

United States Sports Academy
America's Sports University®



Bachelor of Sports Science Degree (B.S.S.)
Academic Catalog 2019-2020
1 September 2019



Olympic Women's Basketball
By: Bart Forbes
1986 Sport Artist of the Year

About the Cover Photo:

“Olympic Women’s Basketball” by 1986 American Sport Art Museum & Archives (ASAMA) 1986 Sport Artist of the Year Bart Forbes was featured on an official poster for the 1996 U.S. Women’s Basketball Team at the 1996 Summer Olympics in Atlanta, Ga. Forbes’ art can be viewed on public display at ASAMA.

TABLE OF CONTENTS

1.	GENERAL POLICIES AND INFORMATION	1
1.1	Communicating with the Academy	1
1.2	Regional Accreditation	1
1.3	Alabama State Licensure and Certification	1
1.4	Equal Opportunity Statement.....	1
1.5	Military Programs	1
1.6	History	2
1.7	Mission Statement.....	3
1.8	The Philosophy of the Academy	4
1.9	Goals of the Bachelor of Sports Science Degree Program	4
1.9.1	B.S.S. in Sports Coaching Goals	4
1.9.2	B.S.S. in Sports Management Goals.....	4
1.9.3	B.S.S. in Sports Studies Goals	5
1.9.4	B.S.S. in Sports Strength and Conditioning Goals	5
1.10	Expectations of Students at the Bachelor's Degree Level	6
1.11	Honor Code for the United States Sports Academy	6
1.12	Special Provisions.....	6
1.13	Location	7
1.14	Memberships and Affiliations.....	7
1.14.1	Affiliated Credit Options	9
1.15	The Robert Block Library	9
1.15.1	Library Resources	9
2.	ACADEMIC CALENDAR	10
3.	ADMISSIONS	11
3.1	General Admission	11
3.1.1	Bachelor of Sports Science Program	11
3.1.2	Full-Standing Admission	11
3.1.3	Conditional Admission	12
3.1.4	Non-Degree Admission	13
3.1.5	Transient Student Status	13

3.1.6	Concurrent Enrollment	13
3.1.7	Undergraduate Classifications	13
3.2	International Student Admission.....	13
3.3	International Students-Employment	14
3.4	Social Security Number Disclosure	14
3.5	Transfer/Credit Acceptance	14
3.5.1	Specific Transfer Policies in the Bachelor's Degree Program.....	14
3.5.2	Transfer Request Procedures (upper division courses).....	15
3.5.3	Experiential Learning Credit	16
3.6	Statute of Limitations on Acceptance	17
3.7	Registration	17
3.8	Text Messaging	17
3.9	Standardized Entrance Examinations	17
3.9.1	Institutional Testing Codes	17
3.9.2	Specific Tests Accepted.....	17
3.10	Alabama and Other State Certification Requirements	18
4.	ACADEMIC AFFAIRS	19
4.1	Bachelor of Sports Science Degree Program.....	19
4.2	Online Delivery – B.S.S. Program.....	19
4.3	Mentorship – Culminating Experience	19
4.3.1	Applied Topics in Sports	20
4.4	Sports Coaching Curriculum.....	20
4.5	Sports Management Curriculum.....	21
4.6	Sports Studies Curriculum.....	22
4.7	Sports Strength & Conditioning Curriculum	24
4.8	Emphasis Courses	25
4.8.1	Sports Security Emphasis	25
4.8.2	Recreation Management	26
4.8.3	Sports Hospitality	26
4.8.4	NCAA Compliance.....	26
4.9	Experiential Learning Credit.....	27
4.10	Bachelor's Course Descriptions.....	27
4.10.1	MSS Emphasis Areas Available to Undergraduates (500-level)	32

5.	ACADEMY ONLINE WRITING LAB	34
6.	TUITION AND FEES	35
7.	FINANCIAL AID	36
7.1	Financial Aid Programs for Qualifying Students.....	36
7.1.1	Grants	36
7.1.2	Loans	37
7.1.3	Distribution of Financial Aid Funds	37
7.1.4	In-School Deferment.....	38
7.2	Veterans Administration Programs.....	39
7.2.1	Veterans Benefits.....	39
7.2.1.1	Complaint Policy for Students Receiving VA Education Benefits.	39
7.3	Military Financial Aid Program.....	39
7.3.1	Return of Unearned Tuition Assistance	41
7.4	Definition of Academic Year.....	42
7.5	Satisfactory Academic Progress	42
7.5.1	Required Qualitative Measure	43
7.5.2	Measurable Quantitative Progress Requirement	43
7.5.3	Reasonable Length of Time Requirement	43
7.5.4	Reinstatement of Financial Aid, Academic Eligibility, and Appeals	43
7.6	Return of Title IV Funds.....	43
7.7	Academy Financial Aid Review	44
7.8	National Student Clearinghouse	45
7.8.1	Loan Program	45
8.	REGULATIONS/POLICIES/PROCEDURES.....	46
8.1	Academic Integrity	46
8.2	Academic Probation and Dismissal	46
8.2.1	Academic Probation.....	46
8.2.2	Dismissal.....	47
8.3	Academic Updates - Canvas	47
8.4	Accounts Receivable from Students	47

8.5	Advising Program	48
8.6	Application for Graduation	48
8.7	Attendance Policy	48
8.8	Auditing Classes	48
8.9	Campus Computing and Email	49
8.10	Catalog Coverage and Change	49
8.11	Change of Address	49
8.12	Change of Major	49
8.13	Committees – Structure and Function	49
8.14	Conferring of Degrees	50
8.15	Course Completion Policy	50
	8.15.1 Course Extensions	50
8.16	Course Descriptions-Expanded	51
8.17	Course/Instructor Evaluation	51
8.18	Course Materials Policy	51
8.19	Dropping Courses	51
8.20	Drug and Alcohol Policy	51
	8.20.1 Monitoring Student Criminal Activity Off-Campus	51
	8.20.2 Policies and Programs Concerning Alcohol and Drugs	51
8.21	Examinations at the Bachelor's Level	52
	8.21.1 Proctoring Exams	52
	8.21.1.1 Online Proctoring Service	52
	8.21.1.2 Third-Party Testing Center/Human Proctor	53
8.22	Exit Surveys	54
8.23	Experiential Learning Credit	54
8.24	Facilities	54
	8.24.1 Recreational Facilities	54
8.25	Full-Time Student	55
8.26	Grading System - Undergraduate	55
8.27	Grading Rubrics	56
8.28	Grade Appeal Procedures	56
8.29	Graduate Credit for Bachelor's Students	57
8.30	Graduation	57
	8.30.1 Graduation Requirements	57

8.30.2	Academic Honors and Awards upon Graduation	58
8.30.3	Alumnus of the Year Award	58
8.31	Holds on Student Records.....	59
8.31.1	Academic Holds.....	59
8.31.2	Administrative or Business Holds	59
8.32	Online Student Security	59
8.32.1	Password Reset Policy	59
8.32.1.1	Automated Password Recovery/Reset	60
8.32.1.2	Assisted Password Recovery/Reset	60
8.32.1.3	Personal Identification Number	60
8.33	Photos-Students	60
8.33.1	Student Identity Verification-Registration Requirement	60
8.33.2	Student Photo Option for Online Course Display.....	60
8.34	Program of Study	61
8.35	Re-Enrollment	61
8.36	Refund Policy	61
8.36.1	For Complete Withdrawal	62
8.36.2	For Partial Withdrawal.....	62
8.36.3	For Withdrawal from Mentorship.....	62
8.36.4	Withdrawals for Students Using Veteran Affairs (VA) Benefits	62
8.37	Release of Information.....	62
8.37.1	Release of Grades	62
8.37.2	Release of Student Portal Log-in/Password Information.....	63
8.38	Repeat Policy	63
8.39	Replacement Diplomas	63
8.40	Resident and Non-resident Faculty Members.....	63
8.41	Special Student Services	63
8.41.1	Students with Disabilities	63
8.41.1.1	Providing Services for Students with Disabilities.....	63
8.41.2	International Students	65
8.41.3	Students with Military Obligations.....	65
8.42	Statute of Limitations for Degree Completion.....	66
8.43	Student Conduct.....	66
8.43.1	Threatening Behavior by Students.....	67

	8.43.1.1 Prohibited Behavior	67
	8.43.1.2 Procedures for Mandatory Reporting of Threatening Behavior	67
	8.43.1.3 Disciplinary Process	68
8.44	Student Organizations.....	68
8.45	Student Complaints Not Related to Grades	69
8.46	Student Rights	70
	8.46.1 Student Rights for Records and Disclosure	70
	8.46.2 Student Rights: Complaint Process.....	71
8.47	Title IX/Violence against Women Act (VAWA) Policies.....	71
	8.47.1 Non-Discrimination Statement	71
	8.47.2 Sexual Misconduct Policy	71
	8.47.2.1 Gender/Sexual Discrimination, Misconduct.....	71
	8.47.2.2 Dissemination of the Policy and Training	71
	8.47.2.3 Definitions and Examples of Sexual Misconduct	72
	8.47.2.4 Sexual Harassment.....	72
	8.47.2.4.1 Sexual Assault.....	73
	8.47.2.4.2 Sexual Violence	73
	8.47.2.4.3 Consent	73
	8.47.2.4.4 Incapacitation.....	73
	8.47.2.4.5 Sexual Exploitation.....	74
	8.47.2.4.6 Domestic Violence.....	74
	8.47.2.4.7 Dating Violence	75
	8.47.2.4.8 Stalking	75
	8.47.2.5 Confidentiality	75
	8.47.2.6 Retaliation.....	77
	8.47.2.7 Recordkeeping	77
	8.47.2.8 Reporting/Filing a Title IX Complaint	77
	8.47.2.8.1 Gender/Sex.....	77
	8.47.2.8.2 Other Complaints	78
	8.47.2.8.3 Receipt of Complaint	78
	8.47.2.8.4 Referral to Title IX Investigator	79
	8.47.2.8.5 Office of Title IX Investigator	79
	8.47.2.8.6 Notice of Charges and Investigation of Complaint.....	80
	8.47.2.8.7 Investigation Findings: Communication.....	80

8.47.2.8.8 Investigation Findings: Acceptance	81
8.47.2.8.9 Investigation Findings: Appeal	81
8.47.2.8.10 Investigation Findings: Appeal Process	81
8.47.2.9 Additional Information for Sexual Misconduct Investigation	82
8.47.2.10 Possible Sanctions	84
8.47.2.11 Sanction Process: Student	84
8.47.2.11.1 Administrative Hearing (Student)	84
8.47.2.11.2 Student Community Standards Formal Hearing	84
8.47.2.11.3 Sanction Appeal Process: Students Only	84
8.47.2.12 Special Procedural Provisions for Sexual Misconduct	85
8.47.2.13 Complaints to State and Accrediting Bodies	86
8.48 Transcripts	86
8.49 Weapons Policy	86
8.50 Withdrawing from the Academy	86
9. FACULTY	87
10. ADDENDA	89
A. B.S.S. Sports Management Program of Study (POS)	91
B. B.S.S. Sports Management with Sports Security Emphasis POS	92
C. B.S.S. Sports Coaching POS	93
D. B.S.S. Sports Coaching with Sports Security Emphasis POS	94
E. B.S.S. Sports Studies POS	95
F. B.S.S. Sports Studies with Sports Security Emphasis POS	96
G. B.S.S. Sports Strength & Conditioning POS	97
H. Graduation Checklist for Bachelor's Degree Candidates	98
I. Change of Catalog Request Form	99
J. Request for Transcript	100
K. Withdrawal Form	101
L. Student Information Change Form (Personal)	102
M. Student Information Change Form (Academic)	103
N. Drop/Add Form	104
O. Undergraduate Writing Assignment Rubric	105
P. Undergraduate Discussion Rubric	106
Q. Undergraduate Final Paper Rubric	107
R. Americans with Disabilities Act-Students with Application	109
S. Family Educational Rights and Privacy Act (FERPA) Release of Records	114
T. FERPA Declaration/Placing a FERPA Block	115
U. BSS Transfer Guide	117
V. Experiential Learning Petition	119

1. GENERAL POLICIES AND INFORMATION

1.1. Communicating with the Academy

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

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

1.2. Regional Accreditation

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

1.3. Alabama State Licensure and Certification

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

1.5 Military Programs

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

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.

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

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

Encouraged 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 addition to Dr. Rosandich, who was experienced in international coaching and administration, this group consisted of Dr. Robert Block, media specialist; Mr. Charles Cape, attorney; Mr. Gerald Hock, accountant; and Dr. George Uhlig, educator. This body became the first Board of Directors, now known as the Board of Trustees. In 1976, the Academy relocated from Wisconsin and became affiliated with the University of South Alabama. This affiliation continued until the early 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.

Also 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 some 65 nations around the world. The Academy currently has on-going programs in Europe, South Asia, Southeast Asia, and Northeast Asia.

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 almost 200 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 Studies. These national faculty members are also a resource for the Academy's mentorship 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 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 Bachelor of Sport Science degree program was reviewed and accredited in 2004. 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.

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 mentorships or 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 outstanding performances and contributions to the world of sports by national and international sports leaders, coaches, administrators, athletes, and artists. This promotional event gained momentum 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 publishes an online peer-reviewed journal entitled The Sport Journal which is provided free-of-charge to the profession and which was accessed about 700,000 times in the past year. The Academy regularly posts to a blog entitled The Sport Digest featuring current issues and topics in the profession. All of these publications are designed to provide sports administrators and practitioners with current information on a variety of topics of interest in the profession.

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 are looking forward to continuing this history and rich traditions.

1.7. Mission Statement

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

1.8. The Philosophy of the Academy

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

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.

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

1.9. Goals of the Bachelor of Sports Science Degree Program

The specific goals of the bachelor's degree program are derived from the mission of the Academy.

The Academy has identified general education goals to prepare students for upper-division course work in each of its four majors. In support of the Academy's mission, the goals and objectives are to prepare educated individuals who are able to meet the following program goals in their chosen major.

1.9.1 Bachelor of Sports Science in Sport Coaching Goals

- a. Apply critical and independent thinking to real world issues facing coaches in today's world
- b. Demonstrate the ability to clearly articulate ideas in writing
- c. Demonstrate problem solving capabilities through an expanded vision of the coaching profession
- d. Analyze and illustrate with conviction issues of significance in the coaching discipline
- e. Identify ethical principles applied in the world of coaching and how they relate to life
- f. Synthesize learned theories and relate those theories in day-to-day coaching
- g. Evaluate issues and trends pertaining to the world of coaching

1.9.2 Bachelor of Sports Science in Sport Management Goals

- a. Apply critical and independent thinking to real world issues facing sports management professionals in today's world
- b. Demonstrate the ability to clearly articulate ideas in writing

- c. Demonstrate problem solving capabilities through an expanded vision of the requirements of the sports management professional
- d. Analyze and illustrate with conviction issues of significance in the sports management discipline
- e. Identify ethical principles applied in the world of sports management and how they relate to life
- f. Synthesize learned theories and relate those theories in day-to-day management of sports organizations at all levels
- g. Evaluate issues and trends pertaining to the world of sports management

1.9.3 Bachelor of Sports Science in Sport Studies Goals

- a. Apply critical and independent thinking to real world issues in sports
- b. Demonstrate the ability to clearly articulate ideas in writing
- c. Demonstrate problem solving capabilities through an expanded vision of the variety of positions in the sports profession
- d. Analyze and illustrate with conviction issues of significance facing the sports professional
- e. Identify ethical principles applied in the world of sports and how they relate to life
- f. Synthesize learned theories and relate those theories to the profession of sports
- g. Evaluate issues and trends pertaining to the world of sports across all disciplines

1.9.4 Bachelor of Sports Science in Sports Strength & Conditioning Goals

- a. Apply critical and independent thinking to real world issues facing sports strength & conditioning professionals
- b. Demonstrate the ability to clearly articulate ideas in writing
- c. Demonstrate problem solving capabilities through an expanded vision of the many strength & conditioning disciplines
- d. Analyze and illustrate with conviction issues of significance in the strength & conditioning profession
- e. Identify ethical principles applied in the world of strength & conditioning and how they relate to life
- f. Synthesize learned theories and relate those theories in the day-to-day duties of the strength & conditioning professional
- g. Evaluate issues and trends pertaining to the world of strength & conditioning

The faculty and staff of the Academy provide the necessary tools for students to accomplish the goals listed above by:

- a. Demonstrating the appropriate skill sets to work in the profession of sport at various levels of sport from amateur through professional
- b. Applying theoretical information and putting that information into practice within sport disciplines
- c. Providing materials necessary for students to gain the knowledge, skills, and practical abilities to succeed in the discipline of the sport major being studied
- d. Increasing computer literacy by utilizing current computer technology and applications across the curriculum to develop research skills and computer literacy for academic settings, workforce development, and lifelong learning
- e. Increasing students' awareness of the need for a personal philosophy and the importance of ethical principles related to their chosen professions and life in general
- f. Providing practical experiences in areas of sport discipline in which the student can fully test the knowledge and skills required in real life experiences under qualified mentors

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

The Academy anticipates that students will come from a variety of backgrounds to pursue the Bachelor of Sports Science (B.S.S.) degree. Upon receipt of a bachelor'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. They should be read thoroughly by each undergraduate student.

1.11. Honor Code for the Academy

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

1.12. Special Provisions

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

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

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

1.13. Location

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

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

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

Mobile, also called the Port City, has much to offer residents, visitors, and Academy students. It is the home of the Senior Bowl (an all-star college football competition), the Dollar General Bowl, Mardi Gras (a festival of parades and activities prior to Lent), America's Distinguished Young Women pageant, and numerous other cultural and recreational activities. This is a great place to live and learn.

1.14. Memberships and Affiliations

Listed below are some of the organizations in which the Academy, its faculty and/or staff are represented by affiliations or memberships 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 College of Sports Medicine (ACSM)

American Library Association (ALA)
Association of Applied Sports Psychology (AASP)
Association for Education and Communications Technology (AECT)
Business Council of Alabama
Colleges & Universities Professional Association for Human Resources (CUPA-HR)
Conference of Southern Graduate Schools (CSGS)
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
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 for the Advancement of Colored People (NAACP)
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 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)
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

1.14.1 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. It offers 1,250 courses and 60 degree programs through the SREB web portal. The Academy was one of the first independent colleges and universities in Alabama selected for participation in the SREB consortium. Academy courses offered through the SREB Electronic Campus can be found at <http://www.electroniccampus.org>.

