UNITED STATES SPORTS ACADEMY

"America's Sports University"

Doctor of Education (Ed.D.)
Academic Catalog 2007-2008

1 September 2007

"Chicago White Sox – 2005 World Series Champions"
by Opie Otterstad
American Sport Art Museum and Archives Sport Artist of the Year 2006

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1. GENERAL POLICIES AND INFORMATION

1.1. Communicating with the Academy

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

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

1.2. Accreditation

The United States Sports Academy is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Bachelor of Sports Science degree (level II), the Master of Sports Science degree (level III), and the Doctor of Education degree (level V). Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the accreditation of the United States Sports Academy.

1.3. Alabama State Licensure and Certification

The Academy is licensed by the Alabama Department of Postsecondary Education to grant the Doctor of Education degree.

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

1.4. Equal Opportunity Statement

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

1.5. Military Programs

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

1.6. History and Purpose

President and Chief Executive Officer Dr. Thomas P. Rosandich founded the Academy in 1972, as a direct response to the ever-increasing needs and demands in sport and society in America. From

the beginning, the Academy's general mission has been to serve the nation and the world as a sport-education resource, upgrading sport through programs of instruction, research and service.

The Academy was born from the United States' need for a national school of sport. This need was highlighted by the inferior United States' performance at the 1972 Munich Olympiad, due largely to poor administration, lack of medical support and unscientific coaching and training.

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

Implementation of these concepts fell to the governing Board of Directors (today the Board of Trustees), which consisted of diverse professionals with specific expertise important to the formation of such an organization. The founding Board included Mr. Robert Block, media specialist; Mr. Charles Cape, attorney (deceased); Mr. Gerald Hock, accountant; Dr. George Uhlig, educator; and Dr. Thomas P. Rosandich, sport administrator. Three of these members continue to serve to this day.

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

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

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

Since then, the Academy has undergone its 10-year comprehensive self-study and a successful reaffirmation of accreditation was awarded in December 1998. The Bachelor of Sports Science degree program was reviewed and accredited in 2005, making the institution the only accredited sports university in the country.

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

A secondary mission of the Academy has been the establishment and development of the American Sport Art Museum and Archives (ASAMA). A division of the Academy, ASAMA is dedicated to the preservation of sport art and archival materials. Located in the main building on the Academy campus, the gallery has periodic exhibits by renowned sport artists. An annual event for ASAMA is the Awards of Sport program. Designated as a tribute to the artist and the athlete, the Medallion Series recognizes outstanding performances and contributions by national and international leaders, coaches, administrators, athletes and artists in the world of sport.

1.7. Mission Statement

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

1.8. The Philosophy of the Academy

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

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

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

1.9. Goals of the Doctoral Degree Program

As a professional degree program, the goals of the doctoral degree program are:

To enhance the abilities of students and to advance knowledge in the area of sports management by providing instruction and supervised practice in:

1. Analyzing existing research;
2. Synthesizing new concepts by integrating current knowledge with existing concepts; and
3. Conducting an original piece of research as part of the professional Dissertation.

To enhance the abilities of students and to integrate theoretical information in practical situations by:

1. Identifying issues and trends in sport;
2. Providing leadership in implementing innovative programs;
3. Displaying necessary knowledge and skills in program administration; and
4. Using higher-order thinking skills such as critical thinking.

To enhance the abilities of students and to contribute to the betterment of sport by developing a personal philosophy and ethical principles through:

1. Increasing knowledge of the sociological, historical and philosophical aspects of sport;
2. Creating familiarity with current sports literature;
3. Understanding human behavior in organizations with respect to sport and fitness; and
4. Applying knowledge, principles and skills.

1.10. Expectations of Students at the Doctoral Degree Level

The Academy anticipates that students, both national and international, will come from a variety of backgrounds to pursue the doctoral degree programs. Upon receipt of the 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 sport science.

Throughout this catalog are policies for student rights and responsibilities. These statements have been brought together as a composite document called *Student Rights and Responsibilities*. The composite document should be read thoroughly by each doctoral student.

1.11. Honor Code for the United States Sports Academy

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

1.12. 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 policy and procedures of 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.

1.13. Location

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

The area enjoys semi-tropical weather most of the year. Average temperatures range from the 50's in January to the 90's in July. One of the fastest growing areas of the Sun Belt, Metropolitan Mobile has a population in excess of 550,000.

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

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

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

1.14. Affiliations

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

Air University Associate-to-Baccalaureate Cooperative Program
Alabama Art Education Association
Alabama Association of College Registrars and Admissions Officers
Alabama Association of Independent Colleges and Universities
Alabama Association of International Educators
Alabama Association of Student Financial Aid Administrators
Alabama Council of Graduate Deans
Alabama Library Association
Alabama Museums Association
American Alliance for Health, Physical Education, Recreation, and Dance
American Association of Collegiate Registrars and Admissions Officers
American Association of Museums
American Association of Presidents of Independent Colleges and Universities
American Council on Exercise
American Library Association
Association for Institutional Research
Association of American International Colleges and Universities
College and University Personnel Association
Council for the Advancement and Support of Education
Council on Higher Education Accreditation
Defense Activity for Non-Traditional Education Support
Eastern Shore Chamber of Commerce
International Sports Heritage Association
International Council for Health, Physical Education, Recreation, Sport and Dance
International Council of Sports Science and Physical Education
International Sport for All Federation
International Society of Olympic Historians
National Association of Foreign Student Advisors
National Association for Sport & Physical Education
National Association of Academic Advisors for Athletics
National Association of Collegiate Directors of Athletics

National Association of International Educators
National Association of Student Financial Aid Administrators
National Athletic Trainers' Association
National Clearinghouse
National High School Coaches Association
National Strength and Conditioning Association
National University Continuing Education Association
Network of Alabama Academic Libraries
Nichols College
North American Society for Sport History
North American Society for Sports Management
Online Computer Library Center
Professional Tennis Registry
Southeastern Library Network
Southern Association of Colleges and Schools
Southern Association of College Registrars and Admissions Officers
Southern Association of Student Financial Aid Administrators
Southern Regional Electronic Campus
United States Distance Learning Association
United States Tennis Association
United States Track and Field Coaches Association
Women's Sport Services

1.15. Alumni Status for Students

All Academy students are alums. All students, even those enrolled for the first time in the Bachelor's, Master's or Doctoral programs or in Continuing Education, are members of the Academy's Alumni Association. This means that EVERY Academy student can "network" with every other alumnus to exchange professional or career advancement information or for communication between people with common ground – in this case, the Academy.

1.16. Academy Library

1.16.1. Resources

The Academy Library supports the mission of the Academy by ensuring that faculty and students have access to adequate academic and sport-specific learning resources and services. The Academy library, available to students on and off campus, holds over 9,000 monographs, 650 audio-visual materials and 3,033 microforms. It maintains 198 periodical subscriptions. The Academy is a member of the Southeastern Library Network, (SOLINET) an arm of the Online Computer Library Center (OCLC). The OCLC has access to 11,473 libraries in 112 countries.

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

1.16.1. Library Books

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

2. United States Sports Academy Academic Calendar

The *Academy Academic Calendar* lists all key dates for all degree levels. Therefore, it contains some activities that may not be relevant to your program of study. If you have any question as to the relevance of any date listed hereon to your program of study, please consult your catalog or ask your advisor.

2007-2008		FALL SEMESTER	2008-2009	
2007			**2008**	
5	August	Fall Resident Pre-Registration Deadline	1	August
3	September	Labor Day Holiday	1	September
4	September	Open Registration for Distance-Learning	4	September
4	September	Resident Orientation/Registration	2	September
5	September	Resident Classes Begin	3	September
12	September	Last Day for Residential Late Registration	10	September
11	October	Last Day to Drop Residential Course with Refund	12	September
8	November	MAT Testing	18	November
14-17	November	Doctoral Comprehensive Examination	12-15	November
22-23	November	Thanksgiving Holiday	20-21	November
1	December	Last Day to Register for Spring Comprehensive Exam	6	December
7	December	Spring Resident Pre-Registration Deadline	12	December
12	December	Last Day to Drop a Residential Course with a W Grade	10	December
12	December	Last Day of Resident Classes	10	December
13-14	December	Resident Semester Examinations	11-12	December
17-31	December	Residential Student Winter Break	15-31	December
25	December	Christmas Holiday	25	December
28	December	Last Date to Register for Fall Online Classes	26	December
		SPRING SEMESTER		
2008			**2009**	
2-5	January	Doctoral Comprehensive Examination	6-9	January
7	January	Open Registration for Distance-Learning	6	January
7	January	Resident Orientation/Registration	12	January
8	January	Resident Classes Begin	13	January
10-11	January	MSS On-Campus Comprehensive Exam	15-16	January
17	January	Martin Luther King Holiday	19	January
21	January	Last Day for Residential Late Registration	26	January
21	February	Last Day to Drop Residential Course with Refund	18	January
31	January	MAT Testing	31	January
5	February	Mardi Gras Holiday	5	February
23	April	Last Day to Drop a Residential Course with a W Grade	24	April
23	April	Last Day of Resident Classes	24	April
24-25	April	Resident Semester Examinations	27-28	April
1	May	Last Date to Register for Summer Resident Classes	2	May
7-10	May	Doctoral Comprehensive Examinations	6-9	May
23	May	Last Date to Register for Spring Online Classes	29	May
		SUMMER SESSION		
2008			**2009**	
26	May	Memorial Day Holiday	25	May
2	June	Resident Orientation/Registration for Summer	1	June
3	June	Open Registration for Distance-Learning	8	June
3	June	Resident Classes Begin	9	June
9	June	Last Day to Apply for Doctoral Summer Comprehensive Exam	8	June
6	June	MAT Testing	9	June
4	June	Last Date for Residential Late Registration	12	June
10	June	Last Date to Drop a Residential Class with Refund	22	June
17	June	Last Date to Apply for Summer MSS Comprehensive Exams	23	June
19	June	Last day to Apply for Graduation	25	June
30	June	Last Day to Drop a Residential Course with a W Grade	17	July
9-11	July	Doctoral Comprehensive Examinations	8-11	July
11	July	Last Day of Resident Classes	15	July
11-12	July	Resident Semester Examinations	16-17	July
17-18	July	MSS On-Campus Comprehensive Exam	23-24	July
29	August	Last Date to Register for Summer Online Classes	28	August

3. ADMISSION TO THE DOCTORAL DEGREE PROGRAM

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

Applications for admission to the doctoral program are accepted on an ongoing basis. Online students may start their course work at any time following acceptance. Doctoral degree resident students may start in any of the three semesters. Orientation and registration for online students are done by phone, electronic mail or on the World Wide Web. 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

3.1.1. Doctoral Degree Program

A student interested in pursuing a Doctor of Education 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 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. A student applying for admission to the doctoral degree program is required to submit the following to the Office of Student Services:

1. A completed *Application for Doctoral Degree Study* (see Addendum B) 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);
3. Three letters of recommendation;
4. A résumé and/or curriculum vitae;
5. A *Qualifying Essay* (Addendum C), not to exceed 3,000 words, in narrative form. This essay must be well organized and neatly typed. It will be used to judge the student's ability to write at a proper level for doctoral work and must include the following:
   A. A brief biographical sketch; and
   B. An explanation of why the student wants to enter the Academy's doctoral degree program.

   (In addition, the essay must be written in accordance with guidelines set forth in the *Publication Manual of the American Psychological Association* (5th Ed.) or *Concise Rules of APA Style* (5th Ed.). Personal interviews are encouraged but are not required.)
6. Official combined scores of the Verbal and Quantitative tests of the Graduate Record Examinations (GRE) total of 950, a Miller Analogies Test (MAT) 390 scale score (40 raw score) or a Graduate Management Aptitude Test (GMAT) score of 500. The official score report must be less than five years old; and
7. Proof of health insurance coverage for each semester of resident study.

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 Office of Student Services within one year from the date of the first document submitted in the application process.

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;
3. Three letters of recommendation;
4. An official score report of the Graduate Record Examination (GRE), Miller Analogies Test (MAT) or Graduate Management Aptitude Test (GMAT) taken within the last five years;
5. 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 a paper-based format (minimum 550) or a satisfactory score on International English Language Testing System (IELTS) in the academic module (minimum overall band score of six.) 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.);
6. An evaluation of foreign educational credentials from a service that is a member of the National Association of Credential Evaluation Service or the Academy, which must show that the student has the equivalent of a four-year bachelor's degree from an accredited institution. (The cost is approximately $85 USD- contact the Office of Student Services for further information);
7. A Certificate of Eligibility (Form I-20) must be obtained if the international student plans to study in the United States. Proof of health insurance coverage for mentorship and resident student course registrations are required;
8. A copy of a valid passport and visa (resident students only); and
9. Statement of Available Funds (see the Issuance of a Certificate of Eligibility section).

Once an international student has been officially admitted, the Academy expressly reserves the right to mandate English as a Second Language (ESL) instruction until a reasonable mastery of the English Language has been attained.

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

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

1. Documentary evidence in the form of a letter from a bank, a sponsoring government agency, a sponsoring company or another acceptable third party source stating the amount of financial resources available and or the amount guaranteed to be provided for transportation and normal living expenses for the period of time to be spent in the United States; and
2. Payment of the $100 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.

Certificates of Eligibility (Form I-20) are 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. 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 number of credit hours allowed in the doctoral degree program is limited to 24 credit hours (including the cognate courses.)

3.3.1. Specific transfer Policies in the Doctoral Degree Program are:

1. The United States Sports Academy accepts courses from all regionally-accredited institutions that are substantially the same as courses in the Academy's curriculum.
2. The Academy accepts courses from all nationally-accredited institutions as recognized by the Department of Education that are substantially the same as courses in the Academy's curriculum on a conditional basis, i.e. the student must achieve a 3.0 or higher GPA in the first 12 hours at the graduate level for the courses to transfer.
3. The Academy will accept courses from international institutions on a conditional basis that are substantially the same as courses in the Academy's curriculum provided that the institution is approved by a foreign nation's Ministry of Education (where that approval process is comparable to accreditation in the United States).
4. As an alternative for international institutions, the Academy will accept transfer credits on a conditional basis through a credential-evaluation service that is a member of the National Association of Credential Evaluation Services, provided the courses are substantially the same as found in the Academy's curriculum.
5. The Academy may accept transfer credits from non-accredited institutions on a conditional basis provided they are substantially the same as found in the Academy's curriculum. All such transfer credits must be reviewed on a case-by-case basis.

3.3.2. Transfer Request Procedures Submitted by Students:

1. A letter requesting transfer of courses that delineates the course, course number, college or university degree level and grade in English or verified translation into English from a foreign language.
2. 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.

A description of the course from a College or University catalog and a course syllabus in English or a verified translation into English from a foreign language. In the case of the alternate for international courses a certified transcript from a member of the National Association of Credential Evaluation Services is required

3.4. Admission Status

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

3.4.1. Full-Standing Status

Applicant meets all admission requirements;

3.4.2. Conditional Admission

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

A student can be reclassified to full-standing status by completing any missing materials or by submitting a standardized test score at the appropriate level. Courses taken by a student in conditional status will automatically apply toward the student's degree when the student is granted

admission as a full-standing student.

There are two types of conditional categories: *Conditional Academic and Conditional Administrative.*

Conditional Academic

The Conditional Academic admission category is for students who do not meet one or more of the full admissions requirements. Students may be admitted conditionally as follows:

1. Students with a master's degree from a regionally-accredited institution who have not met the required academic standard (for example, they had low test scores that did not meet the minimum requirement);

2. A student with a master's degree from a nationally-accredited institution with 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;

3. A student with a master's degree from a non-accredited institution with 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 from a foreign institution that is 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 3.0 or higher GPA's.

5. International students who have completed master's degrees or the equivalent from 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 3.0 or higher GPA.

Conditional Administrative

Students who have applied to the doctoral degree program but do not fulfill all the administrative admission requirements may be admitted on a conditional-administrative basis but must complete these requirements within the first 12 hours of matriculation.

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 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 limitation on an application is one year);
2. An official transcript showing a conferred bachelor's, master's or doctoral degree from a regionally-accredited institution (Note: Academy transcripts will not be available to students without the completed application and official transcript requirements); and
3. If a non-degree student applies to change status to become a degree-seeking student, all deferred fees associated with the regular admission policy to the Academy will become due and payable at the time the student changes status.

3.5. Statute of Limitations on Acceptance

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

3.6. Registration/Orientation

3.6.1. Doctoral Degree (Residential Study Only)

All students must register and pay for classes before admission is granted either in-residency or online. For purposes of better planning and more reasonable teaching loads, the Academy has a deadline date for registering for residential courses. Any student registering after these dates will be subject to a late registration fee of $50, payable when registering for courses. The cut-off dates for doctoral residential students can be found on the academic calendar.

