

# United States Sports Academy

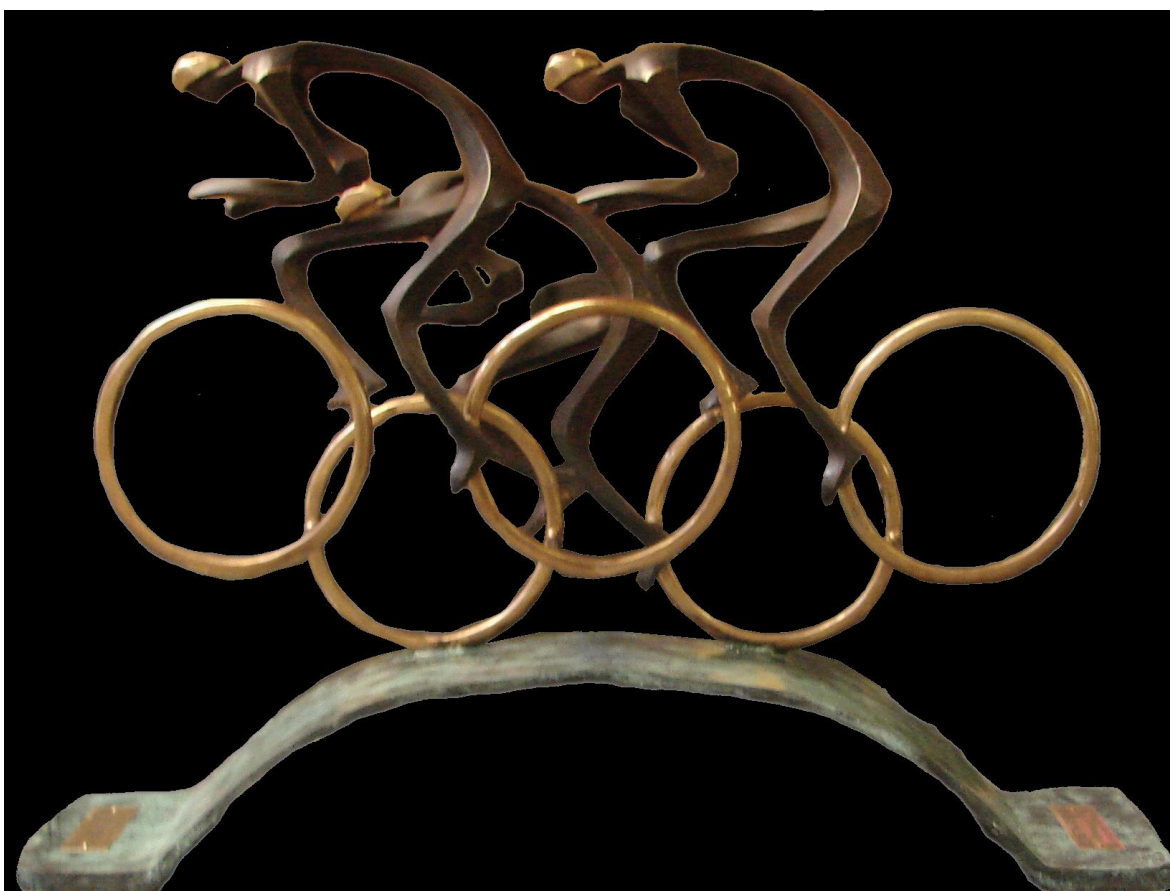
*“America’s Sports University®”*



## Master of Sports Science Degree (M.S.S.)

### Academic Catalog 2011-2012

1 September 2011



*“Olympic Configuration”*

by Németh Ferenc

2012 Sport Artist of the Year

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

### **1.1. Communicating with the Academy**

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

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

### **1.2. 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](http://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 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 sport. 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. 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 around the world. 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 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 Master's Degree Program**

The specific goals of the M.S.S. degree program are to offer a professional degree to prepare men and women for careers in the profession of sports. The goals of the master's degree program are to:

1. Attain the knowledge and skills necessary to succeed as a professional in sport disciplines.
2. Evaluate and synthesize theoretical information and integrate it into practice by:
  - a. Recognizing issues and trends in sports;
  - b. Exhibiting the necessary knowledge and skills in program management;
  - c. Providing organizational or professional development in sport-related programs; and
  - d. Engaging in self-directed study, critical thinking, and problem solving.
3. Increase awareness of the need to develop a personal philosophy and ethical principles related to sports by:
  - a. Acquiring knowledge of the sociological, historical, political, and philosophical aspects of sports;
  - b. Developing an understanding and working knowledge of the current state of the sport profession;
  - c. Recognizing how sports impact human behavior; and
  - d. Practicing the application of ethical principles in practical situations.
4. Introduce students to the principles and methods of research in the area of sports by providing instruction and supervised practice in:
  - a. Investigating existing research;
  - b. Formulating research that integrates knowledge and experience with existing theories; and
  - c. Analyzing and synthesizing data.

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

The Academy anticipates that students will come from a variety of backgrounds to pursue the master's degree program. Upon receipt of a master'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 master's 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.

### **1.12. Special Provisions**

Every effort has been made to include information in this catalog that, at the time of printing, most accurately and pertinently reflects the academic curriculum 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 Go.Daddy.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 cultural and recreational activities. This is a great place in which to live and learn.

### **1.14. Memberships and 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 (AASFSA)  
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 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 (CMS). Students needing assistance may contact library staff by phone or by email at [library@ussa.edu](mailto:library@ussa.edu).

#### **1.15.1. Library Books**

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

2011-2012 2011	FALL	2012-2013 2012
1 September	Fall Semester	4 September
5 September	Labor Day Holiday	3 September
1 September	Residential Orientation	5 September
8 September	First Day to Register for Fall Online Classes	1 September
8 September	Residential Courses Begin	6 September
10 October	Last Day to Register for Fall Doctoral Comprehensive Exam	8 October
9-11 November	**Doctoral Comprehensive Exam	7-9 November
22-23 November	Thanksgiving Holiday	22-23 November
5 December	Last Day to Register for Spring Doctoral Comprehensive Exam	3 December
15 December	Last Day to Withdraw from Residential Course with a Grade of "W"	3 December
16 December	Residential Courses End	13 December
25 December	Christmas Holiday	25 December
31 December	Last Day to Register for Fall Online Classes	31 December

2012	SPRING	2013
2 January	Spring Semester	2 January
4 January	Residential Orientation	3 January
4 January	First Day to Register for Spring Online Classes	2 January
5 January	Residential Classes Begin	7 January
4-6 January	**Doctoral Comprehensive Exam	9-11 January
16 January	Martin Luther King Holiday	21 January
21 February	Mardi Gras Holiday	12 February
16 April	Last Day to Withdraw from Residential Course with a Grade of "W"	16 April
17 April	Residential Courses End	16 April
31 May	Last Day to Register for Spring Online Classes	26 April

2012	SUMMER	2013
14 May	Summer Semester	1 May
16 May	Residential Orientation	2 May
16 May	First Day to Register for Summer Online Classes	2 May
17 May	Residential Classes Begin	6 May
28 May	Memorial Day Holiday	27 May
4 June	Last Day to Register for Summer Doctoral Comprehensive Exam	10 June
4 July	American Independence Day Holiday	4 July
11-13 July	**Doctoral Comprehensive Exam	10-12 July
16 August	Last Day to Withdraw from Residential Course with a Grade of "W"	18 August
17 August	Residential Courses End	18 August
31 August	Last Day to Register for Summer Online Classes	31 August

\*\*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 MSS 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**

All inquiries and applications should be sent to the Academy's Student Services office. Applications for admission to the M.S.S. program are accepted on an ongoing basis. Online students may start course work at any time following acceptance. Registration for online students is done through the Academy's website. All fees and tuition are due at the time of registration. Introduction to the Academy and Online Learning is a free online course in the CMS that provides orientation for distance learning master's students.

#### **3.1. General Admission**

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. Master's Degree Program**

An applicant interested in pursuing a M.S.S. degree may be accepted from a variety of backgrounds. For full-standing admission to the master's program, an applicant:

1. Must be a graduate of a four-year, regionally accredited undergraduate institution.
2. Must have maintained a cumulative grade point average of 2.50 or better (on a 4.0 scale) in all undergraduate work. Applicants who do not satisfy the required minimum GPA stated will be referred to the Admissions Committee. The Committee may request additional documentation for admissions including test scores (e.g. GRE, MAT, or GMAT taken within the last five years).
3. Must submit a Personal Statement which describes the applicant's reasons for desiring a master's degree and what the applicant expects to learn with respect to pursuing the degree. The Personal Statement is an important factor in assessing the student's suitability for admission into the graduate degree program.

It must be well organized and written in accordance with the guidelines of the most recent edition of the "Publication Manual of the American Psychological Association or Concise Rules of APA Style." The Personal Statement becomes the first document entered into the master's learning portfolio.

An applicant who has graduated with a bachelor's degree from a state-approved but non-accredited institution may apply for conditional admission to the master's degree program.

The approval of applications from students currently enrolled in a bachelor's program is conditional upon the successful completion of that degree prior to commencement of studies at the Academy.

In addition to meeting admissions requirements, applicants must be aware that a number of other factors are considered in determining admission status. These factors include the quality of a student's academic preparation, performance in specific courses, and motivation and attitude (which may be determined from recommendations).

It is the intent of the institution to select students who will benefit from the educational experience and have a reasonable chance for success in completing a program of study. The acceptance of applications

and application fees by the Academy is no assurance that students will ultimately be admitted into the program as degree-seeking students.

An applicant for admission is required to provide the following to the Office of Student Services within one year from the date of the first document submitted in the application process:

1. A completed Application for Master's Degree Study accompanied by a \$50 application fee. This fee is non-refundable and constitutes part of the admission credentials;
2. An official copy of all college transcripts, showing grades and graduation date(s);
3. Three recommendation forms and FERPA release forms (forms are available on the [www.ussa.edu](http://www.ussa.edu) website);
4. The Personal Statement in narrative form (see Addenda for Writer's Guide).

### **3.1.2. International Student Admission**

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

1. A completed master's degree application accompanied by a \$125 application fee. The fee is non-refundable, and it constitutes part of the admission credentials;
2. An official, certified copy (English translation) of all college transcripts;
3. A satisfactory score on the Test of English as a Foreign Language (TOEFL) in a computer-based format (minimum 213), Internet-based format (minimum 79), or paper-based format (minimum 550), or a satisfactory score on the International English Language Testing System (IELTS) in the academic module (minimum overall band score of 6).

One of these examinations is required of non-native-English-speaking applicants regardless of previous training in the English language (Note: Applicants whose native language is English or students who have a degree from an institution whose primary language of instruction is English are not required to take the TOEFL or IELTS.);

Applicants who do not satisfy the required minimum GPA stated will be referred to the Admissions Committee. The Committee may require additional documentation, including test scores (e.g. GRE, MAT, or GMAT taken within the past five years).

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

5. A Certificate of Eligibility (Form I-20) must be obtained if the international student plans to study in the United States. See Section 3.2 Issuance of a Certificate of Eligibility section below for more details.
6. A health insurance fee is assessed for resident international students;
7. Students enrolled in the mentorship must provide proof of health insurance coverage before registration;
8. Statement of Available Funds. See Section 3.2 Issuance of a Certificate of Eligibility for more details.

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

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

1. Documentary evidence, in the form of a letter from a bank, a sponsoring government agency, a sponsoring company, or acceptable third-party source, stating the amount of financial resources available and/or the amount guaranteed to be provided for transportation and normal living expenses for the period of time to be spent in the United States; and
2. Payment of the \$200 SEVIS fee for non-immigrant students and visitor exchange. Visit [www.fmjfee.com](http://www.fmjfee.com) for information. The SEVIS fee is a U.S. government assessment to defray the cost of a background check for entry into the United States.
3. International students who intend to pursue degrees entirely by distance learning may pay tuition on a course-by course basis. In this instance, the financial capability documentation will not be required.

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

### **3.3 International Students – Employment**

International students at the Academy who are on an F-1 visa are not allowed to work off campus. In some circumstances, international students may work on the campus but these situations are rare. There are also exceptions for students when they are approved to perform Optional Practical Training (OPT). A student must perform OPT in an area directly related to their major area of study. Additional information is covered during resident student orientation and can be provided by speaking with the Designated School Official (DSO) in the Department 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 SSN's. The privacy and confidentiality of student records are protected by federal and state law. The Academy will not disclose a SSN without a student's consent for any other purpose except as allowed by law.

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

### **3.5. Transfer/Credit Acceptance**

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

#### **3.5.1. Specific Transfer Policies in the M.S.S. Program**

All requests for transfer credit must follow this procedure:

1. Course work transferred or accepted for credit toward a master's degree must represent graduate course work relevant to the degree, with course content and level of instruction in student competencies at least equivalent to those of students enrolled in the institution's own graduate degree program.
2. In assessing and documenting "equivalent" learning, the Academy uses guidelines prepared by the American Council on Education (ACE) and the American Association of Collegiate Registrars and Admission Officers (AACRAO). If transfer courses are not substantially equivalent to courses in the specific degree program of the Academy, transfer credit will not be approved.
3. The Academy accepts courses from all regionally accredited institutions that are substantially the same as courses in the Academy's curriculum.
4. It is the policy of the Academy to accept transfer courses based on the requirements of various regulatory and licensure authorities to which the Academy must be responsive.
5. On a conditional basis, the Academy accepts courses from all nationally-accredited institutions as recognized by the Department of Education that are substantially the same as courses in the Academy's curriculum i.e. a student must be in full academic standing to meet the eligibility requirement to petition for transfer credits.
6. On a conditional basis, the Academy will accept courses from international institutions on a conditional basis that are substantially the same as courses in the Academy's curriculum provided that the institution is approved by a foreign nation's Ministry of Education (where that approval process is comparable to accreditation in the United States).
7. As an alternative for international institutions, the Academy will accept transfer credits on a conditional basis through a credential-evaluation service that is a member of the National Association of Credential Evaluation Services, provided the courses are substantially the same as found in the Academy's curriculum.

8. The Academy may accept transfer credits from non-accredited institutions on a conditional basis provided they are substantially the same as found in the Academy's curriculum. All such transfer credits must be reviewed on a case-by-case basis.
9. The Academy will not accept transfer courses unless the earned grade is a "B" or better.
10. Under no circumstances may courses be used to fulfill degree requirements for more than one degree. For example, if the student has already received a master's degree from another institution, those courses for which credit was received for the degree cannot be applied to the Academy's M.S.S. degree.

### **3.5.2. Transfer Request Procedures Submitted by Students**

1. Students interested in transfer-credit must apply to the program before the institution will consider petitions.
2. A one-time \$50 fee will be charged for the Graduate Credit Transfer Evaluation. The evaluation form can be found on the Academy's website, [www.ussa.edu/current-students/forms-applications](http://www.ussa.edu/current-students/forms-applications).
3. A cover letter explaining the request should be sent to the Chief Academic Officer, along with a copy of the official transcripts showing the grade earned, a catalog description of the course, and a copy of the syllabus outlining learning objectives and course content. In addition, the applicant should specify which of the Academy's courses, the transfer courses may be able to replace.
4. In the case of international students, a copy of the official transcript in English or a verified translation into English from a foreign language. In the case of the alternate for international courses, a certified transcript evaluation from a member of the National Association of Credential Evaluation Services is required.

### **3.6. Admission Status**

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

#### **3.6.1. Full-Standing Status**

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

#### **3.6.2. Conditional Admission**

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

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

conditional status will automatically apply toward that student's degree once he or she is granted admission in full standing.

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

### **3.6.2.1. Conditional Academic**

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

1. A student with a bachelor's degree from a regionally accredited institution who has not met the required academic standard;
2. A student with a bachelor's degree from a nationally accredited institution who has a GPA of 2.5 or higher may be admitted conditionally provided the student satisfies full-admission criteria within the first 12 semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA;
3. A student with a bachelor's degree from a non-accredited institution who has a GPA of 2.5 or higher may be admitted conditionally provided he or she completes the full-admissions criteria within the first 12 semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA;
4. International students who have completed a bachelor's degree at a foreign institution approved by a foreign nation's ministry of education, where the approval process is similar to the accreditation process in the United States, may be admitted conditionally provided they complete the full-admission requirements within the first 12 semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA; and
5. International students who have completed bachelor's degrees or the equivalent at foreign institutions as evaluated and certified by a member of the National Association of Credential Evaluation Services may be conditionally admitted provided they meet the full-admission requirements within the first 12 semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA.

