40. Photos-Student
8.40.1 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 367526. 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.

8.40.2 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 “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.

8.41. 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 submitting a Re-Enrollment Application for each degree level is $25 for undergraduate and master’s; $50 for doctoral. Students seeking to re-enroll, who have been placed on academic probation, have been dismissed, or have been suspended from the Academy must petition the Academic Committee and submit a $200 fee. The petition must be approved before a student may submit the Re-Enrollment application with the appropriate ($25 or $50) fee.

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.

8.42. 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 scheduled 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.

8.42.1. 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>

8.42.2. 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

8.42.3. Mentorship or Thesis (only for students enrolled in nine credit-hours of mentorship or thesis)
Through the first five days after registration ...........................................100% less administrative fee
Through the first 25 days after registration ...............................................95% less administrative fee
Through the first 60 days after registration ...............................................50% less administrative fee
Through the first 125 days after registration .............................................25% less administrative fee
After 126 days after registration ........................................................................................... no refund

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

8.43. 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 has enrolled.

8.44. Special Student Services
8.44.1 Students with Disabilities

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.

8.44.1.2 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 “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 that 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 for a clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostician, 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 and assistance with immigration and naturalization procedures. Contact the Office of Student Services for information.

**8.45. Statute of Limitations for Degree Completion**
All requirements for the Master of Sports Science degree must be completed within seven years from the time a student first enrolls in the degree program. In special cases, students may petition the Academic Committee for an extension not to exceed one additional year, provided the petition is made prior to the expiration of the seven-year period.

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

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

2. Withdrawing from the course of study without penalty.

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

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

   Students attending the Academy are accepted as responsible adults working with faculty colleagues in pursuit of knowledge. Since freedom must be balanced by individual responsibility and respect for the rights,
responsibilities, and freedom of others, students are held accountable for their decisions and actions. The Academy considers unacceptable any actions that jeopardize the rights and freedom of others or adversely affect the integrity of the Academy. 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 to allow a student to continue in affiliation and may, for reasons deemed sufficient by the Academy itself, discontinue affiliation. By registering, the student concedes to the Academy the right to require withdrawal whenever the Academy deems withdrawal necessary. The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant, student, or faculty member and the Academy. The catalog reflects the general nature of and conditions concerning the educational services of the Academy effective at the time of preparation.

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

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

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

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

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

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

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

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

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

8.47.1 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.

8.47.1.1 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.

8.47.1.2 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:

1. Leave the area immediately.

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

3. 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.

4. 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.

8.47.1.3 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 8.46 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.

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

8.49. 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 course materials, art work, clothing, and apparel) with paid Alumni fee. Visit http://ussa.edu/bookstore/ to shop online.

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

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

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

American Alliance for Health, Physical Education, Recreation, and Dance (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 St. Alexandria, VA 22314

International Association for Worksite Health Promotion (www.acsm-iawhp.org)
401 W. Michigan St. 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 Rd.
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 Rd. 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.

8.50. Student Petitions Not Related to Grades

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

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

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

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

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

8.51. Student Rights

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

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

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

8.51.1. 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 a student’s review.
2. Students have the right to acquire transcripts of their own academic records from the Academy. Such transcripts will be labeled “Issued to Student.” The issuance of transcripts is subject to the applicable fee.
3. The Academy will not issue transcripts of academic records when students have failed to meet their financial obligations to the Academy; however, students cannot be denied the right to inspect and review their own records.
4. The Academy requires students to submit a signed request for transcripts of academic records. Other requests, such as proof of full-time enrollment, must be in writing and must be submitted to the Registrar’s office.
5. The Academy does not provide students with copies of original or source documents available elsewhere, such as another institution’s transcripts or GRE, MAT, GMAT, or TOEFL test scores.
6. A student identification number will be assigned to each student for tracking purposes.
7. The faculty will store paper-based documents submitted by students for one year.
8. The academy will electronically store course work in the Course Management System for four semesters; it will then be de-accessed.

8.51.2. 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.usa.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.

8.51.3 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 the login and password may be given over the telephone. If a student requests this information via e-mail, the student will receive a letter sent through the U.S. Postal Service. The student will receive a response to his or her request in 5-7 working days after receipt of the student’s email.

8.52. Course Materials Policy
Since the majority of students take some or all of their courses by distance learning and the Academy wants to ensure similar learning for all students, each course has specific materials around which the content of the course is developed. Course materials are included with tuition and are automatically shipped to students with each course registration. This ensures that students will receive the correct course materials which, in turn,
maximizes student learning. In the course listing in Section 4 ACADEMIC AFFAIRS, course numbers followed by an “e” offer the student the choice of hard copy textbook or e-Book (e.g. SAM 568(e)).

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

8.54. 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.usa.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.

8.55. 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.

