

# United States Sports Academy

*“America’s Sports University®”*



## Continuing Education Catalog

### 2012-2013

1 September 2012



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# 1. General Policies and Information

## 1.1. Communicating with the Academy

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

\*For information regarding continuing education programs, contact Continuing Education at [continuinged@ussa.edu](mailto:continuinged@ussa.edu) or 251-626-3303.

## 1.2. Regional Accreditation and Approval

The United States Sports Academy is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, master's, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the United States Sports Academy. The Sports Management Program Review Council (SMPRC) has approved the Academy's Sports Management degree programs at all levels (bachelor's, master's, and doctoral).

## 1.3. Licensure or Certification Renewal

Students seeking CEUs for licensure or certification renewal (e.g., teaching and coaching certifications) should contact their local school district administration and/or State Department of Education.

## 1.4. Equal Opportunity Statement

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

## 1.5. Military Programs

The Academy is currently affiliated with the Department of Defense Activity for Non-Traditional Education Support (DANTES) distance-learning program. Members of the Armed Forces who wish to use the Services Tuition Assistance Program to pursue distance-learning opportunities with the Academy may do so. The Academy is a member of the Service-Members Opportunity Colleges 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."

## 1.6. History and Purpose

President and Chief Executive Officer Dr. Thomas P. Rosandich founded the Academy in 1972 as a direct response to the ever-increasing needs and demands in 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, upgrading 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 inferior United States' performance at the 1972 Munich Olympiad, due largely to poor

administration, lack of 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) was supportive of upgrading education in coaching, management and sports medicine. It provided a forum for an exchange of ideas. From the NACDA forum emerged the Academy's first Board of Advisors (today the Academy's Board of Visitors). That advisory board played a key role in the development of the basic founding concepts for the establishment of a graduate institution for the education of teachers, coaches, sports medicine specialists and administrators, primarily at the nation's secondary school level.

Implementation of these concepts fell to the governing Board of Directors (today the Board of Trustees), which consisted of diverse professionals with specific expertise important to the formation of such an 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, sport administrator. Three of these members continue to serve to this day on the Board of Trustees.

Perhaps the true wealth of the Academy is its National Faculty, which was developed during the Academy's formative years. It consists of distinguished sport educators in all areas of sport. Members of the Academy's National Faculty have served as sport specialists throughout the world. The Academy's cultural exchange programs reach out to 60 nations of the Americas, Africa and Asia.

A milestone in the Academy's development was reached in 1976 with the signing of its first international agreement to deliver education and training programs 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 in these programs has been as varied as the full-charge conduct of an entire national sport effort to individual seminars and symposia in international conferences.

In 1981, the Academy became a candidate for membership in the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). The Academy was evaluated by SACS in 1983 and admitted to membership on 13 December 1983. Thus, the Academy became the nation's first and only free-standing, accredited institution dedicated solely to professional graduate studies in sport. In the summer of 1986, a new milestone was reached when the Academy purchased a permanent campus in Daphne, Alabama, on the Eastern Shore of Mobile Bay. In the summer of 1988, following a two-year self-study, the Academy received reaffirmation of accreditation from the Commission on Colleges of SACS. In 1996, the Academy was accredited at the doctoral level and the distance-learning delivery system was reviewed.

In the years since, the Academy has successfully received accreditation reaffirmation in both 1998 and in 2008. The Bachelor of Sports Science degree program was introduced, reviewed, and accredited in 2004, which made the institution the only accredited sports university in the country.

One of the visions of the Academy during its conception was that it would be a university without walls, so that the Academy could meet the needs of its students by teaching sport in any location on the globe. The Academy has met this challenge. It offers a great deal of flexibility to its students through innovative teaching practices such as mentorships, independent-study and individualized-study. The full promise of this concept was realized in the fall of 1993 with the introduction of the distance-learning delivery system that now enables students to take their 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 the

preservation of sport art and archival materials. Located in the main building on the Academy campus, the gallery has periodic exhibits by renowned sport artists. An annual event for ASAMA is the Awards of Sport program. Designated as a tribute to the artist and the athlete, the Medallion Series recognizes outstanding performances and contributions by national and international leaders, coaches, administrators, athletes and artists in the world of sport.

### **1.7. Mission Statement**

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

### **1.8. The Philosophy of the Academy**

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

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

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

### **1.9. Expectations of Continuing Education Students**

Policies regarding student rights and responsibilities are stated throughout this catalog. Said policies have been brought together as a composite document called *Student Rights and Responsibilities*. The composite document should be read thoroughly by each student.

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

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

### **1.11. 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 and other changes 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.

### **1.12. Location**

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

The area enjoys semi-tropical weather most of the year. Average temperatures range from the 50s in January to the 90s in July. One of the fastest growing areas of the Sun Belt, Metropolitan Mobile has a population in excess of 410,000.

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

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

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

### **1.13. Affiliations**

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

- Alabama Association of College Registrars and Admissions Officers (ALACRAO)
- Alabama Association of Independent Colleges and Universities (AAICU)
- Alabama Association of International Educators (AAIE)
- Alabama Association of Student Financial Aid Administrators (AASFAA)
- American Alliance for Health, Physical Education, Recreation, and Dance (AAPHERD)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Association of Museums (AAM)
- American Association of Presidents of Independent Colleges and Universities (AAIPCU)
- American Baseball Coaches Association (ABCA)
- American Council on Exercise (ACE)
- American College of Sports Medicine (ACSM)
- American Chiropractic Association (ACA)
- American Library Association (ALA)
- American Swimming Coaches Association (ASCA)
- Association of American International Colleges and Universities (AAC&U)
- 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 Council of Sports Science & Physical Education (ICSSPE)  
International Council for Health, Physical Education, Recreation, Sport and Dance (ICHPER-SD)  
International Olympic Committee (IOC)  
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 Cheer Safety Foundation (NCSF)  
National Clearinghouse  
National Federation of State High School Associations (NFHS)  
National Football Foundation (NFF)  
National Soccer Coaches Association of America (NSCAA)  
National Strength and Conditioning Association (NSCA)  
National Wrestling Coaches Association (NWCA)  
Network of Alabama Academic Libraries (NAAL)  
North American Society for Sports Management (NASSM)  
Online Computer Library Center (OCLC)  
Positive Coaching Alliance (PCA)  
Professional Tennis Registry (PTR)  
Safe Sport Zone (SSZ)  
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 Tennis Association (USTA)  
USAA Archery  
USA Track & Field (USTF)

#### **1.14. Alumni Status for Students**

All Academy students are alums. With this in mind, all students, even those enrolled for the first time in the Bachelor's, Master's or Doctoral programs or in Continuing Education, are members of the Academy's Alumni Association.

This means, among other things, that EVERY Academy student can “network” with every other alumnus to exchange professional or career advancement information or for communication between people with common ground – in this case, the Academy.

#### **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. 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 worldwide via the Internet. In addition, the virtual library consists of 58 periodical databases. Library resources are accessible through the course management system. Students needing assistance may contact library staff by phone or by email at [library@ussa.edu](mailto:library@ussa.edu).

### **1.15.1 Library Books**

Off campus 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 account.

## 2. ACADEMIC CALENDAR

An institutional calendar may be found on the Academy's website: [www.ussa.edu/Academics](http://www.ussa.edu/Academics). The institutional calendar includes key dates such as those for comprehensive examinations and other academic activities.

