United States Sports Academy

America's Sports University®

Master of Sports Science Degree (M.S.S.)
Academic Catalog 2015-2016

1 September 2015

"Pathfinder"
By John Robinson
1987 Sport Artist of the Year

About the Cover Photo

John Robinson's heroic-sized sculpture, "The Pathfinder," is a larger than life cast-bronze statue that depicts a modern Olympic hammer thrower. Robinson created several limited edition gold-plated maquettes for the Academy's Awards of Sport, which rewards excellence and achievement in sport**.**

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1. GENERAL POLICIES AND INFORMATION

1.1. Communicating with the Academy

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

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

1.2. Regional Accreditation and Approvals

1.2.1 Accreditation

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

1.3. Alabama State Licensure and Certification

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

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

1.4. Equal Opportunity Statement

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

1.5 Military Programs

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

1.6. History

Thomas P. Rosandich, Ph.D., President and Chief Executive Officer, founded the United States Sports Academy in 1972. The ever-increasing needs and demands of sports and society in America indicated a need for an organization to serve as a resource to provide instruction, research, and service to the world of sport. This need was brought into stark relief by two key events at that time. The first of these was the publishing of the landmark Blythe-Mueller Report that demonstrated the correlation between the professional preparation of coaches and the number and severity of injuries to their athletes. In a word, untrained coaches hurt their athletes. Concurrently, the sub-par performance of the 1972 U.S. Olympic Team in Munich highlighted this need for a new approach to the profession. Combined, they became the impetus that launched the formation of the Academy.

From its inception, the Academy has focused on developing sport-specific courses, employing a combination of educational delivery modes. These include traditional on-campus course work, a unique mentorship program, continuing education, and distance learning.

During the Academy's formative years, the National Association of Collegiate Directors of Athletics (NACDA) provided a forum for the exchange of ideas as a means of addressing the void in sports education, particularly in coaching, sports management, and sports medicine (specifically, athletic trainers). This body gave rise to the Academy's first Board of Advisors (currently the Board of Visitors) who continue to this day to advise and evaluate the efforts of the institution in its mission.

Encouraged to go forward, Dr. Rosandich worked with a small group of professionals with expertise relevant to the formation of what has become the United States Sports Academy. Together they developed the initial mission statement, goals, curriculum, and academic program. In addition to Dr. Rosandich, who was experienced in international coaching and administration, this group consisted of Mr. Robert Block, media specialist; Mr. Charles Cape, attorney; Mr. Gerald Hock, accountant; and Dr. George Uhlig, educator. This body became the first Board of Directors, now known as the Board of Trustees.

In 1976, the Academy relocated from Wisconsin and became affiliated with the University of South Alabama. This affiliation continued until the early 80s when the Academy simply outgrew the ability of the University to comfortably accommodate the institution. Also in 1976, the Academy secured its first major international agreement to deliver educational and training programs in the State of Bahrain, a small nation in the Middle East. The Academy developed the Bahrain Sport Institute, which was modeled after the Academy and through which the Academy provided the full-charge development of their national sports effort. The Academy continues to work in the Middle East to this day. In addition to this effort, the Academy worked to develop service programs locally, nationally, and internationally. Since it was founded, the Academy has extended its educational and cultural exchange programs to some 65 nations around the world.

One of the keys to the Academy's ability to deliver its international and distance learning programs is the Academy's National Faculty. This group numbers some 200 distinguished educators from diverse areas of sports, who specialize in one or more of the Academy's areas of concentration: Sports Coaching, Sports Management, Sports Studies, and Sports Fitness Management. These non-resident faculty members are also valuable in the Academy's mentorship program, which provides students with the opportunity to have direct experience with renowned experts in their discipline of study.

The Academy became a candidate for membership in the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in 1981. In 1983, the Academy received accreditation to award the Master of Sports Science degree (Level III), making it the first and only graduate school dedicated solely to studies in sports. The Academy was admitted to candidacy for accreditation to confer the Doctor of Education degree (Level V) in 1991 and received accreditation in 1996 for its doctoral program and approval for its distance learning

delivery system. The Academy went through the Substantive Change process one more time when its Bachelor of Sport Science degree program was reviewed and accredited in 2005. Since it was first accredited, the Academy has maintained its accreditation in good standing having gone through the reaffirmation process ever since with its last decennial review in 2008.

Because art has traditionally been a feature of the Olympics in both the ancient and modern games, it was fitting that the Academy also combined sports and art in keeping with this tradition. In 1984, Dr. Rosandich introduced a program entitled, "The Academy's Awards of Sport: A Tribute to the Artist and the Athlete," which recognizes outstanding performances and contributions to the world of sports by national and international sports leaders, coaches, administrators, athletes, and artists. This promotional event gained momentum when the Academy purchased a permanent campus in 1986. The artistic lines and beauty of the main building served to inspire the establishment of the American Sport Art Museum and Archives (ASAMA). This division of the Academy is dedicated to preserving sport art and sport art forms for posterity. The archives currently include both printed and electronic sports information, which can be accessed by the Academy's students and the general public. The art gallery features periodic showings of renowned sports artists.

The Academy provides further service to the sports world through its many publications, both in traditional print and online delivery. *The Academy* is a full-color print publication with a semi-annual circulation of some 10,000. The *Sport Update* and *Alumni Network* are also periodic publications distributed by e-mail to selected constituencies around the globe. Additionally the Academy publishes an online refereed journal entitled *The Sport Journal* which is free to the profession and which has an extensive readership. The Academy posts regularly to a blog entitled the *Sport Digest* featuring current issues and topics in the profession. All of these publications are designed to provide sports administrators and practitioners with current information on a variety of topics of interest in the profession.

1.7. Mission Statement

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

1.8. The Philosophy of the Academy

The Academy believes that sports is an industry, as well as an academic discipline. The discipline of sports is based on a discernible set of ethical principles and a distinct body of knowledge. The role of the Academy in higher education is to prepare men and women who are well grounded in the practices and theories of sports, health, and fitness for careers in the sports industry. In addition to a strong theoretical base of knowledge, the Academy also supports the provision of experiential education. Students are encouraged to study with leaders in their areas of interest through mentorships or internships.

The Academy believes in encouraging students who are already professionally employed to pursue higher degrees and advanced training. This is accomplished by providing a flexible approach to course work, incorporating a number of delivery alternatives including distance learning. Much of this can be done online and at home by computer. The Academy also offers continuing education to upgrade the skills of the practitioners in this country and abroad. Finally, the Academy believes that scholarly activity is an essential component of graduate education and it encourages faculty and students to undertake research.

The Academy has a rich history and strong traditions of excellence. The staff and faculty are looking forward to continuing this history and these traditions and are counting on people such as you to make this vision a reality.

1.9. Goals of the Master of Sports Science Degree Program

The specific goals of the master's degree program are derived from the mission of the Academy. These goals and objectives are as follows:

1.9.1 Master of Sports Science in Sports Coaching Goals

1. Demonstrate the knowledge and skills necessary to succeed as a coach at the selected level of sports.

2. Synthesize and evaluate theoretical information and integrate it into practice by:
   a. Explaining issues and trends in coaching
   b. Summarizing the necessary knowledge and skills in the coaching profession
   c. Generating organizational or professional development in coaching-related programs
   d. Interpreting issues in coaching through self-directed study, critical thinking, and problem solving

3. Value the need to develop a personal philosophy of coaching by:
   a. Combining the knowledge of the sociological, historical, political, and philosophical aspects of sports to develop a coaching philosophy
   b. Developing an understanding and working knowledge of the current state of the coaching profession
   c. Describing how sports impact human behavior
   d. Justifying the application of ethical principles in coach-player relationships

4. Synthesize the principles and methods of research in the area of coaching by summarizing instruction and supervised practice in:
   a. Evaluating existing research in the coaching profession
   b. Formulating research that integrates knowledge and experience with existing coaching theories and practices
   c. Assessing and synthesizing data

1.9.2 Master of Sports Science in Sports Exercise Science Goals

1. Demonstrate the knowledge and skills necessary to succeed as an exercise science professional.

2. Synthesize and evaluate theoretical information and integrate it into practice by:
   a. Explaining issues and trends in exercise science
   b. Summarizing the necessary knowledge and skills in the many exercise science disciplines
   c. Generating organizational or professional development in exercise science related programs
   d. Interpreting issues in exercise science through self-directed study, critical thinking, and problem solving

3. Value the need to develop a personal philosophy of exercise science by:
   a. Combining the knowledge of the sociological, historical, political, and philosophical aspects of sports to develop an exercise science philosophy
   b. Developing an understanding and working knowledge of the current state of the exercise science profession
   c. Describing how exercise impacts human behavior

d. Justifying the application of ethical principles in exercise science professional-client relationships

4. Synthesize the principles and methods of research in the area of exercise science by summarizing instruction and supervised practice in:
    a. Evaluating existing research in the exercise science profession
    b. Formulating research that integrates knowledge and experience with existing exercise science theories and practices
    c. Assessing and synthesizing data

1.9.3 Master of Sports Science in Sports Management Goals

1. Demonstrate the knowledge and skills necessary to succeed as a sports management professional

2. Synthesize and evaluate theoretical information and integrate it into practice by:
    a. Explaining issues and trends in sports management
    b. Summarizing the necessary knowledge and skills in the many sports management disciplines
    c. Generating organizational or professional development in sports management related programs
    d. Interpreting issues in sports management through self-directed study, critical thinking, and problem solving

3. Value the need to develop a personal philosophy of sports management by:
    a. Combining the knowledge of the sociological, historical, political, and philosophical aspects of sports to develop a sports management philosophy
    b. Developing an understanding and working knowledge of the current state of the sports management profession
    c. Describing how leadership from the sports management professional impacts human behavior
    d. Justifying the application of ethical principles in the many interactions sports management professionals have with others

4. Synthesize the principles and methods of research in the area of sports management by summarizing instruction and supervised practice in:
    a. Evaluating existing research in the sports management profession
    b. Formulating research that integrates knowledge and experience with existing sports management theories and practices
    c. Assessing and synthesizing data

1.9.4 Master of Sports Science in Sports Studies Goals

1. Demonstrate the knowledge and skills necessary to succeed in the chosen sports discipline

2. Synthesize and evaluate theoretical information and integrate it into practice by:
    a. Explaining issues and trends in sports
    b. Summarizing the necessary knowledge and skills in the many sports disciplines
    c. Generating organizational or professional development in sports-related programs
    d. Interpreting issues in sports through self-directed study, critical thinking, and problem solving

3. Value the need to develop a personal philosophy of sports by:
    a. Combining the knowledge of the sociological, historical, political, and philosophical aspects of sports to develop a sports leadership philosophy

b. Developing an understanding and working knowledge of the current state of the sports profession
c. Describing how sports impacts human behavior
d. Justifying the application of ethical principles in sports professional-client relationships

4. Synthesize the principles and methods of research in the many areas of sports by summarizing instruction and supervised practice in:
   a. Evaluating existing research in the sports profession
   b. Formulating research that integrates knowledge and experience with existing theories and practices in the profession of sports
   c. Assessing and synthesizing data

1.9.5 Master of Sports Science in Recreation Management Goals

1. Demonstrate the knowledge and skills necessary to succeed as a recreation management professional

2. Synthesize and evaluate theoretical information and integrate it into practice by:
   a. Explaining issues and trends in recreation management
   b. Summarizing the necessary knowledge and skills in the many recreation management disciplines
   c. Generating organizational or professional development in recreation management related programs
   d. Interpreting issues in recreation management through self-directed study, critical thinking, and problem solving

3. Value the need to develop a personal philosophy of recreation management by:
   a. Combining the knowledge of the sociological, historical, political, and philosophical aspects of recreation to develop a recreation management philosophy
   b. Developing an understanding and working knowledge of the current state of the recreation management profession
   c. Describing how leadership from the recreation management professional impacts human behavior
   d. Justifying the application of ethical principles in the many interactions recreation management professionals have with others

4. Synthesize the principles and methods of research in the area of recreation management by summarizing instruction and supervised practice in:
   a. Evaluating existing research in the recreation management profession
   b. Formulating research that integrates knowledge and experience with existing recreation management theories and practices
   c. Assessing and synthesizing data

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

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

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

1.11. Honor Code for the Academy

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

1.12. Special Provisions

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

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

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

1.13. Location

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

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

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

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

1.14. Memberships and Affiliations

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

Alabama Association of College Registrars and Admissions Officers (ALACRAO)
Alabama Association of Independent Colleges and Universities (AAICU)
Alabama Association of International Educators (AAIE)
Alabama Association of Student Financial Aid Administrators (AASFAA)
American Alliance of Museums
American Association of Collegiate Registrars and Admissions Officers (AACRAO)
American Baseball Coaches Association (ABCA)
American College of Sports Medicine (ACSM)
American Library Association (ALA)
American Swimming Coaches Association (ASCA)
Association of American International Colleges and Universities (AAC&U)
Association for the Advancement of Applied Sports Psychology (AAASP)
Business Council of Alabama
Colleges & Universities Professional Association for Human Resources (CUPA-HR)
Council for the Advancement and Support of Education (CASE)
Council on Higher Education Accreditation (CHEA)
Defense Activity for Non-Traditional Education Support (DANTES)
Department of Veterans Affairs Yellow Ribbon Program
Eastern Shore Chamber of Commerce
International Council of Sports Science & Physical Education (ICSSPE)
International Council for Health, Physical Education, Recreation, Sport and Dance (ICHPER-SD)
International Sport for All Federation (FISpT)
International Sports Heritage Association (ISHA)
International Society of Sports Nutrition (ISSN)
National Academy of Sports Medicine (NASM)
National Association for Sport & Physical Education (NASPE)
National Association of Collegiate Directors of Athletics (NACDA)
National Association of Independent Colleges and Universities (NAICU)
National Federation of State High School Associations (NFHS)
National Football Foundation (NFF)
National Society for Human Resource Managers (SHRM)
National Soccer Coaches Association of America (NSCAA)
National Strength and Conditioning Association (NSCA)
National Student Clearinghouse
National Wrestling Coaches Association (NWCA)
Network of Alabama Academic Libraries (NAAL)
North American Society for Sports History (NASSH)
Online Computer Library Center (OCLC)
Positive Coaching Alliance (PCA)
Professional Tennis Registry (PTR)
Society of Health & Physical Educators (SHAPE America - formerly the American Alliance for Health, Physical Education, Recreation, and Dance (AAHPERD)
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
Southern Association of Student Financial Aid Administrators (SASFAA)
Southern Regional Education Board (SREB)

United States Distance Learning Association (USDLA)
United States Tennis Association (USTA)
USA Archery (USAA)
USA Track & Field (USATF)
World Leisure Organization

1.15. Academy Library

The Academy Library supports the mission of the Academy by ensuring that faculty and students have access to superior academic and sports-specific learning resources and services. The Academy Library, available to students both on and off campus, holds over 9,000 monographs, 650 audiovisual materials, and 3,033 microforms. The Academy Library is a member of the Online Computer Library Center (OCLC) with access to 16,737 libraries in 170 countries representing over 1.5 billion records. The Academy is also a member of the Network of Alabama Academic Libraries (NAAL), which was founded to promote resource sharing among Alabama academic libraries.

Through the Online Public Access Catalog (OPAC) students can access Library holdings via the Internet. In addition, the virtual Library consists of major databases: Gale, EBSCO, and ProQuest. Library resources are also accessible through the Canvas learning management system. Students needing assistance may contact library staff by phone or by email at library@ussa.edu.

1.15.1. Library Books

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

2. ACADEMIC CALENDAR

2015	FALL
1 September	First Day to Register for Fall Online Classes
7 September	Labor Day Holiday
8 September	Residential Orientation
10 September	Residential Courses Begin
9-10 September	Doctoral Comprehensive Examination
17-18 September	Master's Comprehensive Examination
15-16 October	Master's Comprehensive Examination
12-13 November	Doctoral Comprehensive Examination
19-20 November	Master's Comprehensive Examination
26-27 November	Thanksgiving Holiday
16 December	Last Day to Withdraw from Residential Course with a Grade of "W"
22 December	Residential Courses End
25 December	Christmas Holiday
31 December	Last Day to Register for Fall Online Classes
2016	**SPRING**
1 January	First Day to Register for Spring Online Classes
6 January	Residential Orientation
7 January	Residential Classes Begin
13-14 January	Doctoral Comprehensive Examination
18 January	Martin Luther King Holiday
16 February	Mardi Gras Holiday
18-19 February	Master's Comprehensive Examination
9-10 March	Doctoral Comprehensive Examination
17-18 March	Master's Comprehensive Examination
14-15 April	Master's Comprehensive Examination
22 April	Last Day to Withdraw from Residential Course with a Grade of "W"
26 April	Residential Courses End
11-12 May	Doctoral Comprehensive Examination
19-20 May	Master's Comprehensive Examination
31 May	Last Day to Register for Spring Online Classes
2016	**SUMMER**
11 May	Residential Orientation
12 May	Residential Classes Begin
30 May	Memorial Day Holiday
1 June	First Day to Register for Summer Online Classes
16-17 June	Master's Comprehensive Examination
4 July	American Independence Day Holiday
6-7 July	Doctoral Comprehensive Examination
14-15 July	Master's Comprehensive Examination
18 August	Last Day to Withdraw from Residential Course with a Grade of "W"
23 August	Residential Courses End
18-19 August	Master's Comprehensive Examination
31 August	Last Day to Register for Summer Online Classes

3. ADMISSIONS

All inquiries and applications should be sent to the Academy's Student Services office. Applications for admission to the Master of Sports Science (M.S.S.) program are accepted on an ongoing basis. Online students may start course work at any time following acceptance. Registration for online students is done through the Student Portal found on the Academy's website. All fees and tuition are due at the time of registration.

3.1. General Admission

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

3.1.1. Master's Degree Program

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

1. Must be a graduate of a four-year, regionally accredited undergraduate institution.

2. Must have maintained a cumulative grade point average of 2.50 or better (on a 4.0 scale) in all undergraduate work. Applicants who do not satisfy the required minimum GPA stated will be referred to the Admissions Committee. The Committee may request additional documentation for admissions including test scores (e.g. GRE, MAT, or GMAT taken within the last five years).

3. Must submit a Personal Statement, which describes the applicant's reasons for desiring a master's degree and what the applicant expects to learn with respect to pursuing the degree. The Personal Statement is an important factor in assessing the student's suitability for admission into the graduate degree program. It must be well organized and written in accordance with the guidelines of the most recent edition of the "Publication Manual of the American Psychological Association."

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

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

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

It is the intent of the institution to select students who will benefit from the educational experience and have a reasonable chance for success in completing a program of study. The acceptance of the non-refundable application fees by the Academy is no assurance that students will ultimately be admitted into the program as degree-seeking students.

An applicant for admission is required to provide the following to the Division of Student Services:

1. A completed Application for Master's Degree Study. The application fee can be submitted with the application or deferred until first enrollment. This fee is non-refundable.

2. Full disclosure of all institutions attended and official transcripts from each institution is necessary and mandatory. Failure to do so may delay the application process and/or disqualify a student from admission. Official transcripts may be sent electronically by the registrar using a secured electronic submission system (e.g., Parchment, Clearinghouse, E-Script). Send secure electronic transcripts to: admissions@ussa.edu. Official transcripts on paper should be sent in a sealed envelope to Student Services Admissions Office.

3. Three recommendation forms and three FERPA release forms (forms are available on the Academy website: http://ussa.edu/admissions/requirements/masters.

4. The Personal Statement in narrative form (see Addenda for Writer's Guide or the Academy website at: http://ussa.edu/admissions/requirements/masters.) The Personal Statement should be saved as a ".doc" file and sent to admissions@ussa.edu.

3.1.2. International Student Admission

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

1. A completed Application for Master's Degree Study (International). The application fee must be submitted with the application. The fee is non-refundable.

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

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

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

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

4. A Certificate of Eligibility (Form I-20) must be obtained if the international student plans to study in the United States. See Section 3.2 Issuance of a Certificate of Eligibility section following for more details.

5. Statement of Available Funds. See Section 3.2 Issuance of a Certificate of Eligibility for more details.

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

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

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

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

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

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

3.3 International Students – Employment

International students at the Academy who are on an F-1 visa are not allowed to work off campus. In some circumstances, international students may work on the campus but these situations are rare. There are also exceptions for students when they are approved to perform Optional Practical Training (OPT). A student must perform OPT in an area directly related to his/her major area of study. Additional information is covered during resident student orientation and can be provided by speaking with the Designated School Official (DSO) in the Division of Student Services.

3.4 Social Security Number Disclosure

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

3.5. Transfer/Credit Acceptance

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

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

All requests for transfer credit must follow this procedure:

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

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

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

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

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

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

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

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

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

10. Under no circumstances may courses be used to fulfill degree requirements for more than one degree. For example, it the student has already received a master's degree from another institution, those courses for which credit was received for the degree cannot be applied to the Academy's M.S.S. degree.

11. If transfer credit is accepted for an Academy course, which has a required portfolio assignment, the student must complete that portfolio assignment and should see his/her portfolio advisor for instructions.

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

3.5.2. Transfer Request Procedures Submitted by Students

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

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

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

3.6. Admission Status

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

3.6.1. Full Standing Status

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

3.6.2. Conditional Admission

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

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

3.6.2.1. Conditional Academic

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

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

2. A student with a bachelor's degree from a nationally accredited institution who has a GPA of 2.5 or higher may be admitted conditionally. Student status will be changed to full standing after the first nine semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA.

3. A student with a bachelor's degree from a non-accredited institution who has a GPA of 2.5 or higher may be admitted conditionally. Student status will be changed to full standing after the first nine semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA.

4. International students who have completed a bachelor's degree at a foreign institution approved by a foreign nation's ministry of education, where the approval process is similar to the accreditation process in

the United States, may be admitted conditionally provided they complete the full admission requirements after the first nine semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA.

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

3.6.3. Provisional Admission

Provisional admission is offered to students who do not meet the following admission requirement:

1. Paid application fee. Application fee will be charged at the time of first enrollment. (This fee may be covered by Financial Aid.)

3.6.4. Non-Degree Seeking Status

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

1. A completed Application for Master's Degree Study. The application fee can be submitted with the application or deferred until first enrollment. This fee is non-refundable.

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).

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

3.6.5. Transient Student Status

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

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

2. The student must present written evidence of advisement from the home institution that identifies the recommended courses the student is advised to take while on transient status. In the advisement process, in

order to facilitate articulation of credit; these courses should be approved for transfer back to the home institution.

3.6.6. Concurrent Enrollment

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

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

3.7. Statute of Limitations on Acceptance

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

3.8. Standardized Entrance Examinations

3.8.1. Institutional Testing Codes

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

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

3.8.2. Specific Tests Accepted

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

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

GRE (Graduate Record Examinations) www.2test.com
1-800-GRE-CALL
Score Accepted = 286
School Code: 1885

GMAT (Graduate Management Aptitude Test) www.mba.com
1-800-462-8669

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

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

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

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

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

3.9. Alabama and Other State Certification Requirements

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

Alabama applicants for teaching certifications will be required to obtain background clearance through a fingerprint review conducted by the Alabama State Bureau of Investigation (ASBI) and the Federal Bureau of Investigation (FBI) if they have not completed a background check since July 1, 1999 as required by the Alabama Child Protection Act of 1999.

An individual who obtains background clearance for the issuance of an Alabama teaching certificate and allows that certification to lapse more than 90 days will be required to obtain another background clearance for the issuance of a certificate. Alabama applicants must meet the teacher certificate requirements in effect on the date the application is received in the Teacher Education and Certification Office. See the Alabama State Department of Education website, www.alsde.edu for more information.

3.10. Post-Master's Graduate Work

The Academy provides a program in which students who have already graduated with an Academy-conferred M.S.S. degree may take more courses from the Academy and earn either a "Concentration" or an "Emphasis" in a specified area. **The student will NOT earn an additional M.S.S. degree**.

If a student is interested in obtaining a Post-Graduate "Concentration" or an "Emphasis," the following must be accomplished:

1. Student must submit a Post-Master's Application and the $100 post-master's application fee

2. Students will follow the requirements for the program of study as specified in the academic catalog in effect at the time of the application

3. If registering for a "Concentration," student must successfully complete all requirements for the "Concentration" (to include a mentorship, if required by the major course of study)

4. If registering for an "Emphasis" the student must successfully complete the three courses (nine semester hours) in the given Emphasis area: Personal Training, NCAA Compliance, Olympism, Sports Psychology, Recreation Management, or Sports Hospitality Management

5. Students will have four years from the date of application to complete all academic requirements

6. All fees and tuition will be those in effect on the date of registration.

3.10.1 Post-Master's Completion Procedure

After all coursework associated with the Concentration or Emphasis has been successfully completed, the student may request a copy of an official transcript by submitting a Request for Transcript form. The transcript request form is located at http://www.ussa.edu/current-students/forms-applications/ or can be found in the Student Portal The transcript will show the original degree conferred with the addition of the Concentration or Emphasis area. This additional graduate work does not result in another diploma being issued.

