

United States Sports Academy
America's Sports University®



ADDENDUM TO
Doctor of Education in Sports Management
(Ed.D.)
Academic Catalog 2020-2021

Effective: 1 January 2021

Table of Contents

Addendum

Effective 1 January 2021

(Only those items that have been changed are included in this Addendum.
For a complete listing of catalog items,
refer to the 2020-2021 BSS Academic Catalog published September 1 2020)

1. GENERAL POLICIES AND INFORMATION
 - 1.5 Military Programs
2. ACADEMIC CALENDAR
4. ACADEMIC AFFAIRS
 - 4.2 Delivery Options
 - 4.2.1 Online Delivery – LifeStyle Ed.D. Program
 - 4.2.2 Online Delivery – FastTrack Ed.D. program
5. ACCESS
(no change to the ACCESS program)
6. TUITION AND FEES
(no change to the TUITION AND FEES schedule)
7. FINANCIAL AID
 - 7.1 Financial Aid Programs for Qualifying Students
 - 7.1.1 Loans
 - 7.1.1.1 Federal Direct Student Loans
 - 7.1.1.2 Graduate PLUS Loans
 - 7.1.1.3 Annual Loan Limits for Unsubsidized Direct Student Loans
 - 7.1.2 Distribution of Financial Aid Funds
 - 7.1.3 In-School Deferment
 - 7.1.3.1 In-School Deferment for Dissertation
 - 7.2 Veterans Administration Programs
 - 7.2.1 Veterans Benefits
 - 7.2.1.1 Complaint Policy for Students Receiving VA Education Benefits
 - 7.3 Military Financial Aid Program
 - 7.3.1 Return of Unearned Tuition Assistance
 - 7.4 Definition of Academic Year
 - 7.5 Satisfactory Academic Progress
 - 7.5.1 Required Qualitative Measure
 - 7.5.2 Measurable Quantitative Progress Requirement
 - 7.5.3 Reasonable Length of Time Requirement
 - 7.5.4 Reinstatement of Financial Aid, Academic Eligibility, and Appeals
 - 7.6 Return of Title IV Funds

- 7.7 Academy Financial Aid Review
- 7.8 National Student Clearinghouse
 - 7.8.1 Loan Program

- 8. REGULATIONS/POLICIES/PROCEDURES
 - 8.9 Attendance Policy-Distance Learning
 - 8.17 Course Completion Policy
 - 8.17.1 Course Extensions – LifeStyle Program Only
 - 8.17.2 Incomplete – FastTrack Program Only
 - 8.28 Grading System-Graduate: In Progress designation only
 - 8.41 Re-Enrollment
 - 8.42 Refund and Course Withdrawal Policy
 - 8.42.1 For Complete Withdrawal
 - 8.53 Student Rights
 - 8.53.1 Student Rights for Records and Disclosure

- 9. FACULTY

- 10. ADDENDA
 - S. Student Information Change (Academic)
 - BB. Request for Posthumous Degree

1. GENERAL POLICIES AND 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 Servicemembers Opportunity Colleges (SOC) and a participant in the Concurrent Admissions Program (ConAP). Service members should visit their Education Centers or Navy campus offices for information about current tuition assistance policy and procedures. The Academy is 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.

2. ACADEMIC CALENDAR - Doctoral

2021	SPRING – January, February, March, April 2021
1 January	New Years' Day Holiday
2 January	First Day of Spring Semester
16 Dec 2020 – 4 Jan 2021	Registration Term Spring 2021-1
16 Dec 2020 – 4 Jan 2021	<i>Registration FastTrack Module 1 – Spring 2021</i>
8 Jan	<i>Drop Deadline (100% Refund) for FastTrack Module 1</i>
9 Jan - 15 Jan	<i>Withdraw Deadline (50% Refund) for FastTrack Module 1</i>
16 Jan - 7 Feb	<i>Withdraw Deadline (No Refund) for FastTrack Module 1</i>
5 Jan – 15 Jan	Registration Term Spring 2021-2
18 January	Martin Luther King Holiday
16 Jan – 1 Feb	Registration Term Spring 2021-3
5 Jan – 8 Feb	<i>Registration FastTrack Module 2 – Spring 2021</i>
12 Feb	<i>Drop Deadline (100% Refund) for FastTrack Module 2</i>
13 Feb - 19 Feb	<i>Withdraw Deadline (50% Refund) for FastTrack Module 2</i>
20 Feb - 14 Mar	<i>Withdraw Deadline (No Refund) for FastTrack Module 2</i>
2 Feb – 15 Feb	Registration Term Spring 2021-4
16 February	Mardi Gras Holiday
16 Feb – 1 Mar	Registration Term Spring 2021-5
2 Mar – 15 Mar	Registration Term Spring 2021-6
15 Mar -21 Mar	<i>FastTrack Module Term Break</i>
09 Feb – Mar 22	<i>Registration FastTrack Module 3 – Spring 2021</i>
26 Mar	<i>Drop Deadline (100% Refund) for FastTrack Module 3</i>
27 Mar - 2 Apr	<i>Withdraw Deadline (50% Refund) for FastTrack Module 3</i>
3 Apr - 25 Apr	<i>Withdraw Deadline (No Refund) for FastTrack Module 3</i>
16 Mar – 1 Apr	Registration Term Spring 2021-7
2 Apr – 15 Apr	Registration Term Spring 2021-8
25 Apr	End of FastTrack Module 3
30 April	Last Day of Spring Semester