### **3.6.2.2. Conditional Administrative**

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

### **3.6.3. Non-Degree Seeking Status**

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

1. A completed application form accompanied by a non-refundable application fee used to establish a student file and determine eligibility for graduate credit (the statute of limitations on an application is one year);
2. An official transcript showing a conferred bachelor's, master's, or doctoral degree from a regionally accredited institution. (Note: Academy transcripts will not be available to students without the completed application and official transcript requirements); and
3. If a non-degree seeking student applies to become a degree-seeking student, all deferred fees associated with regular admission to the Academy will become due and payable at the time status is changed.

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

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

### **3.8. Standardized Entrance Examinations**

#### **3.8.1. Institutional Testing Codes**

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

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

#### **3.8.2. Specific Tests Accepted**

If application is being made to more than one institution and the applicant wishes to have his test scores considered by the Academy, the following testing facilities and services may be of assistance.

**MAT (Miller Analogies Test)** [www.milleranalogies.co](http://www.milleranalogies.co)  
1-800-622-3231  
Score Accepted = 390 scale score, 40 raw score  
School Code: 1016

**GRE (Graduate Record Examinations)** [www.2test.com](http://www.2test.com)  
1-800-GRE-CALL  
Score Accepted = 950  
School Code: 1885

**GMAT (Graduate Management Aptitude Test)** [www.mba.com](http://www.mba.com)  
1-800-462-8669

Score Accepted = 500  
School code: Ed.D. Code 1885

**IELTS (International English Language Testing System—international students)** [www.ielts.org](http://www.ielts.org)  
Score Accepted = 6 (Academic Module) School code: 1885

**TOEFL (Test of English as a Foreign Language -international students)** [www.toefl.org](http://www.toefl.org)  
Score Accepted = 550 (paper-based) or 213 (computer-based) or 79 (Internet-based). School code: 1885

**ETS (Educational Testing Services)** [www.ets.org](http://www.ets.org)  
(609) 771-7630

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

### **3.9. Alabama and Other State Certification Requirements**

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

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

### **3.10. Post-Master's Graduate Work**

The Academy provides a program in which students who have already graduated with an Academy conferred M.S.S. degree may take more courses from the Academy concentrating in a specified area. The following conditions apply:

1. The student's degree must have been conferred by the Academy;
2. Students must re-apply and pay the \$100.00 application fee for the new program;
3. The Chief Academic Officer will review all applications and determine admission status.
4. Students will follow the requirements for the program of study as they are specified in the academic catalog in effect at the time of application;
5. Students must complete all requirements for the new "Concentration" (to include a Mentorship, if required by the major);
6. Students will have four years from the date of re-application to complete all academic requirements;

7. All fees, tuition, and book charges will be those in current on the date of registration;
8. Students who have successfully met all of the Portfolio requirements will not be required to post new submissions from post-graduate courses taken.
9. Students who took comprehensive examinations under previous catalog requirements will not be required to re-take the comprehensive examinations.

### **3.10.1 Post-Master's Completion Procedure**

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

## **4. ACADEMIC AFFAIRS**

### **4.1. Master of Sport Science Degree Program**

The Academy offers an M.S.S. degree with majors in Sports Coaching, Sports Fitness & Health, Sports Management, Sports Medicine, and Sports Studies. The master's degree program consists of 33 semester hours. The Academy offers a dual major in any two master's degree disciplines and these dual majors require between 36-45 semester hours. The Academy also offers Emphases in NCAA Compliance, Olympism, Personal Training, Recreation Management, Sports Hospitality Management, and Sports Psychology.

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

Each master's program has a mentorship, thesis, or non-thesis option. Students must choose one of the three. Students within the Sports Medicine and the Sports Fitness & Health majors, or dual majors that include Sports Medicine or Sports Fitness & Health (unless certified by the National Athletic Trainers Association (NATA) or who are healthcare professionals or physicians) must take a mentorship. Thesis or non-thesis tracks may be chosen only by those certified by the NATA, healthcare professionals, or physicians who have petitioned to opt-out of the mentorship and provided the necessary credentials.

### **4.2. Delivery Options**

#### **4.2.1 Online Delivery**

The Academy's master's degree is delivered online in an asynchronous, 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, the 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, required participation in threaded discussions, a mid-term exam, and, depending upon the course, a final examination OR a final class paper. Study guides are available for the final exams and are posted in the CMS or are available through the course instructor.

There are specific time limits (16 weeks plus extensions) for completing online courses. The 16-week period allowed includes one week built into the course schedule 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](http://www.ussa.edu/academics/distance-learning-process). The master'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. It has been observed that students who avail themselves of the orientation tend to do better in their coursework.

Reference materials are available through the Academy Library and its extensive database system. The Library can be accessed through the Academy website or the CMS.

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

While the master's degree is offered entirely 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

#### **4.2.3. Directed Individualized Study**

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

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

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

#### **4.4. Mentorship, Thesis, and Non-Thesis Options**

Master's degree students are afforded opportunities to select an experiential (mentorship) track, a thesis option, or a non-thesis option, depending upon a student's major area of study.

The experiential track is a practical, (learn-by-doing) approach called a mentorship. Should a mentorship be deemed a hardship by the student, the student may petition to substitute nine additional credit hours of course work from the student's major in lieu of the mentorship.

The thesis track allows students to pursue research activity in preparation for more advanced study. It requires students to take SAR 575: Professional Writing and Applied Research, in preparation for the development and defense of a research-based thesis. Students who visualize themselves pursuing a future doctorate should take the thesis option in preparation for their doctoral dissertation.

The non-thesis track requires students to select three elective courses (an additional nine (9) credit hours) to broaden theoretical knowledge of a subject.

##### **4.4.1. Master's Mentorship Program**

The Academy's M.S.S. mentorship program (SPT 598) enables a student to get in-depth training under the direct supervision of a leader in the student's chosen field. Mentorship study provides many opportunities for valuable practical experiences, since the student can select, within the established guidelines, both the site and the type of experience desired. The flexibility of mentorship study is particularly important for the professional who seeks career advancement but prefers to remain employed while pursuing a degree.

Experiencing a mentorship is an excellent opportunity to work side by side with experts in the sports profession. The mentorship experience could provide a student an opportunity to build a network with professionals in the sport industry. Students should attempt to procure a mentorship in their local areas. If this is not possible, students should contact the Academy's Mentorship Office for information pertaining to opportunities around the country or abroad. In all cases, the Academy's mentorship contract must be executed as written.

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

The mentorship carries nine (9) semester hours of credit. It requires the student to log 450 contact-hours or (clock-hours) of work at the approved site. The structure of the mentorship allows students to complete the program in as little as one semester or as long as one calendar year. In the event that the 450-contact-hour requirement has not been satisfied after 12 months, students may apply for up to two 30-day extensions. Each extension requires a \$50 extension fee.

Master's students must complete 12 semester hours (the three core courses and one course from the student's major) before enrolling in any mentorship hours. They must have a cumulative grade point average of 3.0 and must be in full academic standing.

Students must download the Mentorship Handbook from the Student Portal, complete and submit Appendices C, D, and F from the handbook, along with a copy of the mentor's highest degree earned and his/her resume to the mentorship office.

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

All mentorship outcomes must be reviewed in writing by the designated mentorship faculty advisor and must be approved by the Chief Academic Officer as part of the mentorship application process. Once the mentorship is approved, the student is sent a contract that must be signed by the student and the mentor, notarized, and returned to the mentorship office. The contract is executed on behalf of the Academy and the student is then notified that he/she may register for the mentorship course. After registration, the student is enrolled in a CMS course shell and the student is notified that hours may begin to be accrued. Contact hours may be accrued AFTER the student has received the executed contract and received notice that the registration for SPT 598 is complete. Students are required to carry their own liability insurance.

The mentorship final grade will be either "Pass" or "Fail" and the student must pass all four of the course components to receive a final "Pass" grade:

- Mentor's final evaluation (33% of total grade)
- Student's monthly report log (33% of total grade)
- Student's final course paper (33% of total grade)
- Student's oral interview with advisor (1% of total grade)

#### **4.4.2. Master's Thesis Option**

As an alternative to a nine (9) semester hour mentorship or the non-thesis option, an M.S.S. student in Sports Coaching, Sports Management, or Sports Studies may choose to do a six (6) hour thesis (SPT 599) plus a single three-credit-hour course, SAR 575: Professional Writing and Applied Research. A thesis is an original piece of research by the student. Thesis manuscripts may vary in length, depending upon the topic being researched. A faculty thesis committee consisting of a chair and another member from the faculty supervises each thesis student.

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

The student may schedule his proposal and final defense at the Academy's Daphne, Alabama campus, OR may use a remote video conferencing platform (e.g. Skype®). Should the student wish to video conference it is his responsibility to contact the Academy's Technology Department for instructors. It is the student's responsibility to schedule the testing of the platform, and the defense of his proposal and final, with the thesis chair and the Academy's Technology Department.

All thesis manuscripts, once successfully completed, are sent to ProQuest/UMI for professional binding; please consult Section 6 "Tuition and Fees" for details on thesis binding, microfilming, and optional copyright fees. Students who will be pursuing doctoral work at the Academy or elsewhere should seriously consider choosing the thesis option. The six hours of thesis work are graded as pass or fail.

#### **4.4.3. Master's Non-Thesis Option**

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

Students opting for this track take 11 courses instead of eight (8) and, in conjunction with their advisors, choose electives in their majors or related areas to complete their degrees.

#### **4.5. Master's Degree Majors**

The M.S.S. degree is offered online with the following majors: Sports Coaching, Sports Fitness & Health, Sports Management, Sports Medicine, and Sports Studies. Each major requires 33 semester hours of study.

##### **4.5.1. Department of Sports Coaching**

The master's program in Sports Coaching is designed to prepare a student for leadership in a coaching career. In the world of athletics, the difference between average and elite performance can hinge on the

level of coaching an athlete receives. Premier coaches use cutting edge motivation and instructional techniques to maximize the performance of their athletes and their teams. In the Sports Coaching program students will be given the training to meet the challenges coaches face on a day to day basis, and find practical solutions to day by day problems.

#### **4.5.2. Department of Sports Fitness & Health**

The Sports Fitness & Health major can lead to many financially rewarding career opportunities in today's society. Corporations, both public and private and not-for-profit groups, are all promoting fitness and wellness programs. Qualified persons have opportunities in physical fitness, strength training, and cardiovascular fitness. The Sports Fitness & Health program requires 24 hours of courses (eight courses) and a mandatory nine-semester-hour mentorship as described in Section 4.4.1 of this catalog.

#### **4.5.3. Department of Sports Management**

The curriculum in the Department of Sports Management is designed to give students the core skills required of any manager to be successful in a sport setting. With specialized training at the graduate level, students will be prepared for management and leadership positions in sports organizations at local, collegiate, and professional levels. Students wishing to major in Sports Management have the potential of entering employment within the sport business industry, which is a \$300 billion/year industry. Opportunities exist internationally, domestically, and locally with a variety of sport businesses.

#### **4.5.4. Department of Sports Medicine**

Students of Sports Medicine may be accepted from a variety of backgrounds. Undergraduate majors in allied health fields, sports medicine, or the medical sciences are most suitable. Students should note that National Athletic Trainers Association (NATA) certification is no longer available through an apprenticeship program.

The graduate program in Sports Medicine is designed to give students the skills required to assume leadership positions in sports medicine careers at the high school, college, or professional levels. Completion of the Sports Medicine program will not allow a student to sit for the NATA board certification exams nor will it allow a student to become a certified athletic trainer.

The Sports Medicine major includes 24 hours of course work (eight courses) and a required nine-semester-hour mentorship as described in Section 4.4.1 of this catalog in an allied health or sports medicine operation. A Sports Medicine student (unless certified by NATA or who is a healthcare professional or physician) must take a mentorship. Thesis or non-thesis tracks may be chosen only by those who have petitioned to opt-out of the mentorship and provided the necessary credentials.

#### **4.5.5. Department of Sports Studies**

The graduate curriculum in Sports Studies gives the student knowledge and skills in the sport disciplines of their choice. The curriculum consists of a minimum of 33 semester hours, but students may take additional courses to explore the full scope of the role of sports in society. In the Sports Studies curriculum, a student works with an advisor to select courses from any department to build a concentration for individual students.

## 4.6. M.S.S. Curriculum Planner

### 4.6.1. Guidelines for Using the Curriculum Planner

1. Students must take the core courses first, in this order: SAB 561 Contemporary Issues in Sports, SAM 543 Sports Administration , and SAM 544 Sports Marketing
2. To determine the courses required for a degree, students should select the major heading and read down. Each master's level major consists of 33 semester hours.
3. All students are required to complete one of the following:
  - a. Mentorship (and any elective, if indicated);
  - b. Thesis and SAR 575 (and any elective, if indicated); or
  - c. Non-Thesis (three electives).
4. The mentorship is required for the M.S.S. degree in Sports Fitness & Health and for the M.S.S. degree in Sports Medicine. Those students who are healthcare professionals or physicians may petition to take three additional approved courses in lieu of the mentorship. The petition must include documentation of credentials as a healthcare professional.
5. Students must complete the core courses (nine semester hours) and three additional semester hours (a total of 12) with a 3.0 GPA before they can enroll in the mentorship. Students must complete all courses, with SAR 575 as their final course, before they can enroll in thesis hours.
6. Dual majors, a combination of two degree programs, are available and require from 42 to 48 semester hours. Students should consult their academic advisors for details.
7. In order for a course to be applied to the degree by a conditionally admitted student, all admissions information must be on file. No more than 12 semester hours can be transferred to meet degree requirements.

<b>Sports Coaching 33 Semester Hours</b>	<b>Sports Fitness &amp; Health 33 Semester Hours</b>
<b>Core Courses – 9 semester hours</b>	<b>Core Courses – 9 semester hours</b>
SAB 561 Contemporary Issues in Sports (3 sem. hrs.)	SAB 561 Contemporary Issues in Sports (3 sem. hrs.)
SAM 543 Sports Administration (3 sem. hrs.)	SAM 543 Sports Administration (3 sem. hrs.)
SAM 544 Sports Marketing (3 sem. hrs.)	SAM 544 Sports Marketing (3 sem. hrs.)
<b>Major Courses (each course is 3 semester hours)</b>	<b>Major Courses (each course is 3 semester hours)</b>
SAB 568 Sports Psychology (3 sem. hrs.)	SAD 556 Issues in Nutrition and Health (3 sem. hrs.)
SAB 571 Sports Coaching Methodology (3 sem. hrs.)	SAR 520 Exercise Physiology (3 sem. hrs.)
SAR 525 Sports Strength & Conditioning (3 sem. hrs.)	SAR 525 Sports Strength & Conditioning (3 sem. hrs.)
SAD 546 Seminar in Sports Medicine (3 sem. hrs.)	SAR 580 Exercise Testing and Prescription (3 sem. hrs.)
1 Elective Course (3 sem. hrs.)	
	<b>Mentorship</b>
<b>Thesis, Non-Thesis, or Mentorship Track</b>	Mentorship – 450 Contact Hours (9 sem. hrs.)
Mentorship: 450 Contact Hours (9 sem. hrs.)	
Thesis: (6 sem. hrs.) and SAR 575 (3 sem. hrs.) (9 total hrs.)	<b>Elective</b>
Non-Thesis: 3 Elective Courses (9 sem. hrs.)	1 Elective Course (3 sem. hrs.)