<b>2012</b>	<b>FALL 2012</b>
1 September	First Day to Register for Fall Online Classes
3 September	Labor Day Holiday
4 September	Residential Orientation
6 September	Residential Courses Begin
22-23 November	Thanksgiving Holiday
17 December	Last Day to Withdraw from Residential Course with a Grade of "W"
18 December	Residential Courses End
25 December	Christmas Holiday
31 December	Last Day to Register for Fall Online Classes
<b>2013</b>	<b>SPRING 2013</b>
2 January	First Day to register for Online Classes
2 January	Residential Orientation
3 January	Residential Classes Begin
21 January	Martin Luther King Holiday
12 February	Mardi Gras Holiday
15 April	Last Day to Withdraw from Residential Course with a Grade of "W"
16 April	Residential Courses End
27 May	Memorial Day Holiday
31 May	Last Day to Register for Spring Online Courses
<b>2013</b>	<b>SUMMER 2013</b>
2 May	Residential Orientation
7 May	Residential Classes Begin
1 June	First Day to Register for Summer Online Classes
4 July	American Independence Day Holiday
14 August	Last Day to Withdraw from Residential Courses with a Grade of "W"
15 August	Residential Courses End
31 August	Last Day to Register for Summer Online Courses

## 3. Continuing Education

### 3.1. Introduction

Due to the recent growth in the sports and fitness industry, the Academy's online courses, certificate and certification programs are designed to provide educational opportunities in the areas of sports performance, coaching, management, personal training, strength and conditioning, fitness, wellness, injury management, and sports security.

Offerings include a variety of individual courses, certificate and certification programs that can be used to maintain and upgrade present certifications, or to stay abreast of the changes and developments within the sport and fitness industry. Completing or upgrading a certification can often lead to salary increments and promotions within the industry.

### 3.2. Registration and Enrollment

Continuing Education courses and programs are open to anyone 16 years of age or older regardless of educational level or background. All courses are online, and in special situations, are delivered onsite. Students have 16 weeks to complete a course (one week is included for the shipping and handling of course materials). There are no course extensions. Due to the Academy's "rolling enrollment" policy, students may register for a course at any time. For questions and assistance, contact Continuing Education at 800-223-2668 or [continuinged@ussa.edu](mailto:continuinged@ussa.edu). The cost of each course is \$150. Textbooks, shipping and handling are additional costs. \*Note that the Academy is making the transition to e-books; hardcover books for some courses may no longer be available.

For military personnel: (1) Call 800-223-2668 ext. 7162 to request a Plan of Study for certification programs. (2) Each Plan of Study must be approved by military personnel (i.e., base education officers, V/A approving agency). (3) The approved T/A or COE must be faxed (251-625-1035) or emailed to [military@ussa.edu](mailto:military@ussa.edu). (4) Once the approved T/A or COE is received, students will be notified by email the procedure for accessing their courses. The cost of each course is \$150 and 1.33 non-degree semester credit hours will be awarded\*. The Academy accepts Military Tuition Assistance, the Montgomery GI Bill, and the My Career Advancement Account (MyCAA) program for spouses of military personnel. Students who are mobilized and called to active duty will be able to continue coursework upon their release as the Academy accommodates deployments. If a student has a medical problem or an issue such as military deployment, an extension may be granted. For military activation, students should submit a letter or notice from a commanding officer. For a medical problem, students should submit a report from a physician summarizing the condition. For questions and assistance, please contact 800-223-2668 ext. 7162 or [military@ussa.edu](mailto:military@ussa.edu).

\*These hours may not be applied to a degree program

### 3.3. Continuing Education Clock Hours and Units (CEUs)

CEUs are based upon the Carnegie Educational System and are referred to as Carnegie Education Units. CEUs are awarded upon successful completion of a single Continuing Education course (with a grade of 70% or higher). One (1) CEU is awarded for every ten (10) clock hours of course work. Unless otherwise noted, all courses offered are based upon an estimated forty (40) clock hours of course work, or four (4) CEUs. The Academy offers both graduate and standard CEUs. Student records of CEUs are kept on file in Student Services. Requests for transcripts can be made by submitting a Request for Transcript form (page 41). There is a \$10 charge for each transcript.

### 3.4. Substitution of Previously Earned CEUs

Students earning CEUs from other institutions may request a course substitution. To qualify, courses must

be similar to Academy courses in both content and expected learning outcomes. (For certification programs, there is a limit of 2 course substitutions per certification). Students must successfully complete a course prior to submitting a Request for Course Substitution form (page 40, also available online). Forms should be submitted with a copy of the course description and syllabus. An official transcript must also be provided. Upon approval, students are required to remit a \$150 administrative processing fee.

### **3.5. Substitution of Previously Earned Academic Credit**

Degree program courses may be substituted for Continuing Education courses with departmental approval. Students desiring CEUs, and who have completed equivalent course work or greater at the undergraduate, graduate level may qualify for substitution of credit. (CEUs may not be substituted for degree program credit). The time limit between taking a course at another institution and applying for a course substitution is five (5) years. Courses for substitution must be similar in content and expected learning outcomes and must have been taken from an accredited institution. Students must also have earned a letter grade of C- or better. Students must submit a Request for Course Substitution form to Continuing Education with an attached copy of the course description and syllabus. An official transcript must also be provided. Students are required to remit a \$150 administrative processing fee once the course substitution has been approved.

### **3.6. Course Extension Policy**

There are no course extensions for certification courses. Coursework must be completed within 16 weeks of registration (one-week allowance for delivery of course materials). However, in the case of military deployment or documented illness, students may request an extension in writing as per Academic Policy 4.22. The request should be directed to Student Services and must be received prior to the course completion date.

### **3.7. Programs**

#### **3.7.1. Individual Courses**

The Department of Continuing Education offers a variety of online courses designed to provide professional development opportunities in sports management, coaching, fitness, health, and other areas.

#### **3.7.2. Certificates**

**Certificate** courses are designed to meet the needs of coaches, trainers, fitness leaders, and managers who seek specialization in specific areas. Forty clock hours or 4 CEUs will be awarded upon successful completion (grade of 70% or higher) of a course. Certificates will be emailed to students who successfully complete all courses in one of the following programs. Certificate courses are available in the following areas: sports management, coaching, human performance, collegiate compliance, and recreation management. \*Please note that these programs are proof of education and do not certify or provide students licensure to practice. For information on the foregoing, students should check with their appropriate state or local agencies.

**Sports Management Certificate** courses are designed for students specializing in the area of sport management:

- |                                |                                      |
|--------------------------------|--------------------------------------|
| • Sports Public Relations      | CEM 551 Sports Public Relations      |
| • Sports Law & Risk Management | CEM 586 Sports Law & Risk Management |
| • Sports Marketing             | CEM 544 Sports Marketing             |

**Sports Coaching Certificate** courses will help students expand their specialization in coaching:

- Coaching Methodology CEB 571 Sports Coaching Methodology
- Sports Psychology CEB 568 Sports Psychology
- Coaching Principles CEB 373 Scientific Principles of Human Performance

**Human Performance Certificate** courses are designed for students specializing in Human Performance.

- Sports Psychology CEB 368 Sports Psychology
- Ergogenic Aids and Performance CED 558 Ergogenic Aids and Sports Performance
- Applied Performance CED 320 Applied Sports Performance

**Collegiate Compliance Graduate Certificate** courses are specifically designed to provide collegiate compliance information for sport managers and coaches:

- Collegiate Compliance CEM 523 NCAA Compliance
- Compliance Policies & Procedures CEM 524 NCAA Policies & Procedures
- Business of Sports Agents CEM 592 Introduction to the Business of Sports Agents

**Recreation Management Certificate** courses will provide students with information about the history and concepts surrounding recreation and leisure, and equip them to administer effective and popular recreation programs in a variety of settings:

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

### 3.7.3. Certifications

For over 40 years, the Academy has delivered its certification programs to a quarter million people in 60+ countries. It has over 100 sports education protocols with ministries of youth and sport, Olympic committees, international sport federations, national governing bodies and universities in the U.S. and around the world. All courses are online allowing students to learn while they earn. Certifications may be used for salary increments, promotions, and to maintain other certifications. The Academy can also design and develop special certification programs to meet the needs of any school, association or federation.

