United States Sports Academy

"America's Sports University®"

Doctor of Education (Ed.D.) in Sports Management
Academic Catalog 2013-2014

1 September 2013

"Balance"
Edward Eyth, Sculptor
2013 Sport Artist of the Year

About the Cover Photo

Edward Eyth won the 2008 U.S. Olympic Sport and Art Contest sculpture category for his piece, “Balance,” which features a gymnast gracefully poised on a balance beam.

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1. GENERAL POLICIES AND INFORMATION

1.1. Communicating with the Academy

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

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

1.2. Regional Accreditation and Approvals

1.2.1 Accreditation

The United States Sports Academy, hereinafter called "the Academy," is regionally accredited by the Southern Association of Colleges land Schools Commission on Colleges to award baccalaureate, master's, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the Academy.

1.2.2 Sports Management Program Review Council

It was not until the early 1970s when sport education became recognized as an academic discipline and sport management degree programs were established. Today, over 400 North American colleges and universities are engaged in the preparation of management personnel for sport organizations. The Academy is the only university which delivers its degree programs 100% online and has been approved by the Sports Management Program Review Council (SMPRC) to offer sports management degree programs at all levels (bachelor's, master's, and doctoral).

The North American Society for Sport Management (NASSM) maintains a list of American universities offering sport management programs, www.nassm.com/InfoAbout/SportMgmtPrograms/United_States, in which the Academy is listed.

1.3. Alabama State Licensure and Certification

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

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

1.4. Equal Opportunity Statement

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

1.5 Military Programs

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

1.6. History

In 2012, the Academy celebrated 40 years of excellence in sport education. President and Chief Executive Officer Dr. Thomas P. Rosandich founded the Academy in 1972, as a direct response to the increasingly complex interrelationship of sport and society in America. From the beginning, the Academy's general mission has been to serve the nation and the world as a sport-education resource, improving sport through programs of instruction, research, and service. The Academy was born from the United States' need for a national school of sports. This need was highlighted by the nation's inferior performance at the 1972 Munich Olympiad, largely the result of poor administration, scant medical support, and unscientific coaching and training. When the Blyth-Mueller Report (1974) established a solid link between poor preparation of coaches and the number and severity of injuries to their athletes, the need for such an institution proved even greater.

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

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

The Academy's greatest asset may be its National Faculty, developed in the institution's formative years. The National Faculty consists of distinguished educators in all areas of sport who have served as sport specialists throughout the world.

A milestone in the Academy's development was reached in 1976 with the signing of its first international agreement to deliver education and training in the Kingdom of Bahrain, located in the Arabian (Persian) Gulf. Since that first agreement, the Academy has delivered a wide range of programs abroad. The scope of service has ranged from the full-charge conduct of an entire national sport effort, to individual seminars and symposia

in international conferences. The Academy's cultural exchange programs reach more than 65 nations throughout the world.

In 1981, the Academy became a candidate for membership in the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). Evaluated by SACS in 1983, the Academy was admitted to membership on 13 December 1983, becoming the nation's first and only freestanding, accredited institution dedicated solely to professional studies in sport. In summer 1986, the Academy reached a new milestone when it purchased a permanent campus in Daphne, Alabama, on the eastern shore of Mobile Bay.

In summer 1988, following a two-year self-study, the Academy received reaffirmation of accreditation from the Commission on Colleges of SACS. In 1996, the Academy's doctoral program received accreditation, and its distance-learning delivery system was reviewed and approved. The Academy has successfully received accreditation reaffirmation in both 1998 and in 2008. The B.S.S. degree program was introduced, reviewed, and accredited in 2004, which made the institution the only accredited sports university in the country at all three degree levels.

One vision for the Academy during its conception was for it to become a university without walls, meeting the needs of students by providing sport education in any location around the world. Today, as the world's largest graduate school of sport, the Academy has met this challenge. The full promise of this vision was realized in fall 1993, when the Academy introduced the distance-learning delivery system that enables today's students to complete the entire curriculum away from the Academy campus.

A secondary mission of the Academy has been the establishment and development of the American Sport Art Museum and Archives (ASAMA). A division of the Academy, ASAMA is dedicated to preserving sport art and archival materials and today contains arguably the largest collection of sport art in the world. Located on the Academy campus, the museum exhibits the work of renowned sport artists. An annual event for ASAMA is the Awards of Sport medallion series of honors. Designated "A Tribute to the Artist and the Athlete," the medallion series recognizes outstanding performances and contributions of national and international leaders, coaches, administrators, athletes, and artists with influence in the world of sport.

1.7. Mission Statement

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

1.8. The Philosophy of the Academy

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

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

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

1.9. Goals of the Doctor of Education in Sports Management Degree Program

The specific goals of the doctoral program are derived from the mission of the academy and developed to award a terminal degree in the profession of sports. The goals and objectives of the doctoral program are as follows:

1. Develop the knowledge and skills necessary to provide effective leadership in academic or administrative environments

2. Summarize instruction and supervised practice in:
    a. Assessing existing research in the profession;
    b. Synthesizing theories by integrating current or related knowledge with existing concepts
    c. Construct and defend original research as part of the professional dissertation

3. Synthesize and evaluate theoretical information and integrate it into practice by:
    a. Interpreting issues and trends in sports
    b. Designing innovative programs through effective individual leadership
    c. Developing knowledge and skills in program administration
    d. Interpreting issues through self-directed study, critical thinking, and problem solving

4. Value the need to develop a personal philosophy and ethical principles related to sports by:
    a. Combining the knowledge of the sociological, historical, political, and philosophical aspects of sports
    b. Generating contributions to the body of knowledge in the sport profession
    c. Describing how sports impact human behavior

5. Summarize the principles and methods of research in the profession of sports by:
    a. Designing research questions and comparing them with existing theories
    b. Evaluating questions critically through analysis of data
    c. Developing mastery of quantitative and qualitative methodologies utilized in research

1.10. Expectations of Students at the Doctoral Degree Level

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

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

1.11. Honor Code for the Academy

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

1.12. Special Provisions

Every effort has been made to include information in this catalog that, at the time of printing, most accurately and pertinently reflects the academic curriculum policies and procedures of the Academy. The provisions of this catalog do not constitute a contract between any student and the Academy.

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

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

1.13. Location

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

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

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

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

1.14. Memberships and Affiliations

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

Alabama Association of College Registrars and Admissions Officers (ALACRAO)
Alabama Association of Independent Colleges and Universities (AAICU)
Alabama Association of International Educators (AAIE)
Alabama Association of Student Financial Aid Administrators (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 Baseball Coaches Association (ABCA)
American Council on Education
American College of Sports Medicine (ACSM)
American Public Health Association (APHA)
American Swimming Coaches Association (ASCA)
Association of American International Colleges and Universities (AAC&U)
Business Council of Alabama
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 Sport for All Federation (FISpT)
International Sports Heritage Association (ISHA)
International Society of Sports Nutrition (ISSN)
National Academy of Sports Medicine (NASM)
National Association for Sport & Physical Education (NASPE)
National Association of Collegiate Directors of Athletics (NACDA)
National Association of Independent Colleges and Universities (NAICU)
National Student Clearinghouse
National Federation of State High School Associations (NFHS)
National Football Foundation (NFF)
National Soccer Coaches Association of America (NSCAA)
National Strength and Conditioning Association (NSCA)
National Wrestling Coaches Association (NWCA)
Network of Alabama Academic Libraries (NAAL)
North American Society for Sports Management (NASSM)
Online Computer Library Center (OCLC)
Positive Coaching Alliance (PCA)
Professional Tennis Registry (PTR)
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)
USA Archery (USAA)
USA Track & Field (USTF)

1.15. Academy Library

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

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

1.15.1. Library Books

Non-resident students may borrow books from the Academy library by emailing library@ussa.edu. Students will be billed for the shipping and return postage fees. If a book is not returned, the student will be billed the full cost of the book. If payment is not made, a hold will be placed on the student's records. The abuse of library materials by writing on pages, tearing out pages, or taking materials is strictly forbidden.

2. ACADEMIC CALENDAR

An institutional calendar appears on the Academy's website, www.ussa.edu/Academics. The institutional calendar includes key dates, such as those for comprehensive examinations, and other academic activities.

2013	FALL 2013
1 September	First Day to Register for Fall Online Classes
2 September	Labor Day Holiday
3 September	Residential Orientation
5 September	Residential Courses Begin
28-29 November	Thanksgiving Holiday
18 December	Last Day to Withdraw from Residential Course with a Grade of "W"
19 December	Residential Courses End
25 December	Christmas Holiday
31 December	Last Day to Register for Fall Online Classes
2014	**SPRING 2014**
2 January	First Day to register for Spring Online Classes
2 January	Residential Orientation
2 January	Residential Classes Begin
20 January	Martin Luther King Holiday
4 March	Mardi Gras Holiday
21 April	Last Day to Withdraw from Residential Course with a Grade of "W"
22 April	Residential Courses End
31 May	Last Day to Register for Spring Online Courses
2014	**SUMMER 2014**
1 May	Residential Orientation
6 May	Residential Classes Begin
26 May	Memorial Day Holiday
1 June	First Day to Register for Summer Online Classes
4 July	American Independence Day Holiday
20 August	Last Day to Withdraw from Residential Courses with a Grade of "W"
21 August	Residential Courses End
31 August	Last Day to Register for Summer Online Courses

3. ADMISSIONS

All inquiries and applications should be sent to the United States Sports Academy Student Services office. Applications for admission to the doctoral program are accepted on an ongoing basis. Online students may start course work at any time following acceptance. Registration for online students is done through the Academy's website.

The doctoral degree is offered online, but at the Academy's discretion a residential cohort can be accepted. Orientation and registration are held on campus for all resident students. All fees and tuition are due at the time of registration for both online and resident students.

3.1. General Admission

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

3.1.1. Doctoral Degree Program

An applicant interested in pursuing a Doctor of Education in Sport Management degree may be accepted from a variety of backgrounds. For full-standing admission to the doctoral program, an applicant must hold (or be a candidate for) a master's degree or higher from a regionally accredited institution. Approval of an application from a student currently enrolled in a master's program is conditional upon the successful completion of a degree prior to commencement of study at the Academy. A student who has graduated from a recognized, non-accredited institution may apply for the doctoral degree program only as a conditional student.

An applicant to the doctoral degree program is required to submit the following to the Division of Student Services:

1. A completed Application for Doctoral Degree Study accompanied by a $100 application fee. This fee is non-refundable and constitutes part of the admission credentials;

2. An official copy of all college transcripts, showing grades and graduation date(s). Full disclosure of all institutions attended and official copies of transcripts from each institution is necessary and mandatory. Failure to do so may delay the application process and/or disqualify a student for admission. All official transcripts should be sent directly from the previous institution's Registrar's office in a sealed envelope.

3. Three recommendation forms and FERPA release forms (forms are available on the Academy website, www.ussa.edu/admissions/requirements/doctoral.

4. A Qualifying Essay in narrative form (see Addenda or the Academy's website at www.ussa.edu/admissions/requirements/doctoral) . This essay must be well organized and neatly typed. It will be used to judge the student's ability to write at a level appropriate to doctoral work and must include the following:

    - A brief biographical sketch; and
    - An explanation of why the student wants to enter the Academy's doctoral degree program and what the applicant expects to learn with respect to earning a doctoral degree.

In addition, the essay must be written in accordance with guidelines set forth in the most recent editions of the *Publication Manual of the American Psychological Association or Concise Rules of APA Style*. Personal interviews are encouraged but are not required.

Qualifying essays are generally five-seven (5-7) pages in length. The essay should be saved as a ".doc" file and sent to admissions@ussa.edu. The essay will become a part of the student's Learning Portfolio. (See Addenda for complete Portfolio requirements.)

5. Resident students must purchase health insurance through the Academy.

3.1.2. International Student Admission

In addition to the applicable domestic requirements, an international applicant seeking full-standing admission to the graduate program must provide the following to the Student Services office within one year from the date of submission of the application and fees:

1. A completed doctoral degree application accompanied by a $155 application fee. The fee is non-refundable, and it constitutes part of the admission credentials.

2. An official, certified copy (English translation) of all college transcripts. Full disclosure of all institutions attended, and official copies of transcripts from each institution, is necessary and mandatory. Failure to do so may delay the application process and/or disqualify a student for admission. All official transcripts are to be sent from the student's previous institution's Registrar's office in sealed envelopes.

3. Three recommendation forms and FERPA release forms which can be found on the Academy's website at www.ussa.edu/admissions/requirements/doctoral.

4. A satisfactory score on the Test of English as a Foreign Language (TOEFL) in a computer- based format (minimum 213), Internet-based format (minimum 79), or paper-based format (minimum 550), or a satisfactory score on the International English Language Testing System (IELTS) in the academic module (minimum overall band score of 6).

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

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

6. A Certificate of Eligibility (Form I-20) must be obtained if the international student plans to study in the United States.

7. A health insurance fee is assessed for resident international students.

8. A copy of a valid passport and visa (resident students only).

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

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

While an international student can complete the entire degree online, without having to travel to the United States, those students seeking residential study must submit the following to Student Services for issuance of a Certificate of Eligibility (Form I-20), which is issued to accepted degree-seeking students only:

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

2. Payment of the $200 SEVIS fee for non-immigrant students and visitor exchange. Visit www.fmjfee.com for information. The SEVIS fee is a U.S. government assessment to defray the cost of a background check for entry into the United States.

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

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

3.3. International Students-Employment

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

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

3.4. Social Security Number Disclosure

Social Security Numbers are required at the time of application. The SSN will not be used as the student's ID number but will be provide to governmental or regulatory entities that require SSNs. The privacy and confidentiality of student records are protected by federal and state law. The Academy will not disclose a SSN without a student's consent for any other purpose except as allowed by law.

3.5. Transfer/Credit Acceptance

Any applicant to one of the Academy's degree programs is eligible to transfer equivalent degree level courses from other colleges or universities. The maximum number of credit hours allowed in the doctoral degree program is limited to 24 credit hours. All such requests are subject to review and approval as outlined below.

3.5.1. Specific Transfer Policies in the Doctoral Degree Program

All requests for transfer credit must follow this procedure:

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

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

3. It is the policy of the Academy to accept transfer courses based on the requirements of various regulatory and licensure authorities to which the Academy must be responsive.

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

5. The Academy accepts courses from all nationally-accredited institutions as recognized by the Department of Education that are substantially the same as courses in the Academy's curriculum.

6. The Academy will accept courses from international institutions that are substantially the same as courses in the Academy's curriculum provided that the institution is approved by a foreign nation's Ministry of Education (where that approval process is comparable to accreditation in the United States).

7. The Academy will accept transfer credits from a credential-evaluation service that is a member of the National Association of Credential Evaluation Services, provided the courses are substantially the same as found in the Academy's curriculum.

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

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

10. Under no circumstances may courses be used to fulfill degree requirement for more than one degree. For example, if the student has already received a doctoral degree from another institution, those courses for which credit was received for the degree cannot be applied to the Ed.D. degree.

11. If transfer credit is accepted for an Academy course which has a required portfolio assignment, the student must complete that portfolio assignment.

12. The Academy will not consider or evaluate transfer course requests until the student has applied to the Academy.

3.5.2. Transfer Request Procedures Submitted by Students

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

2. A non-refundable $50 fee will be charged for each Graduate Credit Transfer Evaluation form submitted. The evaluation form can be found on the Academy's website: www.ussa.edu/current-students/forms-applications.

3. The following documentation must be submitted: a copy of the official transcripts showing the grade earned, a catalog description of the course, and a copy of the syllabus outlining learning objectives and course content. In addition, the applicant should specify which of the Academy's courses the transfer courses may be able to replace on the Graduate Credit Transfer Evaluation Form.

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

3.6. Admission Status

Applicants to the Academy are admitted to the doctoral degree program in one of the following categories:

3.6.1. Full-Standing Status

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

3.6.2. Conditional Admission

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

A conditionally admitted student can be granted full-standing by completing and submitting any missing materials or by successful completion of 12 semester hours with a cumulative grade point average of 3.0 or better. Such a student must have all required admission documents on file. Courses taken by a student with conditional status will automatically apply toward that student's degree once he or she is granted admission in full standing.

3.6.2.1. Conditional Academic

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

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

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

3. A student with a master's degree from a non-accredited institution who has a GPA of 3.0 or higher may be admitted conditionally provided he or she completes the full-admissions criteria within the first 12 semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA;

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

5. International students who have completed master's degrees or the equivalent at foreign institutions as evaluated and certified by a member of the National Association of Credential Evaluation Services may be conditionally admitted provided they meet the full-admission requirements within the first 12 semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA.

3.6.3. Non-Degree Seeking Status

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

1. A completed application form accompanied by a non-refundable application fee used to establish a student file and determine eligibility for graduate credit (the statute of limitations on an application is one year);

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

3. If a non-degree seeking student applies to become a degree-seeking student, all deferred fees associated with regular admission to the Academy will become due and payable at the time status is changed and all required admissions documents must be submitted.

3.6.4. Transient Student Status

A special category of definition given to a student who wishes to attend an institution other than the home institution on a temporary basis. The following conditions apply:

1. The student must adhere to the home institution's policy for transient student status. This policy must be consistent with the policies of the statewide Articulation and General Studies Program.

2. The student must present written evidence of advisement from the home institution that identifies the recommended courses the student is advised to take while on transient status. In the advisement process, in order to facilitate articulation of credit, these courses should be approved for transfer back to the home institution.

3.6.5. Concurrent Enrollment

A special category of definition given to a student enrolled at two institutions simultaneously. The following conditions apply:

1. The student must declare a home institution.
2. The student must adhere to the home institution's policy on concurrent enrollment status.
3. The home institution's policy must be consistent with the policies of the statewide Articulation and General Studies Program.

3.7. Statute of Limitations on Acceptance

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

3.8. Standardized Entrance Examinations

3.8.1. Institutional Testing Codes

The Educational Testing Service has assigned the Academy an institutional code of **1885** for the Test of English as a Foreign Language (TOEFL). The Psychological Corporation has assigned the Academy the institutional code number **1016** for the Miller Analogies Test (MAT). Examinees who wish to have official scores reported to the Academy should use this number. It should be noted that the testing agencies will not send score reports from tests which were taken more than five years ago.

3.8.2. Specific Tests Accepted

The following testing facilities and services may be of help to students who seek admission to the graduate program at the Academy:

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

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

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

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

3.9. Alabama and Other State Certification Requirements

Doctoral students planning to be certified as teachers in the state of Alabama or another state must contact the respective state department of education for current requirements and to determine if the state recognizes

degrees earned by online or distance-learning education. It is each student's responsibility to check on these requirements.

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

3.10. Post-Doctoral Graduate Work

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

1. A student's degree must have been conferred within the five years preceding application to the new program;

2. Students must apply and pay the $200.00 application fee for the new program;

3. The Academic Committee will review all applications and make recommendations to the Chief Academic Officer as to admissions status;

4. Students will follow the requirements for the Program of Study as they are specified in the academic catalog in effect at the time of application;

5. Students must complete all requirements for the new "Concentration" (to include a Mentorship, if required by the major);

6. Students will have three years from the date of application to complete all academic requirements;

7. All fees, tuition, and book charges will be those in effect on the date of registration;

8. Students who have successfully met all of the Portfolio requirements will not be required to post new submissions from post-graduate courses taken.

3.10.1 Post-Doctoral Completion Procedure

After all coursework associated with the concentration is complete, students may request a copy of the official transcript to reflect the Post-Doctoral Concentration by submitting a Request for Transcript form. This form is located at http://www.ussa.edu/current-students/forms-applications/

4. ACADEMIC AFFAIRS

4.1. Doctor of Education (Ed.D.) in Sports Management Degree Program

The Academy's Ed.D. degree is a 66-semester-hour program beyond the master's degree. The doctoral degree is designed to prepare students to perform with a high degree of proficiency in the sports industry, including sports education. There are three areas of specialization: Human Resource Management, Leadership, and Marketing. There are five emphasis areas: Olympism, Sports Coaching, Sports Health & Fitness, Sports Theory, and, for those already licensed or certified in the area, Sports Medicine.

The curriculum is designed to enable students who are recent master's degree graduates, working professionals, sports enthusiasts, athletic administrators, and sports educators to achieve personal, educational, and professional objectives in a sport-specific environment.