<b>Sports Management 33 Semester Hours</b>	<b>Sports Medicine 33 Semester Hours</b>
<b>Core Courses – 9 semester hours</b>	<b>Core Courses – 9 semester hours</b>
SAB 561 Contemporary Issues in Sports (3 sem. hrs.)	SAB 561 Contemporary Issues in Sports (3 sem. hrs.)
SAM 543 Sports Administration (3 sem. hrs.)	SAM 543 Sports Administration (3 sem. hrs.)
SAM 544 Sports Marketing (3 sem. hrs.)	SAM 544 Sports Marketing (3 sem. hrs.)
<b>Major Courses (each course is 3 semester hours)</b>	<b>Major Courses (each course is 3 semester hours)</b>
SAM 542 Sports Business & Personnel Mgmt. (3 sem. hrs.)	SAD 546 Seminar in Sports Medicine (3 sem. hrs.)
SAM 545 Sports Finance (3 sem. hrs.)	SAD 548 Advanced Assessment in Sports Medicine (3 sem. hrs.)
SAM 551 Public Relations in sports (3 sem. hrs.)	SAD 591 Treatment Procedures in Sports Medicine (3 sem. hrs.)
SAM 582 Sports Facilities (3 sem. hrs.)	SAR 525 Sports Strength & Conditioning (3 sem. hrs.)
SAM 586 Sports Law & Risk Management (3 sem. hrs.)	
	<b>Mentorship</b>
<b>Thesis, Non-Thesis, or Mentorship Track</b>	Mentorship – 450 Contact Hours (9 sem. hrs.)
Mentorship: 450 Contact Hours (9 sem. hrs.)	
Thesis: (6 sem. hrs.) and SAR 575 (3 sem. hrs.) (9 total hrs.)	<b>Elective</b>
Non-Thesis: 3 Elective Courses (9 sem. hrs.)	1 Elective Course (3 sem. hrs.)

<b>Emphasis Courses Personal Training, Sports Psychology, Olympism Recreation Management, NCAA Compliance Sports Hospitality Management</b>	<b>Sports Studies 33 Semester Hours</b>
Core Courses and Major Courses are to be selected from the appropriate Major Course of Study (e.g., Sports Coaching, Sports Fitness & Health, Sports Management, Sports Medicine, or Sports Studies). Emphasis courses may be selected as follows (all are 3 sem. hrs.):	<b>Core Courses</b>
	SAB 561 Contemporary Issues in Sports (3 sem. hrs.)
	SAM 543 Sports Administration (3 sem. hrs.) SAM 544 Sports Marketing (3 sem. hrs.)
<b>Emphasis in Personal Training</b>	<b>Major Courses</b>
SAR 526 Personal Training	500/600 Elective (3 sem. hrs.)
SAD 556 Issues in Nutrition & Health*	500/600 Elective (3 sem. hrs.)
SAR 587 Management Strategies in Health & Fitness	500/600 Elective (3 sem. hrs.)
* Students who are Sports Fitness & Health majors or dual majors (only) must substitute SAD 546 Seminar in Sports Medicine for SAD 556 in the Personal Training Emphasis.	
<b>Emphasis in NCAA Compliance</b>	500/600 Elective (3 sem. hrs.)
SAM 523 NCAA Compliance	500/600 Elective (3 sem. hrs.)
SAM 524 NCAA Compliance	<b>Thesis, Non-Thesis or Mentorship Track</b>
SAM 592 Introduction to the Business of Sports Agents	Mentorship: 450 Contact Hours (9 sem. hrs.)
<b>Emphasis in Olympism</b>	Thesis: (6 sem. hrs.) and SAR 575 (3 sem. hrs.) (9 total hrs.)
SAB 651 Current Issues in the Olympic Movement	Non-Thesis: 3 Elective Courses (9 sem. hrs.)
SAM 622 Structure & Function of the Olympic Games	
SAM 667 Olympism	
<b>Emphasis in Sports Psychology</b>	
SAB 563 OR SAB 566	
SAB 657 Psychology of Elite Performance	
SAB 659 Group Dynamics in Sport & Exercise	
<b>Emphasis in Recreation Management</b>	
SAM 535 Introduction to Parks, Recreation & Tourism	
SAM 536 Philosophy and History of Recreation & Leisure	
SAM 537 Introduction to Recreational Sport Management	
<b>Emphasis in Sports Hospitality Management</b>	
SAM 530 Food & Beverage Service Management	
SAM 534 Membership & Marketing for Sports Clubs	
SAM 533 Sports Club Management	

#### **4.7. M.S.S. Core Courses**

The order in which students must complete their degree program courses is as follows:

1. Core courses
2. Required major courses
3. Elective courses

The following are the core courses required in all master's degree majors; these should be completed in this order before registering for additional coursework.

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

#### **4.8. M.S.S. Elective Courses**

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

#### **4.9. Dual Majors**

The Academy offers a dual major in any two master's degree disciplines. The number of hours required for a dual major will range from 42 to 48 hours depending on the combination. Dual majors are designed to provide students with a broader set of skills to offer them more opportunities in the workplace.

The Program of Study for each major and dual major can be found in the Addenda section of this catalog.

#### **4.10. Emphasis Areas**

A Program of Study for the Emphasis Areas can be found in the Addenda of this catalog.

##### **4.10.1. NCAA Compliance Emphasis**

Familiarity with the NCAA bylaws and procedures, knowledge of the NCAA philosophy, and an understanding of the importance of compliance to the practices, regulations, and procedures of the NCAA are important for the student planning a career in sports disciplines. Master's students interested in the NCAA Compliance Emphasis must take the following three courses:

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

**4.10.2. Olympism Emphasis**

The modern Olympic games are considered the world's most visible and notable sports competition. The emphasis in Olympism provides the student with an inside look at the structure of the Olympic movement and issues surrounding the Games. Students who are interested in the Olympic movement can take three courses in the non-these track to obtain a degree with an Olympism Emphasis. The three courses are:

1. SAB 651 Current Issues in the Olympic Movement (3 sem. hrs.)
2. SAB 622 Structure and Function of the Olympic Games (3 sem. hrs.)
3. SAB 667 Olympism (3 sem. hrs.)

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

**4.10.3. Personal Training Emphasis**

The wellness approach to lifestyle behaviors, which involves taking personal responsibility for one's own health, is rapidly gaining popularity. As the interest in wellness grows, so will the need for personal fitness trainers who have an expertise in this area. To obtain an emphasis in Personal Training, a master's degree student must take the following three courses:

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

\*Students who are Sports Fitness & Health majors or dual majors (only) must substitute SAD 546 Seminar in Sports Medicine for SAD 556 in the Personal Training Emphasis.

**4.10.4. Recreation Management Emphasis**

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

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

**4.10.5. Sports Hospitality Management 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. Students wishing to obtain an emphasis in Sports Hospitality Management must take the following courses:

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

#### 4.10.6. Sports Psychology Emphasis

An emphasis in Sports Psychology provides information about the field of sports psychology as well as practical knowledge that a student can use to become a more effective fitness instructor, athlete, athletic administrator, physical educator, or coach. To obtain the emphasis in Sports Psychology, a master's degree student must take the following three courses:

1. SAB 563 Psychological Aspects of Sports Medicine **OR** SAB 566 Psychological Aspects of Health and Fitness Programming. (3 semester hours)
2. SAB 657 Psychology of Elite Performance (3 semester hours)
3. SAB 659 Group Dynamics in Sports and Exercise (3 semester hours)

Students who major in Sports Coaching are still required to take SAB 568 Sports Psychology as a major course.

#### 4.11. Master's Course Descriptions

[Courses numbers shown with an "e" offer students a choice of hard copy text **OR** e-Book]

##### **Introduction to the Academy and Online Learning** (0 semester hours)

This orientation course provides students with highlights of the United States Sports Academy's history and the American Sport Art Museum and Archives (ASAMA). It provides specific information on how to operate within the Academy's online learning environment.

##### **SAB 561: Contemporary Issues in Sports** (3 semester hours)

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

##### **SAB 563: Psychological Aspects of Sports Medicine** (3 semester hours)

This course is a study of the psychological and sociological aspects of Sports Medicine. Emphasis will be given to the application of knowledge to the counseling of athletes coping with sports injuries and to the development of motivational strategies for rehabilitation and return to physical activity. *This course requires a class paper.*

##### **SAB 566: Psychological Aspects of Health and Fitness Programming** (3 semester hours)

This course is a study of the psychological and sociological aspects of health and fitness programming and the application of this knowledge to the development of effective motivational and behavioral modification strategies. *This course requires a class paper.*

##### **SAB 568(e): Sports Psychology** (3 semester hours)

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

##### **SAB 571: Sports Coaching Methodology** (3 semester hours)

This course develops a theoretical base for teaching sports and sports skills and thus has a practical application. The course includes the development of a coaching philosophy, with an emphasis on ethics in coaching and establishing a successful coaching style. A review of the impact of contemporary trends and

issues in coaching is included. Managerial skills common to all coaching activities are discussed. *This course requires a class paper.*

**SAB 595: Sports Coaching Clinic** (1 sem. hr.)

This course requires a minimum of 15 hours attendance and/or participation in a coaching clinic organized by a recognized sport's governing body. In addition the student must present a research paper that outlines at least two of the following four topics: student philosophies of coaching; sport-specific coaching philosophies; a discussion of at least five different sessions in the coaching clinic; or evaluation of the clinic sessions.

**SAD 546: Seminar in Sports Medicine** (3 semester hours)

This course provides an overview of the Sports Medicine profession. It is designed to educate athletic trainers, fitness professionals, and sports coaches on how to assess and manage sports injuries. *This course requires a final exam.*

**SAD 548: Advanced Assessment in Sports Medicine** (3 semester hours)

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

**SAD 556: Issues in Nutrition and Health** (3 semester hours)

This course covers the principles of sound nutrition as they relate to the athlete as well as to the average individual in our society. In addition, it covers physiological aspects: how nutrition affects the body in terms of optimal health. *This course requires a final exam.*

**SAD 562: Scientific Principles of Resistance Training** (3 semester hours)

This course provides study of resistance training, including physiological and psychological aspects, basic concepts and principles, types of programs and training, and benefits for specific populations. The information necessary to understand and successfully design any resistance- training program is presented in this course. *This course requires a final exam.*

**SAD 587: Management Strategies in Sports Medicine** (3 semester hours)

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

**SAD 591: Treatment Procedures in Sports Medicine** (3 semester hours)

This course is a study of modalities, including the physiological effects, rationale, principles, and methods of applying physical agents, therapeutic exercises, evaluation, and treatment planning in the practice of Sports Medicine. *This course requires a final exam.*

**SAM 523: NCAA Compliance** (3 semester hours)

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

**SAM 524: NCAA Rules and Procedures** (3 semester hours)

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

**SAM 530: Food and Beverage Service Management for Sport Clubs** (3 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.*

**SAM 542: Sports Business and Personnel Management** (3 semester hours)

This course involves the study of the principles of personnel management, including staffing, training, creating a favorable work environment, labor relations, compensation, benefits, laws, position descriptions, and employee evaluations. *This course requires a final exam.*

**SAM 543: Sports Administration** (3 semester hours)

The purpose of this course is to demonstrate to the prospective sports manager the importance of a basic understanding of administration theory and practice. The course will help students understand the sports manager's position and the environment in which he or she performs. This course is a core requirement for all degree-seeking students. *This course requires a final exam.*

**SAM 544(e): Sports Marketing** (3 semester hours)

This course includes an in-depth study of sports marketing and its influence on the accomplishment of objectives in the world of sports. It involves a thorough review of the product, be it tangible or a service, and details bringing the product to market. Topics include advertising, promotions, public relations, location, pricing, sponsorships, licensing, market segmentation, and the role of research. This course is a core requirement for all degree-seeking students. Prerequisites: SAB 561 and SAM 543. *This course requires a class paper.*

**SAM 545: Sports Finance** (3 semester hours)

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

**SAM 550: Fundraising in Sports** (3 semester hours)

This course is a study of the concepts of sports fundraising. It provides a framework within which development staff, managers, and directors can operate and develop fundraising programs. *This course requires a class paper.*

**SAM 551: Public Relations in Sports** (3 semester hours)

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

**SAM 582(e): Sports Facilities** (3 semester hours)

This course involves the study of the principles, guidelines, and recommendations for planning, constructing, using, and maintaining indoor and outdoor sports, physical education, recreation, and fitness facilities. *This course requires a final exam.*

**SAM 586: Sports Law and Risk Management** (3 semester hours)

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

**SAM 592: Introduction to the Business of Sports Agents** (3 semester hours)

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

**SAR 510: Sports Biomechanics** (3 semester hours)

This course is a comprehensive study of human movement as it relates to sports and exercise. It covers how the study of biomechanics can promote human performance and prevent injury. *This course requires a final exam.*

**SAR 511: Sports Performance Enhancement** (3 semester hours)

The course is designed for sports coaches to study human movement as it relates to sports activities. Coaching techniques and methodology are addressed as regards to analyzing skills and improving sports performance. *This course requires a final exam.*

**SAR 520: Exercise Physiology** (3 semester hours)

This course is a study of various factors that affect human performance, including regulatory mechanisms, adaptations, and changes that occur as a result of physical activity. *This course requires a final exam.*

**SAR 525: Sports Strength and Conditioning** (3 semester hours)

This course is designed to study the fundamental principles of training and nutrition in sports and exercise. It is intended to develop knowledge of the anatomical and physiological systems challenged by sports conditioning and strength training, and to develop an awareness of fitness and nutrition programming. Ideas can be used to enhance individual and team performance in sports.

*This course requires a final exam.*

**SAR 526: Personal Training** (3 semester hours)

This course will combine sports science and entrepreneurial principles toward the design and implementation of a personal training business. *This course requires a final exam.*

**SAR 575: Professional Writing and Applied Research** (3 semester hours)

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

**SAR 580: Exercise Testing and Prescription** (3 semester hours)

This course is a concentrated study of the principles of exercise testing and prescription for healthy and diseased states. The prerequisite for this course is SAR 520. *This course requires a final exam.*

**SAR 587: Management Strategies in Health and Fitness** (3 semester hours)

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

**SCS 508: Coaching Baseball** (3 semester hours)

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

**SCS 513: Coaching Basketball** (3 semester hours)

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

**SCS 532: Coaching Football** (3 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. *This course requires a final exam.*

**SCS 564: Coaching Soccer** (3 semester hours)

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

**SCS 566: Coaching Softball** (3 semester hours)

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

**SCS 576: Coaching Tennis** (3 semester hours)

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

**SCS 578: Coaching Volleyball** (3 semester hours)

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

**SPT 597: Individualized Study** (3-9 sem. hrs.)

To register for an individual study directed by a faculty member, students must have the prior approval of the Chief Academic Officer.

**SPT 598: Mentorship** (9 sem. hrs.)

Mentorships include supervised work for 450 clock-hours in Sports Fitness & Health, Sports Coaching, Sports Management, Sports Studies or Sports Medicine in schools, colleges and universities, businesses and industries. The prerequisite is the completion of the first 12 semester hours of the degree program. *This course requires a final paper.*

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

**SPT 599: Thesis** (9 sem. hrs.)

The formal development of an original research project is under the direction of a faculty committee. The thesis includes two 90-minute oral presentations at the Daphne, Alabama, campus. The thesis experience includes the planning and presentation of an oral proposal defense and an oral final defense of a

completed research manuscript. The oral presentations may be augmented by the use of PowerPoint or other computer applications.

### **SPT PRTM Master's Portfolio**

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

## **4.12. 600-Level Course Descriptions (Master's and Doctoral Students)**

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

### **SAB 622: Structure and Function of the Olympic Games** (3 semester hours)

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

### **SAB 651: Current Issues in the Olympic Movement** (3 semester hours)

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

### **SAB 657: Psychology of Elite Performance** (3 semester hours)

This course examines the psychological factors that are most critical to elite sport performances. Special emphasis is focused on the physical, mental, and emotional variables related to optimal performance conditions. Theory and practice for athletes and coaches will be discussed. *This course requires a final paper.*

### **SAB 659: Group Dynamics in Sports and Exercise** (3 semester hours)

In depth study of the influence of teams on the individual performance and the influence of individuals on team performance in sport and exercise settings. Particular focus on interpersonal aspects such as cohesion and leadership. *This course requires a final paper.*

### **SAB 660: Sports in America Current Issues: Sport and Public Policy** (3 semester hours)

This course examines some of the most compelling policy issues affecting the sports world from an interdisciplinary perspective including economics, history, urban planning, not-for-profit administration, public health communications, political science, and philosophy. *This course requires a final exam.*

### **SAB 667: Olympism** (3 semester hours)

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

**SAB 670: Selected Readings in Sports Coaching**

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

**SAB 671: Advanced Coaching Theories** (3 semester hours)

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

**SAM 622: Structure and Function of Professional and Amateur Sports Organizations** (3 semester hours)

The course provides an analysis of professional and amateur sports organizations from a philosophical, historical, and operational perspective. It takes an in-depth look at the management and business practices of this industry. It is designed for leaders in the industry who will manage effective and efficient sports organizations. *This course requires a final exam.*

**SAM 634: Ethics in Sport** (3 semester hours)

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

**SAM 640: Labor Relations in Sports** (3 semester hours)

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

**SAM 644: Sports Marketing Research** (3 semester hours)

This course examines marketing research pertinent to the successful operation of sports enterprises. It includes the study of research design, data analysis, and the presentation of results. *This course requires a class paper.*

**SAM 660: Financial Aspects of Sports** (3 semester hours)

This course involves an in-depth study of the financial challenges facing contemporary sports administrators, including an examination of financial data analysis, sources of funding, budgeting and financial accountability, inventory management and production control processes, profit distribution, taxation, and accounting processes. *This course requires a final exam.*

**SAM 662: Sports Entrepreneurship** (3 semester hours)

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

**SAM 672: Personnel Training and Development** (3 semester hours)

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

*This course requires a final exam.*

**SAM 682 Facilities Planning in Sports** (3 semester hours)

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

**SAM 686: Research in Olympism** (3 semester hours)

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

**SAM 688: Sports Journalism** (3 semester hours)

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

**SAR 672: Computer Analysis in Sports** (3 semester hours)

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

**SAR 673: Information Systems and Analysis in Sports** (3 semester hours)

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

**SAR 674: Research Statistics in Sports** (3 semester hours)

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

## 5. ACADEMY ONLINE WRITING LAB

Academic programs at the Academy depend on solid writing skills. With this in mind the Academy maintains an online writing lab known as the Academy's Center for Collegiate Excellence and Student Success (ACCESS). Housed in the 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 online 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 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.