4. ACADEMIC AFFAIRS

4.1. Master of Sport Science Degree Program

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

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

Before completing their core courses, students must select one of three academic track options: mentorship, thesis, or non-thesis. Students within the Recreation Management major, Sports Health & Fitness major, or dual majors that include Sports Health & Fitness (unless certified by the National Athletic Trainers Association (NATA) or who are healthcare professionals) must take a mentorship. Thesis or non-thesis tracks may be chosen only by those Health & Fitness majors, or dual majors, who have been certified by the NATA or are healthcare professionals who have petitioned to opt-out of the mentorship and provided the necessary credentials.

4.2. Delivery Options

4.2.1 Online Delivery

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

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

Every course includes written assignments, required participation in threaded discussions, a mid-term exam, and, depending upon the course, a final examination OR a final class paper.

There are specific time limits, 16 weeks (plus extensions, if necessary) for completing online courses. The 16-week period allowed includes one week built into the course schedule for shipping and handling of materials. Students who are active-duty military personnel are allowed 18 weeks (16 weeks plus a two week extension) to complete their online course work.

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

4.2.2. Residential Study Option

While the master's degree is offered entirely online, a residential cohort may be accepted at the Academy's discretion. Attendance at the regularly scheduled orientation is mandatory for all new and returning residential

students. Students should check the Academy's website or with the Division of Student Services for the schedule of residential course offerings for master's students.

4.2.3. Directed Individualized Study

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

4.3. Affiliated Credit Options

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

4.4. Three-Track Academic Option (Mentorship, Thesis, Non-Thesis)

Students enrolled in the Master's Degree program must select one of three academic track options before completing their Core Courses.

- The experiential track is a practical, learn-by-doing approach called a Mentorship. (Students enrolled in the Recreation Management program, the Sports Health & Fitness program, or in a dual program of study, which includes Sports Health & Fitness must take a mentorship.)

- Students enrolled in the Thesis Option will pursue research activity in preparation for more advanced study. Students in the Thesis Option must take SAR 575 Professional Writing and Applied Research, in preparation for the development and defense of a research-based thesis. Students who wish to pursue future doctoral studies should take the Thesis Option in preparation for their doctoral dissertation.

- Students choosing the Non-Thesis Option select three elective courses (an additional nine credit hours) to broaden theoretical knowledge of a subject.

Students who choose the Thesis Option will be enrolled in the Master's Portfolio. Students who elect the Mentorship Option or the Non-Thesis option must take the Master's Comprehensive Examination at the end of their program of study.

4.4.1. Master's Mentorship Program

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

Experiencing a mentorship is an excellent opportunity to work side-by-side with experts in the sports profession and can provide a student an opportunity to build a network with professionals in the industry. Students should attempt to

procure a mentorship in their local areas. Students are advised to contact the Mentorship Office to discuss possible mentorship ideas prior to initiating the necessary paperwork.

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

In addition, due to authorization laws in certain states, some students may not be allowed to complete a mentorship. Those students must contact their academic advisor for details.

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

4.4.2. Master's Thesis Option

Each M.S.S. student in Sports Coaching, Sports Management, or Sports Studies may choose to do a six (6) hour thesis (SPT 599) plus a single three credit-hour course, SAR 575 Professional Writing and Applied Research. A thesis is an original piece of research by the student. Thesis manuscripts may vary in length, depending upon the topic being researched. A faculty thesis committee consisting of a chair and another member from the faculty supervises each thesis student. The chair and committee member may be selected from the residential graduate faculty or the non-residential faculty who have terminal degrees and have been approved by the Chief Academic Officer.

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

The student may schedule his proposal and final defense at the Academy's Daphne, Alabama campus, OR may use a remote web or video conferencing platform, such as Skype or Adobe Connect. Should the student wish to video conference it is his/her responsibility to contact the Academy's Technology Department for instructions. It is the student's responsibility to schedule the testing of the platform, and the defense of his/her proposal and final, with the thesis chair and the Academy's Technology Department.

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

4.4.3. Master's Non-Thesis Option

As an alternative to the mentorship and thesis tracks, the non-thesis track offers students the opportunity to meet all degree requirements through course work. Students may opt out of the mentorship by taking three additional, approved courses in lieu of the mentorship.

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

4.5. Master's Degree Majors

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

4.5.1. Department of Sports Coaching

The master's program in Sports Coaching is designed to prepare a student for leadership in a coaching career. In the world of athletics, the difference between average and elite performance can hinge on the level of coaching an athlete receives. Premier coaches use cutting edge motivation and instructional techniques to maximize the performance of their athletes and their teams. In the Sports Coaching program, students will be given the education to meet the challenges coaches face on a day-to-day basis and to find practical solutions every day problems. Students with a Sports Coaching major, or a dual major, which includes Sports Coaching, will take SAM 541 Sports Administration for Coaches in place of SAM 543 Sports Administration within the master's program core.

4.5.2. Department of Sports Exercise Science

Within the Department of Sports Exercise Science, the Sports Health & Fitness major can lead to many financially rewarding career opportunities in today's society. Corporations, both public and private, and not-for-profit groups, are all promoting fitness and wellness programs. Qualified persons have opportunities in physical fitness, strength training, and cardiovascular fitness. The Sports Health & Fitness program requires 24 hours of course work (eight courses) and a mandatory nine semester-hour mentorship as described in Section 4 of this catalog. One of the eight courses is a three-hour elective that must also be selected from among the following courses:

SAD 546 Seminar in Sports Medicine
SAB 566 Psychological Aspects of Health & Fitness Programming
SAR 587 Management Strategies in Health & Fitness

4.5.3. Department of Sports Management

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

4.5.4. Department of Sports Studies

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

4.5.5 Department of Recreation Management

A master's degree major in Recreation Management gives a student the knowledge and core skills needed by a recreation management professional to plan, organize, and administer recreation, leisure, and tourism programs, services, and activities. This is an evolving field with tremendous growth potential. Students who get into the field now will be the recreation leaders of the 21st Century.

4.6. M.S.S. Curriculum Planner

4.6.1. Guidelines for Using the Curriculum Planner

1. Students must take the core courses first, in this order: SAB 561 Contemporary Issues in Sports, SAM 543 Sports Administration, and SAM 544 Sports Marketing. (Sports Coaching majors or dual majors will take SAM 541 Sports Administration for Coaches in place of SAM 543 as a core course).

2. To determine the courses required for a degree, students should select the major heading and read down. Each master's level major consists of 33 semester hours.

3. Before completion of their core courses, students must complete the Three-Track Academic Option form and select the academic track they wish to follow:

    a. Mentorship Option (and any elective, if indicated)
    b. Thesis Option and SAR 575 (and any elective, if indicated) or
    c. Non-Thesis Option (three electives).

    Students selecting the Mentorship or Non-Thesis Options must take the Comprehensive Examination at the end of their program of study. Students selecting the Thesis Option will be enrolled in the Portfolio.

4. The mentorship is required for the M.S.S. degree in Recreation Management, Sports Health & Fitness, and those dual majors, which include Sports Health & Fitness. Sports Health & Fitness majors who are healthcare professionals may petition to take three additional approved courses in lieu of the mentorship. The petition must include documentation of credentials as a healthcare professional.

5. M.S.S. students must complete nine credit hours (three core courses) with a 3.0 GPA before they can enroll in the mentorship. Students must complete all courses, with SAR 575 as their final course, before they can enroll in thesis hours.

6. Dual majors, a combination of two degree programs, are available and require from 42 to 48 semester hours. Students should consult their academic advisor for details.

7. In order for a course to be applied to the degree by a conditionally admitted student, all admissions information must be on file. No more than 15 semester hours can be transferred to meet degree requirements.

Sports Coaching 33 Semester Hours	Sports Health & Fitness 33 Semester Hours
Core Courses – 9 semester hours	**Core Courses – 9 semester hours**
SAB 561 Contemporary Issues in Sports (3 sem. hrs.)	SAB 561 Contemporary Issues in Sports (3 sem. hrs.)
SAM 541 Sports Administration for Coaches (3 sem. hrs.)	SAM 543 Sports Administration (3 sem. hrs.)
SAM 544 Sports Marketing (3 sem. hrs.)	SAM 544 Sports Marketing (3 sem. hrs.)
Major Courses (each course is 3 semester hours)	**Major Courses (each course is 3 semester hours)**
SAB 568 Sports Psychology (3 sem. hrs.)	SAD 556 Issues in Nutrition and Health (3 sem. hrs.)
SAB 571 Sports Coaching Methodology (3 sem. hrs.)	SAR 520 Exercise Physiology (3 sem. hrs.)
SAR 525 Sports Strength & Conditioning (3 sem. hrs.)	SAR 525 Sports Strength & Conditioning (3 sem. hrs.)
SAD 546 Seminar in Sports Medicine (3 sem. hrs.)	SAR 580 Exercise Testing and Prescription (3 sem. hrs.)
1 Elective Course (3 sem. hrs.)	
	Mentorship
Thesis, Non-Thesis, or Mentorship Track	Mentorship – 450 Contact Hours (9 sem. hrs.)
Mentorship: 450 Contact Hours (9 sem. hrs.)	
Thesis: (6 sem. hrs.) and SAR 575 (3 sem. hrs.) (9 total hrs.)	**Elective**
Non-Thesis: 3 Elective Courses (9 sem. hrs.)	Students in the Sports Health & Fitness major must choose one of the following courses as their elective (3 sem. hrs.) SAD 546 Seminar in Sports Medicine SAB 566 Psychological Aspects of Health & Fitness Programming SAR 587 Management Strategies in Health & Fitness

Sports Management 33 Semester Hours	Sports Studies 33 Semester Hours
Core Courses – 9 semester hours	**Core Courses**
SAB 561 Contemporary Issues in Sports (3 sem. hrs.)	SAB 561 Contemporary Issues in Sports (3 sem. hrs.)
SAM 543 Sports Administration (3 sem. hrs.)	SAM 543 Sports Administration (3 sem. hrs.)
SAM 544 Sports Marketing (3 sem. hrs.)	SAM 544 Sports Marketing (3 sem. hrs.)
Major Courses (each course is 3 semester hours)	**Major Courses**
SAM 542 Sports Business & Personnel Mgmt. (3 sem. hrs.)	500/600 Elective (3 sem. hrs.)
SAM 545 Sports Finance (3 sem. hrs.)	500/600 Elective (3 sem. hrs.)
SAM 551 Public Relations in Sports (3 sem. hrs.)	500/600 Elective (3 sem. hrs.)
SAM 582 Sports Facilities (3 sem. hrs.)	500/600 Elective (3 sem. hrs.)
SAM 586 Sports Law & Risk Management (3 sem. hrs.)	500/600 Elective (3 sem. hrs.)
Thesis, Non-Thesis, or Mentorship Track	**Thesis, Non-Thesis or Mentorship Track**
Mentorship: 450 Contact Hours (9 sem. hrs.)	Mentorship: 450 Contact Hours (9 sem. hrs.)
Thesis: (6 sem. hrs.) and SAR 575 (3 sem. hrs.) (9 total hrs.)	Thesis: (6 sem. hrs.) and SAR 575 (3 sem. hrs.) (9 total hrs.)
Non-Thesis: 3 Elective Courses (9 sem. hrs.)	Non-Thesis: 3 Elective Courses (9 sem. hrs.)

Recreation Management 33 Semester Hours	
Core Courses – 9 semester hours	**The following three courses are REQUIRED (9 semester hours)**
SAB 561 Contemporary Issues in Sports (3 sem. hrs.)	SAM 535 Introduction to Parks, Recreation & Tourism (3 sem. hrs)
SAM 543 Sports Administration (3 sem. hrs.)	SAM 536 Philosophy & History of Recreation & Leisure (3 hrs.)
SAM 544 Sports Marketing (3 sem. hrs.)	SAM 537 Recreation Programming and Administration (3 sem. hrs)
Major Courses (Select TWO of the following for 6 hours)	**Mentorship**
SAM 530 Food & Beverage Service Management (3 sem. hrs)	Mentorship: 450 Contact Hours (9 sem. hrs.)
SAM 534 Membership & Marketing for Sports Clubs (3 hrs)	
SAM 533 Sports Club Management (3 sem. hrs.)	

Emphasis Courses **Personal Training, Sports Psychology, Olympism, Recreation Management,** **NCAA Compliance, Sports Hospitality Management**	
Core Courses and Major Courses are to be selected from the appropriate Major Course of Study (e.g., Sports Coaching, Sports Health & Fitness, Sports Management, Recreation Management, or Sports Studies). Emphasis courses may be selected as follows. All are 3 semester hours.	
Emphasis in Olympism	**Emphasis in NCAA Compliance**
SAB 651 Issues in the Olympic Movement	SAM 523 NCAA Compliance
SAB 622 Structure & Function of the Olympic Games	SAM 524 NCAA Compliance
SAB 667 Olympism	SAM 592 Introduction to the Business of Sports Agents
Emphasis in Recreation Management	**Emphasis in Sports Psychology**
SAM 535 Introduction to Parks, Recreation & Tourism	SAB 563 OR SAB 566
SAM 536 Philosophy and History of Recreation & Leisure	SAB 657 Psychology of Elite Performance
SAM 537 Recreation Programming and Administration	SAB 659 Group Dynamics in Sports & Exercise
Emphasis in Personal Training	**Emphasis in Sports Hospitality Management**
SAR 526 Personal Training	SAM 530 Food & Beverage Service Management
SAD 556 Issues in Nutrition & Health*****	SAM 534 Membership & Marketing for Sports Clubs
SAR 587 Management Strategies in Health & Fitness	SAM 533 Sports Club Management
*****Students who are Sports Health & Fitness majors or dual majors (only) must substitute SAD 546 Seminar in Sports Medicine for SAD 556 in the Personal Training Emphasis	

4.7. M.S.S. Core Courses

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

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

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

- SAB 561 Contemporary Issues in Sports
- SAM 543 Sports Administration (SAM 541 Sports Administration for Coaches for those students with a Sports Coaching major or dual major which includes Sports Coaching)
- SAM 544 Sports Marketing

4.8. M.S.S. Major/Elective Courses

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

4.9. Dual Majors

The Academy offers a dual major in any two master's degree disciplines with the exception of Recreation Management. The number of hours required for a dual major will range from 36 to 45 hours depending on the combination. Dual majors are designed to provide students with a broader set of skills to offer them more opportunities in the workplace.

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

4.10. Emphasis Areas

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

4.10.1. NCAA Compliance Emphasis

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

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

4.10.2. Olympism Emphasis

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

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

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

4.10.3. Personal Training Emphasis

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

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

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

4.10.4. Recreation Management Emphasis

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

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

4.10.5. Sports Hospitality Management Emphasis

From the earliest Olympic games to famous Super Bowl parties, sports and hospitality have always had a close relationship. Today, hospitality continues to gain importance as a central marketing avenue at sporting events. Students wishing to obtain an emphasis in Sports Hospitality Management must take the following courses:

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

4.10.6. Sports Psychology Emphasis

An emphasis in Sports Psychology provides information about the field of sports psychology as well as practical knowledge that a student can use to become a more effective fitness instructor, athlete, athletic administrator, physical educator, or coach. (Students who major in Sports Coaching are still required to take SAB 568 Sports Psychology as a major course.) To obtain the emphasis in Sports Psychology, a master's degree student must take the following three courses:

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

4.11 M.S.S. Graduate Certifications

Graduate Certification programs are designed to help coaches, administrators, managers, and fitness leaders achieve their career and educational goals. Graduate Certifications consist of six courses in each of the following disciplines: Sports Management, Sports Coaching, Sports Health and Fitness, and Recreation Management. Graduate Certifications are offered through the Department of Continuing Education and are master's level courses.

Students can earn academic degree credit by completing all the required courses for each Graduate Certification. Students also have the option of enrolling in the master's program upon completion of the certification. Students will need to complete two additional courses (SAB 561 Contemporary Issues in Sports and SAM 544 Sports Marketing) and a mentorship in order to earn a master's degree from the Academy. Students must have a final grade of 70% or higher for each course in order to earn the Graduate Certification and/or academic degree credit.

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

4.11.1 Graduate Certification in Sports Management

A Graduate Certification in Sports Management provides students the opportunity to enhance their knowledge in the field of sport in the areas of administration, business, finance, public relations, facility management, sports marketing, and sports law. Courses focus on the development of key skills in order to successfully design, implement, manage, and plan sport programs in an organizational setting.

	SPORTS MANAGEMENT	Credit Hours
Course 1	SAM 543 Sports Administration	3
Course 2	SAM 542 Sports Business and Personnel Management	3
Course 3	SAM 545 Sports Finance	3
Course 4	SAM 551 Public Relations in Sports	3
Course 5	SAM 582 Sports Facilities	3
Course 6	SAM 586 Sports Law and Risk Management	3

4.11.2 Graduate Certification in Recreation Management

A Graduate Certification in Recreation Management provides students with the opportunity of enhancing their knowledge and core skills, which are required of any recreation management professional to plan, organize and administer recreation, leisure, and tourism programs, services, and activities. The courses in this Certification focus on recreation, parks and tourism-related areas of management, administration, and marketing from a global perspective.

	RECREATION MANAGEMENT	Credit Hours
Course 1	SAM 543 Sports Administration	3
Course 2	SAM 535 Introduction to Parks, Recreation & Tourism	3
Course 3	SAM 536 Philosophy and History of Recreation & Leisure	3
Course 4	SAM 537 Recreation Programming and Administration	3
Course 5	SAM 530 Food & Beverage Service Management	3
Course 6	SAM 534 Membership and Marketing for Sports Clubs	3

4.11.3 Graduate Certification in Sports Coaching

The Graduate Certification in Sports Coaching is designed to give practicing and aspiring coaches the opportunity to enhance their development in the area of high performance coaching. The challenge of producing excellence in sport is now well recognized as requiring highly skilled and qualified coaches who can successfully blend science and practice. Additionally, coaches require skills in leadership and management to coordinate a large and complex group of people who contribute to the development of athletes and teams.

	SPORTS COACHING	Credit Hours
Course 1	SAM 541 Sports Administration for Coaches	3
Course 2	SAM 568 Sports Psychology	3
Course 3	SAB 571 Sports Coaching Methodology	3

Course 4	SAR 525 Sports Strength & Conditioning	3
Course 5	SAD 546 Seminar in Sports Medicine	3
Course 6	SCS 500 Coaching Elective	3

4.11.4 Graduate Certification in Sports Health and Fitness

The Graduate Certification in Sports Health & Fitness provides students the opportunity to enhance their knowledge in the sports related areas of human physiology, exercise testing, fitness prescription, sports nutrition, administration, and strength & conditioning. The courses in this certification focus on the physical and psychological aspects of exercise, fitness, and nutrition, and will improve the skills and knowledge of individuals working in these fields of endeavor.

	SPORTS HEALTH & FITNESS	Credit Hours
Course 1	SAM 543 Sports Administration	3
Course 2	SAD 556 Issues in Nutrition& Health	3
Course 3	SAR 520 Exercise Physiology	3
Course 4	SAR 525 Sports Strength & Conditioning	3
Course 5	SAR 580 Exercise Testing & Prescription	3
Course 6	SAR 566 Psychological Aspects of Health & Fitness Programming	3

4.12. Master's Course Descriptions

SAB 561: Contemporary Issues in Sports (3 semester hours)
This course is designed to provide students with an overview of the major issues in the world of sports. All primary issues impacting contemporary sports are covered, including performance-enhancing drugs; human growth hormones; gender inequity; race and ethnicity; youth, adolescent, and adult programs; media involvement; economics; management structures; and globalization. This course is a core requirement in all majors. *This course requires a class paper.*

SAB 563: Psychological Aspects of Sports Medicine (3 semester hours)
This course is a study of the psychological and sociological aspects of sports medicine. Emphasis will be given to the application of knowledge to the counseling of athletes coping with sports injuries and to the development of motivational strategies for rehabilitation and return to physical activity. *This course requires a class paper.*

SAB 566: Psychological Aspects of Health and Fitness Programming (3 semester hours)
This course is a study of the psychological and sociological aspects of health and fitness programming and the application of this knowledge to the development of effective motivational and behavioral modification strategies. *This course requires a class paper.*

SAB 568: Sports Psychology (3 semester hours)
This course involves the study of human psychological behavior and its influence in sports and exercise settings. It is designed to provide a student with information gleaned from research in Sports Psychology as well as practical knowledge to become a more effective Sports Management professional, coach, or fitness instructor. *This course requires a class paper.*

SAB 571: Sports Coaching Methodology (3 semester hours)
This course develops a theoretical base for teaching sports and sports skills and thus has a practical application. The course includes the development of a coaching philosophy, with an emphasis on ethics in coaching and

establishing a successful coaching style. A review of the impact of contemporary trends and issues in coaching is included. Managerial skills common to all coaching activities are discussed. *This course requires a class paper.*

SAD 546: Seminar in Sports Medicine (3 semester hours)
This course provides an overview of the profession. It is designed to educate athletic trainers, fitness professionals, and sports coaches on how to assess and manage sports injuries. *This course requires a final exam.*

SAD 548: Advanced Assessment in Sports Medicine (3 semester hours)
This course is designed to enhance a student's assessment techniques for evaluating athletic injuries and illnesses. It considers the connection between structure and function, with anatomy being the structure upon which biomechanical and physiological function is based. Particular emphasis is placed upon the development of a sound systematic and methodical evaluation technique to assess abnormal biomechanics (pathomechanics) and abnormal physiology (pathology). Such a technique is critical for making decisions on how best to manage and rehabilitate the injured or ill athlete. *This course requires a final exam.*

SAD 556: Issues in Nutrition and Health (3 semester hours)
This course covers the principles of sound nutrition as they relate to the athlete as well as to the average individual in our society. In addition, it covers physiological aspects: how nutrition affects
the body in terms of optimal health. *This course requires a final exam.*

SAD 562: Scientific Principles of Resistance Training (3 semester hours)
This course provides study of resistance training, including physiological and psychological aspects, basic concepts and principles, types of programs and training, and benefits for specific populations. The information necessary to understand and successfully design any resistance-training program is presented in this course. *This course requires a final exam.*

SAD 587: Management Strategies in Sports Medicine (3 semester hours)
This course involves the study of the basic concepts, theories, and organization of management as applied to the field of sports medicine. Topics include organizational structure and function, program development and administration, human resource management, financial management, inventory control, information management, insurance issues, and legal considerations in sports medicine. *This course requires a class paper.*

SAD 591: Treatment Procedures in Sports Medicine (3 semester hours)
This course is a study of modalities, including the physiological effects, rationale, principles, and methods of applying physical agents, therapeutic exercises, evaluation, and treatment planning in the practice of sports medicine. *This course requires a final exam.*

SAM 523: NCAA Compliance (3 semester hours)
This course is designed to give the student a working knowledge of National Collegiate Athletic Association (NCAA) compliance issues. It will present an overview of rules, eligibility, bylaws, and practices and procedures of the NCAA. *This course requires a class paper.*

SAM 524: NCAA Rules and Procedures (3 semester hours)
Examining and analyzing the bylaws, policies, and procedures of the National Collegiate Athletic Association (NCAA) is at the heart of this course. Students will be introduced to specific cases to develop a comprehensive understanding and appreciation of the NCAA, what it is, and how it functions. *This course requires a class paper.*

SAM 530: Food and Beverage Service Management for Sport Clubs (3 semester hours)
The course covers the origin, production, storing, marketing, and control of food and beverages in the hospitality industry. Topics integral to the successful management of restaurant and food service organizations are also covered. *This course requires a final exam.*

SAM 533: Sports Club Management (3 semester hours)
Covers the scope of club services, which includes personnel, small business operations, recruitment, leadership, and risk management. *This course requires a class paper.*

SAM 534: Membership and Marketing for Sport Clubs (3 semester hours)
Study of marketing as it applies to the sports and leisure industry. Also examines the role of marketing in strategic planning. *This course requires a class paper.*

SAM 535: Introduction to Parks, Recreation, and Tourism (3 semester hours)
A survey of the concepts and issues related to leisure, parks, recreation, and tourism in American society. Also, the effects of recreation and leisure on social, individual, and environmental aspects of our society will be examined. *This course requires final exam.*

SAM 536: Philosophy and History of Recreation and Leisure (3 semester hours)
This course is designed to discuss philosophies and contemporary social issues concerning recreation and leisure. Also, the history of recreation and leisure will be discussed. *This course requires a class paper.*

