



Graduate

CATALOG 2021 - 2022

1 September 2021

**THE UNITED STATES
SPORTS ACADEMY®**

America's Sports University®

1.800.223.2668

www.ussa.edu

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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. Accreditation

The United States Sports Academy, hereinafter called “the Academy,” is 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.

The Academy’s sports management bachelor’s, master’s, and doctoral degree programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), an accrediting body that focuses on business education. The organization accredits educational programs around the world that focus on teaching excellence in business.

1.3. Alabama State Licensure and Certification

The Academy is exempt from licensure 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, color, sex, national origin, religion, age, disability, or genetic information.

1.5 Military Programs

The Academy is currently affiliated with the Department of Defense Activity for Non-Traditional Education Support (DANTES) distance-learning program. Members of the Armed Forces who wish to use the Services Tuition Assistance Program to pursue distance-learning opportunities with the Academy may do so. The Academy is a member of the Service members Opportunity Colleges (SOC) and a participant in the Concurrent Admissions Program (ConAP). Service members should visit their Education Centers or Navy campus offices for information about current tuition assistance policy and procedures. The Academy is approved by the Alabama State Approving Agency (SAA) to offer VA Educational Benefits (GI Bill®) to

eligible individuals enrolled in approved programs and is a participant in the Post 9/11 GI Bill® “Yellow Ribbon Program.” The Academy’s academic programs are designed with flexibility to accommodate the special needs of men and women in military service and the institution provides tuition discounts to active duty military.

1.6. History

Academic year 2021-2022 will mark a historic milestone for the Academy: the institution will be celebrating the 50th Anniversary of its founding making the Academy the oldest (and only) accredited sports university in the United States!

The Academy was founded in 1972 in Milwaukee, Wisconsin by Thomas P. Rosandich, Ph.D. who went on to serve as the President and Chief Executive Officer of the institution for the next 43 years. 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 United States 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.

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 by his peers in NACDA to go forward, Dr. Rosandich worked with a small group of professionals in Milwaukee, Wisconsin with expertise relevant to the formation of what has become the Academy. Together they developed the initial Mission Statement, academic program, curriculum, and institutional goals. In 1976, the Academy relocated from Wisconsin and became affiliated with the University of South Alabama. This affiliation continued until the early 1980s when the Academy simply outgrew the ability of the University to comfortably accommodate the institution. The Academy moved into its present, and permanent, campus in Daphne, Alabama in 1986.

From its inception, the Academy has focused on developing sport-specific courses and employing a combination of educational delivery modes. These include distance education for degree course work, a unique internship program and a wide array of post-secondary, non-degree and continuing education programs.

In 1976, the Academy secured its first major international agreement to deliver educational and training programs in the Kingdom of Bahrain, a small island 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. To this day the Academy continues to work in Bahrain, as well as other countries in the Middle East. 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 more than 65 nations around the world. The Academy currently has on-going programs in Europe, South Asia, Southeast Asia, Northeast Asia and Latin America.

One of the keys to the Academy's ability to deliver its international and post-secondary, non-degree programs is its National Faculty. This group numbers more than 100 distinguished educators from diverse areas of sports, who specialize in one or more of the Academy's areas of concentration: Exercise Science, Recreation Management, Sports Coaching, Sports Management, and Sports Medicine. These national faculty members are also a resource for the Academy's internship program, which provides students with the opportunity to embark on experiential education with proven 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 (M.S.S.) degree, making it the first and only graduate school dedicated solely to studies in sports. The Academy went on to develop a Doctor of Education (Ed. D.) degree in Sports Management that was accredited in 1996. Concurrently, the Academy's distance education program was reviewed and approved. The Academy went through the substantive change process one more time when its upper-division (Junior and Senior years) Bachelor of Sport Science (B.S.S.) degree program was reviewed and accredited in 2004. Another significant change was the approval to add the lower-division program the B.S.S. program in 2020; for the first time in its 49-year history the Academy admitted freshmen students in the Spring Semester of 2021. Since it was first accredited, the Academy maintained its accreditation in good standing having gone through the reaffirmation process ever since with its last decennial review in 2018.

Besides the institutional accreditation conferred upon the Academy by SACSCOC, the Academy has also added programmatic accreditations. The National Committee for the Accreditation of Coaching Education (NCACE) reviewed and accredited the B.S.S. Sports Coaching degree program in March, 2020 and the Accreditation Council for Business Schools and Programs (ACBSP) accredited the Academy's Sports Management programs at all three degree levels in April, 2021. The National Strength and Conditioning Association (NSCA) has also recognized the Academy's Exercise Science degree programs as an Education Recognized Partner (ERP).

The Academy believes that sport 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 internships.

Because art has traditionally been a feature of the Olympics in both the ancient and modern games, it was fitting that the Academy also combines sports and art in keeping with this tradition. In 1984, Dr. Thomas P. Rosandich introduced a program entitled, "The Academy's Awards of Sport: A Tribute to the Artist and the Athlete," which recognizes the indelible cultural connection between sport and art. This promotional event gained momentum and 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 monthly publications distributed by email to selected constituencies around the globe. Additionally, the Academy has published an online peer-reviewed journal for the past 22 years entitled *The Sport Journal* which is provided free-of-charge to the profession

and which is accessed about 650,000 times a year. The Academy regularly posts to a blog entitled *The Sport Digest* featuring current issues and topics in the profession. All these publications are designed to provide sports administrators and practitioners with current information on a variety of topics of interest in the profession.

The Academy has a rich history and strong traditions of excellence. Under the leadership of Dr. T.J. Rosandich, the current President and CEO, the staff and faculty members are looking forward to continuing this history and rich traditions.

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 internship

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. 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 members and students to undertake research.

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.

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 exercise science profession.
 - 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 impact 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.

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 leadership from the sports professional 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 area 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 sports 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 MSS. degree. 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 should be read thoroughly by each master's student.

1.11. Expectations of Students at the Doctoral Degree Level

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

There are statements throughout this catalog that create the policy for student rights and responsibilities. These should be read thoroughly by each doctoral student.

1.12. 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 dismissal from the program.

1.13 Freedom of Speech Policy

The Academy is a community of scholars and professional staff. As such, the institution values and embraces diverse points of view. As an independent institution of higher learning, the Academy does not endorse or support any particular view and respects the right of individuals' free speech. While the Academy is mindful of the individual rights, the institution also reserves the right to control the expression

of viewpoints when they become disruptive to the Academy's community standards, policies, and organizational ethics.

1.14. 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.

1.15. 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, Confederate States of America, the state of Alabama, and the 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 Lending Tree Bowl, 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.

1.16. 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 as of the publication date of this catalog.

Accreditation Council for Business Schools and Programs (ACBSP)
Alabama Association of Independent Colleges and Universities (AAICU)

Alabama Association of International Educators (AAIE)
Alabama Association of Student Financial Aid Administrators (AASFAA)
Alabama Council of Graduate Deans (ACGD)
American Library Association (ALA)
Alabama Museums Association (AMA)
American Association of Blacks in Higher Education (AABHE)
American Association of Collegiate registrars and Admissions Officers (AACRAO)
American Association of University Women (AAUW)
American College of Sports Medicine (ACSM)
American Library Association (ALA)
Association of Applied Sports Psychology (AASP)
Association for Education and Communications Technology (AECT)
Association of Women in Sports Media
Business Council of Alabama
Colleges & Universities Professional Association for Human Resources (CUPA-HR)
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
European College of Sport Science
Federation Internationale Cinema Television Sportifs (FICTS)
International Council for Health, Physical Education, Recreation, Sport and Dance (ICHPER-SD)
International Council of Sports Science & Physical Education (ICSSPE)
International Council for Coaching Excellence (ICCE)
International Sports Heritage Association (ISHA)
National Academic Advising Association (NACADA)
National Association of Collegiate Directors of Athletics (NACDA)
National Association of Independent Colleges and Universities (NAICU)
National Association of Student Financial Aid Administrators (NASFAA)
National Black Graduate & Professional Students Organization (NBGSA)
National Collegiate Virtual Sports Association (NCVSA)
National Council for State Authorization Reciprocity Agreement (NC-SARA)
National Council on Accreditation of Coaching Education (NCACE)
National Federation of State High School Associations (NFHS)
National Soccer Coaches Association of America (NSCAA)
National Society for Human Resource Managers (SHRM)
National Society of Leadership and Success (NSLS)
National Strength and Conditioning Association (NSCA)
National Student Clearinghouse
Network of Alabama Academic Libraries (NAAL)
North American Society for Sport Management (NASSM)
Online Computer Library Center (OCLC)
Positive Coaching Alliance (PCA)

Society of Health & Physical Educators (SHAPE America)
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
Southern Association of Student Financial Aid Administrators (SASFAA)
Southern Regional Education Board (SREB)
Sport Marketing Association (SMA)
Study Alabama: A Consortium for Global Engagement and Economic Development (SA/CGEED)
U.S. Track and Field and Cross Country Coaches Association (USTFCCCA)
United States Center for Coaching Excellence (USCCE)
USA Climbing (USA-C)
USA Swimming (USA-S)
USA Track & Field (USATF)
Visit Mobile
Youth, Education and Culture FICTS Commission
Yoga Alliance

1.16.1. 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. Information regarding the Academy's membership in SREB can be found at www.SREB.org

1.17. The Robert Block Library

The Robert Block Library supports the mission of the Academy by creating an environment where students, faculty, and staff have access to academic and sports-specific learning resources and services. The Director of the Library, a professionally trained librarian, serves as an educational partner in the integration of information literacy into the curriculum, as well as provides direct support and research assistance to students and faculty.

All resources and collections, physical and virtual are available to students via the library's webpage, www.ussa.edu/students/library-resources or through the Academy's Learning Management System (LMS) Canvas. In addition to the library's physical and virtual collections, 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. There is no charge for loans from member libraries of NAAL. For more information about the library and its resources or for assistance, please email library@ussa.edu.

1.17.1. Library Resources

The Robert Block Library, serving students on campus and at a distance, holds over 9,000 monographs, 650 audiovisual materials, and 3,033 microforms. The main collection of the library is a special collection of resources in various formats to support the Academy's programs in sport. Access to the materials is provided primarily by the library's online catalog. In addition to the physical holdings, the library provides access to a collection of virtual research databases including EBSCO, Gale, and ProQuest.

In addition to its own book collections, the Academy Library is able to borrow, by means of interlibrary loan, materials from other libraries for faculty, students, and staff. The library provides interlibrary loan service through membership with the Online Computer Library Center (OCLC) with access to 16,737 libraries in 170 countries, representing over 1.5 billion records.

Students may borrow books from the Academy Library by emailing library@ussa.edu. Students will be billed 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. 2021-2022 Comprehensive ACADEMIC CALENDAR – M.S.S. & Ed. D.

**** Please note the Master's Comprehensive Examination is not offered in December.**

2022 Fall Term – Next Page

2021-2022 Comprehensive Academic Calendar

2021	FALL – September, October, November, December 2021
17 Aug – 1 Sep	Registration Term Lifestyle Fall 2021-1
17 Aug – 1 Sep	Registration for FastTrack Module I
1 Sep	First Day of Fall Semester
1 Sep	First Day of Lifestyle Fall 2021-1
6 Sep	Labor Day Holiday
6 Sep	First Day of FastTrack Module I – Fall 2021
8 Sep	Drop Deadline (100% Refund) FastTrack Module I
2 Sep – 10 Sep	Registration Term Lifestyle Fall 2021-2
15 Sep	First Day of Lifestyle Fall 2021-2
9 Sep – 15 Sep	Withdraw Deadline (50% Refund) FastTrack Module I
15 Sep	First Day of Lifestyle Fall 2021-2
16 Sep – 17 Sep	Master's Comprehensive Examination
16 Sep – 25 Sep	Registration Term Fall 2021-3
1 Oct	First Day of Lifestyle Fall 2021-3
2 Sep - 6 Oct	Registration FastTrack Module II
16 Sep – 9 Oct	Withdraw Deadline (No Refund) FastTrack Module I
2 Oct – 10 Oct	Registration Term Fall 2021-4
10 Oct	Last Day of FastTrack Module I
11 Oct	First Day of FastTrack Module II
13 Oct	Drop Deadline (100% Refund) for FastTrack Module II
15 Oct	First Day of Lifestyle Fall 2021-4
14 Oct – 20 Oct	Withdraw Deadline (50% Refund) for FastTrack Module II
21 Oct – 22 Oct	Master's Comprehensive Examination
16 Oct – 25 Oct	Registration Term Fall 2021-5
1 Nov	First Day of Lifestyle Fall 2021-5
2 Nov – 10 Nov	Registration Term Fall 2021-6
6 Oct - Nov 10	Registration FastTrack Module III
21 Oct – 13 Nov	Withdraw Deadline (No Refund) for FastTrack Module II
14 Nov	Last Day of FastTrack Module II
15 Nov	First day of FastTrack Module III
15 Nov	First Day of LifeStyle Fall 2021-6
17 Nov	Drop Deadline (100% Refund) for FastTrack Module III
18 Nov – 19 Nov	Master's Comprehensive Examination
18 Nov – 24 Nov	Withdraw Deadline (50% Refund) for. FastTrack Module III
16 Nov – 25 Nov	Registration Term Fall 2021-7
24 - 26 November	Thanksgiving Holiday
1 Dec	First Day of Lifestyle Fall 2021-7
2 Dec – 10 Dec	Registration Term Fall 2021-8
15 Dec	First Day of Lifestyle Fall 2021-8
25 Nov – 18 Dec	Withdraw Deadline (No Refund) for FastTrack Module III
Dec 19	Last day of FastTrack Module III
25 Dec	Christmas Holiday
31 Dec	Last Day of Fall Semester
31 Dec	New Year's Holiday

2022 Spring Term – Next Page

2022	SPRING – January, February, March, April 2022
16 Dec – 28 Dec	Registration Term Spring 2022-1
16 Dec – 28 Dec	Registration FastTrack Module 1 – Spring 2022
3 Jan	First Day of Spring Semester
3 Jan	First Day of Lifestyle Spring 2022-1
3 Jan	First Day of FastTrack Spring 2022 Module I
5 Jan	Drop Deadline (100% Refund) for FastTrack Module I
3 Jan – 12 Jan	Registration Term Spring 2022-2
6 Jan – 12 Jan	Withdraw Deadline (50% Refund) for FastTrack Module I
17 Jan	Martin Luther King Holiday
17 Jan	First Day of Lifestyle 2022-2
20 Jan – 21 Jan	Master's Comprehensive Examination
16 Jan – 22 Jan	Registration Term Spring 2022-3
3 Jan – 1 Feb	Registration FastTrack Module II – Spring 2022
1 Feb	First Day of Lifestyle 2022-3
13 Jan – 5 Feb	Withdraw Deadline (No Refund) for FastTrack Module I
6 Feb	Last Day of FastTrack Module I – Spring 2022
7 Feb	First Day of FastTrack Module II – Spring 2022
9 Feb	Drop Deadline (100% Refund) for FastTrack Module II
2 Feb – 10 Feb	Registration Term Spring 2022-4
15 Feb	First Day of Lifestyle Spring 2022-4
10 Feb – 16 Feb	Withdraw Deadline (50% Refund) for FastTrack Module II
17 Feb – 18 Feb	Master's Comprehensive Examination
16 Feb – 24 Feb	Registration Term Spring 2022-5
1 Mar	Fat Tuesday
1 Mar	First Day of Lifestyle Spring 2022-5
3 Mar – 10 Mar	Registration Term Spring 2022-6
17 Feb – 12 Mar	Withdraw Deadline (No Refund) for FastTrack Module II
13 Mar	Last day of FastTrack Module II – Spring 2022
8 Feb – Mar 15	Registration FastTrack Module III – Spring 2022
15 Mar	First Day of Lifestyle Spring 2022-6
17 Mar – 18 Mar	Master's Comprehensive Examination
14 Mar -20 Mar	FastTrack Module Term Break
21 Mar	First Day of FastTrack Module III – Spring 2022
23 Mar	Drop Deadline (100% Refund) for FastTrack Module 3
24 Mar – 30 Mar	Withdraw Deadline (50% Refund) for FastTrack Module 3
16 Mar – 25 Mar	Registration Term Spring 2022-7
1 Apr	First Day of Lifestyle Spring 2022-7
2 Apr – 10 Apr	Registration Term Spring 2022-8
15 Apr	First Day of Lifestyle Spring 2022-8
21 Apr – 22 Apr	Master's Comprehensive Examination
31 Mar – 23 Apr	Withdraw Deadline (No Refund) for FastTrack Module III
24 Apr	End of FastTrack Module III
30 April	Last Day of Spring Semester

2022 Summer Term – Next Page

2022	SUMMER – May, June, July, August 2022
16 Apr – Apr 26	Registration Term Summer 2022-1
16 Apr – 26 April	Registration FastTrack Module 1 – Summer 2022
2 May	First Day of Summer Semester
2 May	First Day of Lifestyle Summer 2022-1
2 May	First Day of FastTrack Module I – Summer 2022
4 May	Drop Deadline (100% Refund) for FastTrack Module I
5 May – 11 May	Withdraw Deadline (50% Refund) for FastTrack Module I
3 May – 11 May	Registration Term Summer 2022-2
16 May	First Day of Lifestyle 2022-2
19 May – 20 May	Master's Comprehensive Examination
17 May – 27 May	Registration Term Summer 2022-3
30 May	Memorial Day Holiday
4 May – 31 May	Registration FastTrack Module II – Summer 2022
1 June	First Day of Lifestyle 2022-3
12 May – 4 June	Withdraw Deadline (No Refund) for FastTrack Module I
5 June	Last Day of FastTrack Module I – Summer 2022
6 June	First Day of FastTrack Module II – Summer 2022
8 June	Drop Deadline (100% Refund) for FastTrack Module II
2 June – 10 June	Registration Term Summer 2022-4
9 June – 15 June	Withdraw Deadline (50% Refund) for FastTrack Module II
15 June	First Day of Lifestyle 2022-4
16 June – 17 June	Master's Comprehensive Examination
16 Jun – 28 June	Registration Term Summer 2022-5
1 July	First Day of Lifestyle 2022-5
4 July	American Independence Day Holiday
16 June – 9 July	Withdraw Deadline (No Refund) for FastTrack Module 2
10 July	Last Day of FastTrack Module II – Summer 2022
2 July – 12 July	Registration Term Summer 2022-6
7 June – 12 July	Registration FastTrack Module III – Summer 2022
15 July	First Day of Lifestyle 2022-6
11 July - 17 July	Fast Track Module Term Break
18 July	First Day of FastTrack Module III – Summer 2022
20 July	Drop Deadline (100% Refund) for FastTrack Module III
21 July – 22 July	Master's Comprehensive Examination
21 July – 27 July	Withdraw Deadline (50% Refund) for FastTrack Module III
16 July – 27 July	Registration Term Summer 2022-7
1 Aug	First Day of Lifestyle 2022-7
2 Aug – 10 Aug	Registration Term Summer 2022-8
15 Aug	First Day of Lifestyle 2022-8
18 Aug – 19 Aug	Master's Comprehensive Examination
28 July – 20 Aug	Withdraw Deadline (No Refund) for FastTrack Module III
21 Aug	End of FastTrack Module III – Summer 2022
16 Aug – 26 Aug	Open Registration for Fall 2022 (1 September 2022 start)
31 August	Last Day of Summer Semester

3. M. S. S. & Ed. D. 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.) and Doctor of Sport Management (Ed. D.) program are accepted on an ongoing basis. Students in the Traditional (LifeStyle) Master's and Doctoral Program may start course work at any time following acceptance. Students pursuing the FastTrack Master's Program, please refer to the Academic Calendar in Section 2 with regards to registration dates. 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.

Students pursuing the FastTrack Doctoral Program, please refer to the Academic Calendar in Section 2 with regards to registration dates. 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.

The doctoral degree is offered online, but at the Academy's discretion, a residential cohort can be accepted. Orientation and registration are held on campus for all resident students. All online students are required to complete an annual Student Services orientation found in the Canvas LMS. All fees and tuition are due at the time of registration for both online and resident students.

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.M. Master of Sports Science 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 three recommendation forms and three FERPA release forms.
4. 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 Academy 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 must be submitted with the application. This fee is non-refundable.
2. Full disclosure of all institutions attended and official transcripts from each institution is 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). These may be sent by fax, by U.S. mail or by email to admissions@ussa.edu.
4. The personal statement in narrative form (see Addenda for Writer's Guide). The personal statement should be saved as a ".doc" file and sent to admissions@ussa.edu.

3.1.1.D. Doctoral Degree Program

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

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

5. A completed Application for Doctoral Degree Study. The application fee must be submitted with the application. This fee is non-refundable.
6. An official transcript. Full disclosure of all institutions attended and official transcripts from each institution is 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 the Student Services Admissions Office.

7. Three recommendation forms and FERPA release forms (forms are available on the Academy website, <https://ussa.edu/admissions/doctorate-requirements/>)
8. A qualifying essay in narrative form (see Addenda or the Academy's website at <https://ussa.edu/admissions/doctorate-requirements/>). This essay must be well organized and neatly typed. It will be used to judge the student's ability to write at a level appropriate to doctoral work and must include the following:
 - A brief biographical sketch
 - An explanation of why the student wants to enter the Academy's doctoral degree program and what the applicant expects to learn with respect to earning a doctoral degree
 - Planned area of research for student's dissertation

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

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

3.1.2.M. International Student Admission M.S.S.

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

3.1.2.D. International Student Admission Ed. D. Doctoral

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

1. A completed Application for Doctoral 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. Full disclosure of all institutions attended, and official copies of transcripts from each institution, is mandatory. Failure to do so may delay the application process and/or disqualify a student for admission. All official transcripts are to be sent from the student's previous institution's Registrar's office in sealed envelopes.

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

3. Three recommendation forms and three FERPA release forms, which can be found on the Academy's website at www.ussa.edu/admissions/requirements/doctoral.
4. A satisfactory score on the Test of English as a Foreign Language (TOEFL) in 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.).

5. A Certificate of Eligibility (Form I-20) must be obtained if the international student plans to study in the United States.
6. A copy of a valid passport and visa (resident students only).
7. Statement of Available Funds (see *Issuance of a Certificate of Eligibility*).

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

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

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

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

3.5.1.M. Specific Transfer Policies in the M.S.S. Master of Sports Science 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 equivalent to 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 equivalent to courses in the Academy's curriculum.
6. The Academy will accept courses from international institutions that are equivalent to 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 equivalent to courses found in the Academy's curriculum.
8. The Academy may accept transfer credits from non-accredited institutions provided they are equivalent to courses found in the Academy's curriculum. All such transfer credits must be reviewed on a case-by-case basis.
9. The Academy will not accept transfer courses unless the earned grade is a "B" or better.
10. Under no circumstances may courses be used to fulfill degree requirements for more than one degree. For example, if the student has already received a master's degree from another institution,

those courses for which credit was received for the degree cannot be applied to the Academy's M.S.S. degree.

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.

3.5.1.D. Specific Transfer Policies in the Ed. D. Doctoral Degree Program

All requests for transfer credit must follow this procedure:

1. Course work transferred or accepted for credit toward graduate degree must represent graduate course work relevant to the degree, with course content and level of instruction in student competencies at least equivalent to those of students enrolled in the Academy's own graduate degree program.
2. In assessing and documenting "equivalent" learning, the Academy uses guidelines prepared by the American Council on Education (ACE) and the American Association of Collegiate Registrars and Admission Officers (AACRAO). If transfer courses are not substantially equivalent to courses in the specific degree program of the Academy, transfer credit will not be approved.
3. It is the policy of the Academy to accept transfer courses based on the requirements of various regulatory and licensure authorities to which the Academy must be responsive.
4. The Academy accepts courses from all regionally-accredited institutions that are equivalent to courses in the Academy's curriculum.
5. The Academy accepts courses from all nationally-accredited institutions as recognized by the Department of Education that are equivalent to courses in the Academy's curriculum.
6. The Academy will accept courses from international institutions that are equivalent to 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 equivalent to courses found in the Academy's curriculum.
8. The Academy may accept transfer credits from non-accredited institutions provided they are equivalent to courses found in the Academy's curriculum. All such transfer credits must be reviewed on a case-by-case basis.
9. The Academy will not accept transfer courses unless the earned grade is a "B" or better.
10. Under no circumstances may courses be used to fulfill degree requirement for more than one degree. For example, if the student has already received a doctoral degree from another institution, those courses for which credit was received for the degree cannot be applied to the Ed. D. degree.

11. If transfer credit is accepted for an Academy course, which has a required portfolio assignment, the student must complete that portfolio assignment.
12. The Academy will not consider or evaluate transfer course requests until the student has applied to and been accepted by the Academy.

3.5.2. Transfer Request Procedures Submitted by Students: M.S.S. and Ed. D.

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, <https://ussa.edu/students/>
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 must be in English or be 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 and doctoral degree program in one of the following categories:

3.6.1. Full-Standing Status M.S.S. and Ed. D.

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

3.6.2.M. Conditional Admission M.S.S.

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 or get permission from the Chief Academic Officer for an extension of one semester. A conditionally admitted student, while so classified, cannot register for internship 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.M. Conditional Academic M.S.S.

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.

3.6.2.D. Conditional Admission Ed. D.

A conditionally admitted student is one who has not met all admission requirements and must comply with all admission requirements within the first 21 semester hours of enrollment or get permission from the Chief Academic Officer for an extension of one semester. A conditionally admitted student, while so classified, cannot register for internship 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 21 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.D. Conditional Academic Ed. D.

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

1. A student with a master's degree from a regionally accredited institution who has not met the required academic standard;
2. A student with a master's degree from a nationally accredited institution who has a GPA of 3.0 or higher may be admitted conditionally provided he or she satisfies full-admission criteria within the first 18 semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA;

3. A student with a master's degree from a non-accredited institution who has a GPA of 3.0 or higher may be admitted conditionally provided he or she completes the full-admissions criteria within the first 18 semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA;
4. International students who have completed a master's degree at a foreign institution approved by a foreign nation's ministry of education, where the approval process is similar to the accreditation process in the United States, may be admitted conditionally provided they complete the full-admission requirements within the first 18 semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA; and

International students who have completed master's degrees or the equivalent at foreign institutions as evaluated and certified by a member of the National Association of Credential Evaluation Services may be conditionally admitted provided they meet the full-admission requirements within the first 18 semester hours of matriculation at the Academy while maintaining a 3.0 or higher GPA.

3.6.3.M. Non-Degree Seeking Status MSS

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 must be submitted with the application. This fee is non-refundable.
2. An official transcript showing a conferred bachelor's (cumulative GPA 2.50), master's (cumulative GPA 3.0), or doctoral degree (cumulative GPA 3.0) from a regionally or a nationally accredited institution or a non-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.

3.6.3.D. Non-Degree Seeking Status Ed. D.

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

1. A completed Application for Doctoral Degree Study. The application fee must be submitted with the application. This fee is non-refundable.
2. An official transcript showing a conferred master's, or doctoral degree from a regionally accredited institution. (Note: Academy transcripts will not be available to students without the completed application and official transcript requirements).
3. If a non-degree seeking student applies to become a degree-seeking student, all deferred fees

associated with regular admission to the Academy will become due and payable at the time status is changed and all required admissions documents must be submitted.

3.6.4. Transient Student Status M.S.S. and Ed. D.

Transient Student Status is a special category 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.

3.6.5. Concurrent Enrollment M.S.S. and Ed. D.

Concurrent enrollment status is a special category 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 M.S.S. and Ed. D.

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. **The year of the student's catalog is based on the first term in which the student enrolls in a course; it is not based on the date of acceptance.**

3.8. Registration M.S.S. and Ed. D.

Students may register at any time following acceptance, but enrollments will be processed on a semi-monthly basis (the 1st and the 15th day of each month). If the 1st and/or 15th fall on a weekend, enrollments will be processed on the next weekday. Instructions are sent to new students at the time they are accepted. Registration is done on the Academy's website, through the Student Portal. All fees and tuition are due at the time of registration.

3.9. Text Messaging M.S.S. and Ed. D.

Most correspondence intended for students in the United States Sports Academy is communicated through messaging within the online learning management system, Canvas, and the student's assigned "students.ussa.edu" email account.

The Academy offers the option for students to opt-in or out of text messaging updates on the Application for Admission (e.g., Confirmation Text: “You have opted to receive messages through the US Sports Academy’s texting service. To opt out, reply STOP at any time.”)

Students are able to opt in or out at a later time via written correspondence.

The Academy adheres to all FERPA and privacy regulations in its texting communications. Applicants and students are able to reply to text messages and are given the option to opt-out for the texting service in every message.

3.10. Standardized Entrance Examinations

3.10.1. 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.

3.10.2. 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: 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

NCTA (National College Testing Association) www.ncta-testing.org/cctc/

3.11. Alabama and Other State Certification Requirements M.S.S. and Ed. D.

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

Alabama applicants 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.

3.12. Post-Degree Graduate Work

3.12.1.M. Post-Master's Graduate Work M.S.S.

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 pay the 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 an internship, 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, Sports Psychology, Recreation Management, or Sports Hospitality Management
5. Students will have four years from the date of application to complete all academic requirements

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

3.12.1.D. Post-Doctoral Graduate Work Ed. D.

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

1. A student's degree must have been conferred within the five years preceding application to the new program;
2. Students must apply and pay the application fee for the new program;
3. The Academic Committee will review all applications and make recommendations to the Chief Academic Officer as to admissions status;
4. Students will follow the requirements for the program of study as they are specified in the academic catalog in effect at the time of application;
5. Students must complete all requirements for the new area of specialization or emphasis
6. Students will have three years from the date of application to complete all academic requirements;
7. All fees and tuition charges will be those in effect on the date of registration;

3.12.2. Post-Graduate Completion Procedure M.S.S. and Ed. D.

After all requirements associated with the Post-Master's or Post-Doctoral graduate coursework have been successfully completed, the student may apply for graduation and submit the graduation application fee. Application for graduation can be found in My Student Portal. After the graduation application has been processed, the student may request a copy of his/her official transcript by submitting a Request for Transcript form. This form may also be found in My 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. Graduate Programs

4.1.1.M. M.S.S. Program

The Academy offers a Master of Sports Science (M.S.S.) degree with majors in Sports Coaching, Sports Exercise Science, Sports Management, Recreation Management, and Sports Studies. The master's degree program consists of 33 semester hours. The Academy offers a dual major in several master's degree disciplines. These dual majors require between 42-45 semester hours. The Academy also offers Emphases in NCAA Compliance, 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: Internship, Thesis, or Non-Thesis.

The Academy is in candidacy status for accreditation of its sports management degree programs through the Accreditation Council for Business Schools and Programs (ACBSP). The ACBSP requires institutions to provide an outside assessment of its management programs. To do so, the Academy has contracted with Peregrine Academic Services who will administer pre- and post-tests to all doctoral students. These tests will measure a student's sports management knowledge both before starting his/her program of study and upon completion of the same.

4.1.1.D. Doctor of Education in Sports Management Degree Program

The Academy's Doctor of Education in Sports Management (Ed. D.) degree is a 60-semester hour program beyond the master's degree. The doctoral degree is designed to prepare students to perform with a high degree of proficiency in the sports industry, including sports education. There are four areas of specialization: Human Resource Management in Sports, Leadership in Sports, Sports Marketing, and Sports Governance. There are four emphasis areas: Sports Coaching, Sports Exercise Science, Sports Theory, and, for those already licensed or certified in the area, Sports Medicine.

