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

Bachelor of Sports Science Degree (B.S.S.)
Academic Catalog 2011-2012
1 September 2011

“Shaolin Monk”
by Charles Billich
2000 Sport Artist of the Year
TABLE OF CONTENTS

1. GENERAL POLICIES AND INFORMATION ................................................................. 1
   1.1 Communicating with the Academy ................................................................. 1
   1.2 Regional Accreditation and Approval ............................................................ 1
   1.3 Alabama State Licensure and Certification .................................................... 1
   1.4 Equal Opportunity Statement ....................................................................... 2
   1.5 Military Programs ......................................................................................... 1
   1.6 History ......................................................................................................... 2
   1.7 Mission Statement ......................................................................................... 3
   1.8 The Philosophy of the Academy ................................................................. 3
   1.9 Goals of the Bachelor of Sports Science Degree Program ......................... 3
   1.10 Expectations of Students at the Bachelor’s Degree Level ....................... 4
   1.11 Honor Code for the United States Sports Academy .................................... 5
   1.12 Special Provisions ....................................................................................... 5
   1.13 Location ..................................................................................................... 5
   1.14 Affiliations ................................................................................................. 6
   1.15 Academy Library ....................................................................................... 7
       1.15.1 Library Books .................................................................................... 7

2. ACADEMIC CALENDAR ..................................................................................... 8

3. ADMISSIONS ..................................................................................................... 9
   3.1 General Admission ...................................................................................... 9
       3.1.1 Full-Standing Admission ...................................................................... 9
       3.1.2 Conditional Admission ....................................................................... 9
       3.1.3 Non-Degree Admission (Individual Courses) ..................................... 10
   3.2 International Student Admission ................................................................. 10
   3.3 International Students-Employment ............................................................ 11
   3.4 Social Security Number Disclosure ............................................................. 11
   3.5 Transfer/Credit Acceptance ....................................................................... 11
       3.5.1 Specific Transfer Policies in the Bachelor’s Degree Program ............ 11
       3.5.2 Transfer Request Procedures (upper division courses) .................... 12
   3.6 Statute of Limitations on Acceptance .......................................................... 13
3.7 Registration ........................................................................................................... 13
  3.7.1 Orientation ........................................................................................................ 13
3.8 Standardized Entrance Examinations .................................................................. 13
  3.8.1 Institutional Testing Codes ................................................................................ 13
  3.8.2 Specific Tests Accepted ..................................................................................... 13
3.9 Alabama and Other State Certification Requirements ........................................ 14

4. ACADEMIC AFFAIRS .............................................................................................. 15
  4.1 Bachelor of Sports Science Degree Program ...................................................... 15
  4.2 Online Delivery Process ...................................................................................... 15
    4.2.1 Online Delivery ............................................................................................... 15
    4.2.2 Residential Study Option .............................................................................. 16
  4.3 Affiliated Credit Options ..................................................................................... 16
  4.4 Mentorship – Culminating Experience ............................................................... 16
    4.4.1 Mentorship ..................................................................................................... 16
    4.4.2 Applied Topics in Sports .............................................................................. 17
  4.5 Sports Coaching Curriculum ............................................................................. 17
  4.6 Sports Management Curriculum ........................................................................ 19
  4.7 Sports Studies Curriculum .................................................................................. 19
  4.8 Emphasis Courses .............................................................................................. 21
    4.8.1 Recreation Management ................................................................................. 21
    4.8.2 Sports Hospitality ........................................................................................... 21
    4.8.3 Sports Security ............................................................................................... 21
  4.9 Bachelor’s to Doctorate Accelerated Degree Program ........................................ 22
  4.10 Bachelor’s Degree Course Descriptions ......................................................... 22

5. ACADEMY ONLINE WRITING LAB .................................................................... 29

6. TUITION AND FEES ............................................................................................ 30

7. FINANCIAL AID .................................................................................................... 31
  7.1 Financial Aid Programs for Qualifying Students ................................................ 31
    7.1.1 Grants .......................................................................................................... 31
    7.1.2 Loans .......................................................................................................... 32
7.1.3 Distribution of Financial Aid Funds .......................................................... 32
7.1.4 In-School Deferment ........................................................................... 33
7.2 Veterans Administration Programs ................................................................. 33
7.2.1 Veterans Benefits ............................................................................... 33
7.3 Military Financial Aid Program .................................................................... 34
7.4 Definition of Academic Year ....................................................................... 36
7.5 Satisfactory Academic Progress .................................................................... 36
7.5.1 Required Qualitative Measure ................................................................. 36
7.5.2 Measurable Quantitative Progress ............................................................ 37
7.5.3 Reasonable Length of Time Requirement .................................................. 37
7.5.4 Reinstatement of Financial Aid, Academic Eligibility, and Appeals .... 37
7.6 Return of Title IV Funds .............................................................................. 37
7.7 Academy Financial Aid Review .................................................................... 38
7.8 National Student Clearinghouse ................................................................. 39
7.8.1 Loan Program ......................................................................................... 39

8. REGULATIONS/POLICIES/PROCEDURES ......................................................... 40
8.1 Academic Integrity ...................................................................................... 40
8.1.1 Residential Registration-Policies and Procedures .................................... 40
8.1.1.1 Registration –Residential ................................................................ 40
8.1.1.2 Late Registration Fee - Residential .................................................. 41
8.1.1.3 Failure to Register - Residential ....................................................... 41
8.1.1.4 Payment Information - Residential ................................................... 41
8.1.1.5 Building Security Access Cards - Residential ................................. 41
8.1.1.6 Student Access Doors - Residential ................................................. 41
8.1.1.7 Change in Schedule: Adding or Dropping - Residential ............... 41
8.1.1.8 Withdrawal from the Academy - Residential .................................... 42
8.1.1.9 Attendance Policy - Residential ....................................................... 42
8.1.1.10 Credit Loads - Residential .............................................................. 42
8.1.1.11 Transcripts - Residential ................................................................. 42
8.2 Academic Probation and Dismissal ............................................................... 42
8.2.1 Academic Probation .............................................................................. 42
8.2.2 Dismissal ............................................................................................... 43
8.3 Academic Alert ............................................................................................ 43
8.4 Accounts Receivable from Students ................................................................. 43
8.5 Advising Program ............................................................................................. 43
8.6 Animals and Pets ............................................................................................. 44
8.7 Application for Graduation ............................................................................. 44
8.8 Attendance Policy: Distance Learning .............................................................. 44
8.9 Auditing Classes ................................................................................................ 44
8.10 Campus Computing and Email ........................................................................ 44
8.11 Catalog Coverage and Change ...................................................................... 45
8.12 Change of Address ......................................................................................... 45
8.13 Change of Major ............................................................................................. 45
8.14 Committees – Structure and Function .............................................................. 45
8.15 Conferring of Degrees ................................................................................... 46
8.16 Course Descriptions-Expanded ...................................................................... 46
8.17 Course/Instructor Evaluation ......................................................................... 46
8.18 Course Materials Policy ................................................................................... 46
8.19 Dropping Courses ........................................................................................... 46
8.20 Drug and Alcohol Policy ................................................................................ 47
  8.20.1 Monitoring Student Criminal Activity Off-Campus ........................................ 47
  8.20.2 Policies and Programs Concerning Alcohol and Drugs ............................... 47
8.21 Examinations at the Bachelor’s Level ............................................................... 48
8.22 Exit Interviews ................................................................................................ 48
8.23 Facilities .......................................................................................................... 48
  8.23.1 Recreational Facilities and Activities ....................................................... 49
8.24 Food and Drink ............................................................................................... 49
8.25 Full-Time Student ............................................................................................ 49
8.26 Grading Policies and Procedures – Online ....................................................... 49
8.27 Grading System ............................................................................................... 50
8.28 Grading Rubrics .............................................................................................. 51
8.29 Grading Appeal Procedures .......................................................................... 51
8.30 Graduate Credit for Bachelor’s Students ....................................................... 51
8.31 Graduation Requirements .............................................................................. 52
  8.31.1 Academic Honors and Awards upon Graduation ...................................... 52
  8.31.2 Alumnus of the Year Award ....................................................................... 53
8.32 Health Services .............................................................................................. 53
8.33 Holds on Student Records ................................................................. 53
  8.33.1 Academic Holds ........................................................................... 53
  8.33.2 Administrative or Business Holds .................................................. 54
8.34 Insurance Requirements ................................................................. 54
8.35 Lost and Found ................................................................................. 54
8.36 Motor Vehicle Registration/Parking ................................................. 54
8.37 Online Course Structure and Grading .............................................. 54
8.38 Online Student Security ................................................................. 55
  8.38.1 Password Reset Policy .................................................................. 55
    8.38.1.1 Automated Password Recovery/Reset ......................................... 55
    8.38.1.2 Assisted Password Recovery/Reset ............................................. 56
    8.38.1.3 Personal Identification Number ............................................... 56
8.39 Photos-Students .............................................................................. 56
  8.39.1 Student Identity Verification-Registration Requirement ............... 56
  8.39.2 Student Photo Option for Online Course Display ....................... 56
8.40 Program of Study ............................................................................... 56
8.41 Re-Enrollment .................................................................................. 57
8.42 Refund Policy ................................................................................... 57
  8.42.1 For Complete Withdrawal .............................................................. 57
  8.42.2 For Partial Withdrawal ................................................................. 58
  8.42.3 For Withdrawal from Mentorship ................................................. 58
8.43 Release of Information .................................................................... 58
  8.43.1 Release of Grades ......................................................................... 58
  8.43.2 Release of Student Portal Log-in/Password Information ............. 58
8.44 Repeat Policy .................................................................................... 58
8.45 Replacement Diplomas .................................................................... 59
8.46 Resident and Distance Learning Faculty ........................................... 59
8.47 Special Student Services ................................................................... 59
  8.47.1 Students with Disabilities .............................................................. 59
    8.47.1.1 Providing Services for Students with Disabilities ...................... 59
  8.47.2 International Students ................................................................. 61
  8.47.3 Students with Military Obligations .............................................. 61
8.48 Statute of Limitations for Degree Completion .................................. 62
8.49 Student Conduct .............................................................................. 62
### ADDENDA

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Student Rights and Responsibilities Statement</td>
<td>73</td>
</tr>
<tr>
<td>B.</td>
<td>Student of the Year Nomination Form</td>
<td>82</td>
</tr>
<tr>
<td>C.</td>
<td>BSS Sports Coaching Program of Study</td>
<td>83</td>
</tr>
<tr>
<td>D.</td>
<td>BSS Sports Studies Program of Study</td>
<td>84</td>
</tr>
<tr>
<td>E.</td>
<td>BSS Sports Management Program of Study</td>
<td>85</td>
</tr>
<tr>
<td>F.</td>
<td>BSS Sports Management with Sports Security Emphasis POS</td>
<td>86</td>
</tr>
<tr>
<td>G.</td>
<td>BSS to EDD Accelerated Degree-Program of Study</td>
<td>87</td>
</tr>
<tr>
<td>H.</td>
<td>BSS to EDD Accelerated Degree-POS—Emphasis Courses</td>
<td>88</td>
</tr>
<tr>
<td>I.</td>
<td>Request for Transcript</td>
<td>91</td>
</tr>
<tr>
<td>J.</td>
<td>Undergraduate Annotated Bibliography Rubric</td>
<td>92</td>
</tr>
<tr>
<td>K.</td>
<td>Undergraduate Discussion Rubric</td>
<td>93</td>
</tr>
<tr>
<td>L.</td>
<td>Undergraduate Writing Assignment Rubric</td>
<td>94</td>
</tr>
<tr>
<td>M.</td>
<td>Graduation Checklist</td>
<td>95</td>
</tr>
<tr>
<td>N.</td>
<td>Academic Hearing Procedures</td>
<td>96</td>
</tr>
<tr>
<td>O.</td>
<td>Americans with Disabilities Act-Students (ADA) with Application</td>
<td>98</td>
</tr>
<tr>
<td>P.</td>
<td>Family Educational Rights and Privacy Act (FERPA) Release of Records Form</td>
<td>102</td>
</tr>
<tr>
<td>Q.</td>
<td>Change of Catalog Request</td>
<td>103</td>
</tr>
<tr>
<td>R.</td>
<td>Withdrawal Form</td>
<td>104</td>
</tr>
<tr>
<td>S.</td>
<td>Student Information Change Form</td>
<td>105</td>
</tr>
<tr>
<td>T.</td>
<td>Drop/Add Form</td>
<td>106</td>
</tr>
</tbody>
</table>
1. GENERAL POLICIES AND INFORMATION

1.1. Communicating with the Academy

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

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

1.2. Regional Accreditation and Approvals

1.2.1 Accreditation

The United States Sports Academy, hereinafter called “the 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 Academy.

1.2.2 Sports Management Program Review Council

It was not until the early 1970’s when sport education became recognized as an academic discipline and sport management degree programs were established. Today, over 200 North American colleges and universities are engaged in the preparation of management personnel for sport organizations. The Academy is one of only three universities that has been approved by the Sports Management Program Review Council (SMPRC) to offer sports management degree programs at all levels (bachelor’s, master’s, and doctoral).

The Commission on Sport Management Accreditation (COSMA) recognizes the term of approval from SMPRC-approved programs. The North American Society for Sport Management (NASSM) maintains a list of American universities offering sport management programs where the Academy is listed: www.nassm.com/InfoAbout/SportMgmtPrograms/United_States.

1.3. Alabama State Licensure and Certification

The Academy is licensed by the State of Alabama Department of Postsecondary Education to grant the Bachelor of Sports Science (B.S.S.), Master of Sports Science (M.S.S.), and Doctor of Education (Ed.D.) degrees.