SAM 537: Recreation Programming and Administration (3 semester hours)
Explores concepts and applications of effective recreational sport programming and administration. Information concerning careers in recreational sport management will be presented. *This course requires a final exam.*

SAM 541 Sports Administration for Coaches (3 semester hrs.)
This course is designed to introduce managerial and administrative concepts to athletic coaches. These concepts are integral to the successful development of an athletic program. Information concerning the practical application of business models and theories pertaining to the athletic administration and sports coaching professions will be presented. Also, business techniques associated with the survival and growth of an athletic program will be examined. This is a core requirement for Sports Coaching majors. *This course requires a final exam.*

SAM 542: Sports Business and Personnel Management (3 semester hours)
This course involves the study of the principles of personnel management, including staffing, training, creating a favorable work environment, labor relations, compensation, benefits, laws, position descriptions, and employee evaluations. *This course requires a final exam.*

SAM 543: Sports Administration (3 semester hours)
The purpose of this course is to demonstrate to the prospective sports manager the importance of a basic understanding of administration theory and practice. The course will help students understand the sports manager's position and the environment in which he or she performs. This course is a core requirement for all degree-seeking students (Sports Coaching majors are required to take SAM 541). *This course requires a final exam.*

SAM 544: Sports Marketing (3 semester hours)
This course includes an in-depth study of sports marketing and its influence on the accomplishment of objectives in the world of sports. It involves a thorough review of the product, be it tangible or a service, and details bringing the product to market. Topics include advertising, promotions, public relations, location, pricing, sponsorships, licensing, market segmentation, and the role of research. This course is a core requirement for all degree-seeking students. Prerequisites: SAB 561 and SAM 543. *This course requires a class paper.*

SAM 545: Sports Finance (3 semester hours)
This course involves a study of the basic financial considerations a Sports Management professional must understand to function effectively. It includes the financial challenges facing the profession, sources of funding,

budgeting and financial statements, the concept of economic impact analysis, and the pros and cons of using public-sector funds. *This course requires a final exam.*

SAM 550: Fundraising in Sports (3 semester hours)
This course is a study of the concepts of sports fundraising. It provides a framework within which development staff, managers, and directors can operate and develop fundraising programs. *This course requires a class paper.*

SAM 551: Public Relations in Sports (3 semester hours)
Understanding the fundamentals of public relations and how they uniquely apply to sports in today's world is the primary focus of this course. The vital role public relations plays in sports management cannot be overlooked in our contemporary sports environment, which can be both the beneficiary and victim of our immediate access to information through social media, blogs, etc. An examination and analysis of all these elements provides the basis for the in-depth inquiry into the contributions public relations makes to sports. *This course requires a class paper.*

SAM 582: Sports Facilities (3 semester hours)
This course involves the study of the principles, guidelines, and recommendations for planning, constructing, using, and maintaining indoor and outdoor sports, physical education, recreation, and fitness facilities. *This course requires a final exam.*

SAM 586: Sports Law and Risk Management (3 semester hours)
This course introduces the fundamental tenets of the law and familiarizes students with legal structure and basic legal terminology. Various types of law are examined, as is the impact each has on the sports industry. A thorough review of risk management as it interfaces with legal liability issues in the sports industry is provided. *This course requires a final exam.*

SAM 587: International Sports Law (3 semester hours)
This course introduces students to the fundamental tenets of the law and familiarizes them with legal structure and basic legal terminology. Various types of law are examined as well as the impact each has on the sports industry. A thorough review of risk management is provided as it interfaces with legal liability issues involved in the sports industry. The course will focus on the unique aspects of international sports to include governance, associations (FIFA, IOC, etc.), litigation (WADA), and will provide an introduction to the emerging trend of sports agents. *This course requires a final exam.*

SAM 592: Introduction to the Business of Sports Agents (3 semester hours)
This course is designed to examine the role of the sports agent in the world of sports. An emphasis is placed on NCAA rules and state regulations surrounding recruitment by agents and the potential pitfalls an athlete could face. A thorough understanding of the sports agency profession is provided, including the techniques necessary to operate successfully in the profession. *This course requires a final exam.*

SAR 510: Sports Biomechanics (3 semester hours)
This course is a comprehensive study of human movement as it relates to sports and exercise. It covers how the study of biomechanics can promote human performance and prevent injury. *This course requires a final exam.*

SAR 511: Sports Performance Enhancement (3 semester hours)
The course is designed for sports coaches to study human movement as it relates to sports activities. Coaching techniques and methodology are addressed as regards to analyzing skills and improving sports performance. *This course requires a final exam.*

SAR 520: Exercise Physiology (3 semester hours)
This course is a study of various factors that affect human performance, including regulatory mechanisms, adaptations, and changes that occur as a result of physical activity. *This course requires a final exam.*

SAR 525: Sports Strength and Conditioning (3 semester hours)
This course is designed to study the fundamental principles of training and nutrition in sports and exercise. It is intended to develop knowledge of the anatomical and physiological systems challenged by sports conditioning and strength training, and to develop an awareness of fitness and nutrition programming. Ideas can be used to enhance individual and team performance in sports. *This course requires a final exam.*

SAR 526: Personal Training (3 semester hours)
This course will combine sports science and entrepreneurial principles toward the design and implementation of a personal training business. *This course requires a final exam.*

SAR 575: Professional Writing and Applied Research (3 semester hours)
This course will introduce the exciting world of research design and statistics to sports professionals employed in a variety of settings. The format and techniques for writing a scholarly research paper will be presented. Various types of research commonly used in sports are reviewed. Descriptive and inferential statistical analyses are covered, with an emphasis on their application to sports. *This course requires a class paper.*

SAR 580: Exercise Testing and Prescription (3 semester hours)
This course is a concentrated study of the principles of exercise testing and prescription for healthy and diseased states. The prerequisite for this course is SAR 520. *This course requires a final exam.*

SAR 587: Management Strategies in Health and Fitness (3 semester hours)
The study of the basic concepts, theories, and organization of management as applied to the field of health and fitness. Topics include organizational structure and function, program development and administration, human resource management, financial management, inventory control, information management, insurance issues, and legal considerations in health and fitness. *This course requires a final exam.*

SCS 508: Coaching Baseball (3 semester hours)
This course is designed to provide the foundations of coaching baseball to help current and future coaches accomplish the development of successful baseball programs. Coaching baseball has numerous challenges on and off the field. This course provides an in-depth analysis of all of the critical aspects of the competitions of baseball. It utilizes insight from some of the best baseball minds to put the coach-practitioner in a position to succeed. *This course requires a final exam.*

SCS 513 Coaching Basketball (3 semester hours)
This course is designed to provide the knowledge and skills necessary to individuals who intend to coach basketball at secondary, collegiate, and professional levels. Emphasis will be placed on understanding and teaching the fundamental skills, techniques, drills, and team strategies. Planning, preparation, and administration of the various phases of the season, practices, and competitions, along with the development of coaching philosophy and program evaluation plan for future improvement, will be covered. *This course requires a final exam.*

SCS 532: Coaching Football (3 semester hours)
This course is a study of the science and art of coaching football. All phases of coaching are addressed, from the Xs and Os, to the philosophy of leadership, responsibility, and teaching. *This course requires a final exam.*

SCS 564: Coaching Soccer (3 semester hours)
This course is designed to provide the knowledge and skills necessary to individuals who intend to coach soccer at the secondary, collegiate, and professional levels. Emphasis will be placed on understanding and teaching the fundamental skills, techniques, drills, and team strategies. Planning, preparation, and administration of the various phases of the season, practices, and competitions, along with the development of coaching philosophy, and program evaluation plan for future improvement will be covered. *This course requires a final exam.*

SCS 566: Coaching Softball (3 semester hours)
This course covers the philosophical foundations of coaching softball and the technical aspects of coaching the game. The philosophical foundations include setting priorities, identifying personal standards, player and coach value systems, and organizing, building, and marketing the team. The technical portion of the course includes individual skills, team strategies, motivating players, and preparing for competition in tournaments and playoffs. *This course requires a final exam.*

SCS 576: Coaching Tennis (3 semester hours)
This course focuses on current ideas and practical experiences reflecting coaching trends in tennis. The material presented is a culmination of information researched by both the USTA national coaching staff and the USTA sports science staff. The course is designed to provide the student with practical knowledge in the coaching of a tennis team—be it high school, college, junior tennis, or USTA-affiliated league. This course will examine issues regarding establishing a coaching foundation, planning for the overall season, teaching tennis skills and strategies, preparing players for competitive match play, and evaluating players and the program. *This course requires a final exam.*

SCS 578: Coaching Volleyball (3 semester hours)
This course examines the practical side of coaching volleyball. By illustrating the importance of scouting, practice preparation, and physical training, it attempts to address some of the major areas of volleyball coaching. The major areas of volleyball are broken down into the following categories: coaching priorities and principles, program building and management, innovative and effective practice sessions, individualized skills and team tactics, and game-winning strategies. *This course requires a final exam.*

SPT 597: Individualized Study (3-9 semester hours)
To register for an individual study directed by a faculty member, students must have the prior approval of the Chief Academic Officer.

SPT 598: Mentorship (9 semester hours)
Mentorships include supervised work for 450 clock-hours in the areas of Sports Health & Fitness, Sports Coaching, Sports Management, or Sports Studies in schools, colleges and universities, businesses, and industries.

SPT 599: Thesis (9 semester hours)
The formal development of an original research project is under the direction of a faculty committee. The thesis includes two 90-minute oral presentations, which may be scheduled on campus or by videoconference. The thesis experience includes the planning and presentation of an oral proposal defense and an oral final defense of a completed research manuscript. The oral presentations may be augmented by the use of PowerPoint or other computer applications.

SPT PRTM: Master's Portfolio
The Master's Portfolio will help to expand the student's research experience, increase the breadth of training, and expand their scholarly credentials by blending practical life experiences and professional work history within their program of study. The Master's Portfolio is required for students who select the Thesis Option.

4.13. 600-Level Course Descriptions (Master's and Doctoral Students)

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

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

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

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

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

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

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

SAB 667: Olympism (3 semester hours)
This course examines the growth and development of the modern Olympic Games through the eyes of their founder, Pierre de Coubertin. The International Olympic Committee has published selected writings by de Coubertin that include the search for a vision, the events leading up to the Olympic renewal, historical perspectives of the Olympics, the philosophical and educational dimensions of Olympism, and the Olympic Movement. *This course requires a class paper.*

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

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

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

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

SAM 644: Sports Marketing Research (3 semester hours)
This course examines marketing research pertinent to the successful operation of sports enterprises. It includes the study of research design, data analysis, and the presentation of results. *This course requires a class paper.*

SAM 660: Financial Aspects of Sports (3 semester hours)
This course involves an in-depth study of the financial challenges facing contemporary sports administrators, including an examination of financial data analysis, sources of funding, budgeting and financial accountability, inventory management and production control processes, profit distribution, taxation, and accounting processes. *This course requires a final exam.*

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

SAM 672: Personnel Training and Development (3 semester hours)
This course reviews various forms of personnel training and development. On-the-job and off-the- job training programs, personnel evaluation procedures, and needs assessments are also examined.
This course requires a final exam.

SAM 682 Facilities Planning in Sports (3 semester hours)
This course examines the principles, guidelines, and recommendations for the planning, construction, maintenance, and management of sports facilities. It is designed to provide students with an awareness of the facilities appropriate to sports programs, ranging from colleges to ultramodern fitness centers. *This course requires a class paper or final project.*

SAM 686: Research in Olympism (3 semester hours)
This course is designed to study special aspects of the administration and operation of the Olympic Games. The historical significance of the Seoul Summer Olympics is examined. International students who are Sport Management majors may elect to take this course in place of SAM 586 Sports Law and Risk Management. *This course requires a class paper.*

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

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

SAR 673: Information Systems and Analysis in Sports (3 semester hours)
This course provides students with the necessary information to implement technological advancements into current, sport-related business situations. It includes units covering foundation concepts, information technology, business applications, development processes, and management challenges. This course is an elective in the doctoral program. *This class requires a final exam.*

SAR 674: Research Statistics in Sports (3 semester hours)
This course is an overview of statistical methods utilized in sports and exercise science. Emphasis will be placed on computer software-based analysis. Topics include hypothesis testing, normal distributions, t tests, analysis of variance, chi-square, nonparametric techniques, correlation, and linear regression. *This course requires a class paper or final project.*

5. ACADEMY ONLINE WRITING LAB

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

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

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

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

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

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

Assessment of the ACCESS tutorials is based upon specific rubrics. As students submit their writing assignments, they are graded by the course instructor according to the appropriate grading rubric. Students are strongly encouraged to complete the suggested tutorial(s) and to complete and upload the tutorial exercises in an effort to master any deficiencies in writing. Grading rubrics may be found in the Addenda of this catalog.

6. TUITION AND FEES

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

TUITION AND FEES		M.S.S.	M.S.S. Military-Active Duty Tuition Assistance
	Tuition Fee (per semester hour)	$595	$416.50
	Application Fee	$50	$50
	Application Fee (International)	$125	$125
	Application Fee (Post-Master's)	$100	$100
	Application Fee (Non-Degree)	$50	$50
	Distance Learning Fee (per course)	$100	Waived
	One Time Fees:		
	Graduation Fee	$125	$125
	Portfolio Fee (Thesis Students Only)	$300	$300
EXPRESS SHIPPING FEES (as applicable)			
	Fed Ex 2nd day (per course)	$26	$26
	Fed Ex Overnight (per course) (additional charge will apply for Saturday delivery)	$47	$47
	International Goods, Services, and Taxes	Varies	Varies
	International Postage Fee	Varies	Varies
	International Shipping	Varies	Varies
ADMINISTRATIVE FEES (as applicable)			
	Comprehensive Examination Fee	$225	$225
	Course Extension Fee (per 30-days, allowed only 2 per course)**	$100	$100
	Course Extension Fee (60 days)**	$200	$200
	Graduate Transfer Evaluation Fee	$50	$50
	Independent Study Fee (per course)	$75	Waived
	Re-admittance Fee	$200	$200
	Re-enrollment Application Fee	$25	$25
	Residential Administrative Fee (per semester)	$200	Waived
	Returned Check Fee (each occurrence)	$40	$40
	Transcript Fee (per copy)	$10	$10
	Replacement Diploma Fees:		
	Parchment Copy (8 ½" x 11")	$25	$25
	Plaque Diploma (11" x 14")	$75	$75
SPECIAL FEES			
	Thesis Binding Fee (4 copies)	$385	$385
	Thesis Microfilming	$75	$75
	Thesis Copyright (optional)	$75	$75

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

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

Active duty members of the Armed Forces, including members of the National Guard who are under orders placing them on active duty and who are eligible to participate in Department of Defense tuition reimbursement programs, will receive a greatly discounted tuition rate as per the chart above. In addition, the Distance Learning Fee, Residential Administrative Fee, and Independent Study Fee will be waived for active duty members of the Armed Forces, including National Guard who are on active duty.

7. FINANCIAL AID

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

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

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

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

7.1. Financial Aid Programs for Qualifying Students

7.1.1. Loans

7.1.1.1 Federal Direct Student Loans

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

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

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

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

7.1.1.2 Graduate PLUS Loans

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

7.1.1.3 Annual Loan Limits for Subsidized and Unsubsidized Direct Student Loans

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

7.1.2. Distribution of Financial Aid Funds

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

The following procedures will be followed:

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

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

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

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

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

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

7.1.3. In-School Deferments

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

7.1.3.1. In-School Deferment for Dissertation/Thesis

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

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

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

7.2. Veterans Administration Programs

7.2.1 Veterans Benefits

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

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

7.3. Military Financial Aid Program

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

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

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

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

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

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

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

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

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

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

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

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

7.4. Definition of Academic Year

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

7.5. Satisfactory Academic Progress

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

Master's students are considered to be making satisfactory progress if they:

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

7.5.1. Required Qualitative Measure

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

7.5.2. Measurable Quantitative Progress Requirement

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

7.5.3. Reasonable Length of Time Requirement

At the Academy, a reasonable length of time for the completion of a degree program is defined as no more than 150% of the normal time required to complete a degree program measured in terms of academic years or terms, credit-hours attempted or clock-hours completed. The time allotted to complete the master's degree is 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 applications are renewed.

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

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

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

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

7.6 Return of Title IV Funds

The Academy's Financial Aid office is governed by rules concerning Title IV Federal Student Aid funds, which include Student 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 term, they have not "earned" the full allotment of financial aid. In this case, the Academy is required to return the "unearned" portion of aid to its originating source (i.e. the student loan lender).

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

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

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

7.7. Academy Financial Aid Review

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

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

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

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

5. To apply for financial aid, students must complete the *Free Application for Federal Student Aid (FAFSA).* FAFSA is available at www.fafsa.ed.gov. Students can sign their applications electronically with a Personal Identification Number (PIN) issued by the U.S. Department of Education. If a student does not have a PIN, the U.S. Department of Education will email one within three days. The proper year (2013-2014 begins with summer semester) and the Academy's Federal School Code (021706) must be selected.

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

   The U.S. Department of Education selects 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 Student Loan Entrance Counseling and sign a Student Master Promissory Note on the Internet at www.studentloans.gov

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

7.8. National Student Clearinghouse

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

7.8.1 Loan Program

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

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

The Registrar provides to the Clearinghouse on a mutually agreeable schedule, an electronic listing containing the enrollment status of all Academy students. The listing contains the data elements and is transmitted in a format as

reasonably required by the Clearinghouse. The listing shall indicate which students have blocked the release of directory information under FERPA.

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

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

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

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

All disclosures of information by the Clearinghouse comply with applicable Family Educational Rights and Privacy Act (FERPA) requirements. For assistance, e-mail financialaid@ussa.edu or telephone 251-626-3303.

8. REGULATIONS/POLICIES/PROCEDURES

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

8.1. Academic Integrity

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

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

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

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

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

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

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

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

8.1.1 Residential Registration - Policies and Procedures

8.1.1.1 Registration – Residential Students

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

8.1.1.2 Late Registration Fee – Residential Students

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

8.1.1.3 Failure to Register – Residential Students

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

8.1.1.4 Payment Information – Residential Students

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

8.1.1.5 Building Security Access – Residential Students

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

8.1.1.6 Student Access Doors – Residential Students

Magnetic locks are installed on the following:

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

8.1.1.7 Change in Schedule: Adding or Dropping – Residential Students

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

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

A student may withdraw up until the last day of class of a registered course. Students are fully responsible for submitting forms to the Registrar by the appropriate deadlines.

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

8.1.1.8 Withdrawal from the Academy – Residential Students

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

8.1.1.9 Attendance Policy - Residential Students

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

8.1.1.10 Credit Loads – Residential Students

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

8.1.1.11 Transcripts – Residential Students

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

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

8.2. Academic Probation and Dismissal

8.2.1 Academic Probation

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

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

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

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

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

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

8.2.2 Dismissal

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

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

8.3. *Academic Update*

The Academy regularly posts an online announcement called the *Academic Update*. The *Academic Update* is sent to all students through the Canvas Learning 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 remaining familiar with its content.

8.4. Accounts Receivable from Students

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

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

8.5. Advising Program

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

Students in the Master's Thesis Program will be assigned a portfolio advisor. Refer to the Master's Portfolio in the Addenda section of this catalog. The Academy reserves the right to reassign advisors, which may occur from time to time.

8.6. Animals and Pets

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

8.7. Application for Graduation

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

8.8. Attendance Policy-Distance Learning

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

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

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

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

8.9. Auditing Classes

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

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

8.10. Campus Computing and Email

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

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

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

1. Computer with Windows 7 or Windows 8 only.
2. 10/100/1000-Ethernet card (for wired access) OR Wi-Fi Certified card 802.11n or 802.11ac (for wireless access)
3. CAT 5e (or higher) cable (for wired Internet access).

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

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

8.11. Catalog Coverage and Change

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

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

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

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

8.12. Change of Address

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

8.13. Change of Major

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

8.14. Committees – Structure and Function

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

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

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

8.15. Conferring of Degrees

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

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

8.16. Course Descriptions - Expanded

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

8.17. Course/Instructor Evaluation

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

8.18. Course Materials Policy

Since most students take some or all of their courses by distance learning, and the Academy wants to ensure similar learning for all students, each course has specific materials around which the contents of the course are developed. Course materials are included with tuition and are automatically shipped to students with each course registration. This ensures that students will receive the correct text or eBook for the course materials which, in turn, maximizes student learning.

8.19. Dropping Courses

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

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

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

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

8.20. Drug and Alcohol Policy

8.20.1 Monitoring Student Criminal Activity Off-Campus

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

8.20.2 Policies and Programs Concerning Alcohol and Drugs

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

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

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

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

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

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

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

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

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

8.21. Examinations at the Master's Level

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

8.21.1. Proctoring Examinations

8.21.1.1 ProctorU

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

ProctorU offers live Internet proctoring via webcam. This service affords students the opportunity of taking tests in the comfort of their own homes, at their own computers, without incurring the costs of paying for a human proctor. The general cost for using ProctorU is covered by tuition for students who schedule their exams at least 72 hours in advance.

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

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

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

	Minimum	Recommended
PC Users	Windows XP	Windows 7
Mac Users	Mac OS X or higher	Mac OS X 10.7 Lion
Web Camera	640x480 resolution	1280x720 resolution
Internet Download Speed	.768 Mbps	1.5 Mbps
Internet Upload Speed	.384 Mbps	1.5 Mbps
RAM	1024MB	2GB
Ports	1935, UDP/TCP	1935, UDP/TCP

Other requirements:

1. A microphone (sometimes web cameras have built-in microphones).
2. One of the following compatible web browsers: Google Chrome (preferred), Mozilla Firefox, Safari, Internet Explorer 7, 8, 9, 10
3. The following plugins for the web camera: Adobe Flash Player v11; Adobe Shockwave player.

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

For additional information regarding ProctorU, students should visit the ProctorU website or may contact the Help Desk (helpdesk@ussa.edu) or the Testing Coordinator (testing@ussa.edu)

8.21.1.2. Third-Party Testing Center

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

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

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

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

8.21.2 Master's Degree Comprehensive Examination

Students enrolled in the Master's Degree program AFTER 1 January 2014, must select one of three academic study track options: Thesis Option, Non-Thesis Option, or Mentorship Option.

Students who select the Mentorship or the Non-Thesis Option will be required to take a Comprehensive Examination once they have completed all academic degree requirements. (Students who have selected the Thesis Option are enrolled into the Master's Degree Portfolio and do not sit for the Comprehensive Examination.)

The purpose of the Comprehensive Examination is intended to assess a master's degree student's ability to apply, analyze, and synthesize knowledge in a chosen area.

8.21.2.1 Master's Degree Comprehensive Examination Procedures

1. Comprehensive Examinations are offered on the third Thursday and Friday of each month, excluding December and January. Students must apply to take the Comprehensive Examination at least 30 days in advance of the desired testing date. A cap of 15 students is set for each month. The application can be found in the Student Portal, Student Services tab, Forms & Applications.

2. All Comprehensive Examinations are offered off-campus. Students must use ProctorU, the online proctoring service, or an approved third-party testing center. Students must schedule the examination and pay any required proctoring fee. Students must provide appropriate identification to ProctorU or to the testing center on the day of the examination. There is no fee for using ProctorU provided the student schedules the examination at least 72 hours ahead of the testing date.

3. The Comprehensive Examination consists of written components, which must be taken on one day. The student is given four (4) hours in which to complete the examination. These components cover the student's Major Area, Core Courses, Required Courses, and Electives.

4. Students are allowed to select questions in each of the following areas:
   - Major Area: Students must answer three of four questions.
   - Sports Administration & Finance: Students must answer one of two questions.
   - Contemporary Issues: Students must answer one of two questions.
   - Sports Marketing: Students must answer one of two questions.
   - General Area: Students must answer four of 10 questions.

5. Examinations are graded by faculty members. Students must score an average of 70% in each area of the examination in order to pass. Students scoring less than 70% in any area must repeat that area (e.g., student scores less than 70% in Sports Marketing, but more than 70% in the other four areas, will only have to retake the Sports Marketing area.)

6. Students who fail the Comprehensive Examination must re-apply and pay another examination fee. Students who fail the Comprehensive Examination a second time must appeal to the Academic Committee for an additional attempt.

7. The Registrar's office will mail letters to each student reporting the results of the Comprehensive Examination.

8.21.3. Master's Portfolio

The Master's Portfolio serves several purposes:

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

NOTE: Students who receive transfer credit for courses, which have a portfolio submission, must complete that portfolio assignment and should consult their Portfolio Advisor for instructions.

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

8.22. Exit Surveys

Students in the Master's Program will be registered for an online Graduate Exit Survey upon successful completion of the portfolio or comprehensive exam and the submission of a Graduation Application and all accompanying fees.

