

**United States Sports Academy**  
*America's Sports University®*



**Bachelor of Sports Science Degree (B.S.S.)**  
**Academic Catalog 2021-2022**  
1 September 2021

(THIS catalog has been updated with all the ADDENDA  
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## **About the Cover Photo:**

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## **1. GENERAL POLICIES AND INFORMATION**

### **1.1. Communicating with the Academy**

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

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

### **1.2. Accreditation**

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

The Bachelor of Sports Science Sports Coaching program has received Level 3 accreditation status from the National Committee for Accreditation of Coaching Education (NCACE).

The Academy is a candidate for accreditation of its sports management programs through the Accreditation Council for Business Schools and Programs (ACBSP).

### **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, color, sex, national origin, religion, disability, or genetic information.

### **1.5. Military Programs**

The Academy is currently affiliated with the Department of Defense Activity for Non-Traditional Education Support (DANTES) distance-learning program. Members of the Armed Forces who wish to use the 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 approved by the Alabama State Approving Agency (SAA) to offer VA Educational Benefits (GI Bill®) to eligible individuals enrolled in approved programs and is a participant in the Post 9/11 GI Bill® “Yellow Ribbon Program.” The Academy’s academic programs are designed with flexibility to accommodate the special needs of men and women in military service, and the institution provides tuition discounts to active duty military.

## **1.6. History**

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

The Academy was founded in 1972 in Milwaukee, Wisconsin by Thomas P. Rosandich, Ph.D. who went on to serve as the President and Chief Executive Officer of the institution for the next 43 years. The ever-increasing needs and demands of sports and society in America indicated a need for an organization to serve as a resource to provide instruction, research, and service to the world of sport. This need was brought into stark relief by two key events at that time. The first of these was the publishing of the landmark Blythe-Mueller Report that demonstrated the correlation between the professional preparation of coaches and the number and severity of injuries to their athletes. In a word, untrained coaches hurt their athletes. Concurrently, the sub-par performance of the 1972 United States Olympic Team in Munich highlighted this need for a new approach to the profession. Combined they became the impetus that launched the formation of the Academy.

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

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

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

In 1976, the Academy secured its first major international agreement to deliver educational and training programs in the Kingdom of Bahrain, a small island nation in the Middle East. The Academy developed the Bahrain Sport Institute, which was modeled after the Academy and through which the Academy provided the full-charge development of their national sports effort. To this day the Academy continues to work in Bahrain, as well as other countries in the Middle East. In addition to this effort, the Academy worked to develop service programs locally, nationally, and internationally. Since it was founded, the Academy has extended its educational and cultural exchange programs to more than 65 nations around the world. The Academy currently has on-going programs in Europe, South Asia, Southeast Asia, Northeast Asia and Latin America.

One of the keys to the Academy's ability to deliver its international and post-secondary, non-degree programs is its National Faculty. This group numbers more than 100 distinguished educators from diverse areas of sports, who specialize in one or more of the Academy's areas of concentration: Exercise Science, Recreation Management, Sports Coaching, Sports Management, and Sports Medicine. These national faculty members are also a resource for the Academy's internship program, which provides students with the opportunity to embark on experiential education with proven experts in their discipline of study.

The Academy became a candidate for membership in the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in 1981. In 1983, the Academy received accreditation to award the Master of Sports Science (M.S.S.) degree, making it the first and only graduate school dedicated solely to studies in sports. The Academy went on to develop a Doctor of Education (Ed.D.) degree in Sports Management that was accredited in 1996. Concurrently, the Academy's distance education program was reviewed and approved. The Academy went through the substantive change process one more time when its upper-division (Junior and Senior years) Bachelor of Sport Science (B.S.S.) degree program was reviewed and accredited in 2004. Another significant change was the approval to add the lower-division program the B.S.S. program in 2020; for the first time in its 49-year history the Academy admitted freshmen students in the Spring Semester of 2021. Since it was first accredited, the Academy maintained its accreditation in good standing having gone through the reaffirmation process ever since with its last decennial review in 2018.