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

The Academy is in candidacy status for accreditation of its sports management degree programs through the Accreditation Council for Business Schools and Programs (ACBSP). The ACBSP requires institutions to provide an outside assessment of its management programs. To do so, the Academy has contracted with Peregrine Academic Services who will administer pre- and post-tests to all doctoral students. These tests will measure a student's sports management knowledge both before starting his/her program of study and upon completion of the same.

4.1.2.M. FastTrack M.S.S. Program

Under the M.S.S. FastTrack Program, the Academy offers degrees in Sports Coaching, Sports Exercise Science, and Sports Management. This program allows students to complete their degree in as quickly as 15 months. The FastTrack Program follows a lockstep cohort model, meaning students enroll together with a specific start date and progress through the program together. (Recreation Management, Sports Studies, and dual majors are not offered under the FastTrack Program, though students may follow the LifeStyle program for them.)

Students in the FastTrack Program must also select an academic track before completing the three core courses. They must select the Internship option, the Thesis option, or the Non-Thesis option.

The Academy is accredited through the Accreditation Council for Business Schools and Programs (ACBSP). The ACBSP requires institutions to provide an outside assessment of its management programs. To do so, the Academy has contracted with Peregrine Academic Services who will administer pre- and post-tests to all doctoral students. These tests will measure a student's sports management knowledge both before starting his/her program of study and upon completion of the same.

4.1.2.D. FastTrack Ed. D. Program

Under the Ed. D. FastTrack Program, the Academy offers a Ed. D. degree in Sports Management. This program allows students to complete their degree in as quickly as 36 months, with additional time to complete the dissertation and that will vary for each student working to complete their dissertation. The FastTrack Program follows a lockstep cohort model, meaning students enroll together with a specific start date and progress through the program together.

The Academy is accredited through the Accreditation Council for Business Schools and Programs (ACBSP). The ACBSP requires institutions to provide an outside assessment of its management programs. To do so, the Academy has contracted with Peregrine Academic Services who will administer pre- and post-tests to all doctoral students. These tests will measure a student's sports management knowledge both before starting his/her program of study and upon completion of the same.

4.2. Graduate Program Delivery Options

4.2.1.M. Online Delivery – Traditional (LifeStyle) MSS Program

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. All online students are required to complete an annual orientation.

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 which may be purchased if needed) for completing online courses. The 16-week period allowed includes one week built into the course schedule for shipping and handling of materials. Students who are active-duty military personnel are allowed 18 weeks (16 weeks plus a two-week extension) to complete their online course work.

Reference materials are available through the Academy Library and its extensive database system. The Library can be accessed through the Academy website or the Academy's Learning Management System (LMS) Canvas.

4.2.1.D. Online Delivery – LifeStyle Ed. D. Program

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

Upon acceptance, Academy students will receive a Central 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. Students will automatically receive the required learning materials for each course. All students are required to complete an annual orientation.

Every doctoral course includes written assignments, required participation in threaded discussions, and, depending upon the course, a final examination, a final course project, OR a final class paper. There are specific time limits, 16 weeks (plus extensions, which may be purchased, if needed) for completing online courses. The 16-week period allowed includes one week built into the course schedule for shipping and handling of materials. Students who are active-duty military personnel are allowed 18 weeks (16 weeks plus an automatic 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 Academy's Learning Management System (LMS) Canvas.

4.2.2.M. Online Delivery – FastTrack M.S.S. Program

The FastTrack 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. All online students are required to complete an annual orientation.

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.

Each FastTrack program course lasts five weeks and students take three courses every semester, one at a time, totaling at nine courses per year (27 credits). Since the Academy's MSS programs consist of 33 credit hours, each program can be completed in four semesters (15 months). The order of courses to be taken and the schedule is predetermined.

Reference materials are available through the Academy Library and its extensive database system. The Library can be accessed through the Academy website or the Academy's Learning Management System (LMS) Canvas.

4.2.2.D. Online Delivery – FastTrack Ed. D. Program

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

Upon acceptance, Academy students will receive a Central 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. All online students are required to complete an annual orientation.

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

Each FastTrack program course lasts five weeks and students take three courses every semester, one at a time, totaling at nine courses per year (27 credits).

Reference materials are available through the Academy Library and its extensive database system. The Library can be accessed through the Academy website or the Academy's Learning Management System (LMS) Canvas.

4.2.3.D. Residential Study Option

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

4.2.4.D. Directed Individualized Study Ed. D. Program

Individualized study is directed by a qualified graduate faculty member in a specific interest area. It is designed to provide flexible alternatives, and it is personalized to the individual student. This course may involve scholarly research, data collection and reporting, preparation of educational materials, or the design and application of policy and programs. It requires the permission of the Chief Academic Officer prior to registration

4.3.M. M. S. S. Three-Track Academic Option (Internship, 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 an Internship
- 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.

4.3.1.M. Master's Internship Program

The Academy's internship program is a practical learning experience planned, supervised, and evaluated for credit by faculty and field supervisors. It enables a student to apply the knowledge gained through course work while under the direct supervision of a leader in the student's chosen field. Internship study can provide many opportunities for practical experience since the student can select, within established guidelines, both the site and type of experience desired.

Experiencing an internship is an excellent opportunity to work side-by-side with experts in the sports profession in order to build professional competence through planning, performing, and reflecting on the core responsibilities of a practitioner in the sports industry. Students are advised to contact the internship office to discuss possible internship ideas prior to initiating the necessary paperwork.

For full details regarding the internship program, students should download the Internship Handbook from the Academy's website, <https://ussa.edu/academics/internship/> [Has to be changes](#)

4.3.2.M. Master's Thesis Option

Students 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 and the IRB application 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 and IRB approval.

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/her proposal defense and final defense at the Academy's Daphne, Alabama campus, OR may use a remote web or video conferencing platform, such as Skype, Adobe Connect or Zoom. When opting for video conference, it is his/her responsibility to work with their chair to contact the academic coordinator to schedule your proposal defense and final defense. ldolan@ussa.edu

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.

4.3.3.M. Master's Non-Thesis Option

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

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.

4.4.M. Master's Degree Majors

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

The FastTrack M.S.S. degree is offered in Sports Coaching, Sports Exercise Science, and Sports Management. Each major requires 33 semester credit hours of study.

4.4.1.M. 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 to everyday 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.

4.4.2.M. Department of Sports Exercise Science

Within the Department of Sports Exercise Science, the Sports Exercise Science 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 Exercise Science program requires 24 hours of course work (eight courses) and a before completing their core courses, students must select one of three academic track options: Internship, Thesis, or Non-Thesis.

4.4.3.M. 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.

The Academy is working towards accreditation of its sports management degree programs through the Accreditation Council for Business Schools and Programs (ACBSP). The ACBSP requires institutions to provide an outside assessment of its management programs. To do so, the Academy has contracted with Peregrine Academic Services who will administer pre- and post-tests to sports management majors. These tests will measure a student's sports management knowledge both before starting his/her program of study and upon completion of the same. These assessment tests will count towards 10% of the student's total grade.

4.4.4.M. 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.

4.4.5.M. 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 may be the recreation leaders of the 21st century.

4.5.M. M.S.S. Curriculum Planner

4.5.1.M. 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 which include Sports Coaching 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. Internship Option (and any elective, if indicated)
 - b. Thesis Option and SAR 575 Professional Writing and Applied Research (and any elective, if indicated) or
 - c. Non-Thesis Option (three electives).

Students selecting the Internship 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. Students who have chosen the internship option must complete nine credit hours (three core courses) with a 3.0 GPA before they can enroll in the internship. Students who have chosen the thesis option must complete all courses, with SAR 575 Professional Writing and Applied Research as their final course, before they can enroll in thesis hours.
5. Dual majors, a combination of two degree programs, are available and require from 42 to 45 semester hours. Students should consult their academic advisor for details.

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 Exercise Science 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 – 12 semester hours	Major Courses - 12 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.)
	Internship- 9 semester hours
Thesis, Non-Thesis, or Internship Track – 12 sem. hrs.	SPT 598 Internship – 450 Contact Hours (9 sem. hrs.)
SPT 598 Internship: 450 Contact Hours (9 sem. hrs.) and One 500/600 Elective (3 sem. hrs.)	
SPT 599 Thesis (6 sem. hrs.) SAR 575 Professional Writing (3 sem. hrs.) One 500/600 Level Elective (3 sem. hrs.)	Elective – 3 semester hours
Non-Thesis: Four 500/600 Electives (12 sem. hrs.)	Students in the Sports Exercise Science 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 – 9 semester hours
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 – 15 semester hours	Major Courses – 15 semester hours
SAM 542 Sports Business & Human Resource 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 Internship Track – 9 sem. hrs.	Thesis, Non-Thesis or Internship Track – 9 sem. hrs.
SPT 598 Internship: 450 Contact Hours (9 sem. hrs.)	SPT 598 Internship: 450 Contact Hours (9 sem. hrs.)
SPT 599 Thesis: (6 sem. hrs.) SAR 575 (3 sem. hrs.)	SPT 599 Thesis: (6 sem. hrs.) SAR 575 (3 sem. hrs.)
Non-Thesis: Three 500/600 Elective Courses (9 sem. hrs.)	Non-Thesis: Three 500/600 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 537 Recreation Programming and Administration (3 sem. hrs.)
SAM 544 Sports Marketing (3 sem. hrs.)	SAM 538 Inclusive Recreation Services (3 sem. hrs.)
Major Courses - Select TWO of the following for 6 hours	Internship – 9 semester hours
SAM 530 Food & Beverage Service Management (3 sem. hrs.)	Internship: 450 Contact Hours (9 sem. hrs.)

SAM 533 Sports Club Management (3 sem. hrs.)	
SAM 534 Membership & Marketing for Sports Clubs (3 hrs.)	
SAM 550 Fundraising in Sports (3 sem. hrs.)	
SAM 551 Public Relations in Sports (3 sem. hrs.)	

Emphasis Courses Personal Training, Sports Psychology, Recreation Management, NCAA Compliance, Sports Hospitality Management	
<p>Core Courses and Major Courses are to be selected from the appropriate Major Course of Study (e.g., Sports Coaching, Sports Exercise Science, Sports Management, Recreation Management, or Sports Studies). Emphasis courses may be selected as follows. All are three semester hours.</p>	
Emphasis in Recreation Management	Emphasis in NCAA Compliance
SAM 535 Introduction to Parks, Recreation & Tourism	SAM 523 NCAA Compliance
SAM 537 Recreation Programming and Administration	SAM 524 NCAA Compliance
SAM 538 Inclusive Recreation Services	SAM 592 Introduction to the Business of Sports Agents
Emphasis in Sports Psychology	Emphasis in Sports Hospitality Management
SAB 566 Psych Aspects of Health & Fitness Programming	SAM 530 Food & Beverage Service Management
SAB 657 Psychology of Elite Performance	SAM 533 Sports Club Management
SAB 659 Group Dynamics in Sports & Exercise	SAM 534 Membership & Marketing for Sports Clubs
Emphasis in Personal Training	Emphasis in Esports Management
SAR 526 Personal Training	SET 570 Esports: A Global Phenomenon
SAD 556 Issues in Nutrition & Health*	SET 572 Esports Administration
SAR 587 Management Strategies in Health & Fitness	SET 573 Esports Facilities and Event Management
*Students who are Sports Exercise Science majors or dual majors (only) must substitute SAD 546 Seminar in Sports Medicine for SAD 556 in the Personal Training Emphasis	

4.6.M. 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 (must be taken first)
- 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

4.7.M. 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.

4.8.M. Dual Majors

The Academy offers a dual major in several master's degree disciplines. The number of hours required for a dual major will range from 42 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.

4.9.M. Emphasis Areas

A program of study for the emphasis areas can be found in the Addenda of this catalog.

4.9.1.M. National Collegiate Athletic Association (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)

4.9.2.M. Esports Management Emphasis

Esports and competitive gaming have burst into the mainstream and transformed into one of the most sought after forms of entertainment in the world. As the esports industry continues to grow, so will the need for competent administrators and managers working in the field. Those looking to work in esports must understand the fast-paced nature of the industry and develop their administrative, managerial, and marketing skills. To obtain an emphasis in Esports Management, a master's degree student must take the following three courses

1. SET 570 Esports: A Global Phenomenon (3 semester hours)
2. SET 572 Esports Administration (3 semester hours)
3. SET 573 Esports Facilities and Event Management (3 semester hours)

4.9.3.M. 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 Exercise Science (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 Exercise Science majors or dual majors (only) must substitute SAD 546 Seminar in Sports Medicine for SAD 556 in the Personal Training Emphasis.

4.9.4.M. 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 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 537 Recreation Programming and Administration (3 semester hours)
3. SAM 538 Inclusive Recreation Services (3 semester hours)

4.9.5.M. 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 533 Sports Club Management (3 semester hours)
3. SAM 534 Membership and Marketing for Sport Clubs (3 semester hours)

4.9.6.M. 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 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)

4.10.M. 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 Exercise Science, 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 an internship 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.*

4.10.1.M. 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 Human Resource 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

4.10.2.M. 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 538 Inclusive Recreation Services	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

4.10.3.M. 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

4.10.4.M. Graduate Certification in Sports Exercise Science

The Graduate Certification in Sports Exercise Science 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 EXERCISE SCIENCE	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	SAB 566 Psychological Aspects of Health & Fitness Programming	3

4.11.M. 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. 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 includes the Graduate Orientation Course and students have an extra week for completion.

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.

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.

SAB 571: Sports Coaching Methodology (3 semester hours)

This course follows the International Sports Coaching Framework which is recognized around the world as the foundation for students to progress towards becoming a Master/Mentor Coach. Topics focus on developing knowledge and skills related to the multiple roles of effective sports coaches:

Set the Vision & Strategy, Shape the Environment, Build Relationships, Conduct Practices & Structure Competitions, Read & React to the Field, and Learn & Reflect. The application of current research on positive athlete outcomes to specific sporting contexts will receive a special focus.

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.

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.

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.

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.

SAD 581 Adaptive Athletics and Sports (3 sem. hrs.)

This course is designed to give the student a basic understanding of the history of disability sport and to bring awareness of the organizations, competitions, and sports opportunities for athletes with disabilities. Coaching, training, and event management for athletes with disabilities will also be examined.

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.

SAM 520: Sports Analytics (3 semester hours)

This course is designed to aid students in an understanding of the development and application of analytical, evidence-based methods when making sports management decisions. Students will use quantitative methods and statistics to understand and interpret data from major sports including, but not limited to baseball, football, and basketball. Students are introduced to the theory, development, and practice behind the use of analytics in sports. This course will give students an opportunity to explore the tools necessary to evaluate performance, recognize trends, and forecast outcomes. This course does not require previous completion of statistics, quantitative methods, or advanced mathematics courses.

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.

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.

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.

SAM 533: Sports Club Management (3 semester hours)

This course covers the scope of club services, which includes personnel, small business operations, recruitment, leadership, and risk management.

SAM 534: Membership and Marketing for Sport Clubs (3 semester hours)

This course reviews the study of marketing as it applies to the sports and leisure industry. It also examines the role of marketing in strategic planning.

SAM 535: Introduction to Parks, Recreation, and Tourism (3 semester hours)

This is a survey of the concepts and issues related to leisure, parks, recreation, and tourism in American society. The effects of recreation and leisure on social, individual, and environmental aspects of our society will also be examined.

SAM 537: Recreation Programming and Administration (3 semester hours)

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

SAM 538 Inclusive Recreation Services (3 semester hours.)

Including people of all abilities in all aspects of community has become fully grafted into the collective social consciousness of America in the 21st century. Accordingly, recreation service providers must respond to this societal phenomenon by offering programs and services that address and meet the needs of all consumers. This course is designed to increase awareness of, and sensitivity to, the recreation and leisure service needs of persons with disabilities. Specific attention is given to facility design geared for accommodation, as well as the programmatic and administrative strategies needed for successful and effective implementation of recreation and leisure services that seamlessly integrate persons with disabilities and persons without disabilities.

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.

SAM 542: Sports Business and Human Resource 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.

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).

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/Corequisites: SAB 561 and SAM 543.

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.

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.

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.

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.

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.

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.

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.

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 they apply to analyzing skills and improving sports performance.

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.

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.

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.

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 is a required course for students who chose the Thesis Option and must be taken in the student's final semester of coursework.**

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.

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.

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.

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.

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.

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.

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.

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.

SET 570 Esports: A Global Phenomenon (3 semester hours)

In this course, students will learn about the Esports ecosystem and its developing industry, competitive gaming as a career, and the role of coaches and management professionals in the industry.

SET 571 Esports Coaching Methodology (3 semester hours)

This course provides an overview of the four E's (*Envision, Enact, Evaluate, Enhance*) or behaviors associated with quality coaching as applied in the year-round cyclical process of coaching an esports team. Topics included will enable the student to develop a coaching vision and team dynamic, communicate effectively, and improve player performance.

SET 572 Esports Administration (3 semester hours)

Esports Administration is designed to provide students with an overview of the administration, organization, management, and marketing principles applicable to the development and growth of an esports program.

SET 573 Esports Facilities and Event Management (3 semester hours)

This course provides a comprehensive look at what it takes to produce a successful esports event from conception to fruition to evaluation.

SPT 597: Individualized Study (3-9 semester hours)

Individualized study is directed by a qualified graduate faculty member in a specific interest area. It is designed to provide flexible alternatives, and it is personalized to the individual student. This course may

involve scholarly research, data collection and reporting, preparation of educational materials, or the design and application of policy and programs. It requires the permission of the Chief Academic Officer prior to registration.

SPT 598: Internship (9 semester hours)

Internships include supervised work for 450 clock-hours in the fields of Sports Exercise Science, Sports Coaching, Sports Management, Recreation Management, or Sports Studies in schools, colleges, universities, businesses or industries. Students enrolled in the Recreation Management major or Sports Exercise Science major, or a dual major which includes Recreation Management or Sports Exercise Science, are required to take the Internship. Before enrolling in the internship all core courses (9 credit hours) must be completed (Sports Exercise Science majors (and dual majors) and Recreation Management majors (and dual majors) must complete all core and required course before enrolling.)

SPT 599: Thesis (6 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.

4.12. 600-Level Course Descriptions (Master's (M.S.S.) and Doctoral Students (Ed. D.))

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.

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."

SAB 635: Combatting Corruption in Sports (3 semester hours)

This course will explore the phenomena of corruption in the sports industry globally. The act and practice of corruption will be defined and case studies on corruption will be explored from historical and contemporary perspectives. The course will also identify the main governing and policy making bodies to combat corruption exploring their roles and effectiveness. Corruption will be discussed as it relates to ethics and governance in sports. Core issues in sport corruption will be presented with the focus to see what can be learned and understood from sports corruption past and present.

SAB 636: Effective Governance to Combat Corruption in Sports (3 semester hours)

This course is divided into two main sections and presents the basics of specific managerial activities necessary for governance, policy development, and financial administration in sport organizations. In the

first section of the course, theoretical underpinnings for sport governance are presented, in relationship to the management functions of planning, organizing, decision making, and strategic management. In the second section, necessary characteristics of ethical decision making and social responsibility are examined as they are applied and implemented in the governance structures of various sport industry segments including scholastic sport, community amateur sports, campus recreation, intercollegiate athletics, Olympic Sport, Paralympic sport, individual professional sports, and international sports.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

SAM 672: Employee 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.

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.

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.

4.13.D. Ed. D. Doctoral Degree Options

The doctoral student may follow one of two study options for the 60 semester hour degree. These options are a Doctor of Education (Ed. D.) in Sports Management degree or a Doctor of Education in Sports Management degree with an Emphasis in Sports Medicine, Sports Theory, Sports Coaching, or Sports Exercise Science. Students who select the doctoral degree with an emphasis are not required to take nine credits of electives. The nine credits (three emphasis courses) replace the nine credits of electives. These plans are flexible and can, with the approval of the Chief Academic Officer, be adjusted to meet the needs of individual students.

Both of the options is designed to start at any time, however students must follow the prescribed course progression. Core courses must be taken first, with SAB 661 Contemporary Issues in Sports being the first course the student will take. Following the program of study, after all core courses are complete, the student will take the Area of Specialization courses (including Cognates), then the elective courses. SAR 790 Selected Readings in Sports should be taken during the last semester of study. In the doctoral degree curriculum, the 66 semester hours are distributed as follows:

Program Component	Hours
General Sports Management Core	21
Area of Specialization,	6
Electives including Emphasis	9
Internship	6
Research Core	9
Dissertation	9
Total	60

4.14.D. Doctoral Degree Core Course Requirements

Although the doctoral degree represents the attainment of independent and comprehensive scholarship in the field of sports, as opposed to the earning of a specific amount of credit, the Academy requires the doctoral degree student to complete 60 semester hours of work beyond the master's degree. Included in the 60 semester hours are 9 semester hours of doctoral research dissertation credit and six semester hours of internship credit.

Students must complete the General Sports Management core courses first, then proceed through the Area of Specialization Courses, Cognates, Research Core, and Dissertation. The Internship may be taken any time after the General Sports Management core courses have been completed. In special instances, students may petition the Academic Committee to begin the Internship before completion of the General Sports Management core. SAR 790 Selected Readings in Sports must be taken during the last semester of study.

General Sports Management Core (21 hours)

- SAB 661 Contemporary Issues in Sports
- SAM 660 Financial Aspects of Sports
- SAB 634 Ethics in Sports
- SAM 735 Strategic Management for Sport Organizations
- SAM 743 Practical Applications in Sport Business Management
- SAM 730 Sports Leadership Principles
- SAM 786 Legal Aspects of Sports

Area of Specialization (6 hours)

- Leadership in Sports: (two of three courses)
 - SAM 736 Communication for Leadership
 - SAM 737 Leadership: Theory and Practice
- Sports Marketing (select both courses)
 - SAM 644 Sports Marketing Research
 - SAM 662 Sports Entrepreneurship
- Human Resource Management in Sports (select both courses)
 - SAM 640 Labor Relations in Sports
 - SAM 672 Employee Training and Development
- Sport Governance and Combatting Corruption (select both courses)
 - SAB 635 Combatting Corruption in Sports
 - SAB 636 Effective Governance to Combat Corruption in Sports

Electives (9 hours)

- See Section 4.7 for list of electives.

Internship (6 hours)

- SPT 798 Internship

Research Core (9 hours)

- SAR 674 Research Statistics in Sports
- SAR 776 Research Methodologies

- SAR 790 Selected Readings in Sports

Dissertation (9 hours)

- SPT 799 Dissertation

(See the Addenda of this catalog for the Doctoral Program of Study.)

4.15.D. Area of Specialization

The doctoral curriculum in Sports Management requires a student to select an Area of Specialization comprising six hours of in-depth study in sports leadership, sports marketing, human resources management, or sports governance.

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

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

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

4.16.D. Elective Courses

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

- SAB 660 Sports in America Current Issues: Sport and Public Policy (3 sem. hrs.)
- SAM 622 Structure and Function of Amateur and Professional Sports Organizations (3 sem. hrs.)
- SAM 640 Labor Relations in Sports (3 sem. hrs.)
- SAM 644 Sports Marketing Research (3 sem. hrs.)
- SAM 662 Sports Entrepreneurship (3 sem. hrs.)
- SAM 672 Employee Training/Development (3 sem. hrs.)
- SAM 682 Facilities Planning in Sports (3 sem. hrs.)
- SAB 768 Psychology of Human Behavior (3 sem. hrs.)
- SPT 797 Directed Individualized Study (3-6 sem. hrs.)

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

4.17.D. Internship and Two-Course Option

The Academy's internship program a practical learning experience planned, supervised, and evaluated for credit by faculty and field supervisors. It enables a student to apply the knowledge gained through course

work while under the direct supervision of a leader in the student's chosen field. Internship study can provide many opportunities for valuable practical experiences, since the student can select, within established guidelines, both the site and the type of experience desired.

Experiencing an internship is an excellent opportunity to work side-by-side with experts in the sports profession in order to build professional competence through planning, performing, and reflecting on the core responsibilities of a practitioner in the sports industry. The internship could provide a student an opportunity to build a network with professionals in the industry. Students are advised to contact the internship office to discuss possible internship ideas prior to initiating the necessary paperwork.

For full details regarding the internships program, students should download the Internship Handbook from the Academy's website, <https://ussa.edu/academics/internships/> [Link has to be activated to reflect internship](#)

4.17.1.D. Two-Course Option

Students, with significant sports-related experience, may request permission to opt out of the internship by taking two additional, approved courses in lieu of the internship. 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 internship, or for those students in extenuating circumstances where no opportunity exists to pursue an internship, such as military deployment.

4.18.D. Research Core

After completion of all other coursework and the internship, doctoral students will enroll in the General Research Core courses. Students must take SAR 674 Research Statistics in Sports, then SAR 776 Research Methodologies and finally SAR 790 Selected Readings in Sports taken during the final semester of a student's coursework.

4.19.D. Doctoral Dissertation

The dissertation is the culminating experience of the candidate's doctoral degree program. It can be started only after all coursework, the Internship, and the Doctoral Portfolio have been successfully completed. Students are required to complete their portfolio within one year of the completion date of their last academic course. At this point, the student gains "Candidate" status and enrolls in the 9-hour SPT 799 Doctoral Dissertation. The dissertation process includes the presentation of the dissertation proposal and the final dissertation defense.

The dissertation is an original piece of research completed by the candidate on a topic related to the candidate's area of specialization in sports management or in management within Sports Coaching, Sports Exercise Science, Sports Medicine, or Sports Theory. An acceptable dissertation topic will be related to a documented problem or issue. Guidelines for formatting the doctoral dissertation are contained in the most current edition of the *Publication Manual of the American Psychological Association*. In addition, candidates are encouraged to use the Academy's *Doctoral Dissertation Manual*, which can be found in the Addenda to this catalog.

4.19.1.D. Dissertation Registration and Continuation Fee

Students who reach doctoral candidacy are advised to break up the overall registration for the 9 credit hour Dissertation into four semesters of three hours each. The candidate is required to have completed and paid

for all 9 credit hours first; a non-refundable Continuation Fee of \$500 will be due for any subsequent semester during which the student continues to work on the dissertation up until graduation or statute of limitations expiration AFTER they have completed the 9 credit hours. A student who fails to pay his/her Dissertation tuition or Continuation Fee each semester while working on the Dissertation may face dismissal from the doctoral program.

If a student is dismissed for failure to pay dissertation tuition or the continuation fee, a grade of “F” will be entered on the transcript for SPT 799. After dismissal for failure to pay, if a student’s statute of limitations has not yet expired and the student wishes to be readmitted to the program, he/she will be required to register for the full 12 credit hours of SPT 799 and re-start the dissertation process.

4.20.D. Doctor of Education in Sports Management Degree with an Emphasis in Sports Medicine

The Doctor of Education in Sports Management degree with an emphasis in Sports Medicine is a 60 semester hour program beyond the master’s degree. It is considered a “Post-Certification Degree Program” designed for those who are already in the sports medicine field and currently have certifications or licenses in the healthcare profession. Note: Completion of this program will not qualify the student to sit for the National Athletic Trainers’ Association (NATA) board certification exam and will not qualify the student to become a certified athletic trainer. Students are selected on the basis of academic and professional accomplishments, past experiences, skills, and goals.

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

General Sport Management Core (21 hours)

- SAB 661 Contemporary Issues in Sports
- SAM 660 Financial Aspects of Sports
- SAB 634 Ethics in Sports
- SAM 735 Strategic Management for Sport Organizations
- SAM 743 Practical Applications in Sports Business Management
- SAM 730 Sports Leadership Principles
- SAM 786 Legal Aspects of Sports

Area of Specialization (6 hours)

- Leadership in Sports: (two of three courses)
 - SAM 736 Communication for Leadership
 - SAM 737 Leadership: Theory and Practice
- Sports Marketing (select both courses)
 - SAM 644 Sports Marketing Research
 - SAM 662 Sports Entrepreneurship
- Human Resource Management in Sports (select both courses)
 - SAM 640 Labor Relations in Sports
 - SAM 672 Employee Training and Development
- Sport Governance and Combatting Corruption (select both courses)

- SAB 635 Combatting Corruption in Sports
- SAB 636 Effective Governance to Combat Corruption in Sports

Emphasis Courses (9 hours)

- SAM 787 Sports Related Concussions
- SAM 788 Principles of Management in Sports Medicine
- SAM 789 Seminar in Sports Medicine Management Issues

Internship (6 hours)

- SPT 798 Internship

Research Core (9 hours)

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

Dissertation (9 hours)

- SPT 799 Dissertation

SAR 790 Selected Readings in Sports must be taken during the student's last semester of study. Also see Addendum for the Ed. D. with Emphasis in Sports Medicine Program of Study.

4.21.D. Doctor of Education in Sports Management Degree with an Emphasis in Sports Coaching

The Doctor of Education in Sports Management degree with an emphasis in Sports Coaching is a 60-semester hour program beyond the master's degree. This degree is designed to prepare students to complete numerous responsibilities associated with coaching individuals in team and/or individual sports settings. The area of specialization places emphasis on the academic areas of management and psychology as applied to sports coaching. Students are selected on the basis of academic and professional accomplishments, past experiences, skills, and goals. Students should have some experience in sports coaching. Course requirements for the Ed. D. with an Emphasis in Sports Coaching are:

General Sport Management Core (21 hours)

- SAB 661 Contemporary Issues in Sports
- SAM 660 Financial Aspects of Sports
- SAB 634 Ethics in Sports
- SAM 735 Strategic Management for Sport Organizations
- SAM 743 Practical Applications in Sports Business Management
- SAM 730 Sports Leadership Principles
- SAM 786 Legal Aspects of Sports

Area of Specialization (6 hours)

- Leadership in Sports: (two of three courses)
 - SAM 736 Communication for Leadership
 - SAM 737 Leadership: Theory and Practice
- Sports Marketing (select both courses)
 - SAM 644 Sports Marketing Research
 - SAM 662 Sports Entrepreneurship

- Human Resource Management in Sports (select both courses)
 - SAM 640 Labor Relations in Sports
 - SAM 672 Employee Training and Development
- Sport Governance and Combatting Corruption (select both courses)
 - SAB 635 Combatting Corruption in Sports
 - SAB 636 Effective Governance to Combat Corruption in Sports
 -

Emphasis Courses (9 hours)

- SAB 657 Psychology of Elite Performance
- SAB 670 Selected Readings in Sports Coaching
- SAB 671 Advanced Coaching Theories

Internship (6 hours)

- SPT 798 Internship

Research Core (9 hours)

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

Dissertation (9 hours)

- SPT 799 Dissertation

SAR 790 Selected Readings in Sports must be taken during the student's last semester of study. Also see Addendum for the Ed. D. with Emphasis in Sports Medicine Program of Study.