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

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

1.5 **Military Programs**

The Academy is currently affiliated with the Department of Defense Activity for Non-Traditional Education Support (DANTES) distance-learning program. Members of the Armed Forces who wish to use the Services Tuition Assistance Program to pursue distance-learning opportunities with the Academy may do so. The Academy is a member of the Service-Members Opportunity Colleges (SOC) and a participant in the Concurrent Admissions Program (ConAP). Service members should visit their Education Centers or Navy campus offices for information about current tuition assistance policy and procedures. The Academy is also an approved educational institution for the Veteran’s Administration and is a participant in the Post 9/11 GI Bill “Yellow Ribbon Program.” In 2011, the Academy was designated a “Military Friendly” school.

1.6. **History**

President and Chief Executive Officer Dr. Thomas P. Rosandich founded the Academy in 1972 as a direct response to the increasingly complex interrelationship of sport and society in America. From the beginning, the Academy’s general mission has been to serve the nation and the world as a sport-education resource, improving sport 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. Two 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 sport who have served as sport specialists throughout the world.

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 sport effort, to individual seminars and symposia in international conferences. The Academy’s cultural exchange programs reach more than 60 nations throughout 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 sport. 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 B.S.S. 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 providing sport education 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 entire curriculum away from the Academy campus.

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 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 sport.

1.7. Mission Statement

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

1.8. The Philosophy of the Academy

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

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

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

1.9. Goals of the Bachelor of Sports Science Degree Program

The specific goals of the bachelor’s degree program are derived from the mission of the Academy, which is to prepare men and women for careers in the profession of sports. These goals and objectives are as follows:
1. The Academy has identified six general education components to prepare students for upper division course work. In support of this mission, the goals and objectives are to produce educated individuals who are able to:
   
a. Think critically and independently,
b. Communicate ideas through clear articulation in writing,
c. Through analytical reasoning discuss with conviction issues of significance in their chosen disciplines,
d. Exhibit problem solving capabilities through an expanded vision of the sport discipline,
e. Demonstrate knowledge of ethical principles applied in the world of sport and life in general,
f. Evaluate issues and trends pertaining to the world of sport, and
g. Apply learned theories and make appropriate application of those theories in practical environments.

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

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

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

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

5. Increasing computer literacy by utilizing current computer technology and applications across the curriculum to develop research skills and computer literacy for academic settings, workforce development, and lifelong learning.

6. Increasing students’ awareness of the need for a personal philosophy and the importance of ethical principles related to their chosen professions and life in general.

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

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

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

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

By enrolling at the Academy, students join a global community of scholars who are committed to the pursuit of excellence in the instructional process. The Academy expects that all students will pursue their studies with 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 policies and procedures of the Academy. The provisions of this catalog do not constitute a contract between any student and the United States Sports Academy.

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

As a private institution, the Academy explicitly reserves the right to judge whether it is in the best interest of the institution that a student be allowed to continue affiliation and may, for reasons deemed sufficient by the Academy itself, discontinue affiliation. By registering, the student concedes to the Academy the right to require withdrawal whenever the Academy deems withdrawal necessary.

1.13. Location

The Academy campus is located in Daphne, Alabama, on the beautiful eastern shore of historic Mobile Bay. To reach the Academy, take Exit 35 from U.S. Interstate 10 and travel one mile south on U.S. Highway 98 East. The area enjoys semi-tropical weather most of the year. Average temperatures range from the 50s in January to the 90s in July. One of the fastest growing areas of the Sun Belt, metropolitan Mobile has a population in excess of 415,000.

Famous for its boating, 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 five other flags have flown over Mobile in addition to Mobile’s own, including those of the French, English, Confederacy, Alabama, and United States.

The Port City has much to offer residents, visitors, and Academy students. It is the home of the Senior Bowl (an all-star college football competition), the GoDaddy.com (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 Distinguished Young Women pageant, and numerous other cultural and recreational activities. This is a great place in which to live and learn.
1.14. Affiliations

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

- Alabama Association of College Registrars and Admissions Officers (ALACRAO)
- Alabama Association of Independent Colleges and Universities (AAICU)
- Alabama Association of International Educators (AAIE)
- Alabama Association of Student Financial Aid Administrators (AASFAA)
- Alabama State Chiropractic Association (ASCA)
- American Alliance for Health, Physical Education, Recreation, and Dance (AAPHERD)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Association of Museums (AAM)
- American Association of Presidents of Independent Colleges and Universities (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 (ICHPER-SD)
- International Physique Professionals Association (IPPA)
- International Sport for All Federation (FISpT)
- International Sports Heritage Association (ISHA)
- 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 Student 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)
US Sport Safety
USA Track & Field (USTF)

1.15. **Academy Library**

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

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

1.15.1. **Library Books**

Non-resident students may borrow books from the Academy library by emailing library@ussa.edu. Students will be billed for the shipping and return postage fees. If a book is not returned, the student will be billed the full cost of the book. If payment is not made, a hold will be placed on the student’s records. While not a direct violation of academic integrity, the abuse of library materials by writing on pages, tearing out pages, or taking materials without properly checking them out is strictly forbidden.
# 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 a student’s Program of Study. Any apparent conflicts may be resolved in consultation with an Academic Advisor or through the Division of Academic Affairs.

<table>
<thead>
<tr>
<th>2011-2012</th>
<th>2012-2013</th>
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</thead>
<tbody>
<tr>
<td><strong>FALL</strong></td>
<td></td>
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<tr>
<td>1 September</td>
<td>4 September</td>
</tr>
<tr>
<td>5 September</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>1 September</td>
<td>Residential Orientation</td>
</tr>
<tr>
<td>8 September</td>
<td>First Day to Register for Fall Online Classes</td>
</tr>
<tr>
<td>8 September</td>
<td>Residential Courses Begin</td>
</tr>
<tr>
<td>10 October</td>
<td>Last Day to Register for Fall Doctoral Comprehensive Exam</td>
</tr>
<tr>
<td>9-11 November</td>
<td><strong>Doctoral Comprehensive Exam</strong></td>
</tr>
<tr>
<td>22-23 November</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>5 December</td>
<td>Last Day to Register for Spring Doctoral Comprehensive Exam</td>
</tr>
<tr>
<td>15 December</td>
<td>Last Day to Withdraw from Residential Course with a Grade of “W”</td>
</tr>
<tr>
<td>16 December</td>
<td>Residential Courses End</td>
</tr>
<tr>
<td>25 December</td>
<td>Christmas Holiday</td>
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<tr>
<td>25 December</td>
<td>Last Day to Register for Fall Online Classes</td>
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<tr>
<td><strong>SPRING</strong></td>
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<tr>
<td>2 January</td>
<td>Spring Semester</td>
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<tr>
<td>4 January</td>
<td>Residential Orientation</td>
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<tr>
<td>4 January</td>
<td>First Day to Register for Spring Online Classes</td>
</tr>
<tr>
<td>5 January</td>
<td>Residential Classes Begin</td>
</tr>
<tr>
<td>4-6 January</td>
<td><strong>Doctoral Comprehensive Exam</strong></td>
</tr>
<tr>
<td>16 January</td>
<td>Martin Luther King Holiday</td>
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<tr>
<td>21 February</td>
<td>Mardi Gras Holiday</td>
</tr>
<tr>
<td>16 April</td>
<td>Last Day to Withdraw from Residential Course with a Grade of “W”</td>
</tr>
<tr>
<td>17 April</td>
<td>Residential Courses End</td>
</tr>
<tr>
<td>31 May</td>
<td>Last Day to Register for Spring Online Classes</td>
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<tr>
<td><strong>SUMMER</strong></td>
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<tr>
<td>14 May</td>
<td>Summer Semester</td>
</tr>
<tr>
<td>16 May</td>
<td>Residential Orientation</td>
</tr>
<tr>
<td>16 May</td>
<td>First Day to Register for Summer Online Classes</td>
</tr>
<tr>
<td>17 May</td>
<td>Residential Classes Begin</td>
</tr>
<tr>
<td>28 May</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>4 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>11-13 July</td>
<td><strong>Doctoral Comprehensive Exam</strong></td>
</tr>
<tr>
<td>16 August</td>
<td>Last Day to Withdraw from Residential Course with a Grade of “W”</td>
</tr>
<tr>
<td>17 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>
</table>

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

MSS Comprehensive Examinations are offered online during the third week of each month except in December and January. MSS Comprehensive Exams are not offered in December or January. A cap of 15 students is set for each exam. Students must register at least 30 days in advance of the testing date. 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. Master’s Portfolio Students are exempt from taking the Master’s Comprehensive Exam.
3. **ADMISSIONS**

Courses in the Academy’s B.S.S. degree program are open to any student who holds a secondary school diploma or General Equivalency Diploma (GED). Offered online, the BSS degree and individual bachelor’s degree courses are sport specific. The BSS degree features majors in sports coaching, sports management and sports studies. Students may also add an emphasis in sports security. Degree-seeking students must earn a minimum of 30 semester-hours from the Academy. Catalog section 3.1 explains admission criteria and categories. Introduction to the Academy and Online Learning is a free online orientation course in the Course Management System (CMS) that provides orientation for distance learning bachelor’s students.

3.1. **General Admission**

Applicants for degree-seeking admission must submit the following:

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

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

3. A written personal statement describing the motivation or reasons for pursuing a B.S.S. degree program.

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

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

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

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

All students, regardless of status, who have not been enrolled in a degree program for one calendar year or longer, are required to complete the Re-Enrollment Procedures as stated in Section 8 of this catalog.

3.1.1. **Full-Standing Admission**

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

3.1.2. **Conditional Admission**

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

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

- If a conditional academic student has all lower-division requirements completed at the time of completion of their first 12 semester hours, they will be moved to full-standing status.

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

b. **Conditional Administrative Admission**

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

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

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

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

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

3.2. **International Student Admission**

In addition to the applicable domestic requirements, an international applicant seeking admission to the bachelor’s program must submit the following to the Office of Undergraduate Admissions:
1. Official documentation showing a satisfactory score on the Test of English as a Foreign Language (TOEFL) in a computer-based format (minimum 213), Internet-based format (minimum 79), paper-based format (minimum 550) or a satisfactory score on International English Language Testing System (IELTS) in the academic module (minimum overall band score of 6).

Students may be conditionally admitted with a TOEFL score of 500 to 549 on the paper-based format, 173 to 212 on the computer-based format, 61-78 on the Internet-based format or 5 to 5.9 on the IELTS. Applicants whose native language is English or students who have a degree from an institution whose primary language of instruction is English are not required to take the TOEFL or IELTS.

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

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

3.3. International Students-Employment

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

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

3.4. 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 SSNs. 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.

3.5. Transfer Credit Acceptance

3.5.1. Specific Transfer Policies in the Bachelor’s Program

1. The Academy accepts courses from all accredited institutions for lower-division general education/general elective courses that meet transfer criteria. The Academy accepts courses from all
accredited institutions for upper-division transfer that are substantially the same as courses in the Academy’s curriculum.

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

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

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

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

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

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

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

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

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

3.5.2. Transfer Request Procedures (upper-division courses)

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

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

2. Courses earned at a college or university that utilizes the quarter system will have hours converted to the semester calendar for the purpose of review and, if accepted, transfer.
3. A cover letter explaining the request should be sent to the Chief of Academic Affairs, along with a copy of the official transcripts showing the grade earned, a catalog description of the course, and a copy of the syllabus outlining learning objectives and course content from the term in which the course was completed. In addition, the applicant should specify which of the Academy’s courses the transfer courses may be able to replace.

4. In the case of international credits that a student requests to have reviewed for upper-division transfer, students must provide copies of all course syllabi outlining learning objectives and course content in English. If the institution does not produce the syllabi in English, the student must provide certified copies translated into English.

Transfer of upper-division coursework does not guarantee that transfer will satisfy requirement of a student’s chosen program. Students should check their program of study carefully to note where any applicable transfer may satisfy degree requirements.

3.6. Statute of Limitations on Acceptance

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

3.7. Registration

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

3.7.1. Orientation

Students are encouraged to participate in the Academy’s no-cost Distance Learning Orientation which is available at www.ussa.edu/academics/distance-learning-process. The undergraduate orientation course is Introduction to the Academy and Online Learning and may be accessed at any time. Students with questions regarding the material found in the orientation course are encouraged to contact their advisor or the Student Services Department.

3.8. Standardized Entrance Examinations

3.8.1. Institutional Testing Codes

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

3.8.2. Specific Tests Accepted

The following testing facilities and services may be of help to students in the bachelor’s degree program at the Academy:
1. Test of English as a Foreign Language (TOEFL)
   International Students (www.toefl.org)
   Score Accepted = 550 (paper based), 213 (computer based) or 79 (Internet-based)
   School code: 1885

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

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

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

3.9. Alabama and Other State Teaching-Certification Requirements

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

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

4.1. Bachelor of Sports Science Degree Program

The Academy offers B.S.S. degrees in Sports Coaching, Sports Management, and Sports Studies. An emphasis in sports security is also available. Degree-seeking students must take a minimum of 30 semester-hours at the Academy. The Academy’s online program makes it convenient for students to take individual courses from the Academy that can be transferred to most any institution in the United States. For non-degree options, please see the Admissions section of this catalog.

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

Prior to registration for their initial course, students are encouraged to review their Program of Study (POS) now. The POS may be found in the addendum section of this catalog and also in the student portal. The POS shows students all the core, major, and elective courses for their chosen program. A student’s academic catalog is based upon the first term of enrollment, unless otherwise noted. It is the student’s responsibility to know and comply with the regulations set forth in that catalog and it is the student’s responsibility to ensure all degree requirements are met.