<b>FEES (General)</b>		
	Tuition Fee (per semester hour)	\$540
	Application Fee	\$50
	Application Fee (International)	\$125
	Application Fee (Post-Master's)	\$100
	Application Fee (Non-Degree)	\$50
	Distance Learning Fee (per course)	\$75
	Remote Proctor Device	\$205
	Residential Administrative Fee (per semester)	\$200
	Independent Study Fee (per course)	\$75
	Re-Enrollment Application Fee	\$25
	Re-admittance Fee	\$200
	Late Registration Fee	\$50
	International Postage Fee	Varies
	International Goods, Services, and Taxes	Varies
<b>EXPRESS SHIPPING FEES (as applicable)</b>		
	Fed Ex 2 <sup>nd</sup> day (per course)	\$26
	Fed Ex Overnight (per course) (additional charge will apply for Saturday delivery)	\$47
	International Shipping	Varies
<b>SPECIAL FEES</b>		
	Transcript Fee (per copy)	\$10
	Returned Check Charge: each occurrence	\$40
	Course Extension Fee (per 30-days, only two per course)	\$50
	Comprehensive Examination Fee*	\$175
	Portfolio Fee	\$300
	Graduation Fee	\$125
	Replacement Diploma Fees:	
	Parchment Copy (8 ½" x 11")	\$25
	Plaque Diploma (11" x 14")	\$75
	Graduate Transfer Evaluation Fee	\$50
	Lifetime Alumni Fee (**one-time fee)	\$250
	International Resident Student Health Insurance (annual fee)***	\$746
	Thesis Binding Fee (4 copies)	\$385
	Thesis Microfilming	\$75
	Thesis Copyright (optional)	\$75

\*Students whose master's program of study began prior to 2010-2011 must still take the Master's Comprehensive Examination and pay the required fee. Students entering the master's program in 2010-2011, and thereafter, must complete the Master's Portfolio in place of the Comprehensive Exam.

\*\*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.

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 the normal tuition rate.

## **7. FINANCIAL AID**

The Academy has a variety of financial-aid programs available to qualified students enrolled in the master'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 master'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. Loans**

##### **7.1.1.1 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. Graduate students may borrow up to \$8,500 per academic year, based on demonstrated financial need, with an aggregate loan limit of \$65,500, to include any debt accrued in the undergraduate programs.

An unsubsidized loan is a long-term loan made through various lending institutions and banks to students who do not qualify for the subsidized Federal Stafford Loan. The same terms and conditions characterizing the subsidized Stafford Loan apply to the unsubsidized Stafford Loan, except for the latter; the borrower will be charged interest from the time the loan is disbursed until it is paid in full. If the borrower allows the interest to accrue while the student is in school or during other periods of nonpayment, it will be capitalized. This means the interest will be added to the principal amount of the loan and additional interest will be based on that higher amount.

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](http://www.studentaid.ed.gov).

##### **7.1.1.2 Graduate PLUS Loans**

Graduate PLUS Loans are unsubsidized loans a student can obtain to pay for educational expenses. A student must be enrolled at least half-time and must have a 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. Graduate students must complete the PLUS loan application and Master Promissory Note (MPN). The application and MPN can be obtained online from Direct Loans ([www.studentloans.gov](http://www.studentloans.gov)). Contact the Financial Aid office for further details.

**7.1.1.3 Annual Loan Limits for Subsidized and Unsubsidized Stafford Loans**

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

**7.1.2. Distribution of Financial Aid Funds**

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

### **7.1.3. In-School Deferments**

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

#### **7.1.3.1. In-School Deferment for Dissertation/Thesis**

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

1. Written confirmation from the student's chair that the student is progressing toward the completion of the dissertation or thesis, which must be received prior to certifying an in-school deferment; and
2. The student's compliance with limitations on the academic program as delineated in the student's academic catalog and program of study (See *Statute of Limitations for Degree Completion* in this academic catalog)

## **7.2. Veterans Administration Programs**

### **7.2.1 Veterans Benefits**

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

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

## **7.3. Military Financial Aid Program**

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

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

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

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

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

Assistance Program	Tuition Assistance "Top-Up Program"
<b>What is It</b>	The "Top-Up" program is an additional benefit intended to supplement other tuition assistance programs.
<b>Who is Eligible</b>	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.
<b>Contact</b>	<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>

Assistance Program	Montgomery GI Bill (MGIB) – Active Duty and Selected Reserves
<b>What is It</b>	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.
<b>Who is Eligible</b>	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.
<b>Contact</b>	<a href="http://www.gibill.va.gov/GI_Bill_Info">www.gibill.va.gov/GI_Bill_Info</a>

Assistance Program	Post-9/11 GI Bill
<b>What is It</b>	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.
<b>Who is Eligible</b>	Service members may be eligible if they served at least 90 aggregate days on active duty after September 10, 2001, 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, 2001.
<b>Contact</b>	<a href="http://www.gibill.va.gov/benefits">www.gibill.va.gov/benefits</a>

Assistance Program	Yellow Ribbon Program
<b>What is It</b>	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.

<b>Who is Eligible</b>	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.
<b>Contact</b>	<a href="http://www.gibill.va.gov/benefits">www.gibill.va.gov/benefits</a>

<b>Assistance Program</b>	<b>Reserve Educational Assistance Program (REAP)</b>
<b>What is It</b>	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.
<b>Who is Eligible</b>	A member of a <b>reserve component</b> who served on active duty on or after September 11, 2001 under Title 10 U.S. Code for a contingency operation and who serves at least 90 consecutive days or more.  <b>National Guard</b> 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.
<b>Contact</b>	<a href="http://www.gibill.va.gov/post-911/other-programs/reap">www.gibill.va.gov/post-911/other-programs/reap</a>

<b>Assistance Program</b>	<b>Veterans Educational Assistance Program (VEAP)</b>
<b>What is It</b>	This is available if an individual elected to make contributions from 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.
<b>Who is Eligible</b>	To be eligible the individual must have:  <ul style="list-style-type: none"> <li>•Entered the serve for the first time between January 1, 1977 and June 30, 1985;</li> <li>•Opened a contribution account before April 1, 1987;</li> <li>•Contributed \$25 to \$2,700;</li> <li>•Completed first period of service;</li> <li>•Received a discharge that was not dishonorable.</li> </ul>
<b>Contact</b>	<a href="http://www.gibill.va.gov/post-911/other-programs/veap">www.gibill.va.gov/post-911/other-programs/veap</a>

<b>Assistance Program</b>	<b>Vocational Rehabilitation and Employment Service</b>
<b>What is It</b>	An individualized, detailed outline of service that will be provided under Chapter 31, VRE program. It also prepares an individual for obtaining and retaining employment consistent with one's abilities, aptitudes, and interests
<b>Who is Eligible</b>	Veterans who have a VA disability rating and an employment handicap.
<b>Contact</b>	<a href="http://www.vba.va.gov/bln/vre/">http://www.vba.va.gov/bln/vre/</a>

#### **7.4. Definition of Academic Year**

The Academy's academic increments are termed as 16-week semesters. Students receiving financial aid at the master's level are allowed eight semesters (four years) to complete their programs of study. At the end of three semesters, 18 credit hours must have been completed with a minimum cumulative grade point average of 3.0 on a 4.0 scale.

#### **7.5. Satisfactory Academic Progress**

All students at the Academy who receive federal financial aid must make satisfactory progress toward completion of 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.

Master'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 master's student must maintain a minimum cumulative GPA of at least 3.0 on a 4.0 scale. This measure comes into effect after the student has attempted six 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 master'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, addressed to 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 to support 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/dispensed to the student during that term. Therefore, if the Academy awarded and dispensed \$2800.00 of aid to the student, the Academy would have to return \$1400.00 to the federal government. Note that in this situation, the student would not be afforded a refund, from the Academy as 56 days exceed the 38-day maximum, as stated in the *Academy Refund Policy*.

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

## **7.7. 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 (2011-2012 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 notifying the student to log into his/her Student Portal for the official financial aid 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 above) are "eligible requestors." The United States Sports Academy has appointed the Clearinghouse as its agent for purposes of reporting information on the enrollment status of students to eligible requestors.

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

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

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

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

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

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

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

## **8. REGULATIONS/POLICIES/PROCEDURES**

It is each student's responsibility to know and comply with the regulations, policies, and procedures 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 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.

#### **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 website [www.ussa.edu/Admissions](http://www.ussa.edu/Admissions).

### **8.1.1.2 Late Registration Fee – Residential Students**

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

### **8.1.1.3 Failure to Register – Residential Students**

Students may not attend courses for which they are not registered. The last day to add or register for a course is the end of the first week of class in a semester. A student who attends a class for which he or she is not registered and has not paid tuition and fees will not be allowed to attend or add the course after the first week of classes or at a later date.

### **8.1.1.4 Payment Information – 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 that 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 (course add or course drop) should be discussed with an academic advisor. A student may drop or add courses through the first week of the semester. The student is responsible for dropping or adding courses officially by appropriate deadlines. Students should refer to the Refund Schedule as published in the catalog.

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

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

#### **8.1.1.8 Withdrawal from the Academy – Residential Students**

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

#### **8.1.1.9 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 master's students carry a load of nine (9) semester hours each semester. Semester loads exceeding nine 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 (3.0 GPA required at the graduate level) the student's academic standing is FULL.
2. When the student's cumulative GPA is below the GPA required for the number of credit hours at the institution (3.0 GPA required at the graduate 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 (3.0 GPA required at the graduate 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 "B" or better is made.

Students must maintain satisfactory academic progress. The statute of limitations to complete the master's degree program is seven years. At the end of three semesters, a minimum of nine semester-hours must be completed with a cumulative grade point average of 3.0. Students not meeting this requirement face academic probation and possible dismissal.

### **8.2.2 Dismissal**

When the cumulative GPA of a student who is on Academic Probation remains below the cumulative GPA required **AND** the GPA of the subsequent term of enrollment following Academic Probation is below what is required (3.0 at the graduate 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 regularly posts an online announcement called the *Academic Alert*. The *Academic Alert* is sent to all students through the CMS (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.

Students in the Master's Portfolio Program will be assigned a specific portfolio advisor. Refer to the Master's Portfolio in the Addenda section 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 ([www.ussa.edu/current-students/forms-applications](http://www.ussa.edu/current-students/forms-applications)). A Graduation Checklist can be found in the Addenda of this catalog.

### **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 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.

If the student cannot complete his course within the allotted time, he may apply for a course extension. His request for an extension must be processed PRIOR to the course completion date. It is recommended that the extension request be submitted at least one week prior to the completion date to avoid receiving a failing grade. The request should be submitted through the Student 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.

In no case will a student be allowed to submit work following the exhaustion of two 30-day course extensions or one 60-day course extension.

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

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

### **8.10. Campus Computing and Email**

All students are assigned an email address within the Academy domain at the beginning of their first course of study. Students must use their Academy email for all course work. All notices, newsletters, and official communications will be sent to the student's Academy account. Students are responsible for

checking their assigned accounts regularly for such communications. It is the students' responsibility to use the proper email address in course work and to notify the Academy of any changes. Students are also required to adhere to Academy policies with respect to use of the network and email facilities described elsewhere in this catalog.

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

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

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

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

### **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 [www.usa.edu/current-students/forms-applications](http://www.usa.edu/current-students/forms-applications).

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

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 website: [www.usa.edu/current-students/forms-applications](http://www.usa.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](http://www.ussa.edu/current-students/forms-applications).

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

The Academy operates by committee action. The highest committee is the President's Cabinet, which is chaired by the President and Chief Executive Officer. The Academic Committee makes recommendations directly to the Cabinet for all academic and instructional design issues. The Academic Committee is chaired by the 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 master'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](http://www.ussa.edu/current-students/forms-applications). The graduation fee must accompany this application as the application will not be processed without the fee.

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 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 most 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. In the course descriptions listed in Section 4 of this catalog, course numbers followed by an “e” offer the student the choice of hard copy textbook or e-Book (e.g. SAM 568(e) ).

### **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](http://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](http://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 Director of Administration, without fear of reprisal.

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

Al-Anon Family Group ([www.al-anon.alateen.org](http://www.al-anon.alateen.org))  
Headquarters, Inc.  
1600 Corporate Landing Parkway  
Virginia Beach, VA 23454 Phone: (757) 563-1600

Alcoholics Anonymous ([www.alcoholics-anonymous.org](http://www.alcoholics-anonymous.org))  
General Service Office  
474 Riverside Drive  
New York, NY 10015 Phone: (212) 870-3400

Narcotics Anonymous ([www.na.org](http://www.na.org))  
World Service Office, Inc.  
P. O. Box 9999  
Van Nuys, CA 91409 Phone: (818) 783-3951

United Way of Southwest Alabama, Inc. ([www.uwsua.org](http://www.uwsua.org))  
218 Saint Francis St.  
Mobile, AL 36602 Phone: (251) 433-3624

## **8.21. Examinations at the Master's Level**

### **8.21.1. Course Examinations**

At the master's level, all courses require either a mid-term examination and a final examination **or** class paper. In both the mid-term and final examinations students are presented with four (4) essay questions of which they must choose and answer three (3). Students are given three (3) hours to complete the mid-term and the final course examination. All exams are closed book exams and must be proctored.

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.

In the event a student upgrades his computer hardware, he must promptly reload the RPD software. If the upgrade is from a 32 byte to 64 byte machine, a new RPD device may be required. Contact the

Academy's Coordinator of Testing for information on securing a new machine and possible rebate from the RPD vendor.

### **8.21.2. Comprehensive Examination**

Students who entered the master's program prior to the 2010-2011 academic year will be required to take the Master's Comprehensive Examination and pay the necessary fee per the conditions of the catalog under which they entered the program. Students who register for the exam and pay the initial exam fee, but miss the scheduled examination must re-register for the exam and re-pay the exam fee.

### **8.21.3. Master's Portfolio**

The Master's Portfolio, which replaces the master's comprehensive examination for students who entered the program after the 2010-2011 academic year, will serve several purposes:

- It will help guide the student through his/her program of study.
- It will focus the students' interests and sharpen their research experience, increase the breadth of training and expand their scholarly credentials by blending practical life experiences and professional work history within their program of study.
- It will serve as the comprehensive evaluation of the students' learning and be a clear portrait of the student in terms of interest, scholarly ability, writing skill, independent and critical thinking, and research capability.

See the Addenda of this catalog for complete Master's Portfolio requirements.

## **8.22. Exit Interviews**

Students in the Master's Portfolio program will complete an online exit interview upon successful completion of the portfolio.

These exit interviews 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 [www.ussa.edu/bookstore](http://www.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 areas 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 master's student is one who is normally registered for nine (9) 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 master's credit, resident courses, distance-learning courses and mentorships will be included in the total hours in the semester during which the student initially registers for courses. Semesters begin with orientation and end the Friday before the next semester's orientation. See the Academic Calendar for more information.