4.22.D. Doctor of Education in Sports Management with an Emphasis in Sports Theory

The Doctor of Education in Sports Management degree with an emphasis in Sports Theory is a 60-semester hour program beyond the master's degree. This degree is designed to prepare students for varying roles in sports organizations and the world of sport. Students are selected on the basis of academic and professional accomplishments, past experiences, skills, and personal goals. Course requirements for the Ed. D. with an Emphasis in Sports Theory are:

General Sport Management Core (21 hours)

- SAB 661 Contemporary Issues in Sports
- SAM 660 Financial Aspects of Sports
- SAB 634 Ethics in Sports
- SAM 735 Strategic Management for Sports Organizations
- SAM 743 Practical Applications in Sports Business Management
- SAM 730 Sports Leadership Principles
- SAM 786 Legal Aspects of Sports

Area of Specialization (6 hours)

- Leadership in Sports: (two of three courses)
 - SAM 736 Communication for Leadership
 - SAM 737 Leadership: Theory and Practice

- Sports Marketing (select both courses)
 - SAM 644 Sports Marketing Research
 - SAM 662 Sports Entrepreneurship
- Human Resource Management in Sports (select both courses)
 - SAM 640 Labor Relations in Sports
 - SAM 672 Employee Training and Development
- Sport Governance and Combatting Corruption (select both courses)
 - SAB 635 Combatting Corruption in Sports
 - SAB 636 Effective Governance to Combat Corruption in Sports

Emphasis Courses (9 hours)

- SAB 659 Group Dynamics in Sports
- SAB 791 Selected Readings in Sports Theory
- SAM 735 Strategic Planning for Sports Organizations

Internship (6 hours)

- SPT 798 Internship

Research Core (9 hours)

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

Dissertation (9 hours)

- SPT 799 Dissertation

SAR 790 Selected Readings in Sports must be taken during the student's last semester of study. Also see Addendum for the Ed. D. with Emphasis in Sports Medicine Program of Study.

4.23.D. Doctor of Education in Sports Management Degree with an Emphasis in Sports Exercise Science

The Doctor of Education in Sports Management degree with an emphasis in Exercise Science is a 60-semester hour program beyond the master's degree. This degree is designed to prepare students for careers in strength and conditioning, sports nutrition, and exercise physiology. Students are selected on the basis of academic and professional accomplishments, past experiences, skills, and personal goals. Students should have a background in strength and conditioning and/or personal training, nutrition and/or sports nutrition, and basic and/or advanced exercise physiology. Course requirements for the Ed. D. with an Emphasis in Sports Exercise Science are:

General Sport Management Core (21 hours)

- SAB 661 Contemporary Issues in Sports
- SAM 660 Financial Aspects of Sports
- SAB 634 Ethics in Sports
- SAM 735 Strategic Management for Sport Organizations

- SAM 743 Practical Applications in Sports Business Management
- SAM 730 Sports Leadership Principles
- SAM 786 Legal Aspects of Sports

Area of Specialization (6 hours)

- Leadership in Sports: (two of three courses)
 - SAM 736 Communication for Leadership
 - SAM 737 Leadership: Theory and Practice
- Sports Marketing (select both courses)
 - SAM 644 Sports Marketing Research
 - SAM 662 Sports Entrepreneurship
- Human Resource Management in Sports (select both courses)
 - SAM 640 Labor Relations in Sports
 - SAM 672 Employee Training and Development
- Sport Governance and Combatting Corruption (select both courses)
 - SAB 635 Combatting Corruption in Sports
 - SAB 636 Effective Governance to Combat Corruption in Sports

Emphasis Courses (9 hours)

- SAR 710 Advanced Exercise Physiology & Scientific Principles
- SAR 715 Contemporary Issues in Health & Fitness
- SAR 720 Advanced Strength & Conditioning

Internship (6 hours)

- SPT 798 Internship

Research Core (9 hours)

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

Dissertation (9 hours)

- SPT 799 Dissertation

SAR 790 Selected Readings in Sports must be taken during the student's last semester of study. Also see Addendum for the Ed. D. with Emphasis in Sports Medicine Program of Study.

4.24. 600-Level Courses (Available to Master's and Doctoral Students)**SAB 622: Structure and Function of the Olympic Games (3 semester hours)**

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

SAB 634: Ethics in Sport (3 semester hours)

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

SAB 635: Combatting Corruption in Sports (3 semester hours)

This course will explore the phenomena of corruption in the sports industry globally. The act and practice of corruption will be defined and case studies on corruption will be explored from historical and contemporary perspectives. The course will also identify the main governing and policy making bodies to combat corruption exploring their roles and effectiveness. Corruption will be discussed as it relates to ethics and governance in sports. Core issues in sport corruption will be presented with the focus to see what can be learned and understood from sports corruption past and present.

SAB 636: Effective Governance to Combat Corruption in Sports (3 semester hours)

This course is divided into two main sections and presents the basics of specific managerial activities necessary for governance, policy development, and financial administration in sport organizations. In the first section of the course, theoretical underpinnings for sport governance are presented, in relationship to the management functions of planning, organizing, decision making, and strategic management. In the second section, necessary characteristics of ethical decision making and social responsibility are examined as they are applied and implemented in the governance structures of various sport industry segments including scholastic sport, community amateur sports, campus recreation, intercollegiate athletics, Olympic Sport, Paralympic sport, individual professional sports, and international sports.

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.

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

This course provides an in-depth study of the influence of teams on the individual performance and the influence of individuals on team performance in sport and exercise settings with particular focus on interpersonal aspects such as cohesion and leadership.

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.

SAB 661: Contemporary Issues in Sports (3 semester hours)

This course is designed to provide students with an overview of the major issues in the world of sports. Primary issues impacting contemporary sports are covered, including performance- enhancing drugs; human growth hormones; gender inequity; race and ethnicity; youth, adolescent, and adult programs; media involvement; economics; management structures; and globalization. **This course is required in the doctoral program core.** This course includes the Doctoral Orientation course and has an extra week for completion.

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.

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.

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

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

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

An in-depth examination of areas of labor relations that are particularly relevant to sports. The growth and development of unions within the sports industry is explored, with emphasis on labor-management agreements currently utilized in professional sports.

SAM 644: Sports Marketing Research (3 semester hours)

An examination of the marketing process as it pertains to sports. Specific attention is given to the marketing research that is pertinent to the successful operation of sports enterprises.

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

A study of financial challenges faced by sports administrators, including an examination of economic impact analysis, ticket operations, food service and concessions, public-private partnerships, sports sponsorships, and collegiate fundraising. **This course is required in the doctoral program core.**

SAM 662: Sports Entrepreneurship (3 semester hours)

This course is a study of entrepreneurship for those with a serious interest in owning their own businesses. Students prepare a comprehensive business plan for starting or acquiring a business. The problems of operating a business are also explored.

SAM 672: Employee Training and Development (3 semester hours)

The study of the various forms of training and development will help a sports organization meet competitive challenges. The implementation of both on-the-job and off-the-job training programs is explored.

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

This course is a study of the principles, guidelines, and recommendations for planning, constructing, using, and maintaining sports facilities. It is designed to provide students with an awareness of the facilities appropriate to sports programs, ranging from colleges to ultra-modern, private fitness centers.

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

This course is an overview of the methods of statistics utilized in sports and exercise science. Emphasis will be placed on computer software utilization for analysis. Topics include hypothesis testing, normal distributions, *t*-tests, analysis of variance, chi-square, nonparametric techniques, correlation, and linear regression. **This course is required in the doctoral program research core.**

4.25.D. 700-Level Courses (Doctoral Students Only)

SAB 768: Psychology of Human Behavior (3 semester hours)

This course is a focus on the theoretical study of human behavior patterns in sports and exercise settings. It is designed to provide students with information about research in the field of sports psychology as well as with practical knowledge to allow them to become more effective fitness instructors, athletes, athletic administrators, physical educators, or coaches. This course includes selected topics in organizational behavior.

SAB 791: Selected Readings in Sports Theory (3 semester hours)

The goal for this course is to conduct database searches on an approved topic in sports theory. In this course, students will present a comprehensive analysis and application of the approved topic within the scope of sports theory. It is advisable to compile readings and research on topics that may relate to one's dissertation topic.

SAM 730: Sports Leadership Principles (3 semester hours)

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

SAM 735: SAM 735 Strategic Management for Sport Organizations (3 semester hours)

The course is designed to provide an analysis of strategic planning, including the development of vision and mission statements and the use of environmental scans, gap analysis, action planning, and benchmarking. A variety of strategic issues in sports will be explored. An understanding of the policies and mechanics of strategic planning in sports will be provided.

SAM 736: Communication for Leadership (3 semester hours)

This course will assist sports professionals with improving the communication process. Effective communication is needed to lead a sports organization successfully. Problems that may occur in a sports organization as a result of people failing to communicate properly are identified. A variety of communication skills are explored.

SAM 737: Leadership: Theory and Practice (3 semester hours)

This course explores a variety of contemporary notions of leadership, including traditional theories, salient models, new domains, and the importance of understanding change. The course will allow you to explore how leadership theory can inform and direct the way leadership is practiced. Included are leadership topics, research finds, questionnaires, case studies, and everyday applications.

SAM 743: Practical Applications in Sport Business Management (3 semester hours)

The primary focus of this course is to understand the specific and practical applications of business, management, and marketing in the contemporary environments of the multi-billion dollar sports industry. It explores key aspects of the sports industry and provides a wealth of information on how to succeed as a sport business professional. Course topics include mastering the craft of sport business, applying modern media strategies, and creating a framework for leadership. Practical and essential advice are provided to students looking to advance their career in sport business. **This course is required in the doctoral program core.**

SAM 744: Advanced Sports Marketing (3 semester hours)

The objective of this course is to expose students to advanced topics in the study of sports marketing. Specific topics in the course include advanced sports marketing theory related to consumer behavior, advertising, sponsorship, e-commerce, and global marketing. The information acquired in this course will equip students for a career in sports marketing or a related field.

SAM 786: Legal Aspects of Sports (3 semester hours)

An in-depth examination of areas of the law that are particularly relevant to sports. Specifically, developments in negligence law, contract law, and constitutional law as they apply to sports are considered, and recent developments and trends are studied. This course is designed to build on previous studies of law and sports to provide students with opportunities for in-depth study and appreciation of the legal aspects of sports and the most significant current impacts of law on sports.

SAM 787: Sports Related Concussions (3 semester hours)

Widespread dissemination of knowledge has the potential to decrease the rate of concussions occurring in sports, as well as improve the current guidelines in place. This course provides an in-depth review of the risks, prevention, recognition, treatment, and management of sport-related concussions. This course also discusses the importance of awareness and education strategies for coaches, athletes, parents, administrators, and health care professionals.

SAM 788: Principles of Management in Sports Medicine (3 semester hours)

In this course, the administrative components of Sports Medicine are explored. Topics include advanced concepts of legal liability, financial management, scheduling, supervision, documentation, and general administration.

SAM 789: Seminar in Sports Medicine Management Issues (3 semester hours)

This course is an advanced study of historical foundations, contemporary trends and issues, organizational planning, and risk management in the field of Sports Medicine. Topics include an in-depth case analysis of the role of Sports Medicine, traditional and non-traditional settings in Sports Medicine, and the impact of health-care reforms on the profession of Sports Medicine.

SAR 710: Advanced Exercise Physiology and Scientific Principles in Fitness and Health (3 semester hours)

This course is designed to develop a comprehensive understanding of exercise physiology and the scientific principles used to evaluate physiological components. Through selected readings, past and current research will be evaluated and considered for future research and application in the health and fitness industry. Topics include nutrition, bioenergetics, cardiorespiratory physiology, neuromuscular physiology, and endocrinology. Prerequisite: SAR 520: Exercise Physiology.

SAR 715: Contemporary Issues in Health and Fitness (3 semester hours)

The health and fitness industry is dynamic. Constantly new research is changing the way we think about health and fitness programs and design. Through selected readings, current 'hot topics' in the health and fitness industry will be evaluated. Topics include nutritional, exercise physiology, strength and conditioning, cardiorespiratory fitness, and body composition. Prerequisite: SAR 520: Exercise Physiology.

SAR 720: Advanced Strength and Conditioning (3 semester hours)

The focus of this course is to develop a comprehensive understanding of the physiological principles, mechanisms, and program design necessary to plan, evaluate, and modify exercise programs. Particular attention will be given to periodization techniques. Through selected readings, past and current research will be evaluated and considered for future research and application in the health and fitness industry. Topics include speed, power, strength, hypertrophy, agility, bioenergetics, program design, and

periodization techniques. Prerequisite: SAR 710: Advanced Exercise Physiology and Scientific Principles in Fitness and Health.

SAR 776: Research Methodologies (3 semester hours)

This course will introduce research design methods to sports professionals employed in a variety of settings. The format and techniques for writing a scholarly research paper will be presented. Various types of research commonly used in Sports Management are reviewed. Descriptive and inferential statistical analyses are covered, with an emphasis on their application to sports. **This course is required in the doctoral program research core.**

SAR 790: Selected Readings in Sports (3 semester hours)

The goal for this course is to conduct library database searches on an approved sports topic. This course is a comprehensive analysis and discussion of selected aspects of sports. It is advisable to compile readings and research on topics that may relate to one's dissertation topic. The focus of this course is to support a student's specific research interests. **This course is required in the doctoral program research core. This course must be taken during the student's final semester of course work.**

SPT 797: Directed Individualized Study (3-6 semester hours)

Individualized study is directed by a qualified graduate faculty member in a specific interest area. It is designed to provide flexible alternatives, and it is personalized to the individual student. This course may involve scholarly research, data collection and reporting, preparation of educational materials, or the design and application of policy and programs. It requires the permission of the Chief Academic Officer prior to registration.

SPT 798: Doctoral Degree Internship (6 semester hours)

The internship entails 300 contact hours of supervised work in Sports Management in schools, colleges, universities, businesses, or industries. A prerequisite for this course is completion of the general sport management core of the degree program. **The internship is required in the doctoral program general core.**

SPT 799: Dissertation (9 semester hours)

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

5. ACADEMY WRITING SUPPORT

A strong understanding of source-based writing, APA formatting, and use of academic language are essential skills for academic success at USSA. With these needs in mind, the Academy offers a two-fold writing support system available for students at all degree levels.

ProQuest Research Companion

The ProQuest Research Companion is an intuitive, self-guided online tool that supports students in areas such as information literacy, writing, and research skills; this tool is offered as a support resource for students beginning their writing or research process and/or for students who need help with a specific skill area of source-based writing and academic research. The Research Companion consists of three modules. Each module offers brief tutorial videos, pep talks, and interactive tools designed to help students understand research in a specific context: finding information, evaluating information, and using information. The Research Companion allows students to develop a foundation for academic writing and research skills through practical, easy to find and follow instructional materials. The instructional content of the Research Companion can be completed, in its entirety, in under three hours; however, all parts of the Research Companion can be reviewed individually as well, giving students access to the support they need on demand.

Writing Lab

The Academy offers one-on-one writing lab sessions for students at all degree levels. These sessions are designed for students who have already completed the research and preliminary writing for an assignment (including students who are seeking help with revisions based on instructor feedback). Lab sessions are conducted one-on-one with the Academic Resource Coordinator or other faculty/staff as necessary. The writing lab sessions provide personalized proofreading, formatting, and revision support for student papers and other written assignments, and offer students the opportunity to be actively involved in improving their academic writing. Students must schedule writing lab sessions in advance via the online [Writing Lab Session Request form](#) and requests must include a copy of the assignment for which the student is seeking support. Writing lab sessions take 45-60 minutes, and session requests must be received no less than three (3) business days ahead of the requested date/time.

All writing support resources, tutorials, and lab sessions are offered to Academy students at no cost. Students are encouraged to utilize the available support resources throughout their studies. For questions about or assistance with the ProQuest Research Companion, students should contact the Director of the Library (library@ussa.edu). Questions about writing lab sessions—not including lab requests—should be directed to the Academic Resource Coordinator (arc@ussa.edu).

6. TUITION AND FEES

6.1.M. M.S.S. TUITION AND FEES

	M.S.S.	M.S.S. Military- Active Duty Tuition
Tuition Fee (per semester hour)	\$720	\$575
Application Fee	\$50	\$50
Application Fee (International)	\$125	N/A
Application Fee (Post-Master's)	\$100	\$100
Application Fee (Non-Degree)	\$50	\$50
One Time Fees:		
Graduation Administrative Fee	\$140	\$140
Graduation Registration Fee	\$50	\$50
Portfolio Fee (Thesis students only; payable at time of registration)	\$300	\$300
EXPRESS SHIPPING FEES (as applicable)		
Fed Ex 2 nd day (per transcript)	\$50	\$50
Fed Ex Overnight (per transcript) (additional charge will apply for Saturday delivery)	\$85	\$85
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
<i>LifeStyle</i> Course Extension Fee (per 30-days, allowed only 2 per course)**	\$100	\$100
<i>LifeStyle</i> 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
Returned Check Fee (each occurrence)	\$40	\$40
Transcript Fee (per copy)	\$10	\$10
Certificate Fee	\$150	\$150
Replacement Diploma Fees:		
Parchment Copy (8 ½" x 11")	\$25	\$25
Plaque Diploma (11" x 14")	\$75	\$75
SPECIAL FEES		
Thesis Binding Fee	\$385	\$385
Thesis Copyright (optional)	\$75	\$75

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

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.

The published fees and costs schedule includes 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.

The Independent Study Fee will be waived for active duty members of the Armed Forces, including National Guard who are on active duty. Students receiving Chapter 31 or Chapter 33 military benefits, who have been approved for 100% eligibility, and have a current Certificate of Eligibility on file with the Office of Financial Aid are not directly responsible for paying tuition. If a student has 100% eligibility, the VA is responsible for tuition payment. Students receiving Chapter 31 or Chapter 33 benefits with less than 100% eligibility are responsible for any balance that remains after the VA's payment of military benefits has been applied to the student's account. While students may opt to get a loan, the Academy will not ask students to take out any loans. **The spouses of active duty members of the armed forces will receive a 10% discount on tuition.**

6.1.D. Ed. D. TUITION AND FEES

	EDD	EDD Military-Active Duty Tuition
Tuition Fee (per semester hour)	\$820	\$750
Application Fee	\$100	\$100
Application Fee (International)	\$155	N/A
Application Fee (Post-Doctoral)	\$200	\$200
Application Fee (Non-Degree)	\$50	\$50
One Time Fees:		
Graduation Administrative Fee	\$285	\$285
Graduation Registration Fee	\$50	\$50
Portfolio Fee (payable at time of registration)	\$500	\$500
EXPRESS SHIPPING FEES (as applicable)		
Fed Ex 2 nd day (per transcript)	\$50	\$50
Fed Ex Overnight (per transcript) (additional charge will apply for Saturday delivery)	\$85	\$85
International Goods, Services, and Taxes	Varies	Varies
International Postage Fee	Varies	Varies
International Shipping	Varies	Varies
ADMINISTRATIVE FEES (as applicable)		
LifeStyle Course Extension Fee (per 30-days, allowed only 2 per course)**	\$100	\$100
LifeStyle Course Extension Fee (60 days)**	\$200	\$200
Doctoral Program Continuation Fee *See Section 4.10*	\$500	\$500
Graduate Transfer Evaluation Fee	\$50	\$50
Independent Study Fee (per course)	\$75	Waived
Readmittance Fee	\$200	\$200
Re-enrollment Application Fee	\$50	\$50
Residential Administrative Fee (per semester)	\$200	N/A
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		
Dissertation Electronic Processing Fee (must accompany first 3 hours of dissertation)	\$1,500	\$1500

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

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.

The published fees and costs schedule includes 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. The Independent Study Fee will be waived for active duty members of the Armed Forces, including National Guard who are on active duty.

Students receiving Chapter 31 or Chapter 33 military benefits, who have been approved for 100% eligibility, and have a current Certificate of Eligibility on file with the Office of Financial Aid are not directly responsible for paying tuition. If a student has 100% eligibility, the VA is responsible for tuition payment. Students receiving Chapter 31 or Chapter 33 benefits with less than 100% eligibility are responsible for any balance that remains after the VA's payment of military benefits has been applied to the student's account.

While students may opt to get a loan, the Academy will not ask students to take out any loans. **The spouses of active duty members of the armed forces will also receive a 10% discount from the regular tuition rate.**

7. FINANCIAL AID

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

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

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

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

7.1. Financial Aid Programs for Qualifying Students

7.1.1. Loans

7.1.1.1 Federal 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 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.

Based on demonstrated financial need, a graduate 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 Direct Student Loan information, including the current interest rate, is available on the Internet at www.studentaid.ed.gov.

7.1.1.2. Graduate PLUS Loans

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

7.1.1.3. Annual Loan Limits for Unsubsidized Direct Student Loans

	Graduate/Professional Student
1 st Year 2 nd Year 3 rd Year	\$20,500 is the maximum annual award based upon the cost of attendance.
Maximum Total Debt from Direct Student Loans for graduate students	\$138,500. The graduate debt limit includes Direct 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 the proceeds all costs associated with the registration including (but not limited to) tuition, fees and learning materials. Remaining funds will be provided to the student after funds have been disbursed, and after the student has attended class (per the policy stated below). Additionally, the amount of this refund is limited to the amount of the financial aid proceeds actually received for the term of the award.

The following procedures will be followed:

1. Students must be eligible based on enrollment status according to U.S. Department of Education guidelines to receive Title IV funds.
2. Students must maintain satisfactory academic progress to be eligible to receive financial aid.
3. Financial aid funds will be disbursed once per each student's term.
4. **To receive the financial aid disbursement, a distance learning student must "attend a class" by posting to the Virtual Café and by completing the 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 the Academy's Administrative Manual.
6. All refunds will be issued by direct deposit to the student's designated bank account. No checks will be issued.

Drop/Add Course: Students who drop a course prior to seven days (one week) of enrollment, or before the disbursement of financial aid or tuition proceeds, will receive an unofficial withdrawal and the grade for the course will not appear on the transcript. Students who drop a course after seven days of enrollment will be required to complete a Withdrawal Form and will be assigned a "W" grade, provided the withdrawal is completed in accordance with institutional policy.

Withdrawal: If students withdraw or drop out prior to completing 60% of the term, they will be required to return a prorated portion of the financial aid received. This includes loans. The Academy is also required to return a portion of financial aid on the student's behalf. Students will be responsible for any portion the Academy is required to return due to withdrawal (see the Return of Title IV Funds section in the respective academic catalogs or online at [http://ussa.edu/admissions/financial aid](http://ussa.edu/admissions/financial%20aid) for further details). This policy will be updated annually to ascertain that changes in federal regulations are accommodated.

Unofficial Withdrawal:

LifeStyle Courses: A student who registers for a course and fails to attend the course 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. “Unofficial withdrawal” occurs when a student has failed to log-on and commence any course work within 14 days or 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. 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.

Fast Track Courses: A student who registers for a course and fails to attend the course 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. “Unofficial withdrawal” occurs when a student has failed to log-on and commence any course work within week one 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 Module 1 is not completed. If an unofficial withdrawal occurs between 2- 4 weeks, a student’s refund will be calculated based on U.S. Department of Education Title IV refund policy. Students, who receive a grade of “F” or “W” at the end of the term, will have attendance verified to determine if a refund needs to be calculated for return of Title IV Funds.

7.1.3. In-School Deferments

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

7.1.3.1. In-School Deferment for M.S.S. Thesis and Ed. D. Dissertation

A student working on their thesis or dissertation 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, 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:

The Academy is approved by the Alabama State Approving Agency (SAA) to offer VA Educational Benefits (GI Bill®) to eligible individuals enrolled in approved programs. 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.

LifeStyle Courses:

All veterans' courses will be reported as a 15-week term. VA funding is not eligible for the length of time which has been built into the course for shipping/handling of materials and administrative issues. A veteran certification will be amended, based on when the student completes the course. Course extensions are not eligible for VA funding; non-punitive grades are not eligible for VA funding and will be reported as the last day of attendance.

After the 38th day and up to the 45th day of course enrollment, a student utilizing Veteran Affairs (VA) educational benefits may submit a request for withdrawal. The 45th day of enrollment is the last day to receive a grade of "W" for the course. The grade of "W" does not affect a student's GPA. After the 45th day of enrollment, the student will be awarded a grade based on the work completed up until the end of the course.

Fast Track Courses:

Courses will be reported as a 15-week term; the certification tuition cost will not be submitted until the end of the semester. Courses will be certified based on the attendance of each module. A veteran certification will be amended, based on when the student completes the course. Course extensions are not eligible for VA funding; non-punitive grades are not eligible for VA funding and will be reported as the last day of attendance.

After the 2nd week and up to the 4th week of course enrollment, a student utilizing Veteran Affairs (VA) educational benefits may submit a request for withdrawal. The 2nd week of enrollment is the last day to receive a grade of "W" for the course. The grade of "W" does not affect a student's GPA. After the 4th week of enrollment, the student will be awarded a grade based on the work completed up until the end of the course.

Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

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.

7.2.1.1. Complaint Policy for Students Receiving VA Education Benefits

Any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

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	https://benefits.va.gov/gibill/

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	https://benefits.va.gov/gibill/

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	https://benefits.va.gov/gibill/

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 served 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 from his/her military pay in order to participate. It can be used for a degree, certification course, correspondence course, apprenticeship, or on the job-training program, or vocational flight training programs, as well as for remedial, deficiency, and refresher training.
Who is Eligible	To be eligible the individual must have: <ul style="list-style-type: none"> •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	https://www.va.gov/education/other-va-education-benefits/veap/
Assistance Program	Vocational Rehabilitation and Employment Service
What is It	An individualized, detailed outline of service that will be provided under Chapter 31, VRE program. It also prepares an individual for obtaining and retaining employment consistent with one's abilities, aptitudes, and interests
Who is Eligible	Veterans who have a VA disability rating and an employment handicap.
Contact	http://www.vba.va.gov

7.3.1. Return of Unearned Tuition Assistance

Unearned tuition assistance (TA) funds will be refunded on a proportional basis, up to 60 percent for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. In instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion. (Appendix to Enclosure 3, Figure 1, 4.f.2(d) (page 42).

Return of Tuition Assistance: Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

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 have TA funding refunded to the service branch, which will include the total tuition and other institutional charges. To comply with the new Department of Defense Policy, The United States Sports Academy will return any unearned TA funds on a prorated basis, up to 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch. (Please note, within the 16-week course period, the first week is set aside for processing and shipment of course materials).

For Partial Withdrawal - Students who are enrolled in more than one course and drop a course during the drop/add period TA funding will return the difference in tuition to the military Service branch 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.

Instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

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 the TA funds will be refunded to the military Service Branch. The refund schedule dates are as follows:

- Prior to the shipment of course materials: 100% refund
- Before or during weeks 1-2: 100% return
- During weeks 3-4: 75% return
- During weeks 5-8: 50% return
- **During week 9: 40% return (60% of course is completed)**
- During weeks 10-16: 0% return

For Complete Withdrawal - A student who officially or unofficially drops or withdraws completely on or before the first class day of a 5-week course, but prior to week 1 of a course the TA funds will be refunded to the military Service Branch. The refund schedule dates are as follows:

- Prior to the shipment of course materials: 100% refund
- Before or during week 1: 100% return
- During weeks 2: 50% return
- **During week 3: 40% return (60% of course is completed)**
- During weeks 4-5: 0% return

Once the institution is aware that a student has unearned TA funding, the Business and Finance Office will generate a check and mail it to the designated military service branch. The institution will list the invoice number on the check in the memo section.

7.4. Definition of Academic Year M.S.S. & Ed. D.

7.4.1.M. Definition of M.S.S. Academic Year

The Academy's academic increments are termed as 16-week semesters. Fall, spring, and summer courses offered in 5-week modular formats generally follow the Academy's academic calendar. 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, 9 credit hours must have been completed with a minimum cumulative grade point average of 3.0 on a 4.0 scale.

7.4.1.D. Definition of Ed. D. Academic Year

The Academy's academic increments are termed as 16-week semesters. fall, spring, and summer courses offered in 5-week modular formats generally follow the Academy's academic calendar. Students receiving financial aid at the doctoral level are permitted ten (10) years to complete their program of study. At the end of three semesters, 9 credit hours must have been completed with a minimum cumulative grade point average of 3.0 on a 4.0 scale.

7.5. Satisfactory Academic Progress

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

Graduate students M.S.S. & Ed. D. are considered to be making satisfactory progress if they

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

7.5.1. Required Qualitative Measure

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

7.5.2. Measurable Quantitative Progress Requirement

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

7.5.3. Reasonable Length of Time Requirement

7.5.3.1.M. M.S.S.

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 maximum time allotted to complete the master's program is seven (7) 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 reviewed.

7.5.3.1.D. Ed. D.

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 maximum time allotted to complete the doctoral degree is 99 attempted credit hours or ten (10) years. Course work, which transfers into a degree program, will adjust the period accordingly. Satisfactory academic progress status will be determined for each student when financial aid applications are reviewed.

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

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

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

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

7.6. Return of Title IV Funds

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

The Academy awards aid to students based on 100% completion of courses. If students withdraw, the Academy must determine the percentage of financial aid “earned.” If students do not complete 60% of the 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 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/dispensed 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 found in Section 8 of this catalog.

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

7.7. Academy Financial Aid Review

1. Students can apply for financial aid before applying for admission to the Academy.
2. A student must be a U.S. citizen or a permanent resident of the United States to apply for federal financial assistance.
3. To receive funds, a student must be accepted for admission in a degree-seeking program.
4. International students can apply for International Student Loans. Application information is available on the Internet at www.internationalstudentloan.com. A co-signer who is a U.S. citizen is usually required.
5. To apply for financial aid, students must complete the *Free Application for Federal Student Aid (FAFSA)*. FAFSA is available at www.fafsa.ed.gov. Students can sign their applications electronically with the Federal Student Aid (FSA) ID. If a student does not have a FSA ID, the student can create one at <https://fsaid.ed.gov/>. The proper year (2021-2022) begins the summer semester and the Academy’s Federal School Code (021706) must be selected.
6. **Priority Dates:** Students should complete their FAFSA as soon after October 1 as possible to be considered for all types of aid for the approaching Fall term. In order to ensure funding is available at the beginning of the Fall semester, the ideal completion period for the FAFSA is October through April of the preceding year.

March 1 is the Academy's Priority Date for students to complete their FAFSA. Funds are awarded for the nine-month academic year (Fall/Spring or Spring/Summer). Students are expected to use only what is needed from their Fall/Spring award in order to have funds available for summer enrollment.

Unused funds from Fall/Spring may be awarded for Summer. A Summer form should be completed (available from <http://fafsa.ed.gov>).

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

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

First time applicants must complete the required Federal Student Loan Entrance Counseling and sign the Stafford Master Promissory Note on the Internet at <https://studentaid.gov/>

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

7.8. National Student Clearinghouse

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

7.8.1. Loan Program

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

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

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

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

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

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

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

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

8. REGULATIONS/POLICIES/PROCEDURES

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

8.1. Academic Integrity M.S.S. and Ed. D.

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.com, which is an Internet based plagiarism detection service. The ProQuest Research Companion 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.

8.2. Academic Probation and Dismissal M.S.S. and Ed. D.

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, the internship and overloads. 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 will remain on probation until the course is retaken and a passing grade is earned.

Students must maintain satisfactory academic progress. The statute of limitations to complete the doctoral degree program is ten years, with no extensions. 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 M.S.S. and Ed. D.

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 Updates – Canvas M.S.S. and Ed. D.

The Academy regularly posts online announcements sent to all students through the Canvas Learning Management System (LMS). This 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.