1.15. 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. When not available, the library provides support through participation in 24/7 Librarian, a world-wide network of librarians that provide students access to a professional librarian 24 hours a day, seven days a week, ensuring Academy students of timely, professional library services when needed.

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.

1.15.1. 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. ACADEMIC CALENDAR - BSS

2019	FALL – September, October, November, December 2019
1 September	First Day of Fall Semester
2 September	Labor Day Holiday
16 Aug – 3 Sep	Registration Term – Fall 2019-1
4 Sep – 16 Sep	Registration Term Fall 2019-2
17 Sep – 1 Oct	Registration Term Fall 2019-3
2 Oct – 15 Oct	Registration Term Fall 2019-4
16 Oct – 1 Nov	Registration Term Fall 2019-5
2 Nov – 15 Nov	Registration Term Fall 2019-6
28-29 November	Thanksgiving Holiday
16 Nov – 2 Dec	Registration Term Fall 2019-7
3 Dec – 16 Dec	Registration Term Fall 2019-8
25 December	Christmas Holiday
31 December	Last Day of Fall Semester
2020	SPRING – January, February, March, April 2020
1 January	New Years' Day Holiday
2 January	First Day of Spring Semester
17 Dec – 2 Jan	Registration Term Spring 2020-1
3 Jan – 15 Jan	Registration Term Spring 2020-2
20 January	Martin Luther King Holiday
16 Jan – 3 Feb	Registration Term Spring 2020-3
4 Feb – 17 Feb	Registration Term Spring 2020-4
25 February	Mardi Gras Holiday
18 Feb – 2 Mar	Registration Term Spring 2020-5
3 Mar – 16 Mar	Registration Term Spring 2020-6
17 Mar – 1 Apr	Registration Term Spring 2020-7
2 Apr – 15 Apr	Registration Term Spring 2020-8
30 April	Last Day of Spring Semester
2020	SUMMER – May, June, July, August 2020
1 May	First Day of Summer Semester
16 Apr – 1 May	Registration Term Summer 2020-1
2 May – 15 May	Registration Term Summer 2020-2
25 May	Memorial Day Holiday
16 May -1 June	Registration Term Summer 2020-3
2 June – 15 June	Registration Term Summer 2020-4
16 Jun – 1 July	Registration Term Summer 2020-5
3 July	American Independence Day Holiday
2 July – 15 July	Registration Term Summer 2020-6
16 July – 3 Aug	Registration Term Summer 2020-7
4 Aug – 17 Aug	Registration Term Summer 2020-8
18 Aug – 1 Sep	Open Registration for Fall 2020 Semester (1 September 2020 start)
31 August	Last Day of Summer Semester

3. ADMISSIONS

Courses in the Academy's B.S.S. degree program are open to any student who holds a secondary school diploma or General Equivalency Diploma (GED). Offered online, the B.S.S. degree and individual bachelor's degree courses are sport-specific. The B.S.S. degree features majors in Sports Coaching, Sports Management, Sports Strength & Conditioning, and Sports Studies. Students in Sports Coaching, Sports Management, or Sports Studies may also add an emphasis in Sports Security. Degree-seeking students must earn a minimum of 30 semester-hours from the Academy. Catalog Section 3.1 explains admission criteria and categories.

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. Bachelor of Sports Science Program

Applicants for degree-seeking admission must submit the following:

1. A completed bachelor's degree application. The application fee for domestic students must be submitted with the application. The fee is non-refundable.
2. Official copies of all college transcripts (or certified English translations for institutions that do not provide official documents in English).
3. A written personal statement, 300-400 words in length, describing the motivation or reasons for pursuing a B.S.S. degree program at the Academy.
4. Students who have obtained previous undergraduate education in a country other than the U.S. or Canada must provide an official copy of a course-by-course evaluation completed by a member of the National Association of Credential Evaluation Services in addition to the above mentioned transcripts. Their website address is www.naces.org/members.htm.

Applicants for non-degree seeking admission must submit the following for enrollment:

1. A completed bachelor's degree application accompanied by the non-refundable application fee; and
2. An official copy (or certified English translations for institutions that do not provide official documents in English) of secondary-school transcripts showing completion of a high school diploma or its equivalency, or college transcripts from regionally accredited institutions, indicating successful completion of at least one course.

3.1.2. Full-Standing Admission

For full-standing admission to the bachelor's program, an applicant must have completed at least 60 semester hours from regionally accredited programs of which 30 semester hours are the general education component (GEC) and 30 semester hours which are electives, with a cumulative transfer GPA of 2.0 or higher. To assist in the transfer process, please refer to the Student Transfer Guide found in the Addenda of this catalog.

Specifically, the general education requirements consist of the following:

- Six semester hours of English
- Six semester hours of Fine Arts/Humanities
- Six semester hours of Social/Behavioral Sciences
- Six semester hours of Natural Science
- Three semester hours of Mathematics
- Three semester hours of Computer Science

Students transferring without all lower-division credit hours may be accepted on a conditional basis, but must complete any missing lower-division hours before the completion of their fourth core course and before being moved to full-standing status.

3.1.3. Conditional Admission

The conditional admission category is for students who do not meet one or more of the full admissions requirements.

a. Conditional Administrative Admission

Applicants who have earned at least 30 semester hours of required lower-division coursework, but have not accumulated all 60 of the lower-division transferable semester hours (including the general education component), and have a cumulative transfer GPA of at least 2.0 or higher, may be admitted on a **Conditional Administrative** basis but will be required to complete any deficient lower-division hours before the completion of their fourth core course and before being moved to full-standing status.

b. Conditional Academic Admission

If the applicant has completed a minimum of 30 transferable semester hours of required lower-division coursework but has a cumulative transfer GPA of less than 2.0 AND/OR has credits accepted that were obtained from a school that does not hold regional accreditation, the applicant may be accepted as a **Conditional Academic** student. Conditional academic students must complete their first 12 semester hours of coursework with a minimum GPA of at least 2.0 to continue with the program.

- If a Conditional Academic student has all lower-division requirements completed at the time of completion of his/her first 12 semester hours, and meets the minimum GPA requirements, he/she will be moved to full-standing status.
- If a Conditional academic student enters the program without ALL required lower division hours completed, once he/she is reviewed after the completion of his/her first 12 semester hours and meets the minimum GPA requirement stated above, he/she will be moved to conditional administrative status until he/she has successfully satisfied all lower-division requirements. Conditional Administrative students will be moved to full-standing status provided they complete their deficiencies before they register for the Academy's final core courses.

3.1.4. Non-Degree Admission

A non-degree seeking student is a student who has enrolled in a course and holds at least a secondary school or General Equivalency Diploma (GED) but has not applied for admission to the bachelor's degree program. Financial aid is not available from the Academy for non-degree seeking students.

A non-degree seeking student taking B.S.S. courses is allowed to take 200-400 level courses for transfer or for similar interests but is not admitted as a degree-seeking student. A non-degree seeking student is not eligible to enroll in a mentorship and cannot transfer into degree-seeking status without successfully completing the full application process. If a non-degree seeking student chooses to seek degree status, the student is responsible for all fees associated with the regular admission process. Once a student has completed courses as a non-degree seeking student, the student will have 180 days to enroll in additional course work. Non-degree seeking students who do not enroll in this time period must reapply to the program to take additional 200-400 level courses.

3.1.5. Transient Student Status

This 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 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 prior to enrollment at the Academy.

3.1.6. Concurrent Enrollment

This 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.

3.1.7. Undergraduate Classifications

Undergraduates will be classified as follows:

1. Students having 30-59 semester credit hours will be classified as sophomores.
2. Students having 60-89 semester credit hours will be classified as juniors.
3. Students having 90 or more semester credit hours will be classified as seniors.

3.2. International Student Admission

In addition to the applicable domestic requirements, an international applicant seeking admission to the bachelor's program must submit the following to the Office of Undergraduate Admissions:

1. Official documentation showing a satisfactory score on the Test of English as a Foreign Language (TOEFL) internet-based format (minimum 79), 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).

Students may be conditionally admitted with a TOEFL score of 500 to 549 on the paper-based format, 61-78 on the Internet-based format, or 5 to 5.9 on the IELTS. 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.

2. Among the semester credit hours to be transferred are 30 semester credit hours of the general education requirements. The only exception to this requirement is that the three to six hours of English composition or English language arts may be waived by a TOEFL score that meets the Academy's minimum standards for acceptance to the 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 a reasonable mastery of the English language has been attained.

3.3. International Students-Employment

International students at the United States Sports Academy who are on an F-1 Visa are not allowed to work off campus. In some circumstances international students may work on 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.

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 be provided to governmental or regulatory entities that require SSNs. The privacy and confidentiality of student records are protected by federal and state law. The Academy will not disclose a SSN without a student's consent for any other purpose except as allowed by law.

3.5. Transfer Credit Acceptance

3.5.1. Specific Transfer Policies in the Bachelor's Program

1. The Academy accepts courses from all regionally accredited institutions for lower-division general education/general elective courses that meet transfer criteria. The Academy accepts courses from all regionally accredited institutions for upper-division transfer that are equivalent to courses in the Academy's curriculum.
2. The Academy accepts courses from all nationally-accredited institutions (as recognized by the Department of Education) on a conditional basis. The student must achieve a 2.0 or higher GPA in the first 12 hours of the undergraduate level work at the Academy for the courses to transfer.
3. The Academy will accept courses from international institutions on a conditional basis provided that the credits are equivalent to courses taken at a regionally or nationally accredited U.S. institution and meet the categories for the lower-division requirements.
4. The Academy may accept transfer credits from non-accredited institutions on a conditional basis.

5. An applicant may offer for consideration the transfer credit hours earned by means of the Defense Activity for Nontraditional Education Support (DANTES) Test if the school from which the applicant is transferring accepted the test and said hours are reflected on the applicant's transcript. In addition, the applicant must have an official DANTES score report mailed directly to Undergraduate Admissions.
6. College Level Examination Program (CLEP) credit may be accepted towards the 60 hours of transferable credit. The applicant must have an official CLEP score report mailed directly to Undergraduate Admissions.
7. Individuals who submit test scores for DANTES or CLEP will be referred to the Undergraduate Admissions Committee. The committee reserves the right to accept or reject the number of hours that may be accepted.
8. Courses earned at a college or university that utilizes the quarter system will have hours converted to the semester calendar for the purpose of review and, if accepted, transfer.
9. Students may not transfer repeated course credit more than once even if the equivalent courses were earned at different institutions.
10. The Academy will not consider or evaluate a lower-division transfer course request until the student has applied to the Academy. Upper-division transfer courses will not be considered for transfer until the student has been accepted by the Academy.

3.5.2. Transfer Request Procedures (upper-division courses)

Any applicant to one of the Academy's bachelor's degree programs is eligible to transfer from another college or university equivalent upper-division courses that are substantially the same as Academy courses. A student may transfer no more than 90 semester-hours to the Academy including the required lower-division hours. All such requests are subject to review and approval as outlined below.

1. Students interested in upper-division transfer credit must be accepted into the program before the Academy will consider requests.
2. Courses earned at a college or university that utilizes the quarter system will have hours converted to the semester calendar for the purpose of review and, if accepted, transfer.
3. A cover letter explaining the request should be sent to the Chief Academic Officer, along with a copy of the official transcripts showing the grade earned, a catalog description of the course, and a copy of the syllabus outlining learning objectives and course content from the term in which the course was completed. In addition, the applicant should specify which of the Academy's courses the transfer courses may be able to replace.
4. In the case of international credits that a student requests to have reviewed for upper-division transfer, students must provide copies of all course syllabi outlining learning objectives and course content in English. If the institution does not produce the syllabi in English, the student must provide certified copies translated into English.

Transfer of upper-division coursework does not guarantee that transfer will satisfy requirement of a student's chosen program. Students should check their program of study carefully to determine where any applicable transfer may satisfy degree requirements.

3.5.3 Experiential Learning Credit

Degree-seeking undergraduate students wishing to petition for experiential learning credit (ELC) must be in full standing and have successfully completed six semester hours (two courses) within their program of study. Exceptions may be permitted by the Chief Academic Officer. During the petition process, students will be referred to as "candidate" until their ELC case portfolio is approved. The policies and procedures for ELC are as follows:

1. Students wishing to petition for Experiential Learning Credit (ELC) must be undergraduate, degree-seeking students in full standing who have successfully completed six semester hours (two courses) within their Program of Study (POS). Exceptions may be permitted by the Chief Academic Officer.
2. Courses selected as possible ELC courses must be in the Academy's most recent BSS Catalog. The maximum number of credit hours eligible for ELC is six. ELC will not be given for SPT 496 Applied Topics in Sports, SPT 498 Bachelor's Mentorship, SAR 490 Senior Research Project, or SPT 497 CSCS Examination Prep. Candidates opting for ELC are urged to review the course description of the selected course(s), **complete the ELC Petition Form and submit to the Office of Student Services, along with a \$400 processing fee**
3. **The ELC Petition will be sent to the Office of Student Services for initial review to ensure all requirements have been submitted.** (Included with the Petition, candidates must present a *focused resume* citing specific lifetime experiences which they believe will exhibit that they have completed the course learning objectives)
4. **After Student Services determines the petition is complete and all necessary documents received, it will be reviewed by the Chief Academic Officer** who will either approve or deny the Petition.
5. Upon approval of the ELC Petition, the Chief Academic Officer will assign a faculty advisor who will be a Subject Matter Expert.
6. The assigned faculty advisor will initiate contact with the student by emailing the course learning objectives.
7. The assigned faculty advisor will send the student information and instruction regarding the *ELC Case Portfolio* which the student is expected to combine. This portfolio establishes the justification for granting college credit for the student's life time experience.
8. The assigned faculty advisor will review the submitted *ELC Case Portfolio* and render a recommendation for granting ELC or directing the student to re-submit the *ELC Portfolio* with specific recommendations for improvement and forward this assessment to the Chief Academic Officer.
9. The Chief Academic Officer will notify the student regarding the outcome of the *ELC Portfolio* assessment.

10. Credits awarded through experiential learning will be entered into the student's record by the registrar. **ELC will be entered on the student's transcript identified with the appropriate course number and that it was awarded through the ELC process.**

3.6. Statute of Limitations on Acceptance

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

3.7. Registration

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.

3.8 Text Messaging

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.

3.9. Standardized Entrance Examinations

3.9.1. Institutional Testing Codes

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

3.9.2. Specific Tests Accepted

The following testing facilities and services may be of help to students in the bachelor's degree program at the Academy:

- 1. Test of English as a Foreign Language (TOEFL)**
International Students (www.toefl.org)

Score Accepted = 550 (paper based) or 79 (Internet-based)
School code: 1885

2. **Educational Testing Services (ETS)** (609) 771-7630
www.ets.org.
3. **Consortium of College Testing Centers (CCTC)**
<http://www.ncta-testing.org/cctc/>
4. **International English Language Testing System (IELTS)**
International Students (www.ielts.org)
Score Accepted = 6 (Academic Module)
School Code: 1885

3.10. Alabama and Other State Teaching-Certification Requirements

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

Alabama applicants 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.

4. ACADEMIC AFFAIRS

4.1. Bachelor of Sports Science Degree Program

The Academy offers Bachelor of Sports Science (B.S.S.) degrees in Sports Coaching, Sports Management, Sports Strength & Conditioning, and Sports Studies. Students may add an emphasis in Sports Security to the Sports Coaching, Sports Management, or Sports Studies degrees. Degree-seeking students must take a minimum of 30 semester-hours at the Academy. The Academy's online program makes it convenient for students to take individual courses from the Academy that can be transferred to most any institution in the United States. For non-degree options, please see the *Admissions* section of this catalog.

Prior to registration for their initial course, students are encouraged to review their program of study (POS). The POS may be found in the Addendum section of this catalog and also in the student portal. The POS shows students all the core, major, and elective courses for their chosen program. It is recommended that admitted students follow the prescribed progression of courses in their majors.

A student's academic catalog is based upon the first term of enrollment, unless otherwise noted. It is the student's responsibility to know and comply with the regulations set forth in that catalog and it is the student's responsibility to ensure all degree requirements are met.

After successful completion of all lower-division requirements and the core, required, and elective courses with a 2.0 or better cumulative grade point average (GPA), the student will consult with the Mentorship Office, in conjunction with the student's academic advisor, to plan the culminating experience.

4.2 Online Delivery – Bachelor of Sports Science Program

The Academy's bachelor'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 Log-In ID and password to access online courses, their student portal, 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, participation in threaded discussions, quizzes, and a final examination. There are specific time limits, 16 weeks (plus extensions which may be purchased if needed) that apply to completion of online courses. Those 16 weeks include one week built into the course time for shipping and handling of materials. Students who are active-duty military personnel have 18 weeks in which to complete their coursework (16 weeks plus an automatic two-week extension to allow for delivery of materials through military mail).

The Academy library and its extensive reference database system can be accessed through the Academy's Learning Management System (LMS) Canvas or the Academy website.

4.3 Mentorship – Culminating Experience

The Academy's mentorship program enables a student to get in-depth training under the direct supervision of a leader in the student's chosen field. Mentorship study can provide many opportunities for valuable practical experiences, since the student can select, within established guidelines, both the site and the type of experience

desired. The flexibility of mentorship study is particularly important for the professional who seeks career advancement but prefers to remain employed while pursuing a degree.

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

For full details regarding the mentorship program, students should download the Mentorship Handbook from the Academy's website, www.ussa.edu/Academics/Mentorship.

4.3.1. Applied Topics in Sport

Undergraduate students who have accrued many years of experience within their respective field may petition the Chief Academic Officer to produce an original writing project in lieu of the mentorship experience. The project will incorporate a specific written document, which chronicles the student's applied sports experience within the student's discipline.

Examples of students who may qualify to elect this option include persons who have had extensive work experience in the field of sport, persons who have exhibited leadership in sport positions over a period of years, or persons whose expertise in the field is verified by another means such as having written extensively. This project would be under the direct supervision of a faculty member.

4.4. Sports Coaching Curriculum

The Sports Coaching major is designed to prepare students to enter the coaching profession. Since coaches are often required to multitask, the course work covers ethics, sports medicine, psychology, administrative and management functions, as well as the *skills and drills* relevant to all coaching assignments. The program is designed to produce high-quality coaches by offering students all relevant aspects of a demanding profession.

The curriculum for Sports Coaching has four core courses, nine required courses, three general elective courses, two sports coaching science electives, and a required mentorship. Students must complete their coursework in that order: first, core courses; then required courses; then electives; then the mentorship. All hours listed are semester hours.