Certification Programs are designed to help coaches, fitness leaders, personal trainers, administrators, managers and directors of sport programs achieve their career goals. They provide students with a strong foundation of skills and knowledge required for succeeding in the respective disciplines. Indeed, many of the courses in these programs can be used as preparation for other exams including the NSCA-Certification Exam. Certifications are delivered online and onsite (international only). Certification programs consist of six courses. Each course is worth 40 clock hours or 4 CEUs. Certification is available in the following disciplines: Sports Management, Coaching, Fitness & Health, Personal Training, Strength and Conditioning, Bodybuilding, Sports Injury Management, Wellness, and Sports Security.

\*Please note that these programs are proof of education and do not certify or provide students licensure to practice. For information on the foregoing, students should check with their appropriate state or local agencies.

**Program Specifics** - To successfully complete a certification, the following must be met:

- Students must complete all six courses
- A final grade of 70% or higher in each course

- Courses may be repeated if a final score of 70% is not achieved
- Students must re-register and pay the course fee if they need to repeat a course
- Transfer of credit from other institutions is allowed but courses must be similar in content to certification courses (limit 2 courses)

**Certification in Sports Management** provides students opportunities to further their knowledge in the sport-related areas of business, administration, personnel management, marketing, public relations and facility management/program development. Courses focus on the development of professional sports management skills that are essential to designing and implementing sport-related programs.

- CEM 543 Sports Administration
- CEM 542 Sports Business and Personnel Management
- CEM 544 Sports Marketing
- CEM 583 Sports Facilities and Event Management
- CEM 551 Sports Public Relations
- CEM 550 Sports Fundraising

**Certification in Sports Coaching** provides students with the knowledge and skills to succeed in coaching at all levels of sport. Courses focus on coaching methodology, sports psychology, conditioning and nutrition, sports medicine, facility administration and program facilitation.

- CEM 543 Sports Administration
- CEB 371 Sports Coaching Methodology
- CER 332 Sports Strength and Conditioning
- CEB 368 Sports Psychology
- CED 346 Sports Medicine
- CEM 583 Sports Facilities and Event Management

**Certification in Sports Fitness** provides students opportunities to further their studies in the sport-related areas of administration, coaching principles, personal training, nutrition, conditioning and psychology. Courses focus on the development of professional management and training skills that are essential in the design and implementation of sports fitness programs.

- CEM 543 Sports Administration
- CEB 373 Scientific Principles of Human Performance
- CER 526 Personal Training
- CED 556 Sports and Fitness Nutrition
- CER 525 Sports Strength and Conditioning
- CEB 568 Sports Psychology

**Wellness Certification** provides students opportunities to further their knowledge in the administration of wellness programs. Courses include a comprehensive examination of nutritional principles for health and fitness; exercise training programming including aerobic, resistance and functional training; the implementation of behavioral changes to insure clients adhere to the program, how to coach clients for the most effective application of these principles and how to translate this knowledge into the business arena.

- CED 556 Sports and Fitness Nutrition
- CEE 521 Principles of Fitness and Health
- CEB 373 Scientific Principles of Human Performance
- CEB 566 Psychological Aspects of Health and Fitness Programming
- CEM 662 Sports Entrepreneurship
- CER 527 Concepts of Wellness



**Certification in Sports Injury Management** provides students opportunities to further their knowledge in assessing and managing sports injuries, providing first aid, understanding how proper nutrition affects the body in terms of overall optimal health, evaluating human movement in sports activities and analyzing skills to improve sports performance. The certification also covers the basic theories of management, program development, inventory control, information management and legal considerations.

- CED 520 Sports First Aid
- CED 546 Seminar in Sports Medicine
- CED 548 Sports Injury Evaluation
- CED 556 Sports and Fitness Nutrition
- CER 511 Sports Performance Enhancement
- CED 587 Management Strategies in Sports Medicine

**Personal Training Certification** provides students a solid background in the area of personal training. Courses focus on training principles, nutrition, conditioning and the various aspects of programming.

- CER 526 Personal Training
- CER 505 Human Anatomy and Physiology
- CEB 373 Scientific Principles of Human Performance
- CER 511 Sports Performance Enhancement
- CED 556 Sports and Fitness Nutrition
- CEB 566 Psychological Aspects of Health and Fitness Programming

**Sports Strength and Conditioning Certification** provides students an overview of the skills, development and training principles of a strength and conditioning regimen. Courses focus on training intensity, injury prevention, nutrition, conditioning and fitness programming.

- CER 525 Sports Strength and Conditioning
- CER 505 Human Anatomy and Physiology
- CED 320 Applied Sports Performance
- CED 546 Seminar in Sports Medicine
- CEB 373 Scientific Principles of Human Performance
- CEB 566 Psychological Aspects of Health and Fitness Programming

**Bodybuilding Certification** is designed to meet the needs of strength training enthusiasts, coaches, personal trainers and fitness center personnel. Courses provide students with a strong foundation of the skills and training essential to successful bodybuilding and personal fitness.

- CER 525 Sports Strength and Conditioning
- CED 558 Ergogenic Aids and Sports Performance
- CED 556 Sports and Fitness Nutrition
- CED 320 Applied Sports Performance
- CES 514 Men's Bodybuilding
- CES 515 Women's Resistance Training

**Certification in Sports Security Management** examines sports security specifically as well as other general areas within the scope of security operations; namely, sports administration, facility management, and public relations. The popularity and visibility of sport contests makes them attractive targets for all kinds of disruptive activities from guerilla marketing to terrorist attacks. The attack on athletes during the 1972 Olympic Games highlighted the need for increased security measures surrounding sports events and the importance of comprehensive planning and follow-through by security services. Governing bodies

and event hosts are no longer simply responsible for staging the event itself but rather for insuring the safety of athletes and spectators, care of the venues, and insuring the financial integrity of the event.

- CEM 487 Introduction to Sports Security Management
- CEM 488 Contemporary Sports Security Management
- CEM 489 Introduction to Emergency Management for Sports Settings
- CEM 543 Sports Administration
- CEM 551 Sports Public Relations
- CEM 583 Sports Facilities and Event Management

For further information regarding Certification Programs, visit the Professional Studies webpage. You may also contact Continuing Education at [continuinged@ussa.edu](mailto:continuinged@ussa.edu) or 800-223-2668.

### **3.7.4. Sports Diploma Program**

The Sports Diploma Program is a unique program of advanced study designed for sport professionals and practitioners who have had extensive experience in sport. Students must complete one of the following certification programs in order to be eligible for the Sports Diploma Program: Certification in Sports Management and Certification in Sports Coaching. The Sports Diploma Program uses an applied approach that includes two additional courses, a mentorship (200 contact-hours), and a project paper detailing the mentorship experience. This program is ideal for those who desire a more in-depth perspective into the management or coaching areas of sport.

To successfully complete the Sports Diploma Program, students must:

1. Complete a total of eight courses (6 certification courses and 2 additional courses)
2. Complete a 200-hour mentorship
3. Complete a 10-page paper detailing the mentorship experience

#### **Program Specifics**

The following requirements must be met:

- Successful completion of: Certification in Sports Management or Certification in Sports Coaching
- A score of 70% or higher in all six courses
- A score of 70% or higher in the two additional Sports Diploma courses
- Completion of a supervised mentorship (200 contact-hours)
- A double-spaced paper documenting the mentorship experience (approximately ten pages)

#### **Areas of Study**

##### **Sports Management**

- CEM 543 Sports Administration
- CEM 542 Sports Business and Personnel Management
- CEM 544 Sports Marketing
- CEM 583 Sports Facilities and Event Management
- CEM 551 Sports Public Relations
- CEM 550 Sports Fundraising

In addition to the above, students are required to take two of the following courses:

- CEM 422 Structure and Function of Sports

- CEM 367 Olympic Culture
- CEM 662 Sports Entrepreneurship

\*Upon completion of the eight courses, students are required to register for PST 598 Mentorship.