8.4. Accounts Receivable from Students M.S.S. and Ed. D.

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 M.S.S. and Ed. D.

A First Year Advisor and A Faculty Advisor are assigned to each Academy student upon admission. Newly accepted students may find their assigned advisors in the acceptance information provided by their Admissions Counselor; this information can also be accessed in My Student Portal by clicking on the Who Is My Advisor? link (in the Student Records tab).

The First Year Advisor will contact each admitted student to advise them on their first set of courses. The First Year Advisor assists new students with acclimating to their program and to the Academy, advises students on core courses, and supports students with regular check-ins throughout their first year of study.

The Faculty Advisor is the primary contact for questions regarding program requirements once core courses are complete and assists with career-oriented inquiries.

The Academy highly recommends that students stay in contact with their advisors to assist them in the successful completion of their Program of Study. Students wishing to change majors and/or academic catalogs should consult their Faculty Advisor, the Change of Major, and the Catalog Coverage & Change sections of this catalog. The Academy reserves the right to reassign advisors, which may occur from time to time.

8.5.1.D. Admission to Doctoral Degree Candidacy Ed. D.

A student who has completed all course work and submitted their completed dissertation committee form to the Director of Doctoral Studies cromarti@ussa.edu for departmental processing and is considered eligible to register for dissertation credits and to be admitted to candidacy for the doctoral degree. A student must be admitted to candidacy at least one semester prior to the granting of the degree. The purpose of this requirement is to ensure an adequate amount of time for the dissertation.

Students who reach doctoral candidacy are advised to break up the overall registration for the 9-hour Dissertation into three semesters of three hours each. The candidate is required to have completed and paid for all 9-hours first; a non-refundable Continuation Fee of \$500 will be due for any subsequent semester during which the student continues to work on the dissertation up until graduation or statute of limitations expiration AFTER they have completed the 9 credit hours. A student who fails to pay his/her Dissertation tuition or Continuation Fee each semester while working on the Dissertation may face dismissal from the doctoral program.

8.6. Application for Graduation MSS and Ed. D.

Students must apply for graduation online (and submit the fee) after all degree requirements have been met. Application can be found in the applications section on the Students page of the Academy website: <https://ussa.edu/students/>. Students must apply for graduation within one year of the completion date of their successful dissertation final defense. A Graduation Checklist may be found in the Addenda section of this catalog. It is important to note that the degree is not conferred until the application is received and fee paid.

At its discretion, the Academy will hold annual graduation ceremonies on campus. If a ceremony is planned, it will be scheduled following the Spring Term. Additional information and details will be provided to graduating students. In conjunction with graduation, a homecoming celebration may be planned at the same time to honor previous graduating classes.

8.7. Attendance Policy-Distance Learning M.S.S. and Ed. D.

All LifeStyle 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 satisfy all course assignments and learning activities in accordance with the syllabus within the prescribed time frame.

All FastTrack students who are enrolled in a distance learning course must log on and, within the first **7** days from registration, complete the Catalog and Syllabus Statement and post to the Virtual Café. Students are expected to satisfy all course assignments and learning activities in accordance with the syllabus within the prescribed time frame.

8.8. 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.

8.9. Campus Computing and Email

All students are assigned an email address within the Academy's domain at the beginning of their first course of study. Students must submit all coursework, and communicate to their instructors, through the Learning Management System (Canvas). All notices, newsletters, and communications between faculty, staff, and students are to be made through the student's Academy email account. Students are responsible for checking their assigned accounts regularly for such communications. Students are also required to adhere to Academy policies with respect to the use of the network and email facilities described elsewhere in this catalog.

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

1. Computer with Windows 7 or later
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).

Residential students wishing to 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.

8.10. Catalog Coverage and Change

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 a student's need to know graduation requirements and associated policies. The catalog that sets out a student's degree requirements will be based on the term in which he/she first registers for courses; it is not based on the date of acceptance. Students entering under one catalog will be expected to graduate under the guidelines of that catalog.

If, however, for whatever reason a student wishes to change catalogs, this can be done through the Dean of Student Services by using the Change of Catalog request form found in the Addenda section of this catalog.

If a student changes catalogs, the student is responsible for all the graduation requirements in the new catalog. A student may change catalogs only once during his/her academic program. The Academy reserves the right to deny a student's catalog change request upon review.

8.11. Change of Address

In the event of an address change, the student is responsible for submitting a Student Information Change (Personal) form to officially inform Student Services of the new address. If a student does not submit the Student Information Change (Personal) form to Student Services, the student will be held responsible for the cost of shipping and handling for course materials that are sent to the student's address on file. The Student Information Change (Personal) form is found on the Academy's website, <https://ussa.edu/students/>

8.12. 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 (Academic) form to the Division of Student Services. This form is available on the Academy website <https://ussa.edu/students/> and in the Addenda section of this catalog.

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

8.14. Conferring of Degrees

When a student has completed all requirements for the doctoral degree, an application for graduation must be made online to the Office of the Registrar. The application may be found on the Academy's website at <https://ussa.edu/students/>. 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 student must submit his/her application for graduation within one year of the date of his/her successful final dissertation defense.

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, he/she will then be registered for the Doctoral Exit Survey. This survey will appear in the student's Learning Management System and must be completed in order for the degree to be conferred.

8.15. Course Completion Policy

LifeStyle: A LifeStyle doctoral 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.

FastTrack: Each FastTrack program course lasts five weeks and students take three courses every semester, one at a time, totaling at nine courses per year (27 credits).

8.15.1. Course Extensions – LifeStyle Program Only

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

1. They may pay for a 30-day extension (see Section 6. Tuition & Fee schedule for cost.) 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 (see Section 6. Tuition & Fee Schedule for cost)

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 by the end of an approved extension (30 or 60-day), will automatically receive the grade calculated after entering zeroes for all assignments not completed. Course extensions will not be processed without valid payment information.

8.15.2. Incomplete – FastTrack Program

Course extensions are not available for students in the FastTrack program, however, if a student cannot complete his/her work within the five-week period, they can request an "Incomplete" grade from the instructor. This request must be made in writing and submitted before the original course completion date. For the request to be considered, the student must have satisfactorily completed 70% of the coursework. If granted, the student must complete the remaining 30% of the coursework during his/her next five-week

term. At the end of that following term, if the coursework is not completed, a final grade will be issued based on the work submitted.

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 a course/instructor evaluation. Evaluation results are shared with the course instructor and academic administration after final grades have been submitted.

8.18. Course Materials Policy

Each course has specific materials around which the content of the course is developed. Course materials are included with tuition. Physical texts and eBook codes 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. Some course materials are embedded within the LMS course shell.

8.19. Dropping Courses

To drop an online course a student must obtain an add/drop form from the Academy's website, <https://ussa.edu/students/>. 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.

Students who drop a course prior to seven days (one week) of enrollment, or before the disbursement of financial aid or tuition proceeds, will receive an unofficial withdrawal and the grade for the course will not appear on the transcript. Students who drop a course after seven days of enrollment will be required to complete a Withdrawal Form and will be assigned a "W" grade, provided the withdrawal is completed in accordance with institutional policy.

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 members and staff members 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 members, or staff members 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 and Finance without fear of reprisal.

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

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

Alcoholics Anonymous World Services, Inc.
475 Riverside Drive, New York, NY 10015
Tel: (212) 870-3400 www.aa.org

Narcotics Anonymous World Services
P. O. Box 9999, Van Nuys, CA 91409
Tel: (818) 733-9999 www.na.org

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

8.21. Examinations

8.21.M. Examinations at the Master's Level

Master's level courses may require a midterm exam and either a final examination **OR** a final class paper/project. All exams are closed book exams.

Sports Management students only: The Academy's sports management bachelor's, master's, and doctoral degree programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), an accrediting body that focuses on business education. The organization accredits educational programs around the world that focus on teaching excellence in business. As such, the Academy has contracted with Peregrine Academic Services who will administer pre- and post-tests to sports management majors. These tests will measure a student's sports management knowledge both before starting his/her program of study and upon completion of the same.

8.21.1.M. Master's Degree Comprehensive Examination

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

Students who select the Internship 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 do not sit for the comprehensive examination.)

8.21.1.1.M. Master's Degree Comprehensive Examination Procedures

1. Before registering for the comprehensive examination, the student must have completed all required coursework and final grades must be posted.
2. Comprehensive examinations are offered on the third Thursday and Friday of each month, excluding December. 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.
3. All comprehensive examinations are offered online.
4. The comprehensive examination consists of five sections, which must be taken on one day. The student is given four (4) hours in which to complete the examination. These sections cover the student's major area, core courses, required courses, and electives.
5. 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.
6. 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.)
7. 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.

8. The registrar's office will mail letters to each student reporting the results of the comprehensive examination.

8.21.1.1.2.M. Master's Degree Sports Management Peregrine Comprehensive Examination

For sports management majors, the Peregrine outbound test will serve as the required comprehensive examination. The purpose of the Peregrine sports management comprehensive examination is to assess a master's degree student's ability to apply, analyze, and synthesize knowledge in a chosen area.

8.21.1.1.3.M. Master's Degree Sports Management Comprehensive Examination Procedures

1. Before registering for the Peregrine sports management comprehensive examination, the student must have completed all required coursework and final grades must be posted.
2. The Peregrine sports management comprehensive examination is offered on the third Thursday and Friday of each month. 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.
3. The Peregrine sports management comprehensive examination is offered online.
4. The Peregrine sports management comprehensive examination includes the following topics: Business Integration and Strategic Management, Business Leadership, Management (Operations, Human Resource Management, and Operations), Contemporary Issues in Sports Marketing and Management, Organization and Administration of Sport and Recreation Management, and Sociology of Sport.
5. The Peregrine sports management comprehensive examination includes 60 multiple-choice questions. Students are allowed three (3) minutes per question, three (3) access attempts to the examination, and 48 hours to complete the examination once they have started.
6. Students must score 50% or higher on the Peregrine sports management comprehensive examination to pass.
7. Students who fail the Peregrine sports management comprehensive examination will be contacted by the Chair of Sports Management or an Academy designee to schedule a retake. The retake will be determined and administered by the Chair of Sports Management. Students who fail must re-apply and pay another examination fee.
8. The registrar's office will mail letters to each student reporting the results of the Peregrine sports management comprehensive examination.

8.21.D. Examinations at the Doctoral Level

At the doctoral level, all courses require either a final examination, a final paper, or final project. Students are given three and one-half hours (3 ½) hours to complete the final course exam. All exams are closed book exams.

The Academy's sports management bachelor's, master's, and doctoral degree programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), an accrediting body that focuses on business education. The organization accredits educational programs around the world that focus on

teaching excellence in business. As such, the Academy has contracted with Peregrine Academic Services who will administer pre- and post-tests to all doctoral students. These tests will measure a student's sports management knowledge both before starting his/her program of study and upon completion of the same.

8.22. Exit Surveys

Students in the doctoral program will be registered for an online Doctoral Exit Survey upon successful completion of the dissertation, the submission of a Graduation Application, and payment of all 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 who have received financial aid must also complete a Financial Aid Exit Interview. The purpose of the Financial Aid Interview is to fulfill Title IV federal mandates and communicate repayment responsibilities.

8.23. Facilities

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

Robert Block Library. Even in the digital age, the physical library remains an important study space for students and faculty. In addition to housing the library's physical collection of materials and resources, the Academy's Robert Block Library includes quiet and group spaces for research, collaboration, instruction, and testing. The main presentation area of the library provides instructional seating for 30. Special collections and areas of interest in the library include the Olympic Room, the Golf Collection, and the Faculty Reserve Collection.

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

8.24. Full-Time Student M.S.S. & Ed. D.

M.S.S. Full-Time Student

A full-time master's student must enroll in at least six semester credit hours and may enroll in up to 12 semester credit hours. With special permission from the Chief Academic Officer, a master's student may register for an overload not to exceed 15 semester hours in any one semester. When calculating student hours of master's credit, the thesis and mentorships will be included in the total hours in the semester during which the student initially registers for courses.

Ed. D. Full-Time Student

A full-time doctoral student must enroll in at least six semester credit hours and may enroll in up to 12 semester credit hours. When calculating student hours of doctoral credit, resident courses, distance-learning

courses, and internships will be included in the total hours in the semester during which the student initially registers for the courses.

8.25. Grading System – Graduate M.S.S. & Ed. D.

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

Percentages	Letter Grade	GPA
98-100	A+	4.0
93-97.99	A	4.0
90-92.99	A-	3.7
87-89.99	B+	3.3
83-86.99	B	3.0
80-82.99	B-	2.7
77-79.99	C+	2.3
73-76.99	C	2.0
70-72.99	C-	1.7
0-69.99	F	0.0

A cumulative grade point average (GPA) of 3.0 for 60 semester hours of work is required for graduation. In computing the required 3.0 average necessary for the conferment of the doctoral degree, the total number of quality points is divided by the total number of semester hours for which letter grades were assigned. Grades earned at other institutions and transferred to the Academy cannot be used in the determination of the grade point average for conferment of the degree. The following symbols are substitutes for grades:

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

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

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

IP = In Progress: LifeStyle Students only: For the purpose of tracking a student’s progress, the Academy will utilize “In Progress” (IP) grades. If a LifeStyle student does not complete his/her course by the end of the 16-week period and purchases a course extension, an IP grade will be placed in the interim slot of the educational record/transcript. An IP grade is not a final grade. Once the student actually completes the course, or the extended time period ends, a permanent grade will be assigned to the student and placed on the educational record/transcript in the permanent slot. Students are only allowed to purchase two 30-day (or one 60-day) IP extension.

Students who are working on their internship will receive an IP grade in the permanent grade slot until the necessary requirements have been fulfilled. The IP grade serves as a placeholder/notification that the student is still working to complete these course requirements but signifies that the deadline has not expired. In the event a student does not fulfill all requirements of the internship, the IP grade will become an “F” grade.

P/F = Pass/Fail (Internship course only): In order to receive a “Pass” on the internship, 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.

8.26. 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 rubrics have been embedded in the LMS for student viewing and are included in the Addenda to this catalog.

8.27. Grade Appeal M.S.S & Ed. D.

The purpose of the grade appeal procedure is to allow the student an opportunity to appeal a course assignment grade or a final course grade which the student feels was inequitably awarded. A grade appeal will not be considered if the reason for the appeal is that a student is generally dissatisfied with a grade or that the student disagrees with a faculty member’s professional judgment of the student’s performance. Grounds for a grade appeal are outlined in Step 2.

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 assignment submission or, in the case of an appeal of the final course grade, a review of the entire body of work in the course in which the grade is being appealed. 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.

Refer to the Addenda of this catalog for a list of the steps to follow, and form to be used, when pursuing a grade appeal.

8.28. Graduation

At its discretion, the Academy will hold annual graduation ceremonies on campus. Additional information and details will be provided to graduating students. In conjunction with graduation, a “homecoming celebration” may be planned at the same time to honor previous graduating classes.

8.28.1. Graduation Requirements

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

- Submit all required admissions material
- Achieve a cumulative 3.0 or better grade point average
- Successfully complete all academic requirements
- Complete all elements of the doctoral portfolio according to the satisfaction of the portfolio advisor (Students must complete their portfolio within one year of the completion date of their last academic course.)
- Complete and defend the dissertation with committee approval
- Pay all fees, including graduation fee, and clear all financial obligations with the Academy

- Complete the application for graduation form (Students must submit their application for graduation within one year of completion of their successful final dissertation defense.
- Complete the Doctoral Exit Survey
- Financial aid recipients must complete a Financial Aid Exit Interview.

Refer to the Addenda for a complete Graduation Checklist.

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

8.28.2. Academic Honors and Awards

The Academy provides academic honors and awards to recognize and promote notable student achievement. These academic honors, for doctoral students, include Graduation with Honors and Graduation with Highest Honors. Honors are calculated based only on hours attempted at the United States Sports Academy. Transfer credit hours are not used in the determination of academic honors. In order to be eligible for a graduation honor, a student must have completed 60 semester hours beyond the master's degree, at the doctoral level.

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

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

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

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

Dean's List. A Dean's List shall be compiled for 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. A President's List shall be compiled for 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.

8.28.3. 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 the recipient 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.

8.29. Holds on Student Records

8.29.1. Academic Holds

An academic hold may be placed on a student's record if the student's admission file is not complete after 12 credit hours have been completed (e.g., official transcripts of previous degrees or test scores have not been received). 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.

8.29.2. 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 Academic Officer or the Registrar may place an administrative (or 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.

8.30. Leave of Absence Policy

The Academy recognizes that from time to time circumstances might compel students to interrupt their enrollment. These breaks in enrollment are formally recognized as leaves of absence (LOA). A leave of absence might be voluntary or involuntary, might occur while a student is in good standing or on academic probation, and might be associated with a medical condition. Students planning any leave should promptly consult with their Academic Adviser regarding the LOA.

No academic activities may be conducted during leave and this leave may not be used to avoid payment of tuition. Academic leaves of absence are typically limited to one year except for military service. Students requiring additional terms of leave beyond the one year must complete a new Leave of Absence Application. No more than two years of leave may be granted. The period is regarded as an approved break in study that acts as a pause for continuous enrollment requirements and statute of limitations purposes only. For further information about the LOA Policy and the Leave of Absence Request Form refer to the Addenda section of the catalog.

8.31. Online Student Security

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

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

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

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

8.31.1. Password Reset Policy

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

8.31.1.1. 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.
4. The password recovery solution should not rely on the student ID number or any portion thereof.

8.31.1.2. Assisted Password Recovery/Reset

1. If the automated password recovery/reset solution provided by the Academy is unavailable or fails, the user may call the Help Desk to reset the 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 his/her identity prior to having the reset completed.
3. The user must confirm his/her identity by providing the answer to 2-3 confidential questions.
4. Verification is to be conducted by dedicated Help Desk personnel only.

8.31.1.3 Personal Identification Number (PIN)

1. Students can create or change their PIN at any time in My Student Portal.

2. When accessing Course Registration, the “Review Your Data” screen provides an alpha-numeric field for creating and/or updating the PIN. Students will also be allowed to create a reminder to assist them in verifying their PIN.

Academy personnel must verify the PIN when a student calls the Academy and wishes to discuss personal information (grades, financial aid, etc.).

8.32. Photos-Students

8.32.1. Student Identity Verification – Registration Requirement

Upon admission, a student must submit a photocopy of an official government-issued ID, such as a driver's license, passport, or visa for identity verification purposes during the first registration process. The submitted document should include a visible signature. Acceptable documentation must be uploaded through the secure student portal. The Academy will not accept emailed or faxed copies of government-issued IDs. The Academy will not ask for military IDs, but if students choose to provide those, the IDs will be destroyed immediately without filing a copy.

8.32.2. Student Photo Option for Online Course Display and Student ID

Students may have a photo displayed in each online course in which they are 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 made. Photos must be a minimum of 2 inches by 2 inches and must have a resolution of 72 dpi x 72 dpi. Instructions for uploading photos may be found in the LMS course shell.

8.33. 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 at the Academy's website:

<https://ussa.edu/academics/advising/>

Questions regarding the student's academic catalog should be directed to the Registrar's office.

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 Academy

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 their student portal under the “Student Services” tab.

8.34. Re-Enrollment

Regardless of status, all students 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 which is obtained on the Academy's web site at www.ussa.edu/admissions/apply. One calendar year is defined as “one year from the expected completion date of the last course taken by the student”.

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 be required. Costs associated with submitting a Re-Enrollment Application may be found in the Tuition & Fee Schedule of this catalog.

- 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 requirements of the new catalog.
- The statute of limitations for students who have been approved for re-enrollment will be as stated in their new catalog.

Only those courses which fall within the student's original statute of limitations will be carried over into the new program of study. Courses taken more than ten years before the date of re-enrollment will not be transferred.

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 <https://ussa.edu/students/>. If approved, the student must also submit the Re-Enrollment Application and pay all fees required for re-admittance and re-enrollment.

Students who have been permanently dismissed from The United States Sports Academy are not eligible for re-enrollment.

8.35. Refund and Course Withdrawal Policy

Refund of tuition and general 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.

8.35.1. For Complete Withdrawal

A student who officially drops or withdraws completely on or after 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 |
| • 8-18 days | 90% refund |
| • 19-29 days | 50% refund |
| • 30-38 days | 25% refund |
| • After 38 days | No refund |

FastTrack Program: A student who officially, or unofficially, drops or withdraws completely on or after the first class day, but prior to the 4th week of a course, will be refunded according to the date as follows:

- | | |
|---|-------------|
| • Prior to the shipment of course materials | 100% refund |
| • Before or during week 1 | 100% return |
| • During week 2 | 50% return |
| • During week 3 | 40% return |
| • During weeks 4-5 | 0% return |

8.35.2. 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.

8.35.3. For Internship Withdrawal

- | | |
|--|-------------|
| • Through the first five days after registration | 100% refund |
| • Through the first 25 days after registration | 95% refund |
| • Through the first 60 days after registration | 50% refund |
| • Through the first 125 days after registration | 25% refund |
| • 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.

8.35.4. Withdrawals for Students Using Veteran Affairs (VA) Benefits

After the 38th day (3rd week) and up to the 45th (prior to the start of the 5th week) day of course enrollment, a LifeStyle (FastTrack) student utilizing Veteran Affairs (VA) educational benefits may submit a request for withdrawal. The 45th day (start of the 5th week) of enrollment is the last day to receive a grade of “W” for the course. The grade of “W” does not affect a student’s GPA. After the 45th day (start of the 5th week) of enrollment, the student will be awarded a grade based on the work completed up until the end of the course.

8.36. Release of Information**8.36.1. 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. In the acceptance letter, students will receive user ID and password information for access to the student records portal. Students who experience difficulty with this procedure should contact the Help Desk.

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

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

8.37. 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.

8.38. 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 <https://ussa.edu/students/>. Cost for a parchment paper copy and/or a replacement plaque can be found in the Tuition & Fee Schedule of this catalog. The form should be mailed or faxed and payment for the replacement must accompany the order.

8.39. Resident and Non-Resident Faculty Members

The Academy utilizes both resident and non-resident faculty members 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

8.40. Special Student Services

8.40.1. 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.

8.40.1.1. 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 members:

- Screening of disability documentation

- Determination of appropriate accommodations
- Communication with faculty members and/or staff members 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. 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 from a mental health professional (psychologist, neuropsychologist, licensed professional counselor), including:

1. Clearly stated diagnosis
2. Defined levels of functioning and any limitations
3. Current treatment and medication
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 one 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-4 criteria
5. Defined levels of functioning and any limitations, supported by evaluation data
6. Current report (within three 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-4 criteria
6. Defined levels of functioning and any limitations supported by evaluation data
7. Current report (within three years of enrollment date), dated and signed

8.40.2. 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.

8.40.3. 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).

8.41. Statute of Limitations for Degree Completion MSS and Ed. D.

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

All requirements for the (Ed. D.) doctoral degree must be completed within 10 years from the time the student first enrolls in the degree program. An extension to the statute of limitations for degree completion of the doctoral program is not available.

8.42. 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 dismissal.

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.

8.42.1. 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.

8.42.1.1. Prohibited Behavior

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

8.42.1.2. 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.
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.

8.42.1.3. 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 notify 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 information. 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 dismissal from the Academy.

8.43. Student Organizations

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

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

The American Sport Art Museum and Archives (ASAMA) is open to all Academy alumni and students. Membership options begin at \$20 per year and 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

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 46202

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)
5057 Rose Creek Pkwy South, Fargo, ND 58104

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

SHAPE America (www.shapeamerica.org)
1900 Association Drive, Reston, VA 20191

National Strength and Conditioning Association (www.nasca.com)
1885 Bob Johnson Drive, Colorado Springs, CO 80906

8.44. Student Complaints Not Related to Grades

The United States Sports Academy is committed to a policy of fair treatment of its students. Students are encouraged to seek an informal resolution of matters with the faculty or individual(s) when possible. If a resolution is not feasible, a Student Complaint Form can be completed and filed with the Director of Student Services or the Chief Academic Officer. The form can be accessed via the Academy website: <https://ussa.edu/consumer-information/student-complaints/>

Upon receipt of the complaint, the Director of Student Services or the Chief Academic Officer will review the complaint and respond within 15 days of receipt of the complaint. The entire resolution process, including the review in generating the written response, must be completed within 15 days of the receipt of the complaint. However, if there are subsequent documentary submissions received from the complainant after the initial filing, the deadline is re-set to another 15-day period.

8.45. 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
- 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.

8.45.1. Student Rights for Records and Disclosure

1. Students have the right to review their academic records and challenge any information believed to be inaccurate or misleading. The institution requires that a staff member be present during each student’s review.
2. Students have the right to acquire transcripts of their academic records from the Academy. Such transcripts will be labeled Issued to Student. Issuance of transcripts is subject to the applicable fee policy in this regard.
3. The Academy reserves the right to withhold official transcripts of academic records for reasons such as non-payment of financial obligations; however, students cannot be denied the right to inspect and review their records.
4. The Academy requires students to submit a signed request for transcripts of academic records. Other requests, such as proof of full-time enrollment, must be in writing and must be submitted to the Registrar’s office.
5. The Academy does not provide students with copies of original or source documents available elsewhere such as transcripts from other institutions or scores for the Graduate Record Examination (GRE), Miller Analogies Test (MAT), Graduate Management Aptitude Test (GMAT), or Test of English as a Foreign Language (TOEFL).
6. A student identification number will be assigned to each student for tracking purposes.
7. The faculty will store paper-based documents submitted by students for one year. The Academy will electronically store coursework in the online Learning Management System for four semesters; after four semesters it will then be inaccessible.
8. FERPA rights of eligible students lapse or expire upon the death of the student. FERPA will not protect the education records of a deceased eligible student (a student 18 or older or in college at any age) and an educational institution may disclose such records at its discretion or consistent with State law.

8.45.2. 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 Complaints Other than Grades, and Student Conduct.

8.46. Title IX Policy

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.

8.46.1. Non-Discrimination Statement

The Academy accepts students and employees regardless of race, color, sex, national origin, religion, age, disability or genetic information.

The Academy does not discriminate on the basis of sex in its education programs or any activities it conducts, and it is required by Title IX not to discriminate in such a manner. Any questions regarding Title IX may be referred to the Academy's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights (OCR).

Title IX Coordinator for the Academy:

Phone: 251-626-3303

Email: titleIX@ussa.edu

Mailing Address: One Academy Drive, Daphne, AL 36526

Note: For the specific name, title, office number and phone extension of the Title IX Coordinator, please see the Academy website at www.ussa.edu.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on sexual orientation, gender identity, or failure to conform to stereotypical notions of masculinity or femininity. Sex discrimination harassment, assault, and violence are forms of prohibited discrimination under Title IX. The Academy expressly prohibits the offenses covered under this policy.

8.46.2. Sexual Harassment as Defined by Title IX

On May 6, 2020, the U.S. Department of Education (ED) unveiled a Final Rule changing how colleges and universities must handle allegations of sexual assault and harassment under Title IX of the Education Amendments of 1972, effective as of August 14, 2020. Under the Final Rule, Title IX regulations recognize that sexual harassment, including sexual assault, is unlawful sex discrimination. The Academy will follow the requirements of the Title IX Final Rule regarding sexual discrimination and harassment, furthermore, sexual harassment is prohibited by the Academy.

Under the Title IX Final Rule, sexual harassment claims on the basis of sex must meet one of the following three conditions to qualify for a formal Title IX complaint:

- An employee of the recipient (the Academy) conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity (often called "hostile environment"); or
- Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)), expressly including sexual assault, dating violence, domestic violence and stalking.

In addition, the following two conditions must also be met:

- The conduct must occur within the context of an "Educational Program or Activity" for which the Academy exercises control over the Respondent.
- The conduct must occur within the United States.

Sexual harassment may occur in student to student, employee to student, student to employee, or employee to employee relationships.

Mandatory dismissal of a reported grievance is required if reported allegations by the complainant do not meet the Title IX definition. However, dismissal does not preclude action under other Academy policies and processes outlined in the Student Conduct Policy and the Employee Handbook.

8.46.3. Title IX Sexual Harassment Grievance Reporting and Formal Complaint Filing

Who may report a grievance?

- A sexual harassment grievance may be reported by anyone to an Academy Responsible Party with the authority to take corrective action on the part of the Academy. Reports may be provided via the ussa.edu website, email, telephone, written notice or in person.
- The Responsible Parties who can receive actual knowledge of a grievance for the Academy are:
 - Title IX Coordinator
 - President & CEO
 - Provost
 - Director of Administration and Finance
 - Human Resources Coordinator
 - Registrar

According to the *Code of Alabama*, essentially everyone working in higher education is considered a mandatory reporter. Therefore, all Academy employees are considered mandatory reporters and as such must immediately report to a duly constituted authority (the local chief of police (251) 621-9100 or the Alabama Department of Human Resources local office (251) 947-8340) if he or she

observes any form of child abuse. Child abuse reports in Alabama are taken up to the 19th birthday. Child abuse incidents must also be reported to one of the Responsible Parties as defined above.

- Although anyone may report a sexual harassment grievance, the Academy must have a signed, Formal Complaint to proceed with the grievance procedure. The Formal Complaint must be signed by the Complainant. (Please note that a Formal Complaint may be signed by the Title IX Coordinator for limited reasons, such as an overall safety concern for the Academy community.)
- Upon receipt of a reported grievance, The Title IX Coordinator will promptly reach out to the Complainant, or whomever submitted the report, and gather further information.
- The Complainant will be offered supportive measures when a grievance report is received, whether or not a Formal Complaint is filed. It is the Complainant's choice to accept or not accept any supportive measures offered. Supportive measures are designed to restore or preserve access to the institution's education program or activity without unreasonably burdening the other party, protect the safety of all parties and the school's educational environment, and deter sexual harassment. These measures are offered at no charge. Supportive measures may include but are not limited to:
 - Consultation with the Department of Public Safety or local police agency as appropriate.
 - Assistance identifying additional resources and support services.
 - Mutual "No Contact" orders.
 - Transferring to another course section.
 - Rescheduling academic assignments or tests.
 - Providing additional time to complete assignment(s) or course(s).
 - Accessing academic support, such as tutoring.
 - Arranging for incompletes, a leave of absence, or withdrawal from course(s).
 - Preserving eligibility for academic or other scholarships, financial aid, internships.
 - Arranging for alternative Academy employment arrangements and/or changing work schedules.

The Academy may also assist with obtaining counseling services or other services, however, as the Academy does not offer such services on campus they are not covered by the Academy.

- If the reported allegations by the Complainant do not meet the Title IX definition of sexual harassment, the grievance reported will be dismissed as regards to Title IX. However, the grievance can be referred to and pursued based on other Academy policies and processes outlined in the Student Conduct Policy and the Employee Handbook.
- The Complainant will be provided the opportunity to submit a Formal Complaint by the Title IX Coordinator. The Title IX Coordinator will explain how to file the Formal Complaint and the will also review the grievance process.
- Once a Formal Complaint has been filed with the Title IX Coordinator, a written notice will be provided to both the Complainant and the Respondent, and will include information on whether an informal resolution is an available option.
- The Respondent will receive the written notice with sufficient time to prepare before an initial interview or meeting. Specific information must be contained in the notice including the identities of the parties involved and the conduct allegedly constituting the sexual offense, including date/time/location of the alleged event. Written notice must also state that the Respondent is

presumed not responsible, may have an Advisor, and may inspect and review any evidence that is collected.