As part of the curriculum, each student will take a practical, field-based component called a Mentorship. The Mentorship requires each student to engage in hands-on, sports-related activities in the industry.

4.2. Delivery Options

4.2.1 Online Delivery

The Academy's doctoral degree is delivered online in an asynchronous, computer-mediated environment. This means that the professor and student do not have to be in simultaneous contact for learning to take place or assignments to be completed.

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

Every course includes written assignments, required participation in threaded discussions, and, depending upon the course, a final examination OR a final class paper. Study guides are available for the final exams and are posted in the Learning Management System (LMS) or are available through the course instructor.
There are specific time limits, 16 weeks (plus extensions, if needed) for completing online courses. The 16-week period allowed includes one week built into the course schedule for shipping and handling of materials. Students who are active-duty military personnel are allowed 18 weeks (16 weeks plus a two week extension) to complete their online course work.

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

4.2.2. Residential Study Option

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

4.2.3. Directed Individualized Study

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

4.3. Affiliated Credit Options

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

4.4. Mentorship, Two-Course Option, and Dissertation Requirements

At the doctoral level, the student is required to complete a practical "learning by doing" experience called a mentorship and to complete a research study reported in a dissertation.

4.4.1. Doctoral Degree Mentorship Program

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

Experiencing a mentorship is an excellent opportunity to work side-by-side with experts in the sports profession. The mentorship could provide a student an opportunity to build a network with professionals in the industry. Students should attempt to procure a mentorship in their local areas. Students are advised to contact the Mentorship Office to discuss possible mentorship ideas prior to initiating the necessary paperwork.

For full details regarding the mentorship program, the student should download the Mentorship Handbook from the Student Portal.

4.4.2. Two-Course Option

Students, with significant sports-related experience, may opt out of the mentorship by taking two additional, approved courses in lieu of the mentorship. Students wishing to exercise this option must petition the Academic Committee for approval. This option is primarily for those students who have amassed significant experience over a career, justifying substitution of course work for the mentorship, or for those students in extenuating circumstances where no opportunity exists to pursue a mentorship, such as military deployment.

4.4.3. Dissertation

The dissertation is to be an original piece of research completed by the candidate on a topic related to the candidate's area of specialization in Sports Management or in management within Olympism, Sports Coaching, Sports Health & Fitness, Sports Medicine, or Sports Theory. An acceptable dissertation will be related to a

documented problem or issue. Guidelines for formatting the doctoral dissertation are contained in the most current edition of the *Publication Manual of the American Psychological Association*.

The dissertation is the culminating experience of the candidate's doctoral degree program. It can be started only after the Doctoral Portfolio has been successfully completed. The dissertation, once completed, must be defended before a committee consisting of a dissertation chairperson and two committee members.

To be eligible for the Doctor of Education (Ed.D.) in Sports Management or the Doctor of Education (Ed.D.) in Sports Management with an emphasis in Olympism, Sports Coaching, Sports Health & Fitness, Sports Medicine or Sports Theory degree, a candidate must complete 12 semester hours of dissertation credit. Before registering for the dissertation credit, the candidate must select and consult with his/her dissertation chairperson as to the time to be devoted to dissertation work.

The dissertation chairperson must be a member of the Academy's resident faculty or an appropriately credentialed member of the graduate non-resident faculty, approved by the Chief Academic Officer. The candidate must select one additional faculty member to serve on the dissertation committee. The candidate has the option of selecting a committee member from Academy or non-Academy faculty, provided the non-Academy faculty member has held graduate faculty rank at an accredited institution. In the event that the candidate selects either non-resident Academy faculty or non-Academy faculty for membership on the committee, these persons must possess a terminal degree in the profession and be approved by the Chief Academic Officer.

The oral defense of the dissertation must be scheduled by the candidate, in coordination with the dissertation chair, in accordance with the following:

1. The manuscript must be distributed in final form to all members of the committee no later than 30 days prior to the scheduled proposal and defense;

2. The candidate must apply for and reserve a scheduled time for the proposal and defense. This can be done by contacting the dissertation chair;

3. An oral defense may be conducted on the Academy campus or the candidate may conduct the defense via web or video conferencing. In this event, the candidate will make all arrangements and bear all expenses for the video conference and will be responsible for insuring all presentation materials used in the proposal or defense (such as props, PowerPoint presentations, or web page URLs) are distributed to all individuals off-campus involved in the defense;

4. Approval of the completed dissertation is made by the candidate's committee and is subject to review and final approval by the Chief Academic Officer or his or her designee (see Addenda section for form.) Both approvals are prerequisites to the awarding of the degree;

5. All dissertation hours are graded as Pass or Fail. On the dissertation chairperson's final approval of any committee-mandated rewrites or edits, the candidate is awarded 12 semester hours of project credit "Pass." Failure to have the dissertation approved by the dissertation chairperson and the Director of Doctoral Studies or the Chief Academic Officer may lead to a grade of "Fail" for the registered 12 semester-hours; and

6. After final approval for the dissertation is secured, the candidate is required to provide four copies of the dissertation on cotton bond paper. The four copies will be sent to ProQuest/UMI for professional binding and microfilming. The copies are to be distributed as follows: two copies to the Academy Library, one copy to the dissertation chairperson, and one copy to the candidate.

Failure of the candidate to comply with any of the foregoing requirements may result in the dissertation being assigned a failing grade and the doctoral degree not awarded.

4.4.3.1. Dissertation Proposal

The purpose of the proposal is to provide written evidence that the candidate has a clear understanding of the topic proposed for research. The candidate is responsible for the identification and development of a research topic that must be acceptable to the dissertation committee. The topic should:

1. Investigate an issue in the field of Sports Management or the management of Olympism, Sports Coaching, Sports Health & Fitness, Sports Medicine, or Sports Theory;

2. Be a researchable project, in that a problem can be identified through a body of extant scholarly literature relevant to the topic. The problem is to be addressed by utilizing one of the types of research commonly recognized as appropriate; and

3. Possess the potential to incorporate a research methodology that is acceptable for a dissertation in Sports Management.

4.4.3.2. Publication and Distribution

Copies of the approved dissertation, including the abstract, will be submitted to ProQuest/UMI, which will publish the abstract; the dissertation will be microfilmed. The candidate is charged a fee for this process. If the candidate desires ProQuest/UMI to register a copyright, an additional fee must be paid. Publication of the dissertation in part or in whole is encouraged.

4.5. Bachelor's-to-Doctorate Degree Accelerated Program

For the student who possesses a bachelor's degree and is interested in pursuing a doctorate, the Academy offers an accelerated Ed.D. program. Admission into the program is based upon the criteria for admission into the M.S.S. degree with a major in Sports Management.

In the accelerated Ed.D. program, the student first completes the M.S.S. core (nine semester hours) and the major courses in M.S.S. Sports Management (15 semester hours) but does not have to complete the nine semester hour mentorship or thesis. Providing the student has a 3.40 GPA upon completion of these 24 semester hours of credit and has submitted and successfully completed all elements required in the Master's Portfolio, the student can immediately begin the doctoral degree program. To receive the doctoral degree, the student is required to complete all 66 semester hours of the doctoral degree program, the Doctoral Portfolio, and successfully complete and defend a dissertation.

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

If students do not maintain the minimum required grade point average or successfully complete the portfolio, or if they decide not to continue into the doctoral degree program, they will receive the M.S.S. degree in Sports Management upon completion of the M.S.S. mentorship, thesis, or non-thesis option (nine semester hours) and the Master's Portfolio. (See Addenda of this catalog for the Program of Study).

4.6. Doctoral Degree Core Course Requirements

Although the Ed.D. degree represents the attainment of independent and comprehensive scholarship in the field of sports, as opposed to the earning of a specific amount of credit, the Academy requires the doctoral degree student to complete 66 semester hours of work beyond the master's degree. Included in the 66-semester-hours are 12 semester hours of doctoral research dissertation credit and six semester hours of mentorship credit. All students will be required to take the following core courses:

General Sports Management Core

- SAB 661 Contemporary Issues in Sports (3 sem. hrs.)
- SAM 660 Financial Aspects of Sports (3 sem. hrs.)
- SAM 730 Sports Leadership Principles (3 sem. hrs.)
- SAM 743 Advanced Studies in Sports Management (3 sem. hrs.)
- SAB 634 Ethics in Sports (3 sem. hrs.)
- SAM 786 Legal Aspects of Sports (3 sem. hrs.)

Research Core

- SAR 674 Research Statistics in Sports (3 sem. hrs.)
- SAR 776 Research Methodologies (3 sem. hrs.)
- SAR 790 Selected Readings in Sports (3 sem. hrs.)

Mentorship and Dissertation

- SPT 798 Mentorship (6 sem. hrs.)
- SPT 799 Dissertation (12 sem. hrs.)

(Also see the Addenda of this catalog for the Ed.D. Program of Study.)

4.7. Doctoral Degree Options

The Ed.D. degree is offered with two study options. The main 66-semester-hour curriculum consists of required and elective courses, 6-12 semester hours of cognate courses, a six-semester-hour doctoral mentorship, and a 12 semester-hour dissertation. The doctoral student may follow one of two study options for the 66-semester-hour degree. These options are a Ed.D. degree or a Ed.D. degree with an emphasis in Sports Medicine, Sports Theory, Sports Coaching, Sports Health & Fitness, or Olympism. Students who select the Ed.D. degree with an emphasis are not required to take nine credits of electives. The nine credits (3 emphasis courses) replace the nine credits of electives. These plans are flexible and can, with the approval of the Chief Academic Officer, be adjusted to meet the needs of individual students.

Each of the options is designed to start at any time. SAB 661 Contemporary Issues in Sports will be the first course the student is required to take. In the doctoral degree curriculum, the 66-semester-hours are distributed as follows:

Program Component	Hours
General Sports Management Core	18
Research Core	9
Area of Specialization, including Cognate Courses	12
Electives	9
Mentorship	6
Dissertation	12
Total	**66**

4.8. Areas of Specialization

The doctoral curriculum in Sports Management requires a student to complete cognate courses, which can be taken from the Academy or outside the institution, totaling at least six hours and also to select an area of specialization comprising at least six hours of in-depth study in sports leadership, sports marketing, or human resources management.

With prior approval and special advisement and permission from the Director of Doctoral Studies, these 6-12 semester hours may be taken here at the Academy or at a regionally accredited college or university. A doctoral degree student is to submit a plan to the Director of Doctoral Studies that includes the following:

1. The two, three, or four courses projected to complete these requirements;
2. The institution(s) offering the courses, a catalog description of each course, and course syllabus;
3. The rationale showing the relationship of the courses to the area of specialization and to each of the other courses.

Approval of the submitted plan by the Director of Doctoral Studies is needed before the student registers for any of the specialization courses. The student may request a change in the plan due to extenuating circumstances by submitting a letter to the Director of Doctoral Studies. Submission of such a letter is no assurance that the requested change will be approved. All such requests are subject to review.

4.9. Cognate Courses

Students must successfully complete (with a grade of B or better) two electives (6 semester credit hours) from a related area of their Specialization or Emphasis to support the selected Specialization or Emphasis.

The selected electives will enhance the student's knowledge of, and familiarity with, the details of the chosen Specialization or Emphasis, thus establishing an unquestionable subject matter credentialing for the student in the designated Specialization or Emphasis.

The Specialization Related Electives (SRE) and the Emphasis Related Electives (ERE) must be approved by submitting a cognate course pre-approval form (see Addenda) to the Director of Doctoral Studies prior to enrolling in them. SREs and EREs augment the area of Specialization or Emphasis chosen by the student and serve as the minor field of study. A minimum of 18 semester hours must be completed and an area of specialization must be selected before seeking cognate course approval.

4.10. Electives

The 66-semester-hour curriculum includes the required core courses and specialization courses previously cited and three elective courses (9 semester hours) selected from the following list:

- SAB 660 Sports in America Current Issues: Sport and Public Policy (3 sem. hrs.)
- SAM 622 Structure and Function of Amateur and Professional Sports Organizations (3 sem. hrs.)
- SAM 640 Labor Relations in Sports (3 sem. hrs.)
- SAM 644 Sports Marketing Research (3 sem. hrs.)
- SAM 662 Sports Entrepreneurship (3 sem. hrs.)
- SAM 672 Personnel Training/Development (3 sem. hrs.)
- SAM 682 Facilities Planning in Sports (3 sem. hrs.)
- SAB 768 Psychology of Human Behavior (3 sem. hrs.)

- SPT 797 Directed Individualized Study (3-6 sem. hrs.)

If a student has taken 500 or 600-level courses at the master's level to fulfill master's degree requirements, those same courses cannot be used to fulfill the doctoral degree requirements.

4.11. Doctoral Degree with an Emphasis in Sports Medicine

The Ed.D. with an emphasis in Sports Medicine is a 66 semester-hour program beyond the master's degree. It is considered a "Post-Certification Degree Program" designed for those who are already in the sports medicine field and currently have certifications or licenses in the healthcare profession. Note: Completion of this program will not qualify the student to sit for the National Athletic Trainers' Association (NATA) board certification exam and will not qualify the student to become a certified athletic trainer. Students are selected on the basis of academic and professional accomplishments, past experiences, skills, and goals.

As part of its practical experience component, the Academy requires each student to complete a mentorship in which the student engages in doctorate level management of Sports Medicine-related activities. Course requirements for the Ed.D. with a Sports Medicine emphasis are as follows:

General Sport Management Core

- SAB 661 Contemporary Issues in Sports (3 sem. hrs.)
- SAM 660 Financial Aspects of Sports (3 sem. hrs.)
- SAM 730 Sports Leadership Principles (3 sem. hrs.)
- SAB 634 Ethics in Sports (3 sem. hrs.)
- SAM 743 Advanced Studies in Sports Management (3 sem. hrs.)
- SAM 786 Legal Aspects of Sports (3 sem. hrs.)

Emphasis Courses

- SAM 787 Legal Concepts of Sports Medicine (3 sem. hrs.)
- SAM 788 Principles of Management in Sports Medicine (3 sem. hrs.)
- SAM 789 Seminar in Sports Medicine Management Issues (3 sem. hrs.)

Research Core

- SAR 674 Research Statistics in Sports (3 sem. hrs.)
- SAR 776 Research Methodologies (3 sem. hrs.)
- SAR 790 Selected Readings in Sports (3 sem. hrs.)

Mentorship and Dissertation

- SPT 798 Mentorship (6 sem. hrs.)
- SPT 799 Dissertation (12 sem. hrs.)

Also see Addendum for the Ed.D. with Emphasis in Sports Medicine Program of Study.

4.12. Doctoral Degree with an Emphasis in Olympism

The Ed.D. Sports Management with an emphasis in Olympism is a 66 semester-hour program beyond the master's degree. This degree is designed to prepare students for administrative roles in the world Olympic Movement. Students are selected on the basis of academic and professional accomplishments, past experiences, skills, and personal goals. Students should have had some experience in Olympic sports on the national or international level. Course requirements for the Ed.D. with an Emphasis in Olympism are:

General Sport Management Core

- SAB 661 Contemporary Issues in Sports (3 sem. hrs.)
- SAM 660 Financial Aspects of Sports (3 sem. hrs.)
- SAM 730 Sports Leadership Principles (3 sem. hrs.)
- SAB 634 Ethics in Sports (3 sem. hrs.)
- SAM 786 Legal Aspects of Sports (3 sem. hrs.)
- SAM 743 Advanced Studies in Sports Management (3 sem. hrs.)

Emphasis Courses

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

Research Core

- SAR 674 Research Statistics in Sports (3 sem. hrs.)
- SAR 776 Research Methodologies (3 sem. hrs.)
- SAR 790 Selected Readings in Sports (3 sem. hrs.)

Mentorship and Dissertation

- SPT 798 Mentorship (6 sem. hrs.)
- SPT 799 Dissertation (12 sem. hrs.)

Also see Addendum for the Ed.D. with Emphasis in Olympism Program of Study.

4.13. Doctoral Degree with an Emphasis in Sports Coaching

The Ed.D. degree in Sports Management with an emphasis in Sports Coaching is a 66 semester-hour program beyond the master's degree. This degree is designed to prepare students to complete numerous responsibilities associated with coaching individuals in team and/or individual sport settings. The area of specialization places emphasis on the academic areas of management and psychology as applied to Sports Coaching. Students are selected on the basis of academic and professional accomplishments, past experiences, skills, and goals. Students should have some experience in Sports Coaching. Course requirements for the Ed.D. with an Emphasis in Sports Coaching are:

General Sport Management Core

- SAB 661 Contemporary Issues in Sports (3 sem. hrs.)
- SAM 660 Financial Aspects of Sports (3 sem. hrs.)
- SAM 730 Sports Leadership Principles (3 sem. hrs.)
- SAB 634 Ethics in Sports (3 sem. hrs.)
- SAM 786 Legal Aspects of Sports (3 sem. hrs.)
- SAM 743 Advanced Studies in Sports Management (3 sem. hrs.)

Emphasis Courses

- SAB 657 Psychology of Elite Performance (3 sem. hrs.)
- SAB 670 Selected Readings in Sports Coaching (3 sem. hrs.)
- SAB 671 Advanced Coaching Theories (3 sem. hrs.)

Research Core

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

- SAR 776 Research Methodologies (3 sem. hrs.)
- SAR 790 Selected Readings in Sports (3 sem. hrs.)

Mentorship and Dissertation

- SPT 798 Mentorship (6 sem. hrs.)
- SPT 799 Dissertation (12 sem. hrs.)

Also see Addendum for the Ed.D. with Emphasis in Sports Coaching Program of Study.

4.14. Doctoral Degree with an Emphasis in Sports Theory

The Ed.D. with an emphasis in Sports Theory is a 66 semester-hour program beyond the master's degree. This degree is designed to prepare students for varying roles in sports organizations and the world of sport. Students are selected on the basis of academic and professional accomplishments, past experiences, skills, and personal goals. Course requirements for the Ed.D. with an Emphasis in Sports Theory are:

General Sport Management Core

- SAB 661 Contemporary Issues in Sports (3 sem. hrs.)
- SAM 660 Financial Aspects of Sports (3 sem. hrs.)
- SAM 730 Sports Leadership Principles (3 sem. hrs.)
- SAB 634 Ethics in Sports (3 sem. hrs.)
- SAM 786 Legal Aspects of Sports (3 sem. hrs.)
- SAM 743 Advanced Studies in Sports Management (3 sem. hrs.)

Emphasis Courses

- SAB 659 Group Dynamics in Sports (3 sem. hrs.)
- SAB 791 Selected Readings in Sports Theory (3 sem. hrs.)
- SAM 735 Strategic Planning for Sports Organizations (3 sem. hrs.)

Research Core

- SAR 674 Research Statistics in Sports (3 sem. hrs.)
- SAR 776 Research Methodologies (3 sem. hrs.)
- SAR 790 Selected Readings in Sports (3 sem. hrs.)

Mentorship and Dissertation

- SPT 798 Mentorship (6 sem. hrs.)
- SPT 799 Dissertation (12 sem. hrs.)

Also see Addendum for the Ed.D. with Emphasis in Sports Theory Program of Study.

4.15. Doctoral Degree with an Emphasis in Sports Health & Fitness

The Ed.D. in Sports Management with an emphasis in Health & Fitness is a 66 semester-hour program beyond the master's degree. This degree is designed to prepare students for careers in strength and conditioning, sports nutrition, and exercise physiology. Students are selected on the basis of academic and professional accomplishments, past experiences, skills, and personal goals. Students should have a background in strength and conditioning and/or personal training, nutrition and/or sports nutrition, and basic and/or advanced exercise physiology. Course requirements for the Ed.D. with an Emphasis in Sports Health & Fitness are:

General Sport Management Core

- SAB 661 Contemporary Issues in Sports (3 sem. hrs.)
- SAM 660 Financial Aspects of Sports (3 sem. hrs.)
- SAM 730 Sports Leadership Principles (3 sem. hrs.)
- SAB 634 Ethics in Sports (3 sem. hrs.)
- SAM 786 Legal Aspects of Sports (3 sem. hrs.)
- SAM 743 Advanced Studies in Sports Management (3 sem. hrs.)

Emphasis Courses

- SAR 710 Advanced Exercise Physiology & Scientific Principles (3 sem. hrs.)
- SAR 715 Contemporary Issues in Health & Fitness (3 sem. hrs.)
- SAR 720 Advanced Strength & Conditioning (3 sem. hrs.)