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

The Academy believes that sport is an industry, as well as an academic discipline. The discipline of sports is based on a discernible set of ethical principles and a distinct body of knowledge. The role of the Academy in higher education is to prepare men and women who are well grounded in the practices and theories of sports, health, and fitness for careers in the sports industry. In addition to a strong theoretical base of knowledge, the Academy also supports the provision of experiential education. Students are encouraged to study with leaders in their areas of interest through 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 the indelible cultural connection between sport and art. This promotional event gained momentum and when the Academy purchased a permanent campus in 1986, the artistic lines and beauty of the main building served to inspire the establishment of the American Sport Art Museum and Archives (ASAMA). This division of the Academy is dedicated to preserving sport art and sport art forms for posterity. The archives currently include both printed and electronic sports information, which can be accessed by the Academy's students and the general public. The art gallery features periodic showings of renowned sports artists.

The Academy provides further service to the sports world through its many publications, both in traditional print and online delivery. The Academy is a full-color print publication with a semi-annual circulation of some 10,000. The Sport Update and Alumni Network are also monthly publications distributed by email to selected constituencies around the globe. Additionally, the Academy has published an online peer-reviewed journal for the past 22 years entitled The Sport Journal which is provided free-of-charge to the profession and which is

accessed about 650,000 times a year. The Academy regularly posts to a blog entitled The Sport Digest featuring current issues and topics in the profession. All 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 Freedom of Speech Policy**

The United States Sports Academy is a community of scholars and professional staff. As such, the institution values and embraces diverse points of view. As an independent institution of higher learning, the Academy does not endorse or support any particular view and respects the right of individuals' free speech. While the Academy is mindful of the individual rights, the institution also reserves the right to control the expression of viewpoints when they become disruptive to the Academy's community standards, policies, and organizational ethics.

### **1.13. 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.

### **1.14. 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.

### **1.15. 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 (AASF AA)  
Alabama Council of Graduate Deans (ACGD)  
American Library Association (ALA)  
Alabama Museums Association (AMA)  
American Association of Blacks in Higher Education (AABHE)  
American Association of Collegiate registrars and Admissions Officers (AACRAO)  
American Association of University Women (AAUW)  
American College of Sports Medicine (ACSM)  
American Library Association (ALA)  
Association of Applied Sports Psychology (AASP)  
Association for Education and Communications Technology (AECT)  
Association of Women in Sports Media  
Business Council of Alabama  
Colleges & Universities Professional Association for Human Resources (CUPA-HR)  
Council on Higher Education Accreditation (CHEA)  
Defense Activity for Non-Traditional Education Support (DANTES)  
Department of Veterans Affairs Yellow Ribbon Program  
Eastern Shore Chamber of Commerce  
European College of Sport Science  
Federation Internationale Cinema Television Sportifs (FICTS)  
International Council for Health, Physical Education, Recreation, Sport and Dance (ICHPER-SD)  
International Council of Sports Science & Physical Education (ICSSPE)  
International Council for Coaching Excellence (ICCE)  
International Sports Heritage Association (ISHA)  
National Academic Advising Association (NACADA)  
National Association of Collegiate Directors of Athletics (NACDA)  
National Association of Independent Colleges and Universities (NAICU)  
National Association of Student Financial Aid Administrators (NASFAA)  
National Black Graduate & Professional Students Organization (NBGSA)  
National 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 (SASF AA)  
Southern Regional Education Board (SREB)  
Sport Marketing Association (SMA)  
Study Alabama: A Consortium for Global Engagement and Economic Development (SA/CGEED)  
U.S. Track and Field and Cross Country Coaches Association (USTFCCCA)  
United States Center for Coaching Excellence (USCCE)  
USA Climbing (USA-C)  
USA Swimming (USA-S)  
USA Track & Field (USATF)  
Visit Mobile  
Women Leaders in College Sports  
Youth, Education and Culture FICTS Commission

### **1.15.1 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. Information on the Academy's membership in SREP can be found at [www.SREB.org](http://www.SREB.org)

### **1.16. The Robert Block Library**

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

All resources and collections, physical and virtual are available to students via the library's webpage, [www.ussa.edu/students/library-resources](http://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](mailto:library@ussa.edu).

### **1.16.1. 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](mailto: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

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

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

### **3. BSS ADMISSIONS**

Courses in the Academy's B.S.S. degree program are open to any student who holds a high school diploma or General Equivalency Diploma (GED). 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 30.5 semester-hours from the Academy.