- The Respondent will be offered supportive measures which will be non-disciplinary in nature. It is the Respondent's choice whether to accept or not accept any supportive measures offered, other than a mutual "No Contact" order, or the interim actions of emergency removal or administrative leave.
 - Emergency Removal – A student may be removed from an education program or activity if the institution conducts an individualized safety and risk analysis, determines there is an imminent physical threat of health and safety to a person which arises from the sexual harassment allegation. The Respondent must be provided with a notice and an opportunity to challenge the decision immediately following removal.
 - Administrative Leave – If the Respondent is an employee, they may be placed on Administrative Leave. Details concerning Administrative Leave can be found in Policy 5410.9 as set out in the Academy Administrative Manual.
- Except for allegations that an employee harassed a student, an informal resolution process is allowed. Both parties must agree in writing to informal resolution and either party may withdraw from the informal process and resume the grievance process. If applicable, both parties will be asked by the Title IX Coordinator if they would like to pursue an informal resolution process. If the Formal Complaint is not resolved through informal resolution, a live hearing is required.

8.46.4. Title IX Grievance Procedure

8.46.4.1. Standard of Evidence and Impartiality

The evidentiary standard used for the Title IX Grievance Procedure and any alleged sexual misconduct incident is that of Clear and Convincing evidence, meaning that the evidence presented must be highly and substantially more probable to be true than not. All steps of the grievance procedure will be conducted with impartiality and the Respondent will be deemed not responsible unless proven to be responsible based on the evidentiary standard of this policy.

8.46.4.2. Right to an Advisor

The Complainant and the Respondent must be assigned an Advisor and may have an Advisor of their choosing. The institution may provide a pool of Advisors from which to choose, however, the parties may decide to choose someone outside of this pool. If desired, a lawyer may be selected to serve as the Advisor. Advisors will perform the cross examination function at the Hearing stage of the grievance procedure.

8.46.4.3. Investigation

Upon receipt of a signed Formal Complaint, the Institution's assigned Title IX investigator(s) will begin the investigative process to gather facts regarding the Complaint. The required ADA accommodations will be provided during the grievance procedure to Complainants and Respondents with the appropriate ADA documentation. Requests for accommodation will be made to the Title IX Coordinator.

The role of the Investigator(s) is to collect facts, including inculpatory and exculpatory facts, regarding the alleged incident described in the signed Formal Complaint. It is not the role of the Investigator to report

findings or recommendations. Both the Complainant and the Respondent have the opportunity to present evidence to the Investigator, provide names of witnesses, and any other information for investigative consideration. The Complainant and the Respondent will have access to the process during the grievance procedure and the institution will not restrict either party from discussing the allegations under investigation or from gathering and presenting relevant evidence to the Investigator.

Both parties will be given an equal opportunity to inspect evidence. After investigating, the Investigator will provide a Preliminary Report of the gathered facts to both parties and their Advisors. The parties have ten (10) business days to review the Preliminary Report and to respond to the Investigator regarding any inaccuracies or to point out any other information or persons that need to be included in the investigation. After follow-up and completion of the report, the Investigator will provide the Final Report to both parties, their Advisors, and the Decision Maker(s). A live Hearing will be scheduled within ten (10) business days of distribution of the Final Report to the parties.

8.46.4.4. Decision Maker Role

The institution will designate a Decision Maker, or Board of Decision Makers. The Decision Maker(s) will determine the relevant evidence for the hearing, the relevancy of questions proposed to be asked during the hearing, and will ultimately determine if a Title IX policy violation has occurred.

8.46.4.5. Live Hearing

The live hearing provides an opportunity to test the credibility of parties and witnesses through cross-examination conducted by Advisors (but not the parties personally). The live hearing can be conducted either in person or remotely. The hearing must be recorded with the recording available to the parties for inspection and review.

The parties must attend the live hearing. If a party does not attend, any statements from the party regarding the complaint that were developed during the investigation cannot be used as evidence in the hearing.

All questions asked during the live hearing must be approved by the Decision Maker as being relevant to the hearing, including follow-up questions that may arise during the hearing. All questions will be asked by the Advisors.

After the conclusion of the hearing, the Decision-Maker(s) must issue a Written Determination with specific information, including the rationale for the findings and conclusion regarding each allegation. Appeal procedures must also be contained within the written determination.

8.46.4.6. Appeal Process

An appeal must be allowed for any material procedural irregularity, new evidence, or conflict of interest/bias. A request for an appeal must be made to the Title IX Coordinator within ten (10) business days from the distribution of the live hearing Written Determination. The appeal must be conducted within 30 days of receipt of a request for an appeal. The Complainant and Respondent have equal access to appeal. An Appellate Decision Maker(s) will be assigned for the appeal process. Following the appeal, a Written Outcome with the rationale for the findings will be provided to both parties. The decision made by the Appellate Decision Maker(s) is final.

8.46.4.7. Sanctions and Remedies

If the Respondent is found to be responsible, sanctions and remedies will be determined. No sanctions or remedies will be imposed without a finding of responsibility.

8.46.4.8. Training

Title IX Coordinators, investigators, advisors, and decision-makers, receive training on an annual basis on the Title IX definition of sexual harassment and the grievance procedure. The Academy reserves the right to outsource the grievance procedure to other trained personnel or appropriate organizations.

8.46.4.9. Records Management

All records regarding a signed Formal Complaint, informal resolution, the grievance procedure, appeals, and associated training materials will be kept by the Academy for seven (7) years and in accordance with the Academy Record Retention Policies. These records will include the determination, the live hearing recordings, and any sanctions or remedies. The Title IX Coordinator, along with the Academy Administration, is responsible for maintaining these records. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

8.46.4.10. Retaliation

Retaliation is prohibited by the Academy. The institution will sanction any student or employee who takes adverse action against a person because of the person's participation in or support of an investigation of Title IX sexual offenses. 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 because of an allegation of a sexual offense may occur in student to student, employee to student, student to employee, or employee to employee relationships.

Additionally, information is provided on risk reduction so that students and employees may recognize warning signs.

8.46.5. Dissemination of the Title IX Policy

This policy shall be disseminated to the Academy's students, employees, and community through the Institution's website, www.ussa.edu, as well as the Academy Academic Catalog, Student Portal, and other appropriate channels of communication.

New and current students as well as newly hired and current employees, will be provided with educational materials to promote familiarity with this policy. Annual training will be provided to the Title IX Coordinator, Responsible Parties, Investigators, Advisors, and Decision Makers.

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.

8.46.6. Policy Updates

Due to changing federal or state regulations and periodic changes in institutional policies, please see the Academy website, Title IX Coordinator, or the Academy Human Resources Coordinator for the most recent information:

United Sports Academy Website

www.ussa.edu

Title IX Coordinator for the Academy:

Phone: 251-626-3303

Email: titleIX@ussa.edu

Mailing Address: One Academy Drive, Daphne, AL 36526

Note: For the specific name, title, office number and phone extension of the Title IX Coordinator, please see the Academy website at www.ussa.edu.

Human Resources Coordinator for The Academy:

Phone: 251-626-3303

Mailing Address: One Academy Drive, Daphne, AL 36526

For the specific name, email address and phone extension of the Human Resources Coordinator, please see the Academy website at www.ussa.edu.

8.46.7. Definitions and Examples of Sexual Harassment and 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 uses the definitions from the Clery/Violence Against Women Reauthorization Act of 2013 (VAWA), for the purposes of this Policy.

8.46.7.1. 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. If reported allegations of sexual harassment do not meet the Title IX definition of sexual harassment, the grievance reported can be pursued via Academy policies and processes outlined in the Student Conduct Policy and the Employee Handbook.

Types of Sexual Harassment:

- 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 or employment action.
- Quid pro quo harassment may occur in student to student, employee to student, student to employee, or employee to employee relationships.
- Hostile Environment includes any situation in which there is harassing conduct that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity. The determination of whether an environment is "hostile" may be based on any of these 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.
- Retaliation
 - The Institution will sanction a student or employee 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, employee to student, student to employee, or employee to employee relationships.
- Hostile Environment sexual harassment may occur in student to student, employee to student, student to employee, or employee to employee relationships.

8.46.7.2. Sexual Assault (Sex Offenses)

Sexual assault is defined as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Attempted Sexual Assaults are also included in this policy. Types of Sexual Assault for the purpose of this policy are:

- **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent. The age of consent *in Alabama* is 16.

8.46.7.3. Domestic Violence

Domestic Violence is defined as a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

8.46.7.4. Dating Violence

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

8.46.7.5. Stalking

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition the:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking will only attach to Title IX if the stalking is sex based. Stalking that is not sex based will be addressed in other policies such as Student Conduct Policy or the Academy Employee Handbook.

8.46.7.6. 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.

8.46.7.7. Sexual Exploitation

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 a Sexually Transmitted Disease (STD) or HIV/AIDS to another individual.

8.46.8. Consent & Incapacitation

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 expressly or impliedly acquiesce in the actor's conduct.

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, intoxicated, 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.

8.46.9. 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 Academy. In such cases, efforts will be made to protect the privacy of individuals.

Students and employees are encouraged to speak to Academy Responsible Parties to make reports of incidents. Students and employees have the right and can expect to have grievance reports taken seriously by the Academy.

8.46.10. National Resources

The below listed 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.

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

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)

8.47. 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 charge for each transcript; check the Tuition & Fee Schedule of this catalog.

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 identity verification purposes prior to processing any transcript requests. Academic honors will be noted on the transcript.

8.48. 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 pocketknives 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 dismissal.

8.49. Withdrawing from the Academy

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

Refunds, if applicable, may not be authorized without completion of the withdrawal form and are based on the Academy's pro-rated refund schedule which may be found in this catalog.

9. FACULTY

(* denotes Resident Faculty Member)

Marty Avant

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

Anthony Borgese

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

Fred Cromartie*

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

Michael Culpepper

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

Dexter Davis

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

Stan Drawdy

B.S. Francis Marion University
M.Ed. Francis Marion University
Ed. D. Nova Southeastern University

Erwei Dong

B.A. Liaoning Normal University
M.A. Tokyo Gakugei University
Ph.D. Pennsylvania State University

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B.Sc. Federal University of Rio de Janeiro (Brazil)
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Ed. D. Sports Management, United States Sports Academy

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M.Ed. Temple University
Ph.D. Temple University

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M.S. University of Richmond
J.D. University of the Pacific McGeorge School of Law
Ed. D. United States Sports Academy

Michele J Monaco

B.S. Lock Haven University
M.S. St. Thomas University
DSc. Rocky Mountain University of Health Professions

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
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B.M. University of Mississippi
M.M. University of Mississippi
M.L.I.S. University of Southern Mississippi
Ed. D. Nova Southeastern University

Donna Holly Park

M.S. Auburn University
M.E. University of South Alabama
B.S. Jacksonville State University

Owen Robertson

M.F.A. New Hampshire Institute of Art
B.A. St. Leo University
B.S. George Mason University

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M.S.S. United States Sports Academy
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B.S. University of Alabama
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B.S. Troy University
M.A. University of North Carolina
D.S.M. United States Sports Academy

Katrina Wahlstrom*

B.B.A. American Intercontinental University
M.B.A. North Park University
D.M. Colorado Technical University

Tomi Wahlström*

B.A. Hawaii Pacific University
M.A. Hawaii Pacific University
D.M. Colorado Technical University

M. Brian Wallace

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

10.M. ADDENDA: M.S.S.

- 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 Exercise Science Program of Study
- F. M.S.S. Sports Management-Sports Coaching Dual Major Program of Study
- G. M.S.S. Sports Management-Recreation Management Dual Major Program of Study
- H. M.S.S. Sports Management-Sports Exercise Science Dual Major Program of Study
- I. M.S.S. Sports Coaching-Recreation Management Dual Major Program of Study
- J. M.S.S. Sports Coaching-Sports Exercise Science Dual Major Program of Study
- K. M.S.S. Emphasis Courses Program of Study
- L. Writer's Guide for Personal Statement
- M. Thesis Proposal Approval Form
- N. Approval of Thesis Form
- O. M.S.S. Degree Program Recommendation Form
- P. Family Educational Rights & Privacy Act (FERPA) Recommendation Release Form
- Q. Family Educational Rights and Privacy Act (FERPA) Release of Records Form
- R. Family Educational Rights and Privacy Act (FERPA) Declaration Withhold Release of Directory Information
- S. Graduation Checklist for Master's Degree Students
- T. Request for Transcript Form
- U. Graduate Transfer Credit Evaluation Fee Form
- V. Change of Catalog Request Form
- W. Withdrawal Form
- X. Student Information Change Form (Personal)
- Y. Student Information Change Form (Academic)
- Z. Drop/Add Form
- AA. Americans with Disabilities Act (Students) with Application
- BB. Three Track Academic Option Form
- CC. Leave of Absence Policy and Request Form
- DD. Grade Appeal Procedure and Form
- EE. Request for Posthumous Degree

10.D. ADDENDA: Ed. D.

- A. Doctor of Education in Sports Management Program of Study (POS)
- B. Doctor of Education in Sports Management POS for Emphasis Courses
- C. Doctoral Degree Program Recommendation Form
- D. Family Education Rights & Privacy Act (FERPA) Recommendation Request Form
- E. FERPA Release of Records to Third Party Form
- F. FERPA Declaration Withhold Release of Directory Information
- G. Graduate Transfer Credit Evaluation Fee Form
- H. Cognate Courses Preapproval Form
- I. Doctoral Qualifying Essay Writer's Guide
- J. Dissertation Proposal Approval
- K. Dissertation Final Submission Approval Form
- L. Graduation Checklist for Doctoral Degree Candidates
- M. Request for Transcript Form
- N. Change of Catalog Request Form
- O. Withdrawal Form
- P. Student Information Change Form (Personal)
- Q. Student Information Change Form (Academic)
- R. Drop/Add Form
- S. Americans with Disabilities Act (Student) and Application
- T. Request for Leave of Absence Procedure and Form
- U. Grade Appeal Procedure and Form
- V. Request for Posthumous Degree
- W. Doctoral Dissertation Manual

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Addendum A
SPORTS MANAGEMENT
Master of Sports Science
Program of Study (33 hours)

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			
Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Internship Option, Thesis Option or Non-Thesis Option				
Students selecting the Internship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.				

<i>Sports Management Major Courses (15 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAM 542 Sports Business and Human Resource Management	3			
SAM 545 Sports Finance	3			
SAM 551 Public Relations in Sports	3			
SAM 582 Sports Facilities	3			
SAM 586 Sports Law and Risk Management	3			
<i>Internship Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
<i>Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
<i>Non-Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree	0			
Internship 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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

Addendum A
SPORTS MANAGEMENT
Master of Sports Science
FAST TRACK Program of Study (33 hours)

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561F Contemporary Issues in Sports	3			
SAM 543F Sports Administration	3			
SAM 544F 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: Internship Option, Thesis Option or Non-Thesis Option				
Students selecting the Internship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.				

<i>Sports Management Major Courses (15 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAM 542F Sports Business and Human Resource Management	3			
SAM 545F Sports Finance	3			
SAM 551F Public Relations in Sports	3			
SAM 582F Sports Facilities	3			
SAM 586F Sports Law and Risk Management	3			
<i>Internship Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
<i>Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575F Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
<i>Non-Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600F course	3			
An elective 500/600F course	3			
An elective 500/600F course	3			
<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree	0			
Internship 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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

Addendum B
SPORTS COACHING
Master of Sports Science
Program of Study (33 hours)

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
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: Internship Option, Thesis Option or Non-Thesis Option				
Students selecting the Internship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.				
<i>Sports Coaching Major Courses (15 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 568 Sports Psychology	3			
SAB 571 Sports Coaching Methodology	3			
SAR 525 Sports Strength & Conditioning	3			
SAD 546 Seminar in Sports Medicine	3			
One 500/600 elective course	3			
<i>Internship Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
<i>Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
<i>Non-Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree	0			
Internship 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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

Addendum B
SPORTS COACHING
Master of Sports Science
FAST TRACK Program of Study (33 hours)

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561F Contemporary Issues in Sports	3			
SAM 541F Sports Administration for Coaches	3			
SAM 544F 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: Internship Option, Thesis Option or Non-Thesis Option Students selecting the Internship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.				
<i>Sports Coaching Major Courses (15 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 568F Sports Psychology	3			
SAB 571F Sports Coaching Methodology	3			
SAR 525F Sports Strength & Conditioning	3			
SAD 546F Seminar in Sports Medicine	3			
One 500/600F elective course	3			
<i>Internship Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
<i>Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575F Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
<i>Non-Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600F course	3			
An elective 500/600F course	3			
An elective 500/600F course	3			
<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree	0			
Internship 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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

Addendum C
SPORTS STUDIES
Master of Sports Science
Program of Study (33 hours)

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			
Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Internship Option, Thesis Option or Non-Thesis Option				
Students selecting the Internship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.				
<i>Sports Studies Major Courses (15 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
<i>Internship Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
<i>Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
<i>Non-Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree	0			
Internship 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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

Addendum C
SPORTS STUDIES
Master of Sports Science
FAST TRACK Program of Study (33 hours)

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561F Contemporary Issues in Sports	3			
SAM 543F Sports Administration	3			
SAM 544F 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: Internship Option, Thesis Option or Non-Thesis Option				
Students selecting the Internship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.				
<i>Sports Studies Major Courses (15 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600F course	3			
An elective 500/600F course	3			
An elective 500/600F course	3			
An elective 500/600F course	3			
An elective 500/600F course	3			
<i>Internship Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
<i>Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575F Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
<i>Non-Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600F course	3			
An elective 500/600F course	3			
An elective 500/600F course	3			
<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree	0			
Internship 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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

RECREATION MANAGEMENT
Master of Sports Science
Program of Study (33 hours)

Name _____ Advisor _____

Address _____

Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			
<p style="text-align: center;">Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Internship Option, Thesis Option or Non-Thesis Option</p> <p style="text-align: center;">Students selecting the Internship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.</p>				
<i>Recreation Management Major Courses (15 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SELECT TWO OF THE FOLLOWING COURSES FOR SIX CREDIT HOURS:				
SAM 530 Food & Beverage Service Management,				
SAM 534 Membership and Marketing for Sports Clubs				
SAM 533 Sports Club Management				
SAM 550 Fundraising in Sports				
SAM 551 Public Relations in Sports				
THE FOLLOWING THREE COURSES ARE REQUIRED				
SAM 535 Introduction to Parks, Recreation, and Tourism	3			
SAM 538 Inclusive Recreation Services	3			
SAM 537 Recreation Programming and Administration	3			
<i>Internship Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
<i>Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
<i>Non-Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree	0			
Internship 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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

RECREATION MANAGEMENT
Master of Sports Science
FAST TRACK Program of Study (33 hours)

Name _____ Advisor _____

Address _____

Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561F Contemporary Issues in Sports	3			
SAM 543F Sports Administration	3			
SAM 544F Sports Marketing	3			
<p style="text-align: center;">Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Internship Option, Thesis Option or Non-Thesis Option</p> <p style="text-align: center;">Students selecting the Internship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.</p>				
<i>Recreation Management Major Courses (15 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SELECT TWO OF THE FOLLOWING COURSES FOR SIX CREDIT HOURS:				
SAM 530F Food & Beverage Service Management,				
SAM 534F Membership and Marketing for Sports Clubs				
SAM 533F Sports Club Management				
SAM 550F Fundraising in Sports				
SAM 55F1 Public Relations in Sports				
THE FOLLOWING THREE COURSES ARE REQUIRED				
SAM 535F Introduction to Parks, Recreation, and Tourism	3			
SAM 538F Inclusive Recreation Services	3			
SAM 537F Recreation Programming and Administration	3			
<i>Internship Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
<i>Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575F Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
<i>Non-Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600F course	3			
An elective 500/600F course	3			
An elective 500/600F course	3			
<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree	0			
Internship 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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

Addendum E (page 1 of 2)
SPORTS EXERCISE SCIENCE
Master of Sports Science
Program of Study (33 hours)

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			
Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Internship Option, Thesis Option or Non-Thesis Option				
Students selecting the Internship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.				

<i>Sports Exercise Science Major Courses (12 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAD 556 Issues in Nutrition and Health	3			
SAR 520 Exercise Physiology	3			
SAR 525 Sports Strength & Conditioning	3			
SAR 580 Exercise Testing & Prescription	3			

<i>Internship Option (12 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
For Sports Exercise Science students selecting the Internship 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			

<i>Thesis Option (12 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
For Sports Exercise Science 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 EXERCISE SCIENCE
Master of Sports Science
Program of Study (33 hours)

<i>Non-Thesis Option (12 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
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			

<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree	0			
Internship 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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

Addendum E (page 1 of 2)
SPORTS EXERCISE SCIENCE
Master of Sports Science
FAST TRACK Program of Study (33 hours)

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561F Contemporary Issues in Sports	3			
SAM 543F Sports Administration	3			
SAM 544F 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: Internship Option, Thesis Option or Non-Thesis Option				
Students selecting the Internship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.				

<i>Sports Exercise Science Major Courses (12 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAD 556F Issues in Nutrition and Health	3			
SAR 520F Exercise Physiology	3			
SAR 525F Sports Strength & Conditioning	3			
SAR 580F Exercise Testing & Prescription	3			

<i>Internship Option (12 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
For Sports Exercise Science students selecting the Internship Option, as the elective, student must choose one of the following courses: SAD 546F Seminar in Sports Medicine, SAB 566F Psychological Aspects of Health & Fitness Programming OR SAR 587F Management Strategies in Health & Fitness	3			

<i>Thesis Option (12 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
For Sports Exercise Science students selecting the Thesis Option, as the elective, student must choose one of the following courses: SAD 546F Seminar in Sports Medicine, SAB 566F Psychological Aspects of Health & Fitness Programming, OR SAR 587F Management Strategies in Health & Fitness	3			

Addendum E (page 2 of 2)
SPORTS EXERCISE SCIENCE
Master of Sports Science
FAST TRACK Program of Study (33 hours)

<i>Non-Thesis Option (12 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAD 546F Seminar in Sports Medicine	3			
SAB 566F Psychological Aspects of Health & Fitness Programming	3			
SAR 587F Management Strategies in Health & Fitness	3			
One 500/600F-level elective	3			

<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree	0			
Internship 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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

Addendum F
SPORTS MANAGEMENT/SPORTS COACHING
Dual Major Master of Sports Science
Program of Study (45 hours)

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
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: Internship Option, Thesis Option or Non-Thesis Option Students selecting the Internship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.				
<i>Sports Management Major Courses (15 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAM 542 Sports Business and Human Resource Management	3			
SAM 545 Sports Finance	3			
SAM 551 Public Relations in Sports	3			
SAM 582 Sports Facilities	3			
SAM 586 Sports Law and Risk Management	3			
<i>Sports Coaching Major Courses (12 credit hours)</i>				
SAB 568 Sports Psychology	3			
SAB 571 Sports Coaching Methodology	3			
SAR 525 Sports Strength & Conditioning	3			
SAD 546 Seminar in Sports Medicine	3			
<i>Internship Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
<i>Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
<i>Non-Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600 course	3			
An elective 500/600 course	3			
An elective 500/600 course	3			
<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree	0			
Internship and Non-Thesis Option: Comprehensive Examination	0			

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Addendum F
SPORTS MANAGEMENT/SPORTS COACHING
Dual Major Master of Sports Science
FAST TRACK Program of Study (45 hours)

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561F Contemporary Issues in Sports	3			
SAM 541F Sports Administration for Coaches	3			
SAM 544F 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: Internship Option, Thesis Option or Non-Thesis Option				
Students selecting the Internship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.				
<i>Sports Management Major Courses (15 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAM 542F Sports Business and Human Resource Management	3			
SAM 545F Sports Finance	3			
SAM 551F Public Relations in Sports	3			
SAM 582F Sports Facilities	3			
SAM 586F Sports Law and Risk Management	3			
<i>Sports Coaching Major Courses (12 credit hours)</i>				
SAB 568F Sports Psychology	3			
SAB 571F Sports Coaching Methodology	3			
SAR 525F Sports Strength & Conditioning	3			
SAD 546F Seminar in Sports Medicine	3			
<i>Internship Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
<i>Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575F Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
<i>Non-Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
An elective 500/600F course	3			
An elective 500/600F course	3			
An elective 500/600F course	3			
<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree	0			
Internship 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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

Addendum G
SPORTS MANAGEMENT/RECREATION MANAGEMENT
Dual Major Master of Sports Science
Program of Study (45 hours)

Name _____ Advisor _____

Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
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.				
<i>Sports Management Major Courses (required) (15 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAM 542 Sports Business and Human Resource Management	3			
SAM 545 Sports Finance	3			
SAM 551 Public Relations in Sports	3			
SAM 582 Sports Facilities	3			
SAM 586 Sports Law and Risk Management	3			
<i>Recreation Management Major Courses (required) (9 credit hours)</i>				
SAM 535 Introduction to Parks, Recreation, and Tourism	3			
SAM 538 Inclusive Recreation Services	3			
SAM 537 Recreation Programming and Administration	3			
<i>Recreation Management Major Course (required)– select <u>one</u> of the following three courses for 3 credit hours</i>				
SAM 530 Food & Beverage Service Management	3			
SAM 534 Membership and Marketing for Sports Clubs	3			
SAM 550 Fundraising in Sports	3			
<i>Internship Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree	0			
Internship 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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

Addendum G
SPORTS MANAGEMENT/RECREATION MANAGEMENT
Dual Major Master of Sports Science
FAST TRACK Program of Study (45 hours)

Name _____ Advisor _____

Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561F Contemporary Issues in Sports	3			
SAM 541F Sports Administration for Coaches	3			
SAM 544F 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.				
<i>Sports Management Major Courses (required) (15 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAM 542F Sports Business and Human Resource Management	3			
SAM 545F Sports Finance	3			
SAM 551F Public Relations in Sports	3			
SAM 582F Sports Facilities	3			
SAM 586F Sports Law and Risk Management	3			
<i>Recreation Management Major Courses (required) (9 credit hours)</i>				
SAM 535F Introduction to Parks, Recreation, and Tourism	3			
SAM 538F Inclusive Recreation Services	3			
SAM 537F Recreation Programming and Administration	3			
<i>Recreation Management Major Course (required)– select <u>one</u> of the following three courses for 3 credit hours</i>				
SAM 530F Food & Beverage Service Management	3			
SAM 534F Membership and Marketing for Sports Clubs	3			
SAM 550F Fundraising in Sports	3			
<i>Internship Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree	0			
Internship 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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

Addendum H

SPORTS MANAGEMENT/SPORTS EXERCISE SCIENCE Dual Major Master of Sports Science – Program of Study (45 hours)

Name _____ Advisor _____
Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561 Contemporary Issues in Sports	3			
SAM 543 Sports Administration	3			
SAM 544 Sports Marketing	3			
Before completion of their Core Courses, students must complete the Three Track Academic Option form and select the academic track they intend to follow: Internship Option, Thesis Option or Non-Thesis Option				
Students selecting the Internship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.				
<i>Sports Management Major Courses – required (15 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAM 542 Sports Business and Human Resource Management	3			
SAM 545 Sports Finance	3			
SAM 551 Public Relations in Sports	3			
SAM 582 Sports Facilities	3			
SAM 586 Sports Law and Risk Management	3			
<i>Sports Exercise Science Major Courses – required (12 credit hours)</i>				
SAD 556 Issues in Nutrition and Health	3			
SAR 520 Exercise Physiology	3			
SAR 525 Sports Strength & Conditioning	3			
SAR 580 Exercise Testing & Prescription	3			
<i>Internship Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
<i>Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
<i>Non-Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAD 546 Seminar in Sports Medicine	3			
SAB 566 Psychological Aspects of Health & Fitness Programming	3			
SAR 587 Management Strategies in Health & Fitness	3			
<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree	0			
Internship 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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

Addendum H
SPORTS MANAGEMENT/SPORTS EXERCISE SCIENCE
Dual Major Master of Sports Science
FAST TRACK Program of Study (45 hours)

Name _____ Advisor _____
 Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 56F1 Contemporary Issues in Sports	3			
SAM 543F Sports Administration	3			
SAM 544F 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: Internship Option, Thesis Option or Non-Thesis Option				
Students selecting the Internship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.				
<i>Sports Management Major Courses – required (15 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAM 542F Sports Business and Human Resource Management	3			
SAM 545F Sports Finance	3			
SAM 551F Public Relations in Sports	3			
SAM 582F Sports Facilities	3			
SAM 586F Sports Law and Risk Management	3			
<i>Sports Exercise Science Major Courses – required (12 credit hours)</i>				
SAD 556F Issues in Nutrition and Health	3			
SAR 520F Exercise Physiology	3			
SAR 525F Sports Strength & Conditioning	3			
SAR 580F Exercise Testing & Prescription	3			
<i>Internship Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
<i>Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575F Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
<i>Non-Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAD 546F Seminar in Sports Medicine	3			
SAB 566F Psychological Aspects of Health & Fitness Programming	3			
SAR 587F Management Strategies in Health & Fitness	3			
<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree	0			
Internship 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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

Addendum I
SPORTS COACHING/RECREATION MANAGEMENT
Dual Major Master of Sports Science
Program of Study (45 hours)

Name _____ Advisor _____

Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
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:

Internship Option, Thesis Option or Non-Thesis Option

<i>Sports Coaching Major Courses (required) (15 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 568 Sports Psychology	3			
SAB 571 Sports Coaching Methodology	3			
SAR 525 Sports Strength & Conditioning*	3			
SAD 546 Seminar in Sports Medicine	3			
<i>Recreation Management (required) (9 credit hours)</i>				
SAM 535 Introduction to Parks, Recreation, and Tourism	3			
SAM 538 Inclusive Recreation Services	3			
SAM 537 Recreation Programming and Administration	3			
<i>Recreation Management (select two of the following for 6 credit hours)</i>				
SAM 530 Food & Beverage Service Management	3			
SAM 534 Membership and Marketing for Sports Clubs	3			
SAM 550 Fundraising in Sports	3			
SAM 551 Public Relations in Sports	3			
<i>Internship Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
<i>Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
<i>Non-Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAD 546 Seminar in Sports Medicine	3			

SAB 566 Psychological Aspects of Health & Fitness Programming	3			
SAR 587 Management Strategies in Health & Fitness	3			
<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

Addendum I
SPORTS COACHING/RECREATION MANAGEMENT
Dual Major Master of Sports Science
FASTTRACK Program of Study (45 hours)

Name _____ Advisor _____

Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561F Contemporary Issues in Sports	3			
SAM 541F Sports Administration for Coaches	3			
SAM 544F 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:

Internship Option, Thesis Option or Non-Thesis Option

<i>Sports Coaching Major Courses (required) (15 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 568F Sports Psychology	3			
SAB 571F Sports Coaching Methodology	3			
SAR 525F Sports Strength & Conditioning*	3			
SAD 546F Seminar in Sports Medicine	3			
<i>Recreation Management (required) (9 credit hours)</i>				
SAM 535F Introduction to Parks, Recreation, and Tourism	3			
SAM 538F Inclusive Recreation Services	3			
SAM 537F Recreation Programming and Administration	3			
<i>Recreation Management (select two of the following for 6 credit hours)</i>				
SAM 530F Food & Beverage Service Management	3			
SAM 534F Membership and Marketing for Sports Clubs	3			
SAM 550F Fundraising in Sports	3			
SAM 551 Public Relations in Sports	3			
<i>Internship Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 598 Internship	9			
<i>Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575F Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
<i>Non-Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAD 546F Seminar in Sports Medicine	3			

SAB 566F Psychological Aspects of Health & Fitness Programming	3			
SAR 587F Management Strategies in Health & Fitness	3			
<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

Addendum J (page 1 of 2)
SPORTS COACHING/SPORTS EXERCISE SCIENCE
Dual Major Master of Sports Science
Program of Study (42 hours)

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
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:
 Internship Option, Thesis Option or Non-Thesis Option**

Students selecting the Internship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.