Research Core

- SAR 674 Research Statistics in Sports (3 sem. hrs.)
- SAR 776 Research Methodologies (3 sem. hrs.)
- SAR 790 Selected Readings in Sports (3 sem. hrs.)

Mentorship and Dissertation

- SPT 798 Mentorship (6 sem. hrs.)
- SPT 799 Dissertation (12 sem. hrs.)

Also see Addendum for the Ed.D. with Emphasis in Sports Health & Fitness Program of Study.

4.16. 600-Level Courses (Master's and Doctoral Students)

Credits at the 600-level earned by an M.S.S. student will count as elective credits in the master's program. A master's student may take 600-level courses after the completion of nine core semester hours with a cumulative GPA of 3.40 or higher. Tuition for 600-level courses is the amount charged for doctoral degree instruction. **Courses identified with an (e) following the course number (e.g., SAB 657(e) use an eBook.**

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

SAB 651: Issues in the Olympic Movement (3 semester hours)
The impact of issues on the Olympic Movement, whether they are governmental, intellectual, societal, cultural, political, or economic, is the focus of this course. Through selected readings, factors such as race, gender, religion, nationalism, drug use, commercialism, and violence and their influence on the Olympic Movement are taken into consideration. *This course requires a class paper.*

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

SAB 659: Group Dynamics in Sports and Exercise (3 semester hours)
This course provides an in-depth study of the influence of teams on the individual performance and the influence of individuals on team performance in sport and exercise settings with particular focus on interpersonal aspects such as cohesion and leadership. *This course requires a final paper.*

SAB 660(e): Sports in America Current Issues: Sport and Public Policy (3 semester hours)
This course examines some of the most compelling policy issues affecting the sports world from an interdisciplinary perspective including economics, history, urban planning, not-for-profit administration, public health communications, political science, and philosophy. *This course requires a final exam.*

SAB 661: Contemporary Issues in Sports (3 semester hours)
This course is designed to provide students with an overview of the major issues in the world of sports. All primary issues impacting contemporary sports are covered, including performance- enhancing drugs; human growth hormones; gender inequity; race and ethnicity; youth, adolescent, and adult programs; media involvement; economics; management structures; and globalization. **This course is required in the doctoral program core**. *This course requires a class paper.*

SAB 667: Olympism (3 semester hours)
This course examines the growth and development of the modern Olympic Games as seen through the eyes of their founder, Pierre de Coubertin. The International Olympic Committee has published selected writings by de Coubertin that include the search for a vision, the events leading up to the Olympic renewal, historical perspectives of the Olympics, and the philosophical and educational dimensions of Olympism and the Olympic Movement. International students who are Sports Management majors may elect to take this course in place of SAM 786 Legal Aspects of Sports. *This course requires a class paper.*

SAB 670: Selected Readings in Sports Coaching (3 semester hours)
This course will provide students an opportunity to conduct a series of literature reviews about an approved sports coaching topic. The selected topic should include literature reviews pertaining to the concepts and/or issues faced by coaches while performing their coaching responsibilities. The focus of this course is to enhance the student's research and composition abilities while gaining in-depth knowledge regarding the profession of sports coaching. *This course requires a class paper.*

SAB 671: Advanced Coaching Theories (3 semester hours)
This course allows students to select sports coaching readings from a preselected reading list in order to complete a series of book reports. These sports coaching readings will consist of topics such as leadership, communication, management, skill acquisition, and risk management. The focus of this course is to enhance the student's knowledge concerning the profession of sports coaching. *This course requires a class paper.*

SAM 622: Structure and Function of Professional and Amateur Sports Organizations (3 semester hours)
This course is an analysis of professional and amateur sports organizations from a philosophical, historical and operational perspective. The course takes an in-depth look at management and business practices in this industry. It is designed for leaders in the industry who will deal with issues related to running an effective and efficient sports organization. *This course requires a final exam.*

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

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

SAM 644: Sports Marketing Research (3 semester hours)
An examination of the marketing process as it pertains to sports. Specific attention is given to the marketing research that is pertinent to the successful operation of sports enterprises. *This course requires a class paper.*

SAM 660(e): Financial Aspects of Sports (3 semester hours)
A study of financial challenges faced by sports administrators, including an examination of economic impact analysis, ticket operations, food service and concessions, public-private partnerships, sports sponsorships, and collegiate fundraising. **This course is required in the doctoral program core**. *This course requires a final exam.*

SAM 662: Sports Entrepreneurship (3 semester hours)
This course is a study of entrepreneurship for those with a serious interest in owning their own businesses. Students prepare a comprehensive business plan for starting or acquiring a business. The problems of operating a business are also explored. *This course requires a class paper.*

SAM 672(e): Personnel Training and Development (3 semester hours)
The study of the various forms of training and development will help a sports organization meet competitive challenges. The implementation of both on-the-job and off-the-job training programs is explored. *This course requires a final exam.*

SAM 682: Facilities Planning in Sports (3 semester hours)
This course is a study of the principles, guidelines, and recommendations for planning, constructing, using, and maintaining sports facilities. It is designed to provide students with an awareness of the facilities appropriate to sports programs, ranging from colleges to ultra-modern, private fitness centers. *This class requires a final exam.*

SAM 686: Research in Olympism (3 semester hours)
This is a research course designed to study aspects of the administration and operation of the Olympics. The historical significance of the Seoul Summer Olympics is examined. International students who are Sports Management majors may elect to take this course in place of SAM 786 Legal Aspects of Sport. *This course requires a class paper.*

SAM 688: Sports Journalism (3 semester hours)
This course will introduce students to the roles and responsibilities of those employed in the field of sports journalism, as well as the importance of sports journalism in media. The objectives of sports journalism --from business and editorial standpoints, in different forms of media, and towards different demographic audiences --will also be analyzed. *This course requires a class paper.*

SAR 672: Computer Analysis in Sports (3 semester hours)
The purpose of this course is to introduce the student to statistical analysis using the SPSS statistical software. This is an applied course in which the student will learn how to use SPSS to compute basic statistics, such as analyses of variance and linear regression. *This class requires a final exam.*

SAR 673: Information Systems and Analysis in Sports (3 semester hours)
This course provides students with the necessary information to implement technological advancements into current, sport-related business situations. It includes units covering foundation concepts, information

technology, business applications, development processes, and management challenges. *This class requires a final exam.*

SAR 674(e): Research Statistics in Sports (3 semester hours)
This course is an overview of the methods of statistics utilized in sports and exercise science. Emphasis will be placed on computer software utilization for analysis. Topics include hypothesis testing, normal distributions, *t*-tests, analysis of variance, chi-square, nonparametric techniques, correlation, and linear regression. **This course is required in the doctoral program research core**. *This class requires a final exam.*

4.17. 700-Level Courses (Doctoral Students Only)

SAB 768 Psychology of Human Behavior (3 semester hours)
This course is a focus on the theoretical study of human behavior patterns in sports and exercise settings. It is designed to provide students with information about research in the field of sports psychology as well as with practical knowledge to allow them to become more effective fitness instructors, athletes, athletic administrators, physical educators, or coaches. This course includes selected topics in organizational behavior. *This course requires a class paper.*

SAB 791: Selected Readings in Sports Theory (3 semester hours)
The goal for this course is to conduct database searches on an approved topic in sports theory. In this course students will present a comprehensive analysis and application of the approved topic within the scope of sports theory. It is advisable to compile readings and research on topics that may relate to one's dissertation topic. *This course requires a class paper.*

SAM 730(e): Sports Leadership Principles (3 semester hours)
This course is designed to provide an examination of effective leadership. Students will examine general concepts of leadership (theories, principles, traits, skills, etc.) that are necessary to every sports organization. The course is designed to give individuals a practical look at numerous aspects of leadership. Success in a leadership position is often related to an individual's preparation, experience, and knowledge. **This course is required in the doctoral program core.** *This course requires a class paper.*

SAM 743: Advanced Studies in Sports Management (3 semester hours)
The integration of concepts in the major disciplines of business, management, marketing, finance, information technology, accounting, ethics, and law as they are applied to sport is at the core of course management and undergird the structure of this course. Understanding the specific and theoretical applications of these concepts in the contemporary environments of the multibillion-dollar sports industry is the primary focus of this advanced level course. **This course is required in the doctoral program core.** *This course requires a class paper.*

SAM 735: Strategic Planning for Sports Organizations (3 semester hours)
The course is designed to provide an analysis of strategic planning, including the development of vision and mission statements and the use of environmental scans, gap analysis, action planning, and benchmarking. A variety of strategic issues in sports will be explored. An understanding of the policies and mechanics of strategic planning in sports will be provided. *This course requires a class paper.*

SAM 736: Communication for Leadership (3 semester hours)
This course will assist sports professionals with improving the communication process. Effective communication is needed to lead a sports organization successfully. Problems that may occur in a sports organization as a result of people failing to communicate properly are identified. A variety of communication skills are explored. *This class requires a final exam.*

SAM 737: Leadership: Theory and Practice (3 semester hours)
This course explores a variety of contemporary notions of leadership, including traditional theories, salient models, new domains, and the importance of understanding change. The course will allow you to explore how leadership theory can inform and direct the way leadership is practiced. Included are leadership topics, research finds, questionnaires, case studies, and everyday applications. *This course requires a class paper.*

SAM 744: Advanced Sports Marketing (3 semester hours)
The objective of this course is to expose students to advanced topics in the study of sports marketing. Specific topics in the course include advanced sports marketing theory related to consumer behavior, advertising, sponsorship, e-commerce, and global marketing. The information acquired in this course will equip students for a career in sports marketing or a related field. *This class requires a final exam.*

SAM 786: Legal Aspects of Sports (3 semester hours)
An in-depth examination of areas of the law that are particularly relevant to sports. Specifically, developments in negligence law, contract law, and constitutional law as they apply to sports are considered, and recent developments and trends are studied. This course is designed to build on previous studies of law and sports to provide students with opportunities for in-depth study and appreciation of the legal aspects of sports and the most significant current impacts of law on sports. *This class requires a final exam.*

SAM 787: Legal Concepts in Sports Medicine (3 semester hours)
This course provides an in-depth examination of areas of the law that are particularly relevant to Sports Medicine professionals including a study of the legal concepts, issues, cases, and decisions that affect the Sports Medicine profession. *This class requires a final exam.*

SAM 788: Principles of Management in Sports Medicine (3 semester hours)
In this course, the administrative components of Sports Medicine are explored. Topics include advanced concepts of legal liability, financial management, scheduling, supervision, documentation, and general administration. *This class requires a final exam.*

SAM 789: Seminar in Sports Medicine Management Issues (3 semester hours)
This course is an advanced study of historical foundations, contemporary trends and issues, organizational planning, and risk management in the field of Sports Medicine. Topics include an in-depth case analysis of the role of Sports Medicine, traditional and non-traditional settings in Sports Medicine, and the impact of health-care reforms on the profession of Sports Medicine. *This class requires a class paper.*

SAR 710: Advanced Exercise Physiology and Scientific Principles in Fitness and Health (3 semester hours)
This course is designed to develop a comprehensive understanding of exercise physiology and the scientific principles used to evaluate physiological components. Through selected readings, past and current research will be evaluated and considered for future research and application in the health and fitness industry. Topics include nutrition, bioenergetics, cardiorespiratory physiology, neuromuscular physiology, and endocrinology. Prerequisite: SAR 520: Exercise Physiology. *This course requires a class paper.*

SAR 715: Contemporary Issues in Health and Fitness (3 semester hours)
The health and fitness industry is dynamic. Constantly new research is changing the way we think about health and fitness programs and design. Through selected readings, current 'hot topics' in the health and fitness industry will be evaluated. Topics include nutritional, exercise physiology, strength and conditioning, cardiorespiratory fitness, and body composition. Prerequisite: SAR 520: Exercise Physiology. *This course requires a class paper.*

SAR 720: Advanced Strength and Conditioning (3 semester hours)
The focus of this course is to develop a comprehensive understanding of the physiological principles, mechanisms, and program design necessary to plan, evaluate, and modify exercise programs. Particular attention will be given to periodization techniques. Through selected readings, past and current research will be evaluated and considered for future research and application in the health and fitness industry. Topics include speed, power, strength, hypertrophy, agility, bioenergetics, program design, and periodization techniques. Prerequisite: SAR 710: Advanced Exercise Physiology and Scientific Principles in Health and Fitness. *This course requires a class paper.*

SAR 776: Research Methodologies (3 semester hours)
This course will introduce research design methods to sports professionals employed in a variety of settings. The format and techniques for writing a scholarly research paper will be presented. Various types of research commonly used in Sports Management are reviewed. Descriptive and inferential statistical analyses are covered, with an emphasis on their application to sports. **This course is required in the doctoral program research core.** *This class requires a final exam.*

SAR 790: Selected Readings in Sports (3 semester hours)
The goal for this course is to conduct library database searches on an approved sports topic. This course is a comprehensive analysis and discussion of selected aspects of sports. It is advisable to compile readings and research on topics that may relate to one's dissertation topic. The focus of this course is to support a student's specific research interests. **This course is required in the doctoral program research core.** *This course requires a class paper.*

SPT 797: Directed Individualized Study (3-6 semester hours)
Individualized study is directed by a qualified graduate or National Faculty member in a specific interest area. It is designed to provide flexible alternatives, and it is personalized to the individual student. This course may involve scholarly research, data collection and reporting, preparation of educational materials, or the design and application of policy and programs. It requires the permission of the Director of Doctoral Studies prior to registration.

SPT 798: Doctoral Degree Mentorship (6 semester hours)
This entails 300 contact hours of supervised work in Sports Management in schools, colleges, universities, businesses, or industries. A prerequisite for this course is completion of the core courses (18 semester hours) of the degree program. **The mentorship is required in the doctoral program general core**. *This course requires a class paper.*

SPT 799: Dissertation (12 semester hours)
The dissertation represents the formal development of an original piece of research under the direction of a dissertation chairperson and two committee members.. The dissertation experience includes two 90-minute oral presentations which the candidate may present at the Daphne, Alabama campus or via web or video conferencing. The plan for a Sports Management research project and associated data collection procedures is presented at the time of the oral proposal defense. A final oral defense of the completed research manuscript is scheduled following data collection and statistical analysis. Both oral defenses shall be augmented by the use of PowerPoint technology. **This course is a required in the doctoral program research core.**

SPT PRTD Doctoral Portfolio
The Portfolio focuses on research which is the foundation of doctoral study. When completed, the Portfolio will be a clear academic portrait of the candidate as it relates to interest, scholarly ability, writing capability, independent and critical thinking, and research capability. At the core of the Portfolio development is the concept of "Success Orientation" for the candidate. It is a self-correcting project with numerous points of intervention to ensure candidate success.

5. ACADEMY ONLINE WRITING LAB

Effective writing skills are essential for professional and academic success, and academic programs at the Academy depend on solid writing skills. With this in mind the Academy maintains an online writing lab known as the Academy's Center for Collegiate Excellence and Student Success (ACCESS).

Housed in the LMS, the writing lab presents 50 online tutorials designed to help students foster better writing in an effort to further their academic success and professional advancement. Once completed, the tutorial is assessed and feedback provided to the student.

Student participation in the ACCESS program is *optional* and is generally prompted by suggestions from faculty when assignments have been reviewed and certain deficiencies have been noted. While participation does not affect a student's grade, it is widely acknowledged by students who have used the tutorials that ACCESS can and does improve academic performance.

Students are given the opportunity to engage one, or more, of the online tutorials which are built around six writing fields:

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

Within each writing field, students will find online tutorials on various topics. For example, to review and practice using commas there is a tutorial on "Using Commas," found within Field Four, "Grammar and Language Mechanics Within the Sport Profession."

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

1. As students submit their writing assignments, they are graded by the course instructor according to the appropriate grading rubric.

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

6. TUITION AND FEES

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

TUITION AND FEES		
	Tuition Fee (per semester hour)	$690
	Application Fee	$100
	Application Fee (International)	$155
	Application Fee (Post-Doctoral)	$200
	Application Fee (Non-Degree)	$50
	Distance Learning Fee (per course)	$100
	One Time Fees:	
	Graduation Fee	$250
	Portfolio Fee	$500
EXPRESS SHIPPING FEES (as applicable)		
	Fed Ex 2nd day (per course)	$26
	Fed Ex Overnight (per course) (additional charge will apply for Saturday delivery)	$47
	International Goods, Services, and Taxes	Varies
	International Postage Fee	Varies
	International Shipping	Varies
ADMINISTRATIVE FEES (as applicable)		
	Course Extension Fee (per 30-days, allowed only 2 per course)**	$50
	Course Extension Fee (60 days)**	$100
	Graduate Transfer Evaluation Fee	$50
	Independent Study Fee (per course)	$75
	Readmittance Fee	$200
	Re-enrollment Application Fee	$50
	Residential Administrative Fee (per semester)	$200
	Returned Check Fee (each occurrence)	$40
	Transcript Fee (per copy)	$10
	Replacement Diploma Fees:	
	Parchment Copy (8 ½" x 11")	$25
	Plaque Diploma (11" x 14")	$75
SPECIAL FEES		
	Dissertation Processing Fee (must accompany first 3 hours of dissertation	$1,500

**Students may not purchase more than a total of 60 days for an extension in any one course.

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

Active duty members of the Armed Forces, including members of the National Guard who are under orders placing them on active duty and who are eligible to participate in Department of Defense tuition reimbursement programs, will be charged the normal tuition rate.

7. FINANCIAL AID

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

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

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

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

7.1. Financial Aid Programs for Qualifying Students

7.1.1 Loans

7.1.1.1 Federal Stafford Loans

Federal Stafford Loans are long term, low-interest loans. The loans a student receives will be unsubsidized.

Graduate students may borrow up to $20,500 per academic year, based on demonstrated financial need, with an aggregate loan limit of $138,500, to include any debt accrued in the undergraduate programs.

An unsubsidized loan is a long-term loan made to students. The borrower will be charged interest from the time the loan is disbursed until it is paid in full. If the borrower allows the interest to accrue in school or during other periods of nonpayment, it will be capitalized. This means the interest will be added to the principal amount of the loan and additional interest will be based on that higher amount.

A student may receive unsubsidized Federal Stafford Loans totaling up to $20,500 or the cost of attendance (whichever is less) per academic year. The total aggregate loan limit cannot exceed $138,500, including debt accrued in undergraduate programs.

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

7.1.1.2 Graduate PLUS Loans

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

7.1.1.3 Annual Loan Limits for Unsubsidized Stafford Loans

	Graduate/Professional Student
1st Year 2nd Year 3rd Year	$20,500 is the maximum annual award based upon the cost of attendance.
Maximum Total Debt from Stafford Loans when You Graduate	$138,500. The graduate debt limit includes Stafford Loans received for undergraduate study

7.1.2 Distribution of Financial Aid Funds

Payment of tuition and fees is due when a student registers for a course. In the event that a student has been awarded financial aid and intends to use the proceeds to pay for the course registration, the Academy, with the concurrence of the student, will post the incoming funds to the student's account. The Academy will deduct from the proceeds all costs associated with the registration including (but not limited to) tuition, fees and learning materials. Remaining funds will be provided to the student after funds have been disbursed, and after the student has attended class (per the policy stated below). Additionally, the amount of this refund is limited to the amount of the financial aid proceeds actually received for the term of the award.

The following procedures will be followed:

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

Drop/Add Course: Recipients of federal Title IV financial aid funds must submit a Drop/Add Course request prior to said funds posting to their account (typically two weeks from the official course start date). After financial aid funds have been disbursed, the student may be required to request a withdrawal from the course instead.

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

Unofficial Withdrawal: A student who registers for a course and fails to attend the course (or in the case of distance-learning students, fails to log-on and begin course work), who does not officially withdraw from the Academy in accordance with academic policy, will be deemed an "unofficial withdrawal" for the purposes of financial aid. In the case of residential students, "unofficial withdrawal" occurs after a student has missed 25% of the scheduled class sessions. For distance-learning students, "unofficial withdrawal" occurs when a student

has failed to log-on and commence any course work within 14 days of the official start date of a course. Students subject to the "unofficial withdrawal" provisions of the financial aid policy are deemed not to have earned their financial aid awards and will be required to return 100% of said awards to the federal government. If an unofficial withdrawal occurs between 15-68 days, a student's refund will be calculated based on U.S. Department of Education Title IV refund policy.