8.56. 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)*

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Degree(s) and Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marty Avant</td>
<td>B.A. University of South Carolina, M.Ed. University of South Carolina, D.S.M. United States Sports Academy</td>
</tr>
<tr>
<td>Tim Foley</td>
<td>B.S. Kansas State University, M.B.A. University of Phoenix</td>
</tr>
<tr>
<td>Lawrence P. Bestmann*</td>
<td>B.S. Florida State University, M.S. Florida State University, Ph.D. University of Utah</td>
</tr>
<tr>
<td>Scott R. Johnson</td>
<td>B.S. Virginia Commonwealth University, M.S. and M.A. West Virginia University, Ed.D. West Virginia University</td>
</tr>
<tr>
<td>Craig Bogar</td>
<td>B.S. Bryant University, M.S. University of Maryland, Ed.D. United States Sports Academy</td>
</tr>
<tr>
<td>Stephen Juare*</td>
<td>B.S. Winona State University, M.S. Winona State University, Ph.D. Florida State University</td>
</tr>
<tr>
<td>Anthony Borgese*</td>
<td>B.A. Brooklyn College, M.B.A. Baruch College, D.S.M. United States Sports Academy</td>
</tr>
<tr>
<td>Roch King*</td>
<td>B.S. California State University-Fresno, M.Ed. Temple University, Ph.D. Temple University</td>
</tr>
<tr>
<td>Fred J. Cromartie</td>
<td>B.A. Ripon College, M.S. Webster University, M.S.S. United States Sports Academy, Ed.D. United States Sports Academy</td>
</tr>
<tr>
<td>Jordan Moon</td>
<td>B.S. Grand Valley State University, M.S. Florida Atlantic University, Ph.D. University of Oklahoma</td>
</tr>
<tr>
<td>Michael I. Culpepper*</td>
<td>B.A. University of Alabama – Birmingham, M.S. University of Alabama, Ed.D. University of Alabama</td>
</tr>
<tr>
<td>Richard Leonard*</td>
<td>B.S. Robert Morris University, M.B.A. Florida Metropolitan University, Ph.D. Walden University</td>
</tr>
<tr>
<td>Dexter Davis*</td>
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</tr>
<tr>
<td>Lawrence Miller*</td>
<td>B.S. Fresno State University, M.A. Grand Canyon University, D.S.M. United States Sports Academy</td>
</tr>
<tr>
<td>Stan Drawdy*</td>
<td>B.S. Francis Marion University, M.Ed. Francis Marion University, Ed.D. Nova Southeastern University</td>
</tr>
<tr>
<td>Chad Moretz*</td>
<td>B.S. Appalachian State, M.S.S. United States Sports Academy, D.S. Tulane University</td>
</tr>
<tr>
<td>Les Dutko*</td>
<td>B.S. Virginia Polytechnic Institute, M.A. West Virginia University, D.S.M. United States Sports Academy</td>
</tr>
<tr>
<td>Donna Nathlar*</td>
<td>B.S. University of Wyoming, M.S.S. United States Sports Academy, Ed.D. United States Sports Academy</td>
</tr>
<tr>
<td>Enrico Esposito</td>
<td>B.A. Catholic University of America, M.S.S. United States Sports Academy, D.C. Life University</td>
</tr>
<tr>
<td>Timothy Newman*</td>
<td>B.S. Towson State University, M.Ed. University of Virginia, D.S.M. United States Sports Academy</td>
</tr>
</tbody>
</table>
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B.A. LaSalle University
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Ph.D. Walden University

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Ed.D. University of Northern Colorado

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M.S. University of South Carolina
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M.A. Georgia State University

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M.S.S. United States Sports Academy

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Ed.D. United States Sports Academy
10. ADDENDA

A. Student Rights and Responsibilities
B. Student of the Year Nomination Form
C. M.S.S. Degree Sports Management - Degree Audit/Program of Study
D. M.S.S. Degree Sports Coaching - Degree Audit/Program of Study
E. M.S.S. Degree Sports Studies - Degree Audit/Program of Study
F. M.S.S. Degree Sports Medicine - Degree Audit/Program of Study
G. M.S.S. Degree Sports Fitness & Health – Degree Audit/Program of Study
H. M.S.S. Degree Dual Major Sports Management-Sports Coaching – Degree Audit/POS
I. M.S.S. Degree Dual Major Sports Management-Sports Studies – Degree Audit/POS
J. M.S.S. Degree Dual Major Sports Management-Sports Medicine – Degree Audit/POS
K. M.S.S. Degree Dual Major Sports Management-Sports Fitness & Health – Degree Audit/POS
L. M.S.S. Degree Dual Major Sports Coaching-Sports Studies – Degree Audit/Program of Study
M. M.S.S. Degree Dual Major Sports Coaching-Sports Medicine – Degree Audit/POS
N. M.S.S. Degree Dual Major Sports Coaching-Sports Fitness & Health – Degree Audit/POS
O. M.S.S. Degree Dual Major Sports Medicine-Sports Studies – Degree Audit/Program of Study
P. M.S.S. Degree Dual Major Sports Medicine-Sports Fitness & Health – Degree Audit/POS
Q. M.S.S. Degree Dual Major Sports Fitness & Health-Sports Studies – Degree Audit/POS
R. M.S.S. Degree – Degree Audit/Program of Study for all Degrees and all Emphases
S. Master’s Portfolio, including Writer’s Guide for Personal Statement
T. Thesis/Dissertation Proposal Approval Form
U. Approval of Thesis Form
V. Master’s Degree Program Recommendation Form
W. Request for Transcript Form
X. Graduate Unit 2 Assignment Rubric
Y. Graduate Paper Grading Rubric
Z. Graduation Check List for Master’s Degree Candidates
AA. Academic Hearing Procedures
BB. Americans with Disabilities Act (Students) with Application
CC. Payment Authorization Form
DD. Graduate Transfer Credit Evaluation Fee Form
EE. Withdrawal Form
FF. Change of Catalog Request Form
GG. Student Information Change
HH. FERPA Release of Educational Records to Third Party
THIS PAGE IS INTENTIONALLY LEFT BLANK
Addendum A: Student Rights and Responsibilities

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

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

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

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

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

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

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

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

The abuse of library materials by writing on or tearing out pages or taking materials without

1 September 2010/REVISED 24 June 2011
properly checking them out is strictly forbidden.

**Attendance Policy: Resident and Distance Learning**

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

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

**Drug and Alcohol Policy**

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

**Grade Appeal Procedures**

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

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

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

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

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

**Online Student Security**

All students are responsible for security with respect to their user IDs, passwords, and any activities utilizing Academy computer resources. Students inappropriately sharing or distributing passwords to unauthorized individuals will be subject to disciplinary action up to and including expulsion. Students
will be required to change their passwords on a periodic basis according to Academy protocol. Students will be notified via the Course Management System (CMS) of the protocol.

**Password Reset Policy**
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 the Social Security Number (SSN) or any portion thereof.
5. The password recovery solution should not rely on the student ID number 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 complete.
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.