<i>Sports Coaching Major Courses (Dual Major required total: 21 hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 568 Sports Psychology	3			
SAB 571 Sports Coaching Methodology	3			
SAR 525 Sports Strength & Conditioning*	3			
SAD 546 Seminar in Sports Medicine	3			
<i>Sports Exercise Science Major Courses</i>				
SAD 556 Issues in Nutrition and Health	3			
SAR 520 Exercise Physiology	3			
SAR 525 Sports Strength & Conditioning*	3			
SAR 580 Exercise Testing & Prescription	3			

***Student needs only to take SAR 525 once to satisfy both dual major course requirements.**

<i>Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575 Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
<i>Non-Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAD 546 Seminar in Sports Medicine	3			
SAB 566 Psychological Aspects of Health & Fitness Programming	3			
SAR 587 Management Strategies in Health & Fitness	3			
<i>Internship Option (9 credit hours)</i>				
SPT 598 Internship	9			
Students enrolled in the Internship Option must select one of the following elective courses for 3 credit hours: SAB 566 Psychological Aspects of Health & Fitness Programming, OR SAR 587 Management Strategies in Health & Fitness	3			

<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree	0			
Internship Option (12 credit hours)	Credit Hours	Hours	Semester	Grade

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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

Addendum J (page 1 of 2)
SPORTS COACHING/SPORTS EXERCISE SCIENCE
Dual Major Master of Sports Science
FAST TRACK Program of Study (42 hours)

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

<i>M.S.S. Core Courses (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 561F Contemporary Issues in Sports	3			
SAM 541F Sports Administration for Coaches	3			
SAM 544F 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:
 Internship Option, Thesis Option or Non-Thesis Option**

Students selecting the Internship or the Non-Thesis Option must take the Master's Degree Comprehensive Examination at the end of their program of study.

<i>Sports Coaching Major Courses (Dual Major required total: 21 hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 568F Sports Psychology	3			
SAB 571F Sports Coaching Methodology	3			
SAR 525F Sports Strength & Conditioning*	3			
SAD 546F Seminar in Sports Medicine	3			
<i>Sports Exercise Science Major Courses</i>				
SAD 556F Issues in Nutrition and Health	3			
SAR 520F Exercise Physiology	3			
SAR 525F Sports Strength & Conditioning*	3			
SAR 580F Exercise Testing & Prescription	3			

***Student needs only to take SAR 525 once to satisfy both dual major course requirements.**

<i>Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAR 575F Professional Writing and Applied Research	3			
SPT 599 Thesis	6			
<i>Non-Thesis Option (9 credit hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAD 546F Seminar in Sports Medicine	3			
SAB 566F Psychological Aspects of Health & Fitness Programming	3			
SAR 587F Management Strategies in Health & Fitness	3			
<i>Internship Option (9 credit hours)</i>				
SPT 598 Internship	9			
Students enrolled in the Internship Option must select one of the following elective courses for 3 credit hours: SAB 566 Psychological Aspects of Health & Fitness Programming, OR SAR 587 Management Strategies in Health & Fitness	3			
<i>End of Course Requirements:</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Thesis Option: Master's Degree Portfolio	0			

Internship Option (12 credit hours)	Credit Hours	Hours	Semester	Grade
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Addendum K
MASTER OF SPORTS SCIENCE
Program of Study for All Majors with Emphasis Courses
NCAA Compliance, Personal Training, Recreation Management,
Sports Hospitality, Sports Psychology & Esports Management

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. 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: _____

<i>A. Emphasis in Personal Training *</i>	Credit Hours	Hours	Semester	Grade
SAR 526 Personal Training	3			
SAD 556 Issues in Nutrition and Health*	3			
SAR 587 Management Strategies in Health and Fitness	3			
<i>B. Emphasis in NCAA Compliance</i>	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			
<i>C. Emphasis in Sports Psychology</i>	Credit Hours	Hours	Semester	Grade
SAB 566 Psychological Aspects of Health & Fitness	3			
SAB 657 Psychology of Elite Performance	3			
SAB 659 Group Dynamics in Sports and Exercise	3			
<i>D. Emphasis in Recreation Management</i>	Credit Hours	Hours	Semester	Grade
SAM 535 Introduction to Parks, Recreation, and Tourism	3			
SAM 537 Recreation Programming & Administration	3			
SAM 538 Inclusive Recreation Services	3			
<i>E. Emphasis in Sports Hospitality Management</i>	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			
<i>F. Emphasis in Esports Management</i>	Credit Hours	Hours	Semester	Grade
SET 570 Esports: A Global Phenomenon	3			
SET 572 Esports Administration	3			
SET 573 Esports Facilities and Event Management	3			

*Exercise Science majors and H&F 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.

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. Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee

Addendum K
MASTER OF SPORTS SCIENCE
FAST TRACK Program of Study for All Majors with Emphasis Courses
NCAA Compliance, Personal Training, Recreation Management,
Sports Hospitality, Sports Psychology & Esports Management

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. 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: _____

<i>A. Emphasis in Personal Training *</i>	Credit Hours	Hours	Semester	Grade
SAR 526F Personal Training	3			
SAD 556F Issues in Nutrition and Health*	3			
SAR 587F Management Strategies in Health and Fitness	3			
<i>B. Emphasis in NCAA Compliance</i>	Credit Hours	Hours	Semester	Grade
SAM 523F NCAA Compliance	3			
SAM 524F NCAA Rules and Procedures	3			
SAM 592F Introduction to the Business of Sports Agents	3			
<i>C. Emphasis in Sports Psychology</i>	Credit Hours	Hours	Semester	Grade
SAB 566F Psychological Aspects of Health & Fitness	3			
SAB 657F Psychology of Elite Performance	3			
SAB 659F Group Dynamics in Sports and Exercise	3			
<i>D. Emphasis in Recreation Management</i>	Credit Hours	Hours	Semester	Grade
SAM 535F Introduction to Parks, Recreation, and Tourism	3			
SAM 537F Recreation Programming & Administration	3			
SAM 538F Inclusive Recreation Services	3			
<i>E. Emphasis in Sports Hospitality Management</i>	Credit Hours	Hours	Semester	Grade
SAM 530F Food & Beverage Service Management	3			
SAM 534F Membership and Marketing for Sport Clubs	3			
SAM 533F Sports Club Management	3			
<i>F. Emphasis in Esports Management</i>	Credit Hours	Hours	Semester	Grade
SET 570F Esports: A Global Phenomenon	3			
SET 572F Esports Administration	3			
SET 573F Esports Facilities and Event Management	3			

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

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ADDENDUM L

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:

- the applicant's autobiography
- the applicant's career plans
- 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)

1 September 2021

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 prepared 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 the following page for rubric assessment.

RUBRIC – MSS PERSONAL STATEMENT (page 1 of 2)

CRITERION	COMMENTS	SCORE
BEGINNING OF THE PERSONAL STATEMENT (INTRODUCTION)		
Exceptional Level 4	<ul style="list-style-type: none"> ▪ 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 master's degree) 	
Proficient Level 3	<ul style="list-style-type: none"> ▪ 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 master's degree) 	
Adequate Level 2	<ul style="list-style-type: none"> ▪ 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 pursuing the master's degree) 	
Weak Level 1	<ul style="list-style-type: none"> ▪ 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 master's degree) 	
Score Earned: Introduction		
MIDDLE OF THE PERSONAL STATEMENT (BODY)		
Exceptional Level 4	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ an adequate summary of much of the essay that reiterates the thesis or suggests some implication of the argument 	
Weak Level 1	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ most sentences are proficient: grammatical, clear, properly punctuated, and usually concise ▪ a variety of sentence structures is evident 	
Adequate Level 2	<ul style="list-style-type: none"> ▪ sentences include occasional grammatical and/or punctuation errors but remain adequately clear ▪ some variation of sentence structure 	
Weak Level 1	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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 M
THESIS PROPOSAL APPROVAL
MASTER OF SPORTS SCIENCE DEGREE

Student Name _____ Date _____
Please Print Month/Day/Year

Proposed Title (should be 12 words or less):

Thesis Fee Submitted

Thesis Committee

Committee chair

Email address and Phone Number

Name (Please print)

Committee Member (First Reader)

Email address and Phone Number

Approvals:

Committee chair

Name (Please print)

Signature

Chief Academic Officer

Name (Please print)

Signature

Check Appropriate Action

Approved

Approved Conditionally

Not Approved

Copies Given To (check when completed)

Committee Chair

Registrar

Student File

Academic Affairs

****STUDENT TO SEND FORM TO THESIS COMMITTEE CHAIR****



Addendum N
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 P (page 1 of 2)

MASTER'S DEGREE PROGRAM RECOMMENDATION FORM

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

Plan of Study: Intended Enrollment _____ Major: Sports Coaching _____
 (Semester) (Year) Sports Management _____
 Sports Studies _____
 Sports Exercise Science _____
 Recreation Management _____

Please return this form to: Division of Student Services, United States Sports Academy, One Academy Drive, Daphne, AL 36526 or fax to: 251-625-1035

Section I

(This section is to be completed by the student. Please print or type)

Name: _____

Last	First	Middle
------	-------	--------

Address:		
Street or Box No.	City	State & Zip Code

Telephone: Home () _____ Work () _____

Institution Granting Undergraduate Degree: _____

Section II

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

Please rank the above applicant on the following characteristics:

	Excellent	Good	Fair	Poor	N/A
Scholarship					
Perseverance					
Experiment or research skills					
Creativity					
Resourcefulness					
Leadership					
Integrity					

Addendum P (page 2 of 2)

Do you recommend the applicant for admission to graduate study at the Academy? Yes _____ No _____

How long and how well have you known this applicant?

Additional Comments: _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Name (Print or Type): _____ Title: _____

Organization: _____ Address: _____

City: _____ State: _____ Postal Code: _____

Signature: _____ Date: _____



Addendum Q
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 your letters of recommendation 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 letterhead. 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 left 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:

Print Name _____

Signature _____

Print Title _____ Phone _____

Date _____

Email Address _____



Addendum P
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. (USSA, One Academy Drive, Daphne, AL 36526)

State of _____ County of _____ Signed before me this _____ day of _____ 20____

My commission expires _____

Signature (FERPA Release 5/2007)



Addendum Q (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 or mail).
- 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 Registrar's Use Only:

Date Received:	
Date Block Added:	
• Directory = N	
• Restriction=FERPA	
Date Block Removed	
• Directory=Y	
• FERPA Restriction Ended	

Addendum Q (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 (FERPA), as amended, 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
Mailing address: USSA, One Academy Drive, Daphne, AL 36526



Addendum S

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.
(Students must apply for graduation within one year of the completion date of their last academic course.)
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 <https://studentaid.gov/> (For financial aid recipients only).
6. Graduates will receive one complimentary official transcript.
7. Students will receive their diplomas 6-8 weeks after conferral.
8. 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 T

REQUEST FOR TRANSCRIPT FORM

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

Name: _____ Home Phone: (____) ____ - _____
 Cell Phone: (____) ____ - _____ Email Address: _____
 Social Security Number (Optional) OR USSA Student ID #: _____

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*”) (If you select Fed Ex as the delivery option, please provide FULL street address as Fed Ex does not deliver to Post Office boxes.)

POLICIES GOVERNING TRANSCRIPTS OF RECORD

There is a \$10.00 charge for each transcript (official and/or unofficial).

In addition to the \$10 charge, if you wish to receive your transcript by Fed Ex delivery instead of U.S. mail, please select one of the following options: Fed Ex Overnight Delivery: _____ Fed Ex 2-day Delivery: _____ (and refer to Section 6-Tuition and Fees for current Fed Ex charges to be paid by you)

Transcript requests are processed as rapidly as possible, in order of receipt of application. Requests should be made well in advance of need. Transcripts will not be issued for a student whose financial obligations to the Academy have not been satisfied.

There are two types of transcripts. Please check which type is required:

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

SEND TRANSCRIPT REQUEST BY MAIL, EMAIL or FAX

Email: registrar@ussa.edu; Fax: 251-625-1035

Mail: United States Sports Academy, ATTN: registrar, 1 Academy Drive, Daphne, AL 36526

Payment Method (check box)

Check/Money Order ☐ OR Debit/Credit Card ☐

Circle Credit Card Type: Visa M/C DISC Expiration Date: _____

Credit Card Number: _____

Credit Card Expiration Date: _____ CVV Code _____ Billing Zip Code _____

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



Addendum U

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: _____ - _____ **CVV Code** _____ **Billing Zip Code** _____

Approved By:

Chief Academic Officer or Designee

Date



Addendum V

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 a student's need to know graduation requirements and associated policies. The catalog that sets out a student's degree requirements will be based on the term in which he/she first registers for courses; it is not based on the date of acceptance. Students entering under one catalog will be expected to graduate under the guidelines of that catalog.

If, however, for whatever reason a student wishes to change catalogs, this can be done through the Dean of Student Services by using this Change of Catalog request form.

If a student changes catalogs, the student is responsible for all the graduation requirements in the new catalog. A student may change catalogs only once during his/her academic program. The Academy reserves the right to deny a student's catalog change request upon review.

Date: _____

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 _____

I _____ officially request to change to the _____ (academic year) catalog.
(Print Student's Name)

After review of my request, I understand that I will be notified via my Academy e-mail account. I understand that when my request is approved I must contact my academic advisor to discuss which courses I need to enroll in to complete my degree requirements. I understand that I am responsible for all graduation requirements in this new catalog.

Student Signature: _____

To be processed by Division of Student Services:

Date Received: _____

Approved _____ Denied _____

If denied, reason for denial: _____

Signature of Registrar: _____



Addendum W

WITHDRAWAL FORM

Date: _____

Please Check One: I am withdrawing from a course _____

I am withdrawing from the institution _____

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 Office of Financial Aid (financialaid@ussa.edu) prior to withdrawing for financial aid fund calculations (Return of Title IV funds).

Dept./Course Number	Title	Hours	Grade

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

For Withdrawal from Internship ONLY:

- | | |
|--|--|
| <input type="checkbox"/> Through the first five days after registration = 100% | <input type="checkbox"/> Through the first 25 days after registration = 95% |
| <input type="checkbox"/> Through the first 60 days after registration = 50% | <input type="checkbox"/> Through the first 125 days after registration = 25% |
| <input type="checkbox"/> 126 days after registration = No refund | |

Send completed form to: registrar@ussa.edu or fax to (251)625-1035.

Student Signature: _____

Registrar Signature: _____

cc: Student Academic Advisor

**Addendum X**

STUDENT INFORMATION CHANGE (Personal)

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, e.g., Driver's License, Marriage License, etc.)**

Name changed to: _____

Attached documentation: _____

Social Security Number Change (Documentation must accompany this form)

Change Social Security Number to: _____ - _____ - _____

Attached documentation: _____

Address Change_____
Street Name and Number, RFD, or Post Office Box_____
City_____
State_____
Zip Code

Change email address to: _____

Telephone Number ChangeNew number: (_____) _____ - _____
Area Code Telephone Number**Student Signature:** _____ **Date Submitted:** _____**Submit completed form:**

- by email: billing@ussa.edu
- by fax: (251)625-1035
- by mail: USSA, 1 Academy Drive, Daphne, AL 36526

**Addendum Y****STUDENT INFORMATION CHANGE (Academic - MSS)**

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

Student ID Number or Social Security Number _____

Degree Level: _____

Advisor Name _____

COMPLETE ONLY APPLICABLE SECTION**1. CHANGE OF MAJOR**

Change Major from: _____

Change Major to: _____

2. EMPHASIS CHANGE

Change Emphasis from: _____

Change Emphasis to: _____

3. CHANGE OF DELIVERY PROGRAM (LifeStyle – FastTrack (select one))

Change from FastTrack to LifeStyle _____

Change from LifeStyle to FastTrack _____

Signature: _____

Date Submitted: _____

Submit completed form to: registrar@ussa.edu; fax to (251)625-1035;
or mail to USSA, 1 Academy Drive, Daphne, AL 36526



Addendum Z 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 applicable: ___ 1-7 days = 100% ___ 8-18 = 90% ___ 19-29 = 50% ___ 30-38 = 25%
******After 38 days, a withdrawal form is required******

Printed Name: _____ **Student ID:** _____

Street Address: _____ **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

STUDENT SIGNATURE: _____ **Date:** _____

REGISTRAR: _____ **Effective date:** _____

Please submit completed form to: Registrar, Division of Student Services, One Academy Drive, Daphne, AL 36526;
 fax to: 251/625-1035; or email: registrar@ussa.edu



Addendum AA

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 Academy strives to provide accessibility for online courses for all students. The Academy is committed to ensuring individuals with disabilities the ability to independently acquire the same information as students without disabilities.

The Academy is committed to:

- Review presented documentation of disabilities
- Determine appropriate eligibility for disability and provide needed services per submitted documentation
- Determine and provide reasonable accommodations
- Provide necessary support to all students

It is the student's responsibility to request accommodations for a disability and should request accommodations as soon as possible following the discovery of a qualifying condition.

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.

Confidentiality

The Academy is committed to ensuring that all information regarding students is confidentially maintained as required or as permitted by law. Disability information collected for the benefit of any student does not become part of the student's academic record, nor does disability information collected for the benefit of the student become a part of any public document. Information in files will not be released without a student's written permission except in circumstances mandated by federal or state law.

***All documentation submitted by the student for the ADA file will be stored in a separate locked file cabinet in the file room maintained by the Registrar. These files will be maintained until the student graduates or becomes inactive. Files will be destroyed (shredded) 3 years after the student graduates or becomes inactive. Files will be destroyed by the ADA representative or the Registrar.**

Documentation of Disability (Students)

The Academy Registrar assists students with disabilities in receiving accommodations. The first step in receiving academic accommodations is to complete and submit to the Registrar the Academy Disability Self

Identification Application/Petition to Recognize a Qualifying Condition with appropriate documentation. 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 Academy to be able to determine whether reasonable accommodations can be designed and what those accommodations can be, the institution requires detailed information about the impact of the disability.

Who Can Provide Verifying Documentation?

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 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.) Requests for accommodations are to be made in advance, prior to enrolling in a class, to allow adequate time to coordinate needed services. If services are needed, it is best to request services as soon as a disability becomes known. All students must meet the same academic standards for admission established by the Academy. Faculty may be consulted to assist in determining which academic requirements are essential or fundamental to a major course of study. Such requirements will not be modified, nor will the standards by which a student/employee is graded or evaluated be altered.
2. Documentation for eligibility should be current, within the last three years. 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. The office serving students with disabilities makes the determination of whether the student is eligible for accommodations under the ADA. The office serving students with disabilities and the student will then discuss what assistance is needed and, if requested, will provide information to relevant faculty members, information technology personnel, and/or the academic unit indicating the nature of the accommodation required. Common examples of reasonable academic adjustments include but are not limited to extension of time for tests, priority registration, etc.
7. The office serving students with disabilities will fully document in the student's file the date of the request for program modifications, the nature of each request and any supporting

documentation, the reason(s) for approval or denial, and the interactive process that occurred between the university and the student.

8. The academic unit will consider whether the requested program modification constitutes a fundamental alteration to the academic program, which includes lowering its academic standards or compromising the rigor of the program.
9. The Registrar will notify the student in writing that the request for an academic program modification has been approved or denied in a timely manner and, if denied, the reason(s) for the denial.
10. All documentation is confidential and should be submitted to:
United States Sports Academy
Attention: Registrar
One Academy Drive
Daphne, AL 36526
11. Upon receipt of the application and diagnostic documentation, the Registrar will review, evaluate, and notify students of a decision. Please allow 14 working days for a decision.

**Addendum AA (continued)****AMERICANS WITH DISABILITIES ACT (ADA) APPLICATION**

Please submit completed application form to the OFFICE OF THE REGISTRAR for approval (registrar@ussa.edu)

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, One 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: _____ <i>Name (please print)</i>	 _____ <i>Signature</i>	 _____ <i>Date</i>
Dean/Director of Student Services: _____ <i>Name (please print)</i>	 _____ <i>Signature</i>	 _____ <i>Date</i>
Chief Academic Officer: _____ <i>Name (please print)</i>	 _____ <i>Signature</i>	 _____ <i>Date</i>

**Addendum BB****The United States Sports Academy
Three-Track Academic Option Form****Student Name** (Please Print):

First _____ Middle _____ Last _____

Phone: _____

Email: _____

Three-Track Option
(Select Only One Option)

- Non-Thesis
- Thesis
- Internship

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). Submit to registrar@ussa.edu. 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 (registrar@ussa.edu)



Addendum CC

LEAVE OF ABSENCE POLICY AND REQUEST FORM

The Academy recognizes that from time to time circumstances might compel students in the College to interrupt their enrollment. These breaks in enrollment are formally recognized as leaves of absence (LOA). A leave of absence might be voluntary or involuntary, might occur while a student is in good standing or on academic probation, and might be associated with a medical condition. Students planning any leave should promptly consult with their Academic Adviser regarding the LOA. See Requesting a Leave of Absence or Withdrawal.

No academic activities may be conducted during leave and this leave may not be used to avoid payment of tuition. Academic leaves of absence are typically limited to one year except for military service. Students requiring additional terms of leave beyond the one year must complete a new Leave of Absence Application. No more than two years of leave may be granted. The period is regarded as an approved break in study that acts as a pause for continuous enrollment requirements and statute of limitations purposes only.

Students may take a leave for a variety of reasons including:

- Medical Reasons: **Required Documentation:** Recommendation by a Licensed Health Professional
- Family Necessity or Dependent Care: **Required Documentation:** Basic information about the family member or dependent
- Military Service: **Required Documentation:** Induction or authorization for active duty (refer to Policy 8.41.3 of the Academic Course Catalog)
- Personal Reasons: **Required Documentation:** Written Explanation, letter form.

Requesting the Leave

- Students are encouraged to request a leave of absence before the beginning of the semester in question. Leaves requested after the beginning of the semester may be denied. If a student is granted a leave **after enrolling in courses during the semester** in question, the normal drop and withdrawal deadlines apply.
- Students begin their request for a leave of absence by speaking with their academic advisor to discuss their reason for taking the leave and their plans for the time away from the Academy.
- The student then submits a written request for the leave **through their academic advisor**. After review, the Provost and/or Registrar will notify the student of their decision to approve or deny the request.
- Students will be required to get prior approval from the Provost and Registrar, for courses taken outside of the Academy while **on academic leave if it is their intent to transfer them to the Academy to meet degree requirements. This is to insure proper review that the number of credits being transferred does not exceed the allowable limits and that the course taken will, in fact, satisfy academic requirements for the degree.**
- Probation and dismissal proceedings will not be affected by the requested leave of absence. Students who have requested a leave of absence for a given semester may still be placed on probation or dismissed from the Academy if their **academic record warrants** such action.
- Students who are granted a leave of absence during the first week of classes (first 7 days) will receive a full refund and will not receive a "W" on their transcripts. Students who drop their classes AFTER

the first week (Day 8), will receive the notation of W (withdrawal) after each course on their transcript. (Refer to Policy 7.1.3 Academic Course Catalog)

- **Students who are granted a leave of absence after enrolling in courses during the semester will receive a refund of tuition in accordance with the applicable policy in the catalog (Refer to Section 8, Refund and Withdrawal Policy in this catalog.)**

Students planning to request a leave of absence must pay a \$100.00 application fee, file an application, which is **signed by the Academic Advisor, approved by Chief Academic Officer and filed by the Registrar.** Prior to resuming the degree program, students on leave of absence must notify the **Academic Advisor who will advise the Chief Academic Officer, and the Registrar.**

Financial Aid

Students should notify the Financial Aid Office of their intent to leave the Academy if they are receiving any type of aid. A portion of any refund is returned to the sources of aid in accordance with federal regulations. Students must be free of all financial and administrative holds on their student record before resuming their study and registering for classes. In addition, students receiving financial aid must also consult with a financial aid counselor, prior to submitting a Leave of Absence Form to ensure understanding of the financial consequences of a temporary leave of absence.

Loans

Students must notify all lenders of their intent to leave the Academy and request exit information through the Financial Aid Office. Students are cautioned to consider carefully the affect a LOA will have on their loan status; lenders may count the leave period as part of the total grace period. The Academy provides enrollment status to the National Student Loan Clearinghouse. Students who receive loan disbursements directly may be required to repay portions of their loans.



REQUEST FOR LEAVE OF ABSENCE FORM

Leave of absence duration: A leave of absence will be granted for a maximum of one year. A student can request an extension for his or her leave, however the request for an extension will not be for more than one year beyond the original date requested. Students who do not return by the date noted on their approved LOA form, and who are not granted an approve extension, will be required to apply for re-admission to the Academy.

Fee refund schedule: Students who request a leave of absence, while enrolled in a course, are subject to the established fee refund schedule found in the Refund Policy in this catalog. Students must follow normal procedures for withdrawing from a course.

Course withdrawal: If you are enrolled in the current term, and want your leave of absence to begin immediately, please follow the procedure to drop a course or withdraw from a course. Students who request a leave of absence in the middle of a term are subject to the established withdrawal deadlines. Contact information, including mailing address, phone number, and email address, must be updated with the registrar.

Part I: Student Information. Student must complete:

Name _____ Student ID
Number _____

Requested leave of absence duration (maximum of one year)

From: Term _____ Year _____ To: Term _____
Year _____

Student degree program: (please check one)

- Bachelor of Sports Science _____
- Master of Sports Science _____
- Doctor of Education in Sports Management _____

Are you receiving financial aid or scholarships? Yes _____ No _____

- If yes, then contact the Financial Aid counselor. (Date of contact: _____)

Is there a balance due on your student account? Yes _____ No _____

- If yes, then contact the Billing Office to resolve your account. (Date of contact: _____)

Student Signature _____ Date _____

(Please attach your personal statement and documentation as to why you requesting a leave of absence and send this form to the Registrar, registrar@ussa.edu or fax: 251-625-1035, ATTN: Registrar)

**Part II: For Office Use Only:
Approval signatures required:**

Financial Aid Counselor _____ Date _____

Billing Coordinator _____ Date _____

Academic Advisor _____ Date _____

Chief Academic Officer _____ Date _____

(Form returned to Registrar, student notified and requested to submit Withdrawal Form if needed)

**Part III: For Office Use Only:
Registrar to complete:**

LOA approved _____ Denied (reason for denial) _____

Date student notified: _____ Date advisor notified: _____

Length of time approved: _____

Expected date of return: _____

Registrar signature _____ Date _____



Addendum DD

GRADE APPEAL PROCEDURES AND FORM

The purpose of the grade appeal procedure is to allow the student an opportunity to appeal a course assignment grade and a final course grade which the student feels was inequitably awarded. A grade appeal will not be considered if the reason for the appeal is that a student is generally dissatisfied with a grade or that the student disagrees with a faculty member's professional judgment of the student's performance. Grounds for a grade appeal are outlined in Step 2.

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 assignment submission or, in the case of an appeal of the final course grade, a review of the entire body of work in the course in which the grade is being appealed. 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 of record 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 (if needed) to the registrar.

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 Program Chair within seven calendar days following assignment of the disputed assignment grade or 14 days following assignment of the final course grade. (See Grade Appeal Request Form).

Students must provide a reason for the appeal (and supporting documents, if necessary). Reasons may include:

- Inconsistency between practice in the course and the course syllabus
- Inconsistency with a grading rubric
- Grade miscalculation
- Error in grade reporting
- Grade assignments based on something other than course performance.

Step 3

The Program Chair will review the appeal request, the assignment submission in question (or entire course work), supporting documentation and determine whether to approve or deny the appeal. The instructor of record will be given the opportunity to address the appeal as well.

The Program Chair will notify the student, and instructor of record, of his/her decision within seven days of receiving the request for appeal. This decision will be submitted, in writing, to the student, instructor, and will be sent to the Department of Student Services to be added to the student's record. If the appeal is approved, and the final grade is changed, the instructor of record will be requested to do so.

If the appeal is denied, the student may submit a written request for a formal review by the Chief Academic Officer.

Step 4

If the appeal is denied, the student must submit a formal request to the Chief Academic Officer within seven days of receiving notice from the Program Chair. This request must include the original request form and supporting documentation. The Chief Academic Officer will review the request and render a decision within seven days. The decision will be in writing, sent to the student, instructor of record, Program Chair, and registrar. This decision will be final and binding.



GRADE APPEAL FORM
(Submit to Program Chair)

Student Contact Information

(Name, email address, telephone number)

Course Name, course prefix and number, term, and instructor's name

Type of Grade to be Appealed (Select One)

Course Assignment Grade _____

(Please identify specific assignment)

Final Course Grade _____

Date student communicated with instructor _____

(Please attach a copy of email communication between student and instructor)

Provide a summary of your appeal request, including the basis for your appeal.

(If needed, attach additional pages for the appeal summary. Documentation may also be attached)

Student Signature _____ Date Submitted _____



ADDENDUM EE

Request for Posthumous Degree

Posthumous Degree Policy

This policy outlines the conditions under which a student, who is near completion of his/her degree program and passes away before the degree is conferred, may be awarded the degree posthumously. If a student does not meet the criteria for a posthumous degree, an In Memoriam certificate may be awarded.

Undergraduate

A deceased student who did not complete all requirements for his/her undergraduate degree at the time of death may be awarded a degree posthumously provided the following conditions are met:

1. The student was active and in good academic standing at the time of death.
2. The student had completed 75% of the credits necessary to complete his/her degree program.
3. The request was made within one year of the student's death.

Graduate

A deceased student who did not complete all requirements for his/her undergraduate degree at the time of death may be awarded a degree posthumously provided the following conditions are met:

1. The student was active in good academic standing at the time of death.
2. The student had completed 75% of the credits necessary to complete his/her degree program.
3. The request was made within one year of the student's death.

Student name: _____

Degree program: _____

Date of Death: _____

Requested by (Name) _____

Relationship to student: _____

Date of request: _____

Copy of death certificate received: _____

To be completed by Registrar and submitted to Academic Committee

Was student enrolled on date of death? Yes _____ No _____

Was student in good academic standing? Yes _____ No _____

- (If either answer is no, student will be considered for In Memoriam certificate)

Number of credit hours completed: _____

Registrar signature _____ Date _____

Academic Committee review:

Date of review: _____

Recommend degree conferral: Yes _____ No _____

If no, please explain why not: _____

(Decision must be recorded in Academic Committee minutes.)**If posthumous degree approved by Academic Committee, Chief Academic Officer will sign this form, notify family of approval, and notify Registrar for conferral:**

Signature: _____

Date: _____

Notification of approval sent to family _____ (with copy to Registrar)

To be completed by Registrar:

Date of conferral: _____

- Diploma prepared with notation "posthumous degree". Official transcript will note "posthumous degree" has been awarded

Date diploma presented to family _____ (notify CAO of completion)

(Document conferral in student record)

Date Financial Aid notified: _____

If Academic Committee does not approve, CAO has the option of awarding In Memoriam certificate.