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

7.1.3 In-School Deferments

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

7.1.3.1 In-School Deferment for Dissertation/Thesis

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

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

2. The student's compliance with limitations on the academic program as delineated in the student's academic catalog and program of study (See *Statute of Limitations for Degree Completion* in this academic catalog)

7.2 Veterans Administration Programs

7.2.1 Veterans Benefits

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

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

7.3. Military Financial Aid Program

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

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

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

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

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

Assistance Program	**Tuition Assistance "Top-Up Program"**
What is It	The "Top-Up" program is an additional benefit intended to supplement other tuition assistance programs.
Who is Eligible	To be eligible for the "Top-Up" benefit, an individual must be approved for federal Tuition Assistance by a military department and for MGIB-active duty benefits.
Contact	www.military.com

Assistance Program	**Montgomery GI Bill (MGIB) – Active Duty and Selected Reserves**
What is It	MGIB provides up to 36 months (four regular school years) of educational benefits to eligible veterans for: College, business, technical, or vocational courses; Correspondence courses; Apprenticeships or job training; Flight training.
Who is Eligible	Active-duty members who have served at least two years on active duty. Veterans fitting one of four eligibility categories reflecting enlistment date and length of active duty.
Contact	www.gibill.va.gov

Assistance Program	**Post-9/11 GI Bill**
What is It	The Post-9/11 GI Bill is a new education benefit program for individuals who served on active duty on or after September 11, 2001.
Who is Eligible	Service members may be eligible if they served at least 90 aggregate days on active duty after September 10, 2011, and they are still on active duty; OR were honorably discharged from active duty; OR released from active duty and placed on the retired list; OR released from active duty and transferred to the Fleet Reserve or Fleet Marine Corps Reserve; OR released from the active duty for further service in a reserve component of the Armed Forces. Service members may also be eligible if they were honorably discharged from active duty for a service-connected disability and they served 30 continuous days after September 10, 2011.
Contact	www.gibill.va.gov

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

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

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

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

7.4. Definition of Academic Year

The Academy's academic increments are termed as 16-week semesters. Students receiving financial aid at the doctoral level are permitted ten (10) years to complete their programs of study. At the end of three semesters, 18 credit hours must have been completed with a minimum cumulative grade point average of 3.0 on a 4.0 scale.

7.5. Satisfactory Academic Progress

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

Doctoral students are considered to be making satisfactory progress if they

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

7.5.1. Required Qualitative Measure

In order to meet the required qualitative measure, a doctoral student must maintain a minimum cumulative GPA of at least 3.0 on a 4.0 scale. This measure comes into effect after the student has attempted six (6) semester-hours at the Academy.

7.5.2. Measurable Quantitative Progress Requirement

In order to maintain measurable progress toward the completion of a degree, a student must successfully complete 67% of all the Academy credit-hours attempted (hours attempted include repeated courses, dropped courses, withdrawals and incomplete courses). This measure becomes effective when a student has attempted six (6) semester-hours or two (2) semesters at the Academy.

7.5.3. Reasonable Length of Time Requirement

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

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

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

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

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

7.6 Return of Title IV Funds

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

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

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

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

Students can determine the amount of their personal situations by using the same formula. The amount of days attended is determined by the shipping date of the course materials, based on seven (7) school days per week. This number can then be compared to 112 to determine what percentage of aid was earned. That percentage, if less than 60%, can then be compared to a student's financial aid award amount for that term to determine the amount the Academy will return on a student's behalf to the student-loan lender.

7.7. Academy Financial Aid Review

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

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

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

4. International students can apply for International Student Loans. Application information is available on the Internet at www.internationalstudentloan.com. A co-signer who is a U.S. citizen is usually required.

5. To apply for financial aid, students must complete the *Free Application for Federal Student Aid (FAFSA).* FAFSA is available at www.fafsa.ed.gov. Students can sign their applications electronically with a Personal Identification Number (PIN) issued by the U.S. Department of Education. If a student does not have a PIN, the U.S. Department of Education will email one within three days. The proper year (2012-2013 begins with summer semester) and the Academy's Federal School Code (021706) must be selected.

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

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

7. First time applicants must complete required Federal Stafford Loan Entrance Counseling and sign the Stafford Master Promissory Note on the Internet at www.studentloans.gov

8. All students who receive Federal Title IV student financial assistance are required to undergo Exit Loan Counseling upon the completion of their study at the Academy. The Exit Counseling is administered online at www.studentloans.gov under Tools and Resources.

7.8. National Student Clearinghouse

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

7.8.1 Loan Program

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

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

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

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

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

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

The Clearinghouse institutes reasonable controls to ensure that enrollment information it receives from the institution is shared with eligible requestors. The Clearinghouse has no authority to disclose information that it receives from the Academy, other than as described in the agreement between the two entities.
All disclosures of information by the Clearinghouse comply with applicable Family Educational Rights and Privacy Act (FERPA) requirements. For assistance, email: financialaid@ussa.edu or call 251-626-3303.

8. REGULATIONS/POLICIES/PROCEDURES

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

8.1. Academic Integrity

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

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

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

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

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

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

All instructors monitor academic integrity with online tools such as Turnitin.com, which is an Internet based plagiarism detection service. The ACCESS program also has tutorials devoted to proper citation and avoiding plagiarism.

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

8.1.1 Residential Registration - Policies and Procedures

8.1.1.1 Registration – Residential Students

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

8.1.1.2 Late Registration Fee – Residential Students

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

8.1.1.3 Failure to Register – Residential Students

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

8.1.1.4 Payment Information – Residential Students

Payment in full is required at the time of registration. When registering online, students must submit payment or the registration will be voided. Student account information may be found in My Student Portal under the Estimated Tuition Worksheet and secure credit card payments may be submitted from that page. The Academy accepts Visa, MasterCard, and Discover. Personal checks, bank checks, and money orders are accepted as well. Checks should be made payable to the "United States Sports Academy." Cash is only accepted in person. Cash must not be sent through the mail; should the student choose to do so, it is at their own risk without recourse to the Academy.

8.1.1.5 Building Security Access Cards – Residential Students

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

8.1.1.6 Student Access Doors – Residential Students

Magnetic locks are installed on the following:

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

8.1.1.7 Change in Schedule: Adding or Dropping – Residential Students

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

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

applications. A student may withdraw up until the last day of class of a registered course. Students are fully responsible for submitting forms to the Registrar by the appropriate deadlines.
Registrations will not be processed until payment in full for the total cost of tuition and fees is received.

8.1.1.8 Withdrawal from the Academy – Residential Students

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

8.1.1.9 Attendance Policy - Residential Students

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

8.1.1.10 Credit Loads – Residential Students

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

8.1.1.11 Transcripts – Residential Students

A transcript of credits is an official document issued by the Registrar's office. Requests for Academy transcripts must be made through *My Student Portal*. The fee is $10.00 per copy. No request will be honored if there are any outstanding administrative holds or financial obligations to the Academy.

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

8.2. Academic Probation and Dismissal

8.2.1 Academic Probation

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

1. When the cumulative GPA is at or above the GPA required for the total number of credit hours at the institution (3.0 GPA required at the graduate level), the student's academic standing is FULL.

2. When the student's cumulative GPA is below the GPA required for the number of credit hours at the institution (3.0 GPA required at the graduate level), the student is placed on ACADEMIC PROBATION.

3. When the cumulative GPA of a student who is on academic probation remains below the GPA required at the institution, the semester GPA is at or above the GPA required at the institution (3.0 GPA required at the graduate level), the student remains on ACADEMIC PROBATION.

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

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

8.2.2 Dismissal

When the cumulative GPA of a student who is on Academic Probation remains below the cumulative GPA required AND the GPA of the subsequent term of enrollment following Academic Probation is below what is required (3.0 at the graduate level), the student will be DISMISSED from the program.

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

8.3. *Academic Alert*

The Academy publishes a bulletin, the *Academic Alert*, on a biweekly basis. This is sent to all students through the LMS. Its purpose is to keep students informed regarding regulations, policies, and procedures of the Academy, in addition to alerting them to upcoming calendar events and general news of interest. Students are expected to read the *Academic Alert* and are responsible for remaining familiar with its content.

8.4. Accounts Receivable from Students

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

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

8.5. Admission to Doctoral Degree Candidacy

A student who has completed all course work, whose Doctoral Portfolio has been approved by the portfolio advisor, and whose dissertation proposal has been approved is considered eligible to register for dissertation credits and be admitted to candidacy for the doctoral degree. A student must be admitted to candidacy at least one semester prior to the granting of the degree. The purpose of this requirement is to ensure an adequate amount of time for the dissertation.

8.6. Advising Program

A faculty advisor is assigned to each Academy student. Students may find their assigned advisor in *My Student Portal*. The Academy highly recommends that students contact their advisor to assist them in the successful completion of their program of study. Students wishing to change majors and/or academic catalogs should consult the Change of Major and the Catalog Coverage & Change sections of this catalog. Students in the Doctoral Portfolio Program will be assigned a specific portfolio advisor. Refer to the Doctoral Portfolio in the Addenda section of this catalog. The Academy reserves the right to reassign advisors, which may occur from time to time.

8.7. Animals and Pets

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

8.8. Application for Graduation

Students must apply for graduation online (and submit the fee) after all degree requirements have been met. Application can be found on the Academy's website, www.ussa.edu/current-students/forms-applications. A Graduation Checklist may be found in the Addenda section of this catalog. It is important to note that the degree is NOT conferred until the application is received and fee paid.

8.9. Attendance Policy-Distance Learning

Students who are enrolled in a distance-learning course must log on and, within the first 14 days from registration, complete the Catalog and Syllabus Statement and post to the Virtual Café. Students are expected to systematically satisfy all course assignments and learning activities in accordance with the syllabus within the prescribed 16-week time frame, or they must pay the appropriate extension fees.

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

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

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

8.10. Auditing Classes

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

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

8.11. Campus Computing and Email

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

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

1. Computer with Windows XP or later version
2. 10/100-Ethernet card (for wired access) OR Wi-Fi certified card 802.11b or 802.11g (for wireless access)
3. CAT 5 (or higher) cable (for wired Internet access).

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

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

8.12. Catalog Coverage and Change

Although the Academy reserves the right to change policies and procedures and students acknowledge this right by registering for courses, the Academy recognizes students need to know graduation requirements and like policies.

The catalog that articulates a student's degree requirements will be based on the term in which the student first registers for courses. Students entering under one catalog will be expected to graduate under the guidelines of that catalog. Students who wish to change their catalog to the current governing catalog may do so by submitting the Change of Catalog Request form found on the Academy's website http://ussa.edu/current-students/forms-applications.

Students who wish to change the academic catalog are encouraged to consult an advisor and/or the Registrar's Office for information PRIOR to submitting the Change of Catalog Request form. It is the student's responsibility to submit all required forms to change catalogs. The Academy reserves the right to deny a student's catalog change request upon review of the request.

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

8.13 Change of Address

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

8.14. Change of Major

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

8.15. Committees – Structure and Function

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

- Chairs of all academic programs
- Director of the Library
- Individuals with senior administrative responsibilities

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

8.16. Conferring of Degrees

When a student has completed all requirements for the doctoral degree, an application for graduation must be made online to the Office of the Registrar. The application may be found on the Academy's website at www.ussa.edu/current-students/forms-applications. The graduation fee must accompany this application, as the application will not be processed without the fee. If a student has previously filed for graduation but did not receive a degree at that time, application and payment of the fee must be repeated.

The degree will not be conferred until the student's academic file has undergone a graduation audit which is triggered by the application to graduate. Once it has been determined that the student meets all criteria to graduate through the degree audit, they will then be registered for the Doctoral Exit Survey. This survey will appear in the student's Learning Management System (LMS) and must be completed in order for the degree to be conferred.

8.17. Course Descriptions - Expanded

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

8.18. Course/Instructor Evaluation

At the end of each course, regardless of mode of instruction, students are required to complete a course/instructor evaluation. Evaluation results are shared with the course instructor and academic administration after final grades have been submitted.

8.19. Course Materials Policy

Since most students take some or all of their courses by distance learning, and the Academy wants to ensure similar learning for all students, each course has specific materials around which the contents of the course are developed. Course materials are included with tuition and are automatically shipped to students with each course registration. This ensures that students will receive the correct text or ebook for the course materials which, in turn, maximizes student learning. In the course descriptions listed in Section 4 of this catalog, course numbers followed by an "e" use an e-Book (e.g. SAR 710e).

8.20. Dropping Courses

To drop an online course a student must obtain an add/drop form from the Academy's website, www.ussa.edu/current-students/forms_&applications. The completed form must be returned to the Registrar's office (by fax, mail deliver in person, or scan and email).

A drop becomes effective the day the completed form is received by the Registrar's office. All refunds for dropping a course will be issued in accordance with the dates set forth in the Academic Calendar and Refund Schedule as shown on the form.

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

Recipients of federal Title IV financial aid funds are unable to drop/add a course once financial aid funds have been posted to their student account (typically two weeks from the date of registration). In this case, the student may be required to request a "withdrawal" from the course instead. Students who received federal Title IV financial aid must also be aware of the "unofficial withdrawal" provisions of the Academy's financial aid policy.

8.21. Drug and Alcohol Policy

8.21.1 Monitoring Student Criminal Activity Off-Campus

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

8.21.2 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 Department of Administration, without fear of reprisal.

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

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

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

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

United Way of Southwest Alabama, Inc. (www.uwswa.org)
218 Saint Francis St., Mobile, AL 36602
Tel: (251) 433-3624

8.22. Examinations at the Doctoral Level

At the doctoral level, all courses require either a final examination OR a class paper. In classes where a final exam is required, students are presented with ten essay (10) questions of which they must choose and answer seven (7). Students are given three and one-half hours (3 ½) hours to complete the final course exam. All exams are closed book exams and must be proctored.

8.22.1 Proctoring Exams

8.22.1.1 ProctorU

The Academy's accrediting agency has mandated that students who take online tests must do so with the appropriate identification and supervision. In order to meet this requirement, the Academy requires students use ProctorU for course examinations.

ProctorU offers live internet proctoring via webcam. This service affords students the opportunity of taking tests in the comfort of their own homes, at their own computers, without incurring the costs of paying for a human proctor. The general cost for using ProctorU is covered by tuition.

Students who choose to use the "Convenience Scheduling Options" (scheduling an examination less than 72 hours in advance with ProctorU) will be assessed additional fees. These additional fees must be paid by the student and will be paid to ProctorU, online by debit or credit card, at the time the student registers for the examination.

Students will create an account on ProctorU's website (www.proctoru.com). Before scheduling an examination students must verify the technical requirements and test their computer equipment..

To be successfully proctored by ProctorU, the following technical requirements must be met:

	Minimum	Recommended
PC Users	Windows XP	Windows 7
Mac Users	Mac OS X or higher	Mac OS X 10.7 Lion
Web Camera	640x480 resolution	1280x720 resolution
Internet Download Speed	.768 Mbps	1.5 Mbps
Internet Upload Speed	.384 Mbps	1.5 Mbps

Other requirements:

1. A microphone (sometimes web cameras have built-in microphones).
2. One of the following compatible web browsers: Google Chrome (preferred), Mozilla Firefox, Safari, Internet Explorer 7, 8 or 9.
3. The following plugins for the web camera: Adobe Flash Player v11; Adobe Shockwave player.

Upon completion of the equipment testing, students can log into the ProctorU site to schedule an examination. On day of the examination students log back into the ProctorU site at the appointed time and verify identity with a human proctor. This identity verification is done by showing the proctor, through the webcam, a photo ID. The proctor will connect with the student's computer and proctor the examination in real time.

For additional information regarding ProctorU, students should visit the ProctorU website (www.proctoru.com) or may call or email the Academy's Help Desk (251-626-3303, Ext. 7162 or HelpDesk@ussa.edu).

8.22.1.2 Third-Party Testing Center

Students who fall under one of the falling categories may choose ProctorU or may use an approved third-party testing center for examination proctoring:

- Non-degree seeking students
- International students
- Active duty military students

Students who may have specific testing requirement issues must contact the Division of Student Services at studentservices@ussa.edu for permission to use an approved third-party testing center for examination proctoring.

For guidelines concerning third-party testing centers, visit www.ussa.edu/CurrentStudents/CourseTesting or email testing@ussa.edu. Students using a third-party testing center are responsible for all fees and charges assessed by the center.

8.22.2 Doctoral Portfolio

The Doctoral Portfolio serves several purposes:

- It helps guide the student through his/her program of study;
- It focuses the students' interests and sharpens their research skills leading towards the capstone experience of the dissertation; and
- It serves as the comprehensive evaluation of the students' learning.

Students who transfer into the graduate program will be required to complete portfolio assignments in those courses for which they received transfer credit.

See the Addenda of this catalog for complete Doctoral Portfolio requirements.

8.23. Exit Surveys

Students in the doctoral program will be registered for an online Doctoral Exit Survey upon successful completion of the dissertation and the submission of a graduation application and all accompanying fees.

These exit surveys are used to ascertain the effectiveness of academic programs for students, to identify student perceptions, and to receive recommendations for program improvements. Students will also complete a financial aid exit interview at the completion of their program of study. The purpose of the financial aid interview is to fulfill Title IV federal mandates and communicate repayment responsibilities to students who have received federal financial aid during all, or part of, a degree program.

8.24. Facilities

Sports Bookstore. The Academy Sports Bookstore is open at posted times for the purchase of course materials, school supplies, Academy sportswear, souvenirs, sport books and sport art. Purchases may also be made via a secure e-commerce site at www.ussa.edu/bookstore, on a 24/7/365 basis.

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 Division 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. The OCLC has access to 71,000 libraries in 112 countries, with 1.5 billion records. NAAL was founded to promote resource sharing among Alabama academic libraries. There is no charge for loans from member libraries of NAAL.

8.24.1. 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 Division of Student Services.

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

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

8.25. Food and Drink

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

8.26. Full-Time Student

A full-time doctoral student is one who is normally registered for six (6) semester-hours. With special permission from the Chief Academic Officer, students may register for an overload not to exceed 12 semester-hours in any one semester. When calculating student hours of doctoral credit, resident courses, distance-learning courses and mentorships will be included in the total hours in the semester during which the student initially registers for courses.

8.27. Grading Policies and Procedures - Online

A distance-learning student has a period of 16 weeks (15 weeks plus one week up front to receive learning materials) to complete a course. The official start date for the course starts when the learning materials are sent from the Academy. Students who are active-duty military personnel are allowed 18 weeks (16 weeks plus a two week extension) in which to complete their online coursework.

Students who do not complete a course within the time allowed have two options:

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

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

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

Students who do not complete their distance-learning courses within the time allowed, or receive an extension (30 or 60-day), will automatically receive a grade of "F."

8.28. Grading System - Graduate

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

Percentages	Letter Grade	GPA
98-100	A+	4.0
93-97	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
0-69	F	0.00

A cumulative grade point average (GPA) of 3.0 for 66 to 90 semester hours of work is required for graduation. In computing the required 3.0 average necessary for the conferment of the doctoral degree, the total number of quality points is divided by the total number of semester hours for which letter grades were assigned. Grades earned at other institutions and transferred to the Academy cannot be used in the determination of the grade point average for conferment of the degree. The following symbols are substitutes for grades:

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

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

Inactive graduate students (those who have not enrolled in a course within one year) will receive a grade of "W" for their learning portfolio. If an inactive student is approved for readmission during the statute of limitations period, the "W" will be removed and the student may continue portfolio submissions.

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

8.29. Grading Rubrics

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

8.30. Grade Appeal Procedures

The purpose of the grade appeal procedure is to afford an opportunity for a student to appeal a final grade in a course which the student feels was inequitably awarded.

Since the Grade Appeals Process may result in the change of a grade, it must be noted that change as a result of the Appeals Process is of a different nature than a grade change initiated by professors. A grade change *per se* is initiated *by the professor*; whereas, the Grade Appeal is initiated *by the student.*

Students are advised that the Grade Appeals Process entails an examination of the student's entire body of work in the course whose grade is being appealed, and as a consequence the list of possible options includes, but is not limited to, the following: 1) the original grade given by the professor can remain unchanged; 2) the grade can be changed upward; or, 3) the grade can be changed downward.