#### **3.1. General Admission**

The Academy welcomes applications from all individuals whose preparations and abilities give them reasonable chance of success in its programs. Admission recognizes both the university's commitment to excellence and its role as a sport focused institution. The Academy does not discriminate on the basis of age, sex, race, color, religion or national origin. These provisions also apply to disabled individuals pursuant to current federal and state regulations subject to reasonable standards of admission and employment.

#### **Bachelor of Sports Science Program**

Applicants who have not previously attended any institutionally accredited post-secondary institution will be considered first-time college students. The admissions process is as follows:

1. Complete the bachelor's degree application. The application fee for domestic students must be submitted with the application. The fee is non-refundable. The application can be found at [www.ussa.edu](http://www.ussa.edu).
2. Request official copies of all high school and, if applicable, college transcripts be sent to the Academy's Admissions Office. Minimum 2.0 GPA required. (or certified English translations for institutions that do not provide official documents in English).
3. Submit 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. Official ACT or SAT scores may be sent to the Academy's Admissions Office, but are not required.

##### **3.1.1 Full-Standing Admission for Degree-Seeking First-Time College Students**

For Unconditional Admission, applicants must have on file at the Academy a completed application for admission and either an official transcript from the high school attended or an official GED Certificate. All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with Act 91-584.

##### **3.1.2. Non-Degree Admission**

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 of secondary-school transcripts showing completion of a high school diploma or its equivalency, or college transcripts from institutionally accredited institutions, indicating successful completion of at least one course.

A non-degree seeking student is a student who has enrolled in a course and holds at least a secondary school or 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.

### **3.1.3. 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.

### **3.1.4. 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.

### **3.1.5. Undergraduate Classifications**

Undergraduates will be classified as follows:

1. Students having 0-29 semester credit hours will be classified as freshmen
2. Students having 30-59 semester credit hours will be classified as sophomores.
3. Students having 60-89 semester credit hours will be classified as juniors.
4. Students having 90 or more semester credit hours will be classified as seniors.

### **3.2. 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.

### **3.3. Transfer Credit Acceptance**

#### **3.3.1. Specific Transfer Policies in the Bachelor's Program**

1. The Academy accepts courses from all institutionally accredited colleges and universities for lower-division general education/general elective courses that meet transfer criteria. The Academy accepts courses from all institutionally accredited colleges and universities for upper-division transfer that are equivalent to courses in the Academy's curriculum.
2. The Academy accepts courses from all 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 an 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. 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.
6. Students may not transfer repeated course credit more than once even if the equivalent courses were earned at different institutions.
7. 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.

#### **3.3.2 Credit Transfer by Examination**

Students wishing to receive transfer credit by examination may submit Advanced Placement, International Baccalaureate, College-Level Examination Program, or DANTES Subject Standardized Test scores for transfer credit evaluation. The submission of exam scores does not guarantee transfer credit approval. The applicant must have the official score report mailed directly to Undergraduate Admissions. Submitted test scores will be reviewed by the Admissions Committee. The committee reserves the right to accept or reject the number of hours that may be accepted. Credit awarded by examination must meet degree requirements and is subject to the transfer credit maximum of 90 semester hours. Credit by examination may be awarded only to degree-seeking students.

To have your exam reviewed for transfer credit, please request your official score report and have it sent to:  
United States Sports Academy, ATTN: Undergraduate Admissions  
1 Academy Dr., Daphne, AL 36526



**3.3.2.1 Advanced Placement (AP)**

Students who obtain a score of 3 or higher on the College Board Advanced Placement examination in any subject area will be awarded transfer credit in that subject area, when the tested subject meets degree requirements per the student's Program of Study. AP credit may be transferable as follows:

<b>Academy Course Requirement</b>	<b>Advanced Placement (AP) Course/Exam</b>
English Composition	English Language & Composition
Natural Science	Biology; Chemistry; Environmental Science; Physics 1: Algebra-Based; Physics 2: Algebra-Based; Physics C: Electricity & Magnetism; Physics C: Mechanics
Social & Behavioral Science	Psychology; Comparative Government & Politics; United States Government & Politics; Macroeconomics; Microeconomics
Computer Science	Computer Science A; Computer Science Principles
Mathematics	Calculus AB; Calculus BC
Humanities & Fine Arts	2-D Art & Design; 3-D Art & Design; Drawing; Art History; Music Theory; Human Geography; European History; United States History; World History: Modern; English Literature & Composition
Lower-Division Electives	Any AP Exam with a score of 3 or above