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

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

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

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

1 September 2010/REVISED 24 June 2011
1. The Chief Academic Officer will notify a student in writing of the specific infraction. The notification will include the nature of the infraction and the policy or rule violated. The notice will state the date, time, and place of a hearing on the charges and the option for the student to waive the right of a hearing and have an informal conference with the Chief Academic Officer or designee for disposition of the matter.

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

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

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

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

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

6. The Chief Academic Officer will notify the student of the final disposition of the matter within five working days of rendering a final decision. A student may appeal an adverse decision. Within 15 days after the decision rendered by the Chief Academic Officer, the student has the right to appeal the decision to the President of the institution. Appeals must be made in writing. Decisions rendered by the President shall be final.

**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
Student Rights for Records and Disclosure

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. Under pertinent provisions of the Act, the items listed below are designated as “Directory Information” and may be released for any purpose at the discretion of the Academy, unless a student exercises the right to withhold the disclosure of any or all of the categories of “Directory Information.”

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

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

Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athlete), 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 Academy requires that a staff member be present during a student’s review.

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

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

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

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

1 September 2010/REVISED 24 June 2011
scores.

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

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

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

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

Every employee or student shall acknowledge in writing his or her obligation to refrain from harassment and to follow the policy’s procedure for reporting harassment. Any employee or student who violates this policy is subject to disciplinary action up to and including immediate discharge/dismissal, even for a first-time offense.

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

Signature ___________________________ Date __________________________
**Addendum C: MASTER OF SPORTS SCIENCE**  
**SPORTS MANAGEMENT**  
Degree Audit (Program of Study) (33 hrs)

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<tr>
<th>Name</th>
<th>Advisor</th>
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### M.S.S. Core Courses

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<thead>
<tr>
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<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
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<tbody>
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<td>SAM 543 Sports Administration</td>
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<td>SAM 544 Sports Marketing</td>
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### Major Courses

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

Students must select which track they intend to complete.

### Mentorship Option

<table>
<thead>
<tr>
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<th>Credit Hours</th>
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<th>Semester</th>
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<tbody>
<tr>
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### Thesis Option

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<th>Semester</th>
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### Non-Thesis Option

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

### Portfolio Checklist Requirements

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<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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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 D: MASTER OF SPORTS SCIENCE

## SPORTS COACHING

### Degree Audit (Program of Study) (33 hrs)

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<tr>
<th>Name</th>
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<tr>
<th><strong>Core Courses</strong></th>
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<th><strong>Major Courses</strong></th>
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<tr>
<td>SAB 568 Sports Psychology</td>
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<td>SAB 571 Sports Coaching Methodology</td>
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<td>SAR 525 Sports Strength and Conditioning</td>
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<td>SAD 546 Seminar in Sports Medicine</td>
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**Students must select which track they intended to complete.**

<table>
<thead>
<tr>
<th><strong>Mentorship Option</strong></th>
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_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 E: MASTER OF SPORTS SCIENCE
### SPORTS STUDIES
#### Degree Audit (Program of Study) (33 hrs)

<table>
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</thead>
<tbody>
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Students must select which track they intended to complete.

### Mentorship Option

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<th>Semester</th>
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### Thesis Option

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<tbody>
<tr>
<td>SAR 575 Writing and Applied Research</td>
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<tr>
<td>SPT 599 Thesis</td>
<td>6</td>
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### Non-Thesis Option

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

### Portfolio Checklist Requirements

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Student Signature: _____________________________  Date: __________

Advisor Signature: _____________________________  Date: __________

1 September 2010/REVISED 24 June 2011
### Addendum F: MASTER OF SPORTS SCIENCE

**SPORTS MEDICINE**

Degree Audit (Program of Study) (33 hrs)

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

### M.S.S. Core Courses

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

### Major Courses

<table>
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<tr>
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<tr>
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<tr>
<td>SAD 548 Advanced Assessment in Sports Medicine</td>
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<tr>
<td>SAD 591 Treatment Procedures in Sports Medicine</td>
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<tr>
<td>SAR 525 Sports Strength and Conditioning</td>
<td>3</td>
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</tbody>
</table>

Students in Sports Medicine must take a mentorship. However, those students who are Healthcare Professionals or Physicians may petition to take additional approved courses in lieu of the mentorship. The petition must include documentation of credentials as a healthcare professional.

### Mentorship Option

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<table>
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<th>Course Description</th>
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<td>SPT 599 Thesis</td>
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<tr>
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</table>

Any deviation must be approved by an advisor. Completion of the Sports Medicine programs will not allow you to sit for the NATA board certification exams and will not allow you to become an athletic trainer.

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

### Portfolio Checklist Requirements

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<th>Course Description</th>
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<tbody>
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Advisor Signature: ____________________________ Date: __________

### Addendum G: MASTER OF SPORTS SCIENCE

1 September 2010/REVISED 24 June 2011
SPORTS FITNESS AND HEALTH
Degree Audit (Program of Study) (33 hrs)

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<th>Name</th>
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<table>
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### M.S.S. Core Courses

<table>
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<th>Course</th>
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<tbody>
<tr>
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<tr>
<td>SAM 543 Sports Administration</td>
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### Major Courses

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Students in Sports Fitness & Health must take a mentorship. However, those students who are Healthcare professionals or Physicians may petition to take additional approved courses in lieu of the mentorship. The petition must include documentation of credentials as a healthcare professional.