After successful completion of all lower-division requirements and the core, required, and elective courses with a 2.0 or better cumulative grade point average (GPA), the student will consult with the Mentorship Office, in conjunction with his or her academic advisor, to plan the culminating experience.

4.2 Delivery Options

4.2.1. Online Delivery

The Academy’s bachelor’s degree is delivered online in an asynchronous, computer-mediated 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.

Upon enrollment, Academy students will receive a Central Log-In ID and password to access online courses, their student portal, and to provide access to learning support services such as ACCESS, the library, and Academy domain email. They will automatically receive the required learning materials for each course.

Every course includes written assignments, participation in threaded discussions, quizzes, and a final examination. There are specific time limits (16 weeks plus extensions) that apply to completion of online courses. Those 16 weeks include one week built into the course time for shipping and handling of materials.

Students are encouraged to participate in the Academy’s no-cost Distance Learning Orientation which is available at www.ussa.edu/academics/distance-learning-process. The B.S.S. orientation course is Introduction to the Academy and Online Learning, and may be accessed at any time. Students with questions regarding the material found in the orientation course are encouraged to contact their advisor or the Student Services Department. The Academy has observed that students who avail themselves of the orientation tend to do better in their coursework than those who do not.

The Academy library and its extensive reference database system can be accessed through the Course Management System (CMS) or the Academy website.
4.2.2. Residential Study Option

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

4.3. Affiliated Credit Options

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

4.4 Mentorship – Culminating Experience

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

Experiencing a Mentorship is an excellent opportunity to work side by side with experts in the sports profession. The mentorship experience may provide a student with an opportunity to build a network with professionals in the sport industry. Students should attempt to procure a mentorship in their local area. If this is not possible, students should contact the Academy’s Mentorship Office for information pertaining to opportunities around the country or abroad.

4.4.1 Mentorship

To register for a mentorship a student must:

1. Have a cumulative grade point average equal to, or above, 2.0;
2. Have completed all core, required, and elective courses prior to enrolling in the mentorship; and,
3. Be in full academic standing.

The procedure to apply for the mentorship:

1. Download the Mentorship Handbook from the Student Portal.
2. Submit Appendices C, D, and F from the Mentorship Handbook along with a copy of the mentor’s highest degree earned and mentor’s resume, to the Mentorship office.
3. Once items from #2 above are received in the mentorship office, the file will be submitted to the Chief Academic Officer for approval. All learning outcomes must be reviewed by the faculty advisor and must be approved by the Chief Academic Officer.
4. Once all mentorship documents are approved, the student will receive a contract that must be signed by the student and mentor and then returned to the Academy’s mentorship office.

5. Upon receipt of the signed contract, the Academy executes the contract and sends a copy to the student.

6. The student may now register for the mentorship course.

7. After the student has received a copy of the executed contract AND received notification that his/her registration has been approved, hours for the mentorship may begin to be accrued.

The mentorship is graded on a “Pass/Fail” basis. The student must pass all four of the course components to receive a final “Pass” grade. The four course components are:

- Mentor’s final evaluation 33% of the final grade
- Student’s monthly report log 33% of the final grade
- Student’s final course paper 33% of the final grade
- Students oral interview with advisor 1% of the final grade

The mentorship course is now part of the CMS and students upload required documentation into a course shell, which streamlines the reporting process.

4.4.2 Applied Topics in Sport

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

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

4.5 Sports Coaching Curriculum

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

The curriculum for sports coaching has four core courses, nine required courses, three general elective courses, two sports coaching science electives and a required mentorship. Students must complete their coursework in that order: first, core courses; then required courses; then electives; then the mentorship. All hours listed are semester hours.

**BSS Core Courses – 12 semester hours**

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

**Major Courses – 27 semester hours**

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

**Electives – Choose three (3) courses or nine (9) semester hours**

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

**Electives – Choose two (2) courses or six (6) semester hours**

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

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

- SPT 498  Bachelor’s Mentorship  6 hours
4.6. **Sports Management Curriculum**

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

The curriculum for sports management has four core courses, nine required courses, five elective courses, and a required mentorship. Students must complete their coursework in that order: first, core courses; then required courses; then electives; then the mentorship. All hours listed are semester-hours.

**BSS Core Courses – 12 semester hours**

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

**Major Courses – 27 semester hours**

- SAM 487 Introduction to Sports Security Management 3 hours
- SAM 342 Personnel Management in Sports 3 hours
- SAM 344 Sports Marketing 3 hours
- SAM 445 Sports Managerial Accounting 3 hours
- SAM 448 Sports Promotion & Event Planning 3 hours
- SAM 450 Fundraising in Sports 3 hours
- SAM 451 Public Relations in Sports 3 hours
- SAM 482 Sports Facilities Management 3 hours
- SAM 486 Sports Law & Risk Management 3 hours

**Electives – Choose five (5) courses or 15 semester hours**

- SAB 305 Sociology of Sports 3 hours
- SAB 310 History of Sports 3 hours
- SAB 368 Psychology of Sports 3 hours
- SAM 367 Olympic Culture 3 hours
- SAM 386 Legal Concepts in Sports 3 hours
- SAM 392 Sports Agent Business 3 hours
- SAM 496 Topical Readings in Sports 3-6 hours
- SAM 322 Foundations of Amateur & Professional Sports 3 hours

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

- SPT 498 Bachelor’s Mentorship 6 hours

4.7. **Sports Studies Curriculum**

The sports studies curriculum is designed to give students the opportunity to build areas of concentration that meet their specific needs.
The curriculum for sports studies has four core courses, 14 elective courses and a mentorship as the culminating experience. Students must complete their coursework in that order: first, core courses; then required courses; then electives; then the mentorship. All hours listed are semester hours.

**BSS Core Courses – 12 semester hours**

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

**Major Courses – Choose 14 courses or 42 semester hours**

- SAB 301 Sports Officiating 3 hours
- SAB 302 Sports Coaching Technology 3 hours
- SAB 305 Sociology of Sports 3 hours
- SAB 310 History of Sports 3 hours
- SAB 368 Psychology of Sports 3 hours
- SAB 371 Sports Coaching Methodology 3 hours
- SAB 373 Scientific Principles of Coaching 3 hours
- SAD 320 Applied Sports Performance 3 hours
- SAD 346 Sports Medicine 3 hours
- SAD 356 Sports Nutrition 3 hours
- SAM 322 Foundations of Amateur & Professional Sports 3 hours
- SAM 342 Personnel Management in Sports 3 hours
- SAM 344 Sports Marketing 3 hours
- SAM 367 Olympic Culture 3 hours
- SAM 386 Legal Concepts in Sports 3 hours
- SAM 392 Sports Agent Business 3 hours
- SAM 445 Sports Managerial Accounting 3 hours
- SAM 448 Sports Promotion & Event Planning 3 hours
- SAM 450 Fundraising in Sports 3 hours
- SAM 451 Public Relations in Sports 3 hours
- SAM 482 Sports Facilities Management 3 hours
- SAM 486 Sports Law & Risk Management 3 hours
- SAM 496 Topical Readings in Sports 3-6 hours
- SAR 322 Sports Strength & Conditioning 3 hours

Students may opt to choose a maximum of three (3) of the following Coaching series courses as part of their Sports Studies curriculum:

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

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

• SPT 498 Bachelor’s Mentorship 6 hours

4.8. Emphasis Courses

4.8.1. Recreation Management Emphasis

Healthy lifestyle choices include involvement in positive recreation, leisure, and fitness opportunities. An emphasis in Recreation Management is designed to provide students with the necessary skills and knowledge needed to create and deliver recreation and fitness programs in a variety of settings.

Undergraduate students eligible to take graduate classes may take an additional three courses to obtain a B.S.S. degree with an Emphasis in Recreation Management. An undergraduate student must have completed 90 credit hours of coursework and have a minimum grade point average of 3.0. The three required emphasis courses are:

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

4.8.2. Sports Hospitality Emphasis

From the earliest Olympic Games to famous Super Bowl parties, sports and hospitality have always had a close relationship. Today, hospitality continues to gain importance as a central marketing avenue at sporting events.

Undergraduate students who are eligible to take graduate classes may take an additional three courses to obtain a B.S.S. degree with an Emphasis in Sports Hospitality Management. An undergraduate student must have completed 90 credit hours of coursework and have a minimum grade point average of 3.0. The three required emphasis courses are:

• SAM 530 Food & Beverage Service Mgmt for Sport Clubs 3 hours
• SAM 533 Sports Club Management 3 hours
• SAM 534 Membership & Marketing for Sports Clubs 3 hours


The emphasis in Sports Security will provide current and future sports industry professionals with an introduction to the specialized capabilities and knowledge needed to meet the management challenges of homeland defense and security in a sports environment.
Students enrolled in the BSS program in sports management may take three courses to obtain a degree with a sports security emphasis. The three courses are as follows:

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

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

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

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

If students do not maintain the minimum required grade point average, or complete their doctoral portfolio, or if they decide not to continue into the doctoral degree program, they will receive the M.S.S. degree in sports management upon completion of the M.S.S. mentorship, thesis, or non-thesis option (nine semester hours) and the master’s portfolio.

4.10. Bachelor’s Course Descriptions

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

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

BIO 201: Anatomy & Physiology I (3 semester hours)
Anatomy & Physiology I addresses three major themes: organization of the body and its parts from the basic chemical building blocks to the more complex teamwork of organ systems, the support and movement of the human body, and the integration and coordination of the body and its functions.
BIO 202: Anatomy & Physiology II (3 semester hours)
Anatomy & Physiology II addresses three major themes: the transport of various substances throughout the body, the absorption and excretion of essential substances, and the human life cycle and how it is determined, mainly through genetic expression.

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

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

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

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

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

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

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

SAB 361: Contemporary Issues in Sports (3 semester hours)
This course is designed to introduce current issues in society and their impact on sport at all levels of participation. Emphasis focuses upon the variety of the issues facing sport as a leisure activity and as an industry, as well as how the issues are addressed by the media, sport organizations, coaches, and administrators.
SAB 368: Psychology of Sports (3 semester hours)
This course focuses on the study of the motivational phenomena that affect the performance of individual athletes and teams. Stress and leadership characteristics of coaches and athletes will also be studied.

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

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

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

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

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

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

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

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

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

SAM 367: Olympic Culture (3 semester hours)
This is a seminar course that examines the history, culture, and structure of the Olympics and the Olympic movement as both a genesis and a product of the history of sport and the human condition. The connection between sport as a human activity and its relationship to other human activities will be surveyed and evaluated.
SAM 386: Legal Concepts in Sports (3 semester hours)
This course introduces a basic conceptual understanding of legal issues related to sport, including but not limited to negligence, sexual harassment, corporal punishment, product liability, anti-discrimination, contracting, buying, hiring, and termination.

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

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

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

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

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

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

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

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

SAM 487: Introduction to Sports Security Management (3 semester hours)
This course examines the concepts, principles, and methods of organizing and administering security management and loss-prevention activities in industry, business, government, and sport venues. Emphasis is on protection of assets, personnel, and facilities.
SAM 488: Contemporary Sports Security Management (3 semester hours)
In this course students examine principles and issues in security management as well as the challenges, concepts, strategies, and skills needed to manage security-related operations and activities. Focus is on leadership in management, personnel management, security planning and evaluation, communication, and best practices.

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

SAM 496: Topical Readings in Sports (3-6 semester hours)
This is a seminar course in which various topics important to the field of sport are examined and assessed through selected readings.

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

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

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

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

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

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

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

SCS 334: Coaching Golf (3 semester hours)
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic golf skills.
SCS 337: Coaching Gymnastics (3 semester hours)
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic gymnastics skills.

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

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

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

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

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

SCS 378: Coaching Volleyball (3 semester hours)
This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic volleyball skills.

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

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

Emphasis Areas Available to Undergraduates (500-Level Courses)
Undergraduate students who have completed at least 90 credit hours of coursework and have a minimum grade point average of 3.0 are eligible to take an additional three courses to earn an emphasis in Sports Hospitality or three courses to earn an emphasis in Recreation Management. Undergraduate students taking the 500-level emphasis courses will pay the master’s degree tuition rate per credit hour.

SAM 530: Food and Beverage Service Management for Sport Clubs (3 semester hours)
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 semester hours)
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 semester hours)
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 semester hours)
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 semester hours)
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 semester hours)
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.*
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 CMS, the writing lab presents 50 online tutorials to help students foster better writing in an effort to further their academic success and professional advancement. Once completed, the tutorial is assessed and feedback provided to the student.

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

Students are introduced to ACCESS in the orientation course when they are given a number of practice tutorials to familiarize them with the processes and procedures of the ACCESS.

Assessment of the ACCESS tutorials is based upon specific grading 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 instructor according to the appropriate grading rubric.

2. Students are strongly encouraged to complete the suggested tutorial(s) and to complete and upload the tutorial exercises in an effort to master any deficiencies in writing.
6. **TUITION AND FEES**

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

<table>
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<th>FEES (General)</th>
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<th>B.S.S. Military Tuition Assistance</th>
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<tr>
<td>Tuition Fee (per semester hour)</td>
<td>$330</td>
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<tr>
<td>Application Fee</td>
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<td>Application Fee (International)</td>
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<td>Application Fee (Non-Degree)</td>
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<td>Distance Learning Fee (per course)</td>
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<td>Remote Proctor Device</td>
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<td>Independent Study Fee (per course)</td>
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<td>Late Registration Fee</td>
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**EXPRESS SHIPPING FEES (as applicable)**

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<td>Fed Ex Overnight (per course)</td>
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**SPECIAL FEES**

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<td>Transcript Fee (per copy)</td>
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<td>Returned Check Charge: each occurrence</td>
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<td>Course Extension Fee (per 30-days, only two per course)</td>
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<td>Graduation Fee</td>
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<td>Lifetime Alumni Fee (*one-time fee)</td>
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<tr>
<td>International Resident Student Health Insurance (annual fee)**</td>
<td>$746</td>
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</tbody>
</table>

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

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

*Students receive 10% off any item in the Academy bookstore including textbooks, artwork, and apparel with the paid Lifetime Alumni Fee.