B.S.S. Core Courses – 12 semester hours

- | | | |
|-----------|---------------------------------------|---------|
| • SAB 361 | Contemporary Issues in Sports | 3 hours |
| • SAB 334 | Ethics in Sports | 3 hours |
| • SAM 340 | Organization and Management in Sports | 3 hours |
| • SAM 400 | Leadership Principles in Sports | 3 hours |

Required Major Courses – 27 semester hours

- | | | |
|-----------|--|---------|
| • SAB 302 | Technology in Sports | 3 hours |
| • SAB 368 | Psychology of Sports | 3 hours |
| • SAB 371 | Sports Coaching Methodology | 3 hours |
| • SAB 373 | Scientific Principles of Human Performance | 3 hours |
| • SAD 320 | Applied Sports Performance | 3 hours |
| • SAD 346 | Sports Medicine | 3 hours |
| • SAD 356 | Sports Nutrition | 3 hours |

- SAM 344 Sports Marketing 3 hours
- SAR 332 Sports Strength & Conditioning 3 hours

General Electives – Choose two (2) courses for six (6) semester hours

- SAB 301 Sports Officiating 3 hours
- SAB 305 Sociology of Sports 3 hours
- SAB 310 History of Sports 3 hours
- SAM 322 Foundations of Amateur & Professional Sports 3 hours
- SAM 386 Legal Concepts in Sports 3 hours
- SAM 451 Public Relations in Sports 3 hours
- SAM 482 Sports Facilities Management 3 hours

Sports Coaching Series Electives – Choose one (1) course for three (3) semester hours

- SCS 303 Coaching Track & Field 3 hours
- SCS 308 Coaching Baseball 3 hours
- SCS 313 Coaching Basketball 3 hours
- SCS 332 Coaching American Football 3 hours
- SCS 334 Coaching Golf 3 hours
- SCS 376 Coaching Tennis 3 hours
- SCS 378 Coaching Volleyball 3 hours

Research Core Courses – 6 semester hours*

- MTH 465 Statistical Measurements in Sports 3 hours
- SAR 490 Senior Research Project 3 hours

***Students must take MTH 465 before enrolling in SAR 490**

After completion of the core, required, elective, and research core courses, students take the mentorship as the culminating experience:

- SPT 498 Bachelor's Mentorship 6 hours

4.5. Sports Management Curriculum

The curriculum in Sports Management is designed to give students a broad-based knowledge of the management fundamentals associated with the sports industry. In addition, it allows the student to become a competent manager in sports organizations by providing a broad understanding of the industry's various forms and special nature through a mixture of core, required, elective, and experiential educational components.

The curriculum for Sports Management has four core courses, nine required courses, five elective courses, and a required mentorship. Students must complete their coursework in that order: first, core courses; then required courses; then electives; then the mentorship. All hours listed are semester-hours.

B.S.S. Core Courses – 12 semester hours

- SAB 361 Contemporary Issues in Sports 3 hours
- SAB 334 Ethics in Sports 3 hours
- SAM 340 Organization and Management in Sports 3 hours
- SAM 400 Leadership Principles in Sports 3 hours

Required Major Courses – 27 semester hours

- SAB 302 Technology in Sports 3 hours
- SAM 342 Personnel Management in Sports 3 hours
- SAM 344 Sports Marketing 3 hours
- SAM 445 Sports Managerial Accounting* 3 hours
- SAM 448 Sports Promotion & Event Planning 3 hours
- SAM 451 Public Relations in Sports 3 hours
- SAM 482 Sports Facilities Management 3 hours
- SAM 486 Sports Law & Risk Management 3 hours
- SAM 487 Introduction to Sports Security Management 3 hours

***SAM 445 Sports Managerial Accounting requires an introductory accounting course as a pre-requisite that should be transferred from the student's lower division coursework.**

General Electives – Choose three (3) courses for nine (9) semester hours

- SAB 305 Sociology of Sports 3 hours
- SAB 310 History of Sports 3 hours
- SAB 368 Psychology of Sports 3 hours
- SAM 322 Foundations of Amateur & Professional Sports 3 hours
- SAM 367 Olympic Culture 3 hours
- SAM 386 Legal Concepts in Sports 3 hours
- SAM 392 Sports Agent Business 3 hours
- SAM 450 Fundraising in Sports 3 hours

Research Core Courses – 6 semester hours*

- MTH 465 Statistical Measurements in Sports 3 hours
- SAR 490 Senior Research Project 3 hours

***Students must take MTH 465 before enrolling in SAR 490**

After completion of the core, required, elective, and research core courses, students take the mentorship as the culminating experience:

- SPT 498 Bachelor's Mentorship 6 hours

4.6. Sports Studies Curriculum

The Sports Studies curriculum is designed to give students the opportunity to build areas of concentration that meet their specific needs.

The curriculum for Sports Studies has four core courses, two required courses, 14 elective courses and a mentorship as the culminating experience. Students must complete their coursework in that order: first, core courses; then required courses; then electives; then the mentorship. All hours listed are semester hours.

B.S.S. Core Courses – 12 semester hours

- SAB 361 Contemporary Issues in Sports 3 hours
- SAB 334 Ethics in Sports 3 hours
- SAM 340 Organization and Management in Sports 3 hours
- SAM 400 Leadership Principles in Sports 3 hours

Required Sports Studies Courses – 6 semester hours

- SAB 302 Technology in Sports 3 hours
- SAM 344 Sports Marketing 3 hours

Sports Studies Courses – choose 10 courses for 30 semester hours

- SAB 301 Sports Officiating 3 hours
- SAB 305 Sociology of Sports 3 hours
- SAB 310 History of Sports 3 hours
- SAB 368 Psychology of Sports 3 hours
- SAB 371 Sports Coaching Methodology 3 hours
- SAB 373 Scientific Principles of Human Performance 3 hours
- SAD 320 Applied Sports Performance 3 hours
- SAD 346 Sports Medicine 3 hours
- SAD 356 Sports Nutrition 3 hours
- SAM 322 Foundations of Amateur & Professional Sports 3 hours
- SAM 342 Personnel Management in Sports 3 hours
- SAM 367 Olympic Culture 3 hours
- SAM 386 Legal Concepts in Sports 3 hours
- SAM 392 Sports Agent Business 3 hours
- SAM 445 Sports Managerial Accounting* 3 hours
- SAM 448 Sports Promotion & Event Planning 3 hours
- SAM 450 Fundraising in Sports 3 hours
- SAM 451 Public Relations in Sports 3 hours
- SAM 482 Sports Facilities Management 3 hours
- SAM 486 Sports Law & Risk Management 3 hours
- SAR 332 Sports Strength & Conditioning 3 hours

***SAM 445 Sports Managerial Accounting requires an introductory accounting course as a pre-requisite that should be transferred from the student's lower division coursework.**

Students may opt to choose a maximum of three (3) of the following Sports Coaching Series courses as part of their Sports Studies curriculum:

- SCS 303 Coaching Track & Field 3 hours
- SCS 308 Coaching Baseball 3 hours
- SCS 313 Coaching Basketball 3 hours
- SCS 332 Coaching American Football 3 hours

- SCS 334 Coaching Golf 3 hours
- SCS 376 Coaching Tennis 3 hours
- SCS 378 Coaching Volleyball 3 hours

Research Core Courses – 6 semester hours*

- MTH 465 Statistical Measurements in Sports 3 hours
- SAR 490 Senior Research Project 3 hours

***Students must take MTH 465 before enrolling in SAR 490**

After completion of the core, required, elective, and research core courses, students take the mentorship as the culminating experience:

- SPT 498 Bachelor's Mentorship 6 hours

4.7. Sports Strength & Conditioning Curriculum

The Sports Strength & Conditioning major can lead to many financially rewarding career opportunities in today's society. A bachelor's degree is now required at most fitness centers for personal trainers as well as for strength & conditioning coaches. Corporations, both public and private, are also promoting fitness and wellness programs and demanding well educated fitness instructors and directors. Qualified persons have opportunities in physical fitness, strength training, and cardiovascular fitness.

The curriculum has four core courses, 10 required courses, four elective courses, and a required mentorship. Students must complete their coursework in that order: first, core courses; then required courses; then electives; then the mentorship. All hours listed are semester hours.

The prerequisites for the Sports Strength & Conditioning major are BIO 201: Anatomy & Physiology I and BIO 202: Anatomy & Physiology II or six (6) semester hours of other human physiology and anatomy equivalent courses.

B.S.S. Core Courses – 12 semester hours

- SAB 361 Contemporary Issues in Sports 3 hours
- SAB 334 Ethics in Sports 3 hours
- SAM 340 Organization and Management in Sports 3 hours
- SAM 400 Leadership Principles in Sports 3 hours

Required Major Courses – 10 courses for 30 semester hours

- SAB 302 Technology in Sports 3 hours
- SAD 320 Applied Sports Performance 3 hours
- SAD 346 Sports Medicine 3 hours
- SAD 356 Sports Nutrition 3 hours
- SAR 332 Sports Strength & Conditioning 3 hours
- SAR 326 Personal Training 3 hours
- SAR 320 Exercise Physiology 3 hours
- SAR 380 Exercise Testing & Prescription 3 hours
- SAM 344 Sports Marketing 3 hours
- SPT 497 Certification Examination Preparation 3 hours

General Elective Courses – Choose two (2) courses for six (6) semester hours

- SAB 301 Sports Officiating 3 hours
- SAB 368 Psychology of Sports 3 hours
- SAB 373 Scientific Principles of Human Performance 3 hours
- SAB 310 History of Sports 3 hours
- SAM 386 Legal Concepts of Sports 3 hours
- SAM 450 Fundraising in Sports 3 hours
- SAM 451 Public Relations in Sports 3 hours
- SAM 482 Sports Facilities Management 3 hours
- SAR 525** Sports Strength & Conditioning 3 hours

Student must complete all core and required courses and petition to take the master's level SAR 525 course as an elective in Sports Strength & Conditioning

Students may opt to choose a maximum of two (2) of the following Sport Coaching Series (SCS) courses as part of their electives:

- SCS 303 Coaching Track & Field 3 hours
- SCS 308 Coaching Baseball 3 hours
- SCS 313 Coaching Basketball 3 hours
- SCS 332 Coaching American Football 3 hours
- SCS 334 Coaching Golf 3 hours
- SCS 376 Coaching Tennis 3 hours
- SCS 378 Coaching Volleyball 3 hours

Research Core Courses – 6 semester hours*

- MTH 465 Statistical Measurements in Sports 3 hours
- SAR 490 Senior Research Project 3 hours

***Students must take MTH 465 before enrolling in SAR 490**

After completion of the core, required, elective, and research core courses, students take the mentorship as the culminating experience:

- SPT 498 Bachelor's Mentorship 6 hours

4.8. Emphasis Courses**4.8.1. Sports Security Emphasis**

The emphasis in Sports Security will provide current and future sports industry professionals with an introduction to the specialized capabilities and knowledge needed to meet the management challenges of homeland defense and security in a sports environment.

Students enrolled in the B.S.S. program in Sports Management, Sports Coaching, or Sports Studies may take three additional courses to obtain a degree with a Sports Security emphasis. Sports Management majors take SAM 487 as a required degree course; those students will only need to take SAM 488 and SAM 489 to earn an Emphasis in Sports Security. Sports Coaching and Sports Studies majors must take all three of the following emphasis courses:

- SAM 487 Introduction to Sports Security Management 3 hours
- SAM 488 Contemporary Sports Security Management 3 hours
- SAM 489 Introduction to Emergency Management for Sport Settings 3 hours

4.8.2. 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.

Undergraduate students who are eligible to take graduate classes may take an additional three courses to obtain a B.S.S. degree with an emphasis in Recreation Management. An undergraduate student must have completed 90 credit hours of coursework and have a minimum grade point average of 3.0. The three required Recreation Management emphasis courses are:

- SAM 535 Introduction to Parks, Recreation, & Tourism 3 hours
- SAM 537 Recreation Programming and Administration 3 hours
- SAM 538 Inclusive Recreation Services 3 hours

4.8.3. Sports Hospitality 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.

Undergraduate students who are eligible to take graduate classes may take an additional three courses to obtain a B.S.S. degree with an emphasis in Sports Hospitality Management. An undergraduate student must have completed 90 credit hours of coursework and have a minimum grade point average of 3.0. The three required Sports Hospitality emphasis courses are:

- SAM 530 Food & Beverage Service Mgmt for Sport Clubs 3 hours
- SAM 533 Sports Club Management 3 hours
- SAM 534 Membership & Marketing for Sports Clubs 3 hours

4.8.4. 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.

Undergraduate students who are eligible to take graduate classes may take an additional three courses to obtain a B.S.S. degree with an emphasis in NCAA Compliance. An undergraduate student must have completed 90 credit hours of coursework and have a minimum grade point average of 3.0. The three required NCAA Compliance emphasis courses are:

- SAM 523 NCAA Compliance 3 hours
- SAM 524 NCAA Rules and Procedures 3 hours
- SAM 592 Introduction to the Business of Sports Agents 3 hours

4.9. Experiential Learning Credit

For undergraduate students with significant work experience, Experiential Learning Credit (ELC) may be granted if the student can demonstrate the achievement of course objectives obtained through prior experiences. Please see **Section 3.5.3 Experiential Learning Credit** in this academic catalog for information on earning Experiential Learning Credit.

4.10. Bachelor's Course Descriptions

ART 203: Contemporary Sport Art: The Artist and the Athlete (3 semester hours)

This course is designed to introduce concepts relating sport to art through an examination of notable sports artists, the importance of the inter-relatedness of sport and art is explored. Analyses of the artists and their approaches to sport are presented.

BIO 201: Anatomy & Physiology I (3 semester hours)

Anatomy & Physiology I addresses three major themes: organization of the body and its parts from the basic chemical building blocks to the more complex teamwork of organ systems, the support and movement of the human body, and the integration and coordination of the body and its functions.

BIO 202: Anatomy & Physiology II (3 semester hours)

Anatomy & Physiology II addresses three major themes: the transport of various substances throughout the body, the absorption and excretion of essential substances, and the human life cycle and how it is determined, mainly through genetic expression.

CIS 146: Trends in Computer Applications (3 semester hours)

This course is designed to provide an overview of the many ways computers are changing and influencing the sports field at the personal, business, and organizational levels. The ever-changing world of technology has a profound impact on every aspect of the world of sports. This course will enhance the student's ability to use the latest in technology on a daily basis to survive and thrive in today's high tech world of sports.

ENG 101: English Composition 1 (3 semester hours)

This course prepares students for college writing. It covers the writing process, the general criteria used to evaluate writing, and conducting basic research and utilizing it in written work while adhering to APA style. Informative and persuasive writing are emphasized.

ENG 102: English Composition 2 (3 semester hours)

This course prepares students for college writing by focusing on argumentation, research and the critical thinking required to argue effectively. It covers summarizing, rhetorical analysis, the research process, effective research practices including evaluating and integrating sources effectively, audience, and cohesion. *This course requires a final paper/project. (Prerequisite: ENG 101 or equivalent (beginning) English course.)*

MTH 201: College Mathematics (3 semester hours)

This course reviews basic math fundamentals and introduces the student to concepts that will help the development of rational thinking and quantitative reasoning skills needed for the professional life. Topics will include problem solving, financial management, probability and statistics, and selected other topics such as logic, set theory, functions, measurement and geometry, equations and counting systems.

MTH 465: Statistical Measurements in Sports (3 semester hours)

This course is designed to assist the student with the understanding of the basic concepts in probability and statistics as they relate to kinesiology and sports. The information learned in this course will make students better informed and critical readers of analytical data and the processes of statistical calculations. Topics include descriptive data analysis, data collection, probability and sampling distributions, correlation, sampling, normality of distribution, and effect size. *This course requires a final paper/project. This is the pre-requisite to SAR 490.*

PHL 205: Philosophy of Shaolin Kung Fu (3 semester hours)

There are many philosophies on coaching and the best coaches and teachers study and adapt them to fit their own coaching goals. The Shaolin Temple in Henan Province, China is famous for training some of the best and most respected athletes in the world. Using three books of ancient Chan teachings (dating back to the 5th century) provided directly from the Shaolin Temple and information on the history, development, and expression of Shaolin, this course will provide an overview of their training, with ways to apply this famous system to any coaching philosophy.

SAB 301: Sports Officiating (3 semester hours)

This course is designed to teach students the rules and regulations for specific sports; it explains how to apply them in games. Current rule changes will be reviewed and discussed.

SAB 302: Technology in Sports (3 semester hours)

This is a course designed to explore the many facets of technology in the business and operation of sport. The purpose of the course is to deepen the students' understanding of the role technology plays in security, marketing, athletic performance, communications, and general operations.

SAB 305: Sociology of Sports (3 semester hours)

This course is designed to introduce the mutual influences which society and sport have on each other. How people in sports relate to one another and create social measures that enable them to compete without compromising a basic social contract is one focus of this course. Understanding sport groups and the social issues that have an impact on sport is a central theme.

SAB 310: History of Sports (3 semester hours)

This survey course examines the development of competition in the human condition from its inception to the highly developed enterprise that has emerged in contemporary times. Observations of the influence of culture and history on this development are central to the presentation of this course.

SAB 334: Ethics in Sports (3 semester hours)

Some leaders are more effective than others because of who they are as individuals and how they approach the ethical circumstances they face. The application of these ethical approaches in sports is the central theme of this course. This course supports the thesis that principle-centered leaders are more capable of inspiring confidence and rallying others to achieve common goals.

SAB 361: Contemporary Issues in Sports (3 semester hours)

This course is designed to introduce current issues in society and their impact on sport at all levels of participation. Emphasis focuses upon the variety of the issues facing sport as a leisure activity and as an industry, as well as how the issues are addressed by the media, sport organizations, coaches, and administrators. This course includes the Undergraduate Orientation and students are given an extra week for completion.

SAB 368: Psychology of Sports (3 semester hours)

This course focuses on the study of the motivational phenomena that affect the performance of individual athletes and teams. Stress and leadership characteristics of coaches and athletes will also be studied.

SAB 371: Sports Coaching Methodology (3 semester hours)

This course is designed to provide a conceptual blueprint for teaching sport and examining the fundamentals of sport coaching. The development of a personal coaching philosophy will be derived from a process of consciously assessing critical issues and developing a clear rationale for holding one particular approach as opposed to another. *This course requires a final paper.*

SAB 373: Scientific Principles of Human Performance (3 semester hours)

In order to optimize performances, guarantee safety, and promote well-being in athletes, coaches must constantly update and modify their coaching practices by seeking out new knowledge in the sport sciences. This course teaches coaches to be active consumers and appliers of scientific information.