**3.3.2.2 International Baccalaureate (IB)**

Students who obtain a score of 5 or higher on the International Baccalaureate examination in any subject area will be awarded transfer credit in that subject area, when the tested subject meets degree requirements per the student's Program of Study. IB credit may be transferable as follows:

<b>Academy Course Requirement</b>	<b>International Baccalaureate (IB) Course/Exam</b>
Natural Science	Biology; Chemistry; Physics; Sports, Exercise & Health Science
Social & Behavioral Science	Psychology; Philosophy; Social & Cultural Anthropology; World Religions, Economics; Global Politics; Information Technology in a Global Society
Computer Science	Computer Science
Mathematics	Mathematical Studies Standard Level; Mathematics Standard Level; Mathematics Higher Level; Further Mathematics Higher Level
Humanities & Fine Arts	Dance; Music; Film, Theater; Visual Arts; History; Geography; Language A: Literature; Language A: Language and Literature; Literature and Performance
Lower-Division Electives	Any IB Exam with a score of 5 or above

### 3.3.2.3 College-Level Examination Program (CLEP)

Students who obtain a score of 50 or higher/who obtain the ACE recommended score or **higher** on the College-Level Examination Program examination in any subject area will be awarded transfer credit in that subject area, when the tested subject meets degree requirements per the student's Program of Study. CLEP credit may be transferable as follows:

<b>Academy Course Requirement</b>	<b>College-Level Examination Program (CLEP) Exam</b>
English Composition	College Composition; College Composition Modular
Natural Science	Biology; Chemistry; Natural Sciences
Social & Behavioral Science	Introductory Psychology; Introductory Sociology; Introduction to Educational Psychology; Human Growth & Development; Social Sciences & History; American Government; Principles of Macroeconomics; Principles of Microeconomics
Mathematics	College Mathematics; College Algebra; Precalculus; Calculus
Humanities & Fine Arts	Humanities; History of the United States I; History of the United States II; Western Civilization I: Ancient Near East to 1648; Western Civilization II: 1648 to the Present; American Literature; Analyzing & Interpreting Literature; English Literature
Lower-Division Electives	Any CLEP Exam with a score of 50 or above

### 3.3.2.4 DANTES Subject Standardized Tests (DSST)

Students who obtain a score of 400 or higher/who obtain the Minimum Required Score or higher or higher on the Educational Testing Services (ETS) DANTES Subject Standardized Tests (DSST) examination in any subject area will be awarded transfer credit in that subject area, when the tested subject meets degree requirements per the student's Program of Study. DSST credit may be transferable as follows:

<b>Academy Course Requirement</b>	<b>DANTES Subject Standardized Tests (DSST) Exam</b>
English Composition	Principles in Advanced English Composition
Natural Science	Astronomy; Environmental Science (formerly Environment and Humanity: The Race to Save the Planet); Health & Human Development (formerly Here's to Your Health); Principles of Physical Science I
Social & Behavioral Science	Introduction to World Religions; Foundations of Education; Fundamentals of Counseling; Lifespan Developmental Psychology; Substance Abuse (formerly Drug & Alcohol Abuse); General Anthropology; Criminal Justice; Introduction to Law Enforcement
Computer Science	Computing & Information Technology (formerly Introduction to Computing)
Mathematics	Fundamentals of College Algebra; Math for Liberal Arts
Humanities & Fine Arts	Ethics in America; Business Ethics & Society; Principles of Public Speaking; Human/Cultural Geography; A History of the Vietnam War; Art of the Western World; History of the Soviet Union (formerly the Rise and Fall of the Soviet Union); The Civil War & Reconstruction
Lower-Division Electives	Any DSST Exam with a score of 400 or above

### **3.3.3. 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.

Students must first be accepted into the program. Upon acceptance, review of all prior transcripts will be evaluated. If there are upper-division courses that are equivalent to what is offered in the Academy program of study, those courses will automatically be pre-approved for possible transfer credits. Pre-approval is subject to additional documentation at the Academy's discretion.

If an Academy student takes a course from an outside institution, after the initial evaluation of transcripts, all such requests are subject to review and approval as outlined below.

1. 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.
2. The Undergraduate Upper-Division Transfer Credit form located on the Academy website, and found in the addenda of this catalog, must be submitted, 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. The Academy may accept transfer credit from other accredited institutions, as long as a grade of C- or better is earned. In addition, the applicant should specify which of the Academy's courses the transfer courses may be able to replace. There will be a charge of \$50.00 to cover the transfer evaluation fee.