Award In Memoriam certificate: Yes _____ No _____

CAO Signature: _____ Date _____

To be completed by Registrar:

Create "in memoriam" certificate (date) _____

Date certificate presented to family _____ (notify CAO of completion)

(Copy to be recorded in student record)

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Addendum A
DOCTOR OF EDUCATION IN SPORTS MANAGEMENT
Life Style Program of Study – 60 Semester Hours

Name _____
 Email _____

Advisor _____
 Phone _____

<i>General Sport Management Core (21 hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 661 Contemporary Issues in Sports	3			
SAM 660 Financial Aspects in Sport	3			
SAB 634 Ethics in Sports	3			
SAM 735 Strategic Management in Sports	3			
SAM 743 Practical Applications in Sport Business Management	3			
SAM 730 Sport Leadership Principles	3			
SAM 786 Legal Aspects of Sport	3			

<i>Area of Specialization (6 hours)</i> <i>Student will select one Area of Specialization</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Leadership in Sports (select two of the following courses)				
SAM 736 Communication for Leadership	3			
SAM 737 Leadership: Theory and Practice	3			
Sports Marketing (select both courses)				
SAM 644 Sports Marketing Research	3			
SAM 662 Sports Entrepreneurship	3			
Human Resource Management in Sports (select both courses)				
SAM 640 Labor Relations in Sports	3			
SAM 672 Employee Training and Development	3			
Sport Governance and Combatting Corruption (select both courses)				
SAB 635 Combatting Corruption in Sports	3			
SAB 636 Effective Governance to Combat Corruption in Sports	3			

ELECTIVES (9 HOURS). Student must choose courses which are not required in the General Sport Management or Research Core or in the selected Area of Specialization. Students may also use courses in non-selected specializations and emphases as electives, in addition to:

- SAB 660 Sports in America Current Issues;
- SAB 768 Psychology of Human Behavior
- SAM 622 Structure & Function of Amateur and Professional Sports Organizations;
- SAM 682 Facilities Planning in Sports

<i>Elective Number</i>	<i>Title</i>	<i>Credit Hours</i>	<i>Semester</i>	<i>Grade</i>

<i>Doctoral Internship</i>	<i>Credit Hours</i>	<i>Hours Earned</i>	<i>Semester</i>	<i>Grade</i>
SPT 798 Doctoral Internship	6			

<i>Doctoral Research Core</i> <i>Courses must be taken in this order</i> <i>*SAR 790 to be taken during the final semester of a student's coursework</i>	<i>Credit Hours</i>	<i>Hours Earned</i>	<i>Semester</i>	<i>Grade</i>
SAR 674 Research Statistics in Sport	3			
SAR 776 Research Methodologies	3			
SAR 790 Selected Readings in Sport*	3			

<i>Dissertation</i>	<i>Credit Hours</i>	<i>Hours Earned</i>	<i>Semester</i>	<i>Grade</i>
SPT 799 Dissertation	9			

****Students must complete their portfolio within one year of the completion date of their last academic course.**

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

Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee.

Addendum A
DOCTOR OF EDUCATION IN SPORTS MANAGEMENT
FAST TRACK Program of Study – 60 Semester Hours

Name _____

Advisor _____

Email _____

Phone _____

<i>General Sport Management Core (21 hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 661F Contemporary Issues in Sports	3			
SAM 660F Financial Aspects in Sport	3			
SAB 634F Ethics in Sports	3			
SAM 735F Strategic Management in Sports	3			
SAM 743F Practical Applications in Sport Business Management	3			
SAM 730F Sport Leadership Principles	3			
SAM 786F Legal Aspects of Sport	3			

<i>Area of Specialization (6 hours)</i> <i>Student will select one Area of Specialization</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
Leadership in Sports (select two of the following courses)				
SAM 736F Communication for Leadership	3			
SAM 737F Leadership: Theory and Practice	3			
Sports Marketing (select both courses)				
SAM 644F Sports Marketing Research	3			
SAM 662F Sports Entrepreneurship	3			
Human Resource Management in Sports (select both courses)				
SAM 640F Labor Relations in Sports	3			
SAM 67F2 Employee Training and Development	3			
Sport Governance and Combatting Corruption (select both courses)				
SAB 635F Combatting Corruption in Sports	3			
SAB 636F Effective Governance to Combat Corruption in Sports	3			

ELECTIVES (9 HOURS). Student must choose courses which are not required in the General Sport Management or Research Core or in the selected Area of Specialization. Students may also use courses in non-selected specializations and emphases as electives, in addition to:

- SAB 660F Sports in America Current Issues;
- SAB 768F Psychology of Human Behavior
- SAM 622F Structure & Function of Amateur and Professional Sports Organizations;
- SAM 682F Facilities Planning in Sports

<i>Elective Number</i>	<i>Title</i>	<i>Credit Hours</i>	<i>Semester</i>	<i>Grade</i>

<i>Doctoral Internship</i>	<i>Credit Hours</i>	<i>Hours Earned</i>	<i>Semester</i>	<i>Grade</i>
SPT 798 Doctoral Internship	6			

<i>Doctoral Research Core</i> <i>Courses must be taken in this order</i> <i>*SAR 790 to be taken during the final semester of a student's coursework</i>	<i>Credit Hours</i>	<i>Hours Earned</i>	<i>Semester</i>	<i>Grade</i>
SAR 674 Research Statistics in Sport	3			
SAR 776 Research Methodologies	3			

SAR 790 Selected Readings in Sport*	3			
<i>Dissertation</i>	<i>Credit Hours</i>	<i>Hours Earned</i>	<i>Semester</i>	<i>Grade</i>
SPT 799 Dissertation	9			

****Students must complete their portfolio within one year of the completion date of their last academic course.**

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

Addendum B
DOCTOR OF EDUCATION DEGREE
IN SPORT MANAGEMENT

Life Style Program of Study for Emphasis Courses
Sports Coaching, Sports Exercise Science, Sports Medicine, Sports Theory

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

Name: _____

Advisor: _____

Address: _____

Phone: _____ Email: _____

<i>A. Emphasis in Sports Coaching</i>	Credit Hours	Hours	Semester	Grade
SAB 657 Psychology of Elite Performance	3			
SAB 670 Selected Readings in Sports Coaching	3			
SAB 671 Advanced Coaching Theories	3			
<i>B. Emphasis in Sports Exercise Science</i>	Credit Hours	Hours	Semester	Grade
SAR 710 Advanced Exercise Physiology & Scientific Principles	3			
SAR 715 Contemporary Issues in Health & Fitness	3			
SAR 720 Advanced Strength & Conditioning	3			
<i>C. Emphasis in Sports Medicine</i>	Credit Hours	Hours	Semester	Grade
SAM 787 Sports Related Concussions	3			
SAM 788 Principles of Management in Sports Medicine	3			
SAM 789 Seminar in Sports Medicine Management Issues	3			
<i>D. Emphasis in Sports Theory</i>	Credit Hours	Hours	Semester	Grade
SAB 791 Selected Readings in Sports Theory	3			
SAM 735 Strategic Planning for Sports Organizations	3			
SAB 659 Group Dynamics in Sports	3			

All students are REQUIRED to successfully complete their Doctoral Degree Portfolio.
Students must complete their portfolio within one year of the completion date of their last academic course.

Addendum B
DOCTOR OF EDUCATION DEGREE
IN SPORT MANAGEMENT
FAST TRACK Program of Study for Emphasis Courses
Sports Coaching, Sports Exercise Science, Sports Medicine, Sports Theory

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

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

<i>A. Emphasis in Sports Coaching</i>	Credit Hours	Hours	Semester	Grade
SAB 657F Psychology of Elite Performance	3			
SAB 670F Selected Readings in Sports Coaching	3			
SAB 671F Advanced Coaching Theories	3			
<i>B. Emphasis in Sports Exercise Science</i>	Credit Hours	Hours	Semester	Grade
SAR 710F Advanced Exercise Physiology & Scientific Principles	3			
SAR 715F Contemporary Issues in Health & Fitness	3			
SAR 720F Advanced Strength & Conditioning	3			
<i>C. Emphasis in Sports Medicine</i>	Credit Hours	Hours	Semester	Grade
SAM 787F Sports Related Concussions	3			
SAM 788F Principles of Management in Sports Medicine	3			
SAM 789F Seminar in Sports Medicine Management Issues	3			
<i>D. Emphasis in Sports Theory</i>	Credit Hours	Hours	Semester	Grade
SAB 791F Selected Readings in Sports Theory	3			
SAM 735F Strategic Planning for Sports Organizations	3			
SAB 659F Group Dynamics in Sports	3			

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

Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee.

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

Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the Administrative Graduation Fee.



Addendum C

DOCTORAL DEGREE PROGRAM RECOMMENDATION FORM

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

Plan of Study: Intended Enrollment _____
(Semester) (Year)

Major: Ed.D. _____
Ed.D. Sport Medicine Emphasis _____
Ed.D. Sport Coaching Emphasis _____
Ed.D. Sport Ex Sci Emphasis _____
Ed.D. Sport Theory Emphasis _____

Section I

(Student fills out this section; 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

(Section II is to be completed by writer of recommendation. Use the back of the form for comments)
Please rank the above applicant on the following characteristics:

	Excellent	Good	Fair	Poor	N/A
Scholarship					
Perseverance					
Experiment or research skills					
Creativity					
Resourcefulness					
Leadership					
Integrity					

Do you recommend the applicant for admission to graduate study at the Academy? Yes _____ No _____

How long and how well have you known this applicant?

Additional Comments _____

Name (Print or Type): _____

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip 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

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



ADDENDUM D
RECOMMENDATION REQUEST FORM (FERPA RELEASE)

Section I: To the Doctoral Degree (Ed.D.) Applicant

Important: Applicant 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)

"FERPA rights of eligible students lapse or expire upon the death of the student. FERPA would not protect the education records of a deceased eligible student (a student 18 or older or in college at any age) and an educational institution may disclose such records at its discretion or consistent with State law."

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 your letters of recommendation 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.

Section II: To the Letter of Recommendation Writer
*Please write your recommendation on letterhead. Mail or fax the recommendation 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 left 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:

Print Name _____ Signature _____

Print Title _____ Phone _____

Date _____

Email Address _____



Addendum E

**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: USSA, 1 Academy Drive, Daphne, AL 36526

State of _____ County of _____ Signed before me this _____ day of _____ 20____

My commission expires _____

Signature _____

(FERPA Release 5/2007)



ADDENDUM F (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 or 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 Registrar's Use Only:

Date Received:	
Date Block Added:	
<ul style="list-style-type: none"> • Directory = N 	
<ul style="list-style-type: none"> • Restriction=FERPA 	
Date Block Removed	
<ul style="list-style-type: none"> • Directory=Y 	
<ul style="list-style-type: none"> • FERPA Restriction Ended 	

ADDENDUM G (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 (FERPA as amended, 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
Mailing address: USSA, One Academy Drive, Daphne, AL 36526



Addendum G

GRADUATE TRANSFER CREDIT EVALUATION FEE FORM

Student's Name: _____

Address: _____

Phone Number: (____) _____ Email: _____

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

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

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

Please have official transcripts, course syllabi and course descriptions for the courses that you would like to transfer mailed to:
 United States Sports Academy
 Graduate Admissions
 One Academy Drive
 Daphne, AL 36526

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

Credit Card Type: VISA MC DISCOVER

Credit Card Number: _____ - _____ - _____ - _____

Expiration Date: _____ - _____. CVV Code _____ Billing Zip Code _____

Approved by:

 Chief Academic Officer or Designee

 Date



Addendum H DOCTORAL COGNATE COURSES PREAPPROVAL FORM

Student's Name: _____

Address: _____

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

Phone Number (____) - _____

Intended Term of Enrollment (include year) Fall _____ Spring _____ Summer _____

Area of Specialization: Human Resources _____ Leadership _____ Marketing _____ Sports Governance _____

Area of Emphasis: Sports Theory _____ Sports Coaching _____ Sports Medicine _____ Sports Fitness & Health _____

Institution where cognates will be taken: _____

Address: _____

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

The United States Sports Academy will accept transfer credit from other **regionally-accredited** institutions as long as a grade of "B" or better is earned. A catalog course description and course syllabus must accompany this form in order to process the request for cognate course(s).

Upon completion of these courses, have your official transcript mailed to: USSA, ATTN: Student Services Cognate Evaluation, 1 Academy Drive, Daphne, AL 36526.

Chief Academic Officer or Designee

Date



Addendum I

United States Sports Academy

America's Sports University®

***Writer's Guide
for the
Qualifying Essay***

Doctor of Education

in

Sports Management

The Doctoral Program Qualifying Essay

An acceptable Qualifying Essay must be completed before admission may be granted to doctoral study at the United States Sports Academy, for either the Doctor of Education in Sports Management degree (Ed.D.) Admission to the program depends significantly on the Qualifying Essay's adequacy.

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

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

The Four Components of the Qualifying Essay

1. Biographical Component

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

2. Career Plan Component

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

3. Goals in Pursuing the Doctorate

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

4. Initial Consideration of a Dissertation Topic

Doctoral studies culminate in an original research exploration resulting in a dissertation. The dissertation is the personal, individual contribution a doctoral student makes to the field of study.

With this in mind, it is imperative that a doctoral student express an initial general dissertation topic of personal interest. It is the dissertation which will forever identify the successful doctoral candidate as she or he progresses through a career with the designation, "Doctor".

While the initial general topic may change in direction as the doctoral student progresses through the program, it will remain constant in substance.

In this Component, the Doctoral Applicant is to express that initial, original, individual topic toward which all doctoral studies will be directed.

The Format and Editorial Style of the Qualifying Essay

The Qualifying Essay must be typewritten or prepared with word-processing software and printed with a letter-quality printer. It must employ a readable, **12-point font**, and it must be **double-spaced**. The essay must include a **title page**; Appendix A is a template for the title page.

The editorial style employed in the Qualifying Essay should be that presented in the most recent edition of the ***Publication Manual of the American Psychological Association (APA)***. The *Publication Manual* represents the standard for most scholarly writing in the social sciences. Per the *Publication Manual*, the standard spelling reference at the United States Sports Academy is ***Merriam-Webster's Collegiate Dictionary***.

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

Assessment of the Qualifying Essay

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

Template for Title Page of Doctoral Program Qualifying Essay

The following exemplifies the proper format for a Qualifying Essay's title page. (There is no need, however, to add a border to the Qualifying Essay title page; it appears here simply to distinguish the title page template from the text of the appendix.) Please note that, because the essay is an administrative document, the format diverges from APA *Publication Manual* guidelines for preparation of title pages.

QUALIFYING ESSAY

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

by

FIRSTNAME LASTNAME

Daphne, Alabama

DATE MONTH YEAR

Assessment Rubric for the Doctoral Program Qualifying Essay

Aspects of a submitted Qualifying Essay will be graded Level 4 Exceptional, Level 3 Proficient, Level 2 Adequate, or Level 1 Weak. Five such aspects will be assessed: the essay's beginning (the introduction), its middle (the body; sequential development of ideas), its ending (conclusion), its use of standard written English, and its use of the prescribed format and editorial style, as follows:

CRITERION	COMMENTS	SCORE
BEGINNING OF THE QUALIFYING ESSAY (INTRODUCTION)		
Exceptional Level 4	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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 pursuing the doctoral degree) 	
Weak Level 1	<ul style="list-style-type: none"> ▪ 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 QUALIFYING ESSAY (BODY)		
Exceptional Level 4	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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 QUALIFYING ESSAY (CONCLUSION)		
Exceptional Level 4	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ an adequate summary of much of the essay that reiterates the thesis or suggests some implication of the argument 	
Weak Level 1	<ul style="list-style-type: none"> ▪ absent or weak summary of the essay creating an overly abrupt cessation of discussion 	
Score Earned: Conclusion		

CRITERION	COMMENTS	SCORE
USE OF STANDARD WRITTEN ENGLISH		

Exceptional Level 4	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ most sentences are proficient: grammatical, clear, properly punctuated, and usually concise ▪ a variety of sentence structures is evident
Adequate Level 2	<ul style="list-style-type: none"> ▪ sentences include occasional grammatical and/or punctuation errors but remain adequately clear ▪ some variation of sentence structure
Weak Level 1	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	



Addendum J

DISSERTATION PROPOSAL AND COMMITTEE APPROVAL FORM

1. Student Name (print) _____ Date: _____

2. Degree: (select one)

- Doctor of Education (Ed.D) _____
- Doctor of Education with Emphasis (Sports Medicine, Sports Coaching, Sports Theory, or Sports Exercise Science) _____

3. Proposed Dissertation Title (print) (should be 12 words or less) _____

4. Dissertation Committee (print)

a. Committee Chair: _____

Email address and phone number: _____

b. Committee Member: _____

Email address and phone number: _____

c. Committee Member: _____

Email address and phone number: _____

Section II. Approved by:

a. Committee Chair (print name) _____

Signature _____

b. Director of Doctoral Studies (print name) _____

Signature _____

c. Chief Academic Officer (print name) _____

Signature _____

Section III. Director of Doctoral Studies completes:

Check One:

Approved

Approved Conditionally

Not Approved

Distribution:

Committee Chair:

Registrar:

Student File

Academic Coordinator ☐



Addendum K
DISSERTATION FINAL SUBMISSION APPROVAL FORM

Approval of Dissertation Submitted by:

(Type student's name above)

Chair, Dissertation Committee

Date

Dissertation Committee Member

Date

Dissertation Committee Member

Date

Chief Academic Officer

Date



Addendum L

GRADUATION CHECKLIST FOR DOCTORAL DEGREE CANDIDATES

9. Complete all degree requirements as stated in the academic catalog under which you are governed.
10. Clear all financial obligations to the Academy.
11. Apply for graduation in *My Student Portal* and pay the graduation application fee. Students must submit their graduation application and pay the fee within one year of their successful final dissertation defense.
12. 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.
13. Complete Financial Aid Exit Interview at <https://studentaid.gov/> (For financial aid recipients only).
14. Graduates will receive one complimentary official transcript.
15. Students will receive their diplomas 6-8 weeks after conferral.
16. Graduates who wish to have their picture taken (in graduation regalia) with the Academy President should contact the Registrar at the Division of Student Services, at Registrar@ussa.edu.

Don't forget to join the Alumni Association!

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



Addendum M

REQUEST FOR TRANSCRIPT FORM

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

Name: _____ Home Phone: (____) ____ - _____
 Cell Phone: (____) ____ - _____ Email Address: _____
 Social Security Number (Optional) OR USSA Student ID #: _____

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*") (If you select Fed Ex as the delivery option, please provide FULL street address as Fed Ex does not deliver to Post Office boxes.)

POLICIES GOVERNING TRANSCRIPTS OF RECORD

There is a \$10.00 charge for each transcript (official and/or unofficial).

In addition to the \$10 charge, if you wish to receive your transcript by Fed Ex delivery instead of U.S. mail, please select one of the following options: Fed Ex Overnight Delivery: _____ Fed Ex 2-day Delivery: _____ (and refer to Section 6-Tuition and Fees for current Fed Ex charges to be paid by you)

Transcript requests are processed as rapidly as possible, in order of receipt of application. Requests should be made well in advance of need. Transcripts will not be issued for a student whose financial obligations to the Academy have not been satisfied.

There are two types of transcripts. Please check which type is required:

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

SEND TRANSCRIPT REQUEST BY MAIL, EMAIL or FAX

Email: Registrar@ussa.edu; Fax: 251-625-1035

Mail: United States Sports Academy, ATTN: Registrar, 1 Academy Drive, Daphne, AL 36526

Payment Method (check box)

Check/Money Order ☐ OR Debit/Credit Card ☐

Circle Credit Card Type: Visa M/C DISC Expiration Date: _____

Credit Card Number: _____

Credit Card Expiration Date: _____ CVV Code _____ Billing Zip Code _____

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



Addendum N

CHANGE OF CATALOG REQUEST FORM

Although the Academy reserves the right to change policies and procedures and the student acknowledges this right by registering for a course, the Academy recognizes a student's need to know graduation requirements and associated policies. The catalog that sets out a student's degree requirements will be based on the term in which he/she first registers for courses; it is not based on the date of acceptance. Students entering under one catalog will be expected to graduate under the guidelines of that catalog.

If, however, for whatever reason a student wishes to change catalogs, this can be done through the Dean of Student Services by using this Change of Catalog request form.

If a student changes catalogs, the student is responsible for all the graduation requirements in the new catalog. A student may change catalogs only once during his/her academic program. The Academy reserves the right to deny a student's catalog change request upon review.

Date: _____

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

I _____ officially request to change to the _____ (academic year) catalog.
(Print Student's Name)

After review of my request, I understand that I will be notified via my Academy e-mail account. I understand that when my request is approved I must contact my academic advisor to discuss which courses I need to enroll in to complete my degree requirements. I understand that I am responsible for all graduation requirements in this new catalog.

Student Signature: _____

To be processed by Division of Student Services:

Date Received: _____

Approved	Denied

If denied, reason for denial:

Signature of Registrar:



Addendum O WITHDRAWAL FORM

Date: _____

Please check one: I am withdrawing from a course _____

I am withdrawing from the institution _____

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 Office of Financial Aid (financialaid@ussa.edu) prior to withdrawing for financial aid fund calculations (Return of Title IV funds).

Dept./Course Number	Title	Hours	Grade

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

For Withdrawal from Internship ONLY:

- | | |
|---|---|
| <input type="checkbox"/> Through the first five days after registration = 100%
<input type="checkbox"/> Through the first 60 days after registration = 50%
<input type="checkbox"/> 126 days after registration = No refund | <input type="checkbox"/> Through the first 25 days after registration = 95%
<input type="checkbox"/> Through the first 125 days after registration = 25% |
|---|---|

Send completed form to: Registrar@ussa.edu or fax to (251)625-1035.

Student Signature: _____

Registrar Signature: _____

cc: Student Academic Advisor

**Addendum P****STUDENT INFORMATION CHANGE (Personal)**

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, e.g., Driver's License, Marriage License, etc.)**

Name changed to: _____

Attached documentation: _____

Social Security Number Change (Documentation must accompany this form)

Change Social Security Number to: _____ - _____ - _____

Attached documentation: _____

Address Change_____
Street Name and Number, RFD, or Post Office Box_____
City_____
State_____
Zip Code

Change email address to: _____

Telephone Number ChangeNew number: (_____) _____ - _____
Area Code Telephone Number**Student Signature:** _____ **Date Submitted:** _____**Submit completed form:**

- by email: billing@ussa.edu
- by fax: (251)625-1035
- by mail: USSA, One Academy Drive, Daphne, AL 36526

**Addendum Q****STUDENT INFORMATION CHANGE (Academic - EDD)**

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

Student ID Number or Social Security Number _____

Degree Level: _____

Advisor Name _____

COMPLETE ONLY APPLICABLE SECTION**1. CHANGE OF MAJOR**

Change Major from: _____

Change Major to: _____

2. EMPHASIS CHANGE

Change Emphasis from: _____

Change Emphasis to: _____

3. SPECIALIZATION CHANGE

Change Specialization from: _____

Change Specialization to: _____

4. CHANGE OF DELIVERY PROGRAM (LifeStyle – FastTrack (select one))

Change from FastTrack to LifeStyle _____

Change from LifeStyle to FastTrack _____

Signature: _____

Date Submitted: _____

Submit completed form to: Registrar@ussa.edu; fax to (251)625-1035;
or mail to USSA, One Academy Drive, Daphne, AL 36526

cc: Student's Academic Advisor



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Addendum S

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 Academy strives to provide accessibility for online courses for all students. The Academy is committed to ensuring individuals with disabilities the ability to independently acquire the same information as students without disabilities.

The Academy is committed to:

- Review presented documentation of disabilities
- Determine appropriate eligibility for disability and provide needed services per submitted documentation
- Determine and provide reasonable accommodations
- Provide necessary support to all students

It is the student's responsibility to request accommodations for a disability and should request accommodations as soon as possible following the discovery of a qualifying condition.

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.

Confidentiality

The Academy is committed to ensuring that all information regarding students is maintained confidentially as required or as permitted by law. Disability information collected for the benefit of any student does not become part of the student's academic record, nor does disability information collected for the benefit of the student become a part of any public document. Information in files will not be released without a student's written permission except in circumstances mandated by federal or state law.

***All documentation submitted by the student for the ADA file will be stored in a separate locked file cabinet in the file room maintained by the Registrar. These files will be maintained until the student graduates or becomes inactive. Files will be destroyed (shredded) 3 years after the student graduates or becomes inactive. Files will be destroyed by the ADA representative or the Registrar.**

Documentation of Disability (Students)

The Academy Registrar assists students with disabilities in receiving accommodations. The first step in receiving academic accommodations is to complete and submit to the Registrar the Academy Disability Self Identification Application/Petition to Recognize a Qualifying Condition with appropriate documentation. 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 Academy to be able to determine whether reasonable accommodations can be designed and what those accommodations can be, the institution requires detailed information about the impact of the disability.

Who Can Provide Verifying Documentation?

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 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

12. 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.) Requests for accommodations are to be made in advance, prior to enrolling in a class, to allow adequate time to coordinate needed services. If services are needed, it is best to request services as soon as a disability becomes known. All students must meet the same academic standards for admission established by the Academy. Faculty may be consulted to assist in determining which academic requirements are essential or fundamental to a major course of study. Such requirements will not be modified, nor will the standards by which a student/employee is graded or evaluated be altered.
13. Documentation for eligibility should be current, within the last three years. All cases will be evaluated on a case-by-case basis.
14. A narrative summary of assessment procedures and evaluation instruments used to make the diagnosis.
15. 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.
16. A list of recommended reasonable accommodations for the post-secondary environment.
17. The office serving students with disabilities makes the determination of whether the student is eligible for accommodations under the ADA. The office serving students with disabilities and the student will then discuss what assistance is needed and, if requested, will provide information to relevant faculty members, information technology personnel, and/or the academic unit indicating the nature of the accommodation required. Common examples of reasonable academic adjustments include but are not limited to extension of time for tests, priority registration, etc.

18. The office serving students with disabilities will fully document in the student's file the date of the request for program modifications, the nature of each request and any supporting documentation, the reason(s) for approval or denial, and the interactive process that occurred between the university and the student.
19. The academic unit will consider whether the requested program modification constitutes a fundamental alteration to the academic program, which includes lowering its academic standards or compromising the rigor of the program.
20. The Registrar will notify the student in writing that the request for an academic program modification has been approved or denied in a timely manner and, if denied, the reason(s) for the denial.
21. All documentation is confidential and should be submitted to:
United States Sports Academy
Attention: Registrar
One Academy Drive
Daphne, AL 36526
22. Upon receipt of the application and diagnostic documentation, the Registrar will review, evaluate, and notify students of a decision. Please allow 14 working days for a decision.

**Addendum S (continued)****AMERICANS WITH DISABILITIES ACT APPLICATION**

Please submit completed application form to the OFFICE OF THE REGISTRAR for approval. (Registrar@ussa.edu)

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, One 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: _____ <i>Name (please print)</i>	 _____ <i>Signature</i>	 _____ <i>Date</i>
Dean of Student Services: _____ <i>Name (please print)</i>	 _____ <i>Signature</i>	 _____ <i>Date</i>
Chief Academic Officer: _____ <i>Name (please print)</i>	 _____ <i>Signature</i>	 _____ <i>Date</i>



Addendum T

LEAVE OF ABSENCE POLICY AND REQUEST FORM

The Academy recognizes that from time to time circumstances might compel students in the College to interrupt their enrollment. These breaks in enrollment are formally recognized as leaves of absence (LOA). A leave of absence might be voluntary or involuntary, might occur while a student is in good standing or on academic probation, and might be associated with a medical condition. Students planning any leave should promptly consult with their Academic Adviser regarding the LOA

No academic activities may be conducted during leave and this leave may not be used to avoid payment of tuition. Academic leaves of absence are typically limited to one year except for military service. Students requiring additional terms of leave beyond the one year must complete a new Leave of Absence Application. No more than two years of leave may be granted. The period is regarded as an approved break in study that acts as a pause for continuous enrollment requirements and statute of limitations purposes only.

Students may take a leave for a variety of reasons including:

- Medical Reasons: Required Documentation: Recommendation by a Licensed Health Professional
- Family Necessity or Dependent Care: Required Documentation: Basic information about the family member or dependent
- Military Service: Required Documentation: Induction or authorization for active duty (refer to Policy 8.41.3 of the Academic Course Catalog)
- Personal Reasons: Required Documentation: Written Explanation, letter form.

Requesting the Leave

- Students are encouraged to request a leave of absence before the beginning of the semester in question. Leaves requested after the beginning of the semester may be denied. If a student is granted a leave after enrolling in courses during the semester in question, the normal drop and withdrawal deadlines apply.
- Students begin their request for a leave of absence by speaking with their academic advisor to discuss their reason for taking the leave and their plans for the time away from the Academy.
- The student then submits a written request for the leave through their academic advisor. After review, the Provost and/or Registrar will notify the student of their decision to approve or deny the request.
- Students will be required to get prior approval from the Provost and Registrar, for courses taken outside of the Academy while on academic leave if it is their intent to transfer them to the Academy to meet degree requirements. This is to insure proper review that the number of credits being transferred does not exceed the allowable limits and that the course taken will, in fact, satisfy academic requirements for the degree.
- Probation and dismissal proceedings will not be affected by the requested leave of absence. Students who have requested a leave of absence for a given semester may still be placed on probation or dismissed from the Academy if their academic record warrants such action.

- Students who are granted a leave of absence during the first week of classes (first 7 days) will receive a full refund and will not receive a “W” on their transcripts. Students who drop their classes AFTER the first week (Day 8), will receive the notation of W (withdrawal) after each course on their transcript.
- Students who are granted a leave of absence after enrolling in courses during the semester will receive a refund of tuition in accordance with the applicable policy in the catalog (Refer to Section 8, Refund and Withdrawal Policy in this catalog.)

Students planning to request a leave of absence must pay a \$100.00 application fee, file an application, which is signed by the Academic Advisor, approved by Chief Academic Officer and filed by the Registrar. Prior to resuming the degree program, students on leave of absence must notify the Academic Advisor who will advise the Chief Academic Officer, and the Registrar.

Financial Aid

Students should notify the Financial Aid Office of their intent to leave the Academy if they are receiving any type of aid. A portion of any refund is returned to the sources of aid in accordance with federal regulations. Students must be free of all financial and administrative holds on their student record before resuming their study and registering for classes. In addition, students receiving financial aid must also consult with a financial aid counselor, prior to submitting a Leave of Absence Form to ensure understanding of the financial consequences of a temporary leave of absence.

Loans

Students must notify all lenders of their intent to leave the Academy and request exit information through the Financial Aid Office. Students are cautioned to consider carefully the affect a LOA will have on their loan status; lenders may count the leave period as part of the total grace period. The Academy provides enrollment status to the National Student Loan Clearinghouse. Students who receive loan disbursements directly may be required to repay portions of their loans.