**All international students, in residence, will be assessed a health insurance fee.*
7. **FINANCIAL AID**

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

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

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

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

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

7.1.1 **Grants**

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

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

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

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

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

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

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

7.1.2 Loans

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

Repayment is deferred until six months after graduation or after the student ceases to be enrolled at least half time. Federal Stafford Loan information, including the current loan interest rate, is available on the Internet at www.studentaid.ed.gov.

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

Annual Loan Limits for Subsidized and Unsubsidized Stafford Loans

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

7.1.3 Distribution of Financial Aid Funds

Payment of tuition and fees is due when a student registers for a course. In the event that a student has been awarded financial aid and intends to use the proceeds to pay for the course registration, the Academy, with the concurrence of the student, will post the incoming funds to the student’s account. The Academy will deduct from these proceeds all costs associated with the registration including (but not limited to) tuition, fees and learning materials. 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.

**The following procedures will be followed:**

1. Students must be eligible based on enrollment status according to U.S. Department of Education guidelines to receive Title IV funds.
2. Students must maintain satisfactory academic progress to be eligible to receive financial aid.
3. Financial aid funds will be disbursed once per each student’s term.
4. To receive the financial aid disbursement, a distance learning student must “attend a class” by posting to the Virtual Café and by completing the Syllabus statement within 14 days of the date of registration. The financial aid office is responsible for verifying this attendance.
5. Accounts receivable balances will be subject to collection procedures, as indicated in Section 3022.
6. Beginning 1 September 2011 all financial aid refunds must be made by direct deposit to the student’s designated bank account. No checks will be issued.

**Withdrawal:** If students withdraw or drop out prior to completing 60% of the term, they will be required to return a prorated portion of the financial aid received. This includes loans. The Academy is also required to return a portion of financial aid on the student’s behalf. Students will be responsible for any portion the Academy is required to return due to withdrawal (see the Return of Title IV Funds section in the respective academic catalogs or online at http://ussa.edu/admissions/financial-aid for further details). This policy will be updated annually to ascertain that changes in federal regulations are accommodated.

**Unofficial Withdrawal:** A student who registers for a course and fails to attend the course (or in the case of distance-learning students, fails to log-on and begin course work), who does not officially withdraw from the Academy in accordance with academic policy, will be deemed an “unofficial withdrawal” for the purposes of financial aid. In the case of residential students, “unofficial withdrawal” occurs after a student has missed 25% of the scheduled class sessions. For distance-learning students, “unofficial withdrawal” occurs when a student has failed to log-on and commence any course work within 14 days of the official start date of a course. Students subject to the “unofficial withdrawal” provisions of the financial-aid policy are deemed not to have earned their financial aid awards and will be required to return 100% of said awards to the federal government. If an unofficial withdrawal occurs between 15-68 days, a student’s refund will be calculated based on U.S. Department of Education Title IV refund policy.

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

**7.1.4 In-School Deferment**

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

**7.2 Veterans Administration Programs**

**7.2.1 Veterans Benefits**

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

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

### 7.3. Military Financial Aid Program

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

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

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

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

<table>
<thead>
<tr>
<th>Assistance Program</th>
<th>Tuition Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is It</td>
<td>Tuition Assistance is a military benefit that pays the cost of tuition and some fees.</td>
</tr>
<tr>
<td>Who is Eligible</td>
<td>Virtually all military service members are eligible; however, each service branch determines its criteria for eligibility.</td>
</tr>
<tr>
<td>Contact</td>
<td><a href="http://www.military.com/money-for-school">www.military.com/money-for-school</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assistance Program</th>
<th>Tuition Assistance “Top-Up Program”</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is It</td>
<td>The “Top-Up” program is an additional benefit intended to supplement other tuition assistance programs.</td>
</tr>
<tr>
<td>Who is Eligible</td>
<td>To be eligible for the “Top-Up” benefit, an individual must be approved for federal Tuition Assistance by a military department and for MGIB-active duty benefits.</td>
</tr>
<tr>
<td>Contact</td>
<td><a href="http://www.military.com/education/content/gi-bill/tuition-top-up-program.html">www.military.com/education/content/gi-bill/tuition-top-up-program.html</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assistance Program</th>
<th>Montgomery GI Bill (MGIB) – Active Duty and Selected Reserves</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is It</td>
<td>MGIB provides up to 36 months (four regular school years) of educational benefits to eligible veterans for: College, business, technical, or vocational courses; Correspondence courses; Apprenticeships or job training; Flight training.</td>
</tr>
<tr>
<td>Who is Eligible</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>
</tr>
<tr>
<td>Contact</td>
<td><a href="http://www.gibill.va.gov/GI_Bill_Info">www.gibill.va.gov/GI_Bill_Info</a></td>
</tr>
<tr>
<td>Assistance Program</td>
<td>Post-9/11 GI Bill</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>What is It</strong></td>
<td>The Post-9/11 GI Bill is a new education benefit program for individuals who served on active duty on or after September 11, 2001.</td>
</tr>
<tr>
<td><strong>Who is Eligible</strong></td>
<td>Service members may be eligible if they served at least 90 aggregate days on active duty after September 10, 2011, and they are still on active duty; OR were honorably discharged from active duty; OR released from active duty and placed on the 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 they served 30 continuous days after September 10, 2011.</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td><a href="http://www.gibill.va.gov/benefits">www.gibill.va.gov/benefits</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assistance Program</th>
<th>Yellow Ribbon Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is It</strong></td>
<td>The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program was designed to help decrease the out-of-pocket expenses of veterans attending schools whose tuition and fees exceed the maximum amount under the Post-9/11 GI Bill.</td>
</tr>
<tr>
<td><strong>Who is Eligible</strong></td>
<td>Individuals entitled to the maximum benefit rate (based on service requirements) under the Post-9/11 GI Bill may receive this funding: If you served an aggregate period of active duty after September 10, 2011, of at least 36 months; if you were honorably discharged from active duty for a service-connected disability and had served 30 continuous days after September 10, 2011; or, if you are a dependent eligible for Transfer of Entitlement under the Post-9/11 GI Bill based on a veteran’s service under the eligibility criteria listed above.</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td><a href="http://www.gibill.va.gov/benefits">www.gibill.va.gov/benefits</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assistance Program</th>
<th>Reserve Educational Assistance Program (REAP)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is It</strong></td>
<td>A program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency as declared by the President or Congress.</td>
</tr>
<tr>
<td><strong>Who is Eligible</strong></td>
<td>A member of a reserve component who served on active duty on or after September 11, 2001 under Title 10 U.S. Code for a contingency operation and who serves at least 90 consecutive days or more. National Guard members are also eligible if their active duty is under Section 502(f) Title 32 USC and they serve for 90 consecutive days when authorized by the President or Secretary of Defense for a national emergency and is supported by federal funds. Individuals are eligible as soon as they reach the 90-day point whether or not they are currently on active duty. DoD will fully identify contingency operations that qualify for benefits under Chapter 1607. Disabled members who have an illness or disease incurred or aggravated in the line of duty, and are released before completing 90 consecutive days, are also eligible.</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td><a href="http://www.gibill.va.gov/post-911/other-programs/reap">www.gibill.va.gov/post-911/other-programs/reap</a></td>
</tr>
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</table>
### Assistance Program

<table>
<thead>
<tr>
<th>Veterans Educational Assistance Program (VEAP)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is It</strong></td>
</tr>
<tr>
<td>This is available if an individual elected to make contributions form his/her military pay in order to participate. It can be used for a degree, certification course, correspondence course, apprenticeship or on the job training program, or vocational flight training programs, as well as for remedial, deficiency, and refresher training.</td>
</tr>
<tr>
<td><strong>Who is Eligible</strong></td>
</tr>
<tr>
<td>To be eligible the individual must have:</td>
</tr>
<tr>
<td>• Entered the serve for the first time between January 1, 1977 and June 30, 1985;</td>
</tr>
<tr>
<td>• Opened a contribution account before April 1, 1987;</td>
</tr>
<tr>
<td>• Contributed $25 to $2,700;</td>
</tr>
<tr>
<td>• Completed first period of service;</td>
</tr>
<tr>
<td>• Received a discharge that was not dishonorable.</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
</tr>
<tr>
<td><a href="http://www.gibill.va/gov/post-911/other-programs/veap">www.gibill.va/gov/post-911/other-programs/veap</a></td>
</tr>
</tbody>
</table>

### 7.4. Definition of Academic Year

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

### 7.5. Satisfactory Academic Progress

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

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

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

### 7.5.1. Required Qualitative Measure

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

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

7.5.3. **Reasonable Length of Time Requirement**

At the Academy, a reasonable length of time for the completion of a degree program is defined as no more than 150% of the normal time required to complete a degree program measured in terms of academic years or terms, credit-hours attempted or clock-hours completed. The time allotted to complete the bachelor’s degree is four years. Course work, which transfers into a degree program, will adjust the time frame accordingly. Satisfactory academic progress status will be determined for each student when Financial Aid applications are renewed.

7.5.4. **Reinstatement of Financial Aid, Academic Eligibility, and Appeals of Decision**

Students who become ineligible for financial aid because they do not maintain satisfactory progress towards the completion of a degree may reapply for financial aid when they have cleared the deficiency and are again progressing satisfactorily according to the requirements outlined above.

When mitigating circumstances are involved, students may appeal decisions that they have not complied with the academic requirements for financial aid. To do so, they must submit letters to the Financial Aid Appeals Committee, to the attention of the Dean of Student Services, requesting reinstatement of eligibility for financial aid. The letters must explain why satisfactory progress is not being made and any documentation that supports the rationale for the appeal.

Appeals may be accepted without provision, or they may be accepted provisionally, entailing a probationary period in which a student must earn a given number of credit-hours and/or earn a specified GPA. Appeals may also be denied. It is each student’s responsibility to initiate any appeal for financial-aid eligibility. Appeals for academic reinstatement do not constitute reinstatement of financial-aid eligibility.

7.6. **Return of Title IV Funds**

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

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

Upon withdrawal, if the Academy determines that a student is due a refund, it will credit the student’s account. Then, the Academy determines the amount, if any, that must be returned on his behalf. If return of aid is required, the Academy will use any credit balance a student may have to fulfill this responsibility. If those funds are more than the Academy is required to return, the student will receive the remainder. In most instances, however, those funds are not enough to cover the amount, which could leave the student owing the Academy a balance.
In order to determine if funds have to be returned, the Academy determines how much aid was earned. Each 16-week term contains approximately 112 class days. Once the student has completed 60% of the course, or 68 days, it is considered that 100% of the funds are earned. However, if the student completed only 50%, for instance, or 56 days, the Academy would be required to return 50% of aid awarded/dispursed to the student during that term. Therefore, if the Academy awarded and disbursed $2800.00 of aid to the student, the Academy would have to return $1400.00 to the federal government. Note that in this situation, the student would not be afforded a refund, from the Academy as 56 days exceed the 38-day maximum, as stated in the Academy Refund Policy.

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

7.7. **Academy Financial Aid Review**

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

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

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

4. International students can apply for International Student Loans. Application information is available on the Internet at [www.internationalstudentloan.com](http://www.internationalstudentloan.com). A co-signer who is a U.S. citizen is required.

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

6. The Academy will receive student information electronically from the Federal Processor. A student must be accepted for admission to the Academy before financial aid award can be processed. The Academy will review the information and an email will be sent to the student, notifying him/her to log into their Student Portal for an official award letter.

   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](http://www.studentloans.gov)

8. All students who receive Federal Title IV student financial assistance are required to undergo Exit Interviews upon the completion of their study at the Academy. The interview is administered online at [www.mappingyourfuture.org](http://www.mappingyourfuture.org).
7.8. **National Student Clearinghouse**

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

7.8.1. **Loan Program**

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

All agencies and organizations to which the institution reports student enrollment information (as described in the previous two sentences) are “eligible requestors.” The Academy has appointed the Clearinghouse as its agent for purposes of reporting information on the enrollment status of students to eligible requestors.

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

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

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

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

The Clearinghouse institutes reasonable controls to ensure that enrollment information it receives from the institution is shared with eligible requestors. The Clearinghouse has no authority to disclose information that it receives from the 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 as stipulated in the Academy catalog.

8.1. Academic Integrity

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

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

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

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

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

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

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

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

8.1.1 Residential Registration Policies and Procedures

8.1.1.1 Registration – Residential Students

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

A Late Registration Fee will be assessed for residential students who have not registered for courses 30 days in advance of the term start date. An exception to this policy includes Mentorship students (if all appropriate Mentorship paperwork is on file in the Mentorship office).

8.1.1.3 Failure to Register – Residential Students

Residential students may not attend courses for which they are not registered. The last day to add or register for a residential 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 – Residential Students

Payment in full is required at the time of registration. When registering online, students must submit payment or the registration will be voided. Student account information may be found in My Student Portal under the Estimated Tuition Worksheet and secure credit card payments may be submitted from this page. The Academy accepts Visa, MasterCard, and Discover. Personal checks, bank checks, and money orders are accepted as well. Checks should be made payable to the “United States Sports Academy.” Cash is only accepted in person. Cash must not be sent through the mail.