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.

### **3.3.4 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*. This portfolio establishes the justification for granting college credit for the student's lifetime 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.

### **3.4. 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.**

### **3.5. Registration**

All first-time freshmen and those students with fewer than 30 hours of transfer credit are required to enroll in the FastTrack program. Each FastTrack program course lasts five weeks and students take three courses every semester, one at a time, totaling at nine courses per year (27 credits).

Students with a 2.75 GPA or higher, who have completed three modules of coursework, may enroll in a course overload by taking two courses simultaneously over five weeks.

The order of courses to be taken and the schedule should be predetermined with the First Year Advisor.

Junior and senior level students will select either the FastTrack option or LifeStyle option. LifeStyle enrollments will be processed on a semi-monthly basis (the 1st and the 15<sup>th</sup> day of each month). If the 1st and/or 15<sup>th</sup> 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.

### **3.6 Re-Enrollment/Re-Admittance Procedure**

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.

### **3.7 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.

### **3.8. Standardized Entrance Examinations**

#### **3.8.1. 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.

#### **3.8.2. Specific Tests Accepted**

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

##### **3.8.2.1. Test of English as a Foreign Language (TOEFL)**

International Students ([www.toefl.org](http://www.toefl.org))

Score Accepted = 550 (paper based) or 79 (Internet-based)

School code: 1885

**3.8.2.2 Educational Testing Services (ETS) (609) 771-7630**

[www.ets.org](http://www.ets.org).

**3.8.2.3 Consortium of College Testing Centers (CCTC)**

<http://www.ncta-testing.org/cctc/>

**3.8.2.4 International English Language Testing System (IELTS)**

International Students ([www.ielts.org](http://www.ielts.org))

Score Accepted = 6 (Academic Module)

School Code: 1885

**3.9. 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](http://www.alsde.edu) for more information.

**3.10 International Students 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:

- 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.

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.

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](http://www.naces.org/members.htm).

### **3.11. 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.

## 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.

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

### 4.2 Online Delivery – Bachelor of Sports Science Program

#### 4.2.1 FastTrack Program

The FastTrack 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 Login ID and password to access online courses, the student portal, and to provide access to learning support services such as the Academy's online writing laboratory (ACCESS), the library, and Academy domain email. They will automatically receive the required learning materials for each course. All online students are required to complete an annual orientation.

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

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

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

**All first-time freshmen and those students with fewer than 30 hours of transfer credit are required to enroll in the FastTrack program.**



#### 4.2.2 LifeStyle 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.

**The LifeStyle Program is available to students who have earned 30 or more credit hours. Every course includes written assignments, participation in threaded discussions, quizzes, and a final examination or final paper.** For LifeStyle students, 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 is a practical learning experience planned, supervised, and evaluated for credit by faculty and field supervisors. It enables a student to apply the knowledge gained through course work while under the direct supervision of a leader in the student's chosen field. 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.

Experiencing a mentorship is an excellent opportunity to work side-by-side with experts in the sports profession in order to build professional competence through planning, performing, and reflecting on the core responsibilities of a practitioner in the sports industry. The mentorship can also provide a student the opportunity of building a network with industry professionals. 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, <https://ussa.edu/academics/mentorships/>

#### 4.4. Sports Coaching Curriculum

The Academy's BSS Sports Coaching major has received Level 3 accreditation status from the National Committee for Accreditation of Coaching Education (NCACE).

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 includes:

- Lower-level general education core courses – 47 credit hours
- Lower-level general education electives – 15 credit hours
- Upper-level core courses - 12 credit hours
- Required Sports Coaching major courses – 27 credit hours
- Sports Coaching electives – 6 credit hours
- Sports Coaching Series (SCS) electives – 3 credit hours
- Research Core courses – 6 credit hours
- Mentorship – 6 credit hours

Students must complete their coursework in that order: general education core, general education electives, upper-level core courses, required courses, electives, the research core, and finally the mentorship. All hours listed are semester hours.

Refer to the Sports Coaching Program of Study in the Appendix section of this catalog for a complete list of course requirements.