SAD 320: Applied Sports Performance (3 semester hours)

This course is designed to cover the complete spectrum of training intensity. A conditioning program is established to meet the needs of each specific sport.

SAD 346: Sports Medicine (3 semester hours)

This course is designed to give the student the basic understanding needed to recognize sport-related injuries and to provide appropriate emergency treatment, along with ensuring proper follow-up sports health care.

SAD 356: Sports Nutrition (3 semester hours)

This course is designed to emphasize the importance of nutrition on the enhancement of performance and on the prevention of diseases, such as cardiovascular disease, cancer, and obesity. Specific applications of nutrition and sport will also be examined.

SAM 322: Foundations of Amateur & Professional Sports (3 semester hours)

This course addresses the scope, the history, the empirical foundations, and the philosophical aspects in the development of sport both as a leisure activity and as an industry. Special emphasis is placed on the relationship between the evolution of sport and social institutions (such as education, religion, politics, mass media, etc.).

SAM 340: Organization and Management in Sports (3 semester hours)

This course is designed to provide a comprehensive and contemporary introduction of administration, organization, and management principles and their application in broad sports settings.

SAM 342: Personnel Management in Sports (3 semester hours)

This is a survey course in which the student will study the recruitment, procurement, development, and utilization of the human resources in any organization. Concepts of motivation and teamwork are closely examined.

SAM 344: Sports Marketing (3 semester hours)

This course examines the basic principles of marketing and how they are applied to the field of sport. They are evaluated in terms of the elemental marketing mix, which includes product, place, price, promotion, and public relations. *This course requires a final paper.*

SAM 367: Olympic Culture (3 semester hours)

This is a course that examines the history, culture, and structure of the Olympics and the Olympic movement as both a genesis and a product of the history of sport and the human condition. The connection between sport as a human activity and its relationship to other human activities will be surveyed and evaluated.

SAM 386: Legal Concepts in Sports (3 semester hours)

This course introduces a basic conceptual understanding of legal issues related to sport, including but not limited to negligence, sexual harassment, corporal punishment, product liability, anti-discrimination, contracting, buying, hiring, and termination.

SAM 392: Sports-Agent Business (3 semester hours)

An overview of the sports-agent business and an examination of the various aspects associated with being a sports agent are presented in this introductory survey course. The expanding sport-agent business, particularly in the U.S., is examined in light of its benefits and consequences both to the professional and the amateur athlete.

SAM 400: Leadership Principles in Sports (3 semester hours)

This course teaches concepts, principles, and skills of leadership for managers in the sports industry who must influence others to get things done. Styles of successful sport coaches and managers will be examined and analyzed in the context of their times and settings.

SAM 445: Sports Managerial Accounting (3 semester hours)

This course is designed to give students the financial management tools they need to succeed in the sports industry. The rapidly growing industry demands that those in the industry have a command of the basic principles of finance. **(Prerequisite: 200-level (beginning) accounting course.)**

SAM 448: Sports Promotion and Event Planning (3 semester hours)

Basic concepts of planning and conducting sports-related events, from inception to completion, are examined in this course. Applications of principles for marketing and public relations to the sports industry are evaluated and surveyed.

SAM 450: Fundraising in Sports (3 semester hours)

This course presents the essentials of fundraising and provides an overview of the field of fundraising to give development staff, managers, and directors a platform from which to operate fundraising programs.

SAM 451: Public Relations in Sports (3 semester hours)

This course is a study of the nature, content, and application of the various concepts of public relations activities as they apply to sport. Techniques and principles of basic marketing as applied to public relations are also examined. *This course requires a final paper.*

SAM 482: Sports Facilities Management (3 semester hours)

All sporting events take place in some type of facility. This course examines the principles and skills needed to manage such facilities and the events within them.

SAM 486: Sports Law and Risk Management (3 semester hours)

This survey course takes a practical approach to law and sport, exemplifying how to use the law as a day-to-day management tool. Issues discussed include risk management, the responsibilities of game officials, breach of contract, product liability, the role of the EEOC, the right to participate, and statutes such as the Americans with Disabilities Act.

SAM 487: Introduction to Sports Security Management (3 semester hours)

This course examines the concepts, principles, and methods of organizing and administering security management and loss-prevention activities in industry, business, government, and sport venues. Emphasis is on protection of assets, personnel, and facilities.

SAM 488: Contemporary Sports Security Management (3 semester hours)

In this course students examine principles and issues in security management as well as the challenges, concepts, strategies, and skills needed to manage security-related operations and activities. Focus is on leadership in management, personnel management, security planning and evaluation, communication, and best practices.

SAM 489: Introduction to Emergency Management for Sport Settings (3 semester hours)

This course examines theories, components, systems, and strategies in contemporary disaster and emergency management. Students examine: 1) The historical, administrative, institutional, and organizational framework of disaster and emergency management in the United States; 2) The role of the federal, state, and local governments in disasters; 3) The role of nongovernmental organizations in emergency management; 4) The role of land use regulation, the media, crisis communication, insurance, and citizen participation; 5) The social and economic costs of disasters; and 6) The management of natural and man-made disasters.

SAR 320: Exercise Physiology (3 semester hours)

This course is a study of various factors that affect human performance, including regulatory mechanisms, adaptations, and changes that occur as a result of physical activity. *This course requires a final paper.*

SAR 326: 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 332: Sports Strength & Conditioning (3 semester hours)

This course presents approaches to assessing and enhancing human sport performance through improving strength and cardiovascular endurance. The various methods of achieving optimum performance are examined, along with a focus on injury prevention.

SAR 380: 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. **(Prerequisite: SAR 320 Exercise Physiology)**

SAR 490 Senior Research Project (3 semester hours)

This course covers the basic knowledge of measurement, data analysis, and evaluation for conducting the evidence-based practice in exercise and sport science, physical education, fitness, health, and sport-related fields. A study of measurement theory, instruments used to collect data, and procedures for data analysis specific to human performance, kinesiology, exercise, and sport are also covered in this course. *This course requires a final paper/project.* **(Prerequisite: MTH 465 Statistical Measurements in Sports)**

SCS 303: Coaching Track and Field (3 semester hours)

This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic track and field skills.

SCS 308: Coaching Baseball (3 semester hours)

This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic baseball skills.

SCS 313: Coaching Basketball (3 semester hours)

This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic basketball skills.

SCS 332: Coaching American Football (3 semester hours)

This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic American football skills.

SCS 334: Coaching Golf (3 semester hours)

This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic golf skills.

SCS 376: Coaching Tennis (3 semester hours)

This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic tennis skills.

SCS 378: Coaching Volleyball (3 semester hours)

This course is designed to provide entry-level information, fundamentals, principles, and management enablers for anyone who would coach and/or instruct basic volleyball skills.

SPT 496: Applied Topics in Sport (6 semester hours)

Undergraduate students who have accrued many years of experience within their respective sports fields may petition to produce an original writing project in lieu of the mentorship experience. The project will incorporate a specific written document, which chronicles the student's applied sports experience within the student's discipline. Students must petition the Chief Academic Officer to be allowed to take SPT 496 in lieu of the mentorship. Students may not register until permission is granted.

SPT 497: Professional Examination Preparation (3 semester hours)

This course is designed to prepare each student, who is majoring in Sports Strength & Conditioning, for successful completion of the Certified Strength and Conditioning Specialist (CSCS) examination, which will certify the student as a specialist in the field. Membership in the National Strength and Conditioning Association (NSCA) is required of each student enrolled in this course.

SPT 498: Mentorship (culminating experience) (6 semester hours)

The mentorship includes supervised work for 300 clock-hours in the fields of Sports Fitness & Health, Sports Coaching, Sports Management, Sports Strength & Conditioning, or Sports Studies in schools, colleges, universities, businesses, or industries. Before enrolling in the mentorship all coursework must be completed, although students may be permitted to take their final two courses at the same time as the mentorship.

4.10.1 Master's Emphasis Areas Available to Undergraduates (500-Level Courses)

Undergraduate students who have completed at least 90 credit hours of coursework and have a minimum grade point average of 3.0 are eligible to take an additional three master's level courses to earn an emphasis in Sports Hospitality, three courses to earn an emphasis in Recreation Management, or three courses to earn an emphasis in NCAA Compliance. Undergraduate students taking the 500-level emphasis courses will pay the master's degree tuition rate per credit hour.

Sports Hospitality Emphasis:**SAM 530: Food and Beverage Service Management for Sport Clubs** (3 semester hours)

The course covers the origin, production, storing, marketing, and control of food and beverages in the hospitality industry. Topics integral to the successful management of restaurant and food service organizations are also covered. *This course requires a final exam.*

SAM 533: Sports Club Management (3 semester hours)

This course covers the scope of club services, which include personnel, small business operations, recruitment, leadership, and risk management. *This course requires a class paper.*

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

This course is a study of marketing as it applies to the sports and leisure industry. It also examines the role of marketing in strategic planning. *This course requires a class paper.*

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

This course 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 be examined. *This course requires a final exam.*

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. *This course requires a final exam.*

SAM 538 Inclusive Recreation Services (3 sem. hrs.)

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. *This course requires a final exam.*

NCAA Compliance Emphasis:**SAM 523 NCAA Compliance** (3 semester hours)

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

SAM 524 NCAA Rules and Procedures (3 semester hours)

Examining and analyzing the bylaws, policies, and procedures of the NCAA is at the heart of this course. Students will be introduced to specific cases to develop a comprehensive understanding and appreciation of the NCAA, what it is, and how it functions. *This course requires a class paper.*

SAM 592 Introduction to the Business of Sports Agents (3 semester hours)

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

5. ACADEMY ONLINE WRITING LAB

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

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

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

Students are given the opportunity complete the online tutorials which are built around six writing fields:

1. The General Writing and Research Process
2. Academic Writing
3. Editorial Style and Formatting
4. Grammar and Language Mechanics
5. Professional and Technical Writing
6. Job Search Writing

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

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

6. TUITION AND FEES

		B.S.S.	B.S.S. Military-Active Duty Tuition Assistance
TUITION AND FEES			
	Tuition Fee (per semester hour)	\$484	\$250
	Application Fee	\$50	\$50
	Application Fee (International)	\$100	N/A
	Application Fee (Non-Degree)	\$50	\$50
	One Time Fee:		
	Graduation Administrative Fee	\$140	\$140
	Graduation Registration Fee	\$50	\$50
EXPRESS SHIPPING FEES (as applicable)			
	Fed Ex 2 nd day (per course)	\$26	\$26
	Fed Ex Overnight (per course) (additional charge will apply for Saturday delivery)	\$47	\$47
	International Shipping	Varies	Varies
	International Postage Fee	Varies	Varies
	International Goods, Services, and Taxes	Varies	Varies
ADMINISTRATIVE FEES			
	Course Extension Fee (per 30-days, allowed only 2 per course)**	\$100	\$100
	Course Extension Fee (one 60 day extension)**	\$200	\$200
	Independent Study Fee (per course)	\$75	Waived
	Experiential Learning Credit (ELC) Petition Processing	\$400	\$400
	Readmittance Fee	\$200	\$200
	Re-enrollment Application Fee	\$25	\$25
	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

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

Active duty members of the Armed Forces, including members of the National Guard who are under orders placing them on active duty and who are eligible to participate in Department of Defense tuition assistance programs, will be charged a tuition rate that is not higher than the maximum amount per credit hour that is covered by the tuition assistance program. In addition, the Independent Study Fee will be waived.

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.

7. FINANCIAL AID

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

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

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

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

7.1. Financial Aid Programs for Qualifying Students

7.1.1 Grants

Grants are gift-aid and do not have to be repaid. Only undergraduate students who have not received bachelor's degrees and who demonstrate appropriate need are eligible for the following programs:

Federal Pell Grants

Federal Pell Grants are available for students who demonstrated financial need as determined by their Expected Family Contribution. Pell Grants are based on a student's cost of attendance and enrollment status (half-time, full-time, etc.) as published by the Department of Education.

Federal Supplemental Education Opportunity Grants (FSEOG)

A FSEOG is for undergraduate students with exceptional financial need. Priority is given to students who receive Federal Pell Grants. Students can receive between \$100 and \$4,000 a year, depending on when they apply, their need, and the funding level of the school. The Academy withholds a 5% administrative cost allowance (34 CFR 668.164) per awarded student, based on the original amount awarded.

State Grant and Tuition Assistance for Alabama Residents

The Alabama Commission on Higher Education has granted the Academy approval to offer the Alabama Tuition Assistance Program and the Alabama State Grant Program to its undergraduate students who are Alabama residents for the 2019-2020 award year. The amount of aid under these programs varies by year, depending upon the Alabama State Legislature. The details of these programs are described below.

Alabama Student Assistance Program

The Alabama Student Assistance Program is a need-based state/federal grant ranging from \$300-\$2,500 per academic year. The program is only available to undergraduate students who are Alabama residents attending an eligible Alabama institution. Students must complete the Free Application for Federal Student Aid (FAFSA) by contacting the Academy's Financial Aid office.

Alabama Student Grant Program

The Alabama Student Grant Program is an award of grant assistance at an eligible independent Alabama college or university. It is not based on need. Students can receive up to \$1,200 per academic year. The maximum amount is available only when sufficient funds are available. Students must be Alabama residents and can be either at half time or full-time enrollment.

Application forms can be obtained from the Academy's Financial Aid Office at (251) 626-3303 or by emailing financialaid@ussa.edu.

7.1.2 Loans

Federal Direct Student Loans

Federal Direct Student Loans are long term, low-interest loans. The loans a student receives will be either subsidized or unsubsidized. A subsidized loan is awarded based on financial need. Students will not be charged interest before beginning repayment or during deferment periods. Repayment is deferred until six months after graduation or after the student ceases to be enrolled at least half time. Federal Student Loan information, including the current loan interest rate, is available at www.studentaid.ed.gov

An unsubsidized loan is not awarded on the basis of need. Students will be charged interest from the time the loan is disbursed until it is paid in full. If students allow the interest to accrue while they are 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. Repayment is deferred until six months after graduation or after the student ceases to be enrolled at least half time. Federal Student Loan information, including the current loan interest rate, is available at www.studentaid.ed.gov.

PLUS Loans

PLUS Loans (Loans to Parents) are loans a student's parent can obtain to pay for the educational expenses of a dependent undergraduate student enrolled at least half-time. The student's parents 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. Parents must complete the PLUS loan application and Master Promissory Note (MPN). The application and MPN can be obtained online from Direct Loans (<https://studentloans.gov>). Contact the Financial Aid office for further details.

Annual Loan Limits for Subsidized and Unsubsidized Student Loans

	<u>Dependent</u> Undergraduate Student	<u>Independent</u> Undergraduate Student
1 st Year	\$5,500; No more than \$3,500 of this amount may be in subsidized loans.	\$9,500; No more than \$3,500 of this amount may be in subsidized loans.
2 nd Year	\$6,500; No more than \$4,500 of this amount may be subsidized loans.	\$10,500; No more than \$4,500 of this amount may be subsidized loans
3 rd Year & 4 th Year	\$7,500; No more than \$5,500 of this amount may be subsidized loans	\$12,500; No more than \$5,500 of this amount may be in subsidized loans.
Maximum Total Debt from Student Loans for undergrad students	\$31,000; No more than \$23,000 of this amount may be subsidized loans.	\$57,500; No more than \$23,000 of this amount may be in subsidized loans.

7.1.3 Distribution of Financial Aid Funds

Payment of tuition and fees is due when a student registers for a course. In the event that a student has been awarded financial aid and intends to use the proceeds to pay for the course registration, the Academy, with the concurrence of the student, will post the incoming funds to the student's account. The Academy will deduct

from these proceeds all costs associated with the registration including (but not limited to) tuition, fees, and learning materials. Remaining funds will be provided to the student after funds have been disbursed, and after the student has attended class (per the policy stated below). Additionally, the amount of this refund is limited to the amount of the financial aid proceeds actually received for the term of the award.

The following procedures will be followed:

1. Students must be eligible based on enrollment status according to U.S. Department of Education guidelines to receive Title IV funds.
2. Students must maintain satisfactory academic progress to be eligible to receive financial aid.
3. Financial aid funds will be disbursed once per each student's term.
4. **To receive the financial aid disbursement, a distance learning student must "attend a class" by posting to the Virtual Café and by completing the Catalog and Syllabus statement within 14 days of the date of registration. The financial aid office is responsible for verifying this attendance.**
5. Accounts receivable balances will be subject to collection procedures, as indicated in the Academy's Administrative Manual.
6. All financial aid refunds must be made 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 this academic catalog 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: 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. An "unofficial withdrawal" occurs when a student has failed to log-on and commence any course work within 14 days of the official start date of a course. Students subject to the "unofficial withdrawal" provisions of the financial aid policy are deemed not to have earned their financial aid awards and will be required to return 100% of said awards to the federal government. If an unofficial withdrawal occurs between 15-38 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.

7.1.4 In-School Deferment

Students who are registered at least half-time (6 credit units) in a degree-seeking bachelor's program are eligible for an in-school deferment of their student loans. A student must provide in writing the lender's name, mailing address, and/or fax number to the Financial Aid office in order to receive a deferment.

7.2 Veterans Administration Programs

7.2.1 Veterans Benefits

Veterans Benefits: Veterans of any branch of the armed forces may be eligible to receive educational benefits while attending the Academy. Veterans must be enrolled in an approved program of study. For eligibility, veterans should check with their regional Veterans Administration office. For more information about the program, contact www.gibill.va.gov.

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.

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	www.gibill.va.gov/benefits

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

Assistance Program	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

	<p>for a national emergency and is supported by federal funds.</p> <p>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.</p> <p>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.</p>
Contact	www.benefits.va.gov/gibill/reap.asp

Assistance Program	Veterans Educational Assistance Program (VEAP)
What is It	<p>This is available if an individual elected to make contributions from his/her military pay in order to participate.</p> <p>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.</p>
Who is Eligible	<p>To be eligible the individual must have:</p> <ul style="list-style-type: none"> •Entered the service for the first time between January 1, 1977 and June 30, 1985; •Opened a contribution account before April 1, 1987; •Contributed \$25 to \$2,700; •Completed first period of service; •Received a discharge that was not dishonorable.
Contact	www.benefits.va.gov/gibill/veap.asp

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

7.3.1 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

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. Students receiving financial aid at the bachelor's level are permitted nine (9) years, or up to 180 semester hours, to complete their program of study.