### **Sports Coaching**

- CEM 543 Sports Administration
- CEB 371 Sports Coaching Methodology
- CER 332 Sports Strength and Conditioning
- CEB 368 Sports Psychology
- CED 346 Sports Medicine
- CEM 583 Sports Facilities and Event Management

In addition to the above courses, students are required to take two of the following coaching courses:

- CES 303 Coaching Track and Field
- CES 334 Coaching Golf
- CES 378 Coaching Volleyball
- CES 508 Coaching Baseball
- CES 513 Coaching Basketball
- CES 532 Coaching Football
- CES 563 Coaching Soccer
- CES 576 Coaching Tennis

\*Upon completion of the eight courses, students are required to register for PST 598 Mentorship.

### **Mentorship Program**

The Mentorship program is a professional field-experience under the guidance of an approved mentor. The program is designed to meet the specific needs and interests of students with regard to certain learning objectives. During the required 200 hours of activity, students are involved in developing programs, planning strategies and organizing tactics to meet objectives in chosen sport-related professions. When students are ready to begin their mentorship, they will receive a copy of the *Academy Sports Diploma Mentorship Handbook*.

#### ***Requirements***

- Students may choose a mentorship within or outside their place of employment
- A mentor may not be the student's supervisor or co-worker (if mentorship is at place of employment)
- Mentors must have a minimum of a bachelor's degree in a sport-related field and at least five years' experience as a senior administrator or supervisor
- Students must complete 200 supervised contact-hours
- Students must write a paper (10-pages, double-spaced) detailing the mentorship experience

Students must provide mentors with monthly and final-project journal reports. At the end of the mentorship, the mentor will give the student a final evaluation.

### **3.7.5. Online and Onsite Programs**

Some certifications including the Sports Diploma program are delivered internationally. These onsite programs are taught in concentrated weekly sessions of eight hours per day. In contrast to the online

courses, the final exam is a closed-book test. Onsite certification students wishing to enroll in the Sports Diploma Program must follow the same criteria as online students and score 70% or higher in the six certification courses, score 70% or higher in the two Diploma program courses, complete a mentorship of 200 hours, and write a project paper detailing the mentorship experience.

### 3.7.6. Certification and Sports Diploma Program Comparison Chart

Conditions	Certifications	Sports Diploma Program
<b>Program Entry Requirements</b>	Admission is open to all students 18 years and older	(1) Completion of certification program (2) Secondary School Education (High School) Diploma
<b>Language Requirement</b>	English	English
<b>Program Requirements</b>	All 6 courses must be completed for certification	Completion of certification program (6 courses), 2 additional courses, mentorship (200 hrs.) & 10-page, double-spaced paper detailing the mentorship experience
<b>Minimum Test Score</b>	70% or higher on final exam for each course (6 courses)	70% in all 6 certification courses 70% in the 2 Sports Diploma Program courses
<b>Term Paper Requirements</b>	None	10-page double-spaced paper
<b>Program Cost</b>	\$150 per course (6 courses = \$900)	\$1300 (includes General Administrative Fee, 2 additional courses, and mentorship)
<b>Administrative Fees</b>	None	\$100 General Administrative Fee
<b>Other Fees and Expenses</b>	(1) Books, shipping, handling (2) Transfer of credit - \$150 per course	Books, shipping, handling

#### NOTES

1. Certifications and Sports Diploma programs can be delivered onsite on a contractual basis to educational institutions, government agencies or sport-related organizations. Individual study is available online.
2. Onsite students who wish to take the Sports Diploma Program must declare their intention before completing one of the three certification programs.
3. If a student in an onsite program should miss a course in the sequence of the Certification and Sports Diploma programs, it may be taken online through Continuing Education.
4. Mentorships arranged by students must be approved by the Academy (online & onsite).
5. Fees and tuition are subject to change without notice.
6. The General Administrative Fee (\$100) for the Sports Diploma Program must be paid at the beginning of the program. Course fees are paid at time of registration. Balance of fees must be paid prior to beginning the Mentorship program.
7. There is no time limit in which to complete a Certification or Sport Diploma program.
8. Certifications & the Sports Diploma may not be applied to undergraduate or graduate degree credit.

### **3.7.7. Special Courses & Certifications**

The Academy can create special courses and certification programs for organizations, schools and sport federations. The following programs arose out of special needs and at the request of the particular organization. These programs are open to all.

#### **3.7.7.1. CEB 205 Philosophy of Shaolin Kung-Fu**

Discipline, focus, respect, balance, a healthy mind and body are some of the terms that define the foundation of Shaolin philosophy. Using the five books of ancient Chan teachings (dating back to the 5<sup>th</sup> century) provided directly from the Shaolin Temple in Henan Province, China, this course offers an overview of the 1500 year history of the Shaolin Temple, the development of Shaolin philosophy, and the expression of this philosophy through kung fu, Chinese medicine, and Chan Buddhism. The course will help students understand how to apply this time-tested and world respected philosophy to any or all aspects of their personal and professional endeavors. Course cost = \$200.

#### **3.7.7.2. NACDA Graduate Certification Program in Sports Management**

The Academy has developed an online certification program for the National Association of Collegiate Directors of Athletics (NACDA). The program is designed to establish standards in the area of intercollegiate athletics administration and is directed to individuals desiring a career and or career advancement in collegiate athletic administration. A bachelor's degree is required. All six courses must be completed for certification. Each course is worth 40 clock hours or 4 CEUs. Cost per course = \$150. There are additional fees for textbooks and shipping.

- CEM 543 Sports Administration
- CEM 542 Sports Business and Personnel Management
- CEM 544 Sports Marketing
- CEM 583 Sports Facilities and Event Management
- CEM 586 Sports Law and Risk Management
- CEM 594 Student Life Skills

##### **3.7.7.2.1. NACDA Course Substitution**

A student who has earned a Master of Sports Science degree in Sports Management from the Academy may substitute the five courses from the Master's Sports Management curriculum for the same five courses included in the National Association of Collegiate Directors of Athletics (NACDA) Graduate Certification Program in Sports Management. The certification program consists of six courses; in addition to substituting the five courses, students must register for CEM 594 Student Life Skills.

NACDA is the professional association for those in the field of athletics administration. It provides educational and networking opportunities to its constituency. As the academic arm of NACDA, the Academy has developed and customized a certification program specific to this organization. NACDA certification is beneficial for those in the field of sport administration and management; professionals in this discipline are strongly encouraged to obtain certification.

Graduates of the Academy's Master of Sports Science degree program in Sports Management must fill out a Request for Course Substitution form listing the courses to be substituted. Graduate transcripts are on file in the Department of Student Services. Once a request for a course substitution(s) has been approved, students must remit \$150 per/course administrative fee.

The following courses may be substituted for the corresponding courses in the NACDA Certification program:

SAM 543	Sports Administration	CEM 543	Sports Administration
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SAM 542	Sports Business/Personnel Mgmt.	CEM 542	Sports Business/Personnel Mgmt.
SAM 544	Sports Marketing	CEM 544	Sports Marketing
SAM 582	Sports Facilities	CEM 583	Sports Facilities & Event Mgmt.
SAM 586	Sports Law & Risk Mgmt.	CEM 586	Sports Law & Risk Mgmt.

### 3.7.7.3. National Coaching Certification Program

The National Coaching Certification Program was designed for coaches who primarily work with youth in community/recreational programs. All three levels must be completed for certification. This program is designed to help coaches:

- Improve coaching techniques
- Develop basic skills
- Earn valuable CEUs
- Stay current with the latest developments in the coaching profession
- Be eligible for promotions, salary increments, and maintain other certifications
- Obtain desired coaching positions

#### CEB 572 Coaching Certification Level I

This course provides an overview of the important aspects that are universal to coaching all sports. Topics explored include ethics, sports administration, coaching methodology, conditioning and nutrition, injury-prevention, immediate care and rehabilitation and sports psychology. The text is embedded in the course and is based upon the *Academy Coaches Handbook*. (40 clock hours or 4 CEUs) Course cost = \$150.