New resident students may register for classes at summer orientation without paying late-registration fees. Proof of health insurance coverage is required for students registering for resident courses. Students should be prepared to pay for the semester's tuition and fees at the time of registration. Attendance at the regularly-scheduled orientation is mandatory for all new and returning residential students.

3.6.2. Registration: Student ID & Class Rosters (Residential Study Only)

To provide a secure system that allows students to officially and appropriately enter a class, and to safeguard against inaccurate registration for students in classes, the Academy requires Official Student ID Cards for ALL resident students. The following policies govern these cards and faculty class rosters:

1. A student class roster will be issued to each professor for residence programs following an Orientation Session prior to each residence term: fall, spring and summer;
2. Each student must register properly online prior to the deadline dates for each term;

3. Students are not permitted to enter a class if they are not listed on the class roster;
4. Students who do not attend Orientation prior to the start of each semester will not be registered until paying a late fee of $50 per class (except first-time enrollees); and
5. The faculty will review the class roster and advise the Registrar of any discrepancies.

Faculty will keep the class rosters in their possession and turn them in to the Office of Student Services at the end of the semester, complete with grades for all students.

Resident students may register for mentorships, Dissertation or distance-learning courses by registering online via the Academy's website, calling, sending an e-mail to the registrar or appearing in the office of the Registrar. Acceptable forms of payment include MasterCard, American Express, Discover and VISA credit cards or certified checks, money orders and personal checks. Students who are eligible for and receive notification of acceptance for financial aid will be approved at registration. The Academy also accepts military tuition assistance and veteran's benefits.

3.7. Institutional Testing Codes

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

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

3.8. Testing Facilities

The following testing facilities and services may be of help to students seeking admittance to the graduate program at the Academy:

MAT (Miller Analogies Test)
#1-800-622-3231
www.milleranalogies.com
Score Required = 390 scale score, 40 raw score
School Code: 1016

GRE (Graduate Record Examinations)
#1-800-GRE-CALL
www.2test.com
Score Required = 950
School Code: 1885

GMAT (Graduate Management Aptitude Test)
#1-800-462-8669
www.mba.com
Score Required = 500
School code: Ed.D. Code 1885

IELTS (International Students)
www.ielts.org

Score Required = 6 (Academic Module)
School code: 1885

TOEFL (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)
http://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 of their choice must contact their respective Department of Education for current requirements and to determine if the state recognizes degrees earned by online or distance-learning education. It is each student's responsibility to check on these requirements.

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

3.10. Post-Doctoral Degree Graduate Work

The Academy provides a program for students who hold a doctoral degree in sports sciences or a related area and who wish to take more courses or do post-doctoral research at the Academy. The process to apply for this program is as follows:

1. Students' degrees must have been conferred within the last five years of application to the new program;
2. Students must re-apply and pay the re-admission 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 "current catalog" requirements for their Programs of Study (the catalog in effect at the time of application will be the "current catalog");
5. Students must complete all requirements for the New Emphasis Area (to include a mentorship, if required by the major);
6. Students will have three years from the date of re-admittance to complete all academic requirements; and
7. All fees, tuition and books will be based on the current catalog.

4. DIVISION OF ACADEMIC AFFAIRS

4.1. Degree Program

4.1.1. Doctor of Education in Sports Management

The United States Sports Academy's Doctor of Education (Ed.D.) degree is a 60 semester-hour program beyond the master's degree. The doctoral degree is designed to prepare students to perform with a high degree of efficiency and proficiency in the sports industry, including sport education. There are three areas of specialization: leadership, marketing and human resource management. There is also an emphasis in sports medicine for those already licensed or certified in the area.

The curriculum is designed to enable students who are recent master's degree graduates, working professionals, sports enthusiasts, athletic administrators and sports education instructors 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 that requires each student to engage in hands-on, sports related activities in the industry.

4.2. Delivery Options

Students may take course work through a variety of delivery options to best meet their needs. These options may, in some cases, be combined to provide maximum flexibility. The doctoral degree courses may be taken entirely online, in residence or through a combination of the two.

4.2.1. Residential-Study Options

Under the guidance of on-campus faculty members, students study in a traditional classroom setting. Resident study allows students to combine classroom instruction with practical work or research designed to meet their specific needs.

4.2.2. Special Academic Programs

At the doctoral degree level, the Academy has a "Three Summer Plus" program in which a student attends courses for three consecutive summers to complete much of the course work. During the fall and spring semesters, the student enrolls in distance-learning courses, readings courses, cognate courses, a mentorship and or a Dissertation to complete the program in three to four years. This allows teachers the ability to remain in their present jobs while completing advanced degrees.

4.2.3. Academy Tutorial Plan

As an alternative to classroom instruction, the Academy Tutorial Plan (ATP) is available to resident students. This plan allows students to complete a course under the supervision of a resident faculty member. An ATP agreement is made between the faculty member and the student regarding course objectives, learning activities, course assignments, the research paper and examinations. Additionally, the student agrees to complete the course requirements as assigned by the tutorial professor by the end of the semester.

4.2.4. Directed Individualized Study

Three to six semester-hours of directed individualized study may be taken as electives towards the Doctor of Education degree. Course work of this nature is under the direct supervision of a

doctorate 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.

4.2.5. Distance-Learning Options

Distance-learning offers the opportunity to earn doctoral degree course credit through a combination of independent and practical study. Students may complete some of their doctoral course work through the distance-learning option. Distance-learning at the Academy is computer mediated and asynchronous. This means that the professor and student do not have to be in simultaneous contact with each other for learning to take place or assignments to be completed.

For most courses, distance-learning students at the Academy receive the required textbook(s) and a password for the electronic, web-based courses. Each student is assigned a professor for each course. Course requirements include completion of written assignments, participation in threaded discussions, quizzes, a course paper in the student's area of interest and a final examination. The Academy Library and its extensive reference database system can be accessed through the Academy website. There are specific time limits (16 weeks plus extensions) that apply to completion of distance-learning courses. Those 16 weeks include one week built into the course time for shipping and handling of materials.

Prior to beginning online courses at the Academy, students are required to take SPT 101 Introduction to Academy Online Learning. There is no cost for this course.

SPT 101 Introduction to Academy Online Learning (0 sem. hrs.)
This student orientation course is an introduction to the United States Sports Academy and serves as a tutorial on the Academy's system of online-learning. The course is graded on a pass/fail basis.

Technical requirements: Go to http://www.ussa.edu/ussanet and visit the *"Technical Requirements and Browser Test Page"* to find the computer requirements necessary for students to be successful in distance-learning.

4.3. Affiliated-Credit Options

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

4.4. Mentorship and Dissertation Requirements

At the doctoral degree level, the student is required to complete a practical "learning by doing" approach called a mentorship and to complete a research based study called the Dissertation.

4.4.1. Doctoral Degree Mentorship Program

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

Doctoral degree students must complete a six-hour mentorship with 300 contact-hours. Doctoral degree students usually take the mentorship after completing all of their course work. A minimum of 15 semester-hours must be completed before embarking on a doctoral mentorship.

Students are responsible for the selection of mentors and mentorship sites within mentorship guidelines and are thus able to determine the type of experiential training they would like to receive. All mentorship outcomes must be reviewed in writing by the designated mentorship faculty advisor and must be approved by the Chief Academic Officer of the institution prior to commencing the mentorship work.

The faculty recommends that students complete all course work before enrolling in any mentorship field-experience hours. A student who has not maintained a cumulative 3.0 Grade Point Average (GPA) will not be allowed to register for a mentorship. Students must purchase the *Academy Mentorship Handbook* and complete the mentorship orientation, which is offered on-campus for resident students and via the World Wide Web for distance-learning students.

No contact-hours may be accrued until an official *Mentorship Contract* has been signed and notarized and the student has officially registered for the *SPT 798 Mentorship* course.

Each student is required to sign a three-party *Mentorship Contract*. The parties include the student, the mentor organization and the Academy. Once the contract is fully executed, registration for mentorship can occur on any workday throughout the semester. Students should have their own liability insurance.

To insure quality experiences, established guidelines require that the duties and responsibilities for the mentorship be completely apart and different from a student's regular workplace. The mentor cannot be a student's regular immediate supervisor. A terminal degree is preferred for a mentor supervising a student, although consideration will be given to a potential mentor who has the appropriate educational background and or experience and is able to demonstrate a record of contribution to the profession. Students have the responsibility to find their own mentorship sites (with the assistance of the Academy). All mentorships are subject to review and approval by the Chief Academic Officer.

The mentorship has long been considered the "heart and soul" of the Academy. Experiencing a mentorship is an excellent opportunity to work side by side with experts in the sport profession. Students should attempt to procure mentorships in their local area. If this is not possible, students should contact the Mentorship Office for information pertaining to other mentorship opportunities around the country or abroad. In all cases, the Academy's *Mentorship Contract* must be executed as written.

4.4.2. Dissertation

The Dissertation is an original piece of student research which must be completed on a topic related to the student's area of specialization in sports management or the management aspects of sports medicine. To be acceptable, it must be related to a documented problem or issue. Guidelines for formatting the doctoral Dissertation are contained in the *Publication Manual of the American Psychological Association* (5th Ed.)

The Dissertation is the culminating experience of the student's doctoral degree program. It can be started only after the comprehensive examination has been successfully completed. The project, once completed, must be defended before a committee consisting of a project director and two readers.

To be eligible for the Doctor of Education in Sports Management or Doctor of Education in Sports Management with an Emphasis in Sports Medicine degree, a student must register for six semester-hours of Dissertation credit. Before registering for the Dissertation credits, the student must consult with a faculty project director as to the portion of time to be devoted to project work. The project director must be a full-time member of the Academy's resident faculty approved by the Chief Academic Officer of the Academy and the student. The student must select two additional faculty members to be Dissertation Committee members for the project. The student has the option of selecting committee members 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 student 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 of the Academy. Students will be responsible for any travel costs of any committee members who are not members of the Academy resident faculty.

The oral defense of the Dissertation must be scheduled by the student in coordination with the project director in accordance with the following:

1. The manuscript must be distributed in final form to all members of the committee not later than 30 days prior to the scheduled defense;
2. The student must apply for and reserve a scheduled time for the defense and pay the reservation fee. This can be done by completing a *Reservation Request Form* on the Academy's website and paying the defense reservation fee. It is important to note the availability of dates for the defense are limited, particularly in the summer semester, and these are awarded on a first-come, first-served basis. In the event that a student registers for a defense and fails to appear on the date scheduled, the reservation fee is forfeited. In the event that the defense is successful, the fee will apply to the Dissertation binding and microfiching fee. In the event that the defense is not successful, the fee will be refunded to the student. The optional copyright fee is an additional expense;
3. While an oral defense must be conducted on the Academy campus, a student may schedule a telephone conference call to include non-resident committee members. In this event, the student will make all arrangements and bear all expenses for the conference call and will be responsible for insuring all presentation materials used in the defense (such as props, PowerPoint presentation 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 student's committee and is subject to review and final approval by the Chief Academic Officer or his or her designee (see Appendix H and I). Both approvals are prerequisites to the awarding of the degree;
5. All project hours are graded as Pass or Fail. On final approval of any committee-mandated rewrites or edits by the project director, the student is awarded six semester-hours of project credit as Pass. Failure to have the project approved by the faculty project director and the Director of Doctoral Studies or the Chief Academic Officer may lead to a grade of Fail for the registered six semester-hours; and
6. After final approval for the project is secured, the student is to provide four copies of the Dissertation on cotton bond paper that will be sent to ProQuest/UMI for professional binding and microfiching. The copies are to be distributed as follows: two copies to the Academy Library, one copy to the faculty project director and one copy to the student.

4.4.3. Dissertation Proposal

The purpose of the proposal is to provide written evidence that the student has a clear understanding of the topic being planned. The student is responsible for the identification and development of a research topic that must be acceptable to the faculty chair. The topic should:

1. Investigate an issue in the field of sports management or the management of sports medicine;
2. Be a researchable project in that a problem can be identified through a body of scholarly literature that exists relevant to the topic. The problem is to be addressed by utilizing one of the types of research commonly recognized as appropriate for research; and
3. Possess the potential to incorporate a research methodology that is acceptable for a Dissertation in sports management.

4.4.4. Publication and Distribution

Copies of the approved Dissertation, including the abstract, will be submitted to ProQuest/UMI where the abstract will be published, and the Dissertation will be microfilmed. The student is charged a fee for this process. If the student 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-Doctoral Degree Accelerated Program

For a student who possesses a bachelor's degree and is interested in pursuing a doctorate, the Academy offers an accelerated Doctor of Education program. Admission into the program is based upon the criteria for admission into the Master of Sports Science (M.S.S.) degree with a major in sports management. In the accelerated Doctor of Education program, the student first completes the M.S.S. core (nine semester-hours) and the major courses in sports management (15 semester-hours) but does not have to do the nine semester-hour mentorship or thesis. Providing the student has a 3.40 GPA upon completion of these 24 semester-hours of credit plus a score of 80 points or higher on the first attempt of the M.S.S. comprehensive examinations, the student can immediately begin the doctoral degree program. To receive the doctoral degree, the student is required to complete all 60 semester-hours of the doctoral degree program plus pass the doctoral written and oral comprehensive examinations and successfully complete and defend a Dissertation.

The total number of credits required in the accelerated Doctor of Education program is 84 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 charged at the doctoral degree credit cost.

If students do not meet the required Grade Point Average (GPA) or comprehensive examination score or decide not to continue into the doctoral degree program, they will receive a M.S.S. degree in sports management upon completion of a M.S.S. mentorship, thesis or non-thesis course option (nine semester-hours).

4.6. Doctoral Degree Core Course Requirements

Although the Doctor of Education degree represents the attainment of independent and comprehensive scholarship in the field of sport, rather than the earning of a specific amount of credit, the Academy requires the doctoral degree student to complete 60 semester-hours of work beyond the master's degree. Included in the 60 semester-hours are six semester-hours of doctoral degree research project credit and six semester-hours of mentorship credit. All students will be required to take the following core courses:

4.6.1. General Sports Management Core

- SAB 768 Psychology of Human Behavior (3 sem. hrs.)
- SAM 660 Financial Aspects of Sports (3 sem. hrs.)
- SAM 730 Sports Leadership Principles (3 sem. hrs.)
- SAM 634 Ethics in Sports (3 sem. hrs.)

- SAM 786 Legal Aspects of Sports (3 sem. hrs.)
- SPT 798 Mentorship (6 sem. hrs.)

4.6.2. Research Core

4. SAB 700 Current Literature in Sports (3 sem. hrs.)
5. SAR 674 Research Statistics in Sports (3 sem. hrs.)
6. SAR 776 Research II: Advanced Methods (3 sem. hrs.)
7. SPT 799 Dissertation (6 sem. hrs.)

See the Academy Doctor of Education Program of Study (Appendix F).

4.7. Plans of Study

The Doctor of Education degree is offered with two study options. The main 60 semester-hour curriculum consists of required and elective courses, six to 12 semester-hours of cognate courses, a six semester-hour doctoral mentorship and a six semester-hour Dissertation.

The doctoral student may follow one of two study options for pursuing the 60 semester-hour degree. These options include a Doctor of Education degree or a Doctor of Education degree with an Emphasis in Sports Medicine. These plans are flexible and can, with the approval of the Chief Academic Officer, be adjusted to meet the needs of individual student. Both options are designed to start at any time. However, *SAB 768 Psychology of Human Behavior* and *SAM 660 Financial Aspects of Sports* are normally the first two courses. In the doctoral degree curriculum, the 60 semester-credits are distributed as follows:

Program Components	Hrs.
General Sports Management Core	15
Research Core	15
Area of Specialization, Including Cognate Courses	12
Electives	12
Mentorship	6
Total	60

4.7.1. Doctoral Degree Program with an Emphasis in Olympism

The Doctoral Degree in Sports Management with an Emphasis in Olympism is a 60 credit 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.

The Academy requires three, three-hour semester course work for a Doctor of Education in Sports Management program with an Emphasis in Olympism.

The three courses required in this emphasis are:

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

These three courses substitute for three electives making this emphasis identical in format to that of sports medicine.

4.8. Areas of Specialization

The doctoral degree curriculum in sports management is designed to prepare each student for the increasing number of leadership opportunities in the field of sport and recreational management. Program objectives prepare the student to meet a multiplicity of demands involved in the operation of sports programs at various levels. Sports management study may prepare students for careers as faculty in higher education, athletic directors, sports facilities managers, sports office administrators and sports community relations directors. These are just a few of the myriad possibilities.

The doctoral degree curriculum in sports management requires a student to complete cognate courses, outside the institution, of at least six hours and also select an area of specialization of at least six hours for in depth study from the following areas: sports leadership, sports marketing or human resources management.