These exit surveys are used to ascertain the effectiveness of academic programs for students, to identify student perceptions, and to receive recommendations for program improvements. Students will also complete a financial aid exit interview at the completion of their program of study if financial aid was received.

The purpose of the financial aid interview is to fulfill Title IV federal mandates and communicate repayment responsibilities to students who have received federal financial aid during all, or part of, a degree program.

8.23. Facilities

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

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

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

Library Learning Center. The Academy Library contains a variety of print materials, both in book form (approximately 10,000 volumes) and in journal form. The best way to access periodical articles is through the online catalog on the Academy's website. Databases are updated regularly and supply citations, abstracts, or full-text articles. The Library's online databases index over 270,000 unique journals.

The Library is a member of the Online Computer Library Center (OCLC) and the Network of Alabama Academic Libraries (NAAL). By virtue of these memberships, the Library is able to access the holdings of most libraries. OCLC has access to 16,737 libraries in 170 countries, with 1.5 billion records. NAAL was founded to promote resource sharing among Alabama academic libraries. There is no charge for loans from member libraries of NAAL.

8.23.1. Recreational Facilities and Activities

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

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

8.24. Food and Drink

Food and drinks are not allowed in classrooms, the Library, the Human Performance or Sports Medicine Labs.

8.25. Full-Time Student

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

8.26. Grading Policies and Procedures – Online

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

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

1. They may request a 30-day extension for which they will pay the appropriate fee (see Section 6 Tuition & Fee schedule). If they do not finish by the end of this first 30-day extension, they may request another 30-day extension and pay an additional fee
   OR

2. The student may request one 60-day extension for which he/she will pay the appropriate fee.

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

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

8.27. Grading System – Graduate

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

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

A cumulative grade point average (GPA) of 3.0 for 33 semester hours of work is required for graduation. In computing the required 3.0 average necessary for the conferment of the master's degree, the total number of quality points is divided by the total number of semester hours for which letter grades were assigned. Grades earned at other institutions and transferred to the Academy cannot be used in the determination of the grade point average for conferment of the degree. The following symbols are substitutes for grades:

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

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

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

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

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

8.28. Grading Rubrics

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

8.29. Grading Appeal Procedures

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

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

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

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

Step 1

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

Step 2

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

Step 3

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

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

Step 4

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

Step 5

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

8.30. Graduation Requirements

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

- Submit all required admissions material

- Achieve a cumulative 3.0 or better grade point average
- Successfully complete all academic requirements
- Clear all financial obligations to the Academy
- Apply for graduation in My Student Portal and pay the graduation fee
- Complete the Graduate Exit Survey (and the financial aid exit interview, for financial aid recipients only)

Refer to the Addenda for a complete Graduation Checklist.

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

8.30.1. Academic Honors and Awards upon Graduation

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

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

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

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

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

- A semester grade point average of 3.8-3.99 GPA
- Completion of a minimum of 12 semester hours at the Academy
- Must be in full academic standing
- At least six hours completed for the semester.

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

- A semester grade point average of 4.0
- Completion of a minimum of 12 semester hours at the Academy
- Must be in full academic standing
- At least six hours completed for the semester.

8.30.2. Alumnus of the Year Award

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

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

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

8.31. Health Services

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

8.32. Holds on Student Records

Two types of holds may be placed on student records:

8.32.1. Academic Holds

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

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

8.32.2. Administrative or Business Holds

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

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

8.33. Insurance Requirements

International resident students are required to have medical insurance.

8.34. Lost and Found

The Lost and Found is located in the Logistics office.

8.35. Motor Vehicle Registration/Parking

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

8.36. Online-Course Structure and Grading

Each online course for the M.S.S. program consists of five (5) units of subject content. There are three (3) units with discussion questions in which students have the opportunity to participate with other students in exchanging ideas regarding the unit issues. There are two (2) units with writing assignments (one assignment is a class paper; the other is an article critique).

Master's courses have a Mid-Term Examination and a Final Class Paper OR a Final Examination. The mid-term examination consists of four essay questions and the student must answer three. The final examination also consists of four essay questions and the student must answer three. The student has three hours to complete each exam.

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

Grade composition is as follows:

- Unit Discussions 30% of the total grade
- Written Assignments 20% of the total grade
- Mid-term Exam 20% of the total grade
- Final Exam OR Class Paper 30% of the total grade

8.37. Online Student Security

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

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

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

Repeated attempts to send such files may result in a $200.00 fine and/or academic sanctions as determined by the faculty.

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

8.37.1. Password Reset Policy

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

8.37.1.1. Automated Password Recovery/Reset

1. The Academy shall provide an automated password recovery/reset solution for any Central Directory system provided (i.e. Active Directory, Academy Central Login)
2. This system will operate in a manner and by processes approved by the Department of Technology.
3. The password recovery solution should not rely solely on Social Security Number (SSN) or any portion thereof (Last 4).
4. The password recovery solution should not rely on the student ID# or any portion thereof.

8.37.1.2. Assisted Password Recovery/Reset

1. If the automated password recovery/reset solution provided by the Academy is unavailable or fails, the user may then call the Help Desk to reset their password. Call 251-626-3303 and ask for the Help Desk or email helpdesk@ussa.edu.
2. Any user requesting a password reset must verify their identity prior to having the reset completed.
3. The user must confirm their identity by providing the answer to 2-3 confidential questions.
4. Verification is to be conducted by dedicated Help Desk personnel only.

8.37.1.3 Personal Identification Number (PIN)

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

8.38. Photos-Students

8.38.1 Student Identity Verification – Registration Requirement

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

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

8.38.2 Student Photo Option for Online Course Display and Student ID

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

8.39. Program of Study

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

Students may find the POS in previous years' academic catalogs on the Academy's website at www.ussa.edu/academics/academic-catalogs/. Questions regarding the student's academic catalog should be directed to the Registrar's Office.

The POS is not considered a contract between the student and the institution and is subject to change at any time and at the sole discretion of the institution.

The Academy highly recommends that students contact their advisor to assist them in the successful completion of their degree and accomplishing personal academic goals. Students may find their assigned advisor in *My Student Portal* under "Student Records."

8.40. Re-Enrollment

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

Students who are seeking re-enrollment must submit a Re-Enrollment Application form, which is obtained on the Academy's web site at www.ussa.edu/admissions/apply. Students seeking re-enrollment are required to present official transcripts from any institution attended since leaving the Academy. Depending on the length of a student's absence, additional admission documents may need to be resubmitted. The cost of submitting a Re-Enrollment Application for master's students is $25.

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

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

Students who have been placed on academic probation, have been dismissed, or suspended from the Academy must submit a Re-Admittance Application which will be reviewed by the Academic Committee. The application can be found at www.ussa.edu/admissions/forms-applications. After approval, the student must submit the

appropriate re-admittance fee. Also after approval, the student must submit the Re-Enrollment Application and pay any and all fees required for re-enrollment.

8.41. Refund Policy

Refund of tuition, general fees, and technology fees for a student who drops a course, or all courses, or a student who is dismissed or suspended, is made in accordance with the Refund Policy. All application fees, enrollment fees, and special fees are non-refundable.

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

8.41.1. For Complete Withdrawal

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

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

8.41.2. For Partial Withdrawal

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

8.41.3. For Withdrawal from Mentorship

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

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

8.42. Release of Information

8.42.1. Release of Grades

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

8.42.2. Release of Student Portal Login/Password Information

Students receive Student Portal user ID and password information upon application to a program. Students who request this information subsequent to receiving their admission to their program of interest must contact the Office of Admissions. Accepted students must request this information via the Help Desk. If the student can provide self-identifying information, the login and password may be given over the telephone.

8.43. Repeat Policy

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

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

8.44. Replacement Diplomas

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

8.45. Resident and Non-Resident Faculty

The Academy utilizes both resident and non-resident faculty in order to fulfill the academic mission of the institution. All Academy faculty members must have appropriate preparation in a relevant academic field as defined by the Southern Association of Colleges and Schools Commission on Colleges.

8.46. Special Student Services

8.46.1 Students with Disabilities

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

of Student Services to assist the ADA Coordinator in the functions in preparation of the evaluation and implementation of a plan of compliance.

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

8.46.1.1. Providing Services for Students with Disabilities

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

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

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

- Screening of disability documentation
- Determination of appropriate accommodations
- Communication with faculty and/or staff regarding student needs.

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

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

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

Criteria for Disability Documentation

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

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

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

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

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

Learning Disabilities (LD)
A comprehensive evaluation report from a clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostician, including:

1. Clear statement of presenting problem; diagnostic interview
2. Educational history documenting the impact of the learning disability
3. Alternative explanations and diagnoses are ruled out
4. Clearly stated diagnosis of a learning disability based upon DSM-IV criteria
5. Defined levels of functioning and any limitations, supported by evaluation data
6. Current report (within 3 years of enrollment date), dated and signed

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

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

8.46.2. International Students

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

8.46.3. Students with Military Obligations

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

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

2. Withdrawing from the course of study without penalties.

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

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

8.47. Statute of Limitations for Degree Completion

All requirements for the M.S.S. degree must be completed within seven years from the time the student first enrolls in the degree program.

8.48. Student Conduct

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

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

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

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

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

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

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

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

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

6. The panel will provide a recommendation to the Chief Academic Officer within five working days from the conclusion of the hearing. The Chief Academic Officer will review the recommendation of the panel and render a decision within five working days. That decision can be to ratify the decision and recommendation of the panel or to require a new hearing which would be conducted before the entire Academic Committee. The student will be notified in writing of this decision. If another hearing before the entire Academic Committee is required, then the same process for a hearing will be repeated.

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

8.48.1 Threatening Behavior by Students

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

8.48.1.1. Prohibited Behavior

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

8.48.1.2. Procedures for Mandatory Reporting of Threatening Behavior

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

1. Leave the area immediately.

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

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

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

8.48.1.3. Disciplinary Process

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

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

The Student Disciplinary Procedures shall govern all proceedings involving such complaints. The Dean of Student Services may suspend the student for an interim period prior to the resolution of the disciplinary proceeding if the Dean determines that the continued presence of the student poses a threat to any individual, property, or Academy function. Sanctions, as appropriate, may be imposed in accordance with the Student Code of Conduct, up to and including suspension or expulsion from the Academy.

The Dean of Student Services may utilize a Student Behavior Assessment Committee to assist in determining whether the student can remain on campus or whether other appropriate disciplinary actions should be taken. The Student Behavior Assessment Committee is an advisory committee that shall include representatives from Student

Services, Academics, Administration, and other ad hoc members and consultants as deemed necessary by the Dean of Student Services on a case-by-case basis. The Committee will receive its charge from the Dean of Student Services, as necessary.

8.49. Student Mail

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

8.50. Student Organizations

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

The Alumni Association. There is no fee to become part of the Alumni Association, which is a network connection with thousands of sports professionals.

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

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

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

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

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

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

National High School Athletic Coaches Association (www.hscoaches.org)
P O Box 10277
Fargo, ND 58106

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

SHAPE America (formerly the American Alliance for Health, Physical Education, Recreation, and Dance (www.shapeamerica.org)
1900 Association Drive
Reston, VA 20191

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

8.51. Student Petitions Not Related to Grades

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

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

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

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

8.52. Student Rights

The Academy follows the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). In compliance therewith, a copy of the Act can be accessed through the web at www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html. Under pertinent provisions of the Act, the items listed below are designated as "Directory Information" and may be released for any purpose at the discretion of the Academy, unless the student exercises the right to withhold the disclosure of any or all of the categories of "Directory Information."

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

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

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

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

8.52.1. Student Rights for Records and Disclosure

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

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

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

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

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

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

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

8.52.3 Student Rights: Complaint Process

The Academy takes very seriously complaints and concerns regarding the institution. Most complaints can be resolved at the campus level and that procedure is addressed in the catalog sections regarding Grade Appeals, Student Petitions Other than Grades, and Student Conduct.

If a student feels there have been violations of state laws or rules related to licensure or has a complaint relating to the Academy's compliance with accreditation standards, see the "Academy Student Complaint Process Notice" in the Addenda section of this catalog.

8.53. Title IX/Violence Against Women Act (VAWA) Policy Statements

8.53.1 Non-Discrimination Statement

The United States Sports Academy (the Academy) does not discriminate in its education programs and activities on the basis of race, color, creed, national or ethnic origin, religion, sex, pregnancy, childbirth and related medical conditions, marital status, medical condition, service in the uniformed services, age, disability, sexual orientation,

gender identity, veteran status, or any other consideration made unlawful by federal, state, or local laws. Specifically, Title IX/SaVE requires the Institution not to discriminate on the basis of gender/sex in its education programs and activities. Gender/sex harassment, including gender/sex violence, is a form of prohibited gender/sex discrimination. Examples of covered acts are found in the Institution's policies on Sexual Misconduct.

8.53.2 Sexual Misconduct Policy

8.53.2.1 Gender/Sexual Discrimination, Misconduct, Harassment or Violence - Title IX/SaVE Purpose

The Academy is committed to maintaining an academic climate in which individuals of the Academy's community have access to an opportunity to benefit fully from the Institution's programs and activities. When students experience acts of sexual misconduct, their sense of safety and trust is violated. This can significantly interfere with their lives, including their educational goals. This policy has been developed to proactively create a campus environment in which incidents of sexual misconduct can be promptly and effectively responded to without further victimization, retaliation, and with possible remediation of its effects.

8.53.2.2 Dissemination of the Policy, Educational Programs, and Employee Training

This policy shall be disseminated through the Academy Academic Catalog, provided to the Academy's community online through the Institution's website, Student Portal, and other appropriate channels of communication.

New and current students will be provided with educational materials to promote familiarity with this policy. Newly hired employees and current employees responsible for reporting sexual misconduct will be provided with training. Furthermore, annual training will be provided to Title IX Investigators and hearing officers.

The educational programs and employee training provide ongoing awareness and prevention campaigns that also identify safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such bystander.

Additionally, information is provided on risk reduction so that students, faculty/staff may recognize warning signs.

8.53.2.3 Definitions and Examples of Sexual Misconduct

Sexual Misconduct Offenses include, but are not limited to:

- Sexual Harassment
- Sexual Assault
- Sexual Violence
- Sexual Exploitation
- Domestic and/or Dating Violence
- Stalking

The Institution considered the Violence Against Women Reauthorization Act of 2013 (VAWA), and for the purposes of this Policy, the various sexual misconduct definitions listed below are by applicable jurisdictions. Definitions may vary by state.

8.53.2.4 Sexual Harassment

Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that has the effect of unreasonably interfering with an individual's academic or work performance, or creates an intimidating, hostile, or offensive environment. Sexual violence is a form of sexual harassment prohibited by Title IX/SaVE.

Three Types of Sexual Harassment:

1. **Hostile Environment** includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and patently offensive so that it alters the conditions of education, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all of the circumstances.

   These circumstances could include:
   - the frequency of the conduct;
   - the nature and severity of the conduct;
   - whether the conduct was physically threatening;
   - whether the conduct was humiliating;
   - the effect of the conduct on the alleged victim's mental or emotional state;
   - whether the conduct was directed at more than one person;
   - whether the conduct arose in the context of other discriminatory conduct;
   - whether the statement is a mere utterance of an epithet which engenders offense in an individual, or offends by mere discourtesy or rudeness;
   - whether the speech or conduct deserves the protections under other principles such as academic freedom.

   Hostile Environment sexual harassment may occur in student to student, faculty/staff to student, student to faculty/staff relationships, or third party to student/faculty/staff.

2. **Quid pro quo** sexual harassment exists when there are:

   - unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
   - submission to or rejection of such conduct results in adverse educational action.

   Quid pro quo harassment may occur in student to student, faculty/staff to student, student to faculty/staff relationships, or third party to student/faculty/staff.

3. **Retaliation**
   The Institution will sanction a faculty, student, or staff member who takes adverse action against a person because of the person's participation in or support of an investigation of discrimination or sexual misconduct. Adverse action includes, but is not limited to, threats, harassment, intimidation (implied threats) or actual violence against the person or his or her property, adverse educational or employment consequences, ridicule, taunting, bullying, or ostracism.

   Retaliation sexual harassment may occur in student to student, faculty/staff to student, student to faculty/staff relationships, or third party to student/faculty/staff.

Title IX/SaVE also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

8.53.2.4.1 Sexual Assault

In Alabama, sexual assault occurs when physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force that overcomes earnest resistance OR a threat expressed or implied placing the person in fear of immediate death or serious physical injury to himself/herself or another.

8.53.2.4.2 Sexual Violence

Sexual violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

8.53.2.4.3 Consent

In Alabama, consent is without forcible compulsion; or incapacity to consent; or if the offense charged is sexual abuse, or any circumstance in which the victim does not express or imply acquiescence in the actor's conduct.

8.53.2.4.4 Incapacitation

In Alabama, incapacitation is the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, mentally defective, mentally incapacitated, or physically helpless.

- Mentally defective means a person suffers from a mental disease or effect which renders him/her incapable of appraising the nature of his conduct.

- Mentally incapacitated means rendered temporarily incapable of appraising or controlling his/her conduct because he/she is under the influence of a narcotic or intoxicating substance administered to him/her without his consent OR any other incapacitating act committed upon him/her without his/her consent.

- Physically helpless means unconscious or physically unable to communicate unwillingness to act.

8.53.2.4.5 Sexual Exploitation

Occurs when a person takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);

- engaging in voyeurism;
- knowingly transmitting an STD or HIV to another student.

8.53.2.4.6 Domestic Violence

In Alabama, 'Domestic violence' means any incident resulting in the abuse, assault, harassment, or the attempt or threats thereof, between family, household, or dating or engagement relationship members. 'Harassment' means any offense under §13A-11-8.

A person commits the crime of harassment if, with intent to harass, annoy, or alarm another person, he or she:

• Strikes, shoves, kicks, or otherwise touches a person or subjects him or her to physical contact
• Directs abusive or obscene language or makes an obscene gesture toward another person

For purposes of this section, harassment shall include a threat, verbal or nonverbal, made with the intent to carry out the threat that would cause a reasonable person who is the target of the threat to fear for his or her safety.

A person commits the crime of 'harassing communications' if, with intent to harass or alarm another person, he or she does any of the following:

- Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail, or any other form of written or electronic communication in a manner likely to harass or cause alarm

- Makes a telephone call, whether or not a conversation ensues, with no purpose of legitimate communication

- Telephones another person and addresses to or about such other person any lewd or obscene words or language

In criminal law: 'Family, household, or dating or engagement relationship members' includes a spouse, former spouse, parent, child, or any other person related by marriage or common law marriage, a person with whom the victim has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship.

In civil law: the term 'plaintiff' is a person in need of protection from domestic violence who is age 18 or older, is or has been married or is emancipated, and has one of the following relationships:

- Is related by marriage to the defendant, including a common law marriage
- Had a former marriage or common law marriage with the defendant
- Has a child in common with the defendant
- Has a dating relationship with the defendant
- Is a current or former household member

A dating relationship means a recent, frequent, intimate association, primarily characterized by the expectation of affectionate or sexual involvement within the last 6 months. A dating relationship does not include a casual or business relationship.

A household member is a person maintaining or having maintained a living arrangement with the defendant where he or she is in, or was engaged in, a romantic or sexual relationship.

8.53.2.4.7 Dating Violence

In Alabama, dating violence is addressed under the laws of domestic violence.

8.53.2.4.8 Stalking

In Alabama, a person who intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm is guilty of the crime of stalking in the first degree.

A person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct is guilty of the crime of stalking in the second degree.

A person who violates the provisions of §13A-6-90(a) and whose conduct in doing so also violates any court order or injunction is guilty of the crime of aggravated stalking in the first degree.

A person who violates the provisions of §13A-6-90.1 and whose conduct in doing so also violates any court order or injunction is guilty of the crime of aggravated stalking in the second degree.

Definitions:

The following terms shall have the following meanings, respectively, unless the context clearly indicates otherwise.

- Course of conduct. A pattern of conduct composed of a series of acts over a period of time which evidences a continuity of purpose.

- Credible threat. A threat, expressed or implied, made with the intent and the apparent ability to carry out the threat so as to cause the person who is the target of the threat to fear for his or her safety or the safety of a family member and to cause reasonable mental anxiety, anguish, or fear.

- Harasses. Engages in an intentional course of conduct directed at a specified person which alarms or annoys that person, or interferes with the freedom of movement of that person, and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, and must actually cause substantial emotional distress. Constitutionally protected conduct is not included within the definition of this term.

8.53.2.5 Confidentiality

While reports of this nature may result in the gathering of extremely sensitive information about individuals, such information is considered confidential and every effort will be made to keep the information confidential. Disclosures of certain personal information may be disclosed concerning a report of sexual harassment or sexual violence to the Institution. In such cases, efforts will be made to redact the records in order to protect the privacy of individuals.

Students are encouraged to speak to officials from the Institution to make formal reports of incidents. Students have the right and can expect to have incidents of sexual misconduct to be taken seriously by the Institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures.

The Institution has an obligation to investigate reports of this nature with or without the consent from the victim. The Institution will attempt to obtain consent from the victim before beginning an investigation. If the victim requests confidentiality or asks that the complaint not be pursued, the Institution will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If the victim insists that his/her name or other identifiable information not be disclosed to the alleged perpetrator, the Institution may be limited in its response. Although the response may be limited, these types of reports help to keep the Title IX/SaVE Coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. There are other resources listed below. These other resources are available for the reporting of crimes and policy violations, and they will take action when a report of victimization has been made to them. Neither Institution resources, nor the law requires a divulgence of private information from a student.

Resources

- **Emergency and Counseling Hotline Telephone Numbers:**
  - Emergency (police, fire, and rescue)
    Always dial 911 for life-threatening emergencies.

- **24 Hour National Suicide Prevention Lifeline / Veterans Crisis Line**
  (800) 273-TALK (8255)
  TTY Line: (800) 799-4889

- **Low-Cost Clinic Locator**
  - **24 Hour National Domestic Violence Hotline**
    (800) 799-SAFE (7233)
    TDD Line: (800) 787-3224
  - **Poison Control Center**
    (800) 222-1222

  - **National Child Abuse Hotline**
    (800) 4-A-CHILD (422-4453)

- **Counseling and Rehabilitation**
  - **American Council on Alcoholism**
    (800) 527-5344

- **Al-Anon**
  (888) 425-2666

- **The Substance Abuse and Mental Health Services Administration Treatment Helpline**
  (800) 662-HELP / (800) 662-4357
  TDD (800) 487-4889

- **24 Hour National Alcohol and Substance Abuse Information Center**
  (800) 784-6776

- **American Social Health Association STI Resource Center**
  (800) 227-8922

- **CDC National AIDS Hotline / National STD Hotline**
  (800) CDC-INFO (232-4636)

- **Gay and Lesbian National Hotline**
  (888) THE-GLNH (843-4564)

8.53.2.6 Retaliation

This policy also prohibits retaliation against a person who reports sexual harassment, assists someone with a report of sexual harassment, or participates in any manner in an investigation or resolution of a sexual harassment report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

8.53.2.7 Recordkeeping

The Title IX/SaVE Coordinator, along with Administration and Finance is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with Institution Record Retention Policies. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

8.53.2.8 Reporting/Filing a Complaint for Title IX (Gender/Sex Discrimination)

8.53.2.8.1 Gender/Sex

Sexual misconduct is a threat to the entire Institution community. Members from the Institution community are strongly encouraged to report all incidents that threaten a student's continued well-being, safety, or security. Complaints from any member of the Institution community relating to discrimination, misconduct, harassment, domestic violence, dating or other related violence, stalking, or retaliation based on gender or sex concerning a faculty member, staff member, a student or students may be reported to:

Title IX/SaVE Coordinator for the Academy:

Dr. Robert Hudson, Director of Library & Archivist.
Contact information:
Phone: 251-626-3303, ext. 7268
Email: titleIX@ussa.edu
Mailing Address: United States Sports Academy, 1 Academy Drive, Daphne, AL 36526

The Title IX/SaVE Coordinator is responsible for the oversight, coordination and implementation of all Title IX compliance activities for the Institution. Title IX/SaVE Coordinator responsibilities include, but are not limited to, monitoring of the ongoing publication of the Institution's policy of non-discrimination including the Title IX/SaVE Coordinators contact information, continuous monitoring and oversight of overall Institution activities for compliance with Title IX requirements including athletic equity, grievance procedures, investigations, sanctions and evaluating requests for confidentiality.

Institution personnel will inform students in writing of procedures that victims should follow, including:

- the importance of preservation of any evidence
- options regarding the assistance of local law enforcement, campus officials; the option to decline assistance, or decline notifying local law enforcement
- any interim protective measures that will be taken and their options for protective orders
- resources including counseling, health, and mental health services

Individuals with complaints of any nature described above also always have the right to file a formal complaint with the Office for Civil Rights (OCR), United States Department of Education, Washington DC 20201, and/or with local law enforcement.