#### Coaching Certification Level II

To obtain Level II Certification, students must take two of the following sport activity courses. Courses focus on the specific fundamentals necessary for coaching a specific sport. Each course covers skill development, techniques, drills and playing strategies. Program planning, off-season and seasonal play and program evaluation are also addressed. Each course is worth 40 clock hours or 4 CEUs. (Students must complete Level I Certification before registering for Level II). Cost of each course = \$150.

- CES 303 Coaching Track & Field
- CES 334 Coaching Golf
- CES 378 Coaching Volleyball
- CES 508 Coaching Baseball
- CES 513 Coaching Basketball
- CES 532 Coaching Football
- CES 563 Coaching Soccer
- CES 566 Coaching Softball
- CES 576 Coaching Tennis

#### Coaching Certification Level III

Students must complete CER 511 Sports Performance Enhancement to receive Level III Certification. The course examines the study of human movement and its relationship to sports activities. Methods for analyzing and improving performance are presented. Students must complete both courses in Level II Certification prior to registering for Level III (40 clock hours or 4 CEUs). Course cost = \$150.00.

### 3.8. CEU Provider Program

The Academy has formed certain alliances and partnerships with sport-related organizations and associations. As part of the partnership program, the Academy also provides CEUs for other organizations' courses and clinics.

### 3.8.1. National Federation of State High School Associations (NFHS)

The Academy is partnered with the NFHS to provide continuing education credits (CEUs) for NFHS courses. Since 1920, the NFHS has served its 50 member state high school athletic/activity associations by becoming a leader in the development of education-based interscholastic sports and activities. In so doing, the NFHS has developed courses specifically designed for interscholastic teachers, coaches, and administrators. \*For more information on NFHS courses, visit [www.nfhs.org](http://www.nfhs.org).

As a CEU provider for the NFHS, the Academy will award two (2) CEUs upon successful completion of the following NFHS courses to coaches who wish such credit. CEUs = \$75 per course.

CEP 540	Fundamentals of Coaching
CEP 541	First Aid, Health and Safety for Coaches
CEP 542	Fundamentals of Coaching Soccer
CEP 543	Fundamentals of Coaching Volleyball
CEP 544	Fundamentals of Coaching Basketball
CEP 545	Fundamentals of Coaching Field Hockey
CEP 546	Fundamentals of Coaching Wrestling
CEP 547	Fundamentals of Coaching Softball
CEP 548	Fundamentals of Coaching Football
CEP 549	Fundamentals of Coaching Cheer and Dance
CEP 550	Fundamentals of Coaching Track & Field
CEP 551	Fundamentals of Coaching Golf
CEP 552	Strength and Conditioning
CEP 553	Health and Wellness
CEP 554	Coaching Sports in Middle School
CEP 555	NCAA Eligibility Center Coaching Education
CEP 556	AACCA Spirit Safety Certification
CEP 557	Teaching Sport Skills
CEP 558	Teaching and Modeling Behavior
CEP 559	Engaging Effectively with Parents
CEP 660	Fundamentals of Coaching Boys Lacrosse
CEP 661	Fundamentals of Coaching Girls Lacrosse

Coaches who successfully complete a NFHS course can purchase CEUs from the Academy on the NFHS website <http://www.nfhslearn.com/CollegeCreditCEU.aspx>. For more information regarding the purchase of CEUs, please call the Department of Continuing Education. Individuals who successfully complete a course have up to one year from the date of completion to apply for CEUs.

### 3.8.2. United States Track & Field (USATF)

USATF is the nation's governing body for track and field, long-distance running and race walking in the United States. The Academy is partnered with USATF to provide continuing education units (CEUs) for USATF's Coaching Education Program Levels 1 and 2. CEUs are also provided for Level 2 School-Youth Specialization.

<u>Level</u>		<u>CEUs</u>	<u>Cost</u>
CEP 531 Level 1	Level 1	2	\$100
CEP 532 Level 2	Alumni Event Specific	2	\$100
CEP 533 Level 2	Full Event Specific	4	\$200
CEP 534 Level 2	Youth Specialization	4	\$200



USATF Coaching Education programs consist of a series of weekend and weekly onsite coaching education schools that are conducted year-round throughout the United States. The program has educated more than 30,000 coaches. \*For more information regarding the USATF Coaching Education Program, please visit the USATF website: [www.usatf.org](http://www.usatf.org).

Coaches who successfully complete a USATF education school can purchase CEUs from the following link: <http://ussa.edu/continuing-education/ceu-provider-program/united-states-track-and-field-usatf/>. Members who successfully complete one of the USATF schools will have up to one year to apply for CEUs.

### 3.8.3. National Soccer Coaches Association of America (NSCAA)

The NSCAA is a non-profit association of soccer coaches whose mission is to provide top-quality coaching education programs. Through its Coaching Academy, the NSCAA offers a wide range of educational offerings. NSCAA courses are called diploma programs and are intended to be information-oriented. The Academy is partnered with the NSCAA to provide CEUs for the following NSCAA courses:

CEP 511	NSCAA National Diploma	5 CEUs	\$187.50
CEP 512	NSCAA Advanced National Diploma	5 CEUs	\$187.50
CEP 513	NSCAA Premier Diploma	5 CEUs	\$187.50

Coaches who successfully complete a NSCAA course can purchase CEUs from the following link: <http://ussa.edu/continuing-education/ceu-provider-program/national-soccer-coaches-association-of-america-nscaa/>. Individuals who successfully complete a course have up to one year from the date of completion to apply for CEUs.

### 3.8.4. National Strength & Conditioning Association (NSCA)

The United States Sports Academy has been recognized by the NSCA Education Recognition Program (ERP). “For successfully meeting established criteria, the National Strength & Conditioning Association officially recognizes the United States Sports Academy’s Educational Program in Strength & Conditioning.”

The NSCA CEU Provider Program is designed to provide continuing education opportunities to those certified by the NSCA Certification Commission through a variety of sources that support the NSCA and the NSCA Certification Commission's superior standards. The following Academy courses are approved by the NSCA Certification Commission Executive Council:

- CEB 373 Scientific Principles of Human Performance
- CED 320 Applied Sports Performance

Per the request of the NSCA, students must register by phone. Call Continuing Education at 800-223-2668 to register. Courses are priced at \$150.

### 3.8.5. Professional Tennis Registry (PTR)

The PTR is the largest global organization of tennis teachers and coaches with more than 14,500 members in 115 countries. The PTR's mission is to educate, certify and service tennis teachers and coaches around the world in order to grow the game. It is the first organization to offer three separate pathways to tennis teaching certification for coaches who wish to specialize in Junior Development, Adult Development, or Performance.

The Academy is partnered with the PTR to provide continuing education units (CEUs) for the three modules of the Master of Tennis program:

CEP 523 Master of Tennis - Performance	5 CEUs	\$187.50
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CEP 524 Master of Tennis - Junior Development	5 CEUs	\$187.50
CEP 525 Master of Tennis - Adult Development	5 CEUs	\$187.50

\*For more information regarding the Master of Tennis program, please visit the PTR website: [www.ptrtennis.org](http://www.ptrtennis.org).

### 3.9. Continuing Education Pricing

#### Tuition

Individual Courses	\$150	4 CEUs
CEB 205 Philosophy of Shaolin Kung-Fu	\$200	4 CEUs
NACDA Graduate Certification Program in Sports Management	\$150 p/course	4 CEUs
National Coaching Certification Program	\$150 p/course	4 CEUs

#### Textbooks

The majority of courses require a textbook. Textbooks, shipping and handling are additional charges.