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

The curriculum for Sports Management includes:

- ACBSP Pre-test
- Lower-level general education core courses – 47 credit hours
- Lower-level general education electives – 15 credit hours
- Upper-level core courses – 12 credit hours
- Required Sports Management major courses – 27 credit hours
- Sports Management electives – 9 credit hours
- Research Core courses – 6 credit hours
- Mentorship - 6 credit hours
- ACBSP Post-test

Students must complete their coursework in that order: general education core, general education electives, upper-level core courses, required courses, electives, the research core, the mentorship and the ACBSP Post-test. All hours listed are semester hours.

Refer to the Sports Management Program of Study in the Appendix section of this catalog for a complete list of course requirements.

#### **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 includes:

- Lower-level general education core courses – 47 credit hours
- Lower-level general education electives – 15 credit hours
- Upper-level core courses – 12 credit hours
- Required Sports Studies major courses – 6 credit hours
- Sports Studies courses – 30 credit hours
- Research Core courses – 6 credit hours
- Mentorship - 6 credit hours

Students must complete their coursework in that order: general education core, general education electives, upper-level core courses, required courses, major courses, the research core, and the mentorship. All hours listed are semester 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 for Sports Strength & Conditioning includes:

- Lower-level general education core courses – 47 credit hours
- Lower-level general education electives – 15 credit hours
- Upper-level core courses – 12 credit hours
- Required Sports Strength & Conditioning major courses – 30 credit hours
- Elective Sports Strength & Conditioning courses – 6 credit hours
- Research Core courses – 6 credit hours
- Mentorship - 6 credit hours

Students must complete their coursework in that order: general education core, general education electives, upper-level core courses, required courses, major courses, the research core, and the mentorship. All hours listed are semester 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**

##### **4.10.1 General Education and Lower-Level Courses**

###### **ACC 201: Financial Accounting** (3 semester hours)

Students will learn how to compile and analyze financial statements, determine the value of a firm, and evaluate a business and its competitors. This introductory survey course of financial accounting will help you prepare for more advanced business courses. (This is a prerequisite for SAM 445 Sports Managerial Accounting.)

###### **ANT 101: Introduction to Anthropology** (3 semester hours)

This course explores the ways in which the human experience is both a shared and individual experience. The course provides a framework for examining, comparing, contrasting, and analyzing the fundamental facets of humanity such as gender, ethnicity, language, economics, and art.

###### **ANT 201: Lost Worlds and Archeology** (3 semester hours)

This course is an introduction to what archaeologists have learned about the human experience in their investigations of "Lost Worlds" from the beginning of humanity to the establishment of urban life. The objective of this course is to explore the way archaeologists have investigated lost worlds using examples of archaeological remains deposited over the past 3 million years, including stone tools, burial goods, pottery, architecture, and skeletal remains.

###### **ANT 202: Introduction to Race, Class, and Culture** (3 semester hours)

This course explores the emergence of racial and class structures in society from a global perspective. We will examine the formation of the global African Diaspora using comparative cross-cultural frameworks developed in the fields of anthropology and cultural studies. This course provides an overview of cultural reformulations and socio-historical experiences of people of African descent in North America, South America, Central America, the Caribbean, as well as Europe and Asia. The goal of this course is to identify the structural patterns of racial and class formation and address the lived experiences of race and class by comparing and contrasting case study materials on various socio-cultural and historical points, such as family, religion, labor, migration, and interaction with indigenous peoples. In addition to exploring substantive issues, students will gain exposure to different disciplinary approaches and methodologies regarding "Africanisms" and the impact of race and class on research design, as well as the theoretical implications of race as a social phenomenon vs. race as a lived experience.

###### **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)

**BIO 201L: Anatomy & Physiology I Lab** (1 semester hour)

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)

**BIO 202L: Anatomy & Physiology II Lab** (1 semester hour)

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.

**BIO 205: Pregnancy and Postpartum Fitness** (3 semester hours)

This course covers the physical and physiological changes women's bodies undergo during and after pregnancy. You will learn a variety of exercises and modifications that have been specifically designed for pregnant women, along with, how to assess which exercises are appropriate in each trimester.

**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. **(This is a required course for all students.)**

**COM 101: Business Communication** (3 semester hours)

Learn how to leverage your communication skills to help you succeed in business. Improve your communication tools with activities that will help you connect with others, both within and beyond the workplace.