8.53.2.8.2 Other Complaints

All other complaints, including discrimination, misconduct, harassment, violence or retaliation based on race, color, creed, national or ethnic origin, religion, pregnancy, childbirth and related medical conditions, marital status, gender identity, medical condition, service in the uniformed services, age, disability, veteran status, or any other consideration made unlawful by federal, state, or local laws, should follow the relevant procedure outlined in the section devoted to Student Conduct found in Section 8 of all degree Academic Catalogs, or contact:

Ms. Holly McLellan, Dean of Administration and Finance, or any member of the senior management team:
Phone: (251) 626-3303, ext. 7223
Email: administration@ussa.edu

An individual may also file a complaint or grievance alleging discrimination, misconduct, harassment, domestic violence, dating or other related violence, stalking, or retaliation based on gender or sex and these complaints will be routed back to the Title IX/SaVE Coordinator.

The above complaint processes (Gender/Sex and Other Complaints) involve a thorough, impartial investigation designed to provide a fair, prompt, and reliable determination about whether the Institution's nondiscrimination policies have been violated. As necessary, the Institution reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim.

The Institution has an obligation to report any crimes of which it has knowledge under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

8.53.2.8.3 Receipt of Complaint

Upon receiving notice of a possible violation of the sexual misconduct policy, the Institution will take immediate and appropriate steps to:

- end the behavior
- conduct a prompt, fair and impartial investigation
- remedy the effects, and
- prevent it from reoccurring

8.53.2.8.4 Referral to Title IX Investigator

Upon receipt of a complaint, the Title IX/SaVE Coordinator will refer the complaint to the Title IX Investigator (IX Investigator) and, if necessary, to Human Resources for investigation.

- The investigation should be completed and findings issued within sixty (60) calendar days from the receipt of the complaint, barring documented unforeseen circumstances.

- The Title IX/SaVE Coordinator, Dean of Student Services and, if necessary, Human Resources staff will coordinate any initial remedial short term or interim actions including but not limited to suspension or leave, accommodations for the alleged victim, or other necessary remedial short-term actions and protective measures.

- In campus based complaints, the Title IX/SaVE Coordinator will coordinate with the Dean of Student Services and Human Resources or designee and, if necessary, will coordinate initial, short term remedial actions. Any initial, short term remedial actions deemed necessary shall be carried out by the Dean of Administration and Finance, Dean of Student Services or designee.

8.53.2.8.5 Office of Title IX Investigator Initial Investigation into Complaint

Upon receipt of a complaint from the Title IX/SaVE Coordinator, the Title IX Investigator and, if necessary, Human Resources staff, will investigate the complaint.

- Title IX Investigator and, if necessary, Human Resources staff, will determine the identity and contact information of the complainant, whether that will be the initiator, the alleged victim, or an Institution proxy or representative;

- Title IX Investigator and, if necessary, Human Resources staff, will collaborate with the complainant to identify the correct policies allegedly violated;

- Title IX Investigator and, if necessary, Human Resources staff, will conduct an immediate initial investigation to determine if there is reasonable cause to charge the accused individual, and what policy violations should be alleged as part of the complaint. If a reasonable cause exists, Title IX Investigator and, if necessary, Human Resources staff, will prepare a Notice of Charges on the basis of the initial investigation and submit to the Title IX/SaVE Coordinator and, if necessary, Human Resources, for further action;

- Once the Title IX/SaVE Coordinator receives a copy of the report of initial findings, the Title IX/SaVE Coordinator, Dean of Student Services, and, if necessary, Human Resources staff will review the findings and make a determination as to whether reasonable cause exists to bring charges against the accused individual. If reasonable cause exists, the matter shall proceed to a formal investigation.

- The complainant and the accused have the right to meet with the Title IX/SaVE Coordinator to receive information as to why the investigation was terminated.

- The complainant and the accused have a right to request an appeal to an investigation that was terminated.

- Where the Title IX/SaVE Coordinator, Dean of Student Services and, if necessary, Human Resources staff, affirm a Title IX Investigator finding that there is insufficient evidence to support a reasonable cause, the complaint will be closed and the Dean of Student Services or designee or if necessary, Human Resources, will simultaneously in writing inform the complainant and the accused that the investigation is discontinued and will reverse any interim, short term actions taken.

8.53.2.8.6 Notice of Charges and Continued Investigation of Complaint

- If the Title IX/SaVE Coordinator determines there is sufficient evidence to support a reasonable cause and approve the charges, the Title IX Investigator and Title IX/SaVE Coordinator will collaborate with the Dean of Student Services for Campus based cases or if necessary, Human Resources staff, to determine the need for additional, short term remedial actions for any parties involved in the complaint. Any additional, short term remedial actions deemed necessary prior to the continuation of the investigation shall be carried out by Dean of Student Services or designee, and if necessary, Human Resources.

- The Dean of Student Services or designee, or if necessary, Human Resources staff, will communicate to the complainant the continuation of the investigation and intent to present the accused with a Notice of Charges. The Dean of Student Services or designee, or if necessary, Human Resources staff, will simultaneously and in writing present the accused with the official Notice of Charges.

- The Dean of Administration or designee, or if necessary, Human Resources staff, will also communicate and carry out all additional, short term remedial actions for any involved party that is a student; Human Resources will also communicate and carry out all additional, short term remedial actions for any involved party that is an employee deemed necessary, prior to the continuation of the investigation.

- The Title IX Investigator will continue the investigation and conduct a thorough, reliable, and impartial investigation by developing a strategic investigation plan, including as much as reasonably possible, giving each party an equal opportunity to present witnesses and other evidence and be represented by an advisor of his/her choosing.

- The Title IX Investigator will complete the investigation without unreasonable deviation from the intended timeline.

- Any requests for updates on the status of the investigation prior to its completion should be directed to the Title IX/SaVE Coordinator or Human Resources staff.

- The Title IX Investigator will make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not).

- Upon completion of the investigation, the Title IX Investigator will present all findings to the Title IX/SaVE Coordinator.

- Once the investigation findings by the Title IX Investigator are approved by the Title IX/SaVE Coordinator, the Title IX/SaVE Coordinator will communicate the results to the Conduct Administrator or designee and, if necessary, Human Resources staff.

- At any time during the process, the victim maintains his/her right to file a criminal complaint with local law enforcement.

8.53.2.8.7 Investigation Findings: Communication

- The Title IX Investigator or designee or, if necessary, Human Resources staff, will simultaneously and in writing communicate the findings to the accused and the complainant.

- Where the preponderance of the evidence does not support a finding against the accused for the alleged violation(s), the investigation will be closed. The Title IX Investigator or designee, or, if necessary, Human Resources staff, will simultaneously and in writing communicate the findings to the accused and the complainant. Additionally, where the accused is found not responsible for a violation, the IX Investigator or designee, or, if necessary, Human Resources staff, will consult with the Title IX/SaVe Coordinator to consider the reversal of any remedial actions taken.

- Where the accused is found responsible for a violation, the accused or the complainant may appeal the findings in part or in whole; the Title IX Investigator or designee will advise the rejecting party of the criteria for appeal of the findings when communicating the findings.

8.53.2.8.8 Investigation Findings: Acceptance

- If the complainant and/or accused individual(s) accept the findings in whole, each shall notify the Title IX/SaVE Coordinator within three (3) business days of communication of findings. If the complainant and/or accused individual does not indicate his/her acceptance or Appeal of the findings within three (3) business days of communication, non-communication will be considered acceptance and the Institution will proceed accordingly with the process four (4) days following communication of the investigation findings.

- The Title IX/SaVE Coordinator will review all case information and determine appropriate sanctions within eight (8) business days following notification of all findings to the complainant and accused individual, barring documented unforeseen circumstances. If the accused is an employee, Human Resources in coordination with the Title IX/SaVE Coordinator will determine appropriate sanctions. Once the sanction(s) is determined the Title IX/SaVE Coordinator will inform the Dean of Student Services or designee, Title IX Investigator, and Human Resources (if necessary) of the sanction determination. The Dean of Student Services or designee, or Human Resources (if necessary) shall, within two (2) business days of the notification of sanctions, barring documented unforeseen circumstances, simultaneously and in writing inform the complainant and the accused of the sanction decision.

8.53.2.8.9 Investigation Findings: Appeal

- If the complainant and/or accused individual(s) disagree with the findings in part or in totality, either the complainant or the accused may appeal the finding in totality or in part on the following bases:

    - The accused and/or complainant wants consideration of new evidence, which was unavailable during the original investigation that could be outcome determinative. A summary of this new evidence and its potential impact must be included;

    - The accused and/or complainant alleges that a material deviation from written procedures impacted the fairness of the process in a way that could be outcome determinative;

- The accused and/or complainant challenges the assertion that the evidence presented during the investigation process was sufficient to find them responsible by a preponderance of the evidence; or

- The accused and/or complainant alleges bias by the Title IX Investigator, Title IX/SaVE Coordinator which deprived the process of impartiality in a way that was outcome determinative.

The accused and/or complainant has five (5) business days, barring documented unforeseen circumstances, from the date of the communication of the findings to present the formal notification of appeal, in writing, to the Title IX/SaVE Coordinator.

The Title IX/SaVE Coordinator for the Academy:

Dr. Robert Hudson, Director of Library & Archivist.
Contact information:
Phone: 251-626-3303, ext. 7268
Email: titleIX@ussa.edu
Mailing Address: United States Sports Academy, 1 Academy Drive, Daphne, AL 36526

8.53.2.8.10 Investigation Finding: Appeal Process

- Upon receipt of either party's appeal of the findings, the Title IX/SaVE Coordinator will acknowledge receipt of the notice within three (3) business days.

- The written appeal must state the basis for appeal and provide sufficient information that supports the grounds for appeal. The appeal must be accompanied by any relevant new information or evidence that was not available during the investigation phase of the process.

- The Vice President or his/her designee will review all cases presented for appeal within five (5) business days of the Title IX/SaVE Coordinator's acknowledgement of the party's intent to appeal, barring documented unforeseen circumstances, to determine if the presented grounds for appeal and supporting information will be accepted or rejected.

- If the appeal does not meet the stated grounds for the appeal, the appeal will be rejected by the Vice President or designee and the decision to reject the appeal will be communicated to the Title IX/SaVE Coordinator. The Title IX/SaVE Coordinator will inform the Dean of Student Services or designee and if necessary Human Resources of the decision. The Dean of Student Services or designee, shall, within two (2) business days of the appeal determination, barring documented unforeseen circumstances, simultaneously and in writing inform the complainant and the accused of the appeal decision.

- If the appeal is rejected by the Vice President or designee, the Dean of Student Services or designee and campus personnel will then convene a Student Appeals Committee Formal Hearing to determine sanctions within seven (7) business days following the communication of the rejection of the appeal, barring documented unforeseen circumstances.

- If the Vice President or designee determines there is sufficient evidence to support an appeal, the Vice President or designee will inform the Title IX/SaVE Coordinator of this determination within five (5) business days of the Title IX/SaVE Coordinator's acknowledgement of the party's intent to appeal.

- If the appeal determination requires a review of the investigation, the Title IX/SaVE Coordinator will then return the case to the Title IX Investigator for further investigation within three (3) business days of receipt of the appeal determination by the Vice President and a Title IX Investigator designee will be assigned.

- The appeal investigation will be completed within fourteen (14) calendar days of submission to the Dean of Student Services by the Title IX/SaVE Coordinator, barring documented circumstances that may extend the investigation.

- Upon completion of the appeal review, the Title IX Investigator designee will present all findings to the Title IX/SaVE Coordinator.

- Once the appeal review findings by the Title IX Investigator designee are submitted to the Title IX/SaVE Coordinator, the Title IX/SaVE Coordinator, in conjunction with the Dean of Academic Affairs, will make an appeal determination. The Title IX/SaVE Coordinator will report the outcome to the Dean of Student Services or designee or if necessary, to Human Resources, who will in turn communicate the appeal findings, simultaneously and in writing, to the complainant and the accused.

- Where the accused individual is found not responsible for the alleged violation(s) upon appeal, the investigation will be closed. The Dean of Student Services or designee, or if necessary Human Resources, will communicate this information to both the complainant and accused simultaneously and in writing.

- Additionally, the Dean of Student Services or designee will consult with the Title IX/SaVE Coordinator and Human Resources (when necessary) to consider the reversal of any remedial actions taken.

- Where the accused individual is found responsible for the alleged violation(s) upon appeal, the Dean of Student Services or designee of if necessary Human Resources, will communicate this information to both the complainant and accused simultaneously and in writing.

- The Dean of Student Services or designee will then convene a Student Appeals Committee Formal Hearing to determine sanctions within seven (7) business days of the communication of findings of the appeal, barring documented unforeseen circumstances.

8.53.2.9 Additional Information for Sexual Misconduct Investigations

Attempted Violations. In most circumstances, the Academy will treat attempts to commit any of the violations listed in the Student Handbook as if those attempts had been completed.

Institution as Complainant. As necessary, the Academy reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

False Reporting. The Academy will not tolerate intentional false reporting of incidents. It is a violation of the Student Handbook to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Group Action. When members of groups, individuals acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group or individually, and a hearing may proceed against the group as jointly accused students or individually, at the discretion of the Institution.

Amnesty Policy. The Academy encourages the reporting of crimes by victims and/or witnesses. Sometimes, a victim(s) and/or witness(es) may be hesitant to report to Institution officials because of the fear that by reporting an incident, he/she may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims and/or witnesses as possible choose to report to Institution officials. To encourage reporting, the Academy pursues a policy of offering victims and/or witnesses of crimes immunity from policy violations related to the incident, as long as those policy violations are not directly related to the crime itself. For example, if a student reported a rape in which he or she was involved as a perpetrator, he or she would not be immune from policy violations.

No-Contact Order. Students are entitled to seek a no-contact order that imposes reasonable restrictions on student contact during and after campus conduct proceedings.

Right to an Immediate Process. the Academy takes immediate and appropriate action to investigate sexual misconduct complaints.

List of Witnesses and Copies of Documentary Evidence. Institution encourages an exchange of information between the parties in advance of the hearing, including an exchange of the complaint and answer, witness lists, and other written statements that may be available.

Sexual History. Questioning or presenting of evidence about the complainant's prior sexual conduct with anyone other than the alleged perpetrator will be prohibited. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

Character. All parties to a complaint have a right not to face questions or discussion about their character unless the hearing chair determines that such information is highly relevant to determining whether the policy has been violated.

Separate Testimony Options. Any complainant can request to give his or her testimony via alternate means to being in the physical presence of the person he or she has accused. Telephony, screens, and closed-circuit broadcasts may be permitted, but not to the disadvantage of the accused student.

Notice of When Complaint Delivered to Accused. Complainants are notified in advance regarding when notice of the complaint is delivered to the accused, so as to protect Complainants from potential retaliation.

Right to Present Own Complaint or Use Proxy. The alleged victim has the right to present his or her own complaint if he or she wants to, or to ask the Institution to stand as complainant in his or her place.

Right to Know Outcome and Sanctions. Simultaneously and in writing the complainant and the accused have the right to know the outcome and sanctions.

Right to be Informed of Appeal Status. The parties will be informed by the Dean of Student Services or designee if an appeal is granted.

8.53.2.10 Possible Sanctions and Protective Measures

- Any accused found responsible for violating the policy on Sexual Misconduct may receive a sanction ranging from a verbal warning, probation, and suspension to expulsion/termination, depending on the severity of the incident, and taking into account any previous documented conduct issues. If the accused individual is an employee, sanctions will be determined by Human Resources in consultation with the Title IX/SaVE Coordinator.

- In order to protect the victim, at any time during the investigation, the Institution may recommend interim protections or remedies. These protections include, but are not limited to, separating the parties, placing limitations on contact between the parties, or making alternative working, academic or student housing arrangements. Efforts will be made to minimize the burden on the victim. Failure to comply with these interim protections may be considered a separate violation of this Policy.

8.53.2.11 Sanction Process: Student

8.53.2.11.1 Administrative Hearing (Student)

The Title IX/SaVE Coordinator will review all case information and determine appropriate sanctions within five (5) business days of notification of acceptance of all findings to the Title IX/SaVE Coordinator, barring documented unforeseen circumstances.

8.53.2.11.2 Student Community Standards Formal Hearing For Sanctioning (Student)

- The Dean of Student Services or designee may delegate decision making authority to the Student Appeals Committee.

- At the hearing, the findings of the investigation will be admitted and reviewed. The Title IX Investigator(s) should be available to discuss the investigation and to provide clarification as needed to the hearing panel. The hearing will determine appropriate sanctions for the violation(s). The goal of the hearing is to provide an equitable resolution through an equitable process.

- The Student Appeals Committee will recommend an appropriate sanction for the violation(s) and present the recommendation to the Dean of Student Services or designee and Title IX/SaVE Coordinator. The Title IX/SaVE Coordinator has final decision making authority with respect to the sanctions to be applied.

- The Title IX/SaVE Coordinator will communicate the sanctions to the campus personnel and Dean of Student Services or designee, who will simultaneously and in writing communicate the sanctions to the accused individual(s) and the complainant within seven (7) business days of the communication of the sanction determination, barring documented unforeseen circumstances.

8.53.2.11.3 Sanction Appeal Process: Students Only

- Where either party, the accused or the complainant, disagrees with any delivered sanction(s), either has five (5) business days from the date sanctions are communicated, barring documented unforeseen circumstances, to present an appeal of the sanctions, in writing, to the Title IX/SaVE Coordinator. The written request for appeal of the sanctions must state one or more of the five (5) bases for appeal (following) along with facts and information that support the grounds for appeal; and be accompanied by

any relevant, new information or evidence that was not available during the investigation phase of the process. The Title IX/SaVE Coordinator will forward all case information to the Vice President or designee who will make a determination as to whether there is sufficient evidence to support an appeal of sanctions on the basis of:

1. the availability of new information, unavailable during the original investigation, that could be outcome determinative regarding sanctions;

2. a potential material deviation from written procedures which impacted the fairness of the process in a way that was outcome determinative;

3. the evidence presented during the investigation process may have been insufficient to find the individual responsible by a preponderance of the evidence;

4. the potential of bias by a panel member(s) which may have deprived the process of impartiality in a way that was outcome determinative; or

5. a belief that a sanction(s) is substantially disproportionate to the severity of the offense.

- The sanction appeal will be reviewed by the Vice President or designee within five (5) business days of the sanction appeal notice, barring documented unforeseen circumstances, to determine whether there are sufficient grounds for appeal.

- If the appeal does not state a ground for appeal or sufficiently meet the grounds for appeal, the appeal will be rejected by the Vice President or designee and the decision to reject the appeal communicated to the Title IX/SaVE Coordinator. The Title IX/SaVE Coordinator will inform the Dean of Student Services or designee and if necessary Human Resources and the Title IX Investigator of the decision.

- The Dean of Student Services or designee will simultaneously and in writing inform the complainant and the accused of the rejection of the appeal within seven (7) business days of the determination, barring documented unforeseen circumstances.

- The Dean of Student Services or designee will impose all sanctions on the accused student for the violation. Human Resources will impose all sanctions on the accused employee. Once the sanctions are carried out, the Dean of Student Services or designee will inform the Title IX/SaVE Coordinator and Title IX Investigator, thereby closing the case.

- If the sanctions appeal is granted, the Title IX/SaVE Coordinator will review all Student Appeals Committee appeal information presented with the appeal and make a final sanction determination.

- Any appeal of a sanctioning decision made by Title IX/SaVE Coordinator will be reviewed by an impartial third party in the same manner as Student Appeals Committee appeal information.

- Sanction appeal decisions will be completed within fourteen (14) calendar days of acceptance of the appeal grounds, barring documented circumstances that may extend the determination.

- The Title IX/SaVE Coordinator will inform the Dean of Student Services or designee and Title IX Investigator of the final sanction decision.

- The Dean of Student Services or designee, or Human Resources if necessary, will simultaneously and in writing inform the complainant and the accused of the appeal decision within seven (7) business days of the decision, barring documented unforeseen circumstances.

- The Dean of Student Services or designee will impose all sanctions for the violation. Once the sanctions are carried out, the Dean of Student Services or designee will inform the Title IX/SaVE Coordinator and Title IX Investigator, thereby closing the case.

8.53.2.12 Special Procedural Provisions for Sexual Misconduct Sanction Hearings

Right to a Closed Hearing. The sanction hearing will be closed to the public, and only those who have a legitimate reason to be present will be permitted to be present.

Advisor. The accused and complainant to sexual misconduct complaints have the right to the same opportunities to have others present during the sanction hearing, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

Right to be Present for Sanctioning Proceeding. Each party has the right to be present during Student Appeals Committee Hearing.

Nondisclosure Agreements. The Institution will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the redisclosure of information related to the outcome of the proceeding.

8.53.2.13 Complaints to State and Accrediting Bodies

Students may file a complaint with the Institution's accrediting body by contacting the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane Decatur, Georgia 30033-4097. Please refer to http://www.ussa.edu/wp-content/uploads/2014/10/SACSCOC-Complaint-Form.pdf for information and tools to file a complaint.

8.54. Transcripts

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

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

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

8.55. Weapons Policy

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

8.56. Withdrawing from the Academy

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

9. FACULTY

(* denotes Non-Resident Faculty)

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

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

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

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

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

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

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

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

Erwei Dong
B.A., Liaoning Normal University
M.A., Tokyo Gakugei University
Ph.D., Pennsylvania State University

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

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

Michael Fredrick
B.S.E. University of Missouri
M.Ed. University of Missouri
Ph.D. University of Utah

Robert Hudson
J.D. Valparaiso University
Ed.S Nova Southeastern University
MLIS, University of British Columbia
M.A. University of California-Riverside
B.A. Cal Poly-Pomona

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

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

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

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

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

David Peterson*
B.S., University of Louisiana-Monroe
M.Ed., University of Louisiana-Monroe
Ed.D., United States Sports Academy

Sharon Rainey*
BBA, Alabama State University
MBA, University of Northern Alabama

Vincent Ramsey
B.S., Georgia State University
M.S., Georgia State University
Ph.D., University of Georgia

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

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

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

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

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

Brandon Spradley
B.S. University of Alabama
M.S. University of Alabama
Ed.D. United States Sports Academy

Robert Stinchcomb*
B.S. Bethel College
M.S. Florida State University
Ed.D. United States Sports Academy

Bonnie Tiell*
B.S. Troy University
M.A. University of North Carolina
D.S.M. United States Sports Academy

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

10. ADDENDA

A. M.S.S. Sports Management Program of Study
B. M.S.S. Sports Coaching Program of Study
C. M.S.S. Sports Studies Program of Study
D. M.S.S. Recreation Management Program of Study
E. M.S.S. Sports Health & Fitness Program of Study
F. M.S.S. Sports Management-Sports Coaching Dual Major Program of Study
G. M.S.S. Sports Management-Sports Studies Dual Major Program of Study
H. M.S.S. Sports Management-Sports Medicine Dual Major Program of Study
I. M.S.S. Sports Management-Sports Health & Fitness Dual Major Program of Study
J. M.S.S. Sports Coaching-Sports Studies Dual Major Program of Study
K. M.S.S. Sports Coaching- Sports Medicine Dual Major Program of Study
L. M.S.S. Sports Coaching-Sports Health & Fitness Dual Major Program of Study
M. M.S.S. Sports Health & Fitness-Sports Studies Dual Major Program of Study
N. M.S.S. Sports Health & Fitness-Sports Medicine Dual Major Program of Study
O. M.S.S. Sports Studies-Sports Medicine Dual Major Program of Study
P. M.S.S. Emphasis Courses Program of Study
Q. Master's Portfolio
R. Writer's Guide for Personal Statement
S. Thesis Proposal Approval Form
T. Approval of Thesis Form
U. M.S.S. Degree Program Recommendation Form
V. Family Educational Rights & Privacy Act (FERPA) Recommendation Release Form
W. M.S.S. Article Critique Rubric
X. M.S.S. Discussion Rubric
Y. M.S.S. Final Class Paper Rubric
Z. M.S.S. Writing Assignment Rubric
AA. Graduation Checklist for Master's Degree Students
BB. Request for Transcript Form
CC. Graduate Transfer Credit Evaluation Fee Form
DD. Change of Catalog Request Form
EE. Withdrawal Form
FF. Student Information Change Form
GG. Drop/Add Form
HH. Student Rights and Responsibilities
II. Academic Hearing Procedures
JJ. Americans with Disabilities Act (Students) with Application
KK. Family Educational Rights and Privacy Act (FERPA) Release of Records Form
LL. Family Educational Rights and Privacy Act (FERPA) Declaration Withhold Release of Directory Information
MM. Three Track Academic Option Form
NN. United States Sports Academy Student Complaint Process Notice

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Addendum A
SPORTS MANAGEMENT
Master of Sports Science
Program of Study (33 hours)

Name_____ Advisor_____
Address_____
Email_____ Phone_____

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

Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Mentorship Option, Thesis Option or Non-Thesis Option

Students selecting the Thesis Option must complete the Master's Degree Portfolio.