CEU Provider Program	Price	CEUs
USATF Level 1 School	\$100	2
USATF Level 2 School - Alumni Event Specific Course	\$100	2
USATF Level 2 School - Full Event Specific Course	\$200	4
USATF Level 2 School - Youth Specialization Course	\$200	4
National Federation of State High School Associations (NFHS)	\$75	2
National Strength and Conditioning Association (NSCA)	\$150	4
National Soccer Coaches Association of America (NSCAA)	\$187.50	5
Professional Tennis Registry (PTR)	\$187.50	5

### 3.10. Course Descriptions

#### CEB 203 Contemporary Sport Art: The Artist and the Athlete

This course is a Humanities course designed to explore the works of the artists chosen by the American Sport Art Museum and Archives (ASAMA) and their contributions to contemporary sport art history. The purpose of the course is to deepen students' understanding of the cultural context of sport, its relationship to art, and the masters of that art.

#### CEB 205 Philosophy of Shaolin Kung-Fu

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

#### CEB 301 Sports Officiating

The course is designed to teach students to apply the rules and regulations for specific sports in game situations. Current rule changes will be reviewed and discussed.

**CEB 334 Ethics in Sports**

Some leaders are more effective than others because of who they are as individuals and how they approach the ethical circumstances they face. The application of these ethical approaches in sports is the central theme of this course. It is intended to support the thesis that principle-centered leaders are more capable of inspiring confidence and rallying others to achieve a common goal.

**CEB 368 Sports Psychology**

This survey course focuses on the study of motivational phenomena that affect the performances of individual athletes and teams. Stress and leadership characteristics of coaches and athletes will also be studied.

**CEB 371 Sports Coaching Methodology**

This course is designed to provide the student with a conceptual blueprint for teaching sport and the fundamentals of sport coaching. The development of a personal coaching philosophy will be derived from a process of consciously assessing critical issues and developing a clear rationale for holding one particular approach as opposed to another.

**CEB 373 Scientific Principles of Human Performance**

In order to optimize performances, guarantee safety and promote well-being in athletes, coaches must constantly update and modify their coaching practices by regularly seeking out new knowledge in the sport sciences. This course is designed to teach coaches to be active consumers and appliers of scientific information.

**CEB 566 Psychological Aspects of Health and Fitness Programming**

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

**CEB 568 Sports Psychology**

This course involves the study of human psychological behavior and its influence in sport and exercise settings. It is designed to provide the student with information gleaned from research in the field of sport psychology as well as provide practical knowledge to become a more effective sport management professional, coach or fitness instructor.

**CEB 571 Sports Coaching Methodology**

This course is a study of the development of a theoretical base for teaching sport and sport skills with 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 will be discussed.

**CEB 572 Coaching Certification Level I**

The course provides an overview of the important aspects universal to coaching all sports. Topics explored are ethics, sports administration, coaching methodology, conditioning and nutrition, injury prevention, immediate care and rehabilitation and sports psychology.

**CEB 585 Sports Seminar (1-4 CEUs)**

This course requires a minimum of ten hours attendance and/or participation (for each CEU transferred) in a sports-related seminar organized by a recognized sport governing body or association.

**CEB 595 Sports Coaching Clinic (1-4 CEUs)**

This course requires a minimum of 10 hours attendance and/or participation (for each CEU transferred) in a coaching clinic organized by a recognized sport governing body.

**CED 320 Applied Sports Performance**

This course is designed to cover the complete spectrum of training intensity. A conditioning program is established to meet the needs of each specific sport.

**CED 346 Sports Medicine**

This course is designed to give the student, as the first responder, the basic understanding needed to recognize sport-related injuries and to provide appropriate emergency treatment, along with ensuring proper follow-up medical care.

**CED 356 Sports Nutrition**

This course is designed to emphasize the importance of nutrition on the enhancement of performance and on the prevention of diseases, such as cardiovascular disease, cancer and obesity. Specific applications of nutrition and sport will also be examined.

**CED 520 Sports First-Aid**

A coach's guide to preventing, responding to and managing sports injuries. Being a successful coach requires knowing more than just the "X's and O's" of the sport; a coach must also fulfill the role of a "first responder" for his or her athletes.

**CED 546 Seminar in Sports Medicine**

An overview of the sports medicine profession designed to educate athletic trainers, fitness professionals and sport coaches on how to assess and manage sports injuries.

**CED 548 Sports Injury Evaluation**

This course is designed to enhance assessment techniques in the evaluation of athletic injuries and illnesses. This course 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 to best manage and rehabilitate the injured or ill athlete.

**CED 556 Sports and Fitness Nutrition**

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, the course covers the physiological aspects of how nutrition affects the body in terms of overall optimal health.

**CED 558 Ergogenic Aids and Sports Performance**

This course provides a study of research and research findings on the physiological and psychological effects of ergogenic aids on sports performance.

**CED 587 Management Strategies in Sports Medicine**

This course covers the study of the basic concepts, theories and organization of management as applied to the field of sports medicine. Topics emphasized 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.

**CEE 521 Principles of Fitness and Health**

The importance of physical activity in the enhancement of performance, quality of life and prevention of disease is examined. The course examines the principles of physical activity as they relate to both athletes and non-athletes. Also presented are the physiological aspects of physical activity and how these affect the body in terms of overall health.

**CEE 524 Games Approach to Teaching Physical Education and Sport**

An innovative approach to sport education is used to emphasize the power of play in creating challenging learning situations.

**CEM 367 Olympic Culture**

This is a seminar course that examines the history, culture and structure of Olympics and the Olympic movement as both a genesis and a product of the history of sport in the human condition. The connection between sport as a human activity and its relationship to other human activities will be surveyed and evaluated.

**CEM 422 Structure and Function of Sports**

This course is an analysis of professional and amateur sport organizations from a philosophical, historical and operational perspective. The course takes an in-depth look at the management and business practices of this industry. It is designed for leaders in the industry who will deal with issues related to running an effective and efficient sport organization.

**CEM 487 Introduction to Sports Security Management**

This course examines the concepts, principles, and methods of organizing and administering security management and loss-prevention activities in industry, business, government, and sport venues. Emphasis is on protection of assets, personnel, and facilities.

**CEM 488 Contemporary Sports Security Management**

In this course students examine principles and issues in security management as well as the challenges, concepts, strategies, and skills needed to manage security-related operations and activities. Focus is on leadership in management, personnel management, security planning and evaluation, communication, and best practices.

**CEM 489 Introduction to Emergency Management for Sport Settings**

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

**CEM 523 NCAA Compliance**

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, by-laws, and practices and procedures of the NCAA.

**CEM 524 NCAA Rules and Procedures**

Examining and analyzing the by-laws, 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 more comprehensive understanding and appreciation of the NCAA, what it is and how it functions.

**CEM 535 Introduction to Parks, Recreation and Tourism**

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.

**CEM 536 Philosophy and History of Recreation and Leisure**

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.

**CEM 537 Introduction to Recreational Sport Management**

The course explores concepts and applications of effective recreational sport programming and administration. Information concerning careers in recreational sport management will be presented.

**CEM 542 Sports Business and Personnel Management**

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

**CEM 543 Sports Administration**

The purpose of this course is to demonstrate to the prospective sport manager the importance of a basic understanding of administrative theory and practice. The course will help the student understand the sport manager's position and the environment in which performance occurs.

**CEM 544 Sports Marketing**

This course includes an in-depth study of sport marketing and the influence it has in accomplishing objectives in today's world of sport. It involves a thorough review of products, (be they tangible or a service) and a discussion of bringing them to market. Topics include advertising, promotions, public relations, location, pricing, sponsorships, licensing, market segmentation and the role of research.

**CEM 550 Sports Fundraising**

This course is a study of the concepts of sport fundraising activities that provides a framework for development staff, managers and directors to operate and develop fundraising programs.

**CEM 551 Sports Public Relations**

This course is a study of the nature, content and application of public relations in sport programs related to schools, colleges, universities, associations, organizations and sport fitness centers.

**CEM 583 Sports Facilities and Event Management**

This course studies the principles involved in planning, marketing, producing and evaluating sports events and facilities.