### Mentorship Option

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<thead>
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### Portfolio Checklist Requirements

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Student Signature:___________________________________________ Date:______________

Advisor Signature:___________________________________________ Date:______________

1 September 2010/REVISED 24 June 2011
Addendum H: MASTER OF SPORTS SCIENCE
SPORTS MANAGEMENT/SPORTS COACHING Dual Major
Degree Audit (Program of Study) (45 hrs)

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### M.S.S. Core Courses

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<tbody>
<tr>
<td>SAM 543 Sports Administration</td>
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### Sports Management Major Courses

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<td>SAM 545 Sports Finance</td>
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<td>SAM 551 Public Relations in Sports</td>
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<td>SAM 582 Sports Facilities</td>
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<td>SAM 586 Sports Law and Risk Management</td>
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### Sports Coaching Major Courses

<table>
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1 September 2010/REVISED 24 June 2011
### Addendum I: MASTER OF SPORTS SCIENCE
SPORTS MANAGEMENT/SPORTS STUDIES Dual Major
Degree Audit (Program of Study) (45 hrs)

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

<table>
<thead>
<tr>
<th>Mentorship Option</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SPT 598 Mentorship</td>
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<table>
<thead>
<tr>
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Student Signature: ________________________________ Date: __________

Advisor Signature: ________________________________ Date: __________

1 September 2010/REVISED 1 APRIL 2011
Addendum J: MASTER OF SPORTS SCIENCE
SPORTS MANAGEMENT/SPORTS MEDICINE Dual Major
Degree Audit (Program of Study) (45 hrs)

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<td>SAM 551 Public Relations in Sports</td>
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<tr>
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All students are REQUIRED to successfully complete their Masters Degree Portfolio.

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Student Signature: _______________________________ Date: _____________
Advisor Signature: _______________________________ Date: _____________

1 September 2010/REVISED 1 APRIL 2011
Addendum K: Master of Sports Science
SPORTS MANAGEMENT/SPORTS FITNESS & HEALTH Dual Major
Degree Audit (Program of Study) 45 hours

Name:_________________________________ Advisor:______________________________
Address:______________________________ _______________________________________
Email:________________________________ Phone:_______________________________

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Students in Sports Fitness & Health must take a mentorship. However, those students who are Healthcare professionals or Physicians may petition to take additional approved courses in lieu of the mentorship. The petition must include documentation of credentials as a healthcare professional.

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Student Signature:___________________________________________ Date:______________
Advisor Signature:____________________________________________ Date:______________

1 September 2010/REVISED 1 APRIL 2011
Addendum L: MASTER OF SPORTS SCIENCE  
SPORTS COACHING/SPORTS STUDIES Dual Major  
Degree Audit (Program of Study) (42 hrs)  

Name____________________________________  Advisor______________________________  
Address__________________________________  Phone_______________________________  
Email___________________________________  

<table>
<thead>
<tr>
<th>Core Courses</th>
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<th>Grade</th>
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<td>Semester</td>
<td>Grade</td>
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Students must select which track they intended to complete.  

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Advisor Signature:____________________________________________  Date:______________  

1 September 2010/REVISED 1 APRIL 2011
Addendum M: MASTER OF SPORTS SCIENCE
SPORTS COACHING/SPORTS MEDICINE Dual Major
Degree Audit (Program of Study) (42 hrs)

Name _____________________________________________ Advisor _____________________________
Address ____________________________________________ Phone _________________________________
E-mail ____________________________________________________________

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Advisor Signature: __________________________ Date: __________________

1 September 2010/REVISED 1 APRIL 2011
### Addendum N: MASTER OF SPORTS SCIENCE
SPORTS COACHING/SPORTS FITNESS & HEALTH Dual Major
Degree Audit (Program of Study) (42 hrs)

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<tr>
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<tr>
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Student Signature: ________________________________ Date: ______________

Advisor Signature: ________________________________ Date: ______________

1 September 2010/REVISED 1 APRIL 2011
Addendum O: MASTER OF SPORTS SCIENCE
SPORTS MEDICINE/SPORTS STUDIES Dual Major
Degree Audit (Program of Study) (42 hrs)

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
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Completion of the Sports Medicine programs will not allow you to sit for the NATA board certification exams and will not allow you to become an athletic trainer.

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

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<thead>
<tr>
<th>Portfolio Checklist Requirements</th>
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Advisor Signature: ___________________________ Date: __________

1 September 2010/REVISED 1 APRIL 2011
Addendum P: MASTER OF SPORTS SCIENCE
SPORTS MEDICINE/SPORTS FITNESS & HEALTH Dual Major
Degree Audit (Program of Study) (42 hrs)

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### M.S.S. Core Courses

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### Sports Medicine Major

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### Mentorship Option

<table>
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1 September 2010/REVISED 1 APRIL 2011
Addendum Q: MASTER OF SPORTS SCIENCE
SPORTS FITNESS AND HEALTH/SPORTS STUDIES Dual Major
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Advisor Signature:___________________________________  Date:______________

1 September 2010/REVISED 1 APRIL 2011
Addendum R (Page 1 of 2)
MASTER OF SPORTS SCIENCE
Degree Audit (Program of Study)
For All Majors With Emphasis Courses:
Personal Training, NCAA Compliance, Olympism, Sports Psychology,
Recreation Management, OR Sports Hospitality Management

NOTE: Students in ALL Majors seeking an Emphasis should also complete this Degree Audit (Program of Study) (Addendum R) as an attachment to their Major Program of Study. This applies to students with a single major AND students in a dual major program.

This Degree Audit (Program of Study) (Addendum R) should be completed for the student’s chosen Emphasis: Personal Training, NCAA Compliance, Olympism, Sports Psychology, Recreation Management, or Sports Hospitality Management. Fill out ONLY the Emphasis area that applies (Section A for Personal Training, Section B for NCAA Compliance, Section C for Olympism, Section D for Sports Psychology, Section E for Recreation Management OR Section F for Sports Hospitality Management).