Students selecting the Mentorship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.

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

Mentorship Option	*Credit Hours*	*Hours*	*Semester*	*Grade*
SPT 598 Mentorship	9			

Thesis Option	*Credit Hours*	*Hours*	*Semester*	*Grade*
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

Non-Thesis Option	*Credit Hours*	*Hours*	*Semester*	*Grade*
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

End of Course Requirements:	*Credit Hours*	*Hours*	*Semester*	*Grade*
Thesis Option: Master's Degree Portfolio	0			
Mentorship and Non-Thesis Option: Comprehensive Examination	0			

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

Addendum B
SPORTS COACHING
Master of Sports Science
Program of Study (33 hours)

Name_____Advisor_____
Address_____
Email_____ Phone_____

M.S.S. Core Courses	*Credit Hours*	*Hours*	*Semester*	*Grade*
SAB 561 Contemporary Issues in Sports	3			
SAM 541 Sports Administration for Coaches	3			
SAM 544 Sports Marketing	3			

Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Mentorship Option, Thesis Option or Non-Thesis Option

Students selecting the Thesis Option must complete the Master's Degree Portfolio.

Students selecting the Mentorship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.

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

Mentorship Option	*Credit Hours*	*Hours*	*Semester*	*Grade*
SPT 598 Mentorship	9			
An elective 500/600 course	3			
Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			
An elective 500/600 course	3			
Non-Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
End of Course Requirements:	***Credit Hours***	***Hours***	***Semester***	***Grade***
Thesis Option: Master's Degree Portfolio	0			
Mentorship and Non-Thesis Option: Comprehensive Examination	0			

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

Addendum C
SPORTS STUDIES
Master of Sports Science
Program of Study (33 hours)

Name_____Advisor_____
Address_____
Email_____ Phone_____

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

Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Mentorship Option, Thesis Option or Non-Thesis Option

Students selecting the Thesis Option must complete the Master's Degree Portfolio.

Students selecting the Mentorship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.

Sports Studies Major Courses	***Credit Hours***	***Hours***	***Semester***	***Grade***
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
Mentorship Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SPT 598 Mentorship	9			
An elective 500/600 course	3			
Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			
An elective 500/600 course	3			
Non-Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
End of Course Requirements:	***Credit Hours***	***Hours***	***Semester***	***Grade***
Thesis Option: Master's Degree Portfolio	0			
Mentorship and Non-Thesis Option: Comprehensive Examination	0			

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

Addendum D
RECREATION MANAGEMENT
Master of Sports Science
Program of Study (33 hours)

Name_____ Advisor_____
Address_____
Email_____ Phone_____

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

Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Mentorship Option, Thesis Option or Non-Thesis Option

Students in Recreation Management MUST take a Mentorship

Students completing the Mentorship Option must take the Master's Degree Comprehensive Examination at the end of their program of study.

Recreation Management Major Courses	*Credit Hours*	*Hours*	*Semester*	*Grade*
SELECT TWO OF THE FOLLOWING COURSES FOR SIX CREDIT HOURS:				
SAM 530 Food & Beverage Service Management,	3			
SAM 534 Membership and Marketing for Sports Clubs, OR	3			
SAM 533 Sports Club Management	3			
THE FOLLOWING THREE COURSES ARE REQUIRED:				
SAM 535 Introduction to Parks, Recreation, and Tourism	3			
SAM 536 Philosophy and History of Recreation and Leisure	3			
SAM 537 Recreation Programming and Administration	3			

Mentorship	*Credit Hours*	*Hours*	*Semester*	*Grade*
SPT 598 Mentorship	9			

End of Course Requirements:	*Credit Hours*	*Hours*	*Semester*	*Grade*
Comprehensive Examination	0			

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

Addendum E (page 1 of 2)
SPORTS HEALTH & FITNESS
Master of Sports Science
Program of Study (33 hours)

Name_____Advisor_____
Address_____
Email_____ Phone_____

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

Sports Health & Fitness Major Courses	*Credit Hours*	*Hours*	*Semester*	*Grade*
SAD 556 Issues in Nutrition and Health	3			
SAR 520 Exercise Physiology	3			
SAR 525 Sports Strength & Conditioning	3			
SAR 580 Exercise Testing & Prescription	3			

Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Mentorship Option, Thesis Option or Non-Thesis Option

Students in Sports Health & Fitness MUST take a mentorship. However, those students who are healthcare professionals or physicians may petition to select the Thesis or Non-Thesis Option. The petition must include documentation of credentials as a physician or other healthcare professional.

Students selecting the Thesis Option must complete the Master's Degree Portfolio.

Students selecting the Mentorship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.

Mentorship Option	*Credit Hours*	*Hours*	*Semester*	*Grade*
SPT 598 Mentorship	9			
For Sports Health & Fitness students selecting the Mentorship Option, as the elective, student **must** choose one of the following courses: SAD 546 Seminar in Sports Medicine, SAB 566 Psychological Aspects of Health & Fitness Programming OR SAR 587 Management Strategies in Health & Fitness	3			

Thesis Option	*Credit Hours*	*Hours*	*Semester*	*Grade*
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			
For Sports Health & Fitness students selecting the Thesis Option, as the elective, student **must** choose one of the following courses: SAD 546 Seminar in Sports Medicine, SAB 566 Psychological Aspects of Health & Fitness Programming, OR SAR 587 Management Strategies in Health & Fitness	3			

Addendum E (page 2 of 2)
SPORTS HEALTH & FITNESS
Master of Sports Science
Program of Study (33 hours)

Non-Thesis Option	*Credit Hours*	*Hours*	*Semester*	*Grade*
SAD 546 Seminar in Sports Medicine	3			
SAB 566 Psychological Aspects of Health & Fitness Programming	3			
SAR 587 Management Strategies in Health & Fitness	3			
One 500/600-level elective	3			

End of Course Requirements:	*Credit Hours*	*Hours*	*Semester*	*Grade*
Thesis Option: Master's Degree Portfolio	0			
Mentorship and Non-Thesis Option: Comprehensive Examination	0			

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

Addendum F
SPORTS MANAGEMENT/SPORTS COACHING
Dual Major Master of Sports Science
Program of Study (45 hours)

Name_____Advisor_____
Address_____
Email_____ Phone_____

M.S.S. Core Courses	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAB 561 Contemporary Issues in Sports	3			
SAM 541 Sports Administration for Coaches	3			
SAM 544 Sports Marketing	3			
Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Mentorship Option, Thesis Option or Non-Thesis Option **Students selecting the Thesis Option must complete the Master's Degree Portfolio.** **Students selecting the Mentorship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.**				
Sports Management Major Courses	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAM 542 Sports Business and Personnel Management	3			
SAM 545 Sports Finance	3			
SAM 551 Public Relations in Sports	3			
SAM 582 Sports Facilities	3			
SAM 586 Sports Law and Risk Management	3			
Sports Coaching Major Courses				
SAB 568 Sports Psychology	3			
SAB 571 Sports Coaching Methodology	3			
SAR 525 Sports Strength & Conditioning	3			
SAD 546 Seminar in Sports Medicine	3			
Mentorship Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SPT 598 Mentorship	9			
Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			
Non-Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
End of Course Requirements:	***Credit Hours***	***Hours***	***Semester***	***Grade***
Thesis Option: Master's Degree Portfolio	0			
Mentorship and Non-Thesis Option: Comprehensive Examination	0			

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

Addendum G
SPORTS MANAGEMENT/SPORTS STUDIES
Dual Major Master of Sports Science
Program of Study (45 hours)

Name_____Advisor_____
Address_____
Email_____ Phone_____

M.S.S. Core Courses	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			
Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Mentorship Option, Thesis Option or Non-Thesis Option **Students selecting the Thesis Option must complete the Master's Degree Portfolio.** **Students selecting the Mentorship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.**				
Sports Management Major Courses	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAM 542 Sports Business and Personnel Management	3			
SAM 545 Sports Finance	3			
SAM 551 Public Relations in Sports	3			
SAM 582 Sports Facilities	3			
SAM 586 Sports Law and Risk Management	3			
Sports Studies Major Courses				
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
Mentorship Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SPT 598 Mentorship	9			
Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			
Non-Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
End of Course Requirements:	***Credit Hours***	***Hours***	***Semester***	***Grade***
Thesis Option: Master's Degree Portfolio	0			
Mentorship and Non-Thesis Option: Comprehensive Examination	0			

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

Addendum H (page 1 of 2)
SPORTS MANAGEMENT/SPORTS MEDICINE
Dual Major Master of Sports Science
Program of Study (45 hours)

Name_____Advisor_____
Address_____
Email_____ Phone_____

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

Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Mentorship Option, Thesis Option or Non-Thesis Option

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

Students selecting the Thesis Option must complete the Master's Degree Portfolio.

Students selecting the Mentorship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.

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

Mentorship Option	*Credit Hours*	*Hours*	*Semester*	*Grade*
SPT 598 Mentorship	9			

Thesis Option	*Credit Hours*	*Hours*	*Semester*	*Grade*
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

Addendum H (page 2 of 2)
SPORTS MANAGEMENT/SPORTS MEDICINE
Dual Major Master of Sports Science
Program of Study (45 hours)

Non-Thesis Option	*Credit Hours*	*Hours*	*Semester*	*Grade*
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

End of Course Requirements:	*Credit Hours*	*Hours*	*Semester*	*Grade*
Thesis Option: Master's Degree Portfolio	0			
Mentorship and Non-Thesis Option: Comprehensive Examination	0			

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

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

Addendum I
SPORTS MANAGEMENT/SPORTS HEALTH & FITNESS
Dual Major Master of Sports Science – Program of Study (45 hours)

Name_____Advisor_____
Address_____
Email_____ Phone_____

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

Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Mentorship Option, Thesis Option or Non-Thesis Option

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

Students selecting the Thesis Option must complete the Master's Degree Portfolio.

Students selecting the Mentorship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.

Sports Management Major Courses	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAM 542 Sports Business and Personnel Management	3			
SAM 545 Sports Finance	3			
SAM 551 Public Relations in Sports	3			
SAM 582 Sports Facilities	3			
SAM 586 Sports Law and Risk Management	3			
Sports Health & Fitness Major Courses				
SAD 556 Issues in Nutrition and Health	3			
SAR 520 Exercise Physiology	3			
SAR 525 Sports Strength & Conditioning	3			
SAR 580 Exercise Testing & Prescription	3			
Mentorship Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SPT 598 Mentorship	9			
Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			
Non-Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAD 546 Seminar in Sports Medicine	3			
SAB 566 Psychological Aspects of Health & Fitness Programming	3			
SAR 587 Management Strategies in Health & Fitness	3			
End of Course Requirements:	***Credit Hours***	***Hours***	***Semester***	***Grade***
Thesis Option: Master's Degree Portfolio	0			
Mentorship and Non-Thesis Option: Comprehensive Examination	0			

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

Addendum J
SPORTS COACHING/SPORTS STUDIES
Dual Major Master of Sports Science
Program of Study (45 hours)

Name_____Advisor_____
Address_____
Email_____ Phone_____

M.S.S. Core Courses	*Credit Hours*	*Hours*	*Semester*	*Grade*
SAB 561 Contemporary Issues in Sports	3			
SAM 541 Sports Administration for Coaches	3			
SAM 544 Sports Marketing	3			

Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Mentorship Option, Thesis Option or Non-Thesis Option

Students selecting the Thesis Option must complete the Master's Degree Portfolio.

Students selecting the Mentorship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.

Sports Coaching Major Courses	*Credit Hours*	*Hours*	*Semester*	*Grade*
SAB 568 Sports Psychology	3			
SAB 571 Sports Coaching Methodology	3			
SAR 525 Sports Strength & Conditioning	3			
SAD 546 Seminar in Sports Medicine	3			
Sports Studies Major Courses				
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
Mentorship Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SPT 598 Mentorship	9			
An elective 500/600 course	3			
Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			
Non-Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
End of Course Requirements:	***Credit Hours***	***Hours***	***Semester***	***Grade***
Thesis Option: Master's Degree Portfolio	0			
Mentorship and Non-Thesis Option: Comprehensive Examination	0			

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

Addendum K (page 1 of 2)
SPORTS COACHING/SPORTS MEDICINE
Dual Major Master of Sports Science
Program of Study (36 -39 hours)

Name_____Advisor_____
Address_____
Email_____ Phone_____

M.S.S. Core Courses	*Credit Hours*	*Hours*	*Semester*	*Grade*
SAB 561 Contemporary Issues in Sports	3			
SAM 541 Sports Administration for Coaches	3			
SAM 544 Sports Marketing	3			

Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Mentorship Option, Thesis Option or Non-Thesis Option

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

Students selecting the Thesis Option must complete the Master's Degree Portfolio.

Students selecting the Mentorship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.

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

***Student needs only to take SAR 525 and SAD 546 once to satisfy both dual major course requirements.**

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

Thesis Option	*Credit Hours*	*Hours*	*Semester*	*Grade*
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

Addendum K (page 2 of 2)
SPORTS COACHING/SPORTS MEDICINE
Dual Major Master of Sports Science
Program of Study (36 -39 hours)

Non-Thesis Option	*Credit Hours*	*Hours*	*Semester*	*Grade*
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

End of Course Requirements:	*Credit Hours*	*Hours*	*Semester*	*Grade*
Thesis Option: Master's Degree Portfolio	0			
Mentorship and Non-Thesis Option: Comprehensive Examination	0			

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

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

Addendum L (page 1 of 2)
SPORTS COACHING/SPORTS HEALTH & FITNESS
Dual Major Master of Sports Science
Program of Study (42 hours)

Name_____Advisor_____
Address_____
Email_____ Phone_____

M.S.S. Core Courses	*Credit Hours*	*Hours*	*Semester*	*Grade*
SAB 561 Contemporary Issues in Sports	3			
SAM 541 Sports Administration for Coaches	3			
SAM 544 Sports Marketing	3			

Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Mentorship Option, Thesis Option or Non-Thesis Option

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

Students selecting the Thesis Option must complete the Master's Degree Portfolio.

Students selecting the Mentorship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.

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

***Student needs only to take SAR 525 once to satisfy both dual major course requirements.**

Mentorship Option	*Credit Hours*	*Hours*	*Semester*	*Grade*
SPT 598 Mentorship	9			
Students enrolled in the Mentorship Option must select one of the following elective courses for 3 credit hours: SAD 546 Seminar in Sports Medicine, SAB 566 Psychological Aspects of Health & Fitness Programming, OR SAR 587 Management Strategies in Health & Fitness	3			

Addendum L (page 2 of 2)
SPORTS COACHING/SPORTS HEALTH & FITNESS
Dual Major Master of Sports Science
Program of Study (42 hours)

Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			
Non-Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAD 546 Seminar in Sports Medicine	3			
SAB 566 Psychological Aspects of Health & Fitness Programming	3			
SAR 587 Management Strategies in Health & Fitness	3			

End of Course Requirements:	***Credit Hours***	***Hours***	***Semester***	***Grade***
Thesis Option: Master's Degree Portfolio	0			
Mentorship and Non-Thesis Option: Comprehensive Examination	0			

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

Addendum M (page 1 of 2)
SPORTS HEALTH & FITNESS/SPORTS STUDIES
Dual Major Master of Sports Science
Program of Study (42 -45 hours)

Name_____Advisor_____
Address_____
Email_____ Phone_____

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

Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Mentorship Option, Thesis Option or Non-Thesis Option

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

Students selecting the Thesis Option must complete the Master's Degree Portfolio.

Students selecting the Mentorship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.

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

Mentorship Option	*Credit Hours*	*Hours*	*Semester*	*Grade*
SPT 598 Mentorship	9			
Students enrolled in the Mentorship Option must select one of the following elective courses for 3 credit hours: SAD 546 Seminar in Sports Medicine SAB 566 Psychological Aspects of Health & Fitness Programming OR SAR 587 Management Strategies in Health & Fitness	3			

Addendum M (page 2 of 2)
SPORTS HEALTH & FITNESS/SPORTS STUDIES
Dual Major Master of Sports Science
Program of Study (42 -45 hours)

Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			
Non-Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAD 546 Seminar in Sports Medicine	3			
SAB 566 Psychological Aspects of Health & Fitness Programming	3			
SAR 587 Management Strategies in Health & Fitness	3			

End of Course Requirements:	***Credit Hours***	***Hours***	***Semester***	***Grade***
Thesis Option: Master's Degree Portfolio	0			
Mentorship and Non-Thesis Option: Comprehensive Examination	0			

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

Addendum N (page 1 of 2)
SPORTS HEALTH & FITNESS/SPORTS MEDICINE
Dual Major Master of Sports Science
Program of Study (42 -45 hours)

Name_____Advisor_____
Address_____
Email_____ Phone_____

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

Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Mentorship Option, Thesis Option or Non-Thesis Option

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

Students selecting the Thesis Option must complete the Master's Degree Portfolio.

Students selecting the Mentorship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.

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

***Student needs only to take SAR 525 once to satisfy both dual major course requirements.**

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

Thesis Option	*Credit Hours*	*Hours*	*Semester*	*Grade*
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			

Addendum N (page 2 of 2)
SPORTS HEALTH & FITNESS/SPORTS MEDICINE
Dual Major Master of Sports Science
Program of Study (42 -45 hours)

Non-Thesis Option	*Credit Hours*	*Hours*	*Semester*	*Grade*
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

End of Course Requirements:	*Credit Hours*	*Hours*	*Semester*	*Grade*
Thesis Option: Master's Degree Portfolio	0			
Mentorship and Non-Thesis Option: Comprehensive Examination	0			

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

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

Addendum O (page 1 of 2)
SPORTS STUDIES/SPORTS MEDICINE
Dual Major Master of Sports Science
Program of Study (42 -45 hours)

Name_____Advisor_____
Address_____
Email_____ Phone_____

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

Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Mentorship Option, Thesis Option or Non-Thesis Option

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

Students selecting the Thesis Option must complete the Master's Degree Portfolio.

Students selecting the Mentorship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.

Sports Medicine Major Courses	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAD 546 Seminar in Sports Medicine	3			
SAD 548 Advanced Assessment in Sports Medicine	3			
SAD 591 Treatment Procedures in Sports Medicine	3			
SAR 525 Sports Strength & Conditioning	3			
Sports Studies Major Courses				
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
Mentorship Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SPT 598 Mentorship	9			
An elective 500/600 course	3			
Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
SAR 575 Writing and Applied Research	3			
SPT 599 Thesis	6			
Non-Thesis Option	***Credit Hours***	***Hours***	***Semester***	***Grade***
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			

Addendum O (page 2 of 2)
SPORTS STUDIES/SPORTS MEDICINE
Dual Major Master of Sports Science
Program of Study (42 -45 hours)

End of Course Requirements:	*Credit Hours*	*Hours*	*Semester*	*Grade*
Thesis Option: Master's Degree Portfolio	0			
Mentorship and Non-Thesis Option: Comprehensive Examination	0			

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

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

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

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

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

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

End of Course Requirements:	***Credit Hours***	***Hours***	***Semester***	***Grade***
Thesis Option: Master's Degree Portfolio	0			
Mentorship and Non-Thesis Option: Comprehensive Examination	0			

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

Addendum Q
MASTER'S PORTFOLIO

PURPOSE OF THE MASTER'S PORTFOLIO

The Master's Portfolio serves several main purposes:

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

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

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

PORTFOLIO OVERVIEW

In addition to completing course requirements, students will need to conduct independent research to complete Portfolio documents. It is important for students to monitor their progress of Portfolio submissions. A checklist is included in this manual and should be used as a roadmap for completion of Portfolio requirements. This manual contains information that students can use to help them complete Portfolio requirements.

PORTFOLIO ADVISOR

The Chief Academic Officer of the Academy will assign the Portfolio advisor. Students will be responsible for notifying their Portfolio advisor when they submit one of the Portfolio elements. The Portfolio advisor will execute a review of the Portfolio at least once per term (Fall, Spring, and Summer). Students should understand that grading of portfolio submissions will take place within the course and the grade earned will be reflected in the Portfolio. The Portfolio advisor will verify submissions and cumulating point totals.

Email is an appropriate method to contact the Portfolio advisor with any questions or concerns.

In the event that the Portfolio advisor terminates with the Academy, a new advisor will be assigned.

TECHNOLOGICAL COMPONENTS

The Master's Portfolio is housed within the Academy's Learning Management System (LMS), Canvas. This shell mirrors the same elements of the courses students take at the Academy.
The title of the Portfolio shell can be found under COURSES tab on the Canvas Dashboard.

ELEMENT OVERVIEW

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

Administrative
Academic
Personal

All Portfolio submissions must include a title page in APA format. A sample title page may be found under the Resources link in the Welcome to the Course module in Canvas.

I. ADMINISTRATIVE ELEMENTS

A. Personal Statement

The Personal Statement is an integral part of the Portfolio self-evaluation process and provides the framework for both the analytical presentation of goals and the closing document of the Portfolio, the summative narrative. The Personal Statement takes the form of a comprehensive narrative presenting a student's biography, career plans, and goals in pursuing a master's degree at the United States Sports Academy. The statement is evaluated by the Master's Admissions Committee. Committee members seek evidence reflected in the content of the statement regarding five requisite qualities and abilities including:

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

1. The Three Components of the Personal Statement

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

b) Career Plan Component
The need for master's-level education should be explained in terms of career goals in the sports industry. This component of the essay should specify how master's study, in conjunction with background and interests, will further those goals.

c) Goals in Pursuing a Master's Degree
In this part of the statement, students should briefly discuss why they wish to enroll in master's study at the United States Sports Academy, including but not limited to (a) the reasons for selecting the Academy program rather than another master's program; (b) how master's study reflects, and may affect, personal and professional interests, concerns, and choices; (c) the particular goals

anticipated to be attained through completion of the master's curriculum; and (d) proposed topics being considered for the thesis project.

B. Resume / Curriculum Vitae

Resume/Curriculum Vitae (CV) is an overview of students' life accomplishments, most specifically those that are relevant to the academic realm. A Resume/Curriculum Vitae also called a CV or vitae, is a living document, which reflects the developments in a scholar/teacher's career, and thus should be updated frequently.

The most noticeable difference between resumes and CVs is the length. In a resume, students should concisely present the relevant information pertaining to educational and career accomplishments. The goal of the CV is to construct a scholarly identity, thus reflecting ability as a teacher, researcher, and publishing scholar within their discipline.

One of the most important things to remember when working on a resume/CV is that there is not one standard format. There are different emphases in each discipline; and a good resume/CV is one that emphasizes the points and conforms to the standards.

A good place to start is to find as many examples as possible of resumes and CVs of people within the student's discipline. Students should take advantage of the Internet to find examples within their discipline. Remember resumes and CVs should be updated on a continuing basis.

The Resume/Curriculum Vitae submitted to the Portfolio should not include personal or professional references. Instead, just state: "References available upon request."

II. ACADEMIC ELEMENTS

A. Core Area Courses

The core area courses serve as the foundation of the Master's program of study. The readings, assignments, and content within these courses will provide an academic basis for future thought, research, and interest in your career. You will be required to include three submissions from the core area courses for your portfolio.

SAB 561 Contemporary Issues in Sports-**Unit 4 Assignment**

SAM 544 Sports Marketing-**Unit 2 Assignment**

SAM 543 Sports Administration-**Unit 4 Assignment* OR**

SAM 541 Sports Administration for Coaches-**Unit 4 Assignment***

*Students who are coaching majors or dual coaching majors will take SAM 541 in place of SAM 543.

The collection of these course work submissions will show a proficiency in these foundational courses and will provide a reference for future research.

B. Major Area Courses

Students will submit specific assignments from their respective major area courses. Refer to the checklist located within the Portfolio Manual (Appendix D) in order to identify which assignments are to be included within the Portfolio. Research and application are critical components of graduate work. The inclusions from the major area courses will identify the student's level of skill in the major's learning concepts.

(Note: Sports Studies majors may choose their submissions. Please refer to Appendix D for the proper selections for each course.)

C. Final Written Document

In the Master's degree program students must select one of three academic track options: the Mentorship Option, Thesis Option, or Non-Thesis Option. Those choosing the Mentorship Option will submit their Final Mentorship Paper into the Portfolio. Those choosing the Thesis Option will research and write a thesis and submit it into the Portfolio. Those choosing the Non-Thesis Option will submit the Final Paper from one of their major courses. Submissions into the portfolio are made after the student receives a final course grade.