**CEM 586 Sports Law and Risk Management**

This course introduces students to the fundamental tenets of the law and familiarizes them with legal structures and basic legal terminology. Various types of law as well as the impact each has on the sports industry are examined. A thorough review of risk management is provided as it interfaces with legal liability issues involved in the sports industry.

**CEM 592 Introduction to the Business of Sports Agents**

This course is designed to examine the role of the sport agent in today's world of sport. A thorough understanding of the sport agency profession is provided, including the techniques necessary to operate successfully in the profession.

**CEM 594 Student Life Skills**

This course is designed for athletic administrators and coaches to assist students in making the transition from interscholastic sports to college athletics.

**CEM 662 Sports Entrepreneurship**

This course is a study of entrepreneurship for those with a serious interest in owning their own business. Students will learn how to prepare a comprehensive business plan for starting or acquiring a business. The problems of running a business are also examined.

**CER 332 Sports Strength and Conditioning**

This course presents approaches to assessing and enhancing human sport performance through improving strength and cardiovascular endurance. The various methods of achieving this are examined with a focus on injury prevention.

**CER 505 Human Anatomy and Physiology**

This course is a study of the structure and function of the various systems of the human body.

**CER 510 Sports Biomechanics**

This course is a comprehensive study of human movement as it relates to sport and exercise. The course will cover how the study of biomechanics can promote human performance and prevent injury.

**CER 511 Sports Performance Enhancement**

The course is designed for sport coaches to study human movement as it relates to sport activities. Coaching techniques and methodology are addressed to analyze skills and improve sport performance.

**CER 520 Fitness and Exercise Physiology**

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

**CER 525 Sports Strength and Conditioning**

This course is designed to study the fundamental principles of training and nutrition in sport and exercise. The course is intended to develop within students a knowledge of the anatomical and physiological systems challenged by sport conditioning, strength training and an awareness of fitness and nutrition programs that can be used to enhance individual and team performance in sport.

**CER 526 Personal Training**

This course will combine sport science and entrepreneurial principles in the design and implementation of a personal training business.

**CER 527 Concepts of Wellness**

This course is specifically designed to help students gain knowledge and understanding in a variety of wellness areas, with the goal of using that information to make behavioral changes that will have a positive impact on their lives.

**CER 587 Management Strategies in Health & Fitness**

The study of the basic concepts, theories and organization of management as applied to the field of health and fitness. Topics emphasized 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.

**CES 303 Coaching Track and Field**

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct on basic track and field skills.

**CES 318 Coaching Cross Country Running**

This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct on basic cross-country running skills.

**CES 334 Coaching Golf**

This course is designed to provide entry-level information, fundamentals, principles and management enablers for anyone who would coach and/or instruct basic golf skills.

**CES 378 Coaching Volleyball**

This course is a focus on the specific fundamentals necessary for coaching volleyball. Emphasis is placed on teaching skills, techniques and drills. Planning, preparation and administration of practices and competitions are covered, along with program evaluation for continued improvement.

**CES 508 Coaching Baseball**

This course is a focus on the specific fundamentals necessary for coaching baseball. Emphasis is placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season are covered, along with program evaluation for continued improvement.

**CES 513 Coaching Basketball**

This course is a focus on the specific fundamentals necessary for coaching basketball. Emphasis is placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season are covered, along with program evaluation for continued improvement.

**CES 514 Men's Bodybuilding**

This course is a study of modern coaching trends in men's bodybuilding. Training methods used for building muscle, strength and endurance are examined. Nutritional information regarding workout and training practices is also included.

**CES 515 Women's Resistance Training**

This course is a study of principles and techniques used in resistance training. While its main focus is on training techniques specific to women, many of the concepts and ideas apply to training generally. Students will learn how and why resistance training can be incorporated into a general fitness program and, how the body reacts to such training. Information on nutrition and supplements is included. Training for various qualities such as endurance, strength, power and speed are also covered.

**CES 532 Coaching Football**

This course is a study of the science and art of coaching football. All phases of coaching are addressed, from the Xs and Os to the philosophy of leadership, responsibility, and teaching.

**CES 563 Coaching Soccer**

This course is a focus on the specific fundamentals necessary for coaching soccer. Emphasis is placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of the season are covered, along with program evaluation for continued improvement.

**CES 566 Coaching Softball**

This course is a focus on the specific fundamentals necessary for coaching softball. Emphasis is placed on teaching skills, techniques and drills. Planning, preparation and administration for the various phases of



the season are covered, along with program evaluation for continued improvement.

**CES 576      Coaching Tennis**

This course is a focus on the specific fundamentals necessary for coaching tennis. Emphasis is placed on teaching skills, techniques and drills. Planning and preparation for practices and competition are covered, along with program evaluation for continued improvement.

**PST 598      Mentorship**

The mentorship is 200 supervised contact-hours in a specific area of interest directed by a supervisor and approved by the Mentorship Office. The mentorship is a requirement of the Sports Diploma Program.

## 4. Academy Regulations/Policies/Procedures

It is the student's responsibility to know and comply with the regulations, policies and procedures stipulated in this catalog.

### 4.1. Academic Integrity

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

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

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

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

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

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

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

### 4.2. Academic Alert

The Academy regular posts an online announcement called the *Academic Alert*. The *Academic Alert* is sent to all students through the Course Management System (CMS). Its purpose is to keep students informed regarding regulations, policies, and procedures of the Academy, in addition to alerting them to upcoming calendar events, and general news of interest. Students are expected to read the *Academic Alert* and are responsible for remaining familiar with its content.

### 4.3. 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.

#### **4.4. Advising Program**

The *Continuing Education Catalog* is the official advising document for all continuing education students. Students may utilize the catalog to prepare their own courses of study. There are no instructors for continuing education courses; however, courses are monitored by a Course Facilitator.

Should students have problems with course work in continuing education, they are encouraged to contact the Help Desk, [cmshelpdesk@ussa.edu](mailto:cmshelpdesk@ussa.edu). Questions regarding course content should be directed to [continuinged@ussa.edu](mailto:continuinged@ussa.edu). Questions on course registrations should be directed to the Office of Student Services.

#### **4.5. Auditing Classes**

Auditing a course is attending class regularly without receiving academic credit. Auditing continuing education courses are not permitted.

#### **4.6. Campus Computing and E-mail**

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.

#### **4.7. Catalog Coverage and Change**

The Academy reserves the right to change policies and procedures. The student acknowledges this right by registering for a course.

#### **4.8. 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 even 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 reserves the right to withhold such services if deemed inappropriate.

#### **4.9. Course Evaluation**

Upon completion of a course, students are requested to complete a course evaluation. Evaluation results are shared with the faculty and academic administration.

#### **4.10. Drug and Alcohol Policy**

##### **4.10.1. Monitoring Student Criminal Activity Off-Campus**

Given the Academy is an online institution, off-campus student criminal activity is not monitored.

##### **4.10.2. Policies and Programs Concerning Alcohol and Drugs**

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

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

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

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

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

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

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

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

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

#### **4.11. Continuing Education Exams**

Continuing Education exams are open-book. There is no time limit to complete the exam once it has been accessed.

#### **4.12. Facilities**

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

**Computer Laboratory.** The Academy maintains a computer laboratory for students in the Library. Hardware includes IBM-compatible computers with word processing software and an Internet browser. The laboratory is open during regular library hours. Details concerning the capabilities and availability of

the laboratory are available by contacting the librarian. Students are required to sign a Network Policy Form agreeing to abide by institutional requirements.

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

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

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

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

#### **4.12.1. Recreational Facilities and Activities**

**Intramural.** For student recreation, the Academy offers facilities for outdoor tennis, basketball, and beach volleyball. The Academy Club fitness center offers weight training and aerobics. 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 residential doctoral 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.

#### **4.13. Grading-Policies & Procedures**

Continuing education students have a period of 16 weeks (15 weeks plus one week to receive materials) to complete a course. The official start date for the 16 week period starts the day a student is enrolled in a course. If a student does not complete the course in 16 weeks, the student will be awarded a grade based on the work completed up until the end of the period.