<table>
<thead>
<tr>
<th>Name:</th>
<th>Advisor:</th>
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<td>Address:</td>
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**A. Emphasis in Personal Training**

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**B. Emphasis in NCAA Compliance**

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<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM 523 NCAA Compliance</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 524 NCAA Rules and Procedures</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 592 Introduction to the Business of Sports Agents</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**C. Emphasis in Olympism**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM 661 Current Issues in the Olympic Movement</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>SAM 622 Structure and Function of the Olympic Games</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 667 Olympism</td>
<td>3</td>
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<td></td>
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</tbody>
</table>

**D. Emphasis in Sports Psychology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAB 563 OR SAB 566</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAB 657 Psychology of Elite Performance</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAB 659 Group Dynamics in Sports and Exercise</td>
<td>3</td>
<td></td>
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</table>

**E. Emphasis in Recreation Management**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM 535 Introduction to Parks, Recreation, and Tourism</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 536 Philosophy and History of Recreation &amp; Leisure</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 537 Introduction to Recreational Sport Management</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Addendum R (Page 2 of 2)
MASTER OF SPORTS SCIENCE
Degree Audit (Program of Study)
For All Majors With Emphasis Courses:
Personal Training, NCAA Compliance, Olympism, Sports Psychology, Recreation Management, OR Sports Hospitality

<table>
<thead>
<tr>
<th>F. Emphasis in Sports Hospitality Management</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM 530 Food &amp; Beverage Service Management</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 534 Membership and Marketing for Sport Clubs</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 533 Sports Club Management</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All students are REQUIRED to successfully complete their Master's 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>SPT PRTM Masters Degree Portfolio</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 1 APRIL 2011
Addendum S: Masters Portfolio (SPT PRTM)

Purpose of the Portfolio

The Portfolio was developed to enhance the student’s program of study through a more personal and individualized educational experience by enriching the program with personal experiences related to areas of sport education. The Portfolio will help to expand the student’s research experience, increase the breadth of training, and expand their scholarly credentials by blending practical life experiences and professional work history within their program of study.

The Portfolio will achieve that which used to be accomplished with the comprehensive exams, but with the added feature of focusing on writing and research protocol, which is the foundation of all graduate work. When completed, the Portfolio will be a clear academic portrait of the student in terms of interest, scholarly ability, writing skill, independent and critical thinking, and research capability.

1.0 The Masters Portfolio will be housed in a CMS shell which can be accessed by the student’s portfolio advisor

1.1 The portfolio advisor will be notified when one of the elements has been entered into the portfolio.

1.1.1 The portfolio advisor will be appointed in the same fashion as is the mentorship advisor

1.2 The portfolio advisor will execute a monthly review of the portfolio and give the student an assessment of the elements entered in the portfolio.

1.2.1 Rubrics will serve as assessment instruments for each element

1.2.2 General assessment will be qualitative as opposed to quantitative

1.2.3 Overall final assessment will be in terms of a 1-5 scale mirroring the assessment used in the Entrance Essay – a scaling of the point system from the CMS will be implemented

2.0 Administrative Elements of the Portfolio

2.1 Personal Statement

The entrance essay will serve as an outline that will portray the student in a more expansive view than a normal CV might.

2.2 Resume or Curriculum Vita

The curriculum vita serves to introduce the student professionally and scholastically. An opportunity to help a student develop a CV is important in the overall development of the student.

2.3 Program of Study / Degree Audit

The program of study outlines not only the course work the student intends to take, but the timeline in which the student intends to complete the work.

3.0 Academic Elements of the Portfolio

Each portfolio submission must include the appropriate Academy title page.

3.1 One (1) Annotated Bibliography (primary sources) from each of the Core Courses.

Annotated bibliographies will indicate that the student has made a concerted effort to locate at least three primary sources within the content of each of the core courses.

[Total of 3]

3.2 One (1) Paper based upon and related to the student’s course work in the Major Area Courses.

1 September 2010/REVISED 1 APRIL 2011
Although this paper is independent of the requirements for the student’s program of study, the paper must show evidence of the topic areas and learning objectives covered within the Major Area Courses. This will give the student a chance to relate professional experience with the subjects covered within the Major Area Courses.

[Total of 1]

3.3 Two (2) Critiques (primary sources) from Major Area Courses.

Article Critiques will indicate that the student has made a concerted effort to locate at least two primary sources within the content of each of the major courses.

[Total of 2]

3.4 Final Written Document.

The Final Written Document will be determined by the student’s chosen option (Mentorship, Thesis or Non-Thesis)

[Total of 1]

3.4.1 Mentorship Option – The mentorship final report will serve as a solid summation of the student’s abilities to write and research based upon the practical experience gained through the mentorship. [Total of 1]

3.4.2 Thesis Option – The thesis is an original piece of research submitted by the student and presented to a faculty thesis committee. [Total of 1]

3.4.3 Non-thesis Option – The non-thesis option culminates with the student selecting a research topic from the chosen electives.

Although this paper is independent of the requirements for the student’s program of study, the paper must show evidence of the topic areas and learning objectives covered within the Elective Courses. This will give the student a chance to relate professional experience with the subjects covered within the Elective Area Courses.[Total of 1]

4.0 Summative Personal Narrative

This paper will serve as a culminating document of the student’s graduate educational experience. It will finish what was started with the Entrance Essay and enable the student to assess what was learned and how the educational and professional experiences can continue to enhance overall growth.
UNITED STATES SPORTS ACADEMY
America’s Sports University®

Writer's Guide for the Personal Statement

Master of Sports Science

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

A critical entrance requirement for those wishing to enter the United States Sports Academy’s Master of Sports Science (M.S.S.) program is the written personal statement. This guide is designed to assist the student in preparing a statement that will meet the expectations of the Academy’s Master’s Admissions Committee. This guide contains suggestions as to appropriate types of content for the essay. It will also serve as a guide to issues of format and style.

The applicant must prepare a written personal statement presenting, in narrative form, an autobiography, career plans, and expected goals for pursuing the M.S.S. at the United States Sports Academy.

The Personal Statement is an integral part of the portfolio self-evaluation process and lays the framework for both the analytical presentation of goals and the closing document of the portfolio, the summative narrative. Word Count: Between 300-400 words.