With prior approval and special advisement and permission from the Director of Doctoral Studies, these 12 semester-hours may be taken 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 to four courses projected to complete these requirements;
2. The institution(s) offering the courses and a catalog description for each course; and
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

Each doctoral degree student is to complete six to 12 semester-hours of graduate course work in the foundational area related to the area of specialization. This graduate-level course work is to be successfully completed (with a grade of B or above) at a regionally-accredited college or university. Cognate courses must be pre-approved by the Director of Doctoral Studies before a student registers for the courses unless the student has already taken the classes at another regionally-accredited university. In the latter case, the subcommittee on petitions must approve transfer-credit. Failing approval for transfer, students may be required to take additional cognate courses. All cognate course work must fit under the doctoral degree statute of limitations of seven years even if the courses are transferred in from another regionally-accredited college or university before beginning matriculation at the Academy. The cognate courses augment the area of specialization choice of the student and serve as the Academy's academic minor subject.

4.10. Electives

The 60 semester-hour curriculum includes the required core courses and specialization courses previously cited and four elective courses (12 semester-hours) selected from the following list:

- SAB 660 Sports in America: Current Issues (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.)
- SAM 790 Selected Topics in Sports (3 sem. hrs.)
- SAR 790 Selected Readings in Sports (3 sem. hrs.)
- SPT 797 Directed Individualized Study (3-6 sem. hrs.)

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

4.11. Directed Individualized Study

Three to six semester-hours of directed individualized study may be taken as electives towards the Doctor of Education degree. Course work of this nature is under the direction of a doctoral degree faculty member and must conform to all rules governing such study. No more than three-semester hours may be taken in directed individualized study per semester. Directed individualized study offers additional research opportunities for doctoral students. Permission to enroll in a directed individualized study must be obtained from the Director of Doctoral Studies prior to registration.

4.12. Residency Requirement

Doctoral degree students are required to be in residence for three events: the doctorate written and oral comprehensive examinations, the oral Dissertation proposal defense and the final oral defense for the Dissertation.

4.13. Doctoral Degree Program with an Emphasis in Sports Medicine

The Doctor of Education (Ed.D.) with an Emphasis in Sports Medicine is a 60 semester-hour program beyond the master's degree. The degree is designed to prepare students to perform tasks in the sports profession with a high degree of proficiency. The area of specialization focuses on management courses as applied to sports medicine. Students are selected on the basis of academic and professional accomplishments, past experiences, skills and goals.

Students ordinarily have had some experience as teachers, athletic trainers or sports medicine administrators and have shown promise of being able to further develop management skills through training and research. The Academy, as part of the practical experience component, requires each student to complete a mentorship in which the student engages in doctorate level management of sport medicine related activities.

4.13.1. Core Course Requirements for the Ed.D. (Sports Medicine Emphasis)

Although the Doctor of Education with an Emphasis in Sports Medicine degree represents the attainment of independent and comprehensive scholarship in the field of sports rather than the earning of a specific amount of credit, the Academy requires the doctoral degree student to complete 60 semester-hours of work beyond the master's degree. Included in the 60 semester-hours are nine semester-hours of mentorship credit and six semester-hours of Dissertation credit.

General Sports Management Core for the Emphasis in Sports Medicine

- SAB 768 Psychology of Human Behavior (3 sem. hrs.)

- SAM 660 Financial Aspects of Sports (3 sem. hrs.)
- SAM 730 Sports Leadership Principles (3 sem. hrs.)
- SAM 634 Ethics in Sports (3 sem. hrs.)
- SAM 786 Legal Aspects of Sports (3 sem. hrs.)
- 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.)
- SPT 798 Mentorship (6 sem. hrs.)

Research Core

- SAB 700 Current Literature in Sports (3 sem. hrs.)
- SAR 674 Research Statistics in Sports (3 sem. hrs.)
- SAR 776 Research II: Advanced Methods (3 sem. hrs.)
- SPT 799 Dissertation (6 sem. hrs.)

See the Academy Doctor of Education Program of Study (Addendum D).

4.14. Three-Year Course Rotation for the Residential Ed.D. Program

This chart is a tentative residential doctoral course rotation schedule showing when courses will be offered on the Daphne campus over the next three years. By following this chart and completing the classroom work and other course requirements in a timely manner, a student may complete doctoral degree coursework in three summers and three mini-sessions, (exclusive of mentorship, cognate hours and Dissertation hours) in the fall and spring semesters.

YEAR	FALL	SPRING	SPRING/SUMMER MINI-SESSION	SUMMER
ONE (2007-2008) **and** (2010-2011)	**SAM 622**-Structure and Function of Professional and Amateur Sports Organizations **SAM 786**-Legal Aspects of Sports	**SAM 682**-Facilities Planning in Sports **SAM 644**-Sports Marketing Research **SAR 776** Research II: Advanced Methods	**SAM 672**-Personnel Training & Development	**SAB 667**-Olympism **SAM 730**-Sports Leadership Principles **SAM 634**-Ethics in Sport **SAM 662**-Sports Entrepreneurship **SAR 674**-Research Statistics **SAR 776**-Research II: Advanced Methods
TWO (2008-2009) **and** (2011-2012)	**SAM 660**-Financial Aspects of Sports **SAM 662**-Sports Entrepreneurship	**SAM 786**-Legal Aspects of Sports **SAB 660**-Sports in America: Current Issues **SAR 672**-Computer Analysis in Sport	**SAM 640**-Labor Relations in Sports	**SAB 768**-Psychology of Human Behavior **SAM 660**-Financial Aspects of Sports **SAM 644**-Spors Marketing Research **SAR 674**-Research Statistics **SAR 776**-Research II: Advanced Methods
THREE (2009-2010) **and** (2012-2013)	**SAM 634**-Ethics in Sports **SAR 776**-Research II: Advanced Methods **SAB 700**-Current Literature in Sports	**SAB 768**-Psychology of Human Behavior **SAM 730**-Sports Leadership Principles **SAM 640**-Labor Relations in Sports	**SAM 682**-Facilities Planning in Sports	**SAB 660**-Sports in America: Current Issues **SAM 735**-Strategic Planning for Sport Organizations **SAM 672**-Personnel Training and Development **SAR 674**-Research Statistics **SAR 776**-Research II: Advanced Methods

NOTE: *Current Literature in Sports*, *Selected Topics in Sports*, *Selected Readings in Sports* and *Directed Individual Studies* can be scheduled by individual arrangements with an approved faculty member. When low enrollment for doctoral degree courses on-campus occurs, students may take the course by modification with the residential Academy Tutorial Program.

4.15 600 Level Courses (Master's and Doctoral Students)

Credits at the 600 level earned by a M.S.S. student will count as elective-credits in the master's program. A master's student may take 600 level classes after the completion of nine semester core hours and a cumulative GPA of 3.40 or higher.

SAB 622 Structure and Function of the Olympic Games (3 sem. hrs.)

The structure and function of the Olympic movement, starting with the International Olympic Committee and moving through National Governing Bodies to international sports associations, is the focus of this course. It emphasizes the unique characteristics of the Olympic movement and various political, social and economic impacts on the Games.

SAB 660 Sports in America: Current Issues (3 sem. hrs.)
This course involves the study of sport from a social change perspective, taking into account factors of race, gender, religion, nationalism, drug usage, violence accompanying sport, politics and economics as they relate to the growth and development of the sport experience, with emphasis on American culture.

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

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

SAM 622 Structure and Function of Professional and Amateur Sports Organizations (3 sem. hrs.)
This course is an analysis of professional and amateur sport organizations from a philosophical, historical and operational perspective. The course takes an in-depth look at 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 sport organization.

SAM 634 Ethics in Sport (3 sem. hrs.)
This course is concerned with the study of sport 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."

SAM 640 Labor Relations in Sports (3 sem. hrs.)
An in-depth examination of areas of labor relations that are particularly relevant to sport. The growth and development of unions are explored within the sports industry with emphasis on labor-management agreements currently utilized in professional sport.

SAM 644 Sports Marketing Research (3 sem. hrs.)
An examination of the marketing process as it pertains to sport. Specific attention is given to the marketing research that is pertinent to the successful operation of sport enterprises.

SAM 660 Financial Aspects of Sports (3 sem. hrs.)
A study of financial challenges faced by sport administrators, including an examination of economic impact analysis, ticket operations, food service and concessions, public-private partnerships, sport sponsorships and collegiate fundraising. **This course is a requirement in the doctoral general core.**

SAM 662 Sports Entrepreneurship (3 sem. hrs.)
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 running a business are also explored.

SAM 672 Personnel Training and Development (3 sem. hrs.)
The study of the various forms of training and development will help a sport organization meet competitive challenges. The implementation of both on and off-the-job training programs is explored.

SAM 682 Facilities Planning in Sports (3 sem. hrs.)
This course is a study of the principles, guidelines and recommendations for planning, constructing, using and maintaining sport facilities. It is designed to provide students with an awareness of the facilities appropriate to sport programs, ranging from colleges to ultra-modern, private fitness centers.

SAM 686 Research in Olympism (3 sem. hrs.)
This is a research course designed to study special 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.**

SAM 688 Sport Journalism (3 sem. hrs.)
This course will introduce students to the roles and responsibilities of those employed in the field of sports journalism, as well as the position of importance sports journalism maintains in media. The objectives of sport journalism from business and editorial standpoints in different forms of media and towards different demographic audiences will also be analyzed.

SAR 672 Computer Analysis in Sports (3 sem. hrs.)
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 statistical procedures, such as analyses of variance and linear regression**.**

SAR 673 Information Systems and Analysis in Sport (3 sem. hrs.)
This course is a study of how to use and manage information systems in business and sport. This course is an elective in the doctoral program.

SAR 674 Research Statistics in Sports (3 sem. hrs.)
This course is an overview of the methods of statistics utilized in sport 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 a requirement in the doctoral research core.**

4.16. 700 Level Courses (Doctoral Students Only)

SAB 700 Current Literature in Sport (3 sem. hrs.)
This course is designed to examine current issues in sports by researching and reviewing available professional sources. **This course is a requirement in the doctoral research core.**

SAB 768 Psychology of Human Behavior (3 sem. hrs.)
This course is a focus on the theoretical study of human behavior patterns in sport and exercise settings. It is designed to provide students with information about research in the field of sport psychology as well as 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 is a requirement in the doctoral general core.**

SAM 730 Sports Leadership Principles (3 sem. hrs.)
This course is designed to provide an examination of effective leadership. Students will examine general concepts in leadership (theories, principles, traits, skills, etc.) that are necessary to every sport organization. This 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 a requirement in the doctoral general core.**

SAM 735 Strategic Planning for Sport Organizations (3 sem. hrs.)
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 sport will be explored. An understanding of the policies and mechanics of strategic planning in sport will be provided.

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

SAM 787 Legal Concepts in Sports Medicine (3 sem. hrs.)
This course provides an in-depth examination of areas of the law that are particularly relevant to sports medicine professionals. A study of the legal concepts, issues, cases and decisions that effect the sports medicine profession.

SAM 788 Principles of Management in Sports Medicine (3 sem. hrs.)
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.

SAM 789 Seminar in Sports Medicine Management Issues (3 sem. hrs.)
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 reform on the profession of sports medicine.

SAM 790 Selected Topics in Sports (3 sem. hrs.)
The goal for this course is to conduct independent research on approved sport topics. The topics may vary and may include the study of practical problems encountered during daily job activities, mentorship study or futuristic projections of new solutions. It is advisable to research topics which are related to a possible doctoral research topic. The focus of this course is to support each student’s specific research interests.

SAR 776 Research II: Advanced Methods (3 sem. hrs.)

This course will introduce research design methods to sport 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 application to sport. **This course is a requirement in the doctoral research core.**

SAR 790 Selected Readings in Sports (3 sem. hrs.)

The goal for this course is to conduct library database searches on an approved sport topic. This course is a comprehensive analysis and discussion of selected aspects of sport. It is advisable to compile readings and research on topics related to a possible Dissertation topic. The focus of this course is to support a student's specific research interests.

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

Individual 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 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 sem. hrs.)

This entails supervised work for 400 clock-hours in sports management in schools, colleges and universities, businesses and industries or sports medicine settings. It is recommended that the *Academy Doctoral Degree Mentorship Handbook* be purchased two months prior to registration. The Academy Mentorship Office must receive a notarized contract in order to receive permission to register for this course. The prerequisite is the completion of the first 15 semester-hours of the degree program. **The mentorship is a requirement in the doctoral general core.**

SPT 799 Dissertation (6 sem. hrs.)

The Dissertation is the formal development of an original piece of research that is supervised under the direction of a faculty project director and two readers. The Dissertation experience includes two 90-minute oral presentations at the Daphne, Alabama campus. The planning of a piece of sports management research and 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 defense presentations shall be augmented by the use of PowerPoint. **This course is a requirement in the doctoral research core.**

5. Doctoral Degree Fees and Costs

All tuition, fees and other expenses are due upon registration. Registration is not complete until financial clearance is received, indicating full payment. The United States Sports 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.

Enrollment/Application Fees

Application fee (general) $100.00
Application fee (International students) $155.00
Computer-technology fee (one time charge) $100.00
General fee (annual fee assessed upon first enrollment on or after 1 September) $100.00
Continuance fee (per semester) $50.00
Re-admittance fee $200.00
Post-Doctoral Graduate Work Application $200.00

Consolidated On-Campus Fee* (residential students only) $200.00

Registration, Tuition and Course Fees

Late-registration fee (charged after deadline date for residential registration) $50.00
Tuition (per semester hour credit) $565.00
Technology-delivery fee (per course) $75.00
International-postage fee (per course with textbooks) ..... Varies
Express shipping

- Fed Ex Ground/U.S. Mail (per course) $8.00
- Fed Ex 2nd Day (per course) $26.00
- Fed Ex Overnight (per course) $47.00

Book Borrowing Postage

- Fed Ex Ground/U.S. Mail $8.00
- Fed Ex 2nd Day $13.00
- Fed Ex Overnight $20.00

Special Fees

Library service charges ..... Published in the *Library Handbook*
Add/Drop charge for each change of class (resident or mentorship) $15.00
Drop fee for distance learning $50.00
Mentorship Handbook $35.00
Course-extension fee (30 days per extension; two extensions allowed) $50.00
Transcript fee (after initial request) $10.00
Returned-check charge: first check $30.00
Second and subsequent checks $35.00
Dissertation Reader and processing fee $1,500.00
Dissertation copyright fee (optional, but additional charge) $75.00
Concise Rules of APA Style Manual ..... *Please Call*
Comprehensive examination and graduation fee $225.00
Additional diploma (without lamination) $50.00
MAT Test fee $70.00

This schedule includes the basic fees required of all students enrolling in the Academy. Since personal expenses, including books, supplies, food and living expenses vary, no attempt is made to

estimate such costs in this catalog. However, estimated costs are available from the Office of Student Services.

*The Consolidated On-Campus Fee shall be assessed on those students who are enrolling for six or more credit-hours in a semester for on-campus study. This fee shall cover all associated costs for on-campus study, among which are laboratory fees, student-activity fees, use of the Eagle's Nest student building, the Academy Fitness Center, Academy outdoor recreational facilities and on-campus parking. 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.

Refund of tuition, general fees and technology fees for a student withdrawing from the Academy or a student who is dismissed or suspended is made in accordance with 7.47. Refund Policy. All application fees, enrollment fees, shipping and special fees are **non-refundable.** It should be noted that this schedule is based on the requirements of the U.S. Department of Education in accordance with policies governing Title IV funds. The administrative fee charge is the lesser of 5% or $100 of the total paid.

No student may register for any course until all Academy fees and expenses are satisfied.

6. Financial-Aid Programs

The United States Sports Academy has a variety of financial-aid programs available to qualified students enrolled in the Doctor of Education program. Federal financial aid is not available for non-degree seeking students or for continuing education units or enrollment in certification programs.

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

All students receiving financial assistance must maintain at least half-time enrollment status of, which is three credit-hours for the doctoral degree. To apply for any federal financial-aid program, students must complete the *Free Application for Federal Student Aid (FAFSA)* as set out in section 6.5.2.

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

6.1. Types of Assistance Available for Doctoral Students Who Qualify

6.1.1. Loans

Federal Stafford Loans are long term, low interest loans. The loans received will be either subsidized or unsubsidized.

A subsidized loan is awarded based on financial need. Students will not be charged any interest before beginning repayment or during deferment periods. Graduate students may borrow up to $8,500 per academic year, based on demonstrated financial need with an aggregate loan limit of $65,500, and including debt accrued in undergraduate programs.

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

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

Graduate PLUS Loans are unsubsidized loans students can get to pay for education expenses. A students must be enrolled at least half-time and must have good credit history. The yearly limit on a PLUS loan is equal to the cost of attendance minus any other financial aid received. Graduate students must complete the PLUS loan application and a Master Promissory Note (MPN). The

application and MPN can be obtained online from the current lender of choice. See the Financial Aid Office for further details.