## 8.26. Grading Policies and Procedures – Online

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 – Graduate

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

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

A cumulative grade point average (GPA) of 3.0 for 33 semester hours of work is required for graduation. In computing the required 3.0 average necessary for the conferment of the master's degree, the total number of quality points is divided by the total number of semester hours for which 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:

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

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

**W = Withdraw:** Recorded on the permanent record of a student who withdraws from the Academy or from a course, 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 grading 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. 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.

### **8.30. Graduation Requirements**

To be eligible to graduate from the master's degree program, a student must:

- Submit all required admissions material;
- Achieve a cumulative 3.0 or better grade point average;

- Successfully complete all academic requirements;
- Complete all elements of the Master's Portfolio according to the satisfaction of the portfolio advisor;
- 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.

### **8.30.1. Academic Honors and Awards upon Graduation**

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

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

Graduation with Honors	3.8 – 3.99 GPA
Graduation with Highest Honors	4.0 GPA

**Semester Academic Honors.** The 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 3.8-3.99 GPA
- Completion of a minimum course load of 12 semester hours
- Must be in full academic standing
- Six 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
- Six 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 *The Sport Digest*, referral of potential students to the Academy or donations to the Academy's scholarship fund.

If you would like to be considered for Student of the Year 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.

### **8.30.2. 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](http://www.asama.org). Students who know of an Academy alumnus who is deserving of this award can email [alumni@ussa.edu](mailto:alumni@ussa.edu).

### **8.31. 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 Requirements* section.).

### **8.32. Holds on Student Records**

Two types of holds may be placed on student records:

#### **8.32.1. 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.

### **8.32.2. 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.

### **8.33. 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.

### **8.34. Lost and Found**

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

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

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

### **8.36. Online-Course Structure and Grading**

Each online course for the M.S.S. program consists of five (5) units of subject content. There are three (3) 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 (2) units with writing assignments (one assignment is a class paper; the other is an annotated bibliography OR article critique) which are tied to the Academy's Online Writing Laboratory, also known ACCESS. ACCESS is the Quality Enhancement Program (QEP) which is an integral part of the Academy's accreditation by SACS.

Master's courses have Mid-Term Examination and a Final Class Paper OR a Final Class Examination. The mid-term examination consists of four essay questions and the student must answer three. The final examination also consists of four essay questions and the student must answer three. The student has three hours to complete the final exam. Multiple choice quizzes are available in the CMS to be used as study guides for the mid-term and final exams. These quizzes carry no academic weight. The Class Paper is another element of the ACCESS program.

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

Grade composition is as follows:

- Unit Discussions 10% of the total grade
- Written Assignments 40% of the total grade
- Mid-term Exam 25% of the total grade
- Final Exam OR Class Paper 25% of the total grade

### **8.37. 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.

#### **8.37.1. Password Reset Policy**

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

##### **8.37.1.1. 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 (Last 4).
5. The password recovery solution should not rely on the student ID# or any portion thereof.

### **8.37.1.2. 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.

### **8.37.1.3 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.).

## **8.38. Photos-Students**

### **8.38.1 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.

### **8.38.2 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](http://www.ussa.edu/CurrentStudents/FormsandApplications). 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](mailto:studentservices@ussa.edu).

## **8.39. 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 (POS). It is the student's responsibility to ensure all degree requirements are met. The current POS forms are available in the Addenda section of this catalog and also at the Academy's website: [www.ussa.edu/ussa.edu/academics/advising](http://www.ussa.edu/ussa.edu/academics/advising).

Students may find the POS in previous years' academic catalogs on the Academy's website at [www.ussa.edu/academics/academic-catalogs/](http://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 POS 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 their advisor to assist them in the successful completion of their degree and accomplishing personal academic goals.

#### **8.40. Re-Enrollment**

All students, regardless of status, who have not been enrolled in a degree program for one calendar year or longer, are required to re-enroll by submitting a re-enrollment application. Students who are past their statute of limitations date, OR who are within one year of the statute of limitations date and have completed less than 12 semester hours of satisfactory course work will be required to submit a new 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/current-students/forms-applications](http://www.ussa.edu/current-students/forms-applications). 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 master'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.

#### **8.41. Refund Policy**

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

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

##### **8.41.1. For Complete Withdrawal**

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

- |   |                                      |
|---|--------------------------------------|
| • Prior to the shipment of course materials | 100% refund                          |
| • 1-7 days                                  | 100% refund, less administrative fee |
| • 8-18 days                                 | 90% refund, less administrative fee  |
| • 19-29 days                                | 50% refund, less administrative fee  |
| • 30-38 days                                | 25% refund, less administrative fee  |
| • After 38 days                             | No refund                            |

#### **8.41.2. For Partial Withdrawal**

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

#### **8.41.3. 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.

### **8.42. Release of Information**

#### **8.42.1. 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](http://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.

#### **8.42.2. 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.

### **8.43. Repeat Policy**

A student may repeat a course. If a student repeats a course once, the second grade awarded (excluding grades of "W") replaces the first grade in the computation of the cumulative grade point average. The

semester grade point average during the semester in which the course was first attempted will not be affected.

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

#### **8.44. 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](http://www.ussa.edu/current-students/forms-applications). Cost for a parchment paper copy is \$25 and cost for a replacement plaque is \$75. The form should be mailed or faxed and payment for the replacement must accompany the order.

#### **8.45. 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.

#### **8.46. Special Student Services**

##### **8.46.1 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.

##### **8.46.1.1. 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 state that qualified students with disabilities who meet the technical and academic standards at the Academy are entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental impairment which substantially limits a major life activity, a history of such impairment, or the perception of such impairment. The Academy does NOT provide disability documentation for students. It is the student's responsibility to provide appropriate documentation to the office responsible for handling the request and to request accommodations. Appropriate documentation is defined as that which meets the following criteria:

### **Psychological Disorder**

A letter or report from 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,
4. Current letter/report (within 1 year), dated and signed.

### **Traumatic Brain Injury (TBI)**

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

1. Assessment of cognitive abilities, including processing speed and memory;
2. Analysis of educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities);
3. Defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.);

4. Current treatment and medication;
5. Current letter/report (post-rehabilitation and within 1 year), dated and signed.

**Learning Disabilities (LD)**

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

**8.46.2. 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.

**8.46.3. 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.

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

All requirements for the M.S.S. degree must be completed within seven (7) years from the time the student first enrolls in the degree program. In special cases, students may petition the Academic Committee for an extension not to exceed one additional year, provided the petition is made before the date indicated by the original statute of limitations.

### **8.48. 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.

#### **8.48.1 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.

##### **8.48.1.1. 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.

##### **8.48.1.2. 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.

#### **8.48.1.3. 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.

#### **8.49. 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.

#### **8.50. 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](http://www.aahperd.org))  
1900 Association Drive  
Reston, VA 20191

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

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

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

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

National Association of Collegiate Directors of Athletics ([www.nacda.org](http://www.nacda.org))  
24651 Detroit Road  
Westlake, OH 44145

National Association for Girls and Women in Sports ([www.aahperd.org/nagws](http://www.aahperd.org/nagws))  
1900 Association Drive  
Reston, VA 20191

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

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

National Recreation and Park Association ([www.nrpa.org](http://www.nrpa.org))  
22377 Belmont Ridge Road  
Ashburn, VA 20148

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

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

### **8.51. 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 informal means have not resolved an issue, they can appeal for further consideration in a formal manner. The process established for such petitions includes the following steps:

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

### **8.52. Student Rights**

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

- 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.

### **8.52.1. 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 CMS (CMS) for four semesters; after four semesters it will then be inaccessible.

### **8.53. Transcripts**

Requests for transcripts are made through the Student Portal. No transcript will be furnished to a student who has an outstanding balance 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 cumulative grade point average of 3.8 – 3.99 will have “Honors” printed on their transcript. Students graduating with a cumulative grade point average of 4.0 will have “Highest Honors” printed on their transcript. The student who has been selected as Student of the Year will have this honor designated on the transcript.

#### **8.54. 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.

#### **8.55. Withdrawing from the Academy**

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

## 9. FACULTY

(\* denotes Distance Learning Faculty)

### **Marty Avant\***

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

### **Lawrence Bestmann\***

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

### **Craig Bogar\***

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

### **Anthony Borgese\***

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

### **Fred Cromartie**

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

### **Michael Culpepper\***

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

### **Dexter Davis\***

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

### **Stan Drawdy\***

B.S. Francis Marion University  
M.Ed. Francis Marion University  
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### **Les Dutko\***

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

### **Enrico Esposito**

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

### **Scott Johnson**

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

### **Stephen Juaire\***

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

### **Roch King\***

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

### **Jordan Moon**

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

### **Richard Leonard\***

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

### **Carol Magendie**

B.S.S. Loyola University  
M.R.E. Loyola University

### **Lawrence Miller\***

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

### **Chad Moretz\***

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M.S.S. United States Sports Academy  
D.S. Tulane University

**Donna Nathlar\***

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

**Timothy Newman\***

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

**Arthur Ogden\***

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

**Theodore Phillips**

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

**Ken Reed\***

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

**Dale Reeves\***

B.S. University of South Carolina  
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**Donn Renwick\***

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Ph.D. Capella University

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

**Betsy Smith**

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

**Glenn Snyder\***

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

**Michael Spino\***

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

**Greg Tyler**

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

**Terry Waldrop\***

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

**M. Brian Wallace\***

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

**Pamela 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. M.S.S. Sports Management /Program of Study
- D. M.S.S. Sports Coaching /Program of Study
- E. M.S.S. Sports Studies /Program of Study
- F. M.S.S. Sports Medicine /Program of Study
- G. M.S.S. Sports Fitness & Health /Program of Study
- H. M.S.S. Sports Management-Sports Coaching Dual Major /Program of Study
- I. M.S.S. Sports Management-Sports Studies Dual Major /Program of Study
- J. M.S.S. Sports Management-Sports Medicine Dual Major /Program of Study
- K. M.S.S. Sports Management-Sports Fitness & Health Dual Major /Program of Study
- L. M.S.S. Sports Coaching-Sports Studies Dual Major /Program of Study
- M. M.S.S. Sports Coaching-Sports Medicine Dual Major /Program of Study
- N. M.S.S. Sports Coaching-Sports Fitness & Health Dual Major /Program of Study
- O. M.S.S. Sports Medicine-Sports Studies Dual Major /Program of Study
- P. M.S.S. Sports Medicine-Sports Fitness & Health Dual Major /Program of Study
- Q. M.S.S. Sports Fitness & Health-Sports Medicine Dual Major /Program of Study
- R. M.S.S. Emphasis Courses /Program of Study
- S. Master's Portfolio
- T. Thesis/Dissertation Proposal Approval Form
- U. Approval of Thesis Form
- V. M.S.S. Degree Program Recommendation Form
- W. Request for Transcript Form
- X. M.S.S. Annotated Bibliography Rubric
- Y. M.S.S. Article Critique Rubric
- Z. M.S.S. Discussion Rubric
- AA. M.S.S. Final Class Paper Rubric
- BB. M.S.S. Writing Assignment Rubric
- CC. Graduation Checklist
- DD. Academic Hearing Procedures
- EE. American with Disabilities Act (Students) with Application
- FF. Family Educational Rights and Privacy Act (FERPA) Release of Records Form
- GG. Graduate Transfer Credit Evaluation Fee Form
- HH. Change of Catalog Request Form
- II. Withdrawal Form
- JJ. Student Information Change Form
- KK. Drop/Add Form

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## **Addendum A**

### **Student Rights and Responsibilities Statement**

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

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

#### **Notice to All Students**

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

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

#### **Academic Integrity**

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

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

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

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

- The student uses the exact written words of another person, places the words in quotation marks, and cites the author's name, title of publication, year, and page number where the quote may be found. A quote exceeding 40 words must be indented as a block without quotation marks.
- The student paraphrases another person's work, restating the concept or information in a manner more substantial than simply rearranging the words of sentences and citing the author and year of publication. The student should be very careful, when taking notes, to quote text verbatim or paraphrase fully.

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

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

### **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 CMS (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 can 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 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.

### **Student Rights**

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

- 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 CMS (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](http://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*

**Addendum C**  
**MASTER OF SPORTS SCIENCE**  
**SPORTS MANAGEMENT**  
**Program of Study (33 hours)**

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

<i>M.S.S. Core Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Sports Management Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAM 542 Sports Business and Personnel Management	3			
SAM 545 Sports Finance	3			
SAM 551 Public Relations in Sports	3			
SAM 582 Sports Facilities	3			
SAM 586 Sports Law and Risk Management	3			

**Students must select which track they intend to take: Mentorship, Thesis OR Non-Thesis Option**

<i>Mentorship Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Mentorship	9			

<i>Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

<i>Non-Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**All students are REQUIRED to successfully complete their Master's Degree Portfolio.**

<i>Portfolio Checklist Requirements</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Master's Degree Portfolio				

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 that all degree requirements are met.

**Addendum D**  
**MASTER OF SPORTS SCIENCE**  
**SPORTS COACHING**  
**Program of Study (33 hours)**

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

<i>M.S.S. Core Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Sports Coaching Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAM 568 Sports Psychology	3			
SAB 571 Sports Coaching Methodology	3			
SAR 525 Sports Strength & Conditioning	3			
SAD 546 Seminar in Sports Medicine	3			

**Students must select which track they intend to take: Mentorship, Thesis OR Non-Thesis Option**

<i>Mentorship Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Mentorship	9			
An elective 500/600 course	3			

<i>Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			
An elective 500/600 course	3			

<i>Non-Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**All students are REQUIRED to complete their Master's Degree Portfolio.**

<i>Portfolio Checklist Requirements</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Master's Degree Portfolio				

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 that all degree requirements are met.

**Addendum E**  
**MASTER OF SPORTS SCIENCE**  
**SPORTS STUDIES**  
**Program of Study (33 hours)**

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

<i>M.S.S. Core Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Sports Studies Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**Students must select which track they intend to take: Mentorship, Thesis OR Non-Thesis Option**

<i>Mentorship Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Mentorship	9			
An elective 500/600 course	3			

<i>Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			
An elective 500/600 course	3			

<i>Non-Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**All students are REQUIRED to complete their Master's Degree Portfolio.**

<i>Portfolio Checklist Requirements</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Master's Degree Portfolio				

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 that all degree requirements are met.

**Addendum F**  
**MASTER OF SPORTS SCIENCE**  
**SPORTS MEDICINE**  
**Program of Study (33 hours)**

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

<i>M.S.S. Core Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Sports Medicine Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAD 546 Seminar in Sports Medicine	3			
SAD 548 Advanced Assessment in Sports Medicine	3			
SAD 591 Treatment Procedures in Sports Medicine	3			
SAR 525 Sports Strength & Conditioning	3			

**Students in Sports Medicine MUST take a mentorship.**

**However, those students who are healthcare professionals or physicians may petition to take additional courses in lieu of the mentorship. The petition must include documentation of credentials as a physician or other healthcare professional.**

<i>Mentorship Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Mentorship	9			
An elective 500/600 course	3			

<i>Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			
An elective 500/600 course	3			

<i>Non-Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**All students are REQUIRED to complete their Master's Degree Portfolio.**

<i>Portfolio Checklist Requirements</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Master's Degree Portfolio				

**Any deviation from this program of study must be approved by an advisor. Completion of the Sports Medicine program will not allow the student to sit for the NATA Board certification exams and will not allow the student to become an athletic trainer.**

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 that all degree requirements are met.

**Addendum G**  
**MASTER OF SPORTS SCIENCE**  
**SPORTS FITNESS & HEALTH**  
**Program of Study (33 hours)**

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

<i>M.S.S. Core Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Sports Fitness &amp; Health Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAD 556 Issues in Nutrition and Health	3			
SAR 520 Exercise Physiology	3			
SAR 525 Sports Strength & Conditioning	3			
SAR 580 Exercise Testing & Prescription	3			

**Students in Sports Fitness & Health MUST take a mentorship.**

**However, those students who are healthcare professionals or physicians may petition to take additional courses in lieu of the mentorship. The petition must include documentation of credentials as a physician or other healthcare professional.**

<i>Mentorship Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Mentorship	9			
An elective 500/600 course	3			

<i>Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			
An elective 500/600 course	3			

<i>on-Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**All students are REQUIRED to complete their Master's Degree Portfolio.**

<i>Portfolio Checklist Requirements</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Master's Degree Portfolio				

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 that all degree requirements are met.