The Personal Statement takes the form of a comprehensive narrative presenting students’ (1) biography, (2) career plans, and (3) goals in pursuing a Master’s at the United States Sports Academy. The statement is evaluated by the Master’s Admissions Committee. Committee members seek evidence reflected in the content of statement regarding five requisite qualities and abilities including:

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

Format

The essay must adhere to the following format:

1) Title page;
2) Narratives:
   a) Biographical Component;
   b) Career Plans Component; and
   c) Goals in Pursuing a Master’s Degree at the Academy.

The essay must be typewritten or prepared on a word-processor with a letter-quality printer. It must be double-spaced.

In all matters of style and format not addressed in this guide, the Academy has adopted The Publication Manual of the American Psychological Association (APA) as the accepted style guide in the preparation of academic papers at the Academy. The Academy always uses the most current edition of the Manual.

You can access the APA publication manual by going to the following web address: http://www.apastyle.org
Components of the Personal Statement

The Three Components of the Personal Statement

1. Biographical Component
Earlier learning experiences, both formal and informal, should be described in a concise narrative. The nature and general outcome of all prior study, for example, Sports Management–related work experience, and participation in scholarly research (if any) should be briefly set forth for evaluation.

2. Career Plan Component
The need for master’s-level education should be explained in terms of career goals in the student’s selected degree program This component of the essay should specify how master’s study, in conjunction with background and interests, will further those goals.

3. Goals in Pursuing a Master’s
In this part of the statement, students should briefly discuss why they wish to enroll in master’s study at the United States Sports Academy, including but not limited to (a) the reasons for selecting the Academy program rather than another master’s program; (b) how master’s study reflects, and may affect, personal and professional interests, concerns, and choices; (c) the particular goals anticipated to be attained through completion of the master’s curriculum; and (d) proposed topics being considered for the thesis project.

Assessment

The assessment relies predominantly upon the set of rubrics established by the United States Sports Academy.
TITLE PAGE SAMPLE

Below is an example to show the expected format for the qualifying essay.

QUALIFYING ESSAY

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

by

NAME

Daphne, Alabama

Date
# GRADING RUBRICS FOR PERSONAL STATEMENT

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

UNITED STATES SPORTS ACADEMY

Student________________________________________ Date: ____________________
(Please Print) (Month/Day/Year)

Degree (Check One): Master’s of Sports Science (M.S.S.)
Doctor of Sports Management (D.S.M.)
Doctor of Education (Ed.D.)

Proposed Title (Should be 12 words or less)
______________________________________________________________________________

Dissertation Committee

Name (Please print or type.)

Committee Chair ________________________________

Committee Member (First Reader) ________________________________

Approval

Committee Chair

Name (please print or type) ________________________________

Signature ________________________________

Chief Academic Officer

Name (please print or type) ________________________________

Signature ________________________________

Terms: (check appropriate action) 

Approved: _____ Committee Chair: _____

Approved Conditionally: _____ Registrar: _____

Not Approved: _____ Student’s File: _____

Student: _____

1 September 2010/REVISED 1 APRIL 2011
Addendum U: APPROVAL OF THESIS FORM
UNITED STATES SPORTS ACADEMY

Approval of thesis submitted by

(Type Student’s Name Here)

__________________________________________________________________________
Chair, Thesis Committee                                           Date

__________________________________________________________________________
Thesis Committee Member                                           Date

__________________________________________________________________________
Chief Academic Officer                                             Date
United States Sports Academy  
Master's Degree Program  
Recommendation Form  

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

<table>
<thead>
<tr>
<th>Plan of Study:</th>
<th>Intended Enrollment</th>
<th>Emphasis:</th>
<th>Semester</th>
<th>Year</th>
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<tr>
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<tr>
<td>Sports Coaching</td>
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<tr>
<td>Sports Management</td>
<td></td>
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<tr>
<td>Sports Studies</td>
<td></td>
<td></td>
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<tr>
<td>Sports Medicine</td>
<td></td>
<td></td>
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<tr>
<td>Sports Fit/Health</td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Section I (Please Print or Type)**

Name: ____________________________  
Last: ____________________________  
First: ___________________________  
Middle: _________________________

Address: __________________________  
Street or Box No.: ______________  
City: ____________________________  
State: __________________________  
Zip or Postal Code: _____________

Telephone: Home (___)  
Work (____)______________________

Institution Granting Undergraduate Degree: __________________________

---

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

Please rate the above applicant on the following characteristics:

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

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

Use the back of this form for your comments:

Name (Print or Type): ____________________________  
Title: ____________________________

Organization: ____________________________  
Address: ____________________________

City: ____________________________  
State: ____________________________  
Postal Code: ______________________

Signature: ____________________________  
Date: ____________________________

Please return to: Department of Student Services, United States Sports Academy, One Academy Drive, Daphne, AL 36526  
or Fax to: 251-693-1035
Addendum W: 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

REQUEST FOR TRANSCRIPT FORM

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

Name: _______________________________________

Home Phone: (____)____-____________

Work Phone: (____)____-____________

Cell Phone: (____)____-____________

Social Security Number (Optional) #: _________________________________________

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

Send to: ___________________________________________________________________________

_________________________________________________________________________________

Signature:_________________________________________ Number of Copies:____________

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

________________________________________________________________________________

POLICIES GOVERNING TRANSCRIPTS OF RECORD:

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

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

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

OFFICIAL transcripts are sent to schools, prospective employers, etc., as designated by the student.

UNOFFICIAL transcripts for the student’s use, do not bear the seal of the Academy. They must be sent directly to the student. Transcripts are stamped “ISSUED TO STUDENT.”

Request will not be processed without a signature. Method of Payment (check box)

Check/Money Order ☐ TYPE: Visa M/C AMEX DISC Acct.