2021	SUMMER – May, June, July, August 2021
1 May	First Day of Summer Semester
16 Apr – 3 May	Registration Term Summer 2021-1
16 Apr – 3 May	<i>Registration FastTrack Module 1 – SU 2021</i>
7 May	<i>Drop Deadline (100% Refund) for FastTrack Module 1</i>
8 May - 14 May	<i>Withdraw Deadline (50% Refund) for FastTrack Module 1</i>
15 May - 6 June	<i>Withdraw Deadline (No Refund) for FastTrack Module 1</i>
4 May – 17 May	Registration Term Summer 2021-2
31 May	Memorial Day Holiday
18 May -1 June	Registration Term Summer 2021-3
4 May – 7 June	<i>Registration Five Week Module 2 – SU 2021</i>
11 June	<i>Drop Deadline (100% Refund) for FastTrack Module 2</i>
12 June - 18 June	<i>Withdraw Deadline (50% Refund) for FastTrack Module 2</i>
19 June - 11 July	<i>Withdraw Deadline (No Refund) for FastTrack Module 2</i>
2 June – 15 June	Registration Term Summer 2021-4
16 Jun – 1 July	Registration Term Summer 2021-5
4 July	American Independence Day Holiday
2 July – 15 July	Registration Term Summer 2021-6
12 July - 18 July	<i>Five Week Term Break</i>
8 June – 19 July	<i>Registration FastTrack Module 3 – SU 2021</i>
23 July	<i>Drop Deadline (100% Refund) for FastTrack Module 3</i>
23 July - 30 July	<i>Withdraw Deadline (50% Refund) for FastTrack Module 3</i>
31 July - 22Aug	<i>Withdraw Deadline (No Refund) for FastTrack Module 3</i>
16 July – 2 Aug	Registration Term Summer 2021-7
3 Aug – 16 Aug	Registration Term Summer 2021-8
17 Aug – 1 Sep	Open Registration for Fall 2020 Semester (1 September 2020 start)
22 Aug	End of FastTrack Module 3
31 August	Last Day of Summer Semester

4. ACADEMIC AFFAIRS

4.2. Delivery Options

4.2.1 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 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.

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 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 Dissertation

A student working on a 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.

Face 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

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, nine credit hours must have been completed with a minimum cumulative grade point average of 3.0 on a 4.0 scale.

7.5. Satisfactory Academic Progress

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

Doctoral students are considered to be making satisfactory progress if they

- Are admitted and enrolled as degree-seeking students;
- Meet the required qualitative 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

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 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 dispensed \$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 (2020-2021) 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

8.9. Attendance Policy-Distance Learning

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.

8.17. 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).

8.17.1 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.

8.17.2 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.

8.28 Grading System-Graduate (IP change only)

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 mentorships 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 mentorship, the IP grade will become an "F" grade.

8.41. 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.

8.42. 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.

8.42.1. 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 38th day 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

8.53 Student Rights

8.53.1. 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.

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

Carlos T. Aquino

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Ph.D. University of Sao Paulo

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Stan Drawdy

B.S. Francis Marion University
M.Ed. Francis Marion University
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D.M. Colorado Technical University

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

Katrina Wahlstrom

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

10. ADDENDA

- S. Student Information Change (Academic)
- BB. Request for Posthumous Degree



ADDENDUM S

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

Change from FastTrack to LifeStyle _____

Change from LifeStyle to FastTrack _____

Student 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

cc: Student's Academic Advisor



ADDENDUM BB
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)