**Addendum H**  
**MASTER OF SPORTS SCIENCE**  
**SPORTS MANAGEMENT/SPORTS COACHING Dual Major**  
**Program of Study (45 hours)**

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

<i>M.S.S. Core Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Sports Management Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAM 542 Sports Business and Personnel Management	3			
SAM 545 Sports Finance	3			
SAM 551 Public Relations in Sports	3			
SAM 582 Sports Facilities	3			
SAM 586 Sports Law and Risk Management	3			
<i>Sports Coaching Major Courses</i>				
SAM 568 Sports Psychology	3			
SAB 571 Sports Coaching Methodology	3			
SAR 525 Sports Strength & Conditioning	3			
SAD 546 Seminar in Sports Medicine	3			

**Students must select which track they intend to take: Mentorship, Thesis OR Non-Thesis Option**

<i>Mentorship Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Mentorship	9			

<i>Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

<i>Non-Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**All students are REQUIRED to successfully complete their Master's Degree Portfolio.**

<i>Portfolio Checklist Requirements</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Master's Degree Portfolio				

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 that all degree requirements are met.

**Addendum I**  
**MASTER OF SPORTS SCIENCE**  
**SPORTS MANAGEMENT/SPORTS STUDIES Dual Major**  
**Program of Study (45 hours)**

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

<i>M.S.S. Core Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Sports Management Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAM 542 Sports Business and Personnel Management	3			
SAM 545 Sports Finance	3			
SAM 551 Public Relations in Sports	3			
SAM 582 Sports Facilities	3			
SAM 586 Sports Law and Risk Management	3			
<i>Sports Studies Major Courses</i>				
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**Students must select which track they intend to take: Mentorship, Thesis OR Non-Thesis Option**

<i>Mentorship Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Mentorship	9			

<i>Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

<i>Non-Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**All students are REQUIRED to successfully complete their Master's Degree Portfolio.**

<i>Portfolio Checklist Requirements</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Master's Degree Portfolio				

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 that all degree requirements are met.

**Addendum J**  
**MASTER OF SPORTS SCIENCE**  
**SPORTS MANAGEMENT/SPORTS MEDICINE Dual Major**  
**Program of Study (45 hours)**

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

<i>M.S.S. Core Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Sports Management Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAM 542 Sports Business and Personnel Management	3			
SAM 545 Sports Finance	3			
SAM 551 Public Relations in Sports	3			
SAM 582 Sports Facilities	3			
SAM 586 Sports Law and Risk Management	3			
<i>Sports Medicine Major Courses</i>				
SAD 546 Seminar in Sports Medicine	3			
SAD 548 Advanced Assessment in Sports Medicine	3			
SAD 591 Treatment Procedures in Sports Medicine	3			
SAR 525 Sports Strength & Conditioning	3			

**Students in Sports Medicine MUST take a mentorship.**

**However, those students who are healthcare professionals or physicians may petition to take additional courses in lieu of the mentorship. The petition must include documentation of credentials as a physician or other healthcare professional.**

<i>Mentorship Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Mentorship	9			

<i>Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

<i>Non-Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**All students are REQUIRED to successfully complete their Master's Degree Portfolio.**

<i>Portfolio Checklist Requirements</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Master's Degree Portfolio				

**Any deviation from this program of study must be approved by an advisor. Completion of the Sports Medicine program will not allow the student to sit for the NATA Board certification exams and will not allow the student to become an athletic trainer.**

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 that all degree requirements are met.

**Addendum K**  
**MASTER OF SPORTS SCIENCE**  
**SPORTS MANAGEMENT/SPORTS FITNESS & HEALTH Dual Major**  
**Program of Study (45 hours)**

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

<i>M.S.S. Core Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Sports Management Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAM 542 Sports Business and Personnel Management	3			
SAM 545 Sports Finance	3			
SAM 551 Public Relations in Sports	3			
SAM 582 Sports Facilities	3			
SAM 586 Sports Law and Risk Management	3			
<i>Sports Fitness &amp; Health Major Courses</i>				
SAD 556 Issues in Nutrition and Health	3			
SAR 520 Exercise Physiology	3			
SAR 525 Sports Strength & Conditioning	3			
SAR 580 Exercise Testing & Prescription	3			

**Students in Sports Fitness & Health MUST take a mentorship.**

**However, those students who are healthcare professionals or physicians may petition to take additional courses in lieu of the mentorship. The petition must include documentation of credentials as a physician or other healthcare professional.**

<i>Mentorship Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Mentorship	9			

<i>Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

<i>Non-Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**All students are REQUIRED to successfully complete their Master's Degree Portfolio.**

<i>Portfolio Checklist Requirements</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Master's Degree Portfolio				

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 that all degree requirements are met.

**Addendum L**  
**MASTER OF SPORTS SCIENCE**  
**SPORTS COACHING/SPORTS STUDIES Dual Major**  
**Program of Study (45 hours)**

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

<i>M.S.S. Core Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Sports Coaching Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAM 568 Sports Psychology	3			
SAB 571 Sports Coaching Methodology	3			
SAR 525 Sports Strength & Conditioning	3			
SAD 546 Seminar in Sports Medicine	3			
<i>Sports Studies Major Courses</i>				
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**Students must select which track they intend to take: Mentorship, Thesis OR Non-Thesis Option**

<i>Mentorship Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Mentorship	9			
An elective 500/600 course	3			

<i>Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

<i>Non-Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**All students are REQUIRED to complete their Master's Degree Portfolio.**

<i>Portfolio Checklist Requirements</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Master's Degree Portfolio				

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 that all degree requirements are met.

**Addendum M**  
**MASTER OF SPORTS SCIENCE**  
**SPORTS COACHING/SPORTS MEDICINE Dual Major**  
**Program of Study (36 - 39 hours)**

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

<i>M.S.S. Core Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Sports Coaching Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAM 568 Sports Psychology	3			
SAB 571 Sports Coaching Methodology	3			
SAR 525 Sports Strength & Conditioning	3			
SAD 546 Seminar in Sports Medicine	3			
<i>Sports Medicine Major Courses</i>				
SAD 546 Seminar in Sports Medicine	Included			
SAD 548 Advanced Assessment in Sports Medicine	3			
SAD 591 Treatment Procedures in Sports Medicine	3			
SAR 525 Sports Strength & Conditioning	Included			

**Students in Sports Medicine MUST take a mentorship.**

**However, those students who are healthcare professionals or physicians may petition to take additional courses in lieu of the mentorship. The petition must include documentation of credentials as a physician or other healthcare professional.**

<i>Mentorship Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Mentorship	9			
An elective 500/600 course	3			

<i>Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

<i>Non-Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**All students are REQUIRED to complete their Master's Degree Portfolio.**

<i>Portfolio Checklist Requirements</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Master's Degree Portfolio				

**Any deviation from this program of study must be approved by an advisor. Completion of the Sports Medicine program will not allow the student to sit for the NATA Board certification exams and will not allow the student to become an athletic trainer.**

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 that all degree requirements are met.

**Addendum N**  
**MASTER OF SPORTS SCIENCE**  
**SPORTS COACHING/SPORTS FITNESS & HEALTH Dual Major**  
**Program of Study (42 hours)**

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

<i>M.S.S. Core Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Sports Coaching Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAM 568 Sports Psychology	3			
SAB 571 Sports Coaching Methodology	3			
SAR 525 Sports Strength & Conditioning	3			
SAD 546 Seminar in Sports Medicine	3			
<i>Sports Fitness &amp; Health Major Courses</i>				
SAD 556 Issues in Nutrition and Health	3			
SAR 520 Exercise Physiology	3			
SAR 525 Sports Strength & Conditioning	Included			
SAR 580 Exercise Testing & Prescription	3			

**Students in Sports Fitness & Health MUST take a mentorship.**

**However, those students who are healthcare professionals or physicians may petition to take additional courses in lieu of the mentorship. The petition must include documentation of credentials as a physician or other healthcare professional.**

<i>Mentorship Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Mentorship	9			
An elective 500/600 course	3			

<i>Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

<i>Non-Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**All students are REQUIRED to complete their Master's Degree Portfolio.**

<i>Portfolio Checklist Requirements</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Master's Degree Portfolio				

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 that all degree requirements are met.

**Addendum O**  
**MASTER OF SPORTS SCIENCE**  
**SPORTS MEDICINE/SPORTS STUDIES Dual Major**  
**Program of Study (42 - 45 hours)**

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

<i>M.S.S. Core Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Sports Medicine Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAD 546 Seminar in Sports Medicine	3			
SAD 548 Advanced Assessment in Sports Medicine	3			
SAD 591 Treatment Procedures in Sports Medicine	3			
SAR 525 Sports Strength & Conditioning	3			
<i>Sports Studies Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**Students in Sports Medicine MUST take a mentorship.**

**However, those students who are healthcare professionals or physicians may petition to take additional courses in lieu of the mentorship. The petition must include documentation of credentials as a physician or other healthcare professional.**

<i>Mentorship Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Mentorship	9			
An elective 500/600 course	3			

<i>Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

<i>Non-Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**All students are REQUIRED to complete their Master's Degree Portfolio.**

<i>Portfolio Checklist Requirements</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Master's Degree Portfolio				

**Any deviation from this program of study must be approved by an advisor. Completion of the Sports Medicine program will not allow the student to sit for the NATA Board certification exams and will not allow the student to become an athletic trainer.**

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 that all degree requirements are met.

**Addendum P**  
**MASTER OF SPORTS SCIENCE**  
**SPORTS MEDICINE/SPORTS FITNESS & HEALTH Dual Major**  
**Program of Study (42 - 45 hours)**

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

<i>M.S.S. Core Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Sports Medicine Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAD 546 Seminar in Sports Medicine	3			
SAD 548 Advanced Assessment in Sports Medicine	3			
SAD 591 Treatment Procedures in Sports Medicine	3			
SAR 525 Sports Strength & Conditioning	3			
<i>Sports Fitness &amp; Health Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAD 556 Issues in Nutrition and Health	3			
SAR 520 Exercise Physiology	3			
SAR 525 Sports Strength & Conditioning	3			
SAR 580 Exercise Testing & Prescription	3			

**Students in Sports Medicine and Sports Fitness & Health MUST take a mentorship.**  
**However, those students who are healthcare professionals or physicians may petition to take additional courses in lieu of the mentorship. The petition must include documentation of credentials as a physician or other healthcare professional.**

<i>Mentorship Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Mentorship	9			
An elective 500/600 course	3			

<i>Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

<i>Non-Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**All students are REQUIRED to complete their Master's Degree Portfolio.**

<i>Portfolio Checklist Requirements</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Master's Degree Portfolio				

**Any deviation from this program of study must be approved by an advisor. Completion of the Sports Medicine program will not allow the student to sit for the NATA Board certification exams and will not allow the student to become an athletic trainer.**

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 that all degree requirements are met.

**Addendum Q**  
**MASTER OF SPORTS SCIENCE**  
**SPORTS FITNESS & HEALTH/SPORTS STUDIES Dual Major**  
**Program of Study (42 - 45 hours)**

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

<i>M.S.S. Core Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			

<i>Sports Fitness &amp; Health Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAD 556 Issues in Nutrition and Health	3			
SAR 520 Exercise Physiology	3			
SAR 525 Sports Strength & Conditioning	3			
SAR 580 Exercise Testing & Prescription	3			
<i>Sports Studies Major Courses</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**Students in Sports Fitness & Health MUST take a mentorship.**

**However, those students who are healthcare professionals or physicians may petition to take additional courses in lieu of the mentorship. The petition must include documentation of credentials as a physician or other healthcare professional.**

<i>Mentorship Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Mentorship	9			
An elective 500/600 course	3			

<i>Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

<i>Non-Thesis Option</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

**All students are REQUIRED to complete their Master's Degree Portfolio.**

<i>Portfolio Checklist Requirements</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Master's Degree Portfolio				

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 that all degree requirements are met.

**Addendum R**  
**MASTER OF SPORTS SCIENCE**  
**Program of Study For All Majors with Emphasis Courses**  
**NCAA Compliance, Olympism, Personal Training,**  
**Recreation Management, Sports Hospitality, OR Sports Psychology,**

NOTE: Students in ALL Majors seeking an Emphasis should also complete this Program of Study as an attachment to the Program of Study for their major course of study. This applies to students with a single major AND students in a dual major program. Complete only the section that applies to the student's emphasis area.

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

<b>A. <i>Emphasis in Personal Training</i> *</b>	<b>Credit Hours</b>	<b>Hours</b>	<b>Semester</b>	<b>Grade</b>
SAR 526 Personal Training	3			
SAD 556 Issues in Nutrition and Health*	3			
SAR 587 Mgmt Strategies in Health and Fitness	3			
<b>B. <i>Emphasis in NCAA Compliance</i></b>	<b>Credit Hours</b>	<b>Hours</b>	<b>Semester</b>	<b>Grade</b>
SAM 523 NCAA Compliance	3			
SAM 524 NCAA Rules and Procedures	3			
SAM 592 Introduction to the Business of Sports Agents	3			
<b>C. <i>Emphasis in Olympism</i></b>	<b>Credit Hours</b>	<b>Hours</b>	<b>Semester</b>	<b>Grade</b>
SAB 651 Current Issues in the Olympic Movement	3			
SAM 622 Structure and Function of the Olympic Games	3			
SAM 667 Olympism	3			
<b>D. <i>Emphasis in Sports Psychology</i></b>	<b>Credit Hours</b>	<b>Hours</b>	<b>Semester</b>	<b>Grade</b>
SAB 563 OR SAB 566	3			
SAB 657 Psychology of Elite Performance	3			
SAB 659 Group Dynamics in Sports and Exercise	3			
<b>E. <i>Emphasis in Recreation Management</i></b>	<b>Credit Hours</b>	<b>Hours</b>	<b>Semester</b>	<b>Grade</b>
SAM 535 Introduction to Parks, Recreation, and Tourism	3			
SAM 536 Philosophy and History of Recreation & Leisure	3			
SAM 537 Introduction to Recreational Sport Management	3			
<b>F. <i>Emphasis in Sports Hospitality Management</i></b>	<b>Credit Hours</b>	<b>Hours</b>	<b>Semester</b>	<b>Grade</b>
SAM 530 Food & Beverage Service Management	3			
SAM 534 Membership and Marketing for Sport Clubs	3			
SAM 533 Sports Club Management	3			

\*Fitness & Health majors and dual majors (only) must substitute SAD 546 Seminar in Sports Medicine for SAD 556 in the Personal Training Emphasis. Students in other majors/dual majors will take SAD 556.

**All students are REQUIRED to successfully complete their Master's Degree Portfolio.**

<b>Portfolio Checklist Requirements</b>	<b>Credit Hours</b>	<b>Hours</b>	<b>Semester</b>	<b>Grade</b>
Master's Degree Portfolio	0	0		

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 that all degree requirements are met.



## **Addendum S MASTER'S PORTFOLIO**

### **PURPOSE OF THE MASTER'S PORTFOLIO**

The Master's Portfolio serves several main purposes:

- It guides students through their program of study.
- It focuses students' interest and enhances their research skills.
- It serves as the comprehensive evaluation of students' learning.

The Portfolio goes beyond that which has been intended with comprehensive examinations with added features that focus on research, the foundation of master's study. When completed, the Portfolios will be clear academic portraits of students' interests, scholarly abilities, writing capabilities, independent and critical thinking, and research capabilities.

At the core of the Portfolio development is the concept of Success Orientation for students. It is a self-correcting project with numerous points of intervention to ensure student success. The Portfolio is a living document to be used throughout the tenure of Master's students program. Students will work with a Portfolio Advisor, who will be assigned by the Academy.

### **PORTFOLIO OVERVIEW**

In addition to completing course requirements, students will need to conduct independent research to complete Portfolio documents. *Not all Portfolio elements will be course assignments.* It is important for students to monitor their progress of Portfolio submissions. A checklist is included in this manual and should be used as a roadmap for completion of Portfolio requirements. **It is the student's responsibility to complete Portfolio documents throughout their courses and to submit them into the Portfolio shell in a timely manner.** This manual contains information that students can use to help them complete Portfolio requirements.





### **TECHNOLOGICAL COMPONENTS**

The Master's Portfolio is housed within the Academy's CMS (CMS). This shell mirrors the same elements of the courses students take at the Academy.