ANNUAL LOAN LIMITS FOR SUBSIDIZED AND UNSUBSIDIZED STAFFORD LOANS

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

6.1.2. 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 will post the incoming funds to the student's account. The Academy will deduct from these proceeds all costs associated with the registration including (but not limited to) tuition, fees and books. A check for any remaining funds will be provided to the student within 14 days of registration and after the student has attended class. Additionally, the amount of this refund is limited to the amount of the financial aid proceeds actually received for the semester of the award. For resident students, this check can be picked up from the Financial Aid Office. For non-resident distance-learning students, this check will be mailed to the student's address on record at the institution.

1. Students must be enrolled at least half-time to be eligible to receive any loan funds.

2. Students must maintain satisfactory academic progress to be eligible to receive financial aid

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 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 this catalog or online http://www.ussa.edu/ussanet/index.asp for further detail).

Unofficial Withdrawal: A student who registers for a course and fails to attend the course sessions (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.

6.1.3. In-School Deferments

Students who are registered at least half-time (6 credit units) in a degree-seeking master's program or at least half-time (3 credit units) in a degree-seeking doctoral program are eligible for an in-school deferment of student loans. The 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.

In-School Deferments for Dissertation/Thesis

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

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 is still within the limitations of the program as delineated in the Academic Section of the student's Academic Catalog for his or her Program of Study (Section 7.50 for Statute of Limitations for Degree Completion (Doctoral) and Section 7.52 for Statute of Limitations for Degree Completion (Master's).

6.2. Veterans-Administration Programs

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

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.

6.3. Military Financial Aid

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 master's degree courses to members of the Armed Forces, including members of the Army National Guard.

DANTES (Defense Activity for Non-Traditional Education Support) has included the Academy and its degree 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 its 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	What is it?	Who is Eligible?	Benefits

Assistance Program	What is it?	Who is Eligible?	Benefits
Tuition Assistance	Tuition Assistance is a military benefit that pays the cost of tuition and some fees.	Virtually all military service members are eligible; however, each service branch determines its criteria for eligibility.	Tuition Assistance covers up to 100% tuition and fees not to exceed: • $250 per semester credit-hour • $4,500 per fiscal year *The Navy has a 12 credit-hour annual limit.
Tuition Assistance "Top-Up" Program	The “Top-Up” Program is an additional benefit intended to supplement other tuition assistance programs.	To be eligible for the “Top-Up” benefit, a person must be approved for federal Tuition Assistance by a military department and for MGIB-Active Duty benefits.	The amount of the benefit is limited to the amount that a person would receive for the same course if regular MGIB benefits were being paid.
Montgomery G.I. Bill - Active Duty & Veteran	MGIB provides up to 36 months (four regular school years) of education benefits to eligible veterans for: • College, business technical or vocational courses • Correspondence courses • Apprenticeship/job training • Flight training	Active Duty members who have served at least two years on active duty. Veterans - there are four categories of Veteran eligibility, depending on when you enlisted and how long you served on active duty.	This bill covers up to $1,034 per month for full-time institutional education. Benefits end 10 years from the date of your last discharge or upon your release from active duty.
Veterans Educational Assistance Program (VEAP)	This is available if you elected to make contributions from your military pay to participate. It can be used for degree, certification, correspondence, apprenticeship/on-the-job training programs and vocational flight training programs as well as remedial, deficiency and refresher training.	To be eligible, you must have: • Entered service for the first time between January 1, 1977, and June 30, 1985; • Opened a contribution account before April 1, 1987; • Contributed $25-$2,700; • Completed 1st period of service; • Received a discharge that was not dishonorable.	Your contributions are matched on a $2 for $1 basis by the Government.
Federal Student Aid	The Federal Government offers students low interest loans and grants to help finance the cost of going to school.	Virtually all citizens are eligible. However, the program is needs based, so certain income limits can apply.	The loans and grants are capped each fiscal year and depend on your personal economic circumstances.

Assistance Program	What is it?	Who is Eligible?	Benefits
Vocational Rehabilitation Employment	An individualized, detailed outline of service that will be provided under the Chapter 31, VRE program. It also prepares you for obtaining and retaining employment consistent with your abilities, aptitudes and interest.	Veterans who have a VA disability rating and an employment handicap.	Pays tuition, fees and books. Pays living allowance up to $715 per month.

6.4. Definition of Academic Year

The Academy's academic increments are termed as 16-week semesters. Students receiving financial aid are permitted 21 semesters (seven years) in which to complete their programs of study. At the end of three semesters, 18 credit-hours must be completed with a minimum cumulative grade point average of 3.0 on the 4.0 scale.

6.5. Satisfactory Academic Progress

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

Graduate students are considered to be making satisfactory progress if they:

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

REQUIRED QUALITATIVE MEASURE: In order to meet the required qualitative measure, a student must maintain a minimum cumulative Grade Point Average (GPA) of at least 3.0 on a 4.0 scale. This measure comes into effect after the student has attempted 12 semester-hours at the Academy.

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

REASONABLE LENGTH OF TIME REQUIREMENT: At the Academy, a reasonable length of time for the completion of a degree program is defined as no more than 150% of the normal time required to complete a degree program. The time frame to complete the doctoral degree is seven years. Course work, which transfers into a degree program, will adjust the time frame accordingly.

Satisfactory Academic Progress status will be determined for each student when financial aid is renewed.

REINSTATEMENT OF FINANCIAL AID, ACADEMIC ELIGIBILITY AND APPEALS OF DECISIONS: Students who become ineligible for financial aid because they do not maintain satisfactory progress towards the completion of their degrees 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 indicate they have not complied with the academic requirements for financial aid. To do so, each student must submit a letter to the Financial Aid Appeals Committee, addressed to the Assistant Dean of Student Services, requesting reinstatements of eligibility for financial aid. The letter must include the reason(s) why satisfactory progress is not being made and any documentation that supports the rationale for the appeal. Appeals may be accepted without provision, or they may be accepted provisionally, entailing a probationary period in which the student must earn a given number of credit hours and/or earn a specified GPA. Appeals may also be denied. It is the student's responsibility to initiate any appeal for financial-aid eligibility. Appeals for academic reinstatement do not constitute reinstatement of financial-aid eligibility.

6.5.1. Return of Title IV Funds

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

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

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

6.5.2. Academy Financial-Aid Review

1. Students can apply for financial aid before applying for admission to the Academy.
2. A student must be a U.S. Citizen or a permanent resident of the United States 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 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 e-mail one within three days. The proper year (2007-2008 begins with summer semester) and the Academy's Federal School Code (021706) must be selected.

   FAFSA paper applications are available in the Financial Aid Center. Complete the paper FAFSA and mail it to the Federal Processor. Allow four to six weeks processing time.
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 official award letter will be sent to the student by mail.

   The U.S. Department of Education selects one-third of all financial-aid applications for a process called verification. If selected, the Academy will ask for documentation of the information reported on the FAFSA.
7. First time applicants must complete required Federal Stafford Loan Entrance Counseling on the Internet at: www.mapping-your-future.org/entrancecounseling.
8. All students who receive Federal Title IV student financial assistance are required to undergo Exit Interviews upon the completion of their study at the Academy. The interview is either administered on-campus, usually in conjunction with the Comprehensive Examination, or online at www.mapping-your-future.org in the case of distance-learning students or those students who withdraw from the institution before completing their degrees.

6.5.3. National Clearinghouse

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

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

All agencies and organizations to which the institution reports student enrollment information as described in the previous two sentences are "Eligible Requestors." The United States Sports Academy has appointed the Clearinghouse as its agent for purpose of reporting information on the enrollment status of its students to Eligible Requestors.

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

The offices of the Registrar and Financial Aid 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 uses its best efforts to respond to requests within 14 calendar days of receipt of the request, or 21 days if the request is not in an automated format.

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

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

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

For assistance, visit the Academy Financial Aid Center in the Student Services Division, e-mail financialaid@ussa.edu or telephone 251-626-3303.

7. DOCTORAL DEGREE REGULATIONS/POLICIES/PROCEDURES

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

7.1. Academic Integrity

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

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

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

1. If a student uses the exact written words of another person, places the words in quotation marks and cites the last name, year and page number where the quote may be found. A quote exceeding 40 words must be indented in a block without quotation marks.
2. If a student paraphrases other people's work, but restates the concept or information, (not just rearrange the words in the sentence), and cites the author and year of publication. A student should be very careful when taking notes to put quotes in the exact wording or put the paraphrased information in the notes.

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

The abuse of Library materials by writing in journals or books, tearing out pages or taking materials without properly checking them out is strictly forbidden.

7.2. Academic Probation/Dismissal

The effect of academic probation is to serve notice to students that their quality of work is below accepted graduate level work. Students who receive academic probation should immediately seek help by contacting an advisor or the Chief Academic Officer.

A student will be placed on academic probation any time his or her cumulative grade point average (GPA) drops below 3.0. The intent of the academic probation warning is to serve as notice that the quality of work is below graduation standards. Students who receive academic probation warnings should immediately seek assistance by contacting their Advisors. A student on probation has 12 semester-hours to raise the cumulative GPA. If the GPA remains below 3.0 after the time allowed, the student may be dismissed.

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. A student receiving a letter grade of "F" in a course will be required to retake that course. The student will be

placed on probation and remain on probation until the course is retaken and a grade of "C" or better is made.

A student receiving a letter grade of "F" while on probation will be dismissed.

The Academy reserves the right to dismiss, at any time, a student whose academic performance is substandard or whose conduct, in the sole opinion of the Academy, is deemed improper or prejudicial to the interest of the institutional community.

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 (for doctoral students), 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.

7.3. *Academic Update*

The Academy publishes an *Academic Update* on a frequent basis. This is sent to all students through the Course Management System. Its purpose is to keep students informed regarding regulations, policies and procedures of the Academy, in addition to alerting them to upcoming calendar events and general news of interest. Students are expected to read the *Academic Update* and are responsible for its content.

7.4. 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, students 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.

7.5. Adding/Dropping Courses

To add and or drop a resident course, a student must:

1. Obtain an Add/Drop form in Office of Student Services;
2. Obtain the signatures of the course instructor and academic chair; and
3. Return the form to Office of Student Services and pay the add/drop fee.

An add or drop becomes effective the day the completed form is submitted to the Office of Student Services. A course dropped after the "Last Day to Add/Drop" will be assigned a "W" or "F" grade at the discretion of the Faculty member. All refunds for add/drop will be issued in accordance with the dates set forth in the *Academic Calendar* and *Refund Schedule*.

When adding or dropping a distance-learning course:

1. A student withdrawing from a distance-learning course must request the withdrawal in writing at the Registrar's Office.
2. Requests not made in writing will not be honored.

3. Requests made within 10 days of shipment of course materials will not receive grades or appear on transcripts.

4. Withdrawals after the deadline will receive a grade of a W.

5. Recipients of Federal Title IV financial-aid funds must be aware of the "unofficial withdrawal" provisions of the Academy's financial-aid policy.

7.6. Admission to Doctoral Degree Candidacy

A student who has completed all course work, who has passed the written and oral comprehensive examinations and whose Dissertation proposal has been approved is considered eligible to register for Dissertation credits and be awarded 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 assure an adequate amount of time for the Dissertation.

7.7. Advising Program

The Academy has adopted a group advising technique coupled with the students "Program of Study" (POS) form. The system is simple but effective. Regardless of sickness or vacations by faculty and staff advisers, advising can be done quickly and effectively.

The new system is:

1. Once a student registers for an initial course or courses at the Academy, he or she must have a completed Program of Study form (POS). If the student does not have a completed form at this time, the Registrar will fill out the form with the student and have it signed by an appropriate advisor (see attached list).
2. If the student does not deter from the POS when registering for further courses, there is no need for this student to seek further academic advising. However, should any student want advice on academic programs he or she may call or e-mail any approved advisor.
3. Should any student want to change the POS, catalog or major, the student must fill out a new POS and have an advisor from the list approve it. Students should see their catalogs at http://www.ussa.edu/ussanet/index.asp for what they must do to change their catalogs or majors.

7.8. Animal and Pets on Campus

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

7.9. Application for Graduation

Students must apply for graduation (and include the fee) in the Office of Student Records at least one month prior to the end of the semester in which they plan to complete their degree requirements. Students who fail to apply on time risk having their graduation delayed until the end of the following semester. Registration fees paid for taking the comprehensive exam will be applied toward the graduation fee if the exam is passed.

7.10. Attendance Policy: Resident and Distance-Learning

A resident student is expected to attend all regularly scheduled classes. Any resident student missing more than 25% of regularly scheduled classes in any course during a given semester shall automatically fail the course. Any work missed because of absence shall be the responsibility of the

student. Aside from the above, teaching faculty are required to set an attendance policy for each class.

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

7.11. Auditing Classes

Auditing a course is regularly attending class without receiving credit. The fee to audit a course is equal to the fee to enroll in a course. Audits are recorded on the permanent record but do not reflect any credit toward degree requirements. A student auditing course work will not receive a course grade nor be required to take the final exam.

7.12. Campus Computing and E-mail

All students are assigned e-mail addresses within the Academy domain (ussa.edu) at the beginning of their first course of study. Doctorate students must use their ussa.edu addresses for all course work. All notices, newsletters and official communications that are sent by e-mail will be sent to the student's ussa.edu account. Students are responsible for checking their assigned ussa.edu accounts periodically for such communications. It is the student's responsibility to use the proper e-mail addresses in course work and to notify the Academy of any changes in personal e-mail addresses. Students are also required to adhere to Academy policies with respect to use of the network and e-mail facilities described elsewhere in this catalog.

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

1. Computer with Windows XP or 2000;
2. 10/100-ethernet card (for wired access);
3. Students are required to provide their own CAT 5 (or higher) cable for wired Internet access; and

A printer is available with a per-sheet cost. Please contact one of the library staff for a driver disk and installation instructions.

7.13. Catalog Coverage and Major Change

Although the Academy reserves the right to change policies and procedures and students acknowledge this by registering, it recognizes student's needs to know policies. The catalog that articulates students' degree requirements is based on the term in which they first register for courses. Students entering under one catalog are expected to graduate under the guidelines of that catalog. Students who wish to change to the current governing catalog may do so by submitting the Change of Catalog Request form. A student who changes catalogs is responsible for all the graduation requirements in the requested current catalog. A student may change catalogs only once.

Students wishing to change from one major to another or change emphasis in their current majors must submit a Change of Major or Emphasis Request form to the Office of Student Services. This form requires the signatures of the departmental chairs in each major and the signature of the Chief Academic Officer.

7.14. Committees – Structure and Function

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

1. Associate Dean for Academic Administration,
2. Chairs of all Academic programs
3. Director of Continuing Education,
4. Assistant Dean of Student Services, and
5. Director of Instructional Design.

The following position serves as ex-officio to the Academic Committee and is called to attend meetings and provide insight in decision making:

1. Director of Library

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

7.15. Conferring of Degrees

When a student has completed all requirements for the doctoral degree, an application for graduation must be made to the Office of Student Records. 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 Doctor of Education degree will not be conferred until the student's academic file has undergone a graduation audit.

7.16. Continuance Policy

Resident degree-seeking students must have new registrations in each consecutive semester throughout their degree programs. A continuance fee of $50 will be assessed for each semester a student does not register. Extensions from one semester to the next without further registrations do not constitute enrollment in the current semester. If a student fails to enroll for two or more consecutive semesters and has not paid a continuance fee, re-admittance will be needed to re-enroll. The fee for re-admittance is $200.

Distance-Learning (non-resident) degree-seeking students must have consecutive registration throughout their degree programs. Consecutive registration means that there are no more than three months from the completion of one course to the registration of the next. A continuance fee of $50 will be assessed if a student does not register within this three-month period. If a student fails to enroll for six months from the completion of the last course and has not paid a continuance fee, the student will have to petition for re-admittance to the Academic Committee, be accepted and pay a $200 re-admittance fee before re-enrolling. The re-enrollment does not change the student's Statute of Limitations, though the student will come under the catalog in effect at the time of re-admittance.

7.17. 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.

7.18. Course/Instructor Evaluation

At the end of each course, regardless of mode of instruction, students are requested to complete one or more course/instructor evaluations to be submitted to the Office of Student Services. Evaluation results are shared with the course instructor and academic administration after final grades have been submitted.

Online students must complete a Unit 11 course evaluation. Evaluation results are shared with the course instructor and academic administration once the course is completed.

7.19. Credit by Transfer

It is the policy of the Academy to accept transfer courses based on the Criteria (1998) of the Southern Association of Colleges and Schools:

> 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 institution's own graduate degree program.

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

Students interested in transfer-credit must be enrolled in the program before the institution will consider petitions. Once enrolled, a student may petition the Academic Committee for transfer by supplying a cover letter explaining the request, 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 to the Academic Committee.