8.1.1.5 Building Security Access Cards – Residential Students

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

Magnetic locks are installed on the following:

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

8.1.1.7 Change in Schedule: Adding or Dropping – Residential Students

Any change in schedule (e.g., course add or course drop) should be discussed with an academic advisor, the Registrar, or Director of Financial Aid as applicable. Residential students may drop or add courses through the first week of the semester. The student is responsible for dropping or adding courses officially by appropriate deadlines. Students should refer to the Refund Schedule as published in the catalog.

Course drops for residential students are not permitted after the first week of a semester course. Residential students who are withdrawing from courses must use a Withdrawal form, which may be found at www.usssa.edu/current-students/forms-applications. Students are 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 – Residential Students

A residential student who wishes to withdraw from the Academy during the semester (e.g., drop all courses) must submit a completed and signed Withdrawal form to the Registrar’s office. Failure to meet the withdrawal deadline can result in grades of “F” and/or financial consequences. Non-attendance does not constitute withdrawal. Failure to withdraw officially will result in liability for all tuition and fees and grades of “F” for each course allotment.

8.1.1.9 Attendance Policy – Residential Students

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

8.1.1.10 Credit Loads – Residential Students

Full time students carry a load of 12 semester hours each semester. Semester loads exceeding 12 semester hours are rare and must be approved by the Chief Academic Officer.

8.1.1.11 Transcripts – Residential Students

A transcript of credits is an official document issued by the Registrar’s office. Requests for Academy transcripts must be made through the Student Portal. The fee is $10.00 per copy. No request will be honored if any outstanding financial obligations to the Academy have not been met.

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

8.2. Academic Probation and Dismissal

8.2.1 Academic Probation

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

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

2. When the student’s cumulative GPA is below the GPA required for the number of credit hours at the institution (2.0 GPA required at the undergraduate level), the student is placed on ACADEMIC PROBATION.
3. When the cumulative GPA of a student who is on academic probation remains below the GPA required at the institution, the semester GPA is at or above the GPA required at the institution (2.0 GPA required at the undergraduate level), the student remains on ACADEMIC PROBATION.

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

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

8.2.2 Dismissal

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

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

8.3. Academic Alert

The Academy regular posts an online announcement called the Academic Alert. The Academic Alert 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 Alert and are responsible for remaining familiar with its content.

8.4. Accounts Receivable from Students

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

An invoice will be sent monthly to each student with an account receivable under this policy. If no payment is received and no arrangements have been made for payment of the account within 60 days after the invoice is sent, 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. Advising Program

A faculty advisor is assigned to each Academy student. Students may find their assigned advisor in My Student Portal. The Academy highly recommends that students contact their advisor to assist them in the successful completion of their program of study. Students wishing to change majors and/or academic catalogs should consult their advisor, the Change of Major, and the Catalog Coverage & Change sections of this catalog.
8.6. **Animals and Pets**

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

8.7. **Application for Graduation**

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

8.8. **Attendance Policy-Distance Learning**

Students who are enrolled in a distance learning course must log on and, within the first 14 days from registration, complete the Catalog and Syllabus Statement and post to the Virtual Cafe. Students are expected to systematically satisfy all course assignments and learning activities in accordance with the syllabus within the prescribed 16-week time frame, or they must pay the appropriate extension fees. In no case will a student be allowed to submit work following the exhaustion of two 30-day course extensions or one 60-day course extension.

If the student cannot complete a course within the allotted time, he/she 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 extension request be submitted at least one week prior to the Completion Date to avoid receiving a failing grade. The request should be submitted through the Student Portal. In addition, the student may want to email the course instructor to let him/her know that an extension is being processed.

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

8.9. **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 admissions office in writing within the first 38 days of the course. Audit-only students must meet all regular admissions requirements. The same registration procedure is followed as for a course bearing credit. The cost of auditing a course is the same as for taking a course for credit.

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

8.10. **Campus Computing and Email**

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

Although the Academy reserves the right to change policies and procedures and students acknowledge this right by registering for courses, the Academy recognizes students need to know graduation requirements and like policies. The catalog that articulates a student’s degree requirements will be based on the term in which he first registers for courses. Students entering under one catalog will be expected to graduate under the guidelines of that catalog.

Students who wish to change their catalog to the current governing catalog may do so by submitting the Change of Catalog Request form found on the Academy’s website http://ussa.edu/current-students/forms-applications. Students wishing to change their academic catalog are encouraged to consult their advisor and/or the Registrar’s office PRIOR to submitting their Change of Catalog Request.

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

The Academy reserves the right to deny a student’s catalog/major change upon review of submission of request by the student.

8.12. Change of Address

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

8.13. Change of Major

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


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

- Chairs of all academic programs
- Associate Dean of Continuing Education

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

- Director of Library
• Director of Curriculum and Instructional Design
• Residential faculty
• Coordinator of Mentorships and Testing

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

8.15. Conferring of Degrees

When a student has completed all requirements for the bachelor’s degree, an application for graduation must be made online to the Office of the Registrar. The application may be found on the Academy’s website at www.ussa.edu/current-students/forms-applications. The graduation fee must accompany this application. If a student has previously filed for graduation but did not receive a degree at that time, application and payment of the fee must be repeated. The B.S.S. degree will not be conferred until the student’s academic file has undergone a graduation audit.

8.16. Course Descriptions - Expanded

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

8.17. 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.

8.18. 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 contents of the course are 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 texts for the course materials which, in turn, maximizes student learning.

8.19. Dropping Courses

To drop an online course a student must obtain an add/drop form from the Academy’s website, www.ussa.edu/current-students/forms_applications. The completed form must be returned to the Registrar’s office (by fax, mail deliver in person, or scan and email). A drop becomes effective the day the completed form is received by the Registrar’s office. All refunds for dropping a course will be issued in accordance with the dates set forth in the Academic Calendar and Refund Schedule and shown on the form.

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

8.20. Drug and Alcohol Policy

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

8.20.2 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 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 Dean 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

Narcotics Anonymous
World Service Office, Inc.
P. O. Box 9999
Van Nuys, CA 91409
Tel: (818) 783-3951; www.na.org

United Way of Southwest Alabama, Inc.
218 Saint Francis St.
Mobile, AL 36602
Tel: (251) 433-3624; www.uwsa.org
8.21. Examinations at the Bachelor’s Level

At the undergraduate level unit quizzes may be taken unproctored, at the student’s most convenient time and place. All final exams are proctored. The time limit on unit quizzes is one (1) hour. The time limit for the final exam is two (2) hours.

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 Secureexam 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.

Bachelor’s students, who are on active duty with the military, are exempt from using the RPD but must take their final exams in a testing center supervised by a human proctor.

In the event a student upgrades his computer hardware, he must promptly reload the RPD software. For example, if the upgrade is from a 32 byte to 64 byte machine, then a new RPD may be required. Contact the Coordinator of Testing for information on securing a new machine and possible rebate from the RPD vendor.

8.22. Exit Interviews

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

8.23. Facilities

Sports Bookstore. The Academy 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.

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. Informational assistance concerning housing costs and services is available through the Office of Student Services. Final responsibility for making housing arrangements rests with the student.
Transportation. All students are responsible for transportation to and from the Daphne campus, including airport transportation.

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

The Library is a member of OCLC (Online Computer Library Center), LYRASIS (the regional arm of OCLC), and NAAL (Network of Alabama Academic Libraries). By virtue of these memberships, the library is able to access the holdings of most libraries. OCLC’s holdings are well over 70 million and more than 9,000 institutions from all over the world are members. NAAL was founded to promote resource sharing among Alabama academic libraries. There is no charge for loans from member libraries of NAAL.

8.23.1. Recreational Facilities and Activities

Intramural. For student recreation, the Academy offers facilities for outdoor tennis, basketball, and beach volleyball. The Academy Club fitness center offers weight training and aerobics. Intramural activities are scheduled to meet student interests. For more information, contact the Department of Student Services.

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

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

8.24. Food and Drink

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

8.25. Full-Time Student

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


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

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

8.27. Grading System – Undergraduate

The Academy uses the following four-point grading scale, for undergraduate courses, as follows:

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

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

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

**W = Withdraw:** Recorded on the permanent record of a student who withdraws from the Academy or from a course, provided the withdrawal occurs within the time limits listed in the official calendar. The grade of “W” does not affect the GPA.
**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: student monthly logs, mentor’s final evaluation, student’s final paper, and final interview with advisor.

### 8.28. Grading Rubrics

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

### 8.29. Grading Appeal Procedures

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

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

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

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

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

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

### 8.30. Graduate Credit for Bachelor’s Students

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

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

To be eligible to graduate from the bachelor’s program, a student must:

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

Refer to the Addenda for a complete Graduation Checklist.

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

8.31.1. Academic Honors and Awards upon Graduation

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

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

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

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

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

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

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

- A semester grade point average of 4.0
- Completion of a minimum course load of 12 semester hours
- Must be in full academic standing
- Nine hours completed for the semester.
**Student of the Year.** Students who graduate from the Academy with honors are eligible for Student of the Year honors. However, academic success is but one of the criteria for inclusion in this exclusive group. Other criteria include:

- Contributions to the profession. Examples of professional contributions could include, for a coach, your team winning a championship; development of a new treatment procedure if you are in Sports Medicine. Publishing a text or significant research are other possible contributions that are contributions to the profession.

- Civic/Charitable contributions. Contributions that have been made to the betterment or improvement in the quality of life in the community

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

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

8.31.2. **Alumnus of the Year Award**

The Alumnus of the Year Award is given annually to the most outstanding United States Sports Academy 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 higher echelons of sport, where their impact is immeasurable.

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

8.32. **Health Services**

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

8.33. **Holds on Student Records**

Two types of holds may be placed on student records:

8.33.1. **Academic Holds**

An academic hold may be placed on a student’s record if the student’s admission file is not complete (e.g., official transcripts of previous degrees or test scores have not been received, etc.) after 12 credit hours have
been completed. The Chief Academic Officer (or designee), Dean of Student Services, or the Registrar may place an academic hold on a student’s file.

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

8.33.2. Administrative or Business Holds

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

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

8.34. Insurance Requirements

At the present time the Academy has liability insurance for properly registered mentorship students. However students in the Sports Medicine discipline must provide documented evidence of additional liability insurance to the Mentorship Office before enrolling in the mentorship program. Refer to the Mentorship Handbook, or contact the Mentorship Office, for more information.

International resident students are required to have medical insurance, which is included in the international student’s fees.

8.35. Lost and Found

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

8.36. Motor Vehicle Registration/Parking

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

8.37. Online-Course Structure and Grading

Each online course for the B.S.S. program consists of 10 units of subject content with a unit quiz. There are eight units with discussion questions in which students have the opportunity to participate with other students in exchanging ideas regarding the unit issues. There are two units with writing assignments (an annotated bibliography and a 3-5 page paper) which are tied to the Academy’s Online Writing Laboratory, ACCESS. ACCESS is the Quality Enhancement Program (QEP) which is an integral part of the Academy’s accreditation by SACS.
B.S.S. courses also have a final examination. The final examination consists of 50 multiple-choice questions and two (2) essay questions. The student has two hours to complete the final exam. Grade composition is as follows:

- Writing Assignments 40% of the total grade
- Unit Discussions 20% of the total grade
- Unit Quizzes 10% of the total grade
- Final Exam 30% of the total grade

8.38. Online Student Security

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

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

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

The Academy requires students to provide a Personal Identification Number (PIN) in order to verify a student’s identity and protect information contained in a student’s record. Students may create (or change) their PIN anytime in My Student Portal.

8.38.1 Password Reset Policy

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

8.38.1.1 Automated Password Recovery/Reset

1. The Academy 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.
8.38.1.2 Assisted Password Recovery/Reset

1. If the automated password recovery/reset solution provided by the Academy 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.

8.38.1.3 Personal Identification Number (PIN)

1. Students can create (or change) their PIN at any time in My Student Portal.
2. When accessing Course Registration, the “Review Your Data” screen provides an alpha-numeric field for creating and/or updating the PIN.
3. Academy personnel must verify the PIN when a student calls the Academy and wishes to discuss personal information (grades, financial aid, etc.).

8.39. Photos-Students

8.39.1 Student Identity Verification – Registration Requirement

Upon admission, for identity verification purposes during the first registration process, a student must submit a photocopy of an official government-issued ID, such as a driver’s license, passport, or visa. The submitted document should include a visible signature. Acceptable documentation must be mailed to the following address for processing: The United States Sports Academy, ATTN: Office of the Registrar-ID Verification, One Academy Drive, Daphne, AL 36526.

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 copy for full satisfaction prior to being able to enroll in any additional course work.

8.39.2 Student Photo Option for Online Course Display

Students may opt to have a photo displayed in each online course in which the student is enrolled with the submission of a Model Release form. The form is available on the website at www.ussa.edu/Current Students/Forms and Applications. The photo image requirements include entire upper torso, neck, and head. The photo of the student should be without baseball caps, hats, scarves, or other headwear, though religious-based or national/cultural exceptions will be considered. Photos must be a minimum of 2 inches by 2 inches and must have a resolution of 72 dpi x 72 dpi. Students may submit the photo (in a .jpg format) via email to studentservices@ussa.edu.