7.5. Satisfactory Academic Progress

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

Bachelor's 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 student must maintain a minimum cumulative GPA of at least 2.0 on a 4.0 scale. This measure comes into effect after the student has attempted 6 semester-hours at the Academy.

7.5.2. Measurable Quantitative Progress Requirement

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

7.5.3. Reasonable Length of Time Requirement

At the Academy, a reasonable length of time for the completion of a degree program is defined as no more than 150% of the normal time required to complete a degree program measured in terms of academic years or terms, credit-hours attempted or clock-hours completed. The maximum time allotted to complete the bachelor's degree is nine (9) years or 180 attempted credit hours. 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.

7.5.4. 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, to the attention of the Dean of Student Services, requesting reinstatement of eligibility for financial aid. The letters must explain why satisfactory progress is not being made and any documentation 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 Student Loans.

The Academy awards aid to students based on 100% completion of courses. If students withdraw, the Academy must determine the percentage of financial aid “earned.” If students do not complete 60% of the academic 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/her 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 academic 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 \$2,800.00 of aid to the student, the Academy would have to return \$1,400.00 to the federal government. Note that in this situation, the student would not be afforded a refund from the Academy as 56 days exceeds 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 aid.
3. To receive funds, a student must be accepted for admission in a degree-seeking program.
4. International students can apply for International Student Loans. Application information is available on the Internet at www.internationalstudentloan.com. A co-signer who is a U.S. citizen is usually required.
5. To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). FAFSA is available at <http://fafsa.ed.gov>. Students can sign their applications electronically with a Federal Student Aid (FSA) ID. If a student does not have a FSA ID, he/she must go to <https://fsaid.ed.gov> and create his/her ID. The proper year (2019-2020) begins with the summer semester and the Academy's Federal School Code (021706) must be selected.
6. The Academy will receive student information electronically from the Federal Processor. A student must be accepted for admission to the Academy before any financial aid award can be processed. The Academy will review the information and an email will be sent to the student, notifying him/her to log into the Student Portal for an 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 on the Internet at <https://studentloans.gov>. A Student Loan Master Promissory Note must be signed.

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

7.8. National Student Clearinghouse

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

7.8.1. Loan Program

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

All agencies and organizations to which the institution reports student enrollment information (as described in the previous two sentences) are “eligible requestors.” The 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 the Family Educational Rights and Privacy Act (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 FERPA requirements.

For assistance, email financialaid@ussa.edu or telephone 251-626-3303.

8. REGULATIONS/POLICIES/PROCEDURES

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

8.1. Academic Integrity

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

Cheating is unacceptable behavior. Examples of cheating 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 your own
- 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 ACCESS program also has tutorials devoted to proper citation and avoiding plagiarism.

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

8.2. Academic Probation and Dismissal

8.2.1 Academic Probation

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

1. When the cumulative GPA is at or above the GPA required for the total number of credit hours at the institution (2.0 GPA required at the undergraduate 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 (2.0 GPA required at the undergraduate 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 (2.0 GPA required at the undergraduate 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 mentorship 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 for the bachelor's degree program is nine years. At the end of three semesters, a minimum of nine semester-hours must be completed with a cumulative grade point average of 2.0 or better. Students not meeting this requirement face academic probation and possible dismissal.

8.2.2 Dismissal

When the cumulative GPA of a student who is on Academic Probation remains below the cumulative GPA required AND the GPA of the subsequent term of enrollment following Academic Probation is below what is required (2.0 at the undergraduate 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

The Academy regularly posts online announcements to all students through the Canvas Learning Management System. Their purpose is to keep students informed regarding regulations, policies, and procedures of the Academy, in addition to alerting them to upcoming calendar events and general news of interest.

8.4. Accounts Receivable from Students

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

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

8.5. Advising Program

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

8.6. Application for Graduation

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

Students **MUST** apply for graduation within one year of the completion date of their last academic course.

At its discretion, the Academy will hold annual graduation ceremonies on campus. Should a ceremony be 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 past graduating classes.

8.7. Attendance Policy

Students who are enrolled in a distance learning course must log on and, within 14 days from the course start date, complete the Catalog and Syllabus Statement, and post to the Virtual Cafe. Students are expected to satisfy all course assignments and learning activities in accordance with the syllabus within the prescribed 16-week time frame.

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

A student will not be allowed to submit work following the exhaustion of two 30-day course extensions or one 60-day course extension.

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

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 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.

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

If a student changes his/her address, the student is responsible for submitting a Student Information Change (Personal) form in order to officially inform Student Services of the new address. If a student does not submit the Student Information Change form to Student Services, the student will be held responsible for the cost of course materials, including the shipping and handling for course materials that are sent to the student's address that is located on file. The Student Information Change form is found on the Academy's website: <https://ussa.edu/students/> and in the Addenda section of this catalog.

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. It consists of the following:

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

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

8.14. Conferring of Degrees

When a student has completed all requirements for the bachelor's degree, an application for graduation must be made online to the Office of the registrar. The application may be found on the Academy's website at <https://ussa.edu/students/>. The graduation fee must accompany this application. 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. Students MUST apply for graduation within one year of the completion date of their last academic course.

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 Undergraduate Exit Survey. This survey must be completed in order for the degree to be conferred.

8.15. Course Completion Policy

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

8.15.1 Course Extensions

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 an extension (30 or 60-day), will automatically receive the grade calculated after entering zeroes for all assignments not completed.

Course extension requests will not be processed without valid payment information.

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, students are required to complete course/instructor evaluations. Evaluation results are shared with the course instructor and academic administration after final grades have been submitted.

8.18. Course Materials Policy

Each course has specific materials around which the content of the course is developed. Course materials are included with tuition and are automatically shipped to students with each course registration. This ensures that students will receive the correct text or eBook for the course materials, which, in turn, maximizes student learning.

8.19. Dropping Courses

To drop an online course a student must obtain an add/drop form from the Academy's website, <https://ussa.edu/students/>. The completed form must be returned to the registrar's office (by fax, US mail, in person, or by 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 are a variety of community organizations available to help individuals who have substance abuse problems. Below is a list of some drug and alcohol prevention, counseling, treatment and rehabilitation, and re-entry programs. Additional programs may be listed in local or other area telephone directories.

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

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

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

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

8.21. Examinations at the Bachelor's Level

At the undergraduate-level unit quizzes may be taken unproctored, at the student's most convenient time and place. All final exams are proctored. The time limit on unit quizzes is one (1) hour. The time limit for the final exam is two (2) hours. The final exam consists of 50 multiple choice questions and four essay questions of which the student must answer two. Six undergraduate courses require a final paper or final project in place of the exam. Refer to the Bachelor's Course Descriptions Section 4.10 in this catalog.

8.21.1 Proctoring Examinations

8.21.1.1 Online Proctoring Service

The Academy's accrediting agency has mandated that students who take online tests must do so with the appropriate identification and supervision. In order to meet this requirement, the Academy requires students use an online proctoring service. Instructions regarding the Academy's approved online proctoring service provider is found on the home page of each course shell under the IMPORTANT EXAM INFORMATION tab.

Online proctoring provides live internet proctoring via webcam. This service affords students the opportunity of taking tests in the comfort of their own homes, at their own computers, without incurring the costs of paying for a human proctor. The general cost for using the Academy's online proctoring service is covered by tuition for students who schedule their exams within the required time frame.

Students who do not schedule their exams within the required time frame will be assessed additional fees. These additional fees must be paid by the student and will be paid to the proctoring service by debit or credit card at the time the student registers for the examination.

Students will need to create an account with the designated proctoring service before being able to set an appointment time for their exams. They must also verify the technical requirements and test their computer equipment.

The following technical requirements must be met:

	Minimum	Recommended
PC Users	Windows XP	Windows 10
Mac Users	Mac OS X or higher	Mac OS X 10.11 El Capitan
Web Camera	640x480 resolution	1280x720 resolution
Internet Download Speed	.768 Mbps	1.5 Mbps
Internet Upload Speed	.384 Mbps	1.5 Mbps
RAM	1024MB	2GB
Ports	1935, UDP/TCP	1935, UDP/TCP

Other requirements:

1. A microphone (sometimes web cameras have built-in microphones).
2. One of the following compatible web browsers: Google Chrome (preferred), Mozilla Firefox, Safari, Internet Explorer 11 or latest version.
3. The following plugins for the web camera: Adobe Flash Player v11; Adobe Shockwave player.

Upon completion of the equipment testing and registering with the designated service, students can log into the site to schedule an examination. On the day of the examination, students must verify their identity by showing the proctor, through the webcam, a photo ID. The proctor will also ask the student to scan the testing area. The proctor will connect with the student's computer and proctor the examination in real time.

8.21.1.2 Third-Party Testing Center/Human Proctor

Students who fall under one of the following categories may choose the Academy's approved online proctoring service or may use an approved third-party testing center/human proctor for examination proctoring:

- Non-degree seeking students

- International students
- Active duty military students

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

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

8.22. Exit Surveys

The student will be registered for an online Bachelor's Exit Survey after submitting a graduation application and the graduation audit shows that all degree requirements have been met. The exit survey questions 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 will also complete a Financial Aid Exit Interview at the completion of their program of study. The purpose of the financial aid interview is to fulfill Title IV federal mandates and communicate repayment responsibilities.

8.23 Experiential Learning Credit

Please refer to Section 3.5.3 Experiential Learning Credit (ELC) for policies and procedures governing the petition process for applying for ELC.

On a student's transcript, ELC will appear as a specific course and will be identified by the designation "SPT" followed by one letter, which will indicate the degree discipline: (M)-Management; (B)-Sports Studies; (R)-Sports Sciences, or (C) Sports Coaching. For example, a student earning ELC for SAB 371 Sports Coaching Methodology will see "SPTC 371" entered on his/her transcript.

8.24. Facilities

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

8.24.1. Recreational Facilities

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.

8.25. Full-Time Student

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

8.26. Grading System – Undergraduate

The Academy uses the following four-point grading scale, for undergraduate 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
67-69.99	D+	1.3
63-66.99	D	1.0
60-62.99	D-	0.7
0-59.99	F	0.0

A cumulative grade point average (GPA) of 2.0 is required for graduation. In computing the required average necessary for the conferment of the bachelor's degree, the total number of quality points is divided by the total number of semester hours for which letter grades were assigned. Grades earned at other institutions and transferred to the Academy cannot be used in the determination of the grade point average for conferment of the degree. The following symbols are substitutes for grades:

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.

IP = In Progress: For the purpose of tracking a student's progress, the Academy will utilize "In Progress" (IP) grades. If a 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 dissertations, theses, or 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 dissertation, thesis, or mentorship, the IP grade will become an "F" grade.

P/F = Pass/Fail (Mentorship and Orientation courses): In order to receive a “Pass” on the mentorship, the student must pass all four components of the course: student monthly reports, mentor’s final evaluation, student’s final paper, and final interview with the assigned mentorship advisor. To receive a “Pass” on the Orientation course, the student must complete the post-test with a score of 80 or higher.

8.27. Grading Rubrics

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

8.28. Grade Appeal Procedures

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

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

Students are advised that the grade appeals process entails an examination of the student’s entire body of work in the course 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 in question and attempt to resolve any differences in an informal manner at that level. If this process is successful there will be no need to proceed to any further steps and the faculty member shall communicate the grade change to the registrar.

Step 2

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

Step 3

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

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

Step 4

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

Step 5

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

8.29. Graduate Credit for Bachelor's Students

Students in the B.S.S. program (and non-degree seeking students at the undergraduate level) who have 90 credit hours of coursework completed and who have maintained a minimum GPA of 3.0 shall be permitted to take up to nine (9) semester hours of graduate level courses at the 500-level with the approval of their faculty advisor. Students will be limited to one such course per semester and will be required to pay the prevailing M.S.S. tuition at the time of registration.

Such courses will count toward the bachelor's degree. However, these courses may not be used in fulfillment of the requirements of the master's degree unless they replace required courses or electives, in which case the student must take equivalent, appropriate credit hours toward the master's degree. If these courses are emphasis courses, upon successful completion the student will be awarded the emphasis and such noted on his/her transcript.

8.30. Graduation

At its discretion, the Academy will hold annual graduation ceremonies on campus. Should a ceremony be 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.

8.30.1 Graduation Requirements

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

- Submit all required admissions materials
- Achieve a cumulative 2.0 or better grade point average
- Successfully complete all academic requirements
- Pay all fees and clear all financial obligations with the Academy
- Complete the application for graduation form and pay the graduation fee (Students must complete the application for graduation within one year of the completion date of their last academic course.)
- Complete the undergraduate 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.

8.30.2. Academic Honors and Awards upon Graduation

The Academy provides academic honors and awards to recognize and promote notable student achievement. These academic honors, for bachelor's students, include Graduation with Honors, Graduation with High 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 120-semester hours at the bachelor's level. Students who graduate with honors will receive a corresponding honor cord as applicable.

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

- Cum Laude (Graduation with Honors): 3.4-3.59 GPA
- Magna cum Laude (Graduation with High Honors): 3.6-3.79 GPA
- Summa cum Laude (Graduation with Highest Honors): 3.8-4.0 GPA

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

Dean's List. The Dean's List shall be compiled for each semester. Requirements for the Dean's List include:

- A semester grade point average of 3.4-3.99
- Completion of a minimum of 12 semester hours at the Academy
- Must be in full academic standing
- At least nine hours completed for the semester.

President's List. The 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 nine hours completed for the semester.

8.30.3. 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.

8.31. Holds on Student Records

8.31.1. 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 courses until all official documents required for admission have been received. The academic hold will be released upon completion of the student's admission file.

8.31.2. Administrative or Business Holds

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

8.32. 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 to change their password periodically.

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

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

8.32.1 Password Reset Policy

Any user requesting a password reset must verify their identity prior to having the reset completed. This policy applies to all organizations and individuals associated with the Academy.

8.32.1.1 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.

8.32.1.2 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 his/her password. The Help Desk may be reached by calling 251-626-3303 and asking for the Help Desk or by emailing 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.

8.32.1.3 Personal Identification Number (PIN)

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

8.33. Photos-Students**8.33.1 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. Once in the student portal, select "Student Records", then "Admissions Missing Documents" to upload. 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 them, they will be destroyed immediately without filing copies.

8.33.2 Student Photo 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 may be found in the LMS course shell.

8.34. 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. It is the student's responsibility to ensure all degree requirements are met. The current Program of Study (POS) forms are available in the Addenda section of this catalog and also at the Academy's website: www.ussa.edu/Academics/advising.

Students may find the POS in previous years' academic catalogs on the Academy's website at <https://ussa.edu/academics/academic-catalogs/>. Questions regarding the student's academic catalogs 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 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 My Student Portal under the "Student Services" tab.

8.35. Re-Enrollment

All students, regardless of status, who have not been enrolled in a degree program for one calendar year or longer, are required to re-enroll by submitting a re-enrollment application.

Students who are seeking re-enrollment must submit a Re-Enrollment Application form, which is obtained on the Academy's web site at <https://ussa.edu/admissions/re-enrollment/>. Students seeking re-enrollment are required to present official transcripts from any institution attended since leaving the Academy. Depending on the length of a student's absence, additional admission documents may need to be resubmitted. The cost of submitting a Re-Enrollment application can be found in the Tuition & Fee Schedule of this academic 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 of the requirements of the new catalog within the confines of their statute of limitations. Approved re-enrollment into a new catalog does not extend the original statute of limitations.

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/admissions/re-enrollment/>. If approved, the student must submit the appropriate re-admittance fee. Also if approved, the student must submit the Re-Enrollment Application and pay any and all fees required for re-enrollment.

8.36. Refund 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.

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

8.36.1. For Complete Withdrawal

A student who officially, or unofficially, 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 |

8.36.2. 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.

8.36.3. For Withdrawal from Mentorship

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

8.36.4 Withdrawals for Students Using Veteran Affairs (VA) Benefits

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.

8.37. Release of Information**8.37.1. 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.

8.37.2. Release of Student Portal Login/Password Information

Students receive Student Portal user ID and password information upon application to their degree program.. 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.

8.38. 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.

8.39. 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 of replacement diplomas and/or plaques can be found in the Tuition and Fee Schedule in this catalog. The form should be mailed or faxed and payment for the replacement must accompany the order.

8.40. 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.

8.41. Special Student Services**8.41.1 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.

8.41.1.1 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-IV 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-IV 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

8.41.2. 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.

8.41.3 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).

8.42. Statute of Limitations for Degree Completion

All requirements for the Bachelor of Sports Science degree must be completed within nine (9) years from the time the student first enrolls in the degree program.

8.43. 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 seven 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 Academic Committee. Although the hearing is not intended to be an adversarial forum, the student may have an attorney present who may advise the student but not directly address the hearing panel. The principles of privilege against self-incrimination do not apply. Testimony given by a student in a school disciplinary hearing can later be used in legal proceedings.
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 proven 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 entire Academic Committee 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.

8.43.1 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.

8.43.1.1 Prohibited Behavior

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

8.43.1.2 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.

8.43.1.3 Disciplinary Process

In addition to any law enforcement action, the Director 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.

8.44. Student Organizations

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

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

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

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 S
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.nsca.com)
1885 Bob Johnson Dr
Colorado Springs, CO 80906
For more information on clubs and organizations, contact the Division of Student Services.

8.45. 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 Dean 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 Dean 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.

8.46. Student Rights

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

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

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

8.46.1. 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 LMS for four semesters; after four semesters it will then be inaccessible.

8.46.2 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 Petitions Other than Grades, and Student Conduct.

8.47. Title IX/Violence against Women Act (VAWA) Policy Statements

8.47.1 Non-Discrimination Statement

The United States Sports Academy (USSA) accepts students and employees regardless of race, color, sex, national origin, religion, age, disability or genetic information.

USSA does not discriminate on the basis of sex in its education programs or any activities it operates, 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 USSA:

Director of Student Affairs

Phone: 251-626-3303

Email: titleIX@ussa.edu

Mailing Address: 1 Academy Drive, Daphne, AL 36526

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. Examples of covered acts are found in the Institution's policies on Sexual Misconduct.

8.47.2 Sexual Misconduct Policy

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

USSA 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.