The Academy will accept up to 24 semester-hours of transfer credit at the doctoral degree level. The Academy will not accept transfer courses unless the earned grade is a "B" or better (see Section 3.4. of this catalog for details on transfer-credit).

Under no circumstances may courses be used to fulfill degree requirement for more than one degree (i.e. no "double dipping" of credits).

7.20. Drug and Alcohol Policy

The Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students or 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

7.21. Examinations at the Doctoral Degree Level

Final/Midterm All classes, both residential and distance-learning, culminate in an examination at the close of the semester. Final examinations for residential students are regularly scheduled. The time may not be changed without authorization. In addition to final examinations, mid-term examinations are commonly scheduled in courses. Students taking courses through distance learning are eligible to take the final exam online once they have completed all 10 unit quizzes.

Exams (Distance Learning): Distance-learning examinations must be taken at an appropriate national or regional test center. Students are responsible for finding a suitable center, which may include a National Collegiate Testing location, Sylvan Learning location, library, military education facility or other college-authorized testing center. Visit http://www.ncta-testing.org/cctc/ for information. Students are responsible for paying the costs, if any, to secure administration of the test. Students must bring their student identification cards and another form of identification with them to the test. For questions regarding this policy, contact the Help Desk in the Instructional Design Department at 251-626-3303 or helpdesk@ussa.edu.

Students are responsible for selecting an appropriate proctor for the test administration. The Academy will check the proctor's information to verify the person meets the standards to administer the exam properly. The Academy reserves the right to take up to 72 normal work hours to confirm the proctor, so students must notify the Academy of the proctor's information at least 72 normal work hours in advance of the date scheduled for the exam. Students are encouraged to seek an appropriate proctor soon after registering (during unit two or three) for their courses. Not all proctor requests are approved, and failure to secure an approved proctor will delay the completion of the course.

Comprehensive Examinations: Upon completion of all doctoral degree course work, exclusive of the Dissertation the student must take a written and oral comprehensive examination which will cover not only the courses completed but also major trends and issues in Sports Management and where appropriate, sports medicine.

A student must have successfully completed **54-semester hours** beyond the Master's Degree to be eligible to register for the Doctoral Comprehensive Examination. A student is only allowed to have six Doctoral Dissertation hours outstanding in order to be eligible for the exam.

7.21.1. Doctoral Degree Comprehensive Exam Schedule:

Comprehensive exams for doctoral students will be offered each January, May, July and November. The comprehensive examination is three days in length. The morning testing sessions for the first two days are 9 a.m. until 12 p.m. The afternoon testing sessions are 1:30 p.m. to 4:30 p.m. The doctoral oral comprehensive examination is held on the third day of the doctoral comprehensive examination schedule. During the oral examination, each doctoral candidate will be queried on overall sports management knowledge and personal career goals, and each will complete the doctoral written and oral exit interviews.

Comprehensive Examination Procedures

Purpose: The comprehensive examination is intended to assess a doctoral student's ability to apply, analyze and synthesize knowledge in sports management.

Composition: The Comprehensive Examination is to consist of written and oral components, which are scheduled as follows:

Day	Time	Component
1	0900-1200	General Area of Management (written)
1	1330-1630	Sports Management Area (written) or Sports Management with an Emphasis in Sports Medicine
2	0900-1200	Area of Specialization (written)

		• Sports Finance • Sports Marketing • Human Resource Management
2	1330-1630	Research Area (written)
3	To be scheduled (approximately 30 to 60 minutes per student)	Oral Examination

Nature of the Examination - The questions in the Comprehensive Examination are individualized to fit the student's academic program and professional interests and experiences.

Written Examinations - The student is to answer three of four questions during each three-hour session of the comprehensive examination. The questions are to be composed by doctoral faculty who have taught the courses in the program of study completed by the student. These questions are to be based upon the course textbooks, class materials and a general knowledge of the field of study in sports management.

Oral Examination - The oral portion of the comprehensive examination proves an opportunity for the student to:

i. Expand upon the questions asked on the written examination;
ii. Explore different areas of sports management that were not included on the written examination;
iii. Clarify an area of the written examination that was deemed weak by the student's committee. If the student's doctoral committee is satisfied with the student's knowledge in a weak area(s), the committee can make an appropriate adjustment of the score on the written examination; and
iv. Comment on the doctoral program.

Grading - Written examination questions will be graded by the doctoral faculty member who prepared the questions. The weightings of the components of the Comprehensive Examination are as follows:

Written Examination	
General Area Management Questions (six hours)	20%
Sports Management (three hours) or Sports Management with an Emphasis in Sports Medicine	20%
Area of Specialization (three hours) Sports Finance Sports Marketing Human Resource Management in Sport	20%
Research Area (three hours)	
Oral Examination	20%

The passing grade for the overall comprehensive examination is an average score of 75% (individual written questions and the oral score are based on a 0-10 scale). In order to qualify for the oral examination, a student must average 70% on the entire written examination. To pass the overall comprehensive examination, a student must score 70% or above in each of the areas of the written examination and the oral examination. Any area with a score of 69% or lower is considered a "weak" area and must be retaken (see 3b above).

Retake - A student may retake the written and/or oral portion of the comprehensive examination once. After two failures, the student must petition the Academic Committee in writing to request a possible retake.

In a retake of a failed comprehensive examination, each of the areas in which the student scored under 75% will be examined.

7.22. Exit Interviews

Exit interviews are conducted with each student by the Doctoral Examining Committee during the administration of the oral comprehensive examination at the doctoral degree level. The purpose of the exit interview is to ascertain the effect of academic programs on students, to identify student perceptions, and to receive recommendations for program improvements. The Financial Aid exit interview is conducted when all degree requirements are complete. This exit interview is to fulfill Title IV federal mandates and communicate repayment responsibilities to each student who has had federal financial aid during all or part of the degree program.

7.23. Facilities

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

Computer Laboratory: The Academy maintains a computer laboratory for students in the library. Hardware includes IBM-compatible computers with software for word processing. More advanced software applications are available on a reservation basis. The laboratory is open during regular library hours. Students can access the Internet and other computer networks. Details concerning the capabilities and availability of the lab are available by contacting the Librarian. Students are required to sign a Network Policy Form agreeing to abide by Institutional requirements.

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

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

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

The library is a member of OCLC (Online Computer Library Center), SOLINET (Southeastern Library Network, the regional arm of OCLC) and NAAL (Network of Alabama Academic Libraries). By virtue of these memberships, the library is able to access the holdings of most libraries. OCLC's holdings are well over 70 million, and more than 9,000 institutions from all over the world are members.

NAAL was founded to promote resource sharing among Alabama academic libraries. There is no charge for loans from member libraries of NAAL.

*The library's online databases index over 270,000 unique journals.

7.24. Recreational Facilities and Activities

Intramurals: For student recreation, the Academy offers facilities for outdoor tennis, basketball, team handball, volleyball and beach volleyball. The Academy Club fitness center offers billiards, weight training and aerobics. The Eagle's Nest functions as a student lounge area. Intramural activities are scheduled to meet student interests. Historically, the most popular activities have been tournaments in basketball, volleyball, tennis, table tennis, golf and racquetball. For more information, contact the Office of Student Services.

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

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

7.25. Food and Drink

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

7.26. Full-Time Student

A full-time doctoral student is one who is normally registered for six semester-hours in a given semester. With special permission from the Chief Academic Officer, students may register for an overload not to exceed 12 semester-hours in the fall or spring semester or up to 12 semester-hours in the six-week summer term. When calculating student hours of graduate credit, resident courses, mentorship and distance learning will be included in the calculation of the total hours in the semester in which the student initially registers for the course. Semesters begin with Orientation and end the Friday before the next semester's Orientation. See the *Academic Calendar* for more information..

7.27. Online-Grading Policies and Procedures

A distance-learning student has a period of 16 weeks (15 weeks plus one week up front to receive materials) to complete a course. The official start date for the 16 week period starts when the books are sent from the Academy. Students who do not complete a course in 16 weeks may request a 30-day extension for which they will pay $50. Students who do not finish at the end of the first extension may request one additional 30-day extension, for which they will pay another $50. In addition, students may purchase a full 60-day extension at one time for $100. At the completion of the 60-day extension period, the student will be awarded a grade based on the work completed up until the end of the extension period.

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

7.28. Grading System

The Academy uses the following four-point grading scale:

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

A cumulative grade point average of 3.0 on 60 to 84 semester-hours of work is required for graduation. In computing the required 3.0 averages 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 a letter grade is assigned. Grades earned at other institutions and transferred to the Academy cannot be used in the determination of the grade point average either for candidacy or conferment of the degree. The following symbols are substitutes for grades:

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

IP = In Progress; Assigned to Dissertation and mentorship courses until these courses are completed.

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

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

7.28.1. Grading Rubrics

The Academy has incorporated a Rubric for grading all papers and assignments on and off-campus. The Rubric is designed to take some of the subjectivity out of the grading process. The two rubrics have been inserted in the Course Management System for student viewing.

7.29. Grade-Appeal Procedures

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

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

7.30. Doctoral Degree Teaching Assistantships

Doctoral Teaching Assistantships are available for doctoral students with appropriate experiences and credentials. There is no deadline for application, as graduate assistants are selected on a rolling admissions basis. For more information, contact the Chief Academic Officer.

7.31. Graduation Requirements

To be eligible to graduate a student must:

1. Submit all required admissions material;
2. Have a cumulative 3.0 or better grade point average;
3. Successfully complete all academic requirements;
4. Successfully complete a written and oral examination that indicates comprehensive knowledge of the major, general and research area core requirements and supporting academic areas;
5. Pay all fees, including the graduation fee;
6. Complete the *Application for Graduation* form; and
7. Complete the exit interviews.

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

7.31.1. Academic Honors and Awards Upon Graduation

The United States Sports Academy provides academic honors and awards to recognize and promote notable student achievement. These include Graduation 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 60-semester hours beyond the master's degree at the doctoral level.

Graduation Honors for Degrees

Superior academic achievements by graduating students shall be recognized by the following designations on transcripts:

Graduation with Honors: 3.8-3.99 GPA

Graduation with Highest Honors: 4.0 GPA

Semester Academic Honors

The United States Sports 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 and completion of a minimum course load of 12 semester credit hours. A student must be in full academic standing.

President's List

The President's List shall be compiled on the second Friday following the start of each semester. Requirements for the President's list shall be; a semester grade point average of 4.0 and completion of a minimum semester course load of 12 semester hours. A student must be in full academic standing.

7.32. Health Services

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

7.33. Holds

Two types of holds may be placed on student records under certain circumstances:

7.33.1. Academic Holds

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

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.

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.

7.33.2. Administrative or Business Holds

The Chief Operating Officer, Chief Academic Officer, the Registrar or a Senior Administrator may place a business hold on a student's file. 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.

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.

7.34. Inactive Status

A resident student who does not register for graduate-credit in a given semester will be assessed a continuance fee of $50 per semester. Distance-learning students are liable for a continuance fee of $50 if they are not registered for a course for three consecutive months. If a resident student fails to enroll for two or more consecutive semesters or an online student has not been enrolled for six months and has not paid a continuance fee, the student will be placed on inactive status. Inactive students will be required to pay a $200 re-admittance fee to re-enroll in a program.

A student who has completed all course work or is preparing for the Comprehensive Examination **must pay the continuance fee** for each semester until the degree is granted or the Statute of Limitations expires. All appropriate fees will apply to re-admittance.

7.35. Insurance

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

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

7.36. Lost and Found

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

7.37. Mentorship Grading

The mentorship experience will be graded from A+ to F based upon the mentor's final evaluation (85%), the student's final written report (10%) and the oral interview with the student's mentorship advisor (5%).

7.38. Microsoft Campus Agreement

The Academy into a Microsoft Campus Agreement (MSCA) in the fall 2005 semester. The Microsoft Campus Agreement is an annual licensing program that provides Academy students, faculty and staff access to the following Microsoft products for use on Academy computers and on personally owned computers:

- Microsoft Office 2004 Professional Edition (PC and Mac)
- Windows XP Professional (upgrade -- user must already have a valid Windows license).

The Academy has entered into this agreement to provide students with common software programs for the preparation of written assignments and communications. It is anticipated that implementation of the MSCA will eliminate problems encountered with student submissions that could not be accessed by faculty due to software compatibility problems. For that reason, all written work must utilize the Office 2004 software.

Terms of Use
Under terms of the MSCA, the Academy is allowed to extend to its students, faculty and staff the right to use the software on a personally-owned computer in the course of Academy studies and work. Ownership of the software licenses or media is not transferred to the Academy, students, faculty or staff. The MSCA provides a license to use the software during the term of the agreement.

Eligibility
Students must be registered in a degree program (bachelor's, master's or doctoral) and maintain continuous "student" status in accordance with Academy Policy until they graduate.

Procedure
Before receiving the software, students must complete and submit a Student Users Acceptance Form. New students will be automatically enrolled in the MSCA, but they must complete and submit the Student Users Acceptance Form.

Termination of Participation in the MSCA

Student Graduation: If a student graduates during the Campus Agreement term, the Software license will convert to a perpetual license, at no cost to the student, as verified in the Student License Confirmation, which must be obtained from the Academy at that time. The Student License Confirmation is proof of software license ownership.

Loss of Student Status: Students who are dismissed, withdraw or otherwise lose student status must comply with the terms of the Student Users Acceptance Form which requires immediate cessation of use of the software.

7.39. 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 Logistics.

7.40. Residential and Distance-Learning Faculty

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

7.41. Online Course Grading

The weighting system for all distance learning course elements at the doctoral level is as follows:

- Final Exam 35%
- Class Paper 35%
- Discussion Participation 10%
- Assignments 20%
- *Open Book Quizzes 0%

*Note: Students must make an 80% average on the quizzes to be eligible to take the final exam. Students must retake the quizzes until 80% is achieved.

7.42. Online-Student Security

All students are responsible for security with respect to their log-ons, passwords and any activities utilizing the various Academy computer resources. Students inappropriately sharing or distributing passwords or log-ons to unauthorized individuals will be subject to disciplinary action up to and including expulsion from the program.

7.43. Paper Policy

Students studying online must submit their course papers electronically through the course shell unless otherwise directed by the instructor.

7.44. Plagiarism and Non-Original Work Warning

Plagiarism is representing another's work as one's own. All writing submitted for credit (class papers and projects) is to be the original work of the student who submits it. Work previously submitted or simultaneously submitted for credit elsewhere is unacceptable. Plagiarism and non-original work are particularly intolerable offenses in the academic world, and they are strictly forbidden at the Academy. Students must always be very careful to acknowledge by reference any use of another's writing or ideas included in their work.

Acknowledgment of material that is not one's own original work must be shown by proper citation and referencing as depicted in the *American Psychological Association (APA) Manual (5th ed.)*or the *Concise Rules of APA Style.* Any student who plagiarizes is subject to disciplinary action ranging from course failure to dismissal from the Academy (see the *Student Conduct* section of this catalog).

7.45. Program of Study (POS)

Before admission into a program, each student should prepare a program of study. The program of study must meet all the requirements for the program. It must be reviewed and signed by the Chief Academic Officer or a faculty member. A copy of the approved program of instruction must be filed in the Office of Student Services.

7.46. Re-admittance

Students must petition the Academic Committee and pay the $200 re-admittance fee in order to enroll for classes after an absence of two semesters in which continuance fees were not paid for each semester.

Extension of course work from one semester to the next without registration does not constitute enrollment in the current semester.

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

7.47. Refund Policy

Refund of tuition, general fees and technology fees for a student withdrawing from the Academy or a student who is dismissed or suspended is made in accordance with the Refund Policy. All application fees, enrollment fees, shipping and special fees are **non-refundable**. It should be noted that this schedule is based on the requirements of the U.S. Department of Education in accordance with policies governing Title IV funds. The administrative fee charge is the lesser of 5% or $100 of the total paid.

Regular Semester

Prior to first day of class 100%
On the first day of class .....100% less administrative fee
Through the first eight days of class .....90% less administrative fee
Through the first 19 days of class .....50% less administrative fee
Through the first 38 days of class .....25% less administrative fee
After the first 38 days of class ..... no refund

Six-Week Session

Prior to first day of class 100%
On the first day of class .....100% less administrative fee
Through the first three days of class .....90% less administrative fee
Through the first eight days of class .....50% less administrative fee
Through the first 15 days of class .....25% less administrative fee
After the first 15 days of class ..... no refund

Three-Week Session (mini-session)

Prior to first day of class 100%
On the first day of class .....100% less administrative fee
Through the first two days of class .....50% less administrative fee
After the first three days of class ..... no refund

Distance Learning

Prior to the shipment of course materials 100%
On the day of shipment .....100% less administrative fee
Through the first eight days after shipment .....90% less administrative fee
Through the first 19 days after shipment .....50% less administrative fee
Through the first 38 days after shipment .....25% less administrative fee
After 38 days from the date of shipment .....no refund

Mentorship or Thesis (only for students enrolled in nine credit-hours of mentorship or thesis)

Through the first five days after registration .....100% less administrative fee
Through the first 25 days after registration .....95% less administrative fee
Through the first 60 days after registration .....50% less administrative fee

Through the first 125 days after registration .....25% less administrative fee
After 126 days after registration ..... no refund

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

7.48. Repeat Policy

A student may normally repeat a course one time and only for a course in which a grade of "C," "F" or "W" was received. To repeat a course, a student must enroll and pay the tuition and fees for the course.