8.40. Program of Study

A student’s academic catalog is set based on the first term of enrollment unless otherwise noted. It is the student’s responsibility to know and comply with the regulations, policies and procedures set forth in this catalog including their program of study. It is the student’s responsibility to ensure all degree requirements are met. The current Program of Study (POS) forms are available in the Addenda section of this catalog and also at the Academy’s website: www.ussa.edu/academics/advising/degree-audit/.
Students may find the POS in previous years’ academic catalogs on the Academy’s website at www.ussa.edu/academics/academic-catalogs/. A student’s academic catalog is posted in My Student Portal under Student Records. Questions regarding the student’s academic catalogs should be directed to the Registrar’s Office.

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.

The Academy highly recommends that students contact an advisor to assist them in the successful completion of their degree and accomplishing personal academic goals. The Academy Advising System features any of a number of faculty and administrators who are available to assist. Students may contact any of the advisors on the approved list for his/her degree program.

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.ussa.edu. Students seeking re-enrollment are required to present official transcripts from any institution attended since leaving the Academy. Depending on the length of a student’s absence, additional admission documents may need to be resubmitted. The cost of submitting a Re-Enrollment Application for bachelor’s students is $25.

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

Students seeking to re-enroll, who have been placed on academic probation, have been dismissed, or suspended from the Academy must petition the Academic Committee and submit a $200 fee. The petition must be approved before a student can submit the Re-Enrollment Application with the appropriate fee.

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 schedule is based on the requirements of the U.S. Department of Education in accordance with policies governing Title IV funds.

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

8.42.1. 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:

- Prior to the shipment of course materials: 100% refund
8.4.2. 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.

8.4.2.3. For Withdrawal from Mentorship

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

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

8.4.3. Release of Information

8.4.3.1. Release of Grades

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

8.4.3.2. Release of Student Portal Login/Password Information

Students receive Student Portal user ID and password information upon application to a program. Students who request this information subsequent to receiving their admission to their program of interest must contact the Office of Admissions. Accepted students must request this information via the Help Desk. 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 email, the student will receive a letter sent through the U.S. Postal Service. The student will receive a response to his or her request in 5-7 working days after receipt of the student’s email.

8.4.4. Repeat Policy

A student may repeat a course. If a student repeats a course once, the second grade awarded (excluding grades of “W”) replaces the first grade in the computation of the cumulative grade point average. The semester grade point average during the semester in which the course was first attempted will not be affected.
When a course is repeated more than once, all grades for the course – excluding the first grade – will be included in the computation of the cumulative grade point average. Official records at the Academy will list each course in which a student is enrolled.

8.45. 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 www.ussa.edu/current-students/forms-applications. Cost for a parchment paper copy is $25 and cost for a replacement plaque is $75. The form should be mailed or faxed and payment for the replacement must accompany the order.

8.46. Resident and Distance Learning Faculty

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

8.47. Special Student Services

8.47.1 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 Dean of 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.

8.47.1.1 Providing Services for Students with Disabilities

Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Academy is committed to working with individuals with disabilities. It is the goal of the Academy to ensure that students with disabilities have the programmatic and architectural accesses needed for integration into Distance Learning Life.

All applicants must meet the academic and technical standards requisite for admission. The Academy will not reduce standards in the grading and/or evaluation of students. Academic requirements that are determined to be essential or fundamental will not be modified.

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

- Screening of disability documentation;
- Determination of appropriate accommodations;
- Communication with faculty and/or staff regarding student needs.
Providing reasonable accommodations for students with disabilities requires an individual assessment of need and is a problem solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student. Refer to the Addenda section of this catalog for the Academy’s ADA Application. Appropriate accommodations may include:

- Extended time given to complete exams;
- Change in test format;
- Priority registration;
- Use of “spell check”;
- Extra time allowed for assignments;
- Alternative evaluation methods.

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

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

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

1. Clearly stated diagnosis;
2. Defined levels of functioning and any limitations;
3. Current treatment and medication; and,

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;
Learning Disabilities (LD)
A comprehensive evaluation report from 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.

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

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

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

2. Withdrawing from the course of study without penalties.

Students requesting an administrative extension or withdrawal will be required to provide copies of official orders indicating return to active-duty or deployment.
8.48. Statute of Limitations for Degree Completion

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

8.49. Student Conduct

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

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

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

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

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

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

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

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

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

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

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

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

8.49.1 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 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.

8.49.1.1 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.

8.49.1.2 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.

8.49.1.3 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 of this academic catalog. Such records are subject to the Family Educational Rights and Privacy Act (FERPA) 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.

8.50. 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.

8.51. Student Organizations

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

The Alumni Association. There is no fee to become part of the Alumni Association which is a network connection with thousands of sports professionals. To become a distinguished Lifetime Member there is a one-time fee of $250. Lifetime members receive special benefits.

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

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

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

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

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

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

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

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

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

- **National Association for Girls and Women in Sports** (www.aahperd.org/nagws)
  1900 Association Drive
  Reston, VA 20191

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

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

- **National Recreation and Park Association** (www.nrpa.org)
  22377 Belmont Ridge Road
  Ashburn, VA 20148
For more information on clubs and organizations, contact the Office of Student Services.

8.52. Student Petitions Not Related to Grades

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

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

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

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

4. Students have the right to appeal the decision to the Academy’s 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.

8.53. 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.”

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

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

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

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

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

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

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

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

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

8.54. Transcripts

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

If an inactive student does not have access to their Portal, they may request their password be provided to them. Inactive students wishing to receive access should consult the Release of Student Portal Login/Password Information section of this catalog. Inactive students may submit a paper transcript request form. The Academy reserves the right to require additional documentation for identify verification purposes prior to processing any transcript requests.

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

The Academy prohibits the possession or use of firearms or weapons of any type on the Academy’s premises. The definition of weapons shall include all types of firearms (regardless of size), knives (other than small pocketknives 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 that is available online (www.ussa.edu/current-students/forms-applications). Students must submit the completed form to the Registrar’s office. Students who file the appropriate paperwork for withdrawals prior to the course deadline will be assigned a grade of “W.” Withdrawal becomes effective the day the form is received by the Registrar.
9. FACULTY
(*denotes Distance Learning Faculty)

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

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

**Lawrence Bestmann***
B.S. Florida State University
M.S. Florida State University
Ph.D. University of Utah

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

**Craig Bogar***
B.S. Bryant University
M.S. University of Maryland
Ed.D. United States Sports Academy

**Stephen Juaire***
B.S. Winona State University
M.S. Winona State University
Ph.D. Florida State University

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

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

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

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

**Michael Culpepper***
B.A. University of Alabama-Birmingham
M.S. University of Alabama-Birmingham
Ed.D. University of Alabama

**Carol Magendie**
B.S.S. Loyola University
M.R.E. Loyola University

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

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

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

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

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

**Chad Moretz***
B.S. Appalachian State
M.S.S. United States Sports Academy
D.S. Tulane University
Donna Nathlar*
B.S. University of Wyoming
M.S.S. United States Sports Academy
Ed.D. United States Sports Academy

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

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

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

Arthur Ogden*
B.A. LaSalle University
M.A. University of Delaware
Ph.D. Walden University

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

Theodore Phillips
B.A. Concordia College
M.Ed. University of New Orleans
Ph.D. University of Southern Mississippi

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

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

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

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

Greg Tyler
B.A. University of Alabama
M.P.A. University of Alabama
J.D. University of Alabama School of Law

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

Terry Waldrop*
B.S. University of Louisiana-Monroe
M.S.S. United States Sports Academy

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

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

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

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

A. Student Rights and Responsibilities Statement
B. Student of the Year Nomination Form
C. B.S.S. Sports Coaching Program of Study
D. B.S.S. Sports Studies Program of Study
E. B.S.S. Sports Management Program of Study
F. B.S.S. Sports Management with Sports Security Emphasis Program of Study
G. B.S.S. to EDD Accelerated Degree-Program of Study
H. B.S.S. to EDD Accelerated Degree-Program of Study—Emphasis Courses
I. Request for Transcript
J. Undergraduate Annotated Bibliography Rubric
K. Undergraduate Discussion Rubric
L. Undergraduate Writing Assignment Rubric
M. Graduation Checklist
N. Academic Hearing Procedures
O. Americans with Disabilities Act-Students (ADA) with Application
P. Family Educational Rights and Privacy Act (FERPA) Release of Records Form
Q. Change of Catalog Request
R. Withdrawal Form
S. Student Information Change Form
T. Drop/Add Form
Addendum A

Student Rights and Responsibilities Statement

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

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

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

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

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

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

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

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

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

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

Attendance Policy: Distance Learning
Students who are enrolled in a distance learning course must log on and, within the first 14 days from registration, complete the Catalog and Syllabus Statement and post to the Virtual Café. Students are expected to systematically satisfy all course assignments and learning activities in accordance with the syllabus within the prescribed 16-week time frame or they must pay the appropriate extension fees. In no case will a student be allowed to submit work following the exhaustion of two 30-day course extensions or one 60-day course extension.

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

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

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

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

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

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

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

**Online Student Security**

All students are responsible for security with respect to their 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. As additional security, students will be required, periodically, to change their password.

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

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

The Academy requires students to provide a Personal Identification Number (PIN) in order to verify a student’s identity and protect information contained in a student’s record. Students may create (or change) their PIN anytime in My Student Portal.

**Password Reset Policy**

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

**Automated Password Recovery/Reset**

1. The Academy 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 the Academy 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.
**Personal Identification Number (PIN)**

1. Students can create (or change) their PIN at any time in My Student Portal.
2. When accessing Course Registration, the “Review Your Data” screen provides an alpha-numeric field for creating and/or updating the PIN.
3. Academy personnel must verify the PIN when a student calls the Academy and wishes to discuss personal information (grades, financial aid, etc.).

**Student Conduct**

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

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

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

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

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

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

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

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

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

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

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

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

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 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.

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.

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.

**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 of this academic catalog. Such records are subject to the Family Educational Rights and Privacy Act (FERPA) 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.

**Student Petitions Not Related to Grades**

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

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

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

3. The Chief Academic Officer shall have the final right of accepting or rejecting the sub-committee’s recommendation. Students shall then be informed in writing of the final decision made by the Chief Academic Officer within 5 business days of receipt of the recommendation from the subcommittee.
4. Students have the right to appeal the decision to the Academy’s 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 the 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(such as height and weight of athlete), date and place of birth.

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

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

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

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

3. 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.

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

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

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

Release of Student Portal Login/Password Information
Students receive Student Portal user ID and password information upon application to a program. Students who request this information subsequent to receiving their admission to their program of interest must contact the Office of Admissions. Accepted students must request this information via the Help Desk. 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 email, the student will receive a letter sent through the U.S. Postal Service. The student will receive a response to his or her request in 5-7 working days after receipt of the student’s email.

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

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

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

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

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

The 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)______________________
__________________________________________________________________________________
__________________________________________________________________________________

LIST YOUR SCHOLARLY, CIVIC, OR PHILANTHROPIC CONTRIBUTIONS TO THE ACADEMY
__________________________________________________________________________________

Please attach additional information as necessary.

__________________________________________  ______________________________
Signature                                          Date
Addendum C
BACHELOR OF SPORTS SCIENCE
Sports Coaching Major
Program of Study

| Name______________________________________ | Advisor_____________________________________
| Address_____________________________________________________________________________________ | Email______________________________________ |
| Phone______________________________________ | |

**Core Courses (12 semester hours)**

<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 361 Contemporary Issues in Sports</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>SAB 334 Ethics in Sports</td>
<td>3</td>
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<tr>
<td>SAM 340 Organization &amp; Management in Sports</td>
<td>3</td>
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<tr>
<td>SAM 400 Leadership Principles in Sports</td>
<td>3</td>
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</tbody>
</table>

**Required Sports Coaching Courses (27 semester hours)**

<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 305 Sociology of Sports</td>
<td>3</td>
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<tr>
<td>SAB 368 Psychology of Sports</td>
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<tr>
<td>SAB 371 Sport Coaching Methodology</td>
<td>3</td>
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<tr>
<td>SAB 373 Scientific Principles of Coaching</td>
<td>3</td>
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<tr>
<td>SAD 320 Applied Sports Performance</td>
<td>3</td>
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<tr>
<td>SAD 346 Sports Medicine</td>
<td>3</td>
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<tr>
<td>SAD 356 Sports Nutrition</td>
<td>3</td>
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<tr>
<td>SAM 322 Foundations of Amateur &amp; Professional Sports</td>
<td>3</td>
<td></td>
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<tr>
<td>SAR 332 Sports Strength &amp; Conditioning</td>
<td>3</td>
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</table>

**Elective Sports Coaching Courses (Choose 3 courses for 9 semester hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
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<tbody>
<tr>
<td>SAB 301 Sports Officiating</td>
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<tr>
<td>SAB 302 Sports Coaching Technology</td>
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<td>SAB 310 History of Sports</td>
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<tr>
<td>SAM 386 Legal Concepts in Sports</td>
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<tr>
<td>SAM 451 Public Relations in Sports</td>
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<tr>
<td>SAM 482 Sports Facilities Management</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 496 Topical Readings in Sports</td>
<td>3</td>
<td></td>
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</tbody>
</table>

**Elective SCS Courses (Choose 2 courses for 6 semester hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
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</table>

**Mentorship – Final Culminating Experience (6 semester hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPT 498 Mentorship</td>
<td>6</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Graduation Application Fee.