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

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

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

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

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

8.47.2.3 Definitions and Examples of Sexual Misconduct

Sexual Misconduct Offenses include, but are not limited to:

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

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

8.47.2.4 Sexual Harassment

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

Three Types of Sexual Harassment:

1. Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and patently offensive so that it alters the conditions of education, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include:
 - the frequency of the conduct;
 - the nature and severity of the conduct;
 - whether the conduct was physically threatening;
 - whether the conduct was humiliating;
 - the effect of the conduct on the alleged victim's mental or emotional state;
 - whether the conduct was directed at more than one person;
 - whether the conduct arose in the context of other discriminatory conduct;
 - whether the statement is a mere utterance of an epithet which engenders offense in an individual, or offends by mere discourtesy or rudeness;
 - whether the speech or conduct deserves the protections under other principles such as academic freedom.

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

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

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

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

3. Retaliation

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

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

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

8.47.2.4.1 Sexual Assault

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

8.47.2.4.2 Sexual Violence

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

8.47.2.4.3 Consent

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

8.47.2.4.4 Incapacitation

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

- Mentally defective means a person suffers from a mental disease or effect which renders him/her incapable of appraising the nature of his conduct.
- Mentally incapacitated means rendered temporarily incapable of appraising or controlling his/her conduct because he/she is under the influence of a narcotic or intoxicating substance administered to

him/her without his consent OR any other incapacitating act committed upon him/her without his/her consent.

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

8.47.2.4.5 Sexual Exploitation

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

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

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

8.47.2.4.6 Domestic Violence

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

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

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

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

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

- Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail, or any other form of written or electronic communication in a manner likely to harass or cause alarm
- Makes a telephone call, whether or not a conversation ensues, with no purpose of legitimate communication
- Telephones another person and addresses to or about such other person any lewd or obscene words or language

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

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

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

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

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

8.47.2.4.7 Dating Violence

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

8.47.2.4.8 Stalking

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

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

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

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

Definitions:

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

- **Course of conduct.** A pattern of conduct composed of a series of acts over a period of time which evidences a continuity of purpose.
- **Credible threat.** A threat, expressed or implied, made with the intent and the apparent ability to carry out the threat so as to cause the person who is the target of the threat to fear for his or her safety or the safety of a family member and to cause reasonable mental anxiety, anguish, or fear.
- **Harasses.** Engages in an intentional course of conduct directed at a specified person which alarms or annoys that person, or interferes with the freedom of movement of that person, and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer

substantial emotional distress, and must actually cause substantial emotional distress. Constitutionally protected conduct is not included within the definition of this term.

8.47.2.5 Confidentiality

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

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

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

Resources

Emergency and Counseling Hotline Telephone Numbers:

Emergency (police, fire, and rescue)

Always dial 911 for life-threatening emergencies.

24 Hour National Suicide Prevention Lifeline / Veterans Crisis Line

(800) 273-TALK (8255)

TTY Line: (800) 799-4889

Low-Cost Clinic Locator

24 Hour National Domestic Violence Hotline

(800) 799-SAFE (7233)

TDD Line: (800) 787-3224

Poison Control Center

(800) 222-1222

National Child Abuse Hotline

(800) 4-A-CHILD (422-4453)

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

Al-Anon
(888) 425-2666

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

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

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

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

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

8.47.2.6 Retaliation

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

8.47.2.7 Recordkeeping

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

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

8.47.2.8.1 Gender/Sex

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

Title IX Coordinator for USSA:
Director of Student Affairs
Phone: 251-626-3303

Email: titleIX@ussa.edu

Mailing Address: 1 Academy Drive, Daphne, AL 36526

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

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

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

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

8.47.2.8.2 Other Complaints

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

The Senior Administration Officer, or any member of the senior management team at:

Phone: (251) 626-3303

Email: administration@ussa.edu

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

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

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

8.47.2.8.3 Receipt of Complaint

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

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

8.47.2.8.4 Referral to Title IX Investigator

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

- The investigation should be completed and findings issued within sixty (60) calendar days from the receipt of the complaint, barring documented unforeseen circumstances.
- The Title IX Coordinator, Senior Student Affairs Officer and, if necessary, Human Resources' staff will coordinate any initial remedial short term or interim actions including but not limited to suspension or leave, accommodations for the alleged victim, or other necessary remedial short-term actions and protective measures.
- In campus based complaints, the Title IX Coordinator will coordinate with the Senior Student Affairs Officer and Human Resources or designee and, if necessary, will coordinate initial, short term remedial actions. Any initial, short term remedial actions deemed necessary shall be carried out by the Senior Administration Officer, Senior Student Affairs Officer or designee.

8.47.2.8.5 Office of Title IX Investigator Initial Investigation into Complaint

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

- Title IX Investigator and, if necessary, Human Resources' staff, will determine the identity and contact information of the complainant, whether that will be the initiator, the alleged victim, or an Institution proxy or representative;
- Title IX Investigator and, if necessary, Human Resources' staff, will collaborate with the complainant to identify the correct policies allegedly violated;
- Title IX Investigator and, if necessary, Human Resources' staff, will conduct an immediate initial investigation to determine if there is reasonable cause to charge the accused individual, and what policy violations should be alleged as part of the complaint. If a reasonable cause exists, Title IX Investigator and, if necessary, Human Resources' staff, will prepare a Notice of Charges on the basis of the initial investigation and submit to the Title IX Coordinator and, if necessary, Human Resources, for further action;
- Once the Title IX Coordinator receives a copy of the report of initial findings, the Title IX Coordinator, Senior Student Affairs Officer, and, if necessary, Human Resources' staff will review the findings and make a determination as to whether reasonable cause exists to bring charges against the accused individual. If reasonable cause exists, the matter shall proceed to a formal investigation.
- The complainant and the accused have the right to meet with the Title IX Coordinator to receive information as to why the investigation was terminated.
- The complainant and the accused have a right to request an appeal to an investigation that was terminated.
- Where the Title IX Coordinator, Senior Student Affairs Officer and, if necessary, Human Resources' staff, affirm a Title IX Investigator finding that there is insufficient evidence to support a reasonable cause, the complaint will be closed and the Senior Student Affairs Officer or designee or if necessary, Human Resources, will simultaneously in writing inform the complainant and the accused that the investigation is discontinued and will reverse any interim, short term actions taken.

8.47.2.8.6 Notice of Charges and Continued Investigation of Complaint

- If the Title IX Coordinator determines there is sufficient evidence to support a reasonable cause and approve the charges, the IX Investigator and Title IX Coordinator will collaborate with the Senior Student Affairs Officer for Campus based cases or if necessary, Human Resources' staff, to determine the need for additional, short term remedial actions for any parties involved in the complaint. Any additional, short term remedial actions deemed necessary prior to the continuation of the investigation shall be carried out by Senior Student Affairs Officer or designee, and if necessary, Human Resources. The Senior Student Affairs Officer or designee, or if necessary, Human Resources' staff, will communicate to the complainant the continuation of the investigation and intent to present the accused with a Notice of Charges. The Senior Student Affairs Officer or designee, or if necessary, Human Resources' staff, will simultaneously and in writing present the accused with the official Notice of Charges. The Senior Administration Officer or designee, or if necessary, Human Resources' staff, will also communicate and carry out all additional, short term remedial actions for any involved party that is a student; Human Resources will also communicate and carry out all additional, short term remedial actions for any involved party that is an employee deemed necessary, prior to the continuation of the investigation.
- The IX Investigator will continue the investigation and conduct a thorough, reliable, and impartial investigation by developing a strategic investigation plan, including as much as reasonably possible, giving each party an equal opportunity to present witnesses and other evidence and be represented by an advisor of his/her choosing.
- The IX Investigator will complete the investigation without unreasonable deviation from the intended timeline.
- Any requests for updates on the status of the investigation prior to its completion should be directed to the Title IX Coordinator or Human Resources' staff.
- The IX Investigator will make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not).
- Upon completion of the investigation, the IX Investigator will present all findings to the Title IX Coordinator.
- Once the investigation findings by the IX Investigator are approved by the Title IX Coordinator, the Title IX Coordinator will communicate the results to the Conduct Administrator or designee and, if necessary, Human Resources' staff.
- At any time during the process, the victim maintains his/her right to file a criminal complaint with local law enforcement.

8.47.2.8.7 Investigation Findings: Communication

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

8.47.2.8.8 Investigation Findings: Acceptance

- If the complainant and/or accused individual(s) accept the findings in whole, each shall notify the Title IX Coordinator within three (3) business days of communication of findings. If the complainant and/or accused individual does not indicate his/her acceptance or Appeal of the findings within three (3) business days of communication, non-communication will be considered acceptance and the Institution will proceed accordingly with the process four (4) days following communication of the investigation findings.
- The Title IX Coordinator will review all case information and determine appropriate sanctions within eight (8) business days following notification of all findings to the complainant and accused individual, barring documented unforeseen circumstances. If the accused is an employee, Human Resources in coordination with the Title IX Coordinator will determine appropriate sanctions. Once the sanction(s) is determined the Title IX Coordinator will inform the Senior Student Affairs Officer or designee, Title IX Investigator, and Human Resources (if necessary) of the sanction determination. The Senior Student Affairs Officer or designee, or Human Resources (if necessary) shall, within two (2) business days of the notification of sanctions, barring documented unforeseen circumstances, simultaneously and in writing inform the complainant and the accused of the sanction decision.

8.47.2.8.9 Investigation Findings: Appeal

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

- The accused and/or complainant wants consideration of new evidence, which was unavailable during the original investigation that could be outcome determinative. A summary of this new evidence and its potential impact must be included;
- The accused and/or complainant alleges that a material deviation from written procedures impacted the fairness of the process in a way that could be outcome determinative;
- The accused and/or complainant challenges the assertion that the evidence presented during the investigation process was sufficient to find them responsible by a preponderance of the evidence; or
- The accused and/or complainant alleges bias by the IX Investigator, Title IX Coordinator which deprived the process of impartiality in a way that was outcome determinative.

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

The Title IX Coordinator for USSA:

Director of Student Affairs, at:

Phone: 251-626-3303,

Email: titleIX@ussa.edu

Mailing Address: 1 Academy Drive, Daphne, AL 36526

8.47.2.8.10 Investigation Finding: Appeal Process

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

- The written appeal must state the basis for appeal and provide sufficient information that supports the grounds for appeal. The appeal must be accompanied by any relevant new information or evidence that was not available during the investigation phase of the process.
- The Vice President or his/her designee will review all cases presented for appeal within five (5) business days of the Title IX Coordinator's acknowledgement of the party's intent to appeal, barring

documented unforeseen circumstances, to determine if the presented grounds for appeal and supporting information will be accepted or rejected.

- If the appeal does not meet the stated grounds for the appeal, the appeal will be rejected by the Vice President or designee and the decision to reject the appeal will be communicated to the Title IX Coordinator. The Title IX Coordinator will inform the Senior Student Affairs Officer or designee and if necessary Human Resources of the decision. The Senior Student Affairs Officer or designee, shall, within two (2) business days of the appeal determination, barring documented unforeseen circumstances, simultaneously and in writing inform the complainant and the accused of the appeal decision.
- If the appeal is rejected by the Vice President or designee, the Senior Student Affairs Officer or designee and Campus personnel will then convene a Student Appeals Committee Formal Hearing to determine sanctions within seven (7) business days following the communication of the rejection of the appeal, barring documented unforeseen circumstances.
- If the Vice President or designee determines there is sufficient evidence to support an appeal, the Vice President or designee will inform the Title IX Coordinator of this determination within five (5) business days of the Title IX Coordinator's acknowledgement of the party's intent to appeal.
- If the appeal determination requires a review of the investigation, the Title IX Coordinator will then return the case to the IX Investigator for further investigation within three (3) business days of receipt of the appeal determination by the Vice President and a IX Investigator designee will be assigned.
- The appeal investigation will be completed within fourteen (14) calendar days of submission to the Senior Student Affairs Officer by the Title IX Coordinator, barring documented circumstances that may extend the investigation.
- Upon completion of the appeal review, the IX Investigator designee will present all findings to the Title IX Coordinator.
- Once the appeal review findings by the IX Investigator designee are submitted to the Title IX Coordinator, the Title IX Coordinator, in conjunction with the Chief Academic Officer, will make an appeal determination. The Title IX Coordinator will report the outcome to the Senior Student Affairs Officer or designee or if necessary, to Human Resources, who will in turn communicate the appeal findings, simultaneously and in writing, to the complainant and the accused.
- Where the accused individual is found not responsible for the alleged violation(s) upon appeal, the investigation will be closed. The Senior Student Affairs Officer or designee, or if necessary Human Resources, will communicate this information to both the complainant and accused simultaneously and in writing.
- Additionally, the Senior Student Affairs Officer or designee will consult with the Title IX Coordinator and Human Resources (when necessary) to consider the reversal of any remedial actions taken.
- Where the accused individual is found responsible for the alleged violation(s) upon appeal, the Senior Student Affairs Officer or designee or if necessary Human Resources, will communicate this information to both the complainant and accused simultaneously and in writing.
- The Senior Student Affairs Officer or designee will then convene a Student Appeals Committee Formal Hearing to determine sanctions within seven (7) business days of the communication of findings of the appeal, barring documented unforeseen circumstances.

8.47.2.9 Additional Information for Sexual Misconduct Investigations

Attempted Violations. In most circumstances, USSA will treat attempts to commit any of the violations listed in the Student Handbook as if those attempts had been completed.

Institution as Complainant. As necessary, USSA reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

False Reporting. USSA will not tolerate intentional false reporting of incidents. It is a violation of the Student Handbook to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Group Action. When members of groups, individuals acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group or individually, and a hearing may proceed against the group as jointly accused students or individually, at the discretion of the Institution.

Amnesty Policy. USSA encourages the reporting of crimes by victims and/or witnesses. Sometimes, a victim(s) and/or witness(es) may be hesitant to report to Institution officials because of the fear that by reporting an incident, he/she may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims and/or witnesses as possible choose to report to Institution officials. To encourage reporting, USSA pursues a policy of offering victims and/or witnesses of crimes immunity from policy violations related to the incident, as long as those policy violations are not directly related to the crime itself. For example, if a student reported a rape in which he or she was involved as a perpetrator, he or she would not be immune from policy violations.

No-Contact Order. Students are entitled to seek a no-contact order that imposes reasonable restrictions on student contact during and after campus conduct proceedings.

Right to an Immediate Process. USSA takes immediate and appropriate action to investigate sexual misconduct complaints.

List of Witnesses and Copies of Documentary Evidence. Institution encourages an exchange of information between the parties in advance of the hearing, including an exchange of the complaint and answer, witness lists, and other written statements that may be available.

Sexual History. Questioning or presenting of evidence about the complainant's prior sexual conduct with anyone other than the alleged perpetrator will be prohibited. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

Character. All parties to a complaint have a right not to face questions or discussion about their character unless the hearing chair determines that such information is highly relevant to determining whether the policy has been violated.

Separate Testimony Options. Any complainant can request to give his or her testimony via alternate means to being in the physical presence of the person he or she has accused. Telephony, screens, and closed-circuit broadcasts may be permitted, but not to the disadvantage of the accused student.

Notice of When Complaint Delivered to Accused. Complainants are notified in advance regarding when notice of the complaint is delivered to the accused, so as to protect Complainants from potential retaliation.

Right to Present Own Complaint or Use Proxy. The alleged victim has the right to present his or her own complaint if he or she wants to, or to ask the Institution to stand as complainant in his or her place.

Right to Know Outcome and Sanctions. Simultaneously and in writing the complainant and the accused have the right to know the outcome and sanctions.

Right to be Informed of Appeal Status. The parties will be informed by the Senior Student Affairs Officer or designee if an appeal is granted.

8.47.2.10 Possible Sanctions and Protective Measures

- Any accused found responsible for violating the policy on Sexual Misconduct may receive a sanction ranging from a verbal warning, probation, and suspension to expulsion/termination, depending on the severity of the incident, and taking into account any previous documented conduct issues. If the accused individual is an employee, sanctions will be determined by Human Resources in consultation with the Title IX Coordinator.
- In order to protect the victim, at any time during the investigation, the Institution may recommend interim protections or remedies. These protections include, but are not limited to, separating the parties, placing limitations on contact between the parties, or making alternative working, academic or student housing arrangements. Efforts will be made to minimize the burden on the victim. Failure to comply with these interim protections may be considered a separate violation of this Policy.

8.47.2.11 Sanction Process: Student**8.47.2.11.1 Administrative Hearing (Student)**

The Title IX Coordinator will review all case information and determine appropriate sanctions within five (5) business days of notification of acceptance of all findings to the Title IX Coordinator, barring documented unforeseen circumstances.

8.47.2.11.2 Student Community Standards Formal Hearing For Sanctioning (Student)

- The Senior Student Affairs Officer or designee may delegate decision making authority to the Student Appeals Committee.
- At the hearing, the findings of the investigation will be admitted and reviewed. The IX Investigator(s) should be available to discuss the investigation and to provide clarification as needed to the hearing panel. The hearing will determine appropriate sanctions for the violation(s). The goal of the hearing is to provide an equitable resolution through an equitable process.
- The Student Appeals Committee will recommend an appropriate sanction for the violation(s) and present the recommendation to the Senior Student Affairs Officer or designee and Title IX Coordinator. The Title IX Coordinator has final decision making authority with respect to the sanctions to be applied.

The Title IX Coordinator will communicate the sanctions to the campus personnel and Senior Student Affairs Officer or designee, who will simultaneously and in writing communicate the sanctions to the accused individual(s) and the complainant within seven (7) business days of the communication of the sanction determination, barring documented unforeseen circumstances.