#### **4.14. Health Services**

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

## **4.15. Administrative or Business Holds**

### **4.15.1 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.

## **4.16. Lost and Found**

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

## **4.17. 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.

## **4.18. 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.

### **4.18.1. Password Reset Policy**

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

#### **4.18.1.1. 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.
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.

#### **4.19. Refund Policy**

The Continuing Education Refund Policy allows for a refund of tuition (less a \$50 administrative fee) if the request for a refund is made in writing and either e-mailed or sent by mail and postmarked within ten days after the shipment of materials. No refunds will be given if a request is received after the ten-day time limit. Refund requests should be directed to the Department of Student Services. There is a no refund policy for textbooks purchased from the Academy. The Academy reserves the right to change tuition, fees and other expenses without prior notice. Additional fees may be applicable depending upon the type of course delivery.

#### **4.20. Repeat Policy**

A student may repeat any course for any reason (example: a grade of "F" or failure to complete a course in the prescribed time limit). However, the student must re-register and the course fee must again be remitted.

#### **4.21. Residential 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 may live in different areas of the country. All Academy faculty members must have appropriate preparation in a relative academic field as defined by the Commission on Colleges of the Southern Association of Colleges and Schools.

#### **4.22. Special Student Services**

##### **4.22.1. 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.

##### **4.22.1.1. Providing Services for Students with Disabilities**

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

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

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

- Screening of disability documentation;
- Determination of appropriate accommodations;

- Communication with faculty and/or staff regarding student needs.

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

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

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

### **Criteria for Disability Documentation**

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

### **Psychological Disorder**

A letter or report 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.

#### **4.22.2. 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.

#### **4.23. 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 Dean of Academic Affairs 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 Dean of Academic Affairs 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 Dean of Academic Affairs within five working days from the conclusion of the hearing. The Dean of Academic Affairs 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 Dean of Academic Affairs 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 Dean of Academic Affairs, 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.

#### **4.23.1. 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.

##### **4.23.1.1 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.

##### **4.23.1.2. 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.

##### **4.23.1.3. 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.

#### **4.24. 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; a network connection with thousands of sports professionals.

**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.

#### **4.25. Student Petitions**

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

1. A student may file a written petition within 30 days from the date when the informal attempt to resolve the issue was concluded. The written petition must be filed with the Chief Academic Officer and should include a detailed explanation of the circumstances involved. The Dean of Academic Affairs 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 Dean of Academic Affairs within 15 days of receipt of the petition by the subcommittee.
3. The Dean of Academic Affairs 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 Dean of Academic Affairs 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 Dean of Academic Affairs to the student. Decisions rendered by the President shall be final.

#### **4.26. 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.

##### **4.26.1. Student Rights for Records and Disclosure**

1. Students have the right to review their academic records and challenge any information believed to be inaccurate or misleading. The institution requires that a staff member be present during each student's review.
2. Students have the right to acquire transcripts of their academic records from the Academy. Such transcripts will be labeled Issued to Student. Issuance of transcripts is subject to the applicable fee policy in this regard.
3. The Academy will not provide transcripts of academic records for reasons such as non-payment of financial obligations; however, students cannot be denied the right to inspect and review their records.
4. The Academy requires students to submit a signed request for transcripts of academic records. Other requests, such as proof of full-time enrollment, must be in writing and must be submitted to the Registrar's office.
5. The Academy does not provide students with copies of original or source documents available elsewhere such as transcripts from other institutions or scores for the Graduate Record Examination (GRE), Miller Analogies Test (MAT), Graduate Management Aptitude Test (GMAT), or Test of English as a Foreign Language (TOEFL).
6. A student identification number will be assigned to each student for tracking purposes.
7. The faculty will store paper-based documents submitted by students for one year. The Academy will electronically store coursework in the online CMS) for four semesters; after four semesters it will then be inaccessible.

#### **4.27. Transcripts**

Requests for transcripts for continuing education students can be made online or by contacting the Registrar. 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. There is a \$10 charge for each transcript.

#### **4.28. Weapons Policy**

The Academy prohibits the possession or use of firearms or weapons of any type on the Academy premises. The definition of weapons shall include all types of firearms (regardless of size), knives (other than small pocket knives with a blade length of 3 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 of the student.

## 5. Addenda

A. Continuing Education Course Substitution Request Form

B. Request for Transcript Form



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**COURSE SUBSTITUTION REQUEST**

A student may request that a course taken previously be substituted for a course that is offered in the Academy’s Continuing Education program. In order for the request to be considered, the following conditions **MUST** be met:

- The course must be similar to the course being substituted;
- The student must have scored 70% [C-] or higher;
- The course must have been taken from an accredited institution or a national professional association;
- The course must have been taken at the undergraduate, graduate or post-graduate level;
- This form must be completed in its entirety;
- An official transcript must be provided (for a course taken at a higher education institution) or an official certificate, letter or receipt (for a course taken from a national professional association) must be attached;
- An official description of the course must accompany this form, along with a course description, or preferably, a course syllabus.
- MAIL: Continuing Education / United States Sports Academy / One Academy Drive / Daphne, AL 36526. FAX: Professional Studies at (251) 447-0366. Scan and email: [continuinged@ussa.edu](mailto:continuinged@ussa.edu).**

**If the above conditions have been met, the request will be reviewed and the student will be notified of the decision. All decisions are final.** If the request is approved, the student will be instructed to remit an administrative processing fee of \$150 USD (p/course). List one course per form. You must submit a new form for each course. **Upon receipt of payment, the course will be entered into the student’s official academic record with a grade of “P” for “passing.”**

STUDENT REGISTRATION INFORMATION			
LAST NAME:	FIRST NAME:	MIDDLE INITIAL:	DAY PHONE:
EVENING PHONE:	CELL PHONE:	E-MAIL (Academy e-mail if previously enrolled):	
STREET ADDRESS:			
CITY:	STATE:	ZIP:	COUNTRY:

COURSE SUBSTITUTION INFORMATION	
NAME OF PREVIOUS INSTITUTION/ASSOCIATION:	
ADDRESS OF PREVIOUS INSTITUTION/ASSOCIATION: STREET: _____ CITY/STATE/ZIP: _____	
PREVIOUS COURSE/CERTIFICATION INFORMATION (PLEASE COMPLETE ALL APPLICABLE FIELDS): COURSE NUMBER/TITLE: _____ SEMESTER/YEAR: _____ # OF CREDITS: _____ GRADE RECEIVED: _____	
EQUIVALENT ACADEMY COURSE FOR WHICH PREVIOUS COURSE IS TO BE SUBSTITUTED: COURSE #/TITLE: _____ #CREDIT HRS _____	

**FOR ACADEMY DEPARTMENT STAFF USE ONLY BELOW THIS LINE:**

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

Signature/Date: \_\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_  
Director of Continuing Education

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

**REQUEST FOR TRANSCRIPT FORM**

Doctoral  Master's  Bachelor's  Continuing Education

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Work Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Cell Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Social Security Number (Optional) #: \_\_\_\_\_

This is to authorize and request the release of my academic record at the address which I have specified below. Your request will not be processed without a signature.

Signature: \_\_\_\_\_ Number of Copies: \_\_\_\_\_

Mail transcript to the address address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.
- Any special instructions i.e., hold for grades.
- No transcript of a student's record will be issued for a student whose financial obligations to the Academy have not been satisfied. There are two types of transcripts:

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

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

Method of Payment (check box)

Check/Money Order  TYPE: Visa M/C DISC Acct. \_\_\_\_\_

Credit Card  (Circle type above) Expiration Date: \_\_\_\_\_

Office Use Only: Transcript(s) released: Date: \_\_\_\_\_ By: \_\_\_\_\_

The United States Sports Academy is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Bachelor of Sports Science degree (level II), the Master of Sports Science degree (level III) and the Doctor of Sports Management degree (level V).19 February 2009K-1