A student may appeal a grade following the process outlined below:

Step 1

The student must communicate with the instructor in question and attempt to resolve any differences in an informal manner at that level. If this process is successful there will be no need to proceed to any further steps and the faculty member shall communicate the grade change to the Registrar in accordance with the wording found in Section 2201.1.

Step 2

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

Step 3

The Chief Academic Officer will refer the request to the Appeals Subcommittee of the Academic Committee which shall be a panel comprised of faculty members and personnel from the Division of Student Services. The faculty member whose grade is being challenged cannot serve on the Appeals Subcommittee. When the Subcommittee convenes, it will keep minutes of the proceedings and record the outcome of their deliberations.

In order for an appeal to be upheld, the Subcommittee must render a unanimous decision within 15 days from the date that the appeal is received in the Office of Academic Affairs. The Chief Academic Officer or designee shall inform the student filing the appeal, the faculty member involved and the Academy Administration of the decision This notice shall be put in writing.

Step 4

In the event that the Appeals Subcommittee cannot reach a *unanimous* decision, it will be referred to the Academic Committee for final disposition. The Academic Committee must render its decision within 15 days from the date that it was referred to the Academic Committee from the Appeals Subcommittee. The decision of the Academic Committee would require a majority vote.

Step 5

The majority decision of the Academic Committee, or the *unanimous* decision of the Appeals Subcommittee, shall be considered final and binding. The Chief Academic Officer or designee shall inform all parties of the decision.

8.31. Graduation Requirements

To be eligible to graduate from the doctoral program, a student must:

- Submit all required admissions material
- Achieve a cumulative 3.0 or better grade point average
- Successfully complete all academic requirements
- Complete all elements of the Doctoral Portfolio according to the satisfaction of the portfolio advisor
- Complete the dissertation and have committee approval
- Clear all financial obligations to the Academy
- Apply for graduation in *My Student Portal*, and pay the graduation fee
- Complete the Doctoral Exit Survey (and, if required, the Financial Aid Exit Interview)

Refer to the Addenda for a complete Graduation Checklist.

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

8.31.1. Academic Honors and Awards upon Graduation

The Academy provides academic honors and awards to recognize and promote notable student achievement. These academic honors, for doctoral students, include Graduation with Honors and Graduation with Highest Honors. Honors are calculated based only on hours attempted at the United States Sports Academy. Transfer credit hours are not used in the determination of academic honors. In order to be eligible for a graduation honor, a student must have completed 66 semester hours beyond the master's degree, at the doctoral level.

Students who graduate with honors will receive a corresponding honor cord as applicable.

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

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

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

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

- A semester grade point average of 3.8-3.99 GPA
- Completion of a minimum course load of 12 semester hours
- Must be in full academic standing
- Six hours completed for the semester.

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

- A semester grade point average of 4.0
- Completion of a minimum course load of 12 semester hours
- Must be in full academic standing

- Six hours completed for the semester.

8.31.2. Alumnus of the Year Award

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

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

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

8.32. Health Services

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

8.33. Holds on Student Records

Two types of holds may be placed on student records:

8.33.1. Academic Holds

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

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

8.33.2. Administrative or Business Holds

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

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

8.34. Insurance Requirements

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

Resident graduate students may enroll in a student health insurance plan offered through the Alabama Association of Independent Colleges and Universities (AAICU). Students should contact the Division of Student Services for information regarding the coverage available.

8.35. Lost and Found

The Lost and Found is located in the Logistics office.

8.36. Motor Vehicle Registration/Parking

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

8.37. Online-Course Structure and Grading

Each online course for the Ed.D. program consists of five (5) units of subject content. There are four (4) units with discussion questions. These give the students the opportunity to exchange ideas with other students regarding the unit issues. There is one (1) unit with a writing assignment (two parts: annotated bibliography and a 3-5 page paper) which is linked to the Academy's Online Writing Laboratory ACCESS. ACCESS is the Quality Enhancement Program (QEP), which is an integral part of the Academy's accreditation by SACS.

Doctoral courses have a final class paper OR a final class examination. The final examination consists of ten (10) essay questions and the student must answer seven (7). The student has three and one-half (3 1/2) hours to complete the final exam. The Class Paper is another element of the ACCESS program.

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

Grade composition is as follows:

- Writing Assignment 20% of the total grade
- Unit Discussions 40% of the total grade
- Final Exam OR Class Paper 40% of the total grade

8.38. Online Student Security

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

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

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

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

8.38.1. Password Reset Policy

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

8.38.1.1. Automated Password Recovery/Reset

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

8.38.1.2. Assisted Password Recovery/Reset

1. If the automated password recovery/reset solution provided by the Academy is unavailable or fails, the user may then call the LMS Help Desk to reset their password. Call 251.626.3303 and ask for the LMS Help Desk.
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 LMS Help Desk personnel only.

8.38.1.3 Personal Identification Number (PIN)

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

8.39. Photos-Students

8.39.1 Student Identity Verification – Registration Requirement

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

To expedite processing of a registration, students may fax a legible copy of said documentation to the Student Services Department, 251.625.1035, for conditional satisfaction. The student must submit a mailed copy for full satisfaction prior to being able to enroll in any additional course work.

8.39.2 Student Photo Option for Online Course Display and Student ID

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

8.40. Program of Study

A student's academic catalog is set based on the first term of enrollment unless otherwise noted. It is the student's responsibility to know and comply with the regulations, policies and procedures set forth in this catalog including their Program of Study (POS). It is the student's responsibility to ensure all degree requirements are met. The current POS forms are available in the Addenda section of this catalog and at the Academy's website: www.ussa.edu/academics/advising/degree-audit/.

Students may find the POS in previous years' academic catalogs on the Academy's website at www.ussa.edu/academics/academic-catalogs/. A student's academic catalog is posted in *My Student Portal* under Student Records. Questions regarding the student's academic catalogs should be directed to the Registrar's Office.

The POS is not considered a contract between the student and the institution and is subject to change at any time and at the sole discretion of the institution. The Academy highly recommends that students contact an advisor to assist them in the successful completion of their degree and accomplishing personal academic goals.

8.41. Re-Enrollment

All students, regardless of status, who have not been enrolled in a degree program for one calendar year or longer, are required to re-enroll by submitting a re-enrollment application. Students who are past their statute of limitations date, OR who are within one year of the statute of limitations date and have completed less than 12 semester hours of satisfactory course work will be required to submit a new application and supporting documentation. . Students may petition the Academic Committee to have their original Academy coursework accepted as transfer credit into their new Academy program of study, but such transfer is not guaranteed.

Students who are seeking re-enrollment must submit a Re-Enrollment Application form, which is obtained on the Academy's web site at www.ussa.edu/current-students/forms-applications. Students seeking re-enrollment are required to present official transcripts from any institution attended since leaving the Academy. Depending

on the length of a student's absence, additional admission documents may need to be resubmitted. The cost of submitting a Re-Enrollment Application for doctoral students is $50.

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

Approved re-enrollment into a new catalog does not extend the original statute of limitations (ten years).

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

8.42. Refund Policy

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

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

8.42.1. For Complete Withdrawal

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

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

8.42.2. For Partial Withdrawal

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

8.42.3. For Mentorship Withdrawal

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

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

8.43. Release of Information

8.43.1. Release of Grades

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

8.43.2. Release of Student Portal Log-in/Password Information

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

8.44. Repeat Policy

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

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

8.45. Replacement Diplomas

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

8.46. Resident and Non-Resident Faculty

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

8.47. Special Student Services

8.47.1 Students with Disabilities

The Americans with Disabilities Act (ADA) provides federal civil rights protection to people who are considered disabled. Compliance with the Americans with Disabilities Act is a priority of the Academy. To ensure institutional compliance, the institution administration has appointed the Registrar to oversee compliance with the Americans with Disabilities Act, and has provided assistance from the Chief Academic Officer as well as the Dean of Student Services to assist the ADA Coordinator in the functions in preparation of the evaluation and implementation of a plan of compliance.

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

8.47.1.1 Providing Services for Students with Disabilities

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

- Screening of disability documentation
- Determination of appropriate accommodations and
- 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 and
- Alternative evaluation methods

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

Criteria for Disability Documentation

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the technical and academic standards at the Academy are entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental impairment

which substantially limits a major life activity, a history of such impairment, or the perception of such impairment. The Academy does NOT provide disability documentation for students. It is the student's responsibility to provide appropriate documentation to the Registrar and to request accommodations. Appropriate documentation is defined as that which meets the following criteria:

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

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

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

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

Learning Disabilities (LD)
A comprehensive evaluation report from a clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or 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. Current report (within 3 years of enrollment date), dated and signed

Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD)
A comprehensive evaluation report from a physician, psychiatrist, clinical psychologist, neurologist, or neuropsychologist, including:

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

8.47.2. International Students

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

8.47.3 Students with Military Obligations

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

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

2. Withdrawing from the course of study without penalties.

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

Students who are active duty military personnel will be allowed 18 weeks in which to complete a course (16 weeks plus an automatic two-week extension.)

8.48. Statute of Limitations for Degree Completion

All requirements for the Ed.D. (Ed.D.) degree must be completed within 10 years from the time the student first enrolls in the degree program. In special cases, students may petition the Academic Committee for an extension not to exceed one additional year, provided the petition is made before the date indicated by the original statute of limitations.

8.49. Student Conduct

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

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

The Academy reserves the right to deny admission or continued attendance to a student whose actions are contrary to the policies and procedures of the Academy. As an independent institution, the Academy explicitly reserves the right to judge whether it is in the best interest of the institution that a student be allowed to continue

affiliation and may, for reasons deemed sufficient by the Academy itself, discontinue affiliation. By registering, the student concedes to the Academy the right to require withdrawal whenever the Academy deems withdrawal necessary. The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant, student or faculty member, and the Academy. The catalog reflects the general nature of and conditions concerning the educational services of the Academy effective at the time of preparation.

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

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

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

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

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

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

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

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

8.49.1 Threatening Behavior by Students

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

8.49.1.1 Prohibited Behavior

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

8.49.1.2 Procedures for Mandatory Reporting of Threatening Behavior

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

1. Leave the area immediately.

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

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

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

8.49.1.3 Disciplinary Process

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

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

The Student Disciplinary Procedures shall govern all proceedings involving such complaints. The Dean of Student Services may suspend the student for an interim period prior to the resolution of the disciplinary proceeding if the Dean determines that the continued presence of the student poses a threat to any individual,

property, or Academy function. Sanctions, as appropriate, may be imposed in accordance with the Student Code of Conduct, up to and including suspension or expulsion from the Academy.

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

8.50. Student Mail

Students are to receive personal and professional mail at their private residences. In the event that personal mail is delivered to the Academy it will be held at the Help Desk in Student Services. The Academy does not accept responsibility for lost or stolen mail.

8.51. Student Organizations

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

The Alumni Association. There is no fee to become part of the Alumni Association – 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)
1900 Association Drive
Reston, VA 20191

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

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

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

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

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

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

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

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

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

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

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

8.52. Student Petitions Not Related to Grades

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

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

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

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

8.53. Student Rights

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

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

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

8.53.1. Student Rights for Records and Disclosure

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

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

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

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

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

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

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

8.54. Transcripts

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

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

Students who graduate with a cumulative grade point average of 3.8 – 3.99 will have "Honors" printed on their transcript. Students graduating with a cumulative grade point average of 4.0 will have "Highest Honors" printed on their transcript.

8.55. Weapons Policy

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

8.56. Withdrawing from the Academy

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

9. FACULTY

(* denotes Non-Resident Faculty)

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

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

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

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

Steve Butler
B.S.E. Florida Atlantic University
M.A.Ed. Chapman University
Ed.D. Auburn University

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

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

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

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

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

William Wirt Edwards
B.S. Sam Houston State University
M.S. Louisiana State University
Ph.D. Louisiana State University

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

Marion "Will" Evans*
B.G.S. Indiana University
M.A. University of Alabama
Ph.D. University of Alabama and UAB
D.C. Logan University

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

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

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

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

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

Reggie Overton*
B.S. Middle Tennessee State
M.S. United States Sports Academy
Ed.D. Temple University

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

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

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

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

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

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

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

Michael Spino*
B.A. Syracuse University
M.S. Life University
Ph.D. Lille2 University

Bill Steffen
B.S. SUNY-Albany
M.Ed. Furman University
Ed.D. University of North Carolina-Greensboro

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

Conrad Woolsey*
B.S. Northwest Missouri State University
M.Ed. University of Missouri
Ph.D. University of Missouri

10. ADDENDA

A Doctor of Education in Sports Management Program of Study
B Bachelor's to Ed.D. Accelerated Degree Program of Study
C Ed.D. in Sports Management POS for Emphasis Courses
D Bachelor's to Ed.D. Accelerated Degree POS for Emphasis Courses
E Doctoral Cognate Course Matrix
F Doctoral Degree Program Recommendation Form
G Graduate Transfer Credit Evaluation Fee Form
H Cognate Courses Preapproval Form
I Doctoral Portfolio
J. Thesis/Dissertation Proposal Approval
K. Dissertation Final Submission Approval Form
L Graduation Checklist for Doctoral Degree Candidates
M Request for Transcript Form
N Change of Catalog Request Form
O Withdrawal Form
P Student Information Change Form
Q Drop/Add Form
R Doctoral Annotated Bibliography Rubric
S Doctoral Article Critique Rubric
T Doctoral Discussion Rubric
U Doctoral Final Class Paper Rubric
V Doctoral Writing Assignment Rubric
W Student Rights and Responsibilities Statement
X Academic Hearing Procedures
Y Americans with Disabilities Act (Student) and Application
Z Family Educational Rights and Privacy Act (FERPA) Release of Records Form
AA Family Educational Rights and Privacy Act (FERPA) Recommendation Request Form
BB Family Educational Rights and Privacy Act (FERPA) Declaration Withhold Release of Directory Information

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Addendum A (page 1 of 2)
DOCTOR OF EDUCATION IN SPORTS MANAGEMENT
Program of Study - 66 Semester Hours

Name_____ Advisor_____
Address_____
Email_____ Phone_____

General Sport Management Core	*Credit Hours*	*Hours*	*Semester*	*Grade*
SAB 661 Contemporary Issues in Sports	3			
SAM 660 Financial Aspects in Sport	3			
SAB 634 Ethics in Sports	3			
SAM 743 Advanced Studies in Sports Management	3			
SAM 730 Sport Leadership Principles	3			
SAM 786 Legal Aspects of Sport	3			
Doctoral Research Core	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAR 674 Research Statistics in Sport	3			
SAR 776 Research Methodologies	3			
SAR 790 Selected Readings in Sport	3			

AREA OF SPECIALIZATION (6 HOURS) STUDENT WILL SELECT ONE AREA	*Credit Hours*	*Hours*	*Semester*	*Grade*
Leadership in Sports (select two of the following courses)				
SAM 735 Strategic Planning for Sports Organizations	3			
SAM 736 Communication for Leadership	3			
SAM 737 Leadership: Theory and Practice	3			
Sports Marketing (select both courses)				
SAM 644 Sports Marketing Research	3			
SAM 662 Sports Entrepreneurship	3			
Human Resource Management in Sports (select both courses)				
SAM 640 Labor Relations in Sports	3			
SAM 672 Personnel Training and Development	3			

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

Cognate	*Title*	*Hours*	*Semester*	*Grade*
Course #1				
Course #2				

ELECTIVES (9 HOURS). These courses are not required in the general sport management and research cores or in the selected area of specialization. Students may also use courses in non-selected specializations and emphases as electives in addition to:
SAB 660 Sports in America Current Issues; SAM 622 Structure & Function of Amateur and Professional Sports Organizations; SAM 682 Facilities Planning in Sports; SAB 768 Psychology of Human Behavior.

Elective Number	*Title*	*Hours*	*Semester*	*Grade*

Addendum A (page 2 of 2)

Mentorship and Dissertation	*Hours*	*Semester*	*Grade*
SPT 798 Doctoral Mentorship	6		
SPT 799 Dissertation	12		

Portfolio	*Credit Hours*	*Hours*	*Semester*	*Grade*
SPT PRTD Doctoral Portfolio	0	0		

The Program of Study is not considered a contract between the student and the institution and is subject to change at any time and at the sole discretion of the institution. It is the student's responsibility to ensure all degree requirements are met.

Addendum B (page 1 of 3)
BACHELOR OF SPORT SCIENCE TO
DOCTOR OF EDUCATION IN SPORTS MANAGEMENT
Accelerated Degree Program
Program of Study
90 Semester Hours

Name_____ Advisor_____
Address_____
Email_____ Phone_____

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

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

Doctoral Sport Management Core	*Credit Hours*	*Hours*	*Semester*	*Grade*
SAB 661 Contemporary Issues in Sports	3			
SAM 660 Financial Aspects of Sport	3			
SAB 634 Ethics in Sport	3			
SAM 743 Advanced Studies in Sports Management	3			
SAM 730 Sport Leadership Principles	3			
SAM 736 Legal Aspects of Sport	3			

Doctoral Research Core	*Credit Hours*	*Hours*	*Semester*	*Grade*
SAR 674 Research Statistics	3			
SAR 776 Research Methodologies	3			
SAR 790 Selected Readings in Sports	3			

AREA OF SPECIALIZATION (6 HOURS) *STUDENT WILL SELECT ONE AREA*	*Credit Hours*	*Hours*	*Semester*	*Grade*
Leadership in Sports (select two of the following courses)				
SAM 735 Strategic Planning for Sports Organizations	3			
SAM 736 Communication for Leadership	3			
SAM 737 Leadership: Theory and Practice	3			
Sports Marketing (select both courses)				
SAM 644 Sports Marketing Research	3			
SAM 662 Sports Entrepreneurship	3			
Human Resource Management in Sports (select both courses)				
SAM 640 Labor Relations in Sports	3			
SAM 672 Personnel Training and Development	3			

Addendum B (page 2 of 3)

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

Cognate	*Title*	*Hours*	*Semester*	*Grade*
Course #1				
Course #2				

ELECTIVES (9 HOURS). These courses are not required in the general sport management and research cores or in the selected area of specialization. Students may also use courses in non-selected specializations and emphases as electives in addition to:
SAB 660 Sports in America Current Issues; SAM 622 Structure & Function of Amateur and Professional Sports Organizations; SAM 682 Facilities Planning in Sports; SAB 768 Psychology of Human Behavior.