The title of the Portfolio shell can be found under the Topic Outline on the top of the page:

Master's Portfolio / Course Home  
Fall 2010-Summer 2012 (The catalog under which the student enrolled)

Included in the introductory part of the Portfolio shell are the following tabs:

-  [Check Your E-mail](#)
-  [Academy Online Library](#)
-  [Alumni Association](#)
-  [Portfolio Manual](#)

## ELEMENT OVERVIEW

The three (3) Elements of the Master's Portfolio are:

- I. Administrative
- II. Academic
- III. Personal

*All Portfolio submissions must include a title page in APA format. See Resources/Document Sharing folder in CMS for example.*

### I. ADMINISTRATIVE ELEMENTS

#### **Personal Statement**

The Personal Statement takes the form of a comprehensive narrative presenting the student's biography, career plan, and goals in pursuing a Master's at the United States Sports Academy.

#### **Resume / Curriculum Vitae**

Resume/Curriculum Vitae (CV) serves to introduce the student professionally and scholastically. An opportunity to help a student create a CV is important in his/her overall development.

### II. ACADEMIC ELEMENTS

#### **Annotated Bibliographies from Core Area Courses**

Students need to locate one scholarly source from the following courses from which to do the annotated bibliographies:

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

These are standard research procedures and therefore will assist students with their research.

### **Article Critiques and Research Paper from Major Area Courses**

Students will complete one article critique from each of the major area courses. Research is a critical component of graduate work and being able to provide a critique of existing research is essential. To do the article critiques, students will locate at least two scholarly sources within the major course area.

Students will submit their final paper from one of the Major Area Courses. The culmination of any serious research yields an original piece of writing.

### **Final Written Document**

Students will choose either the mentorship option, thesis option, or non-thesis option. Those choosing the mentorship option will write a final paper about their experience. Those choosing the thesis option will research and write a thesis paper. Those choosing the non-thesis option will submit a final paper based on a research topic from the chosen electives. After receiving the final course grade, students will submit paper to Portfolio.

## **III. PERSONAL ELEMENT**

### **Summative Personal Narrative**

Students will write a summative personal narrative. This paper will serve as a culminating document of the student's graduate educational experience. It will finish what was started with the Personal Statement and enable the student to assess what was learned and how the educational and professional experiences can continue to enhance overall growth.

# United States Sports Academy

*America's Sports University®*

*Writer's Guide*  
*for the*  
*Personal Statement*

**M.S.S.**

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

## Introduction

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

The personal statement is an integral part of the portfolio self-evaluation process and lays the framework for both the analytical presentation of goals and the closing document of the portfolio, the summative narrative. The statement should be between 300-400 words.

The personal statement takes the form of a comprehensive narrative presenting the student's biography, career plans, and goals in pursuing a M.S.S. at the United States Sports Academy. The statement is evaluated by the Portfolio Advisor who seeks evidence reflected in the content of the statement regarding five requisite qualities and abilities including:

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

## Format

The essay must be written in the following format:

### 1. Title page

### 2. Narrative, which must contain:

#### 2.1. Biographical Component

Earlier learning experiences, both formal and informal, should be described in a concise narrative. The nature and general outcome of all prior study, for example, sports management-related work experience, and participation in scholarly research, if any, should be briefly set forth for evaluation.

#### 2.2. Career Plans Component

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

#### 2.3. Goals in Pursuing a Master's Degree

In this part of the statement, students should briefly discuss why they wish to enroll in master's study at the United States Sports Academy, including, but not limited to:

- a. the reasons for selecting the Academy program rather than another master's program;
- b. how master's study reflects, and may affect, personal and professional interests, concerns, and choices;
- c. the particular goals anticipated to be attained through completion of the master's curriculum; and
- d. proposed topics being considered for the thesis project.

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

In all matters of style and format not addressed in this guide, the Academy has adopted *The Publication Manual of the American Psychological Association* (APA) as the accepted style guide in the preparation of academic papers. The Academy always uses the most current edition of the Manual. Students may access the Manual at the APA website: [www.apastyle.org](http://www.apastyle.org).

### **Assessment**

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

*(Note: This is a Sample Title Page – Please follow the format and headings below)*

QUALIFYING ESSAY

AN ESSAY SUBMITTED IN  
PARTIAL FULFILLMENT OF  
ADMITTANCE REQUIREMENTS TO THE  
M.S.S. DEGREE PROGRAM  
OF THE UNITED STATES SPORTS ACADEMY

First Name Last Name  
Month Year

**GRADING RUBRIC FOR MASTER'S DEGREE ENTRANCE ESSAY**

<b>CRITERION/COMMENTS</b>	<b>SCORE</b>
<b>BEGINNING OF THE QUALIFYING ESSAY (INTRODUCTION)</b>	
<ul style="list-style-type: none"> <li>▪ an exceptionally interesting lead that hooks the reader, is well-ordered, and presents a compelling thesis</li> <li>▪ an exceptional beginning that incorporates one or more of the three essay components (biography, career plan, goals in pursuing the MSS degree)</li> </ul>	Exceptional Level 4
<ul style="list-style-type: none"> <li>▪ an interesting, orderly, proficient introduction with an effective thesis</li> <li>▪ a proficient beginning that incorporates one or more of the three essay components (biography, career plan, goals in pursuing the MSS degree)</li> </ul>	Proficient Level 3
<ul style="list-style-type: none"> <li>▪ an adequate beginning showing a clear enough progression and an adequate thesis</li> <li>▪ adequately incorporates one or more of the three essay components (biography, career plan, goals in pursuing the MSS degree)</li> </ul>	Adequate Level 2
<ul style="list-style-type: none"> <li>▪ a weak, unfocused beginning without a thesis</li> <li>▪ a beginning that seems not to address any of the three essay components (biography, career plan, goals in pursuing the MSS degree)</li> </ul>	Weak Level 1
<b>Score Earned: Introduction</b>	
<b>MIDDLE OF THE QUALIFYING ESSAY (BODY)</b>	
<ul style="list-style-type: none"> <li>▪ an exceptionally illustrative, convincing series of examples supporting the thesis, through which ideas are developed in a firmly logical sequence</li> <li>▪ exceptionally skillful use of transitions between topics and paragraphs</li> </ul>	Exceptional Level 4
<ul style="list-style-type: none"> <li>▪ a pertinent series of examples supporting the thesis, through which ideas are proficiently developed in logical sequence</li> <li>▪ proficient use of transitions between topics and paragraphs</li> </ul>	Proficient Level 3
<ul style="list-style-type: none"> <li>▪ adequate examples are provided that tend to support the thesis</li> <li>▪ ideas proceed logically, overall, but some gaps in logic are present</li> <li>▪ transitions between topics and paragraphs are used adequately</li> </ul>	Adequate Level 2
<ul style="list-style-type: none"> <li>▪ supporting ideas or examples are weak and fail to create a logical argument for any thesis that is offered</li> </ul>	Weak Level 1
<b>Score Earned: Body</b>	
<b>END OF THE QUALIFYING ESSAY (CONCLUSION)</b>	
<ul style="list-style-type: none"> <li>▪ an effective summary and at the same time an exceptionally skillful furthering of the thesis that advances the discussion into a new and perhaps broader context</li> </ul>	Exceptional Level 4
<ul style="list-style-type: none"> <li>▪ a proficient summary of the entire essay that meaningfully links the final paragraph to the first paragraph or suggests some implication of the argument</li> </ul>	Proficient Level 3
<ul style="list-style-type: none"> <li>▪ an adequate summary of much of the essay that reiterates the thesis or suggests some implication of the argument</li> </ul>	Adequate Level 2
<ul style="list-style-type: none"> <li>▪ absent or weak summary of the essay creating an overly abrupt cessation of discussion</li> </ul>	Weak Level 1
<b>Score Earned: Conclusion</b>	

**Grading Rubric for MSS Entrance Essay (continued)**

CRITERION/COMMENTS	SCORE
<b>USE OF STANDARD WRITTEN ENGLISH</b>	
<ul style="list-style-type: none"> <li>▪ each sentence is exceptionally well- composed: grammatical, utterly clear, properly punctuated, and characterized by economy of expression</li> <li>▪ a strong variety of apt sentence structures is used</li> </ul>	Exceptional Level 4
<ul style="list-style-type: none"> <li>▪ most sentences are proficient: grammatical, clear, properly punctuated, and usually concise</li> <li>▪ a variety of sentence structures is evident</li> </ul>	Proficient Level 3
<ul style="list-style-type: none"> <li>▪ sentences include occasional grammatical and/or punctuation errors but remain adequately clear</li> <li>▪ some variation of sentence structure</li> </ul>	Adequate Level 2
<ul style="list-style-type: none"> <li>▪ numerous grammatical and punctuation errors and misuse of words make comprehension difficult</li> <li>▪ command of sentence structure is absent</li> </ul>	Weak Level 1
<b>Score Earned: Use of Standard English</b>	
<b>USE OF PRESCRIBED FORMAT AND EDITORIAL STYLE</b>	
<ul style="list-style-type: none"> <li>▪ all spelling is correct</li> <li>▪ exceptional command of APA editorial style is evident</li> <li>▪ essay is double- spaced in 12-point font and includes the prescribed title page</li> </ul>	Exceptional Level 4
<ul style="list-style-type: none"> <li>▪ all spelling is correct</li> <li>▪ proficient command of APA editorial style is evident, with only minor errors</li> <li>▪ essay is double- spaced in 12-point font and includes the prescribed title page</li> </ul>	Proficient Level 3
<ul style="list-style-type: none"> <li>▪ occasional spelling errors</li> <li>▪ command of APA editorial style is adequate but imperfect</li> <li>▪ essay is double- spaced in 12-point font and includes the prescribed title page</li> </ul>	Adequate Level 2
<ul style="list-style-type: none"> <li>▪ numerous spelling errors</li> <li>▪ use of capitalization, punctuation, abbreviations, italics, numerals, headings, and other conventions flouts guidelines in APA Publication Manual</li> <li>▪ incorrect format and/or lack of proper title page</li> </ul>	Weak Level 1
<b>Points Earned: Use of Prescribed Format and Editorial Style</b>	



**Addendum T**  
**THESIS PROPOSAL APPROVAL**  
**MASTER OF SPORTS SCIENCE DEGREE**

Student: \_\_\_\_\_  
 (Please Print)

Date: \_\_\_\_\_  
 (Month/Day/Year)

Proposed Title (should be 12 words or less):  
 \_\_\_\_\_

**Thesis Committee**

**Name (please print)**

Committee Chair \_\_\_\_\_

Committee Member (First Reader) \_\_\_\_\_

**Approval**

Committee Chair

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Chief Academic Officer

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

**Check Appropriate Action**

Approved: \_\_\_\_\_

Approved \_\_\_\_\_

Conditionally: \_\_\_\_\_

Not Approved: \_\_\_\_\_

**Copies Given To (check when completed):**

Committee Chair: \_\_\_\_\_

Registrar: \_\_\_\_\_

Student's File: \_\_\_\_\_

Student: \_\_\_\_\_



**Addendum U**  
**APPROVAL OF THESIS FORM**

**Approval of Thesis Submitted by:**

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(Type student's name above)

---

Chair, Thesis Committee

---

Date

---

Thesis Committee Member

---

Date

---

Chief Academic Officer

---

Date



## Addendum V

### MASTER'S DEGREE PROGRAM RECOMMENDATION FORM

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

Plan of Study: Intended Enrollment \_\_\_\_\_ Major: Sports Coaching \_\_\_\_\_  
 (Semester) (Year) Sports Management \_\_\_\_\_  
 Sports Studies \_\_\_\_\_  
 Sports Medicine \_\_\_\_\_  
 Sports Fitness & Health \_\_\_\_\_

#### Section I

(Please Print or Type)

Name: \_\_\_\_\_  
 Last First Middle

Address: \_\_\_\_\_  
 Street or Box No. City State Zip or Postal Code

Telephone: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

Institution Granting Undergraduate Degree: \_\_\_\_\_

#### Section II

(This is to be completed by writer of recommendation. Use the back of the form for comments)

Please rate the above applicant on the following characteristics:

	Excellent	Good	Fair	Poor	N/A
Scholarship					
Intellect					
Initiative					
Perseverance					
Experiment or research skills					
Creativity					
Resourcefulness					
Leadership					
Integrity					
Employment record					
Appearance					
Emotional stability					

Do you recommend the applicant for admission to graduate study at the Academy? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Name (Print or Type): \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return to: Department of Student Services, United States Sports Academy, One Academy Drive, Daphne, AL 36526  
 or Fax to : 251-625-1035*





**Addendum W**

**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")

---



---



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**POLICIES GOVERNING TRANSCRIPTS OF RECORD**  
**There is a \$10.00 charge for each transcript (official and/or unofficial).**

Transcript requests are processed as rapidly as possible, in order of receipt of application. Requests should be made well in advance of need. No transcript of a student's record will be issued for a student whose financial obligations to the Academy have not been satisfied.

There are two types of transcripts:

- OFFICIAL transcripts are sent to schools, prospective employers, etc., as designated by the student.
- UNOFFICIAL transcripts for the student's use, do not bear the seal of the Academy. They must be sent directly to the student. 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 Bachelor of Sports Science degree (level II), the M.S.S. degree (level III), and the Doctor of Education in Sport Management degree and the Doctor of Sports Management degree (level V).

**Addendum X**  
**MASTER'S ANNOTATED BIBLIOGRAPHY RUBRIC**

CRITERION	COMMENTS	POINT RANGE
<b>CITATION</b>		
Exceeds Standards	Citation is complete and accurate and in proper APA format with no errors.	36-40
Satisfactory Standards	Citation is incomplete and/or not in proper APA format and has 1-2 errors	32-35
Standards Barely Met	Citation is not in APA format and has 3 errors.	28-31
Standards Not Met	Citation is not in APA format and has more than 3 errors.	Below 27
<b>Points Earned: Citation</b>		
<b>QUALITY &amp; PURPOSE OF RESOURCE</b>		
Exceeds Standards	Scholarly source that could be used to generate a comprehensive research paper and purpose clearly stated.	36-40
Satisfactory Standards	Scholarly source that could be used to generate a comprehensive research paper and purpose vague or confusing.	32-35
Standards Barely Met	Source is not scholarly or purpose is not clearly stated.	28-31
Standards Not Met	Source is not scholarly and purpose is not stated.	Below 27
<b>Points Earned: Quality &amp; Purpose of Resource</b>		
<b>HYPOTHESIS/ES &amp; PROCEDURES</b>		
Exceeds Standards	Hypothesis and procedure are well analyzed and presented and include all of the items listed below.	36-40
Satisfactory Standards	Either hypothesis or procedure are not well analyzed and/or presented and/or are missing one of the items listed below.	32-35
Standards Barely Met	Either hypothesis or procedures are not analyzed and/or presentation is weak and/or missing two of the items listed below.	28-31
Standards Not Met	Either hypothesis or procedure are not analyzed and/or not presented.	Below 27
<b>Hypothesis:</b> suggested solution.		
<b>Procedures:</b> demographics such as participants, research design, assessment tools used for measurement, length of study.		
<b>Points Earned: Hypothesis/es &amp; Procedures</b>		
<b>RESULTS &amp; CONCLUSION</b>		
Exceeds Standards	Provides analysis of statistical tests used to determine findings with ideas for future research investigations, own insights and thorough summary stated.	36-40
Satisfactory Standards	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.	32-35
Standards Barely Met	Conclusion is weak with little or no analysis of statistical tests used to determine findings and/or insights and/or ideas for future investigation	28-31
Standards Not Met	No results or conclusion provided	Below 27
<b>Points Earned: Results &amp; Conclusion</b>		
<b>OVERALL FORMAT &amp; STRUCTURE</b>		
Exceeds Standards	Well written with no English composition errors, no more than 2 pages and in Times New Roman 12 point type double-spaced.	36-40
Satisfactory Standards	Writing contains vague statements, verbiage is awkward and/or confusing and there are several English composition errors.	32-35
Standards Barely Met	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.	28-31
Standards Not Met	Writing is unclear throughout and/or has over 5 English composition errors and/or does not follow format requirements (page length, font, spacing, etc.).	Below 27
<b>Points Earned: Overall Format &amp; Structure</b>		
<b>TOTAL POINTS EARNED</b>		