1. *MENTORSHIP FINAL PAPER*

One of the concluding Mentorship requirements is to submit a Final Paper. The purpose of the Mentorship Final Paper is to provide an opportunity for the student to explain how the Mentorship experience contributed to his/her career goals in the sport industry. The Mentorship Final Paper should be a scholarly paper written in the format for Academy course papers. Students should consult the Mentorship Handbook and check with their Mentorship advisor before beginning their paper to discuss the specifics the advisor may want students to include in their paper.

2. *MASTER'S THESIS OPTION*

As an alternative to a nine semester hour Mentorship or the Non-Thesis Option, a Master of Sports Science student in Sports Management, Sports Coaching, or Sports Studies may choose to do a six hour thesis (SPT 599) plus a single three-credit-hour course, *SAR 575: Professional Writing and Applied Research*. A thesis is an original piece of research by the student. Thesis manuscripts may vary in length, depending upon the topic being researched. A faculty thesis committee consisting of a chair and another member from the faculty supervises each thesis student. (If you are a student in the Sports Medicine dual major program or in the Sports Health & Fitness program, please contact your advisor regarding the Thesis Option.)

Two oral defenses approximately 90 minutes in length must be scheduled and completed either on campus or by videoconference. The first is the thesis proposal defense, which is a presentation covering the first three chapters of the thesis manuscript. These chapters will include an introduction, a review of the literature, and the methodology.

Once the thesis proposal has been approved, a student is granted permission to carry out data collection. Under no circumstances may data collection be conducted prior to the thesis proposal defense. The second defense is an oral presentation covering the entire thesis experience, with a presentation of research findings. Special emphasis is given in this defense to the results and to the summary and concluding chapter.

If the student chooses to propose and defend by videoconference, the student must make all arrangements and bear all expenses for the videoconference and will be responsible for insuring all

presentation materials used are provided to both committee members. If using Adobe Connect, students must notify the Academy's Technology Department for training and/or additional software (Mac users) need to use Adobe Connect.

All thesis manuscripts, once successfully completed, are sent to ProQuest/UMI for professional binding; please consult Section 6 in the Master's Degree Academic Catalog for costs incurred for thesis binding, microfilming, and optional copyright. Students who will be pursuing doctoral work at the Academy or elsewhere should seriously consider choosing the Thesis Option. All thesis hours are graded as pass or fail.

3. ***MASTER'S NON-THESIS OPTION***

As an alternative to the mentorship and thesis tracks, the Non-Thesis Option offers students the opportunity to meet all degree requirements through course work. Students may opt out of the mentorship or thesis by taking three additional, approved courses. Students wishing to exercise this option must petition the Academic Committee for approval.

This option is primarily for those students who have amassed significant experience over a career, justifying substitution of course work for the mentorship, or for those students in extenuating circumstances where no opportunity exists to pursue a mentorship, such as a military deployment.

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

III. PERSONAL ELEMENT

A. Summative Personal Narrative

The Summative Personal Narrative reflects the student's experience in the master's program at the Academy. This submission should be an honest, introspective analysis of the student's work through the program and should evaluate the goals that were set in the entrance essay and further analyzed in the expanded document. The introduction of the paper should engage the reader and provide an overview of the purpose of the Portfolio. Students should provide an in-depth discussion on how the goals that were set prior to entering the program were met. Overall this paper should show the student's professional evolution as it relates to the goals and the overall program.

NOTE: Students who receive transfer credit for courses, which have a portfolio submission must complete that portfolio assignment and should consult their Portfolio Advisor for instructions.

PORTFOLIO CHECKLIST

The portfolio checklist is designed to assist students with keeping track of the required documents to be submitted to the portfolio shell. **Students must keep a copy of all materials submitted to the portfolio.** Enter the date submitted on the appropriate line. It is a good idea to keep an e-file of your records and correspondence with your portfolio advisor.

NOTE: Students who receive transfer credit for courses which have a portfolio submission must complete that portfolio assignment and should consult their Portfolio Advisor for instructions.

[Goals indicated correspond to the Master's Degree Program Goals.]

I. Administrative Elements (Goals: 3, 4) — Date Submitted

- Personal Statement _____
- Resume/CV _____

II. Academic Elements (Goals: 1-4)

CORE COURSES

- SAB 561 Contemporary Issues in Sports _____
  Final Paper _____
- SAM 543 Sports Administration*
  Unit 4 Assignment _____
- SAM 541 Sports Administration for Coaches*
  Unit 4 Assignment

(*Coaching majors and coaching dual majors will take SAM 541 in place of SAM 543)

- SAM 544 Sports Marketing
  Unit 2 Assignment _____

MAJOR AREA COURSES

Sports Coaching

SAB 568 Sports Psychology: Unit 2 Assignment _____
SAB 571 Sports Coaching Methodology: Unit 4 Assignment _____
SAR 525 Sports Strength & Conditioning: Unit 4 Assignment _____
SAD 546 Seminar in Sports Medicine: Unit 2 Assignment _____

Sports Health & Fitness

SAD 556 Issues in Nutrition & Health: Unit 2 Assignment _____
SAR 520 Exercise Physiology: Unit 2 Assignment _____
SAR 525 Sports Strength & Conditioning: Unit 4 Assignment _____
SAR 580 Exercise Testing & Prescription: Unit 2 Assignment _____

MAJOR AREA COURSES (continued)

Sports Management

SAM 542 Sports Business & Personnel Management: Unit 2 Assignment _____

SAM 545 Sports Finance: Unit 2 Assignment _____

SAM 551 Public Relations: Unit 4 Assignment _____

SAM 582 Sports Facilities: Unit 2 Assignment _____

Sports Studies

Choose the respective assignment/article critique from four courses. For a complete list of courses and their portfolio requirements, reference Appendix D.

Course Number, Name and Assignment:

_____

Course Number, Name and Assignment:

_____

Course Number, Name and Assignment:

_____

Course Number, Name and Assignment:

_____

DUAL MAJORS and MAJORS WITH EMPHASIS

In addition to the student's first major, the student must add four more assignments/critiques from the second major or the emphasis area. For a complete list of courses and their portfolio requirements, reference Appendix D.

Course Number, Name and Assignment:

_____

Course Number, Name and Assignment:

_____

Course Number, Name and Assignment:

_____

Course Number, Name and Assignment:

_____

FINAL WRITTEN DOCUMENT

The student must submit the Master's Thesis.

SPT 599 Thesis: Master's Thesis _____

APPENDIX R

Writer's Guide for the Personal Statement

For Admission to the Master of Sports Science Degree

Introduction

Since the United States Sports Academy relies on a *qualitative metric* for admission, the critical entrance requirement for those wishing to enter the Academy's Master of Sports Science (M.S.S.) program is the written Personal Statement.

This guide is designed to assist applicants in preparing a statement that will indicate an ability to complete graduate-level studies in the Academy's Master's Degree Program. It outlines appropriate types of content for the essay, and also serves as a guide for format and style.

The Personal Statement is also an integral part of the Portfolio evaluation process and lays the framework for both the analytical presentation of goals and the closing document of the Portfolio, the Summative Narrative.

The Personal Statement for admissions is a *comprehensive narrative* presenting:

1. the applicant's autobiography
2. the applicant's career plans
3. the applicant's goals in pursuing a master's degree at the Academy.

The Personal Statement is evaluated in terms of its content, which reflects requisite qualities and abilities including:

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

Format

The Personal Statement must be written in the following format:

1. Title page (See example)

2. Narrative, which must contain:

2.1. Biographical Component
Earlier learning experiences, both formal and informal, should be described in a concise, yet comprehensive narrative. The nature and general outcome of all prior study, for example, sports management related work experience, and participation in scholarly research, if any, should be presented.

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

3. Goals in Pursuing a Master's Degree

This part of the Personal Statement should briefly discuss why applicants wish to enroll in master's study at the United States Sports Academy, including, but not limited to:

a. reasons for selecting the Academy program
b. how master's study may reflect, and may affect, personal and professional growth, interests, concerns, and choices
c. particular goals anticipated to be achieved through completion of the master's curriculum
d. proposed specific topics of interest and research an applicant wishes to pursue.

The essay must be double-spaced and typewritten in Times New Roman 12-point font.

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

Rubric Assessment

The assessment relies upon the *Rubric for the Personal Statement for Admission* established by the United States Sports Academy. See Appendix A for rubric assessment.

RUBRIC – MSS PERSONAL STATEMENT (page 1 of 2)

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

RUBRIC – MSS PERSONAL STATEMENT (page 2 of 2)

CRITERION	COMMENTS	SCORE
USE OF STANDARD WRITTEN ENGLISH		
Exceptional Level 4	▪ each sentence is exceptionally well- composed: grammatical, utterly clear, properly punctuated, and characterized by economy of expression ▪a strong variety of apt sentence structures is used	
Proficient Level 3	▪ most sentences are proficient: grammatical, clear, properly punctuated, and usually concise ▪ a variety of sentence structures is evident	
Adequate Level 2	▪ sentences include occasional grammatical and/or punctuation errors but remain adequately clear ▪ some variation of sentence structure	
Weak Level 1	▪ numerous grammatical and punctuation errors and misuse of words make comprehension difficult ▪ command of sentence structure is absent	
	Score Earned: Use of Standard English	
USE OF PRESCRIBED FORMAT AND EDITORIAL STYLE		
Exceptional Level 4	▪ all spelling is correct ▪ exceptional command of APA editorial style is evident ▪ essay is double- spaced in 12-point font and includes the prescribed title page	
Proficient Level 3	▪ all spelling is correct ▪ proficient command of APA editorial style is evident, with only minor errors ▪ essay is double- spaced in 12-point font and includes the prescribed title page	
Adequate Level 2	▪ occasional spelling errors ▪ command of APA editorial style is adequate but imperfect ▪ essay is double- spaced in 12-point font and includes the prescribed title page	
Weak Level 1	▪ numerous spelling errors ▪ use of capitalization, punctuation, abbreviations, italics, numerals, headings, and other conventions flouts guidelines in APA Publication Manual ▪ incorrect format and/or lack of proper title page	
	Score Earned: Use of Prescribed Format and Editorial Style	
	TOTAL SCORE EARNED:	

(SAMPLE TITLE PAGE)

PERSONAL STATEMENT

AN ESSAY SUBMITTED IN PARTIAL FULFILLMENT OF

ADMITTANCE REQUIREMENTS TO THE

M.S.S. DEGREE PROGRAM

OF THE UNITED STATES SPORTS ACADEMY

First Name Last Name

Month Year

Addendum S
THESIS PROPOSAL APPROVAL
MASTER OF SPORTS SCIENCE DEGREE

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

Proposed Title (should be 12 words or less):

_____

Thesis Fee Submitted:_____

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

Approval
Committee Chair
Printed Name _____

Signature _____

Chief Academic Officer
Printed Name _____

Signature _____

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

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

Addendum T
APPROVAL OF THESIS FORM

Approval of Thesis Submitted by:

_____

(Type student's name above)

_____ _____

Chair, Thesis Committee Date

_____ _____

Thesis Committee Member Date

_____ _____

Chief Academic Officer Date

Addendum U

MASTER'S DEGREE PROGRAM RECOMMENDATION FORM

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

Plan of Study: Intended Enrollment_____ Major:
(Semester) (Year)

Sports Coaching _____
Sports Management _____
Sports Studies _____
Sports Health & Fitness _____

Section I
(Please Print or Type)

Name:_____
Last First Middle

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

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

Institution Granting Undergraduate Degree:_____

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

Please rate the above applicant on the following characteristics:

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

Do you recommend the applicant for admission to graduate study at the Academy? Yes_____ No_____
Name (Print or Type):_____ Title: _____
Organization: _____Address:_____
City:_____ State:_____ Postal Code:_____
Signature:_____ Date:_____

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

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

Additional Comments_____

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

Addendum V

RECOMMENDATION REQUEST FORM (FERPA RELEASE)

To the Master's Degree (M.S.S.) Applicant:

Important: You must initial on line #3 below and sign this form to waive your FERPA rights. In addition, after signing this form you must forward this form to the writer of your recommendation.

Student Name_____ Date_____
(Please Print)

Signature_____

Email Address_____

1. FERPA grants applicants the right to waive their educational records, which includes letters written on their behalf. If you wish to waive your FERPA rights **(Waiver of Rights to Access),** please check the box below and initial in the space indicated. **If you do not check the box or initial the form in the space provided,** your letter writer and the Academy will assume that you have **not waived** your FERPA rights to read this letter.

2. FERPA does not give you the right to acquire copies of yoru letters of recommenation or letter of recommendation forms. FERPA only gives you the right to view your letters of recommendation (onsite only).

3. Initial Here:_____ I Hereby waive my right (Waiver of Rights to Access), under the Family Educational Rights and Privacy Act of 1974.

_____

To the Letter of Recommendation Writer:

*Please write your recommendation on letterheard or complete the letter of recommendation form wh ich may be obtained at www.ussa.edu/CurrentStudents/Forms&Applications. Attach the form and the reccommendation and mail or fax the information to:

United States Sports Academy, One Academy Drive, Daphne, AL 36526
Attention: Graduate Admissions. Fax Number: 251-625-1035

If item #3 above has been leaft blank, the applicant will maintain the FERPA right to view your letter. If the applicant indicates the choice to waive, he or she will **not** have access to the letter of recommendation.

For security reasons, please do not send either this form or your recommendation as email attachments.

IMPORTANT: Please sign this form, indicating that you are aware that the student waived or did not waive FERPA access to your letter of recommendation:

Name_____ Signature_____
(Please Print)

Title_____Phone_____ Date_____

Email Address_____

Addendum W
MASTER'S ARTICLE CRITIQUE RUBRIC
(page 1 of 2)

CRITERION	COMMENTS	POINT RANGE
SOURCE RELEVANCE		
Exceeds Standards	Selected source is highly relevant to course issues and themes; source is five years old or less; source presents significant *graduate* level information.	30-27
Above Average Standards	Selected source is clearly relevant to course issues and themes; source is five years old or less; source presents relevant *graduate* level information.	26-24
Meets Standards	Selected source is relevant to course issues; source is five years old or less; information in source is *graduate* level.	23-21
Standards Minimally Met	Relevance of selected source somewhat reflects course issues; source is older than five years; source may be *graduate* level, but not obviously so.	20-10
Standards Not Met	Selected source is not relevant to course issues; source is older than five years; source is not *graduate* level information.	9-0
	Points Earned: Source Relevance	**30-0**
SOURCE CRITIQUE		
Exceeds Standards	Critique and assessment strongly and clearly present evidence of and indicate reliability of the source at a scholarly level; critique and assessment of source articulates vital and significant issues related to the course; critique and assessment are presented on *graduate* level model.	30-27
Above Average Standards	Critique and assessment clearly present evidence of and indicate reliability of the source; critique and assessment articulate significant issues in the course; Critique and assessment indicate *graduate* level work.	26-24
Meets Standards	Critique and assessment present evidence of reliability of the source; critique and assessment of source articulate issues in the course; critique and assessment are on *graduate* level.	23-21
Standards Minimally Met	Evidence and reliability of the source are alluded to in the critique and assessment; critique and assessment of the source address issues in the course; critique and assessment may be *graduate* level, but not clearly so.	20-10
Standards Not Met	Critique and assessment of source present no evidence of reliability; critique and assessment do not address issues in the course; critique and assessment are not *graduate* level.	9-0
	Points Earned: Source Critique	**30-0**

Addendum W: page 2 of 2

ANALYSIS OF CRITIQUE		
Exceeds Standards	Critique is rigorous, critical and perceptive; is presented according to exact APA Guidelines; exhibits scholarly analysis and higher order inquiry consistent with *graduate* level analysis.	40-36
Above Average Standards	Critique is critical and perceptive; follows APA Guidelines; critique is a scholarly presentation; higher order inquiry representative of *graduate* level analysis.	35-32
Meets Standards	Critical analysis is indicated; APA Guidelines followed; has elements of scholarly work; *graduate* level critical inquiry indicated.	31-28
Standards Minimally Met	Critical analysis is present; follows some APA Guidelines; *graduate* level analysis, but not necessarily scholarly critique; exhibits inconsistent critical inquiry.	27-10
Standards Not Met	Critical analysis is not present; APA Guidelines not met; not scholarly; *graduate* level critical inquiry is absent; not indicative of *graduate* work.	9-0
	Points Earned: Analysis of Critique	**40-0**
	TOTAL POINTS EARNED	**100-0**

Addendum X

MASTER'S DISCUSSION RUBRIC

(page 1 of 2)

CRITERION	COMMENTS	POINT RANGE
GENERAL CONTENT		
Exceeds Standards	The response is very specific and to the point; information is accurate and response shows penetrating insight; discussion topic is clearly examined in response.	50-45
Above Average Standards	The response refers to the task and is concise; information is accurate; logical conclusion or opinion is offered; critical analysis is expressed.	44-40
Meets Standards	Response not on task; may be wordy; information generally accurate but little insight offered; inaccuracies and logic not complete in the conclusion and/or opinions; weak critical analysis.	39-35
Standards Minimally Met	Response does not specify the task; information limited or unclear; no direct insights offered; conclusion or opinion may be judged to be off-task or illogical; critical analysis is strained, at best.	34-20
Standards Not Met	No clear purpose or central theme; repeats information; confusing; difficult to read; no conclusion; critical analysis is absent.	19-0
	Points Earned: General Content	**50-0**
WRITING STYLE/FORMAT		
Exceeds Standards	Very fluent and clear; no errors of grammar or punctuation; sources cited correctly according to APA Standards; citations used consistently and correctly.	50-45
Above Average Standards	Fluent and interesting; a few errors of grammar or punctuation; sources cited informally.	44-40
Meets Standards	Lacks fluency; obvious errors of grammar or punctuation; few sources mentioned.	39-35
Standards Minimally Met	Faltering or insufficient; many errors of grammar and punctuation; few to no sources cited.	34-20
Standards Not Met	Poor sentence structure and grammar; many repeated errors of grammar or punctuation; no sources cited.	19-0
	Points Earned: Writing Style/Format	**50-0**
ANALYTICAL EFFECTIVENESS		
Exceeds Standards	Response is concise and to the point; conclusions and/or opinions are logical and complete; response expresses a sense of value based upon principles and clearly states a critical position; response exhibits a global understanding of the issue.	50-45
Above Average Standards	Response is complete and satisfactory; notions of value are alluded to but not emphasized; displays knowledge of global applications, but connections are not strongly articulated.	44-40
Meets Standards	Response is satisfactory but incomplete; global applications are sketchy; value of expressions are present but are vague.	39-35
Standards Minimally Met	Response is incomplete and unsatisfactory; no expression of a clear understanding of or allusions to global applications of the discussion issues; ethical considerations are not clear.	34-20
Standards Not Met	Response is unfinished and insufficient; no expressed understanding of global application or of ethical implications of the discussion issues.	19-0
	Points Earned: Analytical Effectiveness	**50-0**

Addendum X: (page 2 of 2)

SUPPORT OF POSITION		
Exceeds Standards	Positions are supported by appropriate citations per APA standards; support of positions is clear and relevant to the discussion issues; conclusions and opinions are logical and complete; sources listed comply with APA standards.	50-45
Above Average Standards	Positions are supported with some citations; support of positions is relevant to the discussion issues; conclusions are complete; sources are listed.	44-40
Meets Standards	Positions are supported and exhibit relevance; few, if any citations presented to support positions; conclusions are implied, but not clearly stated; few sources listed.	39-35
Standards Minimally Met	Positions are stated and supported without citations; conclusions are alluded to but not supported; sources listed.	34-20
Standards Not Met	No support of positions is presented; argument relies on opinion without any support; no sources listed.	19-0
	Points Earned: Support of Position	**50-0**
	TOTAL POINTS EARNED	**200-0**

Addendum Y

MASTER'S FINAL CLASS PAPER RUBRIC

(page 1 of 3)

CRITERION	COMMENTS	POINT RANGE
INTRODUCTION		
Exceeds Standards	Exceptional and engaging introduction; compels interest; clearly presents topic and subtopics in sequential order; central thesis is clear, arguable, and well developed.	20-18
Above Average Standards	Engaging introduction; induces interest; clearly states topic and subtopics in sequential order; central thesis is clear and well developed.	17-16
Meets Standards	Proficient introduction; states topic and all subtopics in obvious order; clear and well developed.	15-14
Standards Minimally Met	Adequate introduction; presents topic and subtopics; is somewhat clear and developed.	13-5
Standards Not Met	Unclear introduction of topic and subtopics; no clear central thesis; lacks an arguable and defensible position.	4-0
	Points Earned: Introduction	**20-0**
QUALITY OF INFORMATION/EVIDENCE		
Exceeds Standards	Paper is exceptionally well researched with *graduate* level rigor; extremely detailed; well documented; accurate data; critical evidence presented from a wide variety of significant sources.	20-18
Above Average Standards	Paper is exceptionally researched at the *graduate* level; fully detailed; well documented; accurate data; critical evidence from a variety of significant sources.	17-16
Meets Standards	Paper is researched and detailed at the *graduate* level; adequate documentation; critical evidence from a variety of sources.	15-14
Standards Minimally Met	Most aspects of paper are researched at the *graduate* level; accurate evidence provided from limited sources.	13-5
Standards Not Met	Support of topic limited; lacks research, details, and accurate evidence; not *graduate* level work.	4-0
	Points Earned: Quality of Information/Evidence	**20-0**
SUPPORT OF IDEAS		
Exceeds Standards	Exceptional and consistent justification provided for all positions and propositions; clearly *graduate* level analysis and support; arguments made and positions taken are well supported with appropriate citation.	40-36
Above Average Standards	Consistent justification provided for all positions and propositions; exhibits *graduate* level analysis and support; arguments made and positions taken are adequately supported with appropriate citation.	35-32
Meets Standards	Indicates relative and consistent rationale for most statements and propositions; adequate support for positions taken; support analysis indicates *graduate* level work.	31-28
Standards Minimally Met	Some rationale provided for statements and arguments made; some support for positions taken; *graduate* level work is met.	27-9
Standards Not Met	Support for rationale provided is limited; not *graduate* level analysis.	8-0
	Points Earned: Support of Ideas	**40-0**

Addendum Y: (page 2 of 3)

SEQUENTIAL DEVELOPMENT OF IDEAS		
Exceeds Standards	Exceptionally well developed sequence of distinct and logical propositions; exceptional transitions from concept to concept; perceptions and notions follow from solid logic exemplary of *graduate* level analysis.	40-36
Above Average Standards	Clearly developed sequence of obvious and logical propositions; exceptional transitions from concept to concept; perceptions and notions follow from solid logic exhibiting *graduate* level analysis.	35-32
Meets Standards	Adequately developed sequence of clear and logical propositions; concepts follow logically; *graduate* level analysis.	31-28
Standards Minimally Met	Some clear and logical sequential development of concepts; adequate transitions; some *graduate* level analysis.	27-9
Standards Not Met	No clear and logical development of ideas; not *graduate* level work.	8-0
	Points Earned: Sequential Development of Ideas	**40-0**
CONCLUSION		
Exceeds Standards	Excellent summation of concepts presented; conclusions follow logically from propositions presented; conclusions prompt further inquiry; analysis is exemplary *graduate* level work.	40-36
Above Average Standards	Outstanding summation of concepts presented; conclusions follow logically from propositions presented; conclusions urge further inquiry; analysis is *graduate* level work.	35-32
Meets Standards	Good summation of concepts; conclusions follow from propositions; concepts presented can lead to further inquiry; *graduate* level analysis.	31-28
Standards Minimally Met	Adequate summation of concepts; conclusions imply further inquiry; approaches *graduate* level analysis.	27-9
Standards Not Met	Not *graduate* level inquiry; summation does not follow logically from propositions; no indication of further inquiry.	8-0
	Points Earned: Conclusion	**40-0**
LANGUAGE USAGE – SYNTAX, GRAMMAR, PUNCTUATION, SPELLING		
Exceeds Standards	Composition exceptionally well-constructed; clear, comprehensive, concise and understandable writing; consistent proper use of syntax, grammar, punctuation, and spelling; exemplary *graduate* level writing.	20-18
Above Average Standards	Composition well-constructed; clear and understandable writing; consistent appropriate use of syntax, grammar, punctuation, and spelling; obvious *graduate* level writing.	17-16
Meets Standards	Composition is clear and understandable; consistent use of proper grammar, syntax, and punctuation; some misspellings; *graduate* level writing indicated.	15-14
Standards Minimally Met	Composition presents some obvious errors in grammar, syntax, punctuation, and spelling; adequate *graduate* level writing.	13-5
Standards Not Met	Composition exhibits inconsistent grammar, syntax, punctuation, and spelling throughout; not *graduate* level writing.	4-0
	Points Earned: Language Usage – Syntax, Grammar, Punctuation, Spelling	**20-0**