Elective Number	*Title*	*Hours*	*Semester*	*Grade*

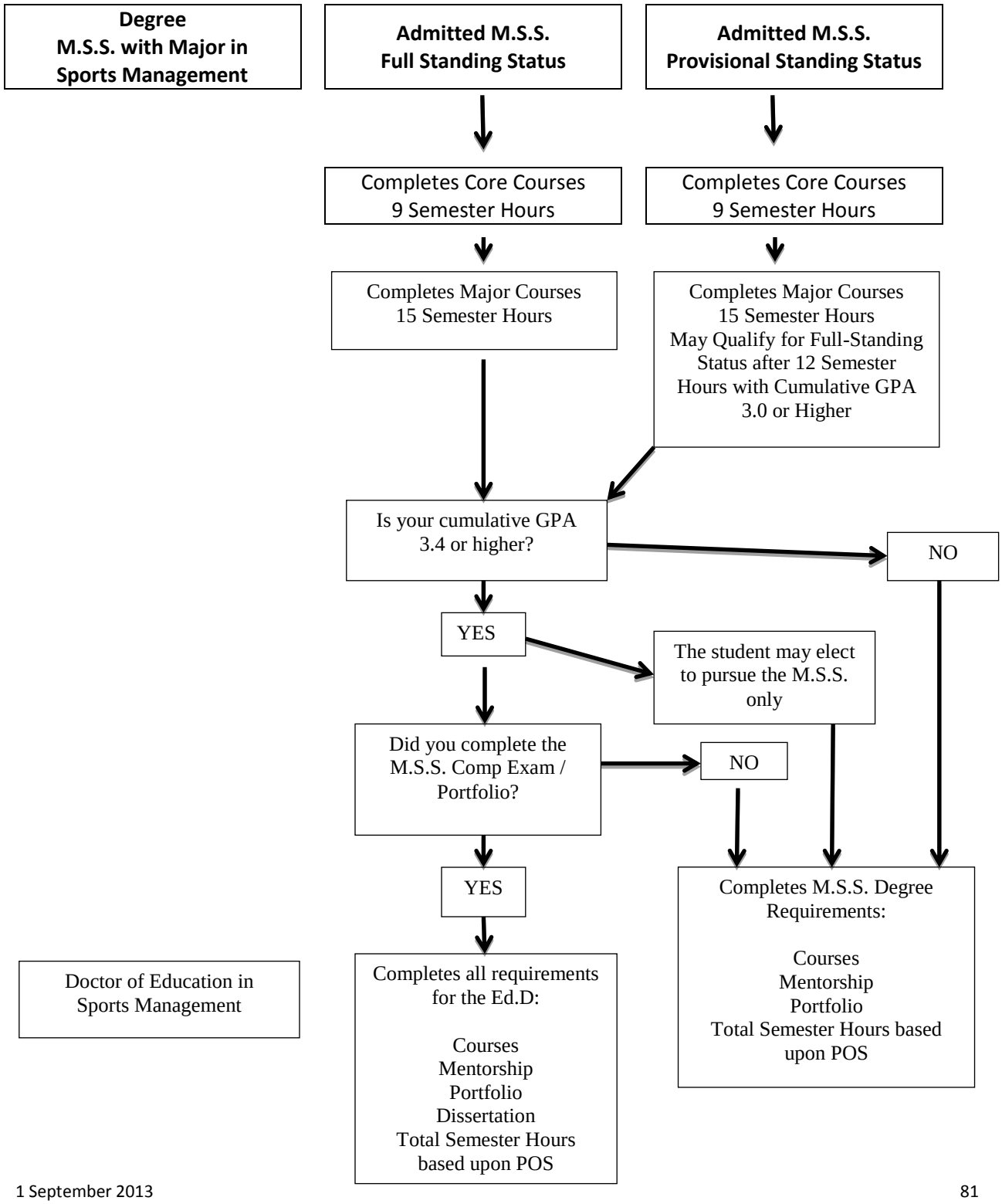
Mentorship and Dissertation	*Hours*	*Semester*	*Grade*
SPT 798 Mentorship	6		
SPT 799 Dissertation	12		

Portfolio	*Credit Hours*	*Hours*	*Semester*	*Grade*
SPT PRTD Doctoral Portfolio	0	0		

The Program of Study is not considered a contract between the student and the institution and is subject to change at any time and at the sole discretion of the institution. It is the student's responsibility to ensure all degree requirements are met.

Addendum B (page 3 of 3)
ACCELERATED B.S.S. TO ED.D. DEGREE PROGRAM

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



Addendum C
DOCTOR OF EDUCATION DEGREE
IN SPORT MANAGEMENT
Program of Study for Emphasis Courses
Olympism, Sports Coaching, Sports Health & Fitness, Sports Medicine, Sports Theory

NOTE: Students in the Ed.D. in Sport Management degree program who wish to seek an Emphasis in Olympism, Sports Coaching, Sports Health & Fitness, Sports Medicine, or Sports Theory must complete this program of study as an attachment to their original POS. Complete only the Emphasis section that applies.

Name:_____ Advisor:_____
Address:_____
Phone:_____ Email:_____

A. Emphasis in Olympism	**Credit Hours**	**Hours**	**Semester**	**Grade**
SAB 622 Structure and Function of the Olympic Games	3			
SAB 651 Issues in the Olympic Movement	3			
SAB 667 Olympism	3			
B. Emphasis in Sports Coaching	**Credit Hours**	**Hours**	**Semester**	**Grade**
SAB 657 Psychology of Elite Performance	3			
SAB 670 Selected Readings in Sports Coaching	3			
SAB 671 Advanced Coaching Theories	3			
C. Emphasis in Sports Health & Fitness	**Credit Hours**	**Hours**	**Semester**	**Grade**
SAR 710 Advanced Exercise Physiology & Scientific Principles	3			
SAR 715 Contemporary Issues in Health & Fitness	3			
SAR 720 Advanced Strength & Conditioning	3			
D. Emphasis in Sports Medicine	**Credit Hours**	**Hours**	**Semester**	**Grade**
SAM 787 Legal Concepts of Sports Medicine	3			
SAM 788 Principles of Management in Sports Medicine	3			
SAM 789 Seminar in Sports Medicine Management Issues	3			
E. Emphasis in Sports Theory	**Credit Hours**	**Hours**	**Semester**	**Grade**
SAB 791 Selected Readings in Sports Theory	3			
SAM 735 Strategic Planning for Sports Organizations	3			
SAB 659 Group Dynamics in Sports	3			

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

Portfolio	**Credit Hours**	**Hours**	**Semester**	**Grade**
SPT PRTD Doctoral Degree Portfolio	0	0		

The Program of Study is not considered a contract between the student and the institution and is subject to change at any time and at the sole discretion of the institution. It is the student's responsibility to ensure all degree requirements are met.

Addendum D
BACHELOR'S TO ED.D. IN SPORT MANAGEMENT
ACCELERATED DEGREE PROGRAM
Program Of Study For Emphasis Courses
Olympism, Sports Coaching, Sports Health & Fitness, Sports Medicine, Sports Theory

NOTE: Students in the Ed.D. in Sport Management degree program who wish to seek an Emphasis in Olympism, Sports Coaching, Sports Health & Fitness, Sports Medicine, or Sports Theory must also complete this POS as an attachment to their original POS. Complete only the Emphasis section that applies.

Name:_____ Advisor:_____
Address:_____
Phone:_____ Email:_____

A. Emphasis in Olympism	**Credit Hours**	**Hours**	**Semester**	**Grade**
SAB 622 Structure and Function of the Olympic Games	3			
SAB 651 Issues in the Olympic Movement	3			
SAB 667 Olympism	3			
B. Emphasis in Sports Theory	**Credit Hours**	**Hours**	**Semester**	**Grade**
SAB 791 Selected Readings in Sports Theory	3			
SAM 735 Strategic Planning for Sports Organizations	3			
SAB 659 Group Dynamics in Sports	3			
C. Emphasis in Sports Health & Fitness	**Credit Hours**	**Hours**	**Semester**	**Grade**
SAR 710 Advanced Exercise Physiology & Scientific Principles	3			
SAR 715 Contemporary Issues in Health & Fitness	3			
SAR 720 Advanced Strength & Conditioning	3			
D. Emphasis in Sports Coaching	**Credit Hours**	**Hours**	**Semester**	**Grade**
SAB 657 Psychology of Elite Performance	3			
SAB 670 Selected Readings in Sports Coaching	3			
SAB 671 Advanced Coaching Theories	3			
E. Emphasis in Sports Medicine	**Credit Hours**	**Hours**	**Semester**	**Grade**
SAM 787 Legal Concepts of Sports Medicine	3			
SAM 788 Principles of Management in Sports Medicine	3			
SAM 789 Seminar in Sports Medicine Management Issues	3			

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

Portfolio Checklist Requirements	**Credit Hours**	**Hours**	**Semester**	**Grade**
SPT PRTD Doctoral Degree Portfolio	0	0		

The Program of Study is not considered a contract between the student and the institution and is subject to change at any time and at the sole discretion of the institution. It is the student's responsibility to ensure all degree requirements are met.

Addendum E
DOCTORAL COGNATE COURSE MATRIX

	Area of Specialization		
	Sports Leadership	**Sports Marketing**	**Human Resources Management**
Specialization Courses	**Two of the following:** **SAM 735** Strategic Planning for Sports Organizations **SAM 736** Communication for Leadership **SAM 737** Leadership Theory & Practice	**SAM 644** Sports Marketing Research **SAM 744** Advanced Sports Marketing	**SAM 640** Labor Relations in Sports **SAM 672** Personnel Training and Development
Specialization Related Electives	**One of the Specialization Courses (above)** **AND** **SAM 622** Structure and Function of Professional and Amateur Sports Organizations	**SAM 682** Facilities Planning in Sports **SAM 662** Sports Entrepreneurship	**SAM 736** Communication for Leadership
Department SREs Are Taken	Department of Sports Studies	Department of Sports Studies	Department of Sports Studies

Addendum F

DOCTORAL DEGREE PROGRAM RECOMMENDATION FORM

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

Plan of Study: Intended Enrollment_____ Major: Ed.D. _____
(Semester) (Year)
Ed.D. Sport Medicine Emphasis _____
Ed.D. Olympism Emphasis _____
Ed.D. Sport Coaching Emphasis _____
Ed.D. Sport F&H Emphasis _____
Ed.D. Sport Theory Emphasis _____

Section I
(Please Print or Type)

Name:_____
Last First Middle

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

Telephone: Home (___)_____ Work (____)_____

Institution Granting Undergraduate Degree:_____

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

Please rate the above applicant on the following characteristics:

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

Do you recommend the applicant for admission to graduate study at the Academy? Yes_____ No_____

Name (Print or Type):_____ Title: _____
Organization: _____Address:_____
City:_____ State:_____ Postal Code:_____
Signature:_____ Date:_____
Please return to: Division of Student Services, United States Sports Academy, One Academy Drive, Daphne, AL 36526

or Fax to : 251-625-1035

How long and how well have you known this applicant? _____

Additional Comments_____

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

Addendum G
GRADUATE TRANSFER CREDIT EVALUATION FEE FORM

Student's Name: _____

Address: _____

Phone Number: (_____) _____ Email: _____

Intended Term of Enrollment: □ Fall □ Spring □ Summer Year _____

Other Institution: Course Number and Title	Credit Hours	Academy Course Equivalent

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

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

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

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

Credit Card Type: VISA MC DISCOVER

Credit Card Number: _____ - _____ - _____- _____

Expiration Date: _____ - _____

Approved By:

_____
Chief Academic Officer or Designee Date

Addendum H
COGNATE COURSES PREAPPROVAL FORM

Student's Name:_____ **SS #**_____

Address:_____

City:_____**State**_____**Zip**_____

Phone Number (_____)-_____

Intended Term of Enrollment: Fall_____ Spring_____ Summer_____

Academy Area of Specialization: Human Resources_____ Leadership_____ Marketing_____

Intended College of Enrollment_____

Address:_____

Other institution: Course Number & Title	Credit Hours	USSA Course Equivalent

The United States Sports Academy will accept transfer credit from other **regionally-accredited** institutions as long as a grade of "B" or better is earned.

A catalog course description and course syllabus must accompany this form in order to process the request for cognate course(s).

Upon completion of these courses, have your official transcript mailed to the Academy's address shown above, to the attention of Graduate Admissions Department.

_____ _____

Chief Academic Officer or Designee Date

Addendum I
DOCTORAL PORTFOLIO

PURPOSE OF THE DOCTORAL PORTFOLIO

The Doctoral Portfolio serves several main purposes:

- It guides students through their program of study.
- It focuses students' interest and enhances their research skills leading towards the capstone experience, the dissertation.
- It serves as the comprehensive evaluation of students' learning.

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

At the core of the Portfolio development is the concept of Success Orientation for candidates. It is a self-correcting project with numerous points of intervention to ensure candidate success. The Portfolio has been designed as a living document throughout the candidate's tenure. Candidates will work with a Portfolio Advisor, which will be assigned by the Academy. Portfolio Advisors are required to serve on candidates' Dissertation Committees.

PORTFOLIO OVERVIEW

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

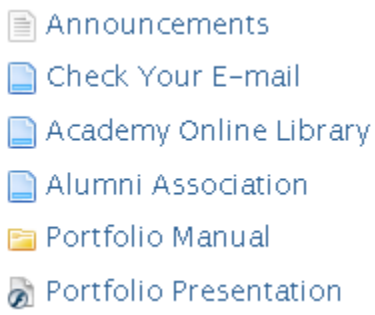
TECHNOLOGICAL COMPONENTS

The Doctoral Portfolio is housed within the Academy's Learning Management System (LMS). This shell mirrors the same elements of the courses students take at the Academy.

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

Doctoral Portfolio/Course Home
Fall 2010-Summer 2012 (the catalog under which the student enrolled)

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



Certain required elements need to be placed in the Portfolio (see instructional PowerPoint located in the Portfolio shell for instructions on uploading documents into the Portfolio). These elements are part of the program completion requirements.

Portfolio documents assigned to topics in specific courses should be submitted immediately after the student has received a final course grade.

ELEMENT OVERVIEW

The four sections of the Doctoral Portfolio are: Administrative, Academic, Summative Personal Narrative, and Portfolio Rubrics.
All Portfolio submissions must include a title page in APA format. See Resources/Document Sharing folder in the LMS for example.

I. ADMINISTRATIVE ELEMENTS

Entrance Essay

The entrance essay serves as an outline that portrays candidates in a more expansive view than that found in a normal Curriculum Vitae.

Expanded and Analytical Presentation of Entrance Essay Goals

By analyzing and expanding on goals presented in the entrance essay, candidates are expected to be more introspective with respect to professional and dissertational goals. Core courses (15 credit hours) should be completed *before* students submit this document.

Resume/Curriculum Vitae

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

II. ACADEMIC ELEMENTS

All portfolio documents submitted must include an academy title page in APA format (see Resources/Document Sharing folder in the LMS, for example).

Annotated Bibliographies from General Sport Management Core

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

SAB 661 Contemporary Issues in Sports
SAM 600 Financial Aspects in Sport
SAB 634 Ethics in Sport
SAM 743 Advanced Studies in Sports Management
SAM 730 Sport Leader
SAM 786 Legal Aspects of Sport

Article Critiques from Research Core

Students will complete one (1) article critique from each of the research core courses. Research is a critical component of graduate work and being able to provide a critique of existing research is essential. To do the article critiques, students will locate at least two scholarly sources within the research core area:

SAR 674 Research Statistics in Sports
SAR 776 Research Methodologies
SAR 790 Selected Readings in Sports

Article Critiques from Area of Specialization

Submit three (3) article critiques from your Area of Specialization: Human Resource Management; Leadership; or Marketing.

Articles for Publication

Submit an article for publication to either *The Sport Digest* or *The Sport Journal*.

The Sport Journal, an electronic journal, is a publication of the United States Sports Academy. It is designed to further the knowledge of sport by allowing professionals in the field to publish articles on this site. *The Sport Journal* is an Academy trademark registered with the U.S. Patent Trademark Office and can be found at http://www.thesportjournal.org.

The Sport Digest, an electronic document, is a publication of the United States Sports Academy. It is designed to disseminate knowledge about issues of sport, fitness, and health for professionals, as well as anyone seeking information in these fields. *The Sport Digest* can be found at http://www.thesportdigest.com.

PowerPoint

Submit a PowerPoint presentation designed for an hour-long lecture on a topic related to one of the doctoral classes. The presentation should be such that it could be used to conduct a class lecture on that topic.

Slides should:

- be in bulleted format.
- be professional.
- have minimal transitions.
- include notes (in the Notes section) to be used for lecture.

- include a five question assessment slide pertinent to information.
- include references in APA format.

For assistance in creating the PowerPoint presentation, go to:
http://office.microsoft.com/en-us/powerpoint-help/getting-started-with-powerpoint-2010-HA010359435.aspx

Mentorship Final Report/Two-Course Option Class Papers

One of the concluding Mentorship requirements is to submit a Final Report. The purpose of the paper is to provide an opportunity to explain how the student's Mentorship experience contributed to their career goals in the sport industry. The report should be scholarly paper written in the format for Academy course papers. Students should consult their Mentorship advisor before beginning to compose the paper to discuss the specifics the advisor may want included in the report.

Students may opt out of the Mentorship by taking two additional approved courses in lieu of the Mentorship. Students wishing to exercise this option must petition the Academic Committee for approval. Students must submit the class paper from one of the two additional approved courses in lieu of the Mentorship final report.

SAR 790 Course Paper

The course paper itself is a precursor to the first three chapters of the dissertation.

III. SUMMATIVE PERSONAL NARRATIVE

This Personal Narrative is an honest, introspective analysis of candidates' work through the doctoral program citing the goals presented in the expanded Goals and their evolution through candidates' progress in the doctoral program.

United States Sports Academy

America's Sports University®

Writer's Guide for the Qualifying Essay

Doctor of Education in Sports Management

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

The Doctoral Program Qualifying Essay

An acceptable Qualifying Essay must be completed before admission may be granted to doctoral study at the Academy, for either the Ed.D. in Sports Management degree (Ed.D.) or Ed.D. in Sports Management degree with emphasis in Sports Medicine, Olympism, Sports Theory, Sports Coaching, or Sports Health & Fitness. Admission to these programs depends significantly on the Qualifying Essay's adequacy.

The Qualifying Essay takes the form of a narrative presenting the applicant's **biography, career plan,** and **goals in pursuing the doctorate** at the Academy. It is evaluated by the Doctoral Admissions Committee. Committee members seek evidence in the essay of five requisite qualities and abilities of the applicant:

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

The Three Components of the Qualifying Essay

1. **Biographical Component**
   The applicant's earlier learning experiences, both formal and informal, should be described in a concise narrative. The nature and general outcome of all prior study, Sports Management– related work experience, and participation in scholarly research (if any) should be briefly set forth for the admissions committee's consideration.

2. **Career Plan Component**
   The need for doctoral-level education should be explained in terms of the applicant's goals for his or her career in Sports Management. This component of the essay should specify how doctoral study, in conjunction with the applicant's background and interests, will further those goals.

3. **Goals in Pursuing the Doctorate**
   In this part of the essay, the applicant should briefly discuss why he or she wishes to enroll in doctoral study at the Academy, including but not limited to (a) the applicant's reasons for selecting the Academy program rather than another doctoral program; (b) how doctoral study reflects, and may affect, the applicant's personal and professional interests, concerns, and choices; and (c) the particular goals anticipated to be attained through completion of the doctoral curriculum.

The Format and Editorial Style of the Qualifying Essay

The Qualifying Essay must be typewritten or prepared with word-processing software and printed with a letter-quality printer. It must employ a readable, **12-point font**, and it must be **double-spaced.** The essay must include a **title page;** (see below for a sample title page).

The editorial style employed in the Qualifying Essay should be that presented in the most current edition of the

Publication Manual of the American Psychological Association , published by the American Psychological Association (APA). The *Publication Manual* represents the standard for most scholarly writing in the social sciences. Per the *Publication Manual*, the standard spelling reference at the United States Sports Academy is ***Merriam-Webster's Collegiate Dictionary.***

(All students at the Academy must learn the *Publication Manual*'s rules pertaining to editorial style, citation of sources, organization of manuscripts, preparation of statistical copy and tables, reduction of bias in language, and related topics. The *Publication Manual* is available for purchase at www.apastyle.org. This web site also informs readers of corrections and updates to content of the manual and has a helpful FAQ section.)

Assessment of the Qualifying Essay

In assessing the Qualifying Essay, the admissions committee will check to see that all three components of the essay are present, that the prescribed format and editorial style are employed, and that the applicant has mastered standard written English. Committee members furthermore use a detailed assessment rubric to guide the assessment process. Apart from assessing aspects of the applicant's writing, the essay will also suggest to the committee how well suited to the program are the applicant's personal qualities: motivation, maturity, judgment, creativity, personal and professional objectives, awareness of intellectual strengths and weaknesses.

Template for Title Page of Doctoral Program Qualifying Essay

The following exemplifies the proper format for a Qualifying Essay's title page. Please note that, because the essay is an administrative document, the format diverges from APA *Publication Manual* guidelines for preparation of title pages.

This is a sample title page.