#_________________________

Credit Card ☐ (Circle type above) Expiration Date: __________________________

Office Use Only: Transcript(s) released: Date: __________ By: ____________________

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

19 February 2009K-1

1 September 2010/REVISED 1 APRIL 2011
# ADDENDUM X: Graduate Unit 2 Assignment Rubric

|--------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| **Content:**       | The response is very specific, concise, and to the point; is information accurate; shows penetrating insight. The task is referred to in the answer, answer is concise and to the point. Conclusions and/or opinions logical and completegmenting.
|                    | (90-100 points)                                                                   |                                                                                       | Response not on task; may be wordy; information generally accurate but little insight offered; inaccuracies and logic not complete in the conclusion and/or opinions; weak critical analysis  
|                    |                                                                                   |                                                                                       | (70-79 points)                                                                 |                                                                                      | No clear purpose or central theme; repeats information; confusing; difficult to read; no conclusion; critical analysis is absent 
|                    |                                                                                   |                                                                                       |                                                                                   |                                                                                      | (0-59 points)                                                                 |
| **Writing:**       | Very fluent and clear; few or no errors of grammar and punctuation; sources cited correctly by APA standards; citations used consistently and correctly 
|                    | (36-40 points)                                                                    | Fluent and interesting; a few errors of grammar and punctuation; sources cited informally 
|                    | (32-35 points)                                                                    | Lacks fluency; errors of grammar and punctuation; a few sources mentioned 
|                    | (28-31 points)                                                                    | Faltering or insufficient; many errors of grammar and punctuation; few to no sources cited 
|                    |                                                                                   | (24-27 points)                                                                       |                                                                                      | Poor sentence structure and grammar; many repeated errors of grammar and punctuation; no sources cited 
<p>|                    |                                                                                   |                                                                                       |                                                                                      |                                                                                      | (0-23 points)                                                                 |
|-----------|------------------|------------------------|----------------|---------------------|-----------------|---------------|
| 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) |</p>
<table>
<thead>
<tr>
<th>Criterion</th>
<th>Exceeds Standards</th>
<th>Meets Standard</th>
<th>Standard Barely Met</th>
<th>Standard Not Met</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>Exceptional introduction that grabs interest of reader and states topic and all subtopics in proper order. Exceptionally clear, arguable, well developed (39-45 points)</td>
<td>Proficient introduction that states topic and all subtopics in proper order. It is very clear, arguable and well developed (34-38 points)</td>
<td>Adequate introduction that states topic and some of the subtopics. Introduction is somewhat clear and arguable (28-33 points)</td>
<td>Weak introduction of topic and subtopics; weak and lacks an arguable position (0-27 points)</td>
<td>45</td>
</tr>
<tr>
<td><strong>Quality of information/evidence</strong></td>
<td>Paper is exceptionally researched, extremely detailed and historically accurate. Critical evidence from a wide variety of significant sources. (71-80 points)</td>
<td>Paper is well researched and detailed. Critical evidence from a variety of significant sources. (60-70 points)</td>
<td>Some aspects of paper are researched. Some accurate evidence provided from limited sources (49-59 points)</td>
<td>Information of topic limited. Lack of research, details, and accurate evidence. (0-48 points)</td>
<td>80</td>
</tr>
<tr>
<td><strong>Support of ideas</strong></td>
<td>Exceptional and consistent rationale provided for all statements and arguments made and positions taken. (71-80 points)</td>
<td>Relative and consistent rationale provided for most statements and arguments made and positions taken. (60-70 points)</td>
<td>Some rationale provided for statements and arguments made and positions taken. (49-59 points)</td>
<td>Little rationale provided for statements made and positions taken. (0-48 points)</td>
<td>80</td>
</tr>
<tr>
<td><strong>Sequential development of ideas</strong></td>
<td>An exceptionally well developed sequence of clear and logical ideas with exceptional transitions between paragraphs and topics (46-50 points)</td>
<td>A well developed sequence of clear and logical ideas with good transitions between paragraphs and topics. (36-45 points)</td>
<td>Some clear and logical sequential provision of ideas with adequate transitions (28-35 points)</td>
<td>Lacks clear and logical development of ideas. (0-27 points)</td>
<td>50</td>
</tr>
<tr>
<td>Criterion</td>
<td>Exceeds Standards</td>
<td>Meets Standard</td>
<td>Standard Barely Met</td>
<td>Standard Not Met</td>
<td>Points Earned</td>
</tr>
<tr>
<td>-----------</td>
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<td>----------------</td>
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<td>---------------</td>
</tr>
<tr>
<td>Conclusion</td>
<td>Excellent summary to topic and subtopics followed by appropriate concluding remarks and recommendation that inspire the reader to further inquiry (63-70 points)</td>
<td>Good summary of topic and subtopics followed by appropriate recommendations that leave an impact on the reader. (56-62 points)</td>
<td>Adequate summary of topic with some concluding thoughts and recommendations (49-55 points)</td>
<td>No, or weak, summary, or concluding remarks and recommendations, regarding the material researched (0-48 points).</td>
<td>70</td>
</tr>
<tr>
<td>Language-composition, grammar, punctuation and spelling</td>
<td>Composition is exceptionally clear and understandable with consistently proper use of grammar and punctuation and no misspellings (35-40 points)</td>
<td>Composition is clear and understandable with consistently proper use of grammar and punctuation and no misspellings. (28-34 points)</td>
<td>Some errors in grammar, punctuation, and spelling (21-27 points)</td>
<td>Inconsistent grammar, punctuation, and spelling throughout the paper. (0-20 points)</td>
<td>40</td>
</tr>
<tr>
<td>APA format – citations, references, and paper structure</td>
<td>Consistent listing of citations and properly entered according to the APA guide. Many and varied sources included. Credit always given for the ideas of others. 90% primary references from peer-reviewed, professional journals. Completely correct formatting. (31-35 points)</td>
<td>Consistent listing of citations and properly entered according to the APA guide. Many and varied sources included. Credit always given for the ideas of others. 75% primary references from peer-reviewed, professional journals. Completely correct formatting. (26-30 points)</td>
<td>Inconsistent listing of citations according to the APA guide. Credit given for the ideas of others most of the time. 50% primary references from peer-reviewed, professional journals, some formatting errors, and an incorrect title page and table of contents (21-25 points)</td>
<td>Improper listing of citations and inconsistent credit given for the ideas of others; no primary references from peer-reviewed, professional journals, no title page, and no table of contents. (0-20 points)</td>
<td>35</td>
</tr>
</tbody>
</table>
Addendum Z: Graduation Check List for Master’s Degree Candidates