8.47.2.11.3 Sanction Appeal Process: Students Only

- Where either party, the accused or the complainant, disagrees with any delivered sanction(s), either has five (5) business days from the date sanctions are communicated, barring documented unforeseen circumstances, to present an appeal of the sanctions, in writing, to the Title IX Coordinator. The written request for appeal of the sanctions must state one or more of the five (5) bases for appeal (SEE BELOW) along with facts and information that support the grounds for appeal; and be accompanied by any relevant, new information or evidence that was not available during the investigation phase of the process. The Title IX Coordinator will forward all case information to the Vice President or

designee who will make a determination as to whether there is sufficient evidence to support an appeal of sanctions on the basis of:

- the availability of new information, unavailable during the original investigation, that could be outcome determinative regarding sanctions;
 - a potential material deviation from written procedures which impacted the fairness of the process in a way that was outcome determinative;
 - the evidence presented during the investigation process may have been insufficient to find the individual responsible by a preponderance of the evidence;
 - the potential of bias by a panel member(s) which may have deprived the process of impartiality in a way that was outcome determinative; or
 - a belief that a sanction(s) is substantially disproportionate to the severity of the offense.
- The sanction appeal will be reviewed by the Vice President or designee within five (5) business days of the sanction appeal notice, barring documented unforeseen circumstances, to determine whether there are sufficient grounds for appeal.
 - If the appeal does not state a ground for appeal or sufficiently meet the grounds for appeal, the appeal will be rejected by the Vice President or designee and the decision to reject the appeal communicated to the Title IX Coordinator. The Title IX Coordinator will inform the Senior Student Affairs Officer or designee and if necessary Human Resources and the IX Investigator of the decision.
 - The Senior Student Affairs Officer or designee will simultaneously and in writing inform the complainant and the accused of the rejection of the appeal within seven (7) business days of the determination, barring documented unforeseen circumstances.
 - The Senior Student Affairs Officer or designee will impose all sanctions on the accused student for the violation. Human Resources will impose all sanctions on the accused employee. Once the sanctions are carried out, the Senior Student Affairs Officer or designee will inform the Title IX Coordinator and IX Investigator, thereby closing the case.
 - If the sanctions appeal is granted, the Title IX Coordinator will review all Student Appeals Committee appeal information presented with the appeal and make a final sanction determination.
 - Any appeal of a sanctioning decision made by Title IX Coordinator will be reviewed by an impartial third party in the same manner as Student Appeals Committee appeal information.
 - Sanction appeal decisions will be completed within fourteen (14) calendar days of acceptance of the appeal grounds, barring documented circumstances that may extend the determination.
 - The Title IX Coordinator will inform the Senior Student Affairs Officer or designee and IX Investigator of the final sanction decision.
 - The Senior Student Affairs Officer or designee, or Human Resources if necessary, will simultaneously and in writing inform the complainant and the accused of the appeal decision within seven (7) business days of the decision, barring documented unforeseen circumstances.
 - The Senior Student Affairs Officer or designee will impose all sanctions for the violation. Once the sanctions are carried out, the Senior Student Affairs Officer or designee will inform the Title IX Coordinator and IX Investigator, thereby closing the case.

8.47.2.12 Special Procedural Provisions for Sexual Misconduct Sanction Hearings

Right to a Closed Hearing. The sanction hearing will be closed to the public, and only those who have a legitimate reason to be present will be permitted to be present.

Advisor. The accused and complainant to sexual misconduct complaints have the right to the same opportunities to have others present during the sanction hearing, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

Right to be Present for Sanctioning Proceeding. Each party has the right to be present during Student Appeals Committee Hearing.

Nondisclosure Agreements. The Institution will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the redisclosure of information related to the outcome of the proceeding.

8.47.2.13 Complaints to State and Accrediting Bodies

Students may file a complaint with the Institution's institutional accrediting body by contacting Southern Association of Colleges and Schools Commission on Colleges 1866 Southern Lane Decatur, Georgia 30033-4097. Please refer to <http://ussa.edu/wp-content/uploads/2014/10/SACSCOC-Complaint-Form.pdf> for information and tools to file a complaint.

8.48. 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. The current fee for each transcript can be found in the Tuition and Fee Schedule of this academic catalog.

If an inactive student does not have access to his/her Portal, he/she may request his/her 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.

8.49. 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.

8.50. Withdrawing from the Academy

A student may withdraw from a course or from the institution up to the student's course completion date by filing an official withdrawal form which can be found in the Addenda section of this catalog and is available online <https://ussa.edu/students/>. 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." The withdrawal becomes effective on 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.

9. FACULTY

(*denotes Resident Faculty Members)

Marty Avant

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

Carlos T. Aquino*

B.Sc. Federal University of Rio de Janeiro (Brazil)
M.Sc. The George Washington University
Ph.D. University of Sao Paulo

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

Les Dutko

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

Sandra Geringer*

B.S. Bowling Green State University
M.E. William and Mary
Ed.D. United States Sports Academy

Robert Herron*

B.S. Auburn University
M.A. University of Alabama

Roch King*

B.S. Cal State-Fresno
M.Ed. Temple University
Ph.D. Temple University

William Kruse

B.S. San Diego State University
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
M.Ed. University of Virginia
D.S.M. United States Sports Academy

Vandy Pacetti-Donelson*

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

David Penrose*

B.A. MidAmerica Nazarene University
M.A. Michigan State University

Timothy Rice

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

Jillian Rosandich*

B.A. University of Alabama
M.S.S. United States Sports Academy

Thomas J. Rosandich*

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

M. Brian Wallace*

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

Jason Williams*

B.S. University of Idaho
M.S.B.M. University of Central Florida
M.B.A. University of Central Florida
Ed.D. United States Sports Academy

Michael Spino

B.A. Syracuse University
M.S. Life University
Ph.D. Lille 2 University

Brandon Spradley*

B.S. University of Alabama
M.S. University of Alabama
Ed.D. United States Sports Academy

Bonnie Tiell

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

Tomi Wahlström*

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

10. ADDENDA

- A. B.S.S. Sports Management Program of Study
- B. B.S.S. Sports Management with Sports Security Emphasis Program of Study
- C. B.S.S. Sports Coaching Program of Study
- D. B.S.S. Sports Coaching with Sports Security Emphasis Program of Study
- E. B.S.S. Sports Studies Program of Study
- F. B.S.S. Sports Studies with Sports Security Emphasis Program of Study
- G. B.S.S. Sports Strength & Conditioning Program of Study
- H. Graduation Checklist for Bachelor's Degree Candidates
- I. Change of Catalog Request Form
- J. Request for Transcript
- K. Withdrawal Form
- L. Student Information Change Form (Personal)
- M. Student Information Change Form (Academic)
- N. Drop/Add Form
- O. Undergraduate Writing Assignment Rubric
- P. Undergraduate Discussion Rubric
- Q. Undergraduate Final Paper Rubric
- R. Americans with Disabilities Act-Students (ADA) with Application
- S. Family Educational Rights and Privacy Act (FERPA) Release of Records Form
- T. FERPA Declaration/Placing a FERPA Block
- U. BSS Transfer Guide
- V. Experiential Learning Petition

THIS PAGE
INTENTIONALLY
LEFT BLANK.

Addendum A
SPORTS MANAGEMENT
Bachelor of Sports Science
Program of Study

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

<i>Core Courses (12 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 361 Contemporary Issues in Sports	3			
SAB 334 Ethics in Sports	3			
SAM 340 Organization & Management in Sports	3			
SAM 400 Leadership Principles in Sports	3			

<i>Required Sports Management Courses (27 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 302 Technology in Sports				
SAM 342 Personnel Management in Sports	3			
SAM 344 Sports Marketing	3			
SAM 445 Sports Managerial Accounting	3			
SAM 448 Sports Promotion & Event Planning	3			
SAM 451 Public Relations in Sports	3			
SAM 482 Sports Facilities Management	3			
SAM 486 Sports Law and Risk Management	3			
SAM 487 Introduction to Sports Security Management	3			

<i>Elective Sports Management Courses (Choose 3 courses for 9 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 305 Sociology of Sports	3			
SAB 310 History of Sports	3			
SAB 368 Psychology of Sports	3			
SAM 322 Foundations of Amateur & Professional Sports	3			
SAM 367 Olympic Culture	3			
SAM 386 Legal Concepts in Sports	3			
SAM 392 Sports Business Agents	3			
SAM 450 Fundraising in Sports	3			

***Students must take MTH 465 before enrolling in SAR 490**

<i>Research Core Courses (6 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
MTH 465 Statistical Measurements in Sports*	3			
SAR 490 Senior Research Project	3			

<i>Mentorship – Final Culminating Experience (6 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 498 Mentorship	6			

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

Addendum B
SPORTS MANAGEMENT WITH EMPHASIS IN SPORTS SECURITY
Bachelor of Sports Science
Program of Study

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

<i>Core Courses (12 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 361 Contemporary Issues in Sports	3			
SAB 334 Ethics in Sports	3			
SAM 340 Organization & Management in Sports	3			
SAM 400 Leadership Principles in Sports	3			

<i>Required Sports Management Courses (27 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 302 Technology in Sports	3			
SAM 342 Personnel Management in Sports	3			
SAM 344 Sports Marketing	3			
SAM 445 Sports Managerial Accounting	3			
SAM 448 Sports Promotion & Event Planning	3			
SAM 451 Public Relations in Sports	3			
SAM 482 Sports Facilities Management	3			
SAM 486 Sports Law and Risk Management	3			
SAM 487 Introduction to Sports Security Management	3			

Emphasis in Sports Security: Students seeking an Emphasis in Sports Security are required to take two Security Emphasis courses (the third Security Emphasis course is a required course) (6 semester hours)

SAM 488 Contemporary Sport Security Management	3			
SAM 489 Introduction to Emergency Management for Sport Settings	3			

Elective Sports Management Courses (Students seeking and Emphasis in Sports Security will choose 1 elective course (3 semester hours)

SAB 305 Sociology of Sports	3			
SAB 310 History of Sports	3			
SAB 368 Psychology of Sports	3			
SAM 322 Foundations of Amateur & Professional Sports	3			
SAM 367 Olympic Culture	3			
SAM 386 Legal Concepts in Sports	3			
SAM 392 Sports Business Agents	3			
SAM 450 Fundraising in Sports	3			

***Students must take MTH 465 before enrolling in SAR 490**

Research Core Courses (6 semester hours)

MTH 465 Statistical Measurements in Sports*	3			
SAR 490 Senior Research Project	3			

Mentorship – Final Culminating Experience (6 semester hours)

SPT 498 Mentorship	6			
--------------------	---	--	--	--

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

Addendum C
SPORTS COACHING
Bachelor of Sports Science
Program of Study

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

<i>Core Courses (12 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 361 Contemporary Issues in Sports	3			
SAB 334 Ethics in Sports	3			
SAM 340 Organization & Management in Sports	3			
SAM 400 Leadership Principles in Sports	3			

<i>Required Sports Coaching Courses (27 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 302 Technology in Sports	3			
SAB 368 Psychology of Sports	3			
SAB 371 Sport Coaching Methodology	3			
SAB 373 Scientific Principles of Human Performance	3			
SAD 320 Applied Sports Performance	3			
SAD 346 Sports Medicine	3			
SAD 356 Sports Nutrition	3			
SAM 344 Sports Marketing	3			
SAR 332 Sports Strength & Conditioning	3			

<i>Elective Sports Coaching Courses (Choose 2 courses for 6 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 301 Sports Officiating	3			
SAB 305 Sociology of Sports	3			
SAB 310 History of Sports	3			
SAM 386 Legal Concepts in Sports	3			
SAM 322 Foundations of Amateur and Professional Sports	3			
SAM 451 Public Relations in Sports	3			
SAM 482 Sports Facilities Management	3			

<i>Elective SCS Courses (Choose 1 course for 3 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
[See Section 4 of this catalog for list of SCS Courses]	3			

***Students must take MTH 465 before enrolling in SAR 490**

<i>Research Core Courses (6 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
MTH 465 Statistical Measurements in Sports*	3			
SAR 490 Senior Research Project	3			

<i>Mentorship – Final Culminating Experience (6 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 498 Mentorship	6			

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

Addendum D
SPORTS COACHING WITH EMPHASIS IN SPORTS SECURITY
Bachelor of Sports Science
Program of Study

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

<i>Core Courses (12 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 361 Contemporary Issues in Sports	3			
SAB 334 Ethics in Sports	3			
SAM 340 Organization & Management in Sports	3			
SAM 400 Leadership Principles in Sports	3			

<i>Required Sports Coaching Courses (27 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 302 Technology in Sports	3			
SAB 368 Psychology of Sports	3			
SAB 371 Sport Coaching Methodology	3			
SAB 373 Scientific Principles of Human Performance	3			
SAD 320 Applied Sports Performance	3			
SAD 346 Sports Medicine	3			
SAD 356 Sports Nutrition	3			
SAM 344 Sports Marketing	3			
SAR 332 Sports Strength & Conditioning	3			

<i>Emphasis in Sports Security: Students seeking an Emphasis in Sports Security are required to take three Security Emphasis courses (9 semester hours)</i>				
SAM 487 Introduction to Sports Security Management	3			
SAM 488 Contemporary Sport Security Management	3			
SAM 489 Introduction to Emergency Management for Sport Settings	3			

***Students must take MTH 465 before enrolling in SAR 490**

<i>Research Core Courses (6 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
MTH 465 Statistical Measurements in Sports*	3			
SAR 490 Senior Research Project	3			

<i>Mentorship – Final Culminating Experience (6 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 498 Mentorship	6			

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

Addendum E
SPORTS STUDIES
Bachelor of Sports Science
Program of Study

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

<i>Core Courses (12 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 361 Contemporary Issues in Sports	3			
SAB 334 Ethics in Sports	3			
SAM 340 Organization & Management in Sports	3			
SAM 400 Leadership Principles in Sports	3			

<i>Required Sports Studies Courses (6 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 302 Technology in Sports	3			
SAM 344 Sports Marketing	3			

<i>Sports Studies Courses (Choose 10 for 30 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 301 Sports Officiating	3			
SAB 305 Sociology of Sports	3			
SAB 310 History of Sports	3			
SAB 368 Psychology of Sports	3			
SAB 371 Sports Coaching Methodology	3			
SAB 373 Scientific Principles of Human Performance	3			
SAD 320 Applied Sports Performance	3			
SAD 346 Sports Medicine	3			
SAD 356 Sports Nutrition	3			
SAM 322 Foundations of Amateur & Professional Sports	3			
SAM 342 Personnel Management in Sports	3			
SAM 367 Olympic Culture	3			
SAM 386 Legal Concepts in Sports	3			
SAM 392 Sports Agent Business	3			
SAM 445 Sports Managerial Accounting	3			
SAM 448 Sports Promotion & Event Planning	3			
SAM 450 Fundraising in Sports	3			
SAM 451 Public Relations in Sports	3			
SAM 482 Sports Facilities Management	3			
SAM 486 Sports Law & Risk Management	3			
SAR 332 Sports Strength & Conditioning	3			
SCS 303 through SCS 378 Sports Coaching Science courses				
Limit of 3 SCS courses (3 semester credit hours each)				

***Students must take MTH 465 before enrolling in SAR 490**

<i>Research Core Courses (6 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
MTH 465 Statistical Measurements in Sports*	3			
SAR 490 Senior Research Project	3			

<i>Mentorship – Final Culminating Experience (6 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 498 Mentorship	6			

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

Addendum F
SPORTS STUDIES WITH EMPHASIS IN SPORTS SECURITY
Bachelor of Sports Science
Program of Study

Name _____ Advisor _____
 Address _____

<i>Core Courses (12 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 361 Contemporary Issues in Sports	3			
SAB 334 Ethics in Sports	3			
SAM 340 Organization & Management in Sports	3			
SAM 400 Leadership Principles in Sports	3			
<i>Required Sports Studies Courses (6 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 302 Technology in Sports	3			
SAM 344 Sports Marketing	3			
Emphasis in Sports Security: Students seeking an Emphasis in Sports Security are required to take three Security Emphasis courses (9 semester hours)				
SAM 487 Introduction to Sports Security Management	3			
SAM 488 Contemporary Sport Security Management	3			
SAM 489 Introduction to Emergency Management for Sport Settings	3			
<i>Sports Studies Courses (Choose 7 for 21 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 301 Sports Officiating	3			
SAB 305 Sociology of Sports	3			
SAB 310 History of Sports	3			
SAB 368 Psychology of Sports	3			
SAB 371 Sports Coaching Methodology	3			
SAB 373 Scientific Principles of Human Performance	3			
SAD 320 Applied Sports Performance	3			
SAD 346 Sports Medicine	3			
SAD 356 Sports Nutrition	3			
SAM 322 Foundations of Amateur & Professional Sports	3			
SAM 342 Personnel Management in Sports	3			
SAM 367 Olympic Culture	3			
SAM 386 Legal Concepts in Sports	3			
SAM 392 Sports Agent Business	3			
SAM 445 Sports Managerial Accounting	3			
SAM 448 Sports Promotion & Event Planning	3			
SAM 450 Fundraising in Sports	3			
SAM 451 Public Relations in Sports	3			
SAM 482 Sports Facilities Management	3			
SAM 486 Sports Law & Risk Management	3			
SAR 332 Sports Strength & Conditioning	3			
SCS 303 through SCS 378 Sports Coaching Science courses Limit of 3 SCS courses (3 semester credit hours each)				
<i>Research Core Courses (6 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
MTH 465 Statistical Measurements in Sports* MTH must be taken first	3			
SAR 490 Senior Research Project	3			
<i>Mentorship – Final Culminating Experience (6 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 498 Mentorship	6			

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

Addendum G
SPORTS STRENGTH & CONDITIONING
Bachelor of Sports Science
Program of Study

Name _____ Advisor _____
 Address _____
 Email _____ Phone _____

The prerequisites for the Sports Strength & Conditioning major are BIO 201: Anatomy & Physiology I and BIO 202: Anatomy & Physiology II or six (6) semester hours of other human physiology and anatomy equivalent courses.

<i>Core Courses (12 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 361 Contemporary Issues in Sports	3			
SAB 334 Ethics in Sports	3			
SAM 340 Organization & Management in Sports	3			
SAM 400 Leadership Principles in Sports	3			
<i>Required Sports Strength & Conditioning Courses (30 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SAB 302 Technology in Sports	3			
SAD 320 Applied Sports Performance	3			
SAD 346 Sports Medicine	3			
SAD 356 Sports Nutrition	3			
SAR 320 Exercise Physiology	3			
SAR 326 Personal Training	3			
SAR 332 Sports Strength & Conditioning	3			
SAR 380 Exercise Testing and Prescription	3			
SAM 344 Sports Marketing	3			
SPT 497 Professional Examination Preparation	3			
<i>Elective Courses (Choose 2 courses for 6 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
*SAR 525 Sports Strength & Conditioning	3			
SAB 301 Sports Officiating	3			
SAB 310 History of Sports	3			
SAB 368 Psychology of Sports	3			
SAB 373 Scientific Principles of Human Performance	3			
SAM 386 Legal Concepts in Sports	3			
SAM 450 Fundraising in Sports	3			
SAM 451 Public Relations in Sports	3			
SAM 482 Sports Facilities Management	3			
<i>Student may choose a maximum of two SCS Courses as part of their electives. See Section 4 for SCS course list. (3 credit hours per course)</i>				
<i>Research Core Courses (6 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
MTH 465 Statistical Measurements in Sports *MTH 465 must be taken first	3			
SAR 490 Senior Research Project	3			

<i>Mentorship – Final Culminating Experience (6 semester hours)</i>	<i>Credit Hours</i>	<i>Hours</i>	<i>Semester</i>	<i>Grade</i>
SPT 498 Mentorship	6			

***MUST COMPLETE ALL CORE AND MAJOR COURSES AND PETITION TO TAKE A MASTER'S LEVEL COURSE AS STATED IN SECTIONS 4 and 8 OF THIS ACADEMIC CATALOG.**

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



Addendum H

GRADUATION CHECKLIST FOR BACHELOR'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 Canvas Learning Management System within 24-48 hours after the graduation application has been submitted.
5. Complete Financial Aid Exit Interview at www.studentloans.gov (For financial aid recipients only).
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 I

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, unless they stop-out for a year. If a student stops-out for a year, they must re-enroll under the current academic 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: _____

Send completed form to: studentservices@ussa.edu or fax to: 251-626-1035.
To be processed by Division of Student Services:

Date Received: _____

Approved _____ Denied _____

If denied, reason for denial: _____

Signature of registrar: _____



Addendum J

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: \$47 _____

Fed Ex 2-day Delivery: \$26 _____

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: _____

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



Addendum K WITHDRAWAL FORM

Date: _____

Please Select One: _____ Course(s) Withdrawal _____ Institutional Withdrawal

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).