QUALIFYING ESSAY

AN ESSAY SUBMITTED IN PARTIAL

FULFILLMENT OF ADMISSION

REQUIREMENTS FOR THE

ED.D. DEGREE PROGRAM

OF THE UNITED STATES SPORTS ACADEMY

First Name Last Name
Month Year

Assessment Rubric for the Doctoral Program Qualifying Essay

CRITERION	COMMENTS	SCORE
BEGINNING OF THE QUALIFYING ESSAY – INTRODUCTION		
Exceptional Level 4	▪ an exceptionally interesting lead that is well-ordered and presents a compelling theme ▪ an exceptional beginning that incorporates one or more of the essay components (biography, career plan, goals in pursuing the doctoral degree)	
Proficient Level 3	▪ an interesting, orderly, proficient introduction with an effective theme ▪ a proficient beginning that incorporates one or more of the essay components (biography, career plan, goals in pursuing the doctoral degree)	
Adequate Level 2	▪ an adequate beginning showing a clear enough progression and an adequate theme ▪ adequately incorporates one or more of the essay components (biography, career plan, goals in in pursuing the doctoral degree)	
Weak Level 1	▪ a weak, unfocused beginning without a theme ▪ a beginning that seems not to address any of the essay components (biography, career plan, goals in pursuing the doctoral degree)	
	Score Earned: Introduction	
MIDDLE OF THE QUALIFYING ESSAY – BODY		
Exceptional Level 4	▪ an exceptionally illustrative, convincing series of examples supporting the theme, through which ideas are developed in a firmly logical sequence ▪ exceptionally skillful use of transitions between topics and paragraphs	
Proficient Level 3	▪ a pertinent series of examples supporting the theme, through which ideas are proficiently developed in logical sequence ▪ proficient use of transitions between topics and paragraphs	
Adequate Level 2	▪ adequate examples are provided that tend to support the theme ▪ ideas proceed logically, overall, but some gaps in logic are present ▪ transitions between topics and paragraphs are used adequately	
Weak Level 1	▪ supporting ideas or examples are weak and fail to create a logical argument for any theme that is offered	
	Score Earned: Body	
END OF THE QUALIFYING ESSAY – CONCLUSION		
Exceptional Level 4	▪ an effective summary and at the same time an exceptionally skillful furthering of the theme that advances the discussion into a new and perhaps broader context	
Proficient Level 3	▪ a proficient summary of the entire essay that meaningfully links the final paragraph to the first paragraph or suggests some implication of the argument	
Adequate Level 2	▪ an adequate summary of much of the essay that reiterates the theme or suggests some implication of the argument	
Weak Level 1	▪ absent or weak summary of the essay creating an overly abrupt cessation of discussion	
	Score Earned: Conclusion	

Addendum J
THESIS/DISSERTATION PROPOSAL APPROVAL

Student:_____ Date:_____
(Please Print) *(Month/Day/Year)*

Degree: (check one): Master of Sports Science (M.S.S.) _____
Doctor of Sports Management (D.S.M.) _____
Ed.D. (Ed.D.) _____

Proposed Title (should be 12 words or less):
_____

Thesis/Dissertation Committee	**Name (please print)**
Committee Chair	_____
Committee Member (First Reader)	_____
Committee Member (Second Reader)	_____

Approval

Committee Chair
Printed Name _____

Signature _____

Director of Doctoral Studies
Printed Name _____

Signature _____

Chief Academic Officer
Printed Name _____

Signature _____

Check Appropriate Action
Approved: _____
Approved Conditionally: _____
Not Approved: _____

Copies Given To (check when completed):
Committee Chair: _____
Registrar: _____
Student's File: _____
Student: _____

Addendum K
DISSERTATION FINAL SUBMISSION APPROVAL FORM

Approval of Dissertation Submitted by:

_____

(Type student's name above)

_____ _____

Chair, Dissertation Committee Date

_____ _____

Dissertation Committee Member Date

_____ _____

Dissertation Committee Member Date

_____ _____

Chief Academic Officer Date

Addendum L

GRADUATION CHECKLIST FOR DOCTORAL DEGREE CANDIDATES

1. Complete all degree requirements as stated in the academic catalog under which you are governed.
2. Clear all financial obligations to the Academy.
3. Apply for graduation in *My Student Portal* and pay the graduation application fee.
4. Complete the Exit Survey. Exit surveys are available in the Learning Management System (LMS) within 24-48 hours after the graduation application has been submitted.
5. Complete Financial Aid Exit Interview at www.studentloans.gov (For financial aid recipients only).

- Graduates will receive one complimentary official transcript.
- Graduates will receive a commemorative brick placed on the Walk of Fame as a graduate of the Academy.
- Students will receive their diplomas 6-8 weeks upon conferral.
- Graduates who wish to have their picture taken (in graduation regalia) with the Academy President should contact the Registrar at the Division of Student Services, at registrar@ussa.edu.

Don‘t forget to join the Alumni Association!

http://www.facebook.com/groups/8529483235/.

Addendum M
REQUEST FOR TRANSCRIPT FORM

☐ Doctoral ☐ Master's ☐ Bachelor's ☐ Continuing Education

Name: _____ Home Phone: (____)____-_____
Work Phone: (____)____-_____ Cell Phone: (____)____-_____
Social Security Number (Optional) #: _____

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

Signature:_____ Number of Copies: _____

Mail transcript as indicated below: (please include any special instructions, such as "*hold for grades*")

_____
_____
_____

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

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

There are two types of transcripts:

- OFFICIAL transcripts are sent to schools, prospective employers, etc., as designated by the student.
- UNOFFICIAL transcripts for the student's use, do not bear the seal of the Academy. They must be sent directly to the student. Unofficial transcripts are stamped "ISSUED TO STUDENT."

Method of Payment (check box)
Check/Money Order☐ OR Credit Card ☐
Credit Card Type: Visa M/C DISC Expiration Date: _____
Office Use Only: Transcript(s) released: Date: _____ By: _____

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

Addendum N
CHANGE OF CATALOG REQUEST FORM

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

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

Student's
Name:_____
Last First Middle

Email Address:_____

Last Four Digits of Social Security Number OR Student ID Number_____

Program (select one): Bachelor's_____ Master's_____ Doctoral _____

Date:_____

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

Student Signature:_____

To be processed by Division of Student Services:
Date Received:_____
Approved_____ Denied_____
If denied, reason for denial:_____
Signature of Dean of Student Services:_____

Addendum O
WITHDRAWAL FORM

Date:_____

Please Select One: _____Course(s) Withdrawal _____Institutional Withrawal

Name:_____

Address:_____

Reason for Withdrawal:_____

Are you receiving Financial Aid: _____ Yes _____No

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

A grade of "W" will be recorded as the final grade.

Dept/Course Number	Title	Hours	Grade

Student's Signature:_____

Registrar's Signature:_____

Addendum P

STUDENT INFORMATION CHANGE

Student's Name (as it appears on Academy records):_____

Student ID Number_____ Degree Level_____

COMPLETE APPLICABLE INFORMATION ONLY

Name Change (Documentation must accompany this form)

Name changed to:_____

Attached documentation:_____

Social Security Number Change (Documentation must accompany this form)

Change Social Security Number to: _____ - _____ - _____

Attached documentation:_____

Change of Major

Change of Major from:_____

Change of Major to:_____

Address Change

_____
Street Name and Number, RFD, or Post Office Box

_____ _____ _____
City State Zip Code

Change email address to:_____

Telephone Number Change

New number: (_____) _____ - _____
Area Code Telephone Number

Student Signature:_____ **Date Submitted**:_____

Addendum Q
DROP/ADD FORM

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

Check if iapplicable: ___1-7 days = 100% ___8-18 = 90% ___19-29 =50% ___30-38 = 25%
******After 38 days, a withdrawal form is required******

Date:_____

Name:_____ Student ID:_____

Street:_____ City:_____

State and Zip Code_____

Home Phone:_____ Work Phone:_____

Email:_____

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

COURSES TO BE DROPPED: TERM: FA_____ SP_____ SU_____

Reason(s) for the drop:_____

Course Number	Course Title	Section	Credits	Instructor

COURSES TO BE ADDED: TERM: FA_____ SP_____ SU_____

Course Number	Course Title	Section	Credits	Instructor

APPROVED BY:_____ Effective date:_____
Registrar or Designee

Addendum R
DOCTORAL ANNOTATED BIBLIOGRAPHY RUBRIC

CRITERION	COMMENTS	POINT RANGE
CITATION RELEVANCE		
Exceeds Standards	Cited source is highly relevant to core course issues and themes; source is five years old or less; source presents significant *doctoral* level information.	30-25
Above Average Standards	Cited source is clearly relevant to core course issues and themes; source is five years old or less; source presents relevant *doctoral* level information.	24-19
Meets Standards	Cited source is relevant to core course issues; source is five years old or less; information in source presents *doctoral* level information.	18-13
Standards Minimally Met	Relevance of cited source somewhat reflects core course issues; source is older than five years; source may present graduate level, but not *doctoral* level information.	12-7
Standards Not Met	Cited source is not relevant to core course issues; source is older than five years; source does not present *doctoral* level information.	6-0
	Points Earned: Citation Relevance	**30-0**
CITATION ASSESSMENT		
Exceeds Standards	Assessment strongly and clearly presents evidence of and indicates exceptional reliability of the source at highest scholarly level; assessment of source articulates vital and significant issues in the course; assessment is presented on an exceptional *doctoral* level model.	30-25
Above Average Standards	Assessment clearly presents evidence of and indicates reliability of the source at a scholarly level; assessment articulates significant issues in the course; assessment presents *doctoral* level work.	24-19
Meets Standards	Assessment presents evidence of and indicates reliability of the source; assessment of source articulates issues in the course; assessment is *doctoral* level work.	18-13
Standards Minimally Met	Evidence and reliability of the source is alluded to in the assessment; assessment of the source speaks of issues in the course; assessment may be *doctoral* level work, but not clearly so.	12-7
Standards Not Met	Assessment of source presents no evidence of reliability; assessment does not address issues in the course; assessment is not graduate level work.	6-0
	Points Earned: Citation Assessment	**30-0**
ANALYSIS OF CITATION		
Exceeds Standards	Analysis is academically rigorous and critically perceptive; follows APA standards strictly; exhibits exceptional scholarly analysis; exhibits higher order inquiry consistent with *doctoral* study.	40-33
Above Average Standards	Analysis is critical and perceptive; follows APA guidelines; scholarly presentation; higher order inquiry representative of *doctoral* level study.	32-25
Meets Standards	Critical analysis is indicated; APA guidelines followed; has elements of scholarly work; critical *doctoral* level inquiry indicated.	24-17
Standards Minimally Met	Analysis is present; follows some APA guidelines; *doctoral* level work, but not necessarily scholarly; exhibits inconsistent critical inquiry.	16-9
Standards Not Met	Little to no critical analysis present; APA guidelines not met; not scholarly; *doctoral* level critical inquiry is absent; not indicative of *doctoral* work.	8-0
	Points Earned: Analysis of Citation	**40-0**
	TOTAL POINTS EARNED	**100-0**

Addendum S
DOCTORAL ARTICLE CRITIQUE RUBRIC

CRITERION	COMMENTS	POINT RANGE
SOURCE RELEVANCE		
Exceeds Standards	Selected source is highly relevant to *doctoral* course issues and themes; source is five years old or less; source presents significant *doctoral* level information.	30-25
Above Average Standards	Selected source is clearly relevant to *doctoral* course issues and themes; source is five years old or less; source presents relevant *doctoral* level information.	24-19
Meets Standards	Selected source is relevant to *doctoral* course issues; source is five years old or less; information in source is *doctoral* level.	18-13
Standards Minimally Met	Relevance of selected source somewhat reflects *doctoral* course issues; source is older than five years; source may be *doctoral* level, but not obviously so.	12-7
Standards Not Met	Selected source is not relevant to *doctoral* course issues; source is older than five years; source is not *doctoral* level information.	6-0
	Points Earned: Source Relevance	**30-0**
SOURCE CRITIQUE		
Exceeds Standards	Critique and assessment strongly and clearly present evidence of and indicate reliability of the source at the *doctoral* level; critique and assessment of source articulates vital and significant issues related to *doctoral* level course; critique and assessment are presented on *doctoral* level model.	30-25
Above Average Standards	Critique and assessment clearly present evidence of and indicate reliability of the source; critique and assessment articulate significant issues on the *doctoral* course level; critique and assessment indicate *doctoral* level work.	24-19
Meets Standards	Critique and assessment present evidence of reliability of the source; critique and assessment of source articulate issues on the *doctoral* course level; critique and assessment are on *doctoral* level.	18-13
Standards Minimally Met	Evidence and reliability of the source are alluded to in the critique and assessment; critique and assessment of the source address issues on the *doctoral* course level; critique and assessment may be *doctoral* level, but not clearly so.	12-7
Standards Not Met	Critique and assessment of source present no evidence of reliability; critique and assessment do not address issues on the *doctoral* course level; critique and assessment are not *doctoral* level.	6-0
	Points Earned: Source Critique	**30-0**
ANALYSIS OF CRITIQUE		
Exceeds Standards	Critique is rigorous, critical and perceptive; is presented according to exact APA Guidelines; exhibits *doctoral* level analysis; exemplary higher order inquiry consistent with *doctoral* level analysis.	40-33
Above Average Standards	Critique is critical and perceptive; follows APA Guidelines; critique is a *doctoral* level presentation; higher order inquiry representative of *doctoral* level analysis.	32-25
Meets Standards	Critical analysis is indicated; APA Guidelines followed; has elements of *doctoral* work; *doctoral* level critical inquiry indicated.	24-17
Standards Minimally Met	Critical analysis is present; follows some APA Guidelines; *doctoral* level analysis; no strong indication of *doctoral* level critique; exhibits inconsistent critical inquiry.	16-9
Standards Not Met	Critical analysis is not present; APA Guidelines not met; *doctoral* level critical inquiry is absent; not indicative of *doctoral* level work.	8-0
	Points Earned: Analysis of Critique	**40-0**
	TOTAL POINTS EARNED	**100-0**

Addendum T
DOCTORAL DISCUSSION RUBRIC

CRITERION	COMMENTS	POINT RANGE
GENERAL CONTENT		
Exceeds Standards	The response is very specific and original; information is accurate and response shows penetrating insight; discussion topic is clearly analyzed and examined in the narrative.	25-21
Above Average Standards	The response examines the discussion issues and is concise; information is accurate; logical conclusion or opinion is offered; critical analysis is expressed.	20-16
Meets Standards	Response alludes to the discussion issues; tends to be wordy; information generally accurate but little insight offered; inaccuracies as to issues; logic not complete in the conclusion and/or opinions; critical analysis is more implied than exhibited.	15-11
Standards Minimally Met	Response does not directly address the discussion issues; information limited or unclear; no direct insights offered; conclusion or opinion may be extraneous or illogical; critical analysis is strained, at best.	10-5
Standards Not Met	Response presents no clear purpose or central theme; repeats information; treatment of issues is confusing; difficult to read; no conclusion; critical analysis is absent.	5-0
	Points Earned: General Content	**25-0**
WRITING STYLE/FORMAT		
Exceeds Standards	Very fluent and clear; no errors of grammar or punctuation; sources cited and listed correctly according to APA Standards; citations used consistently and correctly; language used is clearly higher order doctoral level vocabulary and process.	25-21
Above Average Standards	Fluent and interesting; few errors of grammar or punctuation; sources cited and listed are adequate; vocabulary and process exhibit doctoral level work.	20-16
Meets Standards	Adequate fluency; obvious errors of grammar or punctuation; very few sources cited or listed.	15-11
Standards Minimally Met	Writing is faltering or insufficient; many errors of grammar and punctuation; few to no sources cited.	10-5
Standards Not Met	Poor sentence structure and grammar; many repeated errors of grammar or punctuation; no sources cited or listed.	5-0
	Points Earned: Writing Style/Format	**25-0**
ANALYTICAL EFFECTIVENESS		
Exceeds Standards	Response is concise and addresses the central issues of the discussion; conclusions and opinions logical and complete; response expresses values based upon principles; clearly states a critical position; exhibits a comprehensive understanding of the issues.	25-21
Above Average Standards	Response is complete and satisfactory; notions of value are alluded to but not emphasized; displays knowledge of global applications, but connections are not strongly articulated.	20-16
Meets Standards	Response is satisfactory but incomplete; global applications are sketched; value expressions are present but are vague.	15-11
Standards Minimally Met	Response is adequate but incomplete; no clear understanding of or allusions to global applications of the discussion issues; ethical considerations are not clear.	10-5
Standards Not Met	Response is unfinished and insufficient; no expressed understanding of global application or of ethical implications of the discussion issues.	5-0
	Points Earned: Analytical Effectiveness	**25-0**

(Rubric continued on following page)

Addendum T: DOCTORAL DISCUSSION RUBRIC (continued)

SUPPORT OF POSITION		
Exceeds Standards	Positions are supported by appropriate citations per APA standards; support is clear and relevant to the discussion issues; conclusions and opinions are original, logical and complete; sources listed comply with APA standards.	25-21
Above Average Standards	Positions are supported with some citations; support of positions is relevant to the discussion issues; conclusions are complete; sources are listed.	20-16
Meets Standards	Positions are supported and exhibit relevance; few, if any citations presented to support positions; conclusions are implied, but not clearly stated; few sources listed.	15-11
Standards Minimally Met	Positions are stated and supported without citations; conclusions are alluded to but not supported; some sources listed.	10-5
Standards Not Met	No support of positions is presented; argument relies on opinion without any support; no sources listed.	5-0
	Points Earned: Support of Position	**25-0**
	TOTAL POINTS EARNED	**100-0**

Addendum U
DOCTORAL FINAL CLASS PAPER RUBRIC

CRITERION	COMMENTS	POINT RANGE
INTRODUCTION		
Exceeds Standards	Exceptional and engaging introduction indicative of *doctoral* level analysis; compels interest; clearly presents topic and subtopics in sequential order; central thesis is clear, arguable, and well developed.	20-17
Above Average Standards	Engaging introduction of *doctoral* level analysis; induces interest; clearly states topic and subtopics in sequential order; central thesis is clear and well developed.	16-13
Meets Standards	Proficient introduction on the *doctoral* level; states topic and all subtopics in obvious order; clear and well developed.	12-9
Standards Minimally Met	Adequate introduction for *doctoral* level analysis; presents topic and subtopics; somewhat clear and developed.	8-5
Standards Not Met	Unclear introduction of topic and subtopics; no clear central thesis; lacks an arguable and defensible position; not *doctoral* level analysis.	4-0
	Points Earned: Introduction	**20-0**
QUALITY OF INFORMATION/EVIDENCE		
Exceeds Standards	Paper is exceptionally well researched with *doctoral* level rigor; extremely detailed; well documented; accurate data; critical evidence presented from a wide variety of significant sources.	20-17
Above Average Standards	Paper is exceptionally researched at the *doctoral* level; fully detailed; well documented; accurate data; critical evidence from a variety of significant sources.	16-13
Meets Standards	Paper is researched and detailed at the *doctoral* level; adequate documentation; critical evidence from a variety of sources.	12-9
Standards Minimally Met	Most aspects of paper are researched at the *doctoral* level; accurate evidence provided from limited sources.	8-5
Standards Not Met	Support of topic limited; lacks research, details, and accurate evidence; not *doctoral* level.	4-0
	Points Earned: Quality of Information/Evidence	**20-0**
SUPPORT OF IDEAS		
Exceeds Standards	Exceptional and consistent justification provided for all positions and propositions; clearly exhibits *doctoral* level analysis and support; arguments made and positions taken are well supported with appropriate citation.	40-33
Above Average Standards	Consistent justification provided for all positions and propositions; exhibits *doctoral* level analysis and support; arguments made and positions taken are adequately supported with appropriate citation.	32-25
Meets Standards	Indicates relative and consistent rationale for most statements and propositions; adequate support for positions taken; support analysis indicates *doctoral* level.	24-17
Standards Minimally Met	Some rationale provided for statements and arguments made; some support for positions taken; *doctoral* level work is met.	16-9
Standards Not Met	Support for rationale provided is limited; not *doctoral* level analysis.	8-0
	Points Earned: Support of Ideas	**40-0**

(Rubric continued on following two pages)

Addendum U: DOCTORAL FINAL CLASS PAPER RUBRIC (continued)