When a course is repeated, the original grade will remain posted on the student's permanent record but the grade will not be used in computing the cumulative grade point average. The repeat grade will also be posted to the permanent record and will be used to compute the grade point average regardless of whether it is higher or lower than the original grade.

A course may be repeated only on a letter grade basis and may not be repeated if a grade of "B" or higher was previously earned. A student must petition to repeat a course more than once.

7.49. Special Student Services

Students with Disabilities: The Academy follows the applicable provisions of 29 USC 794 and 20 USC 1401 with respect to disabled students. For more information, visit http://www.usdoj.gov/crt/ada/.

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

7.50. Statute of Limitations for Degree Completion

All requirements must be completed within seven 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 end of the original Statute of Limitations date.

7.51. Mobilization and Call to Active Duty of Reservists and National Guard Members and the Deployment of Active-Duty Military Personnel

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

2. Withdrawing from the course of study without penalties.

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

7.52. Student Access

Building Security Cards

Each residential student is issued a Building Security Card for ingress into and egress from the facility. Students must pay a $20.00 refundable deposit fee at the time of issuance. At the conclusion of a given semester, students must turn in the Building Security Card to the Office of Logistics within three business days following the last day of classes. If a student fails to turn in the Building Security Card within the allotted time, the student will forfeit the $20.00 deposit. Refunds will be issued within 7-10 business days following the semester. If the Building Security Card is lost or stolen, the student will be required to pay an additional $20.00 deposit for the replacement card.

Student Access Doors

Magnetic locks are installed on the following:
1. Atrium glass door
2. East Student Entrance door
3. Student Services door

7.53. 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. Such actions may result in discipline ranging from probation to expulsion.

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

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

1. The Chief Academic Officer will notify the student in writing of the specific infraction. The notification will include the nature of the infraction and the policy or rule violated. The notice will state the date, time and place of a hearing on the charges and the option for the student to

waive the right of a hearing and have an informal conference with the Chief Academic Officer or designee for disposition of the matter.

2. The student may waive, in writing, the right to a hearing and may have an informal conference with the Chief Academic Officer for disposition of the matter. Once waived, the outcome of the informal conference will be binding on all parties concerned.
3. Normally, seven to 10 days will be given for the student to prepare for the hearing, depending on the seriousness of the offense. When necessary, the student may attend the hearing by electronic means where he or she can speak and be heard. In all cases, all validated documentation to be considered by the committee must be available at the Academy at least two working days prior to the hearing.
4. The hearing will be held before the platform subcommittee of the Academics Committee. Although the hearing is not intended to be an adversarial forum, the student may have an attorney present who may advise the student but not directly address the hearing panel. The principles of privilege against self-incrimination do not apply. Testimony given by a student in a school disciplinary hearing can later be used in legal proceedings.

   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.
5. 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.
6. The Chief Academic Officer will notify the student of the final disposition of the matter within five working days of rendering a final decision.

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

7.54. Student Mail

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

7.55. Student Organizations

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

The Alumni Association is open to any student who has registered for one or more courses at the Academy. Alumni will receive a 10% discount on bookstore purchases. Alumni will also receive an annual subscription to *The Academy* and the *Sport Supplement* publications, an Academy lapel pin and access to career and job listings on the Academy website.

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

The Student Ambassador Club represents the institution as hosts/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.

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

American Alliance for Health, Physical Education, Recreation and Dance
1900 Association Drive
Reston, VA 22091

American College of Sports Medicine
401 West Michigan Street
Indianapolis, IN 46202-43222

American Physical Therapy Association Sports Medicine Section
1156 15th Street, NW
Washington, DC 20005

Association for Fitness in Business
400 Sixth Street, SW
Room 3030
Washington, DC 20201

International Council For Health, Physical Education, Recreation, Sport and Dance
1900 Association Drive
Reston, VA 22091

National Association of Collegiate Directors of Athletics
P.O. Box 16428
Cleveland, OH 44116

National Association for Sport and Physical Education
1900 Association Drive
Reston, VA 22091

National Federation of Interscholastic Coaches Association
11724 Plaza Circle
Kansas City, MO 64195

National High School Athletic Coaches Association
P.O. Box 1808
Ocala, FL 32678

National Recreation and Park Association
2775 South Quincy Street, Suite 300
Arlington, VA 22206-2204

North American Society for Sports Management
106 Main Street, Suite 344
Houlton, ME 04730-9001

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

7.56. 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 Petitions Subcommittee of the Academic Committee. The subcommittee shall investigate the petition to ascertain all the facts in the matter and make a recommendation to the Chief Academic Officer within 15 days of receipt of the petition by the subcommittee.
3. The Chief Academic Officer shall have the final right of accepting or rejecting the subcommittee's recommendation. The student shall then be informed in writing of the final decision made by the Chief Academic Officer within five business days of receipt of the recommendation from the subcommittee.
4. Students have the right to appeal the decision to the Academy President. Appeals should be reduced to writing and sent to the President's Office within 15 days of the date of the communication sent by the Chief Academic Officer to the student. Decisions rendered by the President shall be final.

7.57. 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 (height, weight of athlete), date and place of birth.

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

7.57.1. Records and Disclosure

1. Students have the right to review their academic records and challenge any information believed to be inaccurate or misleading. The institution requires that a staff member be present during a student's review.
2. Students have the right to acquire transcripts of their own academic records from the Academy. Such transcripts will be labeled "Issued to Student." The issuance of transcripts is subject to the applicable fee policy in this regard.
3. The Academy will not provide transcripts of academic records for reasons such as nonpayment of financial obligations; however, students cannot be denied the right to inspect and review their own records.
4. The Academy requires students to submit a signed request for transcripts of academic records. Other requests, such as proof of full-time enrollment, must be in writing and must be submitted to the Registrar's Office.
5. The Academy does not provide students with copies of original or source documents available elsewhere, such as transcripts from another institution or GRE, MAT, GMAT or TOEFL test scores.
6. A student identification number will be assigned to each student for tracking purposes.

7.57.2. Release of Grades

Students can view their grades online, which makes them available much sooner. Grades will no longer be mailed to the students and will not be given over the telephone. To view their grades, students should contact the Registrar via their Academy e-mail account to request the portal login and password. The Registrar will mail the information to the home address on file. Students can then access the Student Service portion of the website and select "Student Records & Information. From there, students select "Student" to login and must type in their student IDs and the new password assigned by the Registrar. Students who experience difficulty with this procedure should contact the Help Desk or call Student Services at 251-626-3303.

7.58. Textbook Policy

Since the majority of students take some or all of their courses by distance learning and the Academy wants to ensure similar learning for all students, each course has a specific text around which the contents of the course are developed. Since the books are standardized for each course, the Academy requires that students purchase their texts for each course from the Academy's Sports Bookstore. This insures that students will receive the correct texts for the course materials which, in turn, maximizes student learning.

7.59. Transcripts

All transcript requests must be in writing and must include a student's identification and signature. All requests must be directed to the Registrar's Office. No transcript will be furnished to a student who has an outstanding balance due the Academy as evidenced by an administrative hold placed on the student's file. It is against Academy policy to fax academic transcripts. Transcripts will only be released and delivered in hard copy. There is a $10 charge for each transcript issued after the first one, which is provided free of charge (see Addendum K).

Students who graduate with a 3.80 to 3.99 cumulative grade point average will have "graduated with honors" printed on their transcripts. Students who graduate with a 4.00 cumulative grade point average will have "graduated with highest honors" printed on their transcripts. The student who has been selected as Student of the Year will have this honor designated on the transcript.

7.60. Virus Policy

The CMS has been equipped with a virus scanning program. If a student tries to submit an infected file to the CMS, the file will be refused by the system. The student, as well as the professor, will be notified. The Academy recommends that students visit a site such as "Housecall" at http://housecall.antivirus.com to scan and clean file(s) before trying to resubmit.

The Network Administrator records all attempts to upload infected files. A repeated offense may result in a $200.00 fine and or academic sanctions to be determined by the faculty.

7.61. Weapons Policy

The Academy prohibits the possession or use of firearms or weapons of any type on the Academy premises. The definition of weapons shall include all types of firearms (regardless of size), knives (other than small pocket knives with a blade length of three inches or less), mace and pyrotechnic devices (e.g. fireworks).

Infractions will be considered and evaluated on a case-by-case basis as a student disciplinary matter (see the Student Conduct section). The Academy reserves the right to deny admission or continued attendance to a student whose actions are contrary to the policies and procedures of the Academy. Punishment for a weapons infraction may include suspension for a semester or immediate expulsion.

7.62. Withdrawing from the Academy

Students who withdraw from the Academy while a semester is in progress must complete a withdrawal form, which is available from the Office of Student Services. Students must obtain the signature of the course instructor for each enrolled course and an advisor's signature and return the form to the Registrar's Office. An exit interview will be conducted by the Director of Financial Aid as part of the withdrawal process. Withdrawal becomes effective the day the form is received by the Registrar's Office. Refunds, if applicable, may not be authorized without completion of the exit interview and the withdrawal form.

7.63. Coordinator of Student Services

Coordinators of Student Services (CSS) personnel are responsible for providing support to students off-campus. CSS people may provide all on-campus services presently offered on-campus by the Student Services Department to off-campus distance learning students. Students who have enrolled with the assistance of a CSS should contact that person as a first recourse for a problem resolution. If the problem or question is not resolved, students may then contact the Department of Student Services.

8. Academy Faculty

Albert G. Applin
B.A. Marietta College
M.S, Pennsylvania State University
Ph.D. The University of MA – Amhurst

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

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

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

Dexter Davis*
B.A. Houghton College
M.S. Canesius 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 Polytec Institute
M.A. West Virginia University
D.S.M. United States Sports Academy

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

Sally Ford
B.A. McKendree College
M.S. Eastern Illinois University
Ph.D. Southern Illinois University

Kelly Flanagan*
B.A. University of Central Oklahoma
M.S.S. United States Sports Academy
D.S.M. United States Sports Academy

Douglas J. Goar*
B.S. South Dakota State University
M.S. Mankato State University
Ph.D., The University of Iowa

Mickey Kerr*
B.A. University of Mary Hardin-Baylor
M.A. West Texas State University
DSM United States Sports Academy

Cliff McPeak
B.S. Miami University
M.Ed. Miami University
Ph.D. The Ohio State University

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

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

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

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

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

Cynthia Ryder
B.S. Wheaton College
M.S. University of North Carolina
Ed.D. University of Georgia

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

Gordon Strong*
B.S. U.S Air Force Academy
M.S. Webster University
Ed.D. United States Sports Academy

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

Rui Zeng
B.S. Chang Zhou Institute of Technology
M.S. NanJing Normal University
Ph.D. University of Central Florida

* Denotes Distance-Learning Faculty

9. ADDENDA

A. Student Rights and Responsibilities
B. Application for Admission
C. Writer's Guide for a Qualifying Essay
D. Program of Study, Doctor of Education
E. Program of Study, Ed.D. – Sports Medicine Emphasis
F. Approval Form – Thesis Dissertation Proposal
G. Approval Form –Dissertation Final Submission
H. Accelerated Bachelor's to Doctoral Degree Admission Form
(Includes Accelerated Doctoral Degree Program Admission Status)
I. Post-Graduate Degree Program - Recommendation Form
J. Request for Transcript Form
K. Post-Doctoral Degree Application Form
L. Assignment Rubrics

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Student Rights and Responsibilities

Honor Code for the United States Sports Academy

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

Notice to All Students

The Academy is an independent, equal opportunity, coeducational, not-for-profit institution of higher learning. It is open to all students and faculty and does not discriminate in admissions or employment on the basis of race, color, sex, age, religion, disability or national origin. Every effort has been made to include in the catalog information which, at the time of printing, most accurately and pertinently reflects the academic curriculum, policies and procedures of the Academy. However, the provisions of this catalog are subject to change by the Academy without prior notice and do not constitute a contract between any student and the Academy. As an independent institution, the Academy explicitly reserves the right to judge whether it is in the best interest of the institution that a student be allowed to continue affiliation 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 in their personal behavior and in their academic work. Disrespect for or violation of these standards is a serious offense. The penalty for violations against academic integrity could result in failure on a paper, or in a class, or could result in dismissal from the Academy. The process of notification is described in the *Student Conduct* section of this catalog.

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

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

1. If a student uses the exact written words of another person, places the words in quotation marks and cites the last name, year and page number where the quote may be found. A quote exceeding 40 words must be indented in a block without quotation marks.
2. If a student paraphrases other people's work, but restates the concept or information in the student's own words, not just rearranging the words in the sentence. In addition, if the student cites the author and year of publication and is very careful when taking notes to put quotes in exact wording or to put the paraphrased information in the notes.

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

The abuse of Library materials by writing in journals or books, tearing out pages or taking materials without properly checking them out is strictly forbidden.

Attendance Policy: Resident and Distance Learning

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

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

Drug and Alcohol Policy

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

Grade-Appeal Procedures

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

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

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

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

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

Online-Student Security

All students are responsible for security with respect to their log-ons, passwords and any activities utilizing Academy computer resources. Students inappropriately sharing or distributing passwords to unauthorized individuals will be subject to disciplinary action up to and including expulsion.

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. Such actions may result in discipline ranging from probation to expulsion.

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

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

1. The Chief Academic Officer will notify a student in writing of the specific infraction. The notification will include the nature of the infraction and the policy or rule violated. The notice will state the date, time and place of a hearing on the charges and the option for the student to waive the right of a hearing and have an informal conference with the Chief Academic Officer or designee for disposition of the matter.
2. The student may waive, in writing, the right to a hearing and may have an informal conference with the Chief Academic Officer for disposition of the matter. Once waived, the outcome of the informal conference will be binding on all parties concerned.
3. Normally, seven to 10 days will be given for the student to prepare for the hearing, depending on the seriousness of the offense. When necessary, the student may attend the hearing by electronic means by which people can speak and be heard. In all cases, all validated documentation to be considered by the committee must be available at the Academy at least two working days prior to the hearing.
4. The hearing will be held before the platform subcommittee of the Academic Committee. Although the hearing is not intended to be an adversarial forum, the student may have an attorney present who may advise the student but not directly address the hearing panel. The principles of privilege against self-incrimination do not apply. Testimony given by a student in a school disciplinary hearing can later be used in legal proceedings.

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

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

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

Student Petitions

Students seeking redress for an issue not related to grade appeals but concerning conduct that may arise at or with the institution, its employees, or fellow students, should first attempt to do so on an informal basis. When students feel that 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 Petitions Subcommittee of the Academic Committee. The subcommittee shall investigate the petition to ascertain all the facts in the matter and make a recommendation to the Chief Academic Officer within 15 days of receipt of the petition by the subcommittee.
3. The Chief Academic Officer shall have the final right of accepting or rejecting the subcommittee's recommendation. The student shall then be informed in writing of the final decision made by the Chief Academic Officer within five business days of receipt of the recommendation from the subcommittee.
4. Students have the right to appeal the decision to the Academy President. Appeals should be reduced to writing and sent to the President's Office within 15 days of the date of the communication sent by the Chief Academic Officer to the student. Decisions rendered by the President shall be final such appeals, decisions rendered by the President shall be final.

Student Rights

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

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

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

Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athlete), date and place of birth.

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

Student Rights for Records and Disclosure

1. Students have the right to review their academic records and challenge any information believed to be inaccurate or misleading. The Academy requires that a staff member be present during a student's review.
2. Students have the right to acquire transcripts of their own academic records from the Academy. Such transcripts will be labeled *"*Issued to Student.*"* The issuance of transcripts is subject to the applicable fee policy in this regard.
3. The Academy will not provide transcripts of academic records for reasons such as nonpayment of financial obligations; however, students cannot be denied the right to inspect and review their own records.
4. The Academy requires students to submit a signed request for transcripts of academic records. Other requests, such as proof of full-time enrollment, must be in writing and must be submitted to the Registrar's Office.
5. The Academy does not provide students with copies of original or source documents available elsewhere, such as transcripts from another institution or GRE, MAT, GMAT or TOEFL test scores.
6. A student identification number will be assigned to each student for tracking purposes.