Addendum Y: (page 3 of 3)

APA FORMAT-CITATIONS, REFERENCES, AND PAPER STRUCTURE		
Exceeds Standards	Consistent listing of citations properly entered; citations strictly adhere to APA guidelines; numerous and varied sources included; proper attribution of concepts always noted; primary references are generated from peer-reviewed, professional journals, noted texts, and recognized authorities in the field; formatting is completely correct and exemplary of *graduate* level research.	20-18
Above Average Standards	Consistent listing of citations; citations follow APA guidelines; numerous and varied sources included; proper attribution of concepts always noted; primary references are generated from appropriate sources; formatting is correct and represents *graduate* level research.	17-16
Meets Standards	Consistent listing of citations properly entered according to APA guidelines; varied sources included; attribution always given for the ideas of others; primary references generated from appropriate sources; correct formatting followed; indicates *graduate* level research.	15-14
Standards Minimally Met	Listing of citations largely follows APA guidelines; appropriate credit generally given for the ideas of others; references mostly generated from related sources; some obvious formatting errors; *graduate* level research.	13-5
Standards Not Met	Many improper listings of citations; inconsistent credit given for the ideas of others bordering on plagiarism; primary references not generated from appropriate sources; poor formatting; not *graduate* level research.	4-0
Points Earned: APA Format- Citations. References. Paper Structure		**20-0**
TOTAL POINTS EARNED		**200-0**

Addendum Z

MASTER'S WRITING ASSIGNMENT RUBRIC

CRITERION	COMMENTS	POINT RANGE
CONTENT		
Exceeds Standards	Submission is exceptional; it is specific, concise, and articulate; content is accurate, indicates penetrating insight and critical analysis; issues are addressed directly; conclusions and/or opinions follow logically; submission is indicative of higher order *graduate* work.	40-36
Above Average Standards	Submission explains and clearly relates to the issues presented; writing is concise and informative; logical conclusions follow premises of the narrative; critical analysis is expressed in a fashion exhibiting solid *graduate* level work.	35-32
Meets Standards	Submission relates to the issues presented; information presented is generally accurate but little insight is offered; logic supports the conclusion and/or opinions; critical analysis is *graduate* level work.	31-28
Standards Minimally Met	Submission refers to the issues; information presented is limited or unclear; direct insights are offered implicitly; conclusion follows but the logic to support is vague; critical analysis is present but strained; *graduate* level work is present but not obvious.	27-9
Standards Not Met	Submission presents no clear purpose and does not relate to the issues; logical conclusions are not present; submission is difficult to follow; critical analysis is absent; does not indicate *graduate* level work.	8-0
	Points Earned: Content	**40-0**
WRITING MECHANICS		
Exceeds Standards	Writing is exceptionally fluent and clear; no errors of grammar or punctuation; sources cited correctly by APA Standards; citations are used consistently and correctly; writing style is exemplary *graduate* level work.	30-27
Above Average Standards	Writing is clearly fluent and interesting; few errors in grammar or punctuation; sources cited in accordance with APA Guidelines; citations clearly support positions presented; writing style substantively indicates *graduate* level work.	26-24
Meets Standards	Writing is clear and fluent; some errors of grammar and punctuation; sources are presented and follow APA Guidelines; citations support positions presented; writing style indicates *graduate* level work.	23-21
Standards Minimally Met	The submission presents the issues; there are many errors in grammar and punctuation; few sources cited and APA Guidelines are not consistently followed; writing style meets *graduate* level expectations.	20-7
Standards Not Met	Writing exhibits overall poor structure and syntax; many errors in grammar and punctuation; sources are cited sporadically and present no support of issues; writing style is not *graduate* level.	6-0
	Points Earned: Writing Mechanics	**30-0**
ANALYTICAL OBSERVATIONS		
Exceeds Standards	Submission is exceptionally well argued; higher order critical analysis expresses a sense of value based upon principles; there is a well-established and clearly discernible critical position; exhibits a global understanding of the issue; position presents exemplary *graduate* level analysis.	30-27
Above Average Standards	Support of issues is complete and satisfactory; notions of value are presented; displays perceptive critical analysis; indicates knowledge of global applications of the issues; clearly exhibits *graduate* level analysis.	26-24
Meets Standards	Submission is satisfactory; global applications are indicated; value expressions are present but are vague; conclusions are presented indicating *graduate* level analysis.	23-21
Standards Minimally Met	Submission is clearly incomplete and unsatisfactory; a clear understanding of applications is only implied; ethical considerations are unclear; conclusion follows sporadically from the analysis; is *graduate* level work.	20-7
Standards Not Met	Submission is insufficient as a whole; no indication of global application of the issues, or of ethical implications within the issues; critical analysis is absent; clearly not *graduate* level work.	6-0
	Points Earned: Analytical Observations	**30-0**
	TOTAL POINTS EARNED	**100-0**

Addendum AA

GRADUATION CHECK LIST FOR MASTER'S DEGREE CANDIDATES

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

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

Don't forget to join the Alumni Association!

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

Addendum BB
REQUEST FOR TRANSCRIPT FORM

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

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

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

Signature:_____ Number of Copies: _____

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

_____
_____
_____

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

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

There are two types of transcripts:

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

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

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

Addendum CC

GRADUATE TRANSFER CREDIT EVALUATION FEE FORM

Student's Name: _____

Address: _____

Phone Number: (_____) _____ Email: _____

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

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

*** The Academy may accept transfer credit from other accredited institutions, as long as a grade of B or better is earned.
*** Please have official transcripts, course syllabi and course descriptions for the courses that you would like to transfer mailed to:

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

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

Credit Card Type: VISA MC DISCOVER

Credit Card Number: _____ - _____ - _____- _____

Expiration Date: _____ - _____

Approved By:

_____
Chief Academic Officer or Designee Date

Addendum DD

CHANGE OF CATALOG REQUEST FORM

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

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

Name:_____
Last First Middle

Email Address:_____

Last Four Digits of Social Security Number OR Student ID Number_____

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

Date:_____

I_____ officially request to change to the _____
(Print Student's Name) (Academic Year)

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

Student Signature:_____

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

Addendum EE

WITHDRAWAL FORM

Date:_____

Please Select One: _____Course(s) Withdrawal _____Institutional Withrawal

Name:_____

Address:_____

Reason for Withdrawal:_____

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

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

Dept./Course Number	Title	Hours	Grade

Student's Signature:_____

Registrar's Signature:_____

Addendum FF

STUDENT INFORMATION CHANGE

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

Student ID Number_____ Degree Level_____

COMPLETE APPLICABLE INFORMATION ONLY

Name Change (Documentation must accompany this form)

Name changed to:_____

Attached documentation:_____

Social Security Number Change (Documentation must accompany this form)

Change Social Security Number to: _____ - _____ - _____

Attached documentation:_____

Change of Major

Change of Major from:_____

Change of Major to:_____

Address Change

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

_____ _____ _____
City State Zip Code

Change email address to:_____

Telephone Number Change

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

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

Addendum GG
DROP/ADD FORM

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

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

Date:_____

Name:_____ **Student ID:**_____

Street:_____ **City:**_____

State and Zip Code_____

Home Phone:_____ **Work Phone:**_____

Email:_____

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

COURSES TO BE DROPPED: TERM: FA_____ SP_____ SU_____

Reason(s) for the drop:_____

Course Number	Course Title	Section	Credits	Instructor

COURSES TO BE ADDED: TERM: FA_____ SP_____ SU_____

Course Number	Course Title	Section	Credits	Instructor

APPROVED BY:_____ **Effective date:**_____
Registrar or Designee

Addendum HH

Student Rights and Responsibilities Statement

Honor Code for the United States Sports Academy

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

Notice to All Students

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

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

Academic Integrity

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

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

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

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

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

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

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

Attendance Policy: Distance Learning

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

Drugs and Alcohol Policy

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

Grade Appeal Procedures

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

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

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

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

Step 1

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

Step 2

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

Step 3

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

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

Step 4

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

Step 5

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

Online Student Security

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

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

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

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

Password Reset Policy

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

Automated Password Recovery/Reset

1. The Academy shall provide an automated password recovery/reset solution for any Central Directory system provided (i.e. Active Directory, Academy Central Login)
2. This system will operate in a manner and by processes approved by the Department of Technology.
3. The password recovery solution should not rely solely on Social Security Number (SSN) or any portion thereof.
4. The password recovery solution should not rely on the student ID number or any portion thereof.

Assisted Password Recovery/Reset

1. If the automated password recovery/reset solution provided by the Academy is unavailable or fails, the user may then call the Help Desk to reset their password. Call 251-626-3303 and ask for the Help Desk or email helpdesk@ussa.edu.
2. Any user requesting a password reset must verify their identity prior to having the reset completed.
3. The user must confirm their identity by providing the answer to 2-3 confidential questions.
4. Verification is to be conducted by dedicated Help Desk personnel only.

Personal Identification Number (PIN)

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

Student Conduct

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

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

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

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

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

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

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

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

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

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

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

Threatening Behavior by Students

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

Prohibited Behavior

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

Procedures for Mandatory Reporting of Threatening Behavior

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

1. Leave the area immediately.

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

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

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

Disciplinary Process

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

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

The Student Disciplinary Procedures shall govern all proceedings involving such complaints. The Dean of Student Services may suspend the student for an interim period prior to the resolution of the disciplinary proceeding if the Dean determines that the continued presence of the student poses a threat to any individual, property, or Academy function. Sanctions, as appropriate, may be imposed in accordance with the Student Code of Conduct, up to and including suspension or expulsion from the Academy.

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

Student Petitions Not Related to Grades

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

1. A student may file a written petition within 30 days from the date when the informal attempt to resolve the issue was concluded. The written petition must be filed with the Chief Academic Officer and should

include a detailed explanation of the circumstances involved. The Chief Academic Officer or a designee will officially log the petition in, noting the date and time it was received.

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

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

Student Rights

The Academy follows the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). In compliance therewith, a copy of the Act can be accessed through the web at www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html. Under pertinent provisions of the Act, the items listed below are designated as "Directory Information" and may be released for any purpose at the discretion of the Academy, unless the student exercises the right to withhold the disclosure of any or all of the categories of "Directory Information."

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

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

Student Rights for Records and Disclosure

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

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

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

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

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

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

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

Student Rights: Complaint Process

The Academy takes very seriously complaints and concerns regarding the institution. Most complaints can be resolved at the campus level and that procedure is addressed in the catalog sections regarding Grade Appeals, Student Petitions Other than Grades, and Student Conduct.

If a student feels there have been violations of state laws or rules related to licensure or has a complaint relating to the Academy's compliance with accreditation standards, see the "Academy Student Complaint Process Notice" in the Addenda section of this catalog.

Release of Grades

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

Release of Student Portal Login/Password Information

Students receive Student Portal user ID and password information upon application to a program. Students who request this information subsequent to receiving their admission to their program of interest must contact the Office of Admissions. Accepted students must request this information via the Help Desk. If the student can provide self-identifying information, the login and password may be given over the telephone.

Weapons Policy

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

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

Addendum II
ACADEMIC HEARING PROCEDURES

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

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

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

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

Hearing procedures include the following:

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

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

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

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

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

6. The failure of any party to appear without justifiable cause will terminate that party's right to appeal. Hearing deliberations are to proceed as follows:
    a. The chairperson reads the charges or complaint to the Committee.

b. The Academy will present its case and may call witnesses, if desired.
c. The student may then question the Academy's witnesses.
d. The student will present his/her case and may call witnesses, if desired.
e. The Committee may then question the student and student's witnesses, if applicable.

7. Following the hearing, the Committee deliberates and renders a decision by simple majority based on a preponderance of the evidence. If the Committee decides to recommend a penalty, it specifies the disciplinary action to be imposed.

8. The chairperson sends written notification of the Committee's decision to the Chief Academic Officer.

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

Addendum JJ
AMERICANS WITH DISABILITIES ACT (STUDENTS)

The United States Sports Academy acts in accordance with two relevant laws: Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

The Americans with Disabilities Act (ADA)
The Americans with Disabilities Act of 1990 is civil rights legislation that extends the anti- discrimination legislation of Section 504 to all institutions of higher education, whether or not they receive federal financial assistance. The purpose of this act is to provide a clear and comprehensive mandate for the elimination of discrimination against individuals with disabilities. This statute became effective for public entities on January 26, 1992. It provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, state and local governments, public accommodations, and telecommunications.

Documentation of Disability (Students)
The Academy Registrar assists students with disabilities in receiving accommodations. The first step in receiving academic accommodations is to complete the attached Academy Disability Self Identification Form. Documentation serves as a foundation that legitimizes a student's request for appropriate accommodations. The first purpose of verifying documentation is to establish the existence of a disability as defined under Section 504 of the Rehabilitation Act (1973) and the Americans with Disabilities Act (1990) – see ADA Form. Under these statutes, the severity of a disability or degree of impact on life functions is important.

To establish the existence of a disability under these statutes, the documentation must demonstrate that the condition is a "mental or physical impairment that substantially limits a major life activity" (ADA 1990). Life activities that are typically important to college students are such functions as reading, listening, walking, writing, learning, and speaking. In order for the United States Sports Academy to be able to determine whether reasonable accommodations can be designed and what those accommodations can be, we need detailed information about the impact of the disability.

Who Can Provide Verifying Documentation?
In most cases, documentation will be needed from doctoral level professionals, such as a certified and /or licensed psychologists, medical doctors, psychiatrists, or neurologists. The professional should be experienced in diagnosing and treating the disability, should prepare the documentation on appropriate clinical stationary, should sign the document, and should provide the United States Sports Academy with verification of the experience and expertise in the specialty, if asked. The diagnostician must be an impartial individual who is not related to the student.

Recommended Documentation
1. A clear statement that a disability is present along with the rationale for this diagnosis. A school plan, such as an individualized education program (IEP) or a 504 plan is insufficient documentation, but it can be included as part of a more comprehensive assessment battery.

(**NOTE:** Individual learning deficits, learning styles, and learning differences do not constitute a learning disability or attention deficit hyperactivity disorder.)

2. Documentation for eligibility should be current, within the last three years. (The age of acceptable documentation is dependent upon the disabling condition, the current status of the student, and the student's specific request for accommodations. All cases will be evaluated on a case-by-case basis.)

3. A narrative summary of assessment procedures and evaluation instruments used to make the diagnosis.

4. A statement of the functional impact or limitation of the disability on learning or other major life activity, and the degree to which it impacts the student in the learning context.

5. A list of recommended reasonable accommodations for the post-secondary environment.

6. All documentation is confidential and should be submitted to:

United States Sports Academy
Attention: Student Services
One Academy Drive
Daphne, AL 36526

Addendum JJ (continued)

AMERICANS WITH DISABILITIES ACT (ADA) APPLICATION

Please submit completed application form to the OFFICE OF THE REGISTRAR for approval.

Petition to Recognize a Qualifying Condition

The purpose of this application is to allow students enrolled at the Academy to request accommodations in accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act (1973). The Academy, through the Registrar's Office, will make all reasonable efforts to achieve academic accessibility commensurate with non-handicapped students. Students requesting accommodations for a disability should request accommodations as soon as possible following the discovery of a qualifying condition.

Please fill out this application and return, along with your current diagnostic documentation (no more than three years old) to: *Registrar, Division of Student Services, United States Sports Academy, 1 Academy Drive, Daphne, AL 36526*. The Registrar will review your submission and determine if your request is supported by your diagnostic evaluation. Please allow 14 working days for a response.

Please print:
Name_____ Student ID_____

Email address_____

Home Address_____

Primary Phone_____ Alternate Phone_____

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

Term of first enrollment at the Academy_____

Major course of study_____

Is this your first time applying for ADA accommodations at the Academy? _____Yes _____No

- If "No", are you requesting the same accommodations as your last request? _____ Yes _____No
- If "Yes", what specific accommodations are you requesting, based on your doctor's recommendations? (Please continue on another sheet if necessary):

_____

_____

_____

_____

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

_____

_____

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

_____

_____

I hereby grant permission that all information attached to this application may be released to the Legal Counsel of the Academy and to the other parties who serve with an educational interest.

_____ _____
Signature Date

FOR OFFICE USE ONLY

Registrar:		
_____ *Name (please print)*	_____ *Signature*	_____ *Date*

Dean of Student Services:		
_____ *Name (please print)*	_____ *Signature*	_____ *Date*

Chief Academic Officer:		
_____ *Name (please print)*	_____ *Signature*	_____ *Date*

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

The United States Sports Academy is committed to complying with the Family Educational Rights and Privacy Act of 1974. Certain student information has been determined as public information under the terms of the act. This may include release of name, address, telephone number, e-mail address, date and place of birth, major field of study, participation in university sports and activities, weight and height of athletic team members, dates of attendance, degrees and awards received, and previous educational institutions attended. Academic, financial, and disciplinary information may not be released without the expressed written consent of the student. Complete this form to allow any other person(s) access to your academic, financial, and/or disciplinary information.

STUDENT'S NAME (Print legibly):_____SSN_____
First Middle Last (For verification of records)
CURRENT ADDRESS: _____
Street City State Zip Code
TELEPHONE WHERE YOU CAN BE REACHED: _____

Please allow the following person(s) access to records as indicated below. Records may include, but are not limited to:

- Academic Records - transcript, grades, grade point average, courses taken, and/or courses required
- Financial Aid/Business Office Records - statement of account
- Disciplinary Records

RELEASE TO (third party name):
1. _____ RELATIONSHIP: _____
First Middle Last
2. _____ RELATIONSHIP: _____
First Middle Last
3. _____ RELATIONSHIP: _____
First Middle Last

IS THIS A PERMANENT RELEASE*? ___YES___NO A ONE TIME ONLY RELEASE?____YES ____NO
*This release is considered permanent until rescinded in writing by the student.

PASSWORD - Please set your password here: _____
IF SEEKING INFORMATION BY PHONE, THIRD PARTIES WILL BE ASKED TO IDENTIFY THE PASSWORD LISTED.

RELEASE IS FOR (CHECK ALL THAT APPLY):
____ACADEMIC RECORDS / OFFICE OF THE REGISTRAR & ACADEMIC AFFAIRS
____FINANCIAL AID RECORDS / FINANCIAL AID OFFICE
____BUSINESS OFFICE RECORDS / FINANCIAL SERVICES
____DISCIPLINARY RECORDS / STUDENT SERVICE OFFICE

SIGNATURE: _____ DATE: _____

The Registrar must witness the student's signature on this form.
The Institution reserves the right to verify signatures against existing records.

THIS FORM MUST BE NOTARIZED IF RETURNED BY MAIL.

State of _____County of _____Signed before me this _____day of _____ 20_____

My commission expires_____

Signature_____ (FERPA Release 5/2007)

Addendum LL (page 1 of 2)

Family Educational Rights and Privacy Act Declaration
Withhold Release of Directory Information
("Placing a FERPA Block")

- Read and initial the information on the second page of this form.
- Complete the information below.
- Return this form to the Registrar's Office (Email: registrar@ussa.edu; Fax: 251.625.1035).

Student ID Number: ________________ □B.S.S. □M.S.S. □Ed.D. □Continuing Education

Your full legal name

Surname/Family name: ___________________________________

Given names: ________________________ ________________________________ ________
first middle/others suffix, if any

Check *one* of the following:

☐ This block is intended for the time during which I am a current student at the Academy.

☐ I am in my final term; this block is intended for the time after I leave the Academy.

☐ I hereby remove the FERPA block from my record.

"I have read and understand the policy and effects of placing a FERPA block on my record."

Your signature: ____ Date: _______________

You may revoke this block at any time by notifying the Registrar's Office in writing.

~~~~~~

For use of the University Registrar's Office:

Date Received: ____________

Block added date: __________

☐ Directory = N

☐ Restriction=FERPA

Block removed date:_________

□ Directory=Y

□ FERPA Restriction ended
~~~~~~

Addendum LL (page 2 of 2)

Process for Creating a FERPA block at the United States Sports Academy

Under the rights accorded you by the federal law known as the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), the United States Sports Academy may release directory information about you to the general public, including other students. We work hard to protect your privacy and we do not automatically release such information to all requestors.

The policy:
Directory information is defined in FERPA policy as being limited to the following items:

- Name
- Current enrollment
- Full-time or Part-time status
- Dates of attendance
- Class standing
- Field(s) of study
- Awards and honors (e.g. Dean's List, President's List)
- Degree(s) conferred (including dates)
- Local address as a student
- Permanent address as a student
- Local telephone number
- E-mail addresses
- Past and present participation in officially recognized Academy activities
- Previous institution(s) attended
- Date and place of birth
- Schedule of classes
- Photographic or videotaped image

Examples of information which are NOT directory information and which are thus not releasable without advance student permission or applicable exception under the Act include specific course grades, grade-point averages (GPA), race, religion, or parent names.

Currently enrolled students may withhold disclosure of directory information. To withhold disclosure, this form must be received by the Registrar's Office. Directory information will then be withheld until you release the block disclosure. Students should understand that, by withholding directory information, some information you might consider important may not reach you.

If you wish for a "FERPA block" on directory information to remain in effect after your last term of enrollment, a separate written request must be made to the Registrar prior to the end of that term. Such a block will remain in place until removed in writing.

I have read the policy above and am aware of the full policy in the USSA Catalog. **Your initials here _____**

The effect of placing a FERPA block on your record:
Since the FERPA block is "all or nothing," we cannot always hold certain categories of directory information as private while always releasing others.

As a result, we are especially concerned that you know the effects that your declaration may have on USSA's ability to communicate appropriately for you and with you. The United States Sports Academy is already very restrictive in protecting your personal information, even when you allow access. If you file this form, all inquirers will be told "we have no information available about this person."

I understand the effects of placing a FERPA block on my record may have. **Your initials here _____**

If you have any questions about the policy, please contact:
USSA Registrar 251-626-3303 ext. 7146; registrar@ussa.edu

Addendum MM

The United States Sports Academy
Three-Track Academic Option Form

Student Name (Please Print):

First_____ Middle _____Last_____
Phone: _____
Email: _____

Three-Track Option
(Circle Only One Option)

- Non-Thesis
- Thesis
- Mentorship

Signature: _____ Date:_____

NOTIFICATION TO STUDENT:
The student's selected Program of Study and Track Option are not considered a contract between the student and the institution, and are subject to change at any time and at the sole discretion of the institution.

This form is to be submitted upon completion of the M.S.S. Core Courses (or first nine semester hours). Students will be unable to register for additional courses without this completed and signed form on record. No electronic signatures will be accepted.

If a student changes Majors or Track Options at any point in their degree program, it is the student's responsibility to ensure all degree requirements are met, which may require additional courses/hours to be completed in the degree program overall. Please contact the Registrar for any questions/concerns: 251-626-3303.

Addendum NN
UNITED STATES SPORTS ACADEMY
STUDENT COMPLAINT PROCESS NOTICE
(Compliant with HEA Title IV, CFR 34, Sections 600.9(a)(1) and 668.43(b)

The United States Sports Academy takes very seriously complaints and concerns regarding the institution. Most complaints should be resolved at the campus level. The Academy provides written explanations of the campus process for addressing your particular complaint(s) through its academic catalogs. The Department of Student Services will answer any questions you may have to assure you a fair process.

Policies and procedures for filing complaints can be found in this academic catalog.

Violations of state laws or rules related to approval to operate or licensure of postsecondary institutions will be referred to the Alabama Department of Postsecondary Education and shall be reviewed and handled by that Division by filing a complaint form found here https://www.accs.cc/index.cfm/school-licensure/complaints/ .

Complaints related to the institution's compliance with academic program quality and accrediting standards shall be referred to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), at http://www.sacscoc.org/FAQsanswers.asp#q12 SACSCOC is the academic accrediting body for the Academy. The primary purpose of the SACSCOC complaint procedure is to acquire valuable information regarding an accredited institution's possible non-compliance with accreditation standards, policies, and procedures rather than to resolve individual disputes.

If you believe that your complaint continues to warrant further consideration after exhausting the review of either SACSCOC or the investigative team representing the Academy, you may submit a complaint to the Alabama Commission on Higher Education.

Most complaints made to media outlets or public figures, including members of the Alabama legislature, Congress, the Governor, or individual trustees of the Academy are referred to the President's office.

Nothing in this disclosure limits any right that you may have to seek civil or criminal legal action to resolve your complaints.

The Academy has provided this disclosure to you in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34, Sections 600.9(b)(3) and 668.43(b). If anything is this disclosure is out of date, please notify the Department of Student Services, United States Sports Academy, 1 Academy Drive, Daphne, AL 36526, 251-626-3303, academy@ussa.edu . This disclosure was last revised 1 September 2014.