**Addendum Y**  
**MASTER'S ARTICLE CRITIQUE RUBRIC**

CRITERION	COMMENTS	POINT RANGE
<b>CITATION</b>		
Exceeds Standards	Citation is complete and accurate and in proper APA format with no errors.	36-40
Satisfactory Standards	Citation is incomplete and/or not in proper APA format and has 1-2 errors	32-35
Standards Barely Met	Citation is not in APA format and has 3 errors.	28-31
Standards Not Met	Citation is not in APA format and has more than 3 errors.	Below 27
<b>Points Earned: Citation</b>		
<b>QUALITY &amp; PURPOSE OF RESOURCE</b>		
Exceeds Standards	Scholarly source that could be used to generate a comprehensive research paper and purpose clearly stated.	36-40
Satisfactory Standards	Scholarly source that could be used to generate a comprehensive research paper and purpose vague or confusing.	32-35
Standards Barely Met	Source is not scholarly or purpose is not clearly stated.	28-31
Standards Not Met	Source is not scholarly and purpose is not stated.	Below 27
<b>Points Earned: Quality &amp; Purpose of Resource</b>		
<b>HYPOTHESIS/ES &amp; PROCEDURES</b>		
Exceeds Standards	Hypothesis and procedure are well analyzed and presented and include all of the items listed below.	36-40
Satisfactory Standards	Either hypothesis or procedure are not well analyzed and/or presented and/or are missing one of the items listed below.	32-35
Standards Barely Met	Either hypothesis or procedures are not analyzed and/or presentation is weak and/or missing two of the items listed below.	28-31
Standards Not Met	Either hypothesis or procedure are not analyzed and/or not presented.	Below 27
<b>Hypothesis:</b> suggested solution.		
<b>Procedures:</b> demographics such as participants, research design, assessment tools used for measurement, length of study.		
<b>Points Earned: Hypothesis/es &amp; Procedures</b>		
<b>RESULTS &amp; CONCLUSION</b>		
Exceeds Standards	Provides analysis of statistical tests used to determine findings with ideas for future research investigations, own insights and thorough summary stated.	36-40
Satisfactory Standards	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.	32-35
Standards Barely Met	Conclusion is weak with little or no analysis of statistical tests used to determine findings and/or insights and/or ideas for future investigation	28-31
Standards Not Met	No results or conclusion provided	Below 27
<b>Points Earned: Results &amp; Conclusion</b>		
<b>OVERALL FORMAT &amp; STRUCTURE</b>		
Exceeds Standards	Well written with no English composition errors, no more than 2 pages and in Times New Roman 12 point type double-spaced.	36-40
Satisfactory Standards	Writing contains vague statements, verbiage is awkward and/or confusing and there are several English composition errors.	32-35
Standards Barely Met	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.	28-31
Standards Not Met	Writing is unclear throughout and/or has over 5 English composition errors and/or does not follow format requirements (page length, font, spacing, etc.)	Below 27
<b>Points Earned: Overall Format &amp; Structure</b>		36-40
<b>TOTAL POINTS EARNED</b>		

**Addendum Z**  
**MASTER'S DISCUSSION RUBRIC**

CRITERION	COMMENTS	POINTS EARNED
Exceeds Standards	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.	33-30
Satisfactory Standards	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.	29-27
Meets Standards	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.	26-24
Standards Barely Met	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.	23-20
Standards Not Met	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.	19-0
<b>TOTAL POINTS EARNED</b>		

**Addendum AA**  
**MASTER'S FINAL CLASS PAPER RUBRIC**

CRITERION	COMMENTS	POINT RANGE
<b>INTRODUCTION</b>		
Exceeds Standards	Exceptional introduction that grabs interest of reader and states topic and all subtopics in proper order. Exceptionally clear, arguable, well developed.	25-30
Meets Standards	Proficient introduction that states topic and all subtopics in proper order. It is very clear, arguable and well developed.	22-24
Standards Barely Met	Adequate introduction that states topic and some of the subtopics. Introduction is somewhat clear and arguable.	18-21
Standards Not Met	Weak introduction of topic and subtopics. Weak and lacks an arguable position.	0-17
<b>Points Earned: Introduction</b>		
<b>QUALITY OF INFORMATION/EVIDENCE</b>		
Exceeds Standards	Paper is exceptionally researched, extremely detailed and historically accurate. Critical evidence for a wide variety of significant sources	45-50
Meets Standards	Paper is well researched and detailed. Critical evidence from a variety of significant sources.	40-44
Standards Barely Met	Some aspects of paper are researched. Some accurate evidence provided from limited sources.	37-39
Standards Not Met	Information of topic limited. Lack of research, details, and accurate evidence.	0-36
<b>Points Earned: Quality of Information/Evidence</b>		
<b>SUPPORT OF IDEAS</b>		
Exceeds Standards	Exceptional and consistent rationale provided for all statements and arguments made and positions taken.	45-50
Meets Standards	Relative and consistent rationale provided for most statements and arguments made and positions taken.	40-44
Standards Barely Met	Some rationale provided for statements and arguments made and positions taken.	37-39
Standards Not Met	Little rationale provided for statements made and positions taken.	0-36
<b>Points Earned: Support of Ideas</b>		
<b>SEQUENTIAL DEVELOPMENT OF IDEAS</b>		
Exceeds Standards	An exceptionally well developed sequence of clear and logical ideas with exceptional transitions between paragraphs and topics.	30-31
Meets Standards	A well-developed sequence of clear and logical ideas with good transitions between paragraphs and topics	24-29
Standards Barely Met	Some clear and logical sequential provision of ideas with adequate transitions.	20-23
Standards Not Met	Lacks clear and logical development of ideas.	0-19
<b>Points Earned: Sequential Development of Ideas</b>		
<b>CONCLUSION</b>		
Exceeds Standards	Excellent summary to topic and subtopics followed by appropriate concluding remarks and recommendation that inspire the reader to further inquiry.	40-43
Meets Standards	Good summary of topic and subtopics followed by appropriate recommendations that leave an impact on the reader.	36-39
Standards Barely Met	Adequate summary of topic with some concluding thoughts and recommendations.	32-35
Standards Not Met	No (or weak) summary or concluding remarks and recommendations regarding the material researched.	0-31
<b>Points Earned: Conclusion</b>		

**ADDENDUM AA (cont'd)**

<b>CRITERION</b>	<b>COMMENTS</b>	<b>POINT RANGE</b>
<b>LANGUAGE-COMPOSITION, GRAMMAR, PUNCTUATION, AND SPELLING</b>		
Exceeds Standards	Composition is exceptionally clear and understandable with consistently proper use of grammar and punctuation and no misspellings.	22-24
Meets Standards	Composition is clear and understandable with consistently proper use of grammar and punctuation and no misspellings.	19-21
Standards Barely Met	Some errors in grammar, punctuation, and spelling.	16-18
Standards Not Met	Inconsistent grammar, punctuation, and spelling throughout the paper.	0-15
<b>Points Earned: Language</b>		
<b>APA FORMAT-CITATIONS, REFERENCES, AND PAPER STRUCTURE</b>		
Exceeds Standards	Consistent listing of citations and properly entered according to the APA guide. Many and varied sources included. Credit always given for the ideas of others. 90% primary references from peer-reviewed, professional journals. Completely correct formatting.	21-22
Meets Standards	Consistent listing of citations and properly entered according to the APA guide. Many and varied sources included. Credit always given for the ideas of others. 75% primary references from peer-reviewed, professional journals. Completely correct formatting.	19-20
Standards Barely Met	Inconsistent listing of citations according to the APA guide. Credit given for the ideas of others most of the time. 50% primary references from peer-reviewed, professional journals. Some formatting errors and an incorrect title page and table of contents.	16-18
Standards Not Met	Improper listing of citations and inconsistent credit given for the ideas of others. No primary references from peer-reviewed, professional journals. No title page and no table of contents.	0-15
<b>Points Earned: APA Format</b>		
<b>TOTAL POINTS EARNED</b>		

**Addendum BB****MASTER'S WRITING ASSIGNMENT RUBRIC**

<b>CRITERION</b>	<b>COMMENTS</b>	<b>POINT RANGE</b>
<b>CONTENT</b>		
Exceeds Standards	The response is very specific, concise, and to the point. Information is accurate and paper shows penetrating insight. the task is referred to in the answer; answer is concise and to the point. Conclusions and/or opinions logical and complete.	90-100
Above Average Standards	The response refers to the task and is concise; information is accurate; logical conclusion or opinion is offered; critical analysis is expressed.	80-89
Meets Standards	Response not on task; may be wordy; information generally accurate but little insight offered; inaccuracies and logic not complete in the conclusion and/or opinions; weak critical analysis.	70-79
Standards Barely Met	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	60-69
Standards Not Met	No clear purpose or central theme; repeats information; confusing; difficult to read; no conclusion; critical analysis is absent.	0-59
<b>Points Earned: Content</b>		
<b>WRITING</b>		
Exceeds Standards	Very fluent and clear; few or no errors of grammar and punctuation; sources cited correctly by APA Standards; citations used consistently and correctly	36-40
Above Average Standards	Fluent and interesting; a few errors of grammar and punctuation; sources cited informally.	32-35
Meets Standards	Lacks fluency; errors of grammar and punctuation; a few sources mentioned.	28-31
Standards Barely Met	Faltering or insufficient; many errors of grammar and punctuation; few to no sources cited.	24-27
Standards Not Met	Poor sentence structure and grammar; many repeated errors of grammar and punctuation; no sources cited.	0-23
<b>Points Earned: Writing</b>		
<b>OVERALL IMPRESSION</b>		
Exceeds Standards	Very clear, complete and exemplary in communicative style; expresses a sense of value based upon principles; states a critical position; exhibits a global understanding of the issue.	54-60
Above Average Standards	Complete and satisfactory; notions of value are alluded to but are not clearly stated; displays knowledge of global applications, but the connections are not strongly articulated	48-53
Meets Standards	Incomplete and slightly satisfactory; global applications are sketched; value expressions are present but are vague.	42-47
Standards Barely Met	Incomplete and unsatisfactory; no clear understanding of or allusions to global applications; ethical considerations are not clear.	36-41
Standards Not Met	Unfinished and insufficient; no understanding of global application or of ethical implications within the issues.	0-35
<b>Points Earned: Overall Impression</b>		
<b>TOTAL POINTS EARNED</b>		



**Addendum CC**  
**GRADUATION CHECK LIST FOR MASTER'S DEGREE CANDIDATES**

1. Completed all Degree Requirements as stated in the academic catalog under which you are governed. (Students entering the MSS program prior to 2010-2011 academic year, and those who have not changed catalogs to the 2010-2011 catalog, must register for the Master's Comprehensive Exam and must follow steps a, b, and c below. Students entering in 2010-2011 and after will complete the Master's Portfolio in place of the Comprehensive Exam and may ignore steps a, b, and c).
  - a. Applied and Registered for the Comprehensive Examination through the Registrar's Office. Go to the Student Services web page, under "Forms," for the Off-Campus Comprehensive Examination Application form.
  - b. Ensured that all required information is included on the Comprehensive Examination Application (i.e., Name as it should appear on the diploma plaque, mailing address, etc.)
  - c. Paid the Required Comprehensive Examination fee in the amount of \$175.
2. Completed the Exit Survey. Exit Surveys are incorporated in the comprehensive exam and should have been completed at the end of the exam. Students completing the portfolio will complete an online exit survey.
3. Cleared all financial obligations to the Academy.
4. If a student is required to take the Comprehensive Exam and should the student not successfully pass the Comprehensive Exam on the first attempt; the student must re-apply for a second attempt through the Office of the Registrar by submitting another Off-Campus Comprehensive Exam Application and paying the required fee of \$175.
5. Once all steps are completed, and the student successfully passes the Comprehensive Exam OR successfully completed the Master's Portfolio, the degree will be conferred and a complimentary copy of each student's academic transcript will be mailed to the address on file in the Registrar's Office. In addition, a commemorative brick bearing your name will be placed on the Walk of Fame, as a graduate of the Academy. Comprehensive Exam Result Letters will be mailed to students.
6. Applied for graduation by submitting the Masters Graduation Application located on the Academy's website, [www.ussa.edu](http://www.ussa.edu), Current Students, Forms & Applications and paid the required graduation fee.
7. Diploma Order Form information is obtained from the Comprehensive Examination Application. If you would like the Diploma mailed to a different address, please go to the Student Services web page, under Forms, for the Diploma Order Form. Complete the form and fax, mail or email the document to the Office of the Registrar at Registrar@ussa.edu; fax number, (251) 625-1035; mailing address; United States Sports Academy, Attention: Registrar, One Academy Drive, Daphne, Alabama 36526.
8. For Financial Aid Recipients: Completed the [Financial Aid Exit Interview \(Mapping Your Future\)](http://www.mapping-your-future.org) To complete the Financial Aid Interview please visit <http://www.mapping-your-future.org>
9. Graduates who wish to order additional graduation regalia may order directly at the [Graduate Supply House](#).

**DON'T FORGET TO JOIN THE ALUMNI ASSOCIATION!**



## **Addendum DD**

### **ACADEMIC HEARING PROCEDURES**

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

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

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

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

Hearing procedures include the following:

1. A written or electronic record of the proceedings is maintained. The hearing is closed and members of the committee will take reasonable precautions to ensure that the proceedings remain confidential, unless disclosure is required by law. A secretary may be present to record the minutes.
2. The proceeding is not governed by formal rules of evidence or by trial like procedures. The procedures are those used by reasonable persons conducting a serious proceeding. The chairperson rules on all procedural questions.
3. Members of the Committee have the right to question any of the parties or witnesses.
4. The chairperson may terminate a party's right to address the Committee if the party becomes abusive or persists in presenting irrelevant evidence or information.
5. If either party fails to appear, the hearing will continue as if the absent party were present.

6. The failure of any party to appear without justifiable cause will terminate that party's right to appeal. Hearing deliberations are to proceed as follows:
  - a. The chairperson reads the charges or complaint to the Committee.
  - b. The Academy will present its case and may call witnesses, if desired.
  - c. The student may then question the Academy's witnesses.
  - d. The student will present his/her case and may call witnesses, if desired.
  - e. The Committee may then question the student and student's witnesses, if applicable.
7. Following the hearing, the Committee deliberates and renders a decision by simple majority based on a preponderance of the evidence. If the Committee decides to recommend a penalty, it specifies the disciplinary action to be imposed.
8. The chairperson sends written notification of the Committee's decision to the Chief Academic Officer.
9. The Chief Academic Officer will notify the student of the final disposition of the matter within five working days of rendering a final decision.
10. A student may appeal an adverse decision. Within 15 days after the decision rendered by the Chief Academic Officer, the student has the right to appeal the decision to the President of the institution. Appeals must be made in writing. Decisions rendered by the President shall be final.



## **Addendum EE**

### **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 stationery, 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



**Addendum EE (continued)**

**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):

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Have you received accommodations from another college or agency? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If "Yes", please describe:

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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:

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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:  _____ <i>Name (please print)</i>	_____ <i>Signature</i>	_____ <i>Date</i>
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Dean of Student Services:  _____ <i>Name (please print)</i>	_____ <i>Signature</i>	_____ <i>Date</i>
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Chief Academic Officer:  _____ <i>Name (please print)</i>	_____ <i>Signature</i>	_____ <i>Date</i>
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**Addendum GG  
GRADUATE TRANSFER CREDIT EVALUATION FEE FORM**

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Intended Term of Enrollment:      Fall    Spring    Summer     Year \_\_\_\_\_

Other Institution: Course Number and Title	Credit Hours	Academy Course Equivalent

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

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

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

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

**Credit Card Type:**     VISA                   MC                   DISCOVER

**Credit Card Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ - \_\_\_\_\_

**Approved By:**

\_\_\_\_\_  
Chief Academic Officer or Designee

\_\_\_\_\_  
Date





## Addendum II 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](mailto: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.**

Dept./Course Number	Title	Hours	Grade

Student’s Signature: \_\_\_\_\_

Registrar’s Signature: \_\_\_\_\_



### Addendum JJ

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## STUDENT INFORMATION CHANGE

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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 Telephone Number

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



## Addendum KK 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 otution refund will be pro-rated per the Academy's refund policy.

**Check if iapplicable:** \_\_\_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: \_\_\_\_\_

Course Number	Course Title	Section	Credits	Instructor

**COURSES TO BE ADDED: TERM:**            **FA**\_\_\_\_            **SP**\_\_\_\_            **SU**\_\_\_\_

Course Number	Course Title	Section	Credits	Instructor

**APPROVED BY:** \_\_\_\_\_ **Effective date:** \_\_\_\_\_  
Registrar or Designee