Student Rights for Release of Grades

Students can view their grades online, which makes them available much sooner. Grades will no longer be mailed to the students and will not be given over the telephone. To view their grades, students should contact the Registrar via their Academy e-mail account to request the portal login and password. The Registrar will mail the information to the home address on file. Students can then access the Student Service portion of the website and select *"*Student Records & Information. From there, students select "Student" to login and must type in their student IDs and the new password assigned by the Registrar. Students who experience difficulty with this procedure should contact the Help Desk or call Student Services at 251-626-3303.

Weapons Policy

The Academy prohibits the possession or use of firearms or weapons of any type on the Academy premises. The definition of weapons shall include all types of firearms (regardless of size), knives (other than small pocket knives with a blade length of 3 inches or less), mace and pyrotechnic devices (e.g. fireworks).

Infractions will be considered and evaluated on a case-by-case basis as a student disciplinary matter (see the Student Conduct section). The Academy reserves the right to deny admission or continued attendance to a student whose actions are contrary to the policies and procedures of the Academy. Punishment for a weapons infraction may include suspension for a semester or an immediate expulsion of the student.

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

The Student Rights and Responsibilities policy is posted on the Academy website at http://www.ussa.edu/services/students-rights.asp.

APPLICATION FOR ADMISSION
UNITED STATES SPORTS ACADEMY
"America's Sports University"
Doctor of Education Degree Program

PROCEDURES TO APPLY FOR THE DOCTOR OF EDUCATION DEGREE

- A completed application form
- A $100 non-refundable U.S. application fee
- A $155 non-refundable International application fee
- An official GRE (Graduate Record Exam), MAT (Miller Analogies Test) or GMAT (Graduate Management Aptitude Test) score
- Three (3) letters of recommendation
- An official college transcripts
- A qualifying essay
- A résumé or vitae
- Proof of health insurance (Resident Study only)

INTERNATIONAL APPLICANTS

NOTE In addition to the applicable domestic requirements, you need the following:

- Official results of the paper based Test of English as a Foreign Language (TOEFL) verifying a minimum score of 213 (computer-based) or 79 (Internet-based) for full-standing admission or a score of 173 for conditional admission
- An official report from an Approved Educational Credential Evaluator
- A statement of available funds (Resident Study only)

PERSONAL DATA: *(please print or type)*

Full Name _____ Social Security Number _____
First Middle Last

Current Address _____
Street/Number City State/Country Zip or Postal Code

Telephone (Home) _____ Telephone (Work) _____

Email Address (REQUIRED) _____

Permanent Address _____
Street/Number City State/Country Zip or Postal Code

Citizenship (CHECK ONE) ☐ United States Citizen
☐ International - Permanent Resident
☐ International - Non-U.S. Resident

Country of Citizenship (Print) _____

Who influenced you to apply to the United States Sports Academy? _____

Have you previously applied to the Academy? ☐ No ☐ Yes Date(s) _____

Have you previously been enrolled at the Academy? ☐ No ☐ Yes Date(s) _____

Do you plan on applying for financial aid? ☐ No ☐ Yes Not Applicable to International Applicants

Have you taken the GRE, MAT or GMAT test? ☐ No ☐ Yes Date(s) _____

If not, which do you plan on taking? ☐ GRE ☐ MAT ☐ GMAT Date(s) _____

PROGRAM OF STUDY: *Please indicate your program of study preferences below.*
This is for informational purposes only and does not constitute a commitment on your part.

What is your plan of study? ☐ Distance-learning ☐ Resident Study ☐ Both

What is your intended program of study? ☐ Degree ☐ Non-Degree

What is your intended discipline? ☐ Doctor of Education (Ed.D)
☐ Ed.D. with an Emphasis in Sports Medicine

During which semester do you plan to begin your studies? ☐ Fall (Sept.) ☐ Spring (Jan.) ☐ Summer (June)

PREVIOUS EDUCATION: List both undergraduate and graduate studies. List your most current degree first.

Institution	*Location*	*Degree*	*Major*	*Dates Attended*	*Approximate GPA*

EMPLOYMENT EXPERIENCE: List your most current job first.

HONORS (Academic): Briefly describe honors, scholastic recognition, publications or any other activities you feel are significant to your undergraduate study. List your most current honors first.

HONORS (Sport) Briefly describe accomplishments, including sport affiliations and/or associations and including position/offices. List your most current honors first.

QUALIFYING ESSAY: After completing your application form, download a *Writer's Guide for the Qualifying Essay*, located under Student Services/Admissions Requirements at www.ussa.edu. This guide is also included in the *Doctoral Catalog.* It will provide you with specific instructions on how to complete the qualifying essay, which constitutes an important part of the admissions application process. Attach your résumé or vita.

OPTIONAL INFORMATION: (To be used for statistical purposes only)

Ethnic Origin
- ☐ White, Non-Hispanic
- ☐ Black, Non-Hispanic
- ☐ Asian
- ☐ Hispanic
- ☐ Native-American
- ☐ Bi-racial
- ☐ Other

U.S. Military Veteran ☐ Yes ☐ No

Marital Status ☐ Single ☐ Married

Gender ☐ Male ☐ Female

Date of Birth _____ Month / Day / Year

I certify that the information herein contained is true and complete. I understand that all forms, transcripts and other admission documents will become the property of the United States Sports Academy and will not be returned.

Signature: _____ Date: _____

Office of Admissions, United States Sports Academy • One Academy Drive, Daphne, Alabama 36526
E-mail: admissions@ussa.edu • www.ussa.edu
Telephone: (251) 626-3303 • Fax: (251) 625-1035

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

UNITED STATES SPORTS ACADEMY

Writer's Guide for the Qualifying Essay

Doctor of Education

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

[sample title page]
QUALIFYING ESSAY

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

by

NAME

Daphne, Alabama

Date

Introduction

This guide is designed to assist applicants for the United States Sports Academy's Doctor of Education or Doctor of Education with an Emphasis in Sports Medicine degree program in fulfilling a critical entrance requirement for study in the program.
Each applicant must prepare a qualifying essay that presents, in narrative form:
1) An autobiography of the applicant;
2) The applicant's career plans and goals; and
3) The applicant's reasons for pursuing the Doctor of Education degree at the Academy.

Performance on this essay will be a major factor in determining whether the applicant will be admitted to the program. In its evaluation, the Doctoral Studies Committee will examine:
1) The applicant's ability to express concepts and communicate meaning through the written word. Proficiency in writing and the use of the English language is essential for success in doctoral study, and the applicant's competency in grammar, vocabulary, usage and spelling will be of prime consideration in the admissions process;
2) The applicant's maturity, creativity, judgment and motivation as reflected in the content of the essay. All of these factors are important in determining the applicant's potential for success in the doctoral program; and
3) The applicant's ability to articulate personal and professional goals and to identify intellectual strengths, as well as areas which need improvement.

This guide contains suggestions as to appropriate types of content for the essay. It will also serve as a guide to issues of format and style.

Format

The essay must adhere to the following format:
1) Title page;
2) Table of Contents (This includes a list of all material which to follow the Table of Contents. Chapter titles and subheadings should appear exactly as they will appear in the paper); and
3) Narratives:
   a) Autobiography;
   b) Career plans; and
   c) Reasons for enrolling at the Academy.

The essay must be typewritten or prepared on a word-processor with a letter-quality printer. It must be double-spaced. As stated previously, proper use of the English language is essential. An applicant's proficiency in grammar, punctuation, spelling and usage will be a major consideration in the evaluation of the paper.

In all matters of style and format not addressed in this guide, the Academy has adopted *The Publication Manual of the American Psychological Association* (APA) 5th edition as the accepted style guide in the preparation of academic papers at the Academy.

Components of the Qualifying Essay

1. Autobiography

The autobiography is a narrative description indicating the nature and quality of an applicant's previous formal and informal learning experiences. The narrative will reflect, as concisely as possible, all scholarly activities in class work or research.

The autobiography may be organized chronologically or categorically by fields of study or experience. To achieve some consistency in style and format, the past tense will be used throughout to describe the applicant's experiences. A descriptive title or heading will be used for each separate activity.

The applicant will elaborate on specific areas of learning or acquisition of skills at each stage of the academic career, by describing the way in which each was accomplished.

Throughout this section, the breadth and depth of the applicant's learning history must be evident through a clear indication of what the applicant considers primary areas of proficiency or specialization. In this section, the applicant will also explain how these learning experiences have served as preparation for doctoral study.

2. **Career Plans**

This section will provide a comprehensive and detailed description of the applicant's plans for achieving the doctoral degree and the applicant's career plans after receiving the degree.

The applicant's individualized plan for earning the doctorate must be presented in a manner that reflects excellence in scholarship, proficiency in the chosen field of study and an original contribution to knowledge, balancing theory and practice.

The applicant is encouraged to incorporate experiential and other innovative learning strategies into this plan by using the Academy's required and elective courses, supervised readings, mentorship program, library resources and original research.

One of the goals of graduate study is to teach the student to integrate material from a variety of sources in a variety of areas into a comprehensive body of knowledge. This section presents the applicant with the opportunity to display the potential to achieve this goal.

The applicant will present a complete statement of the desired area of study, its significance both personally and professionally and its implications to society in general. This section of the essay should also specify and define the applicant's interests.

In addition, the narrative should address the applicant's plans for a mentorship, including, if known, location, duration and activities. The applicant should explain the relationship between the mentorship and the rest of the program objectives with respect to overall program goals.

This section should also be tied to the first section of the qualifying essay with a description of how the mentorship will incorporate significant and new theoretical or practical learning experiences for the applicant.

Finally, this part of the essay will indicate how the completion of the doctorate will fit into the career plans of the applicant and how it will help in the achievement of personal and professional goals.

3. **Reasons for Attending the Academy**

"Why do you wish to enroll in the Doctor of Education or Doctor of Education with an Emphasis in Sports Medicine degree program at the Academy?"

In answering this question, the applicant will address issues including, but not limited to, the following:

1) Reasons for choosing the Academy's program over other doctoral programs;
2) How the doctoral program reflects and may affect the personal and professional interests, concerns, choices and goals of the applicant;
3) How the doctoral program will contribute to intellectual and personal growth and meet the applicant's learning needs; and
4) The applicant's views on the strengths and limitations of doctoral study.

DOCTOR OF EDUCATION
PROGRAM OF STUDY (60 hrs)

Name _____ Advisor _____
Address _____ Home Phone _____ Work Phone

General Sport Management Core	Credit Hours	Hours	Semester	Grade
SAB 768 Psychology of Human Behavior	3			
SAM 660 Financial Aspects of Sport	3			
SAM 730 Sport Leadership Principles	3			
SAM 634 Ethics in Sport	3			
SAM 786 Legal Aspects of Sport	3			
SPT 796 Mentorship	6			

Research Core	Credit Hours	Hours	Semester	Grade
SAB 700 Current Literature in Sport	3			
SAR 674 Research Statistics in Sport	3			
SAR 776 Research II: Advanced Methods	3			
SPT 799 Dissertation	6			
Doctoral Comprehensive Exam	0			

AREAS OF SPECIALIZATION - SELECT ONE AREA. Hours indicated are semester hours.

☐ **Leadership in Sports** (Select two of the following courses.)
SAM 735 Strategic Planning for Sports Organizations (3)
SAM 622 Structure and Function of Amateur & Pro. Sport (3)
SAM 682 Facilities Planning in Sports (3)

☐ **Sports Marketing** (Select both.)
SAM 644 Sports Marketing Research (3)
SAM 662 Sports Entrepreneurship (3)

☐ **Human Resources Management in Sports** (Select both.)
SAM 640 Labor Relations in Sports (3)
SAM 672 Personnel Training and Development (3)

COGNATE TRANSFER-COURSES (6) Successfully complete (with a grade of B or above) two graduate-level foundation courses in the selected specialization. Courses should be approved by the Dean of Academic Affairs prior to registration and must be taken at a regionally-accredited college or university.

Cognate	Title	Hours	Semester	Grade
Course #1				
Course #2				

ELECTIVES: (12) These are courses not required in the general sport management and research cores or in the selected specialization. Students may also use courses in non-selected specializations as electives.
SAB 660 Sport in America: Current Issues (3)
SAM 790 Selected Topics in Sport (3)
SAR 790 Selected Readings in Sport (3)
SAR 672 Computer Analysis in Sports (3)
SAR 673 Information Systems Analysis in Sports (3)

Course	Title	Hours	Semester	Grade

Dissertation Title: _____

Students are required to have a signed Program of Study on file. Any deviation must be approved by an advisor.

_____ _____
Student Signature Date

_____ _____
Advisor Signature Date

DOCTOR OF EDUCATION - with an emphasis in Sports Medicine
PROGRAM OF STUDY (60 hrs)

Name _____ Advisor _____
Address _____ Home Phone _____ Work Phone

General Management Core	Credit Hours	Hours	Semester	Grade
SAB 768 Psychology of Human Behavior	3			
SAM 660 Financial Aspects of Sport	3			
SAM 730 Sport Leadership Principles	3			
SAM 634 Ethics in Sport	3			
SAM 786 Legal Aspects of Sport	3			
SAM 787 Legal Concepts in Sports Medicine	3			
SAM 788 Principles of Management in Sports Medicine	3			
SAM 789 Seminar in Sports Medicine Management Issues	3			
SPT 796 Mentorship	6			
Research Core	**Credit Hours**	**Hours**	**Semester**	**Grade**
SAB 700 Current Literature in Sport	3			
SAR 674 Research Statistics in Sport	3			
SAR 776 Research II: Advanced Methods	3			
SPT 799 Dissertation	6			
Doctoral Comprehensive Exam	0			

AREAS OF SPECIALIZATION - SELECT ONE AREA Hours indicated are semester hours

☐ **Leadership in Sports** (Select two of the following courses.)
SAM 735 Strategic Planning for Sports Organizations (3)
SAM 622 Structure and Function of Amateur & Pro. Sport (3)
SAM 682 Facilities Planning in Sports (3)

☐ **Sports Marketing** (Select both.)
SAM 644 Sports Marketing Research (3)
SAM 662 Sports Entrepreneurship (3)

☐ **Human Resources Management in Sports** (Select both.)
SAM 640 Labor Relations in Sports (3)
SAM 672 Personnel Training and Development (3)

COGNATE TRANSFER COURSES (6) Successfully complete (with a grade of B or above) two graduate-level foundation courses in the selected specialization. Courses should be approved by the Dean of Academic Affairs prior to registration and must be taken at a regionally-accredited college or university.

Cognate	Title	Hours	Semester	Grade
Course #1				
Course #2				

ELECTIVES: (3) These are courses not required in the general sport management and research cores or in the selected specialization. Students may also use courses in non-selected specializations as electives.
SAB 660 Sports in America: Current Issues (3)
SAM 790 Selected Topics in Sports (3)
SAR 790 Selected Readings in Sports (3)
SAR 672 Computer Analysis in Sports (3)
SAR 673 Information Systems Analysis in Sports (3)

Course	Title	Hours	Semester	Grade

Dissertation Title: _____

Students are required to have a signed Program of Study on file. Any deviation must be approved by an advisor.

_____ _____
Student Signature Date

_____ _____
Advisor Signature Date

DOCTOR OF EDUCATION
with an emphasis in Olympism
PROGRAM OF STUDY (60 hrs)

Name _____ Advisor _____
Address _____ Phone _____
_____ Email _____

General Management Core	Credit Hours	Semester	Grade
SPT101 Student Orientation	0		
SAB 768 Psychology of Human Behavior	3		
SAM 660 Financial Aspects of Sport	3		
SAM 730 Sport Leadership Principles	3		
SAM 634 Ethics in Sport	3		
SAM 786 Legal Aspects of Sport	3		
SAB 622 Structure and Function of the Olympic Games	3		
SAB 661 Current Issues in the Olympic Movement	3		
SAB 667 Olympism	3		
SPT 798 Mentorship	6		
Research Core	**Credit Hours**	**Semester**	**Grade**
SAB 700 Current Literature in Sport	3		
SAR 674 Research Statistics in Sport	3		
SAR 776 Research II: Advanced Methods	3		
SPT 799 Dissertation	6		
Doctoral Comprehensive Exam	0		

AREAS OF SPECIALIZATION - SELECT ONE AREA

☐ **Sports Leadership** (Select two of the following courses)
SAM 735 Strategic Planning in Sport Organizations (3)
SAM 622 Structure and Function of Amateur & Pro. Sport (3)
SAM 682 Facilities Planning in Sports (3)

☐ **Sports Marketing** (Select both)
SAM 644 Sports Marketing Research (3 ch)
SAM 662 Sports Entrepreneurship (3 ch)

☐ **Human Resources Management in Sports** (Select both)
SAM 640 Labor Relations in Sports (3)
SAM 672 Personnel Training and Development (3)

COGNATE TRANSFER COURSES (6 semester-hours) Complete (grade of B or above) two graduate-level foundation courses in the selected specialization. Courses should be approved by the Dean of Academic Affairs prior to registration and must be taken at a regionally-accredited college or university.