1. Completed all Degree Requirements as stated in the academic catalog under which you are governed. (Students entering the MS program prior to 2010-2011 academic year, and those who have not changed catalogs to the 2010-2011 catalog, must register for the Master’s Comprehensive Exam and must follow steps a, b, and c below. Students entering in 2010-2011 and after will complete the Master’s Portfolio in place of the Comprehensive Exam and may ignore steps a, b, and c).

   a. Applied and Registered for the Comprehensive Examination through the Registrar’s Office. Go to the Student Services web page, under “Forms,” for the Off–Campus Comprehensive Examination Application form.
   
   b. Ensured that all required information is included on the Comprehensive Examination Application (i.e., Name as it should appear on the diploma plaque, mailing address, etc.)
   
   c. Paid the Required Comprehensive Examination fee in the amount of $175.

2. Completed the Exit Survey. Exit Surveys are incorporated in the comprehensive exam and should have been completed at the end of the exam. Students completing the portfolio will complete an online exit survey.

3. Cleared all financial obligations to the Academy.

4. If a student is required to take the Comprehensive Exam and should the student not successfully pass the Comprehensive Exam on the first attempt; the student must re–apply for a second attempt through the Office of the Registrar by submitting another Off–Campus Comprehensive Exam Application and paying the required fee of $175.

5. Once all steps are completed, and the student successfully passes the Comprehensive Exam OR successfully completed the Master’s Portfolio, 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. Comprehensive Exam Result Letters will be mailed to students.


7. Diploma Order Form information is obtained from the Comprehensive Examination Application. If you would like the Diploma mailed to a different address, please go to the Student Services web page, under Forms, for the Diploma Order Form. Complete the form and fax, mail or email the document to the Office of the Registrar at Registrar@ussa.edu; fax number, (251) 625-1035; mailing address; United States Sports Academy, Attention: Registrar, One Academy Drive, Daphne, Alabama 36526.

8. For Financial Aid Recipients: Completed the Financial Aid Exit Interview (Mapping Your Future) To complete the Financial Aid Interview please visit http://www.mapping-your-future.org

9. Graduates who wish to order additional graduation regalia may order directly at the Graduate Supply House.

Don’t forget to join the Alumni Association!

1 September 2010/REVISED 1 APRIL 2011
Addendum AA: 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 and examination, or having someone else take an examination. Using unauthorized text materials and or disseminating them to others is also considered cheating.

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

The Academic Hearing Committee consists of three members. The Chief Academic Officer appoints three members from the faculty or administrative staff to serve on the committee. The 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 working days before the hearing.

Hearing procedures include the following:

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

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

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

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

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

6. The failure of any party to appear without justifiable cause will terminate that party’s right to appeal. Hearing deliberations are to proceed as follows:
   a. The chairperson reads the charges or complaint to the Committee.
   b. The Academy will present its case and may call witnesses, if desired.
   c. The student may then question the Academy’s witnesses.
   d. The student will present his/her case and may call witnesses, if desired.
   e. The Committee may then question the student and student’s witnesses, if applicable.
7. Following the hearing, the Committee deliberates and renders a decision by simple majority based on a preponderance of the evidence. If the Committee decides to recommend a penalty, it specifies the disciplinary action to be imposed.

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 BB: 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.
ADDENDUM BB (continued):

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

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: ________________

1 September 2010/REVISED 1 APRIL 2011
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

1 September 2010/REVISED 1 APRIL 2011
Addendum CC
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

☐ Duplicate Diploma
  Fee: $50

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

☐ Transcript Request Fee
  $10 per copy

☐ Other ________________________________

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 ____________________________

1 September 2010/REVISED 1 APRIL 2011
ADDENDUM DD

United States Sports Academy
Office of the Registrar
One Academy Drive
Daphne, Alabama 36526
Phone: (251) 626-3303
Fax: (251) 625-1035

Graduate Transfer Credit Evaluation Fee Form

Student’s Name: _______________________
Address: ______________________________
Phone Number: (____) ____________ Email: ______________________________

Intended Term of Enrollment  □ Fall  □ Spring  □ Summer Year ______

<table>
<thead>
<tr>
<th>Other institution: Course Number and Title</th>
<th>Credit Hours</th>
<th>Academy Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

*** The Academy may accept transfer credit from other accredited institutions, as long as a grade of B or better is earned.

*** Please have official transcripts, course syllabi and course descriptions for the courses that you would like to transfer mailed to:

United States Sports Academy
Graduate Admissions
One Academy Drive
Daphne, Alabama 36526

Method of Payment: I understand that my credit card will be charged $50 to cover the required transfer evaluation fee.

Credit Card Type: VISA MC DISCOVER AMEX
Credit Card Number: __________ - __________ - __________ - __________
Expiration Date: __________ - __________

Approved By: _______________________
Dean of Academic Affairs or Designee  Date  

1 September 2010/REVISED 1 APRIL 2011
**Addendum EE**

**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.usa.edu](http://www.usa.edu)
E-Mail: registrar@usa.edu

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@usa.edu](mailto:financialaid@usa.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>
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</tbody>
</table>

Student’s Signature: ________________________________________________

Registrar’s Signature: _____________________________________________

---

1 September 2010/REVISED 1 APRIL 2011
Addendum FF

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

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 GG

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)
Addendum HH

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: ____________________________________________________________________________________

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

1 September 2010/REVISED 1 APRIL 2011