**REQUEST FOR LEAVE OF ABSENCE FORM (page 1 of 2)**

Leave of absence duration: A leave of absence will be granted for a maximum of one year. A student can request an extension for his or her leave, however the request for an extension will not be for more than one year beyond the original date requested. Students who do not return by the date noted on their approved LOA form, and who are not granted an approve extension, will be required to apply for re-admission to the Academy.

Fee refund schedule: Students who request a leave of absence, while enrolled in a course, are subject to the established fee refund schedule found in the Refund Policy in this catalog. Students must follow normal procedures for withdrawing from a course.

Course withdrawal: If you are enrolled in the current term, and want your leave of absence to begin immediately, please follow the procedure to drop a course or withdraw from a course. Students who request a leave of absence in the middle of a term are subject to the established withdrawal deadlines. Contact information, including mailing address, phone number, and email address, must be updated with the registrar.

Part I: Student Information. Student must complete:

Name _____ Student ID Number _____

Requested leave of absence duration (maximum of one year)

From: Term _____ Year _____ To: Term _____ Year _____

Student degree program: (please check one)

- Bachelor of Sports Science _____
- Master of Sports Science _____
- Doctor of Education in Sports Management _____

Are you receiving financial aid or scholarships? Yes _____ No _____

- If yes, then contact the Financial Aid counselor. (Date of contact: _____)

Is there a balance due on your student account? Yes _____ No _____

- If yes, then contact the Billing Office to resolve your account. (Date of contact: _____)

Student Signature _____ Date _____

(Please attach your personal statement and documentation as to why you requesting a leave of absence, along with payment of the LOA fee, and send this form to the Registrar, registrar@ussa.edu or fax: 251-625-1035, ATTN: Registrar)

**Part II: For Office Use Only:
Approval signatures required:**

Financial Aid Counselor _____ Date _____

Billing Coordinator _____ Date _____

Academic Advisor _____ Date _____

Chief Academic Officer _____ Date _____

(Form returned to Registrar, student notified and requested to submit Withdrawal Form if needed)

**Part III: For Office Use Only:
Registrar to complete:**

LOA fee paid _____

LOA approved _____ Denied (reason for denial) _____

Date student notified: _____ Date advisor notified: _____

Length of time approved: _____

Expected date of return: _____

Registrar signature _____ Date _____



Addendum U

GRADE APPEAL PROCEDURES AND FORM

The purpose of the grade appeal procedure is to allow the student an opportunity to appeal a course assignment grade and a final course grade which the student feels was inequitably awarded. A grade appeal will not be considered if the reason for the appeal is that a student is generally dissatisfied with a grade or that the student disagrees with a faculty member's professional judgment of the student's performance. Grounds for a grade appeal are outlined in Step 2.

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 assignment submission or, in the case of an appeal of the final course grade, a review of the entire body of work in the course in which the grade is being appealed. 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 of record 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 (if needed) to the registrar.

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 Program Chair within seven calendar days following assignment of the disputed assignment grade or 14 days following assignment of the final course grade. (See Grade Appeal Request Form).

Students must provide a reason for the appeal (and supporting documents, if necessary). Reasons may include:

- Inconsistency between practice in the course and the course syllabus
- Inconsistency with a grading rubric
- Grade miscalculation
- Error in grade reporting
- Grade assignments based on something other than course performance.

Step 3

The Program Chair will review the appeal request, the assignment submission in question (or entire course work), supporting documentation and determine whether to approve or deny the appeal. The instructor of record will be given the opportunity to address the appeal as well.

The Program Chair will notify the student, and instructor of record, of his/her decision within seven days of receiving the request for appeal. This decision will be submitted, in writing, to the student, instructor, and will be sent to the Department of Student Services to be added to the student's record. If the appeal is approved, and the final grade is changed, the instructor of record will be requested to do so.

If the appeal is denied, the student may submit a written request for a formal review by the Chief Academic Officer.

Step 4

If the appeal is denied, the student must submit a formal request to the Chief Academic Officer within seven days of receiving notice from the Program Chair. This request must include the original request form and supporting documentation. The Chief Academic Officer will review the request and render a decision within seven days. The decision will be in writing, sent to the student, instructor of record, Program Chair, and registrar. This decision will be final and binding.



GRADE APPEAL FORM
(Submit to Program Chair)

Student Contact Information

(Name, email address, telephone number)

Course Name, course prefix and number, term, and instructor's name

Type of Grade to be Appealed (Select One)

Course Assignment Grade _____

(Please identify specific assignment)

Final Course Grade _____

Date student communicated with instructor _____

(Please attach a copy of email communication between student and instructor)

Provide a summary of your appeal request, including the basis for your appeal.

(If needed, attach additional pages for the appeal summary. Documentation may also be attached)

Student Signature _____ Date Submitted _____



APPENDIX V

Request for Posthumous Degree

Posthumous Degree Policy

This policy outlines the conditions under which a student, who is near completion of his/her degree program and passes away before the degree is conferred, may be awarded the degree posthumously. If a student does not meet the criteria for a posthumous degree, an In Memoriam certificate may be awarded.

Undergraduate

A deceased student who did not complete all requirements for his/her undergraduate degree at the time of death may be awarded a degree posthumously provided the following conditions are met:

4. The student was active and in good academic standing at the time of death.
5. The student had completed 75% of the credits necessary to complete his/her degree program.
6. The request was made within one year of the student's death.

Graduate

A deceased student who did not complete all requirements for his/her undergraduate degree at the time of death may be awarded a degree posthumously provided the following conditions are met:

4. The student was active in good academic standing at the time of death.
5. The student had completed 75% of the credits necessary to complete his/her degree program.
6. The request was made within one year of the student's death.

Student name: _____

Degree program: _____

Date of Death: _____

Requested by (Name) _____

Relationship to student: _____

Date of request: _____

Copy of death certificate received: _____

To be completed by Registrar and submitted to Academic Committee

Was student enrolled on date of death? Yes _____ No _____

Was student in good academic standing? Yes _____ No _____

- (If either answer is no, student will be considered for In Memoriam certificate)

Number of credit hours completed: _____

Registrar signature _____ Date _____

Academic Committee review:

Date of review: _____

Recommend degree conferral: Yes _____ No _____

If no, please explain why not: _____

(Decision must be recorded in Academic Committee minutes.)

If posthumous degree approved by Academic Committee, Chief Academic Officer will sign this form, notify family of approval, and notify Registrar for conferral:

Signature: _____

Date: _____

Notification of approval sent to family _____ (with copy to Registrar)

To be completed by Registrar:

Date of conferral: _____

- Diploma prepared with notation "posthumous degree". Official transcript will note "posthumous degree" has been awarded

Date diploma presented to family _____ (notify CAO of completion)

(Document conferral in student record)

Date Financial Aid notified: _____

If Academic Committee does not approve, CAO has the option of awarding In Memoriam certificate.

Award In Memoriam certificate: Yes _____ No _____

CAO Signature: _____ Date _____

To be completed by Registrar:

Create "in memoriam" certificate (date) _____

Date certificate presented to family _____ (notify CAO of completion)

(Copy to be recorded in student record)



Addendum W

UNITED STATES SPORTS ACADEMY
DOCTORAL DISSERTATION MANUAL

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PART I

THE PURPOSE AND FUNCTION OF A DOCTORAL DISSERTATION

The Doctoral Dissertation is an extremely important document, and much thought and planning go into crafting this document. From a learning perspective, the dissertation is the culmination of highly specialized study that yields an original body of work. It implicitly and explicitly offers an academic portrait of its author. As such, it will forever identify its author in the author's chosen field of study and research.

From a professional viewpoint, the dissertation can open doors for the author in promoting the author's career through the ideas, concepts, and arguments which are presented in it. Hence, no research or exploration of this nature should be taken lightly.

At every possible academic juncture, students should integrate the concepts and research opportunities in each of their courses with the general notions of their dissertation. Look for opportunities that might prompt a new direction in the dissertation process or might refine the general dissertation concept into a more focused approach.

In the final analysis, the dissertation *defines* its author and definitively identifies the author with original research unique to the author's specialty in a chosen field.

At the doctoral level there is no other activity that is more important or more significant than the dissertation.

PART II

THE DISSERTATION PROCESS

SELECTING A TOPIC

From the first courses a doctoral candidate takes in the doctoral program, there should be a number of intriguing items, theories, or concepts that pique the candidate's interest. Moving through course work, the candidate should narrow a topic of *general* interest gleaned from those items, theories, and concepts encountered in course work.

A general practice when a candidate narrows the topic of interest entails answering the following questions:

1. Does the topic occupy a high level of *singular interest* bordering on *passion* on the part of the candidate?
2. Is there enough relevant and current source material to present an original work on the topic of interest?
3. Will the ideas to be presented and explored in the dissertation make a significant contribution to the field?
4. Does the dissertation's concept present a functional application?
5. Will the dissertation's topic be truly original and not merely a re-statement of an already explored and exhausted concept within the field?

In the candidate's search for a suitable topic, discussions with faculty members and other experts in the field should be engaged from time to time. These dialogues will help the candidate sort through any extraneous notions associated with the topic concept, allowing the candidate to refine the focus of the dissertation.

Ultimately, it will be the candidate's sincere interest, dedication, focus, and passion which will buoy the candidate through the challenging measures which will inherently attend writing the dissertation.

SELECTING A COMMITTEE

Enough emphasis cannot be placed on the selection of a good committee. While this process may seem to be a "given" in the eyes of the candidate, the selection of a good committee should never be taken for granted.

The following considerations should be taken into account by the candidate in selecting a committee:

- The dissertation chairperson must be a member of the Academy's resident faculty or an appropriately credentialed member of the graduate non-resident faculty, approved by the Chief Academic Officer.
- The candidate must select two additional faculty members to serve on the dissertation committee. The candidate has the option of selecting a committee member from Academy or non-Academy faculty members, provided the non-Academy faculty member has held graduate faculty rank at an accredited institution.

- In the event that the candidate selects either a non-resident Academy faculty member or non-Academy faculty member for membership on the committee, these persons must possess a terminal degree in the profession and be approved by the Chief Academic Officer.
6. The chair will be the key person on the committee and, for all intents and purposes, serves as a *quasi*-navigator for the candidate and the committee, who can guide the candidate and the committee smoothly through the entire dissertation process.
 7. The chair should be someone in whom the candidate can place implicit trust for genuine critical analysis during the dissertation process.
 8. The chair should have a good knowledge of, or at the very minimum, a sincere familiarity with and appreciation for the candidate's dissertation topic.
 9. Additional committee members should be familiar with the candidate's work and have the capacity to contribute to the development of the dissertation as it emerges through the candidate's writing.
 10. All members of the committee should have a functional knowledge of the candidate's dissertation topic.

The candidate *must* select a chair and additional committee members who will offer candid assessments and work as a collegial, constructive entity. At the end of the day, however, it is *your* committee, so asking for guidance can be helpful, but the final decisions on the dissertation and the committee are yours.

SELECTING A METHODOLOGY

There are two types of methodologies from which a doctoral candidate can choose to write the dissertation – *quantitative, qualitative, and mixed methods*.

What follows is a very good analysis and comparison of these types of methodologies, which was retrieved from http://www.diffen.com/difference/Qualitative_vs_Quantitative. Please take time to fully read and digest the information here in making the appropriate choice for a Dissertation methodology.

While **quantitative research** is based on numbers and mathematical calculations (quantitative data), **qualitative research** is based on written or spoken narratives (**qualitative data**). Qualitative and quantitative research techniques are used in marketing, sociology, psychology, public health, and various other disciplines.

Comparison chart

	Qualitative	Quantitative
Character	Humanistic; interpretive	Scientific; objective
Type of data	Free-form, open-ended, narrative	Can be encoded numerically
Examples	Interviews, focus groups, case studies, conversational analysis	Experiments, closed questions, rating scales
Analysis	Descriptions, experiences, observations, and the human existence has value and contributions to data collection; key words or phrases can be plotted and used to draw conclusions but may not represent the mode number	Numbers, generally in percentages, detail the information collected and enables conclusions to be made; does not account for time or experience
Applications	Case studies; understanding feelings and emotions and how they can be applied to situations	Validating a hypothesis or further validating a study statistically

Type of data

Qualitative research gathers data that are free-form and non-numerical, such as diaries, open-ended questionnaires, interviews, and observations that are not coded using a numerical system.

On the other hand, **quantitative research** gathers data that can be coded in numerical form. Examples of quantitative research include experiments or interviews/questionnaires that use closed questions or rating scales to collect information.

Applications of Quantitative and Qualitative Data

Qualitative data and research are used to study individual cases and to find out how people think or feel in detail. It is a major feature of case studies.

Quantitative data and research are used to study trends across large groups in a precise way. Examples include clinical trials or censuses.

When to use qualitative vs. quantitative research?

Quantitative and qualitative research techniques are each suitable in specific scenarios. For example, **quantitative research** has the advantage of scale. It allows for vast amounts of data to be collected – and analyzed – from a large number of people or sources. It is relatively easier to analyze survey responses from thousands of people if the questions are closed-ended and responses can be mathematically encoded in rating scales or preference ranks.

Qualitative research, on the other hand, usually does not scale as well. It is hard, for example, to conduct in-depth interviews with thousands of people or to analyze their responses to open-ended questions. **Qualitative research** works when it is not possible to come up with closed-ended questions. For example, marketers often use focus groups of potential customers to try and gauge what influences brand perception, product purchase decisions, feelings, and emotions. In such cases, researchers are usually at very early stages of forming their hypotheses and do not want to limit themselves to their initial understanding. **Qualitative research** often opens up new options and ideas that quantitative research cannot, due to its closed-ended nature.

Analysis of data

Qualitative data can be difficult to analyze, especially at scale, as it cannot be reduced to numbers or used in calculations. Responses may be sorted into themes, and require an expert to analyze. Different researchers may draw different conclusions from the same qualitative material.

Quantitative data can be ranked or put into graphs and tables to make analysis easier.

Data Explosion

Data are being generated at an increasing rate because of the expansion in the number of computing devices and the growth of the Internet. Most of these data are quantitative and special tools and techniques are evolving to analyze this "big data."

Effects of Feedback

The following diagram illustrates the effects of positive and negative feedback on **Qualitative vs Quantitative research**:

EFFECTS OF FEEDBACK		
	Qualitative	Quantitative
POSITIVE	Reinforcing, rewarding or motivating	Moving a value away from its reference value
NEGATIVE	Demotivating, non-rewarding or punishing	Moving a value closer to its reference value
	(Human behavior)	(System parameter)

Candidates are strongly encouraged to confer with their committee chair, in the final selection of the methodology which is most appropriate for the topic and its presentation in the Dissertation.

FINDING AND SELECTING REFERENCES

Doctoral candidates often are frustrated when securing the reference sources they would like to have in hand. However, throughout a candidate's course work there are opportunities to begin collecting sources from the course papers written in the various courses the candidate takes.

Another good approach is to use the article critiques which accompany each course. Saving

them as the candidate progresses through courses will begin to amass some very good sources. The work completed for SAR 790, in which candidates are to complete twenty-five article critiques, should serve as a good foundation of sources for the dissertation.

Once the topic has been solidified, candidates can more freely search for reference sources. Obviously, using the Internet in this search can expedite identifying and compiling a good reference source list.

Sources must be appropriate, current, complete, clearly link to the topic, and provide information which will enhance the research and academic contribution the candidate seeks to achieve.

The only caveat is that candidates must be on guard *not to over-do* the source search and know just when to draw the source search to an adequate close.

PART III ELEMENTS OF THE DISSERTATION

THE ABSTRACT

Brief Definition

A dissertation abstract is a brief overview in synopsis format of the main ideas contained in the entire dissertation. The abstract should present the reader with a good idea of the content of the dissertation. In some ways, writing a dissertation abstract is more difficult than writing the dissertation because of space constraints. Clear, concise writing can accomplish the goal of producing an effective dissertation abstract.

Function of Dissertation Abstract

A well-written dissertation abstract allows the reader to obtain a good idea of the main ideas and arguments presented by the dissertation. It serves as an introduction to and a summary of the dissertation. The abstract should present a focused and concise summary of the dissertation and include all of the key terms contained in the dissertation.

Types of Dissertation Abstract

There are two common forms of dissertation abstracts, with a third form much less common. The two common forms are *descriptive* and *informative* dissertation abstracts. *Critical* dissertation abstracts are much less common and represent an evaluation or critique of the dissertation.

A *descriptive dissertation abstract* is more like an outline, presenting a skeleton of the main ideas of the thesis, along with the methodology and scope of the research. Descriptive dissertation abstracts make no attempt to provide conclusions or results of the work.

An *informative abstract* goes a step beyond descriptive abstracts to present a truncated form of the arguments made by the dissertation, along with a summary of the evidence presented within the thesis that supports the arguments.

Structure of Dissertation Abstract (not required for the Proposal)

The particulars of the dissertation abstract's structure at the United States Sports Academy follows the general formatting guidelines. The main title of an abstract is usually titled "Abstract," with the title centered on the page, 2 inches below the margin of the page. Margins should be set at 1 1/4 inches on the top and bottom; 1 1/2 inches on the left, to allow for binding; and 1 inch on the right. The abstract page is generally not numbered but included in the table of contents of the dissertation. Text should be double spaced, using Times New Roman font 12-point. Abstracts should not exceed one page.

Uses for Dissertation Abstract

Dissertation abstracts are often included as part of an academic job application. They are also frequently included in journals and online databases. As such, the abstract should contain relevant keywords to facilitate indexing. The dissertation represents a major academic achievement of the author.

Considerations

A dissertation abstract should not be longer than one page. The abstract should not include ideas which will not be presented within the dissertation. Full citations for sources quoted, or excerpted within the abstract, should be included.

THE PROPOSAL

The following is a suggested guide when writing the *Dissertation Proposal*.

Formatting

11. Margins for the dissertation are to be one and one-half inches (1.5) on the left side and one inch on the right, top and bottom.
12. The document should be written in Times New Roman 12-point type with nothing in bold.
13. If trying to emphasize a word, put it in italics; do not put quotation marks around it as this indicates sarcasm per APA Style.
14. Page numbers prior to the first chapter should be in Roman numerals (i, ii, iii) centered at the bottom of the page.
15. Page numbers for the first page of each chapter should be in Times New Roman, numerical format (1, 2, 3, etc.) centered at the bottom of the page.
 - All other page numbers should be in the upper right corner of the page, using the “header” function. in numerical format and Times New Roman.

Voice of the Narrative

- The Proposal should be written in the *third person* (you are the researcher) and in future tense.

Page Sequence

The following is the order of the pages for the dissertation proposal:

- Title page: USSA format; an example of which is in SAR 790
- Approval form: Provided by the Academy; do not include a Dedication
- Acknowledgements

- Table of Contents: Follow format found as an example in every course shell
- List of Tables
- List of Figures
- Abstract
- Chapter I, II, III: See below for full descriptions
- References
- Appendices

CHAPTER I

- e. **The title of CHAPTER I is INTRODUCTION.**
- f. Determine a title for your dissertation proposal. The first three chapters of your dissertation become the proposal manuscript. The proposal manuscript **MUST** be orally defended before any data collection or survey can take place.
- g. Begin Chapter I by developing a narrative about your proposed research study which will be interesting or intriguing to a reader.

Elements of Chapter I

- h. Statement of the Problem: Explains the general problem or purpose of the study.
- i. Hypothesis or Hypotheses: These are always stated in the future tense. They can be stated directionally or in the null. You may also have sub-hypotheses related to the main hypothesis. Hypotheses must have the ability to be tested statistically. (Generally not more than 10).
- j. Research Questions: May be used with or instead of hypotheses. Research questions are frequently used in historical, legal, case study, or qualitative research designs. (Generally not more than 10).
- k. Definitions of Terms: The terms can be expertly or operationally defined. If expertly defined, include APA reference citation.
- l. Scope of the Study: A narrative description of the “*who, what, where, why, when, and how*” of your study.
- m. Delimitations: Voluntary choices made by the researcher which tend to narrow the focus or scope of the study. These are completely controlled by the researcher. Delimitations are used to make the scope of the study more manageable.
- n. Limitations: These are potential weaknesses of the study which cannot be controlled of the researcher. Every research study has some limitations, but too many limitations are indicative of a poorly constructed research design.
- o. Assumptions: These are items which you cannot specifically test for or control. Some examples include: Whether or not the subjects responded honestly to the questionnaire; whether or not the subjects understood the content of the survey items, etc.
- p. Significance of the Study: This is the culminating section of Chapter I. What is the need for your study? Why is it important to conduct your research? What contribution will it make to the scholarly literature?

CHAPTER II

q. **The title of CHAPTER II is REVIEW OF LITERATURE.**

r. This chapter should be written in an extremely objective style. It should report on the scholarly research that has been published for your particular dissertation proposal.

s. Example:

If the title of the dissertation proposal is:

The Formulation of a Q-Sort to Assess Body-Image in High School Girls

then, Chapter II needs to include lengthy information about Q-Sort as a measurement or assessment technique as well as findings from previously published studies on body-image. For this particular example, the student researcher would need to seek out information from the measurement, psychology, and physical education literature.

CHAPTER III

t. **The title of CHAPTER III is METHODOLOGY.**

u. Begin Chapter III with the statement of the problem. Then develop a short narrative designed to transition the reader from the pertinent information presented in Chapter II to the procedures and methodology for your dissertation proposal. The purpose of your study is a good item to include in the short narrative. Chapter III must include procedures for data collection.

v. Selection of Subjects:

- Who will they be? (gender, age, etc.)
- How many of them?
- How will they be selected?
- What will the randomization procedures be, if any?

w. Instrumentation:

- What specific equipment will you be utilizing? Describe the manufacturer, make, model number, and year produced. Any relevant information should be presented in depth.
- If your instrument is a written survey or questionnaire, who developed it? What year was it developed or published? What are the reported reliability and validity coefficients?
- If you are developing your own survey or questionnaire, what methods are you going to take to obtain reliability and validity for your instrument?
- Previously developed instruments that are not open source require permission and should be referenced here and in the appendices.

x. Procedures:

- Provide the step-by-step description of what you plan to do to conduct the study.
- Procedures for data collection must be described in detail.

- y. Design and Preparation for Data Analysis:
 - What type of research is it?
 - What specific statistics will be used?
 - What types of graphics will be used to assist with presenting and explaining the results? (Bar graphs, tables, figures, pie charts, histograms, etc.).
 - What computer program(s) and version(s) will be used? (SPSS, SAS, MINITAB, MEGASTAT, BioMed, etc.).
- I. Where will the alpha level be set?
 $p < .05$ $p < .01$ $p < .001$
- II. All tables and figures must follow the format in the most recent APA manual.

POWER POINT GUIDELINES

This is a suggested guide when creating the PowerPoint presentation for the dissertation proposal and defense. It is not intended to be an absolute; nevertheless, any unique departures should receive the approval of the dissertation committee chair.

General Guidelines

- z. Presentations should be 15-20 minutes in length.
- aa. Students should be prepared to paraphrase the information and not read directly from the slides.
- bb. Slide format and colors should be consistent throughout the presentation and transitions should be kept simple.

Presentation Slides

- cc. Chapter One:
 - Title
 - Introduction
 - Statement of the Problem
 - Research Questions/Hypothesis or Hypotheses
 - Scope of the Study
 - Delimitations/Limitations
 - Assumptions
 - Significance of the Study
- dd. Chapter Two:
 - Review of Literature – just key points/studies
- ee. Chapter Three:
 - Selection of Subjects
 - Instrumentation
 - Procedures
 - Design and Preparation for Data Analysis

NOTE:

- ff. PowerPoint should be emailed to the dissertation committee chair at least three business days prior to the proposal defense.

CHAPTER IV

- **Title for CHAPTER IV is RESULTS**
- Include any tables, graphs, or figures to be included in CHAPTER IV
- CHAPTER IV should be written in the *third person* voice
- All results should be reported
- Present NO opinions of the author in this chapter

CHAPTER V

- **Title for CHAPTER V is CONCLUSIONS, DISCUSSIONS, AND RECOMMENDATIONS**
- The conclusions section should list each hypothesis or research question and provide a concise finding for each one.
- The discussions section of CHAPTER V is the appropriate place to present personal opinions and observations about the research. The author must be referred to as “the researcher.”
- The final section of CHAPTER V is RECOMMENDATIONS FOR FURTHER STUDY.

REFERENCES

- List, in alphabetical order, all the references that were cited in the document.
- Follow the format described in the most recent APA Style manual. <http://www.apa.org/>

APPENDICES

- Include copies of any questionnaires or surveys used.
- Include copies of communication granting permission to use questionnaires or surveys, if necessary.
- Include copies of communication requesting subjects to complete the questionnaire or survey.
- Include copies of informed consent, if necessary.
- Include copies of IRB approval.

PART IV THE FINAL DISSERTATION PROJECT

FINAL DISSERTATION MANUSCRIPT HINTS

1. Following the successful defense of your dissertation proposal, make all of the changes to Chapters I-III requested by the members of your dissertation committee. You will also need to change everything in Chapters I, II, and III from *future* tense to *past* tense.
2. Chapters III, IV and V should start with the statement of the problem written exactly the same for each chapter.
3. Once you receive final proposal approval and IRB approval you may begin your data collection.
4. Consult a statistician and/or computer expert in your home area for any help you may need with your data analysis.
5. Remember that the Design and Preparation for Data Analysis section of Chapter III must have the following information:
 - What type of research was conducted?
 - What specific statistics were used?
 - What types of graphics were generated or used to assist with presenting and explaining the results? (Bar graphs, tables, pie charts, histograms, etc.).
 - What computer program(s) and version(s) were used? (SPSS, SAS, MINITAB, MEGASTAT, BioMed, etc.).
 - Where was the alpha level set?
 $p < .05$ $p < .01$ $p < .001$
6. The title of CHAPTER IV is RESULTS. Include any tables, graphs, or figures. This chapter should be written in the third person and all results should be reported. Do not present any of your own opinions in Chapter IV.
7. The title of CHAPTER V is CONCLUSIONS, DISCUSSIONS, AND RECOMMENDATIONS.
 - The conclusions section should list each hypothesis or research question and provide a concise finding for each one. Ensure that hypotheses and research questions are written EXACTLY as they were in Chapter I.
 - The discussion section of Chapter V is the appropriate place to make your personal opinions and observations about the research. Refer to yourself as the researcher.
 - The last section is the recommendations for further study.

8. All tables and figures should be labeled in numerical order with the chapter number followed by the table number (4.1, 4.2, etc.). Refer to most recent APA Style manual.

FINAL DISSERTATION DEFENSE OPTIONS

On-Campus Final Defense

Even though the Academy delivers its course work entirely online, doctoral candidates wishing to make their dissertation defenses in person on the Daphne, Alabama, campus are encouraged to do so. The following serve as guidelines for this format of presentation:

- After a successful proposal defense, the committee chair will notify the doctoral candidate of readiness to present for the final dissertation defense
- This implies that Chapter IV and Chapter V are suitable for presentation within a complete dissertation
- The doctoral candidate will coordinate the date and time with the committee chair
- The doctoral candidate will notify *in writing* the Chief Academic Officer and the Academic Affairs Coordinator of the intention to present on-campus to accommodate scheduling of facilities, equipment, and personnel
- All members of the committee will need to be present either in person or via videoconference
- The presenting student will provide the committee members with the necessary materials, e.g., PowerPoint Presentation, copies of the dissertation for review, at least three (3) days before the scheduled defense.

Final Defense by Video Conference

The Academy's Technology Department has successfully developed a video conference process which allows doctoral candidates to make their final dissertation defenses online.

The technological requirements for doctoral candidates to have a successful dissertation defense through video conference include the following:

1. A computer running Microsoft Windows, Apple OS X, or Linux.
2. A headphone/microphone head-set or the built-in microphone and speaker if you are using a laptop.
3. A PC-compatible webcam - sometimes already built into your laptop.
4. A broadband/internet connection. (broadband should be a wired connection if possible)

PART V
APPENDIX – Dissertation Manual

- Item A Title Page
- Item B Approval Form
- Item C Registration for Dissertation Hours and
 Doctoral Candidacy Status

Item A – Title Page

UNITED STATES SPORTS ACADEMY

Title of dissertation

A dissertation submitted to
the faculty of the United States Sports Academy
in partial fulfillment of the requirements
for the Degree of

Doctor of Education

in

Sports Management

by

Your name

chair: Dr. First & Last Name

Daphne, Alabama

Month Year

Item B: Dissertation Proposal and Committee Approval Form**Section I. (Student completes Section 1, Items 1,2,3,4 and submits form to Director of Doctoral Studies)**

1. Student Name (print) _____ Date: _____

2. Degree: (select one)

- Doctor of Education (Ed. D.) _____
- Doctor of Education with Emphasis (Sports Medicine, Sports Coaching, Sports Theory, or Sports Exercise Science) _____

3. Proposed Dissertation Title (print) (should be 12 words or less) _____

4. Dissertation Committee (print)

a. Committee Chair: _____

Email address and phone number: _____

b. Committee Member: _____

Email address and phone number: _____

c. Committee Member: _____

Email address and phone number: _____

Section II. Approved by:

a. Committee Chair (print name) _____

Signature _____

b. Director of Doctoral Studies (print name) _____

Signature _____

c. Chief Academic Officer (print name) _____

Signature _____

Section III. Director of Doctoral Studies completes:**Check One:**

Approved

Approved Conditionally

Not Approved

Distribution:

Committee Chair:

Registrar:

Student File

Academic Coordinator

Item C - Registration for Dissertation Hours and Candidacy Status**REGISTERING FOR THE DISSERTATION AND
DOCTORAL CANDIDACY STATUS**

Upon completion of all coursework (51 semester credit hours *including* the Internship) doctoral students are eligible to register for dissertation hours (SPT 799) and simultaneously gain the status of “doctoral candidate.”

What follows is a set of guidelines for this process.

1. Located in the *Addenda* of the student’s governing catalog, there is a form titled “DISSERTATION PROPOSAL APPROVAL.” This form must be filled out entirely and submitted to the Director of Doctoral Studies.
2. Once the approval form has been submitted, students may register for SPT 799 in the student portal. Students may register for 3 to 9 credit hours for the dissertation.

It is highly recommended that students only register for 3 semester hours each semester until the dissertation is complete. (See Item 5 below). Financial Aid will cover this tuition as with other credit hours.

There is also a \$1,500 dissertation electronic processing fee which must be paid along with the first dissertation tuition payment. Financial Aid will cover this fee as well.

3. Once the Registrar receives the approval form and payment is submitted, students will be enrolled in the SPT 799 Doctoral Dissertation.
5. Students who reach doctoral candidacy are advised to break up the overall registration for the 9 credit hour Dissertation into four semesters of three hours each. The candidate is required to have completed and paid for all 9 credit hours first; a non-refundable Continuation Fee of \$500 will be due for any subsequent semester during which the student continues to work on the dissertation up until graduation or statute of limitations expiration AFTER they have completed the 9 credit hours. A student who fails to pay his/her Dissertation tuition or Continuation Fee each semester while working on the Dissertation may face dismissal from the doctoral program.

If a student is dismissed for failure to pay dissertation tuition or the continuation fee, a grade of “F” will be entered on the transcript for SPT 799. After dismissal for failure to pay, if a student’s statute of limitations has not yet expired and the student wishes to be readmitted to the program, he/she will be required to register for the full 9 credit hours of SPT 799 and re-start the dissertation process.