Cognate	Title	Hours	Semester	Grade
Course #1				
Course #2				

ELECTIVES: (3 semester-hours) Courses not required in the general sport management and research cores or in the selected specialization. Students may also use courses in non-selected specializations as electives.

SAB 660 Sports in America: Current Issues (3)
SAM 622 Structure & Function of Amateur & Professional Sports Org. (3)
SAM 790 Selected Topics in Sports (3)
SAR 790 Selected Readings in Sports (3)

Course	Title	Hours	Semester	Grade

Project Title: _____

Students are required to have a signed Program of Study on file. Any deviation from this program of study must be approved by an advisor.

_____ _____
Student Signature Date

_____ _____
Advisor Signature Date

UNITED STATES SPORTS ACADEMY

THESIS/DISSERTATION PROPOSAL

APPROVAL

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

Degree (Check one): ☐ Master's of Sports Science (M.S.S.)
☐ Doctor of Education (Ed.D.)

Proposed Title (Should be 12 words or less)

_____

_____

_____

Thesis/Dissertation Committee Name (Please print or type.)

Committee Chair: _____

Committee Member (First Reader): _____

Committee Member (Second Reader)*: _____

* Not used for M.S.S. Thesis

Approval
Committee Chair (Project Director):
Name (Please print or type.) _____
Signature _____

Director of Doctoral Studies **:
Name (Please print or type.) _____
Signature _____

Chief Academic Officer:
Name (Please print or type.) _____
Signature _____

** Not used for M.S.S. Thesis

Terms: Approved ☐
Approved Conditionally ☐
Not Approved ☐

Copies: Committee Chair ☐
Registrar ☐
Student's File ☐
Student ☐

UNITED STATES SPORTS ACADEMY

Approval of
a Dissertation submitted by

(Type Student's Name Here)

_____ Date: _____
Chair, Dissertation Committee

_____ Date: _____
Dissertation Committee Member

_____ Date: _____
Dissertation Committee Member

_____ Date: _____
Chief Academic Officer

DOCTOR OF EDUCATION
Accelerated Degree Program
84 Semester-Hours

Name _____ Advisor _____
Address _____ Home Phone _____ Work Phone _____
Start Date _____ Plan of Study _____ Student ID _____

Initial Sport Management Requirements	**Credit Hours**	**Hours**	**Semester**	**Grade**
SAM 544 Sport Marketing	3			
SAR 575 Professional Writing and Applied Research	3			
SAB 561 Contemporary Issues in Sport	3			
SAM 540 Sport Administration and Finance	3			
SAM 586 Sport Law and Risk Management	3			
SAM 542 Sport Business and Personnel Management	3			
SAM 549 Sport Public Relations and Fundraising	3			
SAM 582 Sport Facilities	3			

General Sport Management Core	**Credit Hours**	**Hours**	**Semester**	**Grade**
SAB 768 Psychology of Human Behavior	3			
SAM 660 Financial Aspects of Sport	3			
SAM 730 Sport Leadership Principles	3			
SAM 634 Ethics in Sport	3			
SAM 786 Legal Aspects of Sport	3			
SPT 798 Mentorship	6			

Research Core	**Credit Hours**	**Hours**	**Semester**	**Grade**
SAB 700 Current Literature in Sport	3			
SAR 674 Research Statistics in Sport	3			
SAR 776 Research II: Advanced Methods	3			
SPT 799 Dissertation	6			

AREAS OF SPECIALIZATION - SELECT ONE AREA. Hours indicated are semester hours.

☐ **Leadership in Sports** (Select two of the following courses.)
SAM 735 Strategic Planning for Sports Organizations (3)
SAM 622 Structure and Function of Amateur & Pro. Sport (3)
SAM 682 Facilities Planning in Sports (3)

☐ **Human Resources Management in Sports** (Select both.)
SAM 640 Labor Relations in Sports (3)
SAM 672 Personnel Training and Development (3)

☐ **Sports Marketing** (Select both.)
SAM 644 Sports Marketing Research (3)
SAM 662 Sports Entrepreneurship (3)

DOCTOR OF EDUCATION
Accelerated Degree Program
84 Semester-Hours
(CONTINUED)

COGNATE TRANSFER-COURSES (6) Successfully complete (with a grade of B or above) two graduate-level foundation courses in the selected specialization. Courses should be approved by the Dean of Academic Affairs prior to registration and must be taken at a regionally-accredited college or university.

Cognate	Title	Hours	Semester	Grade
Course #1				
Course #2				

ELECTIVES: (12) These are courses not required in the general sport management and research cores or in the selected specialization. Students may also use courses in non-selected specializations as electives.

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

Course	Title	Hours	Semester	Grade

Dissertation Title:_____

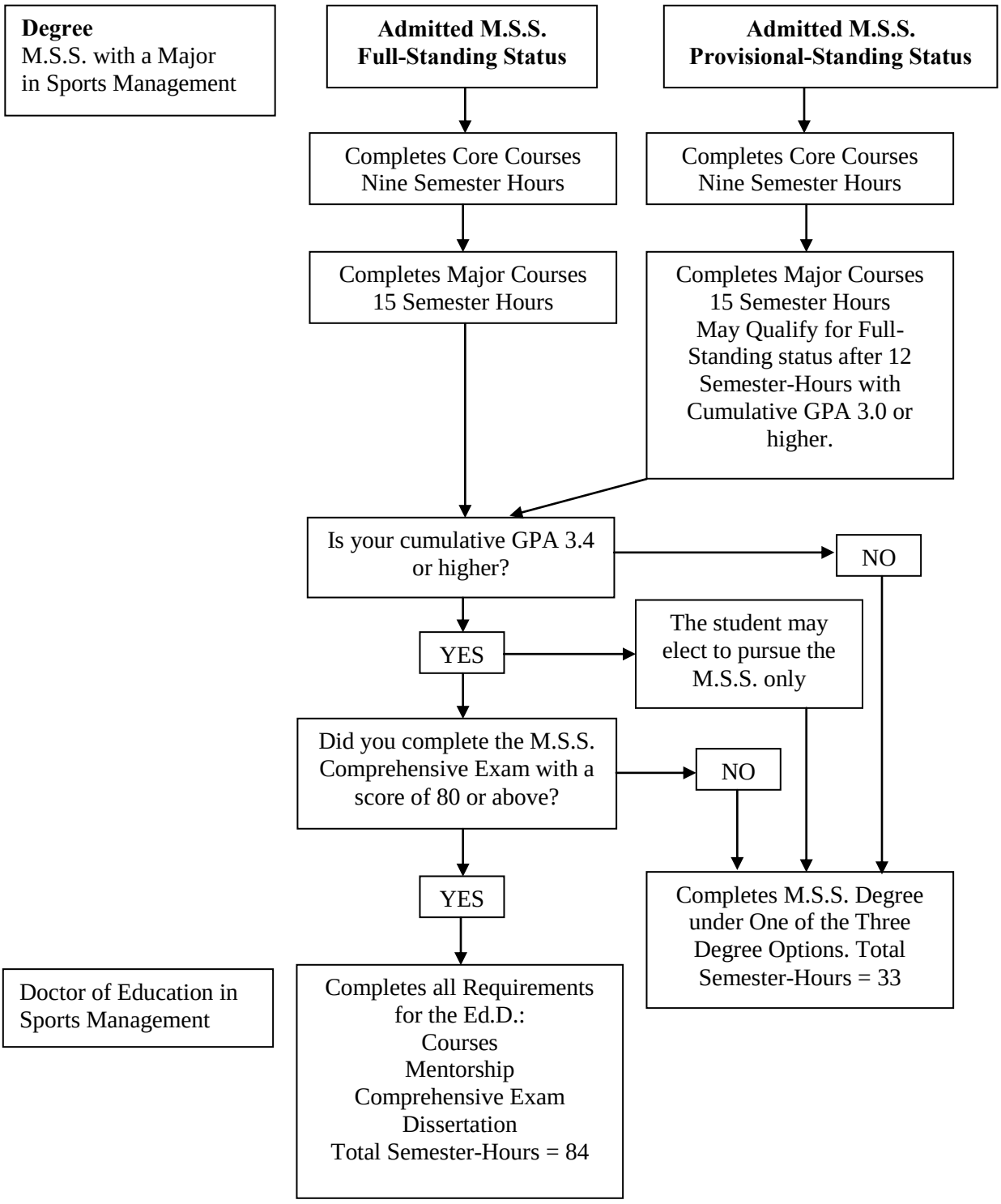
Students are required to have a signed Program of Study on file. Any deviation must be approved by an advisor.

_____ _____
Student Signature Date

_____ _____
Advisor Signature Date

ACCELERATED DOCTORAL DEGREE PROGRAM

Initial admission into the accelerated doctoral-degree program is based upon the criteria for admission into the M.S.S. Sports Management program.



United States Sports Academy
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 those references for completion.

Plan of Study: ☐ Resident ☐ Distance Learning Intended Enrollment _____ Semester/Year Emphasis: ☐ Doctor of Education ☐ Ed.D. in Sport Medicine

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:_____

I (do, do not) waive my right under the Family Education Rights and Privacy Act of 1974 to review my recommendations.

_____ _____
Signature: Date:

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

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 United States Sports Academy? ☐ Yes ☐ No

Use the back of this form for your comments.

Name (Print or Type)_____ Title_____

Organization _____Address_____

City_____ State_____ Postal Code)_____

Signature_____ Date_____

Please return to: Department of Student Services, United States Sports Academy, One Academy Drive, Daphne, AL 36526.

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

_____

_____

_____

_____

Additional comments:_____

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

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

REQUEST FOR TRANSCRIPT FORM

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

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

This is to authorize the release of my academic record to the following address:

_____
_____
_____
_____

Signature: _____ Number of Copies: _____
This request will not be processed without a signature.

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

_____
_____

POLICIES GOVERNING TRANSCRIPTS OF RECORD:

- There is a $10.00 charge for each transcript (official and/or unofficial) with the exception of the first transcript, which is issued without cost.
- Transcript request 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. Such transcripts are stamped "Issued to Student."
- Transcript requests must be in written form and signed.

Method of Payment (check box)

Check/Money Order ☐ Type: Visa M/C AMEX DISC Acct. #: _____
Credit Card ☐ (Circle type above) Exp. Date: _____

Office Use Only: Transcript(s) released: Date: _____ By: _____

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

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

POST-DOCTORAL DEGREE APPLICATION FORM

Name:	Telephone:
Address:	E-mail Address:
EDUCATIONAL DATA	
Bachelor's Degree:	Institution:
Master's Degree:	Institution:
Doctoral Degree:	Institution:
TEACHING EXPERIENCE	
College level:	
Number of years:	
College institutions taught at:	
List courses taught at the undergraduate level:	
List additional courses on a separate sheet.	
RESEARCH EXPERIENCE	
Title of Dissertation:	
Research Publications: (List additional publications on separate sheet. Use APA.format)	
Have you taught online previously?	
What did you teach online? (List additional courses on separate sheet.)	
What platform was used in teaching courses?	
Were the courses taught in real-time or asynchronously?	
Will you be able to take a full year on your Post-Doctoral Fellowship?	
Please write a one-page, double-spaced essay on what a Post-Doctoral Fellowship will do for you. Use a separate sheet of paper and attach it to this application. Send a complete curriculum vitae with the application.	

Assignment "Rubric"

THE FOLLOWING RUBRIC WILL BE USED TO ASSESS ASSIGNMENTS:

General Comments	Assessment	Score
• Content: response is very specific, concise, and to the point; information accurate; conclusions and/or opinions logical and insightful. • Writing: fluent and lively; few or no errors of grammar and punctuation; sources cited correctly by APA standards. • Overall impression: complete and exemplary.	**Exceeds Standard**	36 - 40
• Content: response refers to the task and is mostly concise; information is accurate; logical conclusion or opinion is offered. • Writing: fluent but not interesting; a few errors of grammar and punctuation; sources cited informally. • Overall impression: complete and satisfactory	**Meets Standard**	32 - 35
• Content: response not on task, may be wordy; information generally accurate but no insight offered; inaccuracies and faulty logic present in conclusion and/or opinions. • Writing: lacks fluency; repeated errors of grammar and punctuation; very few sources mentioned. • Overall impression: incomplete and barely satisfactory	**Standard Barely Met**	28 - 31
• Content: response does not specify the task; information missing or inaccurate; no insights offered; conclusion or opinion, if offered, may be judged to be off-task or illogical.. • Writing: faltering or insufficient; many errors of grammar and punctuation; no sources. • Overall impression: incomplete and unsatisfactory.	**Standard Not Met**	0 - 27

THE FOLLOWING RUBRIC WILL BE USED TO ASSESS PAPERS:

Criteria	Level 1	Level 2	Level 3	Level 4	Level 5	Score
Introduction / Thesis	• introduction of topic, thesis and subtopics weak • thesis is weak and lacks an arguable position (0-8 pts)	• adequate introduction that states topic , thesis, and some of the subtopics • thesis is somewhat clear and arguable (9-16 pts)	• proficient introduction that states topic, thesis, and some subtopics in proper order • thesis is a clear and arguable statement of position (17-24 pts)	• proficient introduction that states topic, thesis, and all subtopics in proper order • thesis is very clear, arguable, and well developed (25-32 pts)	• exceptional introduction that grabs interest of reader and states topic, thesis, and all subtopics in proper order • thesis is exceptionally clear, arguable, well developed, and a definitive statement • (33-40 pts)	____/40
Quality of Information / Evidence	• information on topic limited • lack of research, details, and accurate evidence (0-14 pts)	• some aspects of paper are researched • some accurate evidence from limited sources (15-28 pts)	• paper is well researched in detail • accurate and critical evidence from a variety of sources (29-42 pts)	• paper is well researched and detailed • critical evidence from a variety of significant sources (43-56 pts)	• paper is exceptionally researched, extremely detailed, and historically accurate • critical evidence from a wide variety of significant sources (57 - 70 pts)	____/70
Support of Ideas / Analysis	• limited connections made between evidence and counterarguments • thesis / topic show lack of analysis (0-14 pts)	• some connections made between evidence and counterarguments • thesis / topic show analysis (15-28 pts)	• consistent connections made between evidence and counterarguments • thesis / topic show good analysis (29-42 pts)	• relevant and consistent connections made between evidence and counterarguments • thesis / topic show good analysis (43-56 pts)	• exceptionally critical, relevant, and consistent connections made between evidence and counter-arguments • thesis / topic showing excellent analysis (57 - 70 pts)	____/70
Organization / Development of Ideas	• paper lacks clear and logical development of ideas • weak transition between ideas and paragraphs (0-8 pts)	• somewhat clear and logical development of subtopics • adequate transitions between paragraphs (9-16 pts)	• clear and logical subtopic order that supports thesis • good transitions between paragraphs (17-24 pts)	• clear, logical development of subtopics that support thesis • good transition between paragraphs (25-32 pts)	• exceptionally clear, logical, mature, and thorough development of subtopics that support thesis • excellent transition between paragraphs (33 - 40 pts)	____/40
Conclusion	• lack of summary of topic and thesis • weak concluding ideas (0-14 pts)	• adequate summary of topic and thesis • some concluding ideas (15-28 pts)	• good summary of topic, thesis, and all subtopics • clear concluding ideas (29-42 pts)	• good summary of topic, thesis, and all subtopics in proper order • concluding ideas leave an impact on reader (43-56 pts)	• excellent summary of topic (with no new information), thesis, and all subtopics in proper order • concluding ideas inspire reader to further inquiry (57 - 70 pts)	____/70
Language Conventions	• inconsistent grammar and punctuation throughout paper (0-6 pts)	• some errors in grammar and punctuation (7-12 pts)	• clear with mostly good grammar and punctuation (13-18pts)	• clear with consistently proper grammar and punctuation (19-24 pts)	• very concise, clear, with consistently proper grammar and punctuation (25-30 pts)	____/30
Citations References Paper Structure (APA format)	• inconsistent use of citations • improper format • some sources missing or incomplete • no primary references • no title page • no table of contents (0-6 pts)	• some inconsistent use of citations • some errors in format • some sources shown and complete • few primary references • incorrect title page • incorrect or no table of contents (7-12 pts)	• usually consistent use of citations • few errors in format • many sources shown and complete • some primary references • incorrect title page • incorrect table of contents (13-18pts)	• consistent use of citations • correct format • many and varied sources shown • many primary references • correct title page correct table of contents (19-24 pts)	• citations always used consistently • correct, proper format • all sources shown and a wide variety of sources used • combination of primary and secondary references • correct title page • correct table of content (25-30 pts)	____/30
					Total Score	___ /350