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# Addendum D

## BACHELOR OF SPORTS SCIENCE

### Sports Studies

#### Program of Study

**Name_____________________________**

**Advisor_____________________________**

**Address__________________________________________________________________________________**

**Email_______________________________**

**Phone____________________________**

<table>
<thead>
<tr>
<th>Core Courses (12 semester hours)</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAB 361 Contemporary Issues in Sports</td>
<td>3</td>
<td></td>
<td>3</td>
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<tr>
<td>SAB 334 Ethics in Sports</td>
<td>3</td>
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</tr>
<tr>
<td>SAM 340 Organization &amp; Management in Sports</td>
<td>3</td>
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<tr>
<td>SAM 400 Leadership Principles in Sports</td>
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<table>
<thead>
<tr>
<th>Sports Studies Courses (Choose 14 for 42 semester hours)</th>
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<tr>
<td>SAB 301 Sports Officiating</td>
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<tr>
<td>SAB 302 Sports Coaching Technology</td>
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<td>SAB 305 Sociology of Sports</td>
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<td>SAB 368 Psychology of Sports</td>
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<td>SAB 373 Scientific Principles of Coaching</td>
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<td>SAD 320 Applied Sports Performance</td>
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<td>SAD 346 Sports Medicine</td>
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<td>SAD 356 Sports Nutrition</td>
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<td>SAM 322 Foundations of Amateur &amp; Professional Sports</td>
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<tr>
<td>SAM 342 Personnel Management in Sports</td>
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<td>SAM 344 Sports Marketing</td>
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<td>SAM 448 Sports Promotion &amp; Event Planning</td>
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<td>SAM 451 Public Relations in Sports</td>
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<td>SAM 482 Sports Facilities Management</td>
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<tr>
<td>SAM 486 Sports Law &amp; Risk Management</td>
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<tr>
<td>SAM 496 Topical Readings in Sports</td>
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<td>SAR 332 Sports Strength &amp; Conditioning</td>
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<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
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<tbody>
<tr>
<td>SPT 498 Mentorship</td>
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<td>3</td>
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</tr>
</tbody>
</table>

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1 September 2011
Addendum E

BACHELOR OF SPORTS SCIENCE
Sports Management Major
Program of Study

Name______________________________________  Advisor_____________________________________
Address_____________________________________________________________________________________
Email______________________________________  Phone______________________________________

<table>
<thead>
<tr>
<th>Core Courses (12 semester hours)</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAB 361 Contemporary Issues in Sports</td>
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<td></td>
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<tr>
<td>SAB 334 Ethics in Sports</td>
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</tr>
<tr>
<td>SAM 340 Organization &amp; Management in Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>SAM 400 Leadership Principles in Sports</td>
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</table>

<table>
<thead>
<tr>
<th>Required Sports Management Courses (27 semester hours)</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM 342 Personnel Management in Sports</td>
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<tr>
<td>SAM 344 Sports Marketing</td>
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<tr>
<td>SAM 445 Sports Managerial Accounting</td>
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<tr>
<td>SAM 448 Sports Promotion &amp; Event Planning</td>
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<tr>
<td>SAM 450 Fundraising in Sports</td>
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<tr>
<td>SAM 451 Public Relations in Sports</td>
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<tr>
<td>SAM 482 Sports Facilities Management</td>
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<tr>
<td>SAM 486 Sports Law and Risk Management</td>
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<tr>
<td>SAM 487 Introduction to Sports Security Management</td>
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</table>

<table>
<thead>
<tr>
<th>Elective Sports Management Courses (Choose 5 courses for 15 semester hours)</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
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<tbody>
<tr>
<td>SAB 305 Sociology of Sports</td>
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<td>SAB 310 History of Sports</td>
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<td>SAB 368 Psychology of Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 322 Foundations of Amateur &amp; Professional Sports</td>
<td>3</td>
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<tr>
<td>SAM 367 Olympic Culture</td>
<td>3</td>
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<tr>
<td>SAM 386 Legal Concepts in Sports</td>
<td>3</td>
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<tr>
<td>SAM 392 Sports Business Agents</td>
<td>3</td>
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<tr>
<td>SAM 496 Topical Readings in Sports</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mentorship – Final Culminating Experience (6 semester hours)</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPT 498 Mentorship</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Addendum F

BACHELOR OF SPORTS SCIENCE
Sports Management Major with Emphasis in Sports Security
Program of Study

Name__________________________________ Advisor___________________________________
Address_____________________________________________________________________________
Email____________________________________ Phone_______________________________

### Core Courses (12 semester hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAB 361 Contemporary Issues in Sports</td>
<td>3</td>
</tr>
<tr>
<td>SAB 334 Ethics in Sports</td>
<td>3</td>
</tr>
<tr>
<td>SAM 340 Organization &amp; Management in Sports</td>
<td>3</td>
</tr>
<tr>
<td>SAM 400 Leadership Principles in Sports</td>
<td>3</td>
</tr>
</tbody>
</table>

### Required Sports Management Courses (27 semester hours)

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

### Emphasis in Sports Security: Students seeking an Emphasis in Sports Security are required to take the two Security Emphasis courses (9 semester hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM 488 Contemporary Sport Security Management</td>
<td>3</td>
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<tr>
<td>SAM 489 Introduction to Emergency Management for Sport Settings</td>
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</table>

### Elective Sports Management Courses (Students seeking and Emphasis in Sports Security will choose 2 elective courses (6 semester hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAB 305 Sociology of Sports</td>
<td>3</td>
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<tr>
<td>SAB 310 History of Sports</td>
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</tr>
<tr>
<td>SAB 368 Psychology of Sports</td>
<td>3</td>
</tr>
<tr>
<td>SAM 322 Foundations of Amateur &amp; Professional Sports</td>
<td>3</td>
</tr>
<tr>
<td>SAM 367 Olympic Culture</td>
<td>3</td>
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<tr>
<td>SAM 386 Legal Concepts in Sports</td>
<td>3</td>
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<tr>
<td>SAM 392 Sports Business Agents</td>
<td>3</td>
</tr>
<tr>
<td>SAM 496 Topical Readings in Sports</td>
<td>3</td>
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</table>

### Mentorship – Final Culminating Experience (6 semester hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SPT 498 Mentorship</td>
<td>6</td>
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</tbody>
</table>

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# Bachelor of Sport Science to Doctor of Education in Sports Management

## Accelerated Degree Program

### Program of Study

**90 Semester Hours**

Name______________________________________  Advisor_____________________________________

Address_____________________________________________________________________________________

Email__________________________  Phone______________________________________

### M.S.S. Core Courses

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

### M.S.S. Sports Management Major Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Semester</th>
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</thead>
<tbody>
<tr>
<td>SAM 542 Sports Business and Personnel Management</td>
<td>3</td>
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<tr>
<td>SAM 545 Sports Finance</td>
<td>3</td>
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<tr>
<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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### Doctoral Sport Management Core

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>SAM 660 Financial Aspects of Sport</td>
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<td>SAM 634 Ethics in Sport</td>
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<td>SAB 761 Contemporary Issues in Sports</td>
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<td>SAB 768 Psychology of Human Behavior</td>
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<td>SAM 730 Sport Leadership Principles</td>
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<td>SAM 736 Legal Aspects of Sport</td>
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### Doctoral Research Core

<table>
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<tr>
<td>SAR 674 Research Statistics</td>
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<tr>
<td>SAR 776 Research Methodologies</td>
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<td>SAR 790 Selected Readings in Sports</td>
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<tr>
<td>SPT 799 Dissertation</td>
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</table>

### AREAS OF SPECIALIZATION. SELECT ONE AREA. HOURS INDICATED ARE SEMESTER HOURS.

#### Leadership in Sports

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

#### Sports Marketing

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

#### Human Resource Management in Sports

(Select both courses)
- SAM 640 Labor Relations in Sports (3)
- SAM 672 Personnel Training and Development (3)
Addendum G (page 2 of 3) B.S.S. to ED.D. Accelerated Degree Program

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

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

ELECTIVES (9 HOURS). These courses are not required in the general sport management and research cores or in the selected area of specialization. Students may also use courses in non-selected specializations as electives:

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

<table>
<thead>
<tr>
<th>Elective Number</th>
<th>Title</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
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<tbody>
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Dissertation Title: ____________________________________________________________

<table>
<thead>
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<th>Portfolio Checklist Requirements</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
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<tr>
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</table>

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Initial admission into the Accelerated Doctoral Degree Program is based upon the criteria for admission into the Master of Sports Science Degree Sports Management Program.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Admitted M.S.S. Full Standing Status</th>
<th>Admitted M.S.S. Provisional Standing Status</th>
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</thead>
<tbody>
<tr>
<td>M.S.S. with Major in Sports Management</td>
<td>Completes Core Courses 9 Semester Hours</td>
<td>Completes Core Courses 9 Semester Hours</td>
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<td></td>
<td>Completes Major Courses 15 Semester Hours</td>
<td>Completes Major Courses 15 Semester Hours May Qualify for Full-Standing Status after 12 Semester Hours with Cumulative GPA 3.0 or Higher</td>
</tr>
<tr>
<td></td>
<td>Is your cumulative GPA 3.4 or higher?</td>
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<tr>
<td></td>
<td>YES</td>
<td>NO</td>
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<tr>
<td></td>
<td>Did you complete the M.S.S. Comp Exam / Portfolio?</td>
<td>The student may elect to pursue the M.S.S. only</td>
</tr>
<tr>
<td></td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Completes M.S.S. Degree Requirements:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Courses</td>
<td>Courses Mentorship Comp Exam / Portfolio Dissertation Total Semester Hours based upon POS</td>
</tr>
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<td>Mentorship</td>
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<tr>
<td></td>
<td>Comp Exam / Portfolio</td>
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<tr>
<td></td>
<td>Dissertation</td>
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<tr>
<td></td>
<td>Total Semester Hours based upon POS</td>
<td></td>
</tr>
</tbody>
</table>

Doctor of Education in Sports Management
Addendum H (Page 1 of 2)

B.S.S. to Ed.D. IN SPORT MANAGEMENT

ACCELERATED DEGREE PROGRAM

PROGRAM OF STUDY – Ed.D. Emphasis Courses
Olympism, Sports Coaching, Sports Fitness & Health, Sports Medicine, Sports Theory

NOTE: Students in the B.S.S. to Ed.D. in Sport Management degree program who wish to seek an Emphasis in Olympism, Sports Theory, Sports Fitness & Health, Sports Coaching, OR Sports Medicine must also complete the Accelerated Degree POS AND this POS (Addendum H). Fill out only the emphasis area that applies.

Name:________________________________ Advisor:________________________
Address:___________________________
Phone:_______________________________ Email:________________________

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

<table>
<thead>
<tr>
<th>B. Emphasis in Sports Theory</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAB 791 Selected Readings in Sports Theory</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 735 Strategic Planning for Sports Organizations</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAB 659 Group Dynamics in Sports</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Emphasis in Sports Fitness &amp; Health</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAR 710 Advanced Exercise Physiology &amp; Scientific Principles</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAR 715 Contemporary Issues in Health &amp; Fitness</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAR 720 Advanced Strength &amp; Conditioning</td>
<td>3</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>D. Emphasis in Sports Coaching</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAB 657 Psychology of Elite Performance</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAB 670 Selected Readings in Sports Coaching</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAB 671 Advanced Coaching Theories</td>
<td>3</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>E. Emphasis in Sports Medicine</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM 787 Legal Concepts of Sports Medicine</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 788 Principles of Management in Sports Medicine</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 789 Seminar in Sports Medicine Management Issues</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
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</table>

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

<table>
<thead>
<tr>
<th>Portfolio Checklist Requirements</th>
<th>Credit Hours</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPT PRTD Doctoral Degree Portfolio</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
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</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.
Addendum I
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.
Request will not be processed without a signature.

Signature:_________________________________________ Number of Copies: ______________

Mail transcript as indicated below: (please include any special instructions, such as “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. Unofficial transcripts are stamped “ISSUED TO STUDENT.”