SEQUENTIAL DEVELOPMENT OF IDEAS		
Exceeds Standards	Exceptionally well developed sequence of distinct and logical propositions; exceptional transitions from concept to concept; perceptions and notions follow from solid logic exemplary of *doctoral* level analysis.	40-33
Above Average Standards	Clearly developed sequence of obvious and logical propositions; exceptional transitions from concept to concept; perceptions and notions follow from solid logic exhibiting *doctoral* level analysis.	32-25
Meets Standards	Adequately developed sequence of clear and logical propositions; concepts follow logically; *doctoral* level analysis.	24-17
Standards Minimally Met	Some clear and logical sequential development of concepts; adequate transitions; some *doctoral* level analysis.	16-9
Standards Not Met	No clear and logical development of ideas; not *doctoral* level.	8-0
	Points Earned: Sequential Development of Ideas	**40-0**
CONCLUSION		
Exceeds Standards	Excellent summation of concepts presented; conclusions follow logically from propositions presented; conclusions prompt further inquiry; analysis is exemplary *doctoral* level work.	40-33
Above Average Standards	Outstanding summation of concepts presented; conclusions follow logically from propositions presented; conclusions urge further inquiry; analysis is *doctoral* level work.	32-25
Meets Standards	Good summation of concepts; conclusions follow from propositions; concepts presented can lead to further inquiry; *doctoral* level analysis.	24-17
Standards Minimally Met	Adequate summation of concepts; conclusions imply further inquiry; approaches *doctoral* level analysis.	16-9
Standards Not Met	Not *doctoral* level inquiry; summation does not follow logically from propositions; no indication of further inquiry.	8-0
	Points Earned: Conclusion	**40-0**
LANGUAGE USAGE – SYNTAX, GRAMMAR, PUNCTUATION, SPELLING		
Exceeds Standards	Composition exceptionally well-constructed; clear, comprehensive, concise and understandable writing; consistent proper exhibit of syntax, grammar, punctuation, and spelling; exemplary *doctoral* level writing.	20-17
Above Average Standards	Composition well-constructed; clear and understandable writing; consistent appropriate use of syntax, grammar, punctuation, and spelling; obvious *doctoral* level writing.	16-13
Meets Standards	Composition is clear and understandable; consistently use of proper grammar, syntax, and punctuation; some misspellings; *doctoral* level writing indicated.	12-9
Standards Minimally Met	Composition presents some obvious errors in grammar, syntax, punctuation, and spelling; adequate *doctoral* level writing.	8-5
Standards Not Met	Composition exhibits inconsistent grammar, syntax, punctuation, and spelling throughout; not *doctoral* level writing.	4-0
	Points Earned: Language Usage – Syntax, Grammar, Punctuation, Spelling	**20-0**

(Rubric continued on following page)

Addendum U: DOCTORAL FINAL CLASS PAPER RUBRIC (continued)

APA FORMAT-CITATIONS, REFERENCES, AND PAPER STRUCTURE		
Exceeds Standards	Consistent listing of citations properly entered; citations strictly adhere to APA guidelines; numerous and varied sources included; proper attribution of concepts always noted; primary references are generated from peer-reviewed, professional journals, noted texts, and recognized authorities in the field; formatting is completely correct and exemplary of *doctoral* level research.	20-17
Above Average Standards	Consistent listing of citations; citations follow APA guidelines; numerous and varied sources included; proper attribution of concepts always noted; primary references are generated from appropriate sources; formatting is correct and represents *doctoral* level research.	16-13
Meets Standards	Consistent listing of citations properly entered according to APA guidelines; varied sources included; attribution always given for the ideas of others; primary references generated from appropriate sources; correct formatting followed; indicates *doctoral* level research.	12-9
Standards Minimally Met	Listing of citations largely follows APA guidelines; appropriate credit generally given for the ideas of others; references mostly generated from related sources; some obvious formatting errors; *doctoral* level research.	8-5
Standards Not Met	Many improper listing of citations; inconsistent credit given for the ideas of others bordering on plagiarism; primary references not generated from appropriate sources; poor formatting; not *doctoral* level research.	4-0
	Points Earned: APA Format	**20-0**
	TOTAL POINTS EARNED	**200-0**

Addendum V: DOCTORAL WRITING ASSIGNMENT RUBRIC

CRITERION	COMMENTS	POINT RANGE
CONTENT		
Exceeds Standards	An exceptional *doctoral* submission; it is specific, concise, and articulate; content is accurate, indicates penetrating insight and critical analysis; issues are addressed directly; conclusions and/or opinions follow logically; submission is indicative of higher order *doctoral* work.	40-33
Above Average Standards	Submission explains and clearly relates to the issues presented; writing is concise and informative; logical conclusions follow premises of the narrative; critical analysis is expressed in a fashion exhibiting solid *doctoral* level work.	32-25
Meets Standards	Submission relates to the issues presented; information is generally accurate; some insight is offered; logic supports the conclusion and/or opinions; critical analysis is of *doctoral* level work.	24-17
Standards Minimally Met	Submission refers to the issues; information presented is limited to the issues; direct insights are offered implicitly; conclusion follows but the logic to support is vague; critical analysis is present but strained; *doctoral* level work is present but not obvious.	16-9
Standards Not Met	Submission presents no clear purpose and does not relate to the issues; logical conclusions are not present; submission is difficult to follow; critical analysis is absent; does not indicate *doctoral* level work.	8-0
	Points Earned: Content	**40-0**
WRITING MECHANICS		
Exceeds Standards	Writing is exceptionally fluent and clear; no errors of grammar or punctuation; sources cited correctly by APA Standards; citations are used consistently and correctly; writing style is exemplary *doctoral* level work.	30-25
Above Average Standards	Writing is clearly fluent and interesting; few errors in grammar or punctuation; sources cited in accordance with APA Guidelines; citations clearly support positions presented; writing style substantively indicates *doctoral* level work.	24-19
Meets Standards	Writing is clear and fluent; some errors of grammar and punctuation; sources are presented and follow APA Guidelines; citations support positions presented; writing style indicates *doctoral* level work.	18-13
Standards Minimally Met	The submission presents the issues; there are many errors in grammar and punctuation; few sources cited and APA Guidelines are not consistent; writing style meets *doctoral* level expectations.	12-7
Standards Not Met	Writing exhibits overall poor structure and syntax; many errors in grammar and punctuation; sources are cited sporadically and present no support of issues; writing style is not *doctoral* level.	6-0
	Points Earned: Writing Mechanics	**30-0**
ANALYTICAL OBSERVATIONS		
Exceeds Standards	Submission is exceptionally well argued; higher order critical analysis expresses a sense of value based upon principles; there is a well-established, clearly discernible, higher order critical position; exhibits a global understanding of the issue; position presents exemplary *doctoral* level analysis.	30-25
Above Average Standards	Support of issues is complete and satisfactory; notions of value are presented; displays perceptive critical analysis; indicates knowledge of global applications of the issues; clearly exhibits *doctoral* level analysis.	24-19
Meets Standards	Submission is satisfactory; global applications are indicated; value expressions are present but are vague; conclusions are presented indicating *doctoral* level analysis.	18-13
Standards Minimally Met	Submission is clearly complete but unsatisfactory; a clear understanding of applications is only implied; ethical considerations are unclear; conclusion follows sporadically from the analysis; is *doctoral* level work.	12-7
Standards Not Met	Submission is insufficient as a whole; no indication of global application of the issues, or of ethical implications within the issues; critical analysis is absent; clearly not *doctoral* level work.	6-0
	Points Earned: Analytical Observations	**30-0**
	TOTAL POINTS EARNED	**100-0**

Addendum W
STUDENT RIGHTS AND RESPONSIBILITIES STATEMENT

Honor Code for the United States Sports Academy

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

Notice to All Students

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

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

Academic Integrity

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

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

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

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

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

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

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

Attendance Policy: Distance Learning

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

Drugs and Alcohol Policy

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

Grade Appeal Procedures

The purpose of the grade appeal procedure is to afford an opportunity for a student to appeal a final grade in a course which the student feels was inequitably awarded.

Since the Grade Appeals Process may result in the change of a grade, it must be noted that change as a result of the Appeals Process is of a different nature than a grade change initiated by professors. A grade change *per se* is initiated *by the professor*; whereas, the Grade Appeal is initiated *by the student.*

Students are advised that the Grade Appeals Process entails an examination of the student's entire body of work in the course whose grade is being appealed, and as a consequence the list of possible options includes, but is not limited to, the following: 1) the original grade given by the professor can remain unchanged; 2) the grade can be changed upward; or, 3) the grade can be changed downward.

A student may appeal a grade following the process outlined below:

Step 1

The student must communicate with the instructor in question and attempt to resolve any differences in an informal manner at that level. If this process is successful there will be no need to proceed to any further steps and the faculty member shall communicate the grade change to the Registrar in accordance with the wording found in Section 2201.1.

Step 2

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

Step 3

The Chief Academic Officer will refer the request to the Appeals Subcommittee of the Academic Committee which shall be a panel comprised of faculty members and personnel from the Division of Student Services. The faculty member whose grade is being challenged cannot serve on the Appeals Subcommittee. When the Subcommittee convenes, it will keep minutes of the proceedings and record the outcome of their deliberations.

In order for an appeal to be upheld, the Subcommittee must render a unanimous decision within 15 days from the date that the appeal is received in the Office of Academic Affairs. The Chief Academic Officer or designee shall inform the student filing the appeal, the faculty member involved and the Academy Administration of the decision This notice shall be put in writing.

Step 4

In the event that the Appeals Subcommittee cannot reach a *unanimous* decision, it will be referred to the Academics Committee for final disposition. The Academic Committee must render its decision within 15 days from the date that it was referred to the Academic Committee from the Appeals Subcommittee. The decision of the Academic Committee would require a majority vote.

Step 5

The majority decision of the Academics Committee, or the *unanimous* decision of the Appeals Subcommittee, shall be considered final and binding. The Chief Academic Officer or designee shall inform all parties of the decision.

Online Student Security

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

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

The LMS has been equipped with a virus scanning program. If a student submits an infected file to the LMS, the file will be refused by the system. The student, as well as the instructor, 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.

Password Reset Policy

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

Automated Password Recovery/Reset

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

Assisted Password Recovery/Reset

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

Personal Identification Number (PIN)

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

Student Conduct

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

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

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

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

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

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

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

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

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

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

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

Threatening Behavior by Students

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

Prohibited Behavior

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

Procedures for Mandatory Reporting of Threatening Behavior

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

1. Leave the area immediately.

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

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

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

Disciplinary Process

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

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

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

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

Student Petitions Not Related to Grades

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

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

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

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

Student Rights

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

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

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

Student Rights for Records and Disclosure

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

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

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

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

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

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

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

Release of Grades

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

Release of Student Portal Login/Password Information

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

Weapons Policy

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

Sexual Harassment

Academy policy prohibits harassment based on race, sex, religion, national origin, age, or disability. The term sexual harassment, for purposes of this policy, shall mean unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature or harassing conduct of any nature undertaken because of the target employee or student's sex. While the term is hard to define, sexual harassment may include: explicit sexual propositions; sexual innuendo; suggestive comments; sexually orientated kidding or teasing; practical jokes of a sexual nature; jokes about gender-specific traits; foul, obscene, or vulgar language or gestures; displays of foul, obscene, or sexually suggestive printed or visual material; unwelcome advances of

a heterosexual or homosexual nature; promises of favorable employment or classroom decisions; threats of negative employment or classroom decisions; unwelcome physical contact such as patting, pinching, or brushing against another's body; or abusive words or conduct of any kind, whether or not of a sexual nature, that is undertaken because of an employee or student's sex.

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

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

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

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

Addendum X
ACADEMIC HEARING PROCEDURES

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

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

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

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

Hearing procedures include the following:

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

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

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

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

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

6. The failure of any party to appear without justifiable cause will terminate that party's right to appeal. Hearing deliberations are to proceed as follows:
    a. The chairperson reads the charges or complaint to the Committee.
    b. The Academy will present its case and may call witnesses, if desired.

c. The student may then question the Academy's witnesses.
d. The student will present his/her case and may call witnesses, if desired.
e. The Committee may then question the student and student's witnesses, if applicable.

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

8. The chairperson sends written notification of the Committee's decision to the Chief Academic Officer.

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

Addendum Y
AMERICANS WITH DISABILITIES ACT (STUDENTS)

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

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

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

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

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

Recommended Documentation

1. A clear statement that a disability is present along with the rationale for this diagnosis. A school plan, such as an individualized education program (IEP) or a 504 plan is insufficient documentation, but it can be included as part of a more comprehensive assessment battery.

   (**NOTE:** Individual learning deficits, learning styles, and learning differences do not

constitute a learning disability or attention deficit hyperactivity disorder.)

2. Documentation for eligibility should be current, within the last three years. (The age of acceptable documentation is dependent upon the disabling condition, the current status of the student, and the student's specific request for accommodations. All cases will be evaluated on a case-by-case basis.)

3. A narrative summary of assessment procedures and evaluation instruments used to make the diagnosis.

4. A statement of the functional impact or limitation of the disability on learning or other major life activity, and the degree to which it impacts the student in the learning context.

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

6. All documentation is confidential and should be submitted to:

United States Sports Academy
Attention: Student Services
One Academy Drive
Daphne, AL 36526

Addendum Y (continued)

AMERICANS WITH DISABILITIES ACT (ADA) APPLICATION

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

Petition to Recognize a Qualifying Condition

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

Please fill out this application and return, along with your current diagnostic documentation (no more than three years old) to: *Registrar, Division of Student Services, United States Sports Academy, 1 Academy Drive, Daphne, AL 36526*. The Registrar will review your submission and determine if your request is supported by your diagnostic evaluation. Please allow 14 working days for a response.

Please print:
Name_____ Student ID_____

Email address_____

Home Address_____

Primary Phone_____ Alternate Phone_____

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

Term of first enrollment at the Academy_____

Major course of study_____

Is this your first time applying for ADA accommodations at the Academy? _____Yes _____No

- If "No", are you requesting the same accommodations as your last request? _____ Yes _____No
- If "Yes", what specific accommodations are you requesting, based on your doctor's recommendations? (Please continue on another sheet if necessary):

_____

_____

_____

_____

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

_____

_____

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

_____

_____

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

_____ _____
Signature Date

FOR OFFICE USE ONLY

Registrar:		
_____ *Name (please print)*	_____ *Signature*	_____ *Date*

Dean of Student Services:		
_____ *Name (please print)*	_____ *Signature*	_____ *Date*

Chief Academic Officer:		
_____ *Name (please print)*	_____ *Signature*	_____ *Date*

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

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

STUDENT'S NAME (Print legibly):_____SSN_____
First Middle Last (For verification of records)
CURRENT ADDRESS: _____
Street City State Zip Code
TELEPHONE WHERE YOU CAN BE REACHED: _____

Please allow the following person(s) access to records as indicated below. Records may include, but are not limited to:

- Academic Records - transcript, grades, grade point average, courses taken, and/or courses required
- Financial Aid/Business Office Records - statement of account
- Disciplinary Records

RELEASE TO (third party name):
1. _____ RELATIONSHIP: _____
First Middle Last
2. _____ RELATIONSHIP: _____
First Middle Last
3. _____ RELATIONSHIP: _____
First Middle Last

IS THIS A PERMANENT RELEASE*? ___YES___NO A ONE TIME ONLY RELEASE?____YES ____NO
*This release is considered permanent until rescinded in writing by the student.

PASSWORD - Please set your password here: _____
IF SEEKING INFORMATION BY PHONE, THIRD PARTIES WILL BE ASKED TO IDENTIFY THE PASSWORD LISTED.

RELEASE IS FOR (CHECK ALL THAT APPLY):
____ACADEMIC RECORDS / OFFICE OF THE REGISTRAR & ACADEMIC AFFAIRS
____FINANCIAL AID RECORDS / FINANCIAL AID OFFICE
____BUSINESS OFFICE RECORDS / FINANCIAL SERVICES
____DISCIPLINARY RECORDS / STUDENT SERVICE OFFICE

SIGNATURE: _____ DATE: _____

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

THIS FORM MUST BE NOTARIZED IF RETURNED BY MAIL.

State of _____County of _____Signed before me this _____day of _____ 20_____

My commission expires_____

Signature_____ (FERPA Release 5/2007)

ADDENDUM AA
RECOMMENDATION REQUEST FORM (FERPA RELEASE)

To the Doctoral Degree (Ed.D.) Applicant:

Important: You must initial on line #3 below and sign this form to waive your FERPA rights. In addition, after signing this form you must forward this form to the writer of your recommendation.

Student Name_____ Date_____
(Please Print)

Signature_____

Email Address_____

1. FERPA grants applicants the right to waive their educational records, which includes letters written on their behalf. If you wish to waive your FERPA rights **(Waiver of Rights to Access),** please check the box below and initial in the space indicated. **If you do not check the box or initial the form in the space provided,** your letter writer and the Academy will assume that you have **not waived** your FERPA rights to read this letter.

2. FERPA does not give you the right to acquire copies of yoru letters of recommenation or letter of recommendation forms. FERPA only gives you the right to view your letters of recommendation (onsite only).

3. Initial Here:_____ I Hereby waive my right (Waiver of Rights to Access), under the Family Educational Rights and Privacy Act of 1974.

_____

To the Letter of Recommendation Writer:

*Please write your recommendation on letterheard or complete the letter of recommendation form wh ich may be obtained at www.ussa.edu/CurrentStudents/Forms&Applications. Attach the form and the reccommendation and mail or fax the information to:

United States Sports Academy, One Academy Drive, Daphne, AL 36526
Attention: Graduate Admissions. Fax Number: 251-625-1035

If item #3 above has been leaft blank, the applicant will maintain the FERPA right to view your letter. If the applicant indicates the choice to waive, he or she will **not** have access to the letter of recommendation.

For security reasons, please do not send either this form or your recommendation as email attachments.

IMPORTANT: Please sign this form, indicating that you are aware that the student waived or did not waive FERPA access to your letter of recommendation:

Name_____ Signature_____
(Please Print)

Title_____Phone_____ Date_____

Email Address_____

ADDENDUM BB (page 1 of 2)

Family Educational Rights and Privacy Act Declaration Withhold Release of Directory Information ("Placing a FERPA Block")

- Read and initial the information on the second page of this form.
- Complete the information below.
- Return this form to the Registrar's Office (Email: registrar@ussa.edu; Fax: 251.625.1035).

Student ID Number: ________________ □B.S.S. □M.S.S. □Ed.D. □Continuing Education

Your full legal name

Surname/Family name: _________________________________

Given names: ______________________ ____________________________ _______

first middle/others suffix, if any

Check *one* of the following:

☐ This block is intended for the time during which I am a current student at the Academy.

☐ I am in my final term; this block is intended for the time after I leave the Academy.

☐ I hereby remove the FERPA block from my record.

"I have read and understand the policy and effects of placing a FERPA block on my record."

Your signature: ____ Date: ______________

You may revoke this block at any time by notifying the Registrar's Office in writing.

~~~~~~

For use of the University Registrar's Office:

Date Received: ___________

Block added date: _________

☐ Directory = N

☐ Restriction=FERPA

Block removed date:_________

□ Directory=Y

□ FERPA Restriction ended
~~~~~~

ADDENDUM BB (page 2 of 2)

Process for Creating a FERPA block at the United States Sports Academy

Under the rights accorded you by the federal law known as the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), the United States Sports Academy may release directory information about you to the general public, including other students. We work hard to protect your privacy and we do not automatically release such information to all requestors.

The policy:
Directory information is defined in FERPA policy as being limited to the following items (*See Academic Policy 8.52*):

- Name
- Current enrollment
- Full-time or Part-time status
- Dates of attendance
- Class standing
- Field(s) of study
- Awards and honors (e.g. Dean's List, President's List)
- Degree(s) conferred (including dates)
- Local address as a student
- Permanent address as a student
- Local telephone number
- E-mail addresses
- Past and present participation in officially recognized Academy activities
- Previous institution(s) attended
- Date and place of birth
- Schedule of classes
- Photographic or videotaped image

Examples of information which are NOT directory information and which are thus not releasable without advance student permission or applicable exception under the Act include specific course grades, grade-point averages (GPA), race, religion, or parent names.

Currently enrolled students may withhold disclosure of directory information. To withhold disclosure, this form must be received by the Registrar's Office. Directory information will then be withheld until you release the block disclosure. Students should understand that, by withholding directory information, some information you might consider important may not reach you.

If you wish for a "FERPA block" on directory information to remain in effect after your last term of enrollment, a separate written request must be made to the Registrar prior to the end of that term. Such a block will remain in place until removed in writing.

I have read the policy above and am aware of the full policy in the USSA Catalog. **Your initials here _____**

The effect of placing a FERPA block on your record:
Since the FERPA block is "all or nothing," we cannot always hold certain categories of directory information as private while always releasing others.

As a result, we are especially concerned that you know the effects that your declaration may have on USSA's ability to communicate appropriately for you and with you. The United States Sports Academy is already very restrictive in protecting your personal information, even when you allow access. If you file this form, all inquirers will be told "we have no information available about this person."

I understand the effects of placing a FERPA block on my record may have. **Your initials here _____**

If you have any questions about the policy, please contact:
USSA Registrar 251-626-3303 ext. 7146; registrar@ussa.edu