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

Dept./Course Number	Title	Hours	Grade

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

Student's Signature: _____

registrar's Signature: _____

cc: Student's Academic Advisor



Addendum L

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 Change

New 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 M****STUDENT INFORMATION CHANGE (Academic – BSS)**

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: _____

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

Signature: _____

Date Submitted: _____

cc: Student's Academic Advisor



Addendum N DROP/ADD FORM

INSTRUCTIONS: No change will be made on your registration until this form is completed and signed. This form may be hand-delivered, mailed or faxed. This 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******

Print 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. 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

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

STUDENT SIGNATURE: _____ **Date:** _____

APPROVED BY: _____ **Effective date:** _____

registrar or Designee

cc: Academic Advisor; Financial Aid Counselor

Addendum O

UNDERGRADUATE WRITING ASSIGNMENT RUBRIC

CRITERION	COMMENTS	POINT RANGE
CONTENT		
Exceeds Standards	Submission is very specific, concise, and to the point; very clear, complete and exemplary in communicative style; information is accurate and directly related to the issues of the assignment; conclusions and/or opinions are logical and insightful.	40-36
Above Average Standards	Submission addresses the issues of the assignment and is concise; information is accurate and supports the issues of the assignment; logical conclusion or opinion is offered; critical analysis is expressed.	35-32
Meets Standards	Submission refers to the issues of the assignment; use of language does not indicate an economy of vocabulary; information generally accurate and some insight offered; there are some inaccuracies as relates to the issues; a conclusion is presented but not well supported; there is some critical analysis.	31-28
Standards Minimally Met	Submission does not clearly relate to issues of the assignment; information limited or unclear; no direct insights offered; conclusion or opinion does not logically follow; critical analysis is strained, at best.	27-24
Standards Not Met	No clear purpose or central theme is presented in the submission; information does not relate to the issues of the assignment; no clear conclusion is presented; critical analysis is absent.	23-0
Points Earned: Content		40-0
WRITING MECHANICS		
Exceeds Standards	Extremely fluent and clear expression of ideas; no errors in grammar or punctuation; sources cited according to APA Standards; citations are used consistently and correctly; style leaves obvious impression of comprehensive understanding of the issues of the assignment.	30-27
Above Average Standards	Very fluent expression of ideas; few errors in grammar or punctuation; sources properly cited following APA Standards; citations are presented in support of positions; writing style exhibits a comprehensive understanding of the issues of the assignment.	26-24
Meets Standards	Ideas related to the issues of the assignment are presented; there are some errors in grammar and punctuation; few sources are presented; citations follow from the issues of the assignment; writing style supports the central issues of the assignment.	23-21
Standards Minimally Met	Issues of the assignment are presented; many errors in grammar and punctuation; few sources cited; writing style is sufficient but lacks convincing conclusions.	20-18
Standards Not Met	Weak to poor sentence and paragraph structure; many repeated errors of grammar and punctuation; no sources cited; no indication of any discernible style of writing.	17-0
Points Earned: Writing Mechanics		30-0
ANALYTICAL OBSERVATIONS		
Exceeds Standards	Submission exhibits and supports clear critical analysis; expresses a sense of value based upon principles; clearly articulates and defends a critical position; conclusions follow logically and sequentially.	30-27
Above Average Standards	Ideas are complete and satisfactory; notions of value are alluded to; critical position is clearly presented; displays knowledge of global applications; conclusions are supported.	26-24
Meets Standards	Submission is satisfactory; global applications are presented; value expressions are present but not convincing; conclusions are presented.	23-21
Standards Minimally Met	Submission is incomplete and unsatisfactory; clear understanding of global applications is strained; ethical considerations are not clear; conclusion presented but follows weakly from narrative.	20-18
Standards Not Met	Submission is insufficient on its face; no understanding of global or ethical applications of the issues; conclusion does not follow from narrative.	17-0
Points Earned: Analytical Observations		30-0
TOTAL POINTS EARNED		100-0

Addendum P

UNDERGRADUATE DISCUSSION RUBRIC

CRITERION	COMMENTS	POINT RANGE
GENERAL CONTENT		
Exceeds Standards	The response exhibits an understanding and appreciation of the discussion issues; information is accurate; discussion topic is examined; conclusions follow logically from the narrative.	50-45
Above Average Standards	The response refers to the issues and is concise; information is accurate; logical conclusion or opinion is offered.	44-40
Meets Standards	Response addresses discussion issues, but adds nothing to enhance them; information generally accurate but little insight offered; inaccuracies in the conclusion and/or opinions.	39-35
Standards Minimally Met	Response does not address discussion issues; information limited or unclear; opinions expressed are off-task and illogical; conclusions are presented but do not follow logically.	34-30
Standards Not Met	Response presents no clear understanding of the discussion issues; response is repetitive, confusing, and difficult to read; no conclusion is offered.	29-0
Points Earned: General Content		50-0
WRITING STYLE/FORMAT		
Exceeds Standards	Fluent and clear response; no errors of grammar or punctuation; conclusions follow logically in the narrative.	50-45
Above Average Standards	Fluent and interesting; a few errors of grammar or punctuation; addresses discussion issues.	44-40
Meets Standards	Lacks fluency; obvious errors of grammar or punctuation; discussion issues alluded to but not connected to the narrative.	39-35
Standards Minimally Met	Language of the response is faltering or insufficient; many errors of grammar and punctuation; narrative is difficult to follow.	34-30
Standards Not Met	Poor sentence structure and grammar; many repeated errors of grammar or punctuation; conclusions are disconnected from the issues of the discussion.	29-0
Points Earned: Writing Style/Format		50-0
ANALYTICAL EFFECTIVENESS		
Exceeds Standards	Response directly addresses the discussion issues; conclusions and/or opinions are logical and complete; response expresses an analysis of discussion issues and states a critical position; response exhibits a broad understanding of the issues.	50-45
Above Average Standards	Response is complete and satisfactory; concepts of value in the discussion are mentioned but not emphasized; displays knowledge of broader applications.	44-40
Meets Standards	Response presents satisfactory, but incomplete, broad applications of the discussion issues; grasps concepts of the discussion issues.	39-35
Standards Minimally Met	Response is incomplete and unsatisfactory; no expression of a clear understanding of broad applications of the discussion issues; concepts of the issues of the discussion are not clear.	34-30
Standards Not Met	Response is unfinished and insufficient; no expressed understanding of broad applications or implications of the discussion issues.	29-0
Points Earned: Analytical Effectiveness		50-0
SUPPORT OF POSITION		
Exceeds Standards	Positions are supported by appropriate references; support of positions is clear and relevant to the discussion issues; conclusions and opinions are logical and complete.	50-45
Above Average Standards	Positions are supported with some references; support of positions is relevant to the discussion issues; conclusions are complete.	44-40
Meets Standards	Positions are supported and exhibit relevance; few, if any references are alluded to in support of positions; conclusions are implied, but not clearly stated.	39-35
Standards Minimally Met	Positions are stated and supported but without reference; conclusions are alluded to but not supported.	34-30
Standards Not Met	No support of positions is presented; argument relies solely on opinion without any support.	29-0
Points Earned: Support of Position		50-0
TOTAL POINTS EARNED		200-0

ADDENDUM Q UNDERGRADUATE FINAL PAPER RUBRIC

CRITERION	COMMENTS	POINT RANGE
Introduction		
Exceeds Standards	Exceptional and engaging introduction; compels interest; clearly presents topic and subtopics in sequential order; central thesis is clear, arguable, and well developed	18-20
Above Average Standards	Engaging introduction; induces interest; clearly states topic and subtopics in sequential order; central thesis is clear and well developed	16-17
Meets Standards	Proficient introduction; states topic and all subtopics in obvious order; clear and well developed	14-15
Standards Minimally Met	Adequate introduction; presents topic and subtopics; is somewhat clear and developed	5-13
Standards Not Met	Unclear introduction of topic and subtopics; no clear central thesis; lacks an arguable and defensible position	0-4
TOTAL POINTS - Introduction		20-0
Quality of Information/Evidence		
Exceeds Standards	Paper is exceptionally well researched with graduate level rigor; extremely detailed; well documented; accurate data; critical evidence presented from a wide variety of significant sources	18-20
Above Average Standards	Paper is exceptionally researched at the graduate level; fully detailed; well documented; accurate data; critical evidence from a variety of significant sources	16-17
Meets Standards	Paper is researched and detailed at the graduate level; adequate documentation; critical evidence from a variety of sources	14-15
Standards Minimally Met	Most aspects of paper are researched at the graduate level; accurate evidence provided from limited sources	5-13
Standards Not Met	Support of topic limited; lacks research, details, and accurate evidence; not graduate level work	0-4
TOTAL POINTS – Quality of Information/Evidence		20-0
Support of Ideas		
Exceeds Standards	Exceptional and consistent justification provided for all positions and propositions; clearly graduate level analysis and support; arguments made and positions taken are well supported with appropriate citation.	36-40
Above Average Standards	Consistent justification provided for all positions and propositions; exhibits graduate level analysis and support; arguments made and positions taken are adequately supported with appropriate citation	32-35
Meets Standards	Indicates relative and consistent rationale for most statements and propositions; adequate support for positions taken; support analysis indicates graduate level work.	28-31
Standards Minimally Met	Some rationale provided for statements and arguments made; some support for positions taken; graduate level work is met.	9-27
Standards Not Met	Support for rationale provided is limited; not graduate level analysis.	0-8
TOTAL POINTS – Support of Ideas		40-0
Development of Ideas		
Exceeds Standards	Exceptionally well developed sequence of distinct and logical propositions; exceptional transitions from concept to concept; perceptions and notions follow from solid logic exemplary of graduate level analysis	36-40
Above Average Standards	Clearly developed sequence of obvious and logical propositions; exceptional transitions from concept to concept; perceptions and notions follow from solid logic exhibiting graduate level analysis	32-35
Meets Standards	Adequately developed sequence of clear and logical propositions; concepts follow logically; graduate level analysis	28-31
Standards Minimally Met	Some clear and logical sequential development of concepts; adequate transitions; some graduate level analysis	9-27
Standards Not Met	No clear and logical development of ideas; not graduate level work	0-8
TOTAL POINTS – Development of Ideas		40-0

Conclusion		
Exceeds Standards	Excellent summation of concepts presented; conclusions follow logically from propositions presented; conclusions prompt further inquiry; analysis is exemplary graduate level work	36-40
Above Average Standards	Outstanding summation of concepts presented; conclusions follow logically from propositions presented; conclusions urge further inquiry; analysis is graduate level work	32-35
Meets Standards	Good summation of concepts; conclusions follow from propositions; concepts presented can lead to further inquiry; graduate level analysis	28-31
Standards Minimally Met	Adequate summation of concepts; conclusions imply further inquiry; approaches graduate level analysis	9-27
Standards Not Met	Not graduate level inquiry; summation does not follow logically from propositions; no indication of further inquiry	0-8
TOTAL POINTS - Conclusion		40-0
Language Usage – Syntax, Grammar, Punctuation, and Spelling		
Exceeds Standards	Composition exceptionally well-constructed; clear, comprehensive, concise and understandable writing; consistent proper use of syntax, grammar, punctuation, and spelling; exemplary graduate level writing	18-20
Above Average Standards	Composition well-constructed; clear and understandable writing; consistent appropriate use of syntax, grammar, punctuation, and spelling; obvious graduate level writing.	16-17
Meets Standards	Composition is clear and understandable; consistent use of proper grammar, syntax, and punctuation; some misspellings; graduate level writing indicated	14-15
Standards Minimally Met	Composition presents some obvious errors in grammar, syntax, punctuation, and spelling; adequate	5-13
Standards Not Met	Composition exhibits inconsistent grammar, syntax, punctuation, and spelling throughout; not graduate level writing	0-4
TOTAL POINTS – Language Usage		20-0
APA Format – Citations, References, and Paper Structure		
Exceeds Standards	Consistent listing of citations properly entered; citations strictly adhere to APA guidelines; numerous and varied sources included; proper attribution of concepts always noted; primary references are generated from peer-reviewed, professional journals, noted texts, and recognized authorities in the field; formatting is completely correct and exemplary of graduate level research	18-20
Above Average Standards	Consistent listing of citations; citations follow APA guidelines; numerous and varied sources included; proper attribution of concepts always noted; primary references are generated from appropriate sources; formatting is correct and represents graduate level research	16-17
Meets Standards	Consistent listing of citations properly entered according to APA guidelines; varied sources included; attribution always given for the ideas of others; primary references generated from appropriate sources; correct formatting followed; indicates graduate level research	14-15
Standards Minimally Met	Listing of citations largely follows APA guidelines; appropriate credit generally given for the ideas of others; references mostly generated from related sources; some obvious formatting errors; graduate level research	5-13
Standards Not Met	Many improper listings of citations; inconsistent credit given for the ideas of others bordering on plagiarism; primary references not generated from appropriate sources; poor formatting; not graduate level research	0-4
TOTAL POINTS – APA Format		20-0
TOTAL POINTS – FINAL PAPER		200-0



Addendum R

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 stationery, 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.



America's Sports University

Addendum R (cont'd)**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 and contact information:

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>



114



**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 T (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

UNITED STATES SPORTS ACADEMY

America's Sports University®



Addendum U – BSS Transfer Guide

(page 1 of 2)

Degree: Bachelor of Sports Science

Catalog: 2019-2020

The United States Sports Academy (USSA) is dedicated to making the transfer transition as easy and as seamless as possible for students entering the Academy's upper division undergraduate programs. General transfer information can be found in the Academy's catalog online at <https://ussa.edu/academics/advising/>. Admissions criteria and transfer acceptance policies are stated in Section 3 of the Bachelor of Sports Science catalog.

AREA I – Written Composition (6 semester hours)

U.S. Sports Academy Requirements	Transfer Course
English (3 semester hours)	ENG 101 (3 hours)
English (3 semester hours)	ENG 102 (3 hours)

AREA II – Humanities and Fine Arts (6 semester hours)

U.S. Sports Academy Requirements	Transfer Course	
Humanities and Fine Arts (3 semester hours)	Literature (3 hours) OR	Art (3 hours) OR
Humanities and Fine Arts (3 semester hours)	Speech (3 hours) OR	Ethics (3 hours) OR
	Philosophy (3 hours) OR	Theatre (3 hours) OR
	Communications (3 hours) OR	Foreign Language (3 hours) OR
	Art History (3 hours) OR	

AREA III – Natural Science (6 semester hours)

U.S. Sports Academy Requirements	Transfer Course	
Natural Sciences (3 semester hours)	Astronomy (3 hours) OR	Biology (3 hours) OR
Natural Sciences (3 semester hours)	Chemistry (3 hours) OR	Physics (3 hours) OR
	Physical Science (3 hours) OR	Earth Science (3 hours) OR
	Physical Geography (3 hours) OR	Geology (3 hours) OR
	Meteorology (3 hours) OR	

AREA IV – Social and Behavioral Sciences (6 semester hours)

U.S. Sports Academy Requirements	Transfer Course	
Social and Behavioral Science (3 semester hours)	History (3 hours) OR	Anthropology (3 hours) OR
Social and Behavioral Science (3 semester hours)	Economics (3 hours) OR	Geography (3 hours) OR
	Political Science (3 hours) OR	Sociology (3 hours) OR
	Psychology (3 hours)	

Addendum U – Page 2 of 2**AREA V – Mathematics (3 semester hours)**

U.S. Sports Academy Requirements	Transfer Course
Mathematics (3 semester hours)	Math (Pre-Calculus Algebra) or higher (3 hours)

AREA VI – Computer Science (3 semester hours)

U.S. Sports Academy Requirements	Transfer Course
Computer Science (3 semester hours)	Computer Applications (3 hours)

AREA VII - General Electives (30+ semester hours)

U.S. Sports Academy Requirements	Transfer Course
General Elective Courses as they apply	Any additional transferable courses taken in the General Education area of study and/or in any non-general education subject area such as business, sales, physical education, education, health care, etc.

United States Sports Academy Baccalaureate Degrees

Students seeking a Bachelor of Sports Science degree must meet the following credit hour requirements:

1. A minimum of 120 semester hours
2. At least 25% of the degree program must be completed with the United States Sports Academy.
3. Students must earn a minimum of 50% (60 hours) of all degree program hours on a junior/senior college level in order to graduate from the United States Sports Academy with a bachelor's degree.
4. The Academy does not accept remedial credit for transfer.

Admissions Office Contact Information:

Address: One Academy Drive, Daphne, Alabama 36526-7055

Phone: (251) 626-3303 or (800) 223-2668

Fax: (251) 625-1035

E-mail: admissions@ussa.edu



The United States Sports Academy
 One Academy Drive Phone: 251 626-3303
 Fax 251 625-1035
<http://www.ussa.edu>
 Email: registrar@ussa.edu

Addendum V
EXPERIENTIAL LEARNING CREDIT (ELC) PETITION
(REFER TO SECTION 3.5.3 FOR ELC POLICIES AND PROCEDURES)

Student Name	
Major	
Address	
Phone Number/Email	
Intended Term of Enrollment	

Academy Course Number and Title
1.
2.
3.
4.
5.

*Grades that are earned through experiential learning are denoted P for Pass.

Office Use Only:

Credit Hours	Assigned Faculty
1.	
2.	
3.	
4.	
5.	

Approved by:

Chief Academic Officer or Designee

Date