Method of Payment (check box)
Check/Money Order ☐ OR Credit Card ☐
Credit Card Type: Visa M/C DISC 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
B.S.S. degree (level II), the Master of Sports Science degree (level III), and the Doctor of Education in Sport Management degree and Doctor of
Sports Management (level V).
### UNDERGRADUATE ANNOTATED BIBLIOGRAPHY RUBRIC

<table>
<thead>
<tr>
<th>CRITERION</th>
<th>COMMENTS</th>
<th>POINT RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CITATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exceeds Standards</td>
<td>Citation is complete and accurate and in proper APA format with no errors.</td>
<td>36-40</td>
</tr>
<tr>
<td>Satisfactory Standards</td>
<td>Citation is incomplete and/or not in proper APA format and has 1-2 errors</td>
<td>32-35</td>
</tr>
<tr>
<td>Standards Barely Met</td>
<td>Citation is not in APA format and has 3 errors.</td>
<td>28-31</td>
</tr>
<tr>
<td>Standards Not Met</td>
<td>Citation is not in APA format and has more than 3 errors.</td>
<td>Below 27</td>
</tr>
<tr>
<td><strong>QUALITY &amp; PURPOSE OF RESOURCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exceeds Standards</td>
<td>Scholarly source that could be used to generate a comprehensive research paper and purpose clearly stated.</td>
<td>36-40</td>
</tr>
<tr>
<td>Satisfactory Standards</td>
<td>Scholarly source that could be used to generate a comprehensive research paper and purpose vague or confusing.</td>
<td>32-35</td>
</tr>
<tr>
<td>Standards Barely Met</td>
<td>Source is not scholarly or purpose is not clearly stated.</td>
<td>28-31</td>
</tr>
<tr>
<td>Standards Not Met</td>
<td>Source is not scholarly and purpose is not stated.</td>
<td>Below 27</td>
</tr>
<tr>
<td><strong>HYPOTHESIS/ES &amp; PROCEDURES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exceeds Standards</td>
<td>Hypothesis and procedure are well analyzed and presented and include all of the items listed below.</td>
<td>36-40</td>
</tr>
<tr>
<td>Satisfactory Standards</td>
<td>Either hypothesis or procedure are not well analyzed and/or presented and/or are missing one of the items listed below.</td>
<td>32-35</td>
</tr>
<tr>
<td>Standards Barely Met</td>
<td>Either hypothesis or procedures are not analyzed and/or presentation is weak and/or missing two of the items listed below.</td>
<td>28-31</td>
</tr>
<tr>
<td>Standards Not Met</td>
<td>Either hypothesis or procedure are not analyzed and/or not presented.</td>
<td>Below 27</td>
</tr>
<tr>
<td><strong>RESULTS &amp; CONCLUSION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exceeds Standards</td>
<td>Provides analysis of statistical tests used to determine findings with ideas for future research investigations, own insights and thorough summary stated.</td>
<td>36-40</td>
</tr>
<tr>
<td>Satisfactory Standards</td>
<td>Conclusion is incomplete, lacks own insights and/or summary and/or analysis of statistical tests used to determine findings and/or ideas for future research investigations.</td>
<td>32-35</td>
</tr>
<tr>
<td>Standards Barely Met</td>
<td>Conclusion is weak with little or no analysis of statistical tests used to determine findings and/or insights and/or ideas for future investigation</td>
<td>28-31</td>
</tr>
<tr>
<td>Standards Not Met</td>
<td>No results or conclusion provided.</td>
<td>Below 27</td>
</tr>
<tr>
<td><strong>OVERALL FORMAT &amp; STRUCTURE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exceeds Standards</td>
<td>Well written with no English composition errors, no more than 2 pages and in Times New Roman 12 point type double-spaced.</td>
<td>36-40</td>
</tr>
<tr>
<td>Satisfactory Standards</td>
<td>Writing contains vague statements, verbiage is awkward and/or confusing and there are several English composition errors.</td>
<td>32-35</td>
</tr>
<tr>
<td>Standards Barely Met</td>
<td>Writing is general in nature, doesn’t provide clear picture of article and contains over 4 English composition errors and/or length is less than a page or more than 2 pages.</td>
<td>28-31</td>
</tr>
<tr>
<td>Standards Not Met</td>
<td>Writing is unclear throughout and/or has over 5 English composition errors and/or does not follow format requirements (page length, font, spacing, etc).</td>
<td>Below 27</td>
</tr>
<tr>
<td><strong>TOTAL POINTS EARNED</strong></td>
<td></td>
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</table>
### UNDERGRADUATE DISCUSSION RUBRIC

<table>
<thead>
<tr>
<th>CRITERION</th>
<th>COMMENTS</th>
<th>POINTS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeds Standards</td>
<td>Post presents new or expanded ideas that reflect high-level critical thinking; demonstrates practical application; directly answers the question(s); provides additional insights; evidence of original thought apparent throughout; clear application of course concept being discussed; communicates effectively in written English; post is absent of errors.</td>
<td>25-23</td>
</tr>
<tr>
<td>Satisfactory Standards</td>
<td>Post presents ideas that reflect critical thinking; makes practical application; answers the question(s); evidence of original thought apparent with reference to the topic or concept; communicates in written English with minimal errors.</td>
<td>22-20</td>
</tr>
<tr>
<td>Meets Standards</td>
<td>Post illustrates basic knowledge of topic without practical application; indirectly answers assigned question(s); allusion to an original idea but with no clear connection to topic or concept; critical thinking is strained at best; minimal errors in grammar, punctuation and spelling; presents basic written communication.</td>
<td>19-18</td>
</tr>
<tr>
<td>Standards Barely Met</td>
<td>Post displays minimal grasp of concepts; minimal analysis presented in response; does not expand central concepts; references topic but does not clearly address it; random original thoughts; no cohesion of ideas presented; written communication not fluent; substantial errors with weak sentence structure.</td>
<td>17-15</td>
</tr>
<tr>
<td>Standards Not Met</td>
<td>Post displays no understanding of central concepts; no critical thinking or application is apparent; does not address question(s); no evidence of original thought; no analysis of topic is present; substantial errors in written communication.</td>
<td>14-10</td>
</tr>
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</table>

**TOTAL POINTS EARNED**
## UNDERGRADUATE WRITING ASSIGNMENT RUBRIC

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<tr>
<th>CRITERION</th>
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<th>POINT RANGE</th>
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<tbody>
<tr>
<td><strong>CONTENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exceeds Standards</td>
<td>The response is very specific, concise, and to the point; information accurate; conclusions and/or opinions logical and insightful; exhibits and supports clear critical analysis.</td>
<td>90-100</td>
</tr>
<tr>
<td>Above Average Standards</td>
<td>The response refers to the task and is concise; information is accurate; logical conclusion or opinion is offered; critical analysis is expressed.</td>
<td>80-89</td>
</tr>
<tr>
<td>Meets Standards</td>
<td>Response not on task; may be wordy; information generally accurate but little insight offered; inaccuracies and logic not complete in the conclusion and/or opinions; weak critical analysis.</td>
<td>70-79</td>
</tr>
<tr>
<td>Standards Barely Met</td>
<td>Response does not specify the task; information limited or unclear; no direct insights offered; conclusion or opinion may be judged to be off-task or illogical; critical analysis is strained, at best</td>
<td>60-69</td>
</tr>
<tr>
<td>Standards Not Met</td>
<td>No clear purpose or central theme; repeats information; confusing; difficult to read; no conclusion; critical analysis is absent.</td>
<td>0-59</td>
</tr>
<tr>
<td><strong>WRITING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exceeds Standards</td>
<td>Very fluent and clear; few or no errors of grammar and punctuation; sources cited correctly by APA Standards; citations used consistently and correctly</td>
<td>36-40</td>
</tr>
<tr>
<td>Above Average Standards</td>
<td>Fluent and interesting; a few errors of grammar and punctuation; sources cited informally.</td>
<td>32-35</td>
</tr>
<tr>
<td>Meets Standards</td>
<td>Lacks fluency; errors of grammar and punctuation; a few sources mentioned.</td>
<td>28-31</td>
</tr>
<tr>
<td>Standards Barely Met</td>
<td>Faltering or insufficient; many errors of grammar and punctuation; few to no sources cited.</td>
<td>24-27</td>
</tr>
<tr>
<td>Standards Not Met</td>
<td>Poor sentence structure and grammar; many repeated errors of grammar and punctuation; no sources cited.</td>
<td>0-23</td>
</tr>
<tr>
<td><strong>OVERALL IMPRESSION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exceeds Standards</td>
<td>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.</td>
<td>54-60</td>
</tr>
<tr>
<td>Above Average Standards</td>
<td>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</td>
<td>48-53</td>
</tr>
<tr>
<td>Meets Standards</td>
<td>Incomplete and slightly satisfactory; global applications are sketched; value expressions are present but are vague.</td>
<td>42-47</td>
</tr>
<tr>
<td>Standards Barely Met</td>
<td>Incomplete and unsatisfactory; no clear understanding of or allusions to global applications; ethical considerations are not clear.</td>
<td>36-41</td>
</tr>
<tr>
<td>Standards Not Met</td>
<td>Unfinished and insufficient; no understanding of global application or of ethical implications within the issues.</td>
<td>0-35</td>
</tr>
<tr>
<td><strong>Points Earned: Content</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Points Earned: Writing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Points Earned: Overall Impression</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL POINTS EARNED</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Addendum M

GRADUATION CHECKLIST FOR BACHELOR’S DEGREE CANDIDATES

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

2. Cleared all financial obligations to the Academy.

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

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

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

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

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


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

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

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


Don’t forget to join the Alumni Association!
Addendum N

ACADEMIC HEARING PROCEDURES

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

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

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

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

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

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

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

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

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

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

7. Hearing deliberations are to proceed as follows:
a. The chairperson reads the charges or complaint to the committee;
b. The Academy will present its case and may call witnesses, if desired;
c. The student may then question the Academy’s witnesses;
d. The student will present his or her case and may call witnesses, if desired; and
e. The committee may then question the student and witnesses, if applicable.

8. 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.

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

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

11. 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 O

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:

   United States Sports Academy
   Attention: Student Services
   One Academy Drive
   Daphne, AL 36526
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 to allow students enrolled at the Academy to request accommodations in accordance with the Americans with Disabilities Act (ADA) 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 application and return, along with your current diagnostic documentation (no more than three years old) to: Registrar, Division of Student Services, United States Sports Academy, 1 Academy Drive, Daphne, AL 36526. The Registrar will review your submission and determine if your request is supported by your diagnostic evaluation. Please allow 14 working days for a response.

Please print:
Name______________________________________________ Student ID______________
Email address_________________________________________________________________________
Home Address_________________________________________________________________________
Primary Phone______________________________ Alternate Phone____________________________

Your affiliation with the Academy (circle all that apply) Undergraduate  Graduate  Continuing Education

Term of first enrollment at the Academy____________________________________________________

Major course of study___________________________________________________________________

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 your doctor’s recommendations? (Please continue on another sheet if necessary):
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Have you received accommodations from another college or agency? _______ Yes _______ No
If “Yes”, please describe:
____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

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

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.

Signature ___________________________ Date ___________________________

FOR OFFICE USE ONLY

Registrar:

Name (please print) ___________________________ Signature ___________________________ Date ___________________________

Dean of Student Services:

Name (please print) ___________________________ Signature ___________________________ Date ___________________________

Chief Academic Officer:

Name (please print) ___________________________ Signature ___________________________ Date ___________________________
Addendum P

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
RELEASE OF EDUCATIONAL RECORDS TO THIRD PARTY

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: ____________________________________________________________
First Middle Last (For verification of records)
Street City State Zip Code

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 APPLY):
____ACADEMIC RECORDS / OFFICE OF THE REGISTRAR & ACADEMIC AFFAIRS
____FINANCIAL AID RECORDS / FINANCIAL AID OFFICE
____BUSINESS OFFICE RECORDS / FINANCIAL SERVICES
____DISCIPLINARY RECORDS / STUDENT SERVICE OFFICE

SIGNATURE: ____________________________ DATE: ____________________________
The Registrar must witness the student’s signature on this form.

The Institution reserves the right to verify signatures against existing records.

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

State of ___________________County of _______________Signed before me this ___________ day of ________ 20____

My commission expires_____________________________________

Signature_________________________________________________ (FERPA Release 5/2007)
Addendum Q
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 students’ 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 Dean of Student Services. If a student changes catalogs, that student is responsible for all the graduation requirements in the new catalog.

Students have only one opportunity to change catalogs. Students must also be in full-standing with the Academy in order to change catalogs.

Name:_______________________________________________________________________

Last First Middle

Email Address:_______________________________________________________________

Last Four Digits of Social Security Number OR Student ID Number_______________________

Program (select one): Bachelor’s_______ Master’s_______ Doctoral _________

Date:__________________________________________________

I________________________ (Print Student’s Name) officially request to change to the ________ (Academic Year)

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 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, reason for denial:____________________________________________________________

Signature of Dean of Student Services:_____________________________________________________

1 September 2011 103
Addendum R
WITHDRAWAL FORM

Date:___________________________________

Please Select One: ________Course(s) Withdrawal _________Institutional Withdrawal

Name:__________________________________________________________

Address:_____________________________________________________________________

Reason for Withdrawal:_____________________________________________________

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

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

Student’s Signature:_____________________________________________________

Registrar’s Signature:___________________________________________________
Addendum S

STUDENT INFORMATION CHANGE

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

Student ID Number ____________________ Degree Level ________________________________

COMPLETE APPLICABLE INFORMATION ONLY

Name Change (Documentation must accompany this form)

Name changed to: ____________________________________________________________

Attached documentation: ________________________________________________________

Social Security Number Change (Documentation must accompany this form)

Change Social Security Number to: _________ - _________ - _________

Attached documentation: ________________________________________________________

Change of Major

Change of Major from: __________________________________________________________

Change of Major to: _____________________________________________________________

Address Change

Street Name and Number, RFD, or Post Office Box

_________________________________________   _________________________  ___________________

City-State-Zip Code

Change email address to: ________________________________________________________

Telephone Number Change

New number: (__________) __________________ - __________________________

Area Code-Telphone Number

Student Signature: ___________________________________________ Date Submitted: ___________
Addendum T
DROP/ADD FORM

INSTRUCTIONS: No change will be made on your registration until this form is complete and signed. This form may be hand-delivered, mailed or faxed, but keep in mind that the change does not become effective until the date it is received by the Registrar’s office. The amount of tuition refund will be pro-rated per the Academy’s refund policy.

Check if applicable: ___ 1-7 days = 100%  ___ 8-18 = 90%  ___ 19-29 = 50%  ___ 30-38 = 25%

*****After 38 days, a withdrawal form is required*****

Date:____________________________

Name:__________________________________________ Student ID:____________________

Street:__________________________________________ City:____________________

State and Zip Code_______________________________________

Home Phone:__________________________ Work Phone:__________________________

Email:__________________________________________

PLEASE NOTE:
Changing from full-time to part-time status or from part-time to full-time status may significantly affect your financial aid and/or charges. Contact the financial aid office for information on the financial implications of your proposed change.

COURSES TO BE DROPPED: TERM: FA____ SP____ SU____

Reason(s) for the drop:____________________________________________________________________________

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Section</th>
<th>Credits</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

COURSES TO BE ADDED: TERM: FA____ SP____ SU____

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Section</th>
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APPROVED BY:__________________________________________ Effective date:____________

Registrar or Designee