**ECN 101: GDP and Pizza: Economics for Life** (3 semester hours)

GDP and Pizza: Economics for Life is designed to help students grasp challenging economic content – and to explain why these topics are important to understand. Topics include: the definition Gross Domestic Product (GDP), the components of GDP, per capita GDP, real vs. nominal GDP, levels vs. percentage change, importance of a growing economy, trend growth rate, uses for GDP data, and automatic stabilizers.

**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. **(Prerequisite: ENG 101 or equivalent (beginning) English course.)**

**ENG 201: American Literature: Unheard Voices** (3 semester hours)

This course is designed to familiarize students with the diverse voices of early American literature. Spanning the late 18<sup>th</sup> century through the mid-19<sup>th</sup> century, the course explores a range of literary works and historical contexts and examines the American experience from a variety of perspectives through reading, discussion, written analysis, and application.

**ENG 202: American Literature: Diversity** (3 semester hours)

This course explores the concept of diversity through the lens of literature. Students will read, analyze, and discuss a variety of multicultural literature written by authors from diverse backgrounds and will consider how the literature intersects with topics such as race, gender, religion, and sexuality.

**ENG 206: English for Business and Entrepreneurship** (3 semester hours)

In this course, you will learn about topics leading to the development of a business plan. Students will explore entrepreneurship by examining ideas, products, and opportunities. Students will learn about the basics of market research, including how to identify an opportunity. The course will focus on business plans, why these plans are important, and will give you a chance to practice composing a business plan. In the final unit of the course, we will present basics for funding a business and will help you create a persuasive presentation, or pitch, based on a business plan.

**GEO 101: Human Geography** (3 semester hours)

This is an introductory course that is designed to introduce students to the social sciences branch of Geography. This course gives a broad overview of Geography and the spatial tools of analysis that Geographers use. The main emphasis of study is placed on understanding globalization, location, spatial arrangement, and spatial interaction of the human environment, which includes population, culture, religion, language, geopolitics, economic activity, and settlements.

**MUS 200: Resonances: Engaging Music in its Cultural Context** (3 semester hours)

This course offers a fresh curriculum for the college-level music appreciation course. The musical examples are drawn from classical, popular, and folk traditions from around the globe. With a unit introducing the impact music has on sports.

**MTH 201: Precalculus** (3 semester hours)

Precalculus is a preparatory course for Calculus. It builds upon the intermediate level of Algebra and makes intensive use of technology to conceptualize functions and methods of function manipulation with emphasis on quantitative change. Topics include a library of functions (linear, quadratic, exponential, logarithmic, polynomial, rational and trigonometric), transformations, compositions, inverses and combinations of functions and solving triangles. This course requires use of technology that is equal or better than TI83 graphing calculator.

**PHE 224: Games Approach to Teaching and Coaching Sports** (3 semester hours)

An innovative approach to sport education is used to emphasize the power of play in creating challenging learning situations.

**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.

**PHY 101: Introduction to Physics** (3 semester hours)

This is an introductory physics course that focuses on basic physics concepts and connections to everyday life. Course topics include Newtonian mechanics, fluids, heat, vibrations, electricity and magnetism, light and sound, quantum phenomenon, nuclear radiation, relativity, and cosmology. Connections to everyday life and society include energy conservation, global warming, nuclear energy, the origin of the universe, pseudoscience, and the search for extraterrestrial life. Students will gain an appreciation for the physical world, improved critical thinking and reasoning skills, and improved scientific literacy.

**PSY 101: Introduction to Psychology** (3 semester hours)

A study of mental processes and behavior, with emphasis on the scientific nature of contemporary psychological investigation. Topics may include the biology of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior and individual differences.

**SAR 200: Sports Related Concussions** (3 semester hours)

This course provides an in-depth review of the risks, prevention, recognition, treatment, and management of sport-related concussions. This course also discusses the importance of awareness and education strategies for coaches, athletes, parents, administrators, and health care professionals.

**SAR 220: Sports First Aid** (3 semester hours)

A guide to preventing, responding to and managing sports injuries. Being a successful coach requires knowing more than just the “X’s and O’s” of the sport; a coach must also fulfill the role of a “first responder” for his or her athletes.

**SPT 101: Achieving Academic Success** (3 semester hours)

A comprehensive introduction to the college experience providing academic and personal wellness management tools. Topics include general study skills, the use of academic technology, introduction to Academy resources, services, and use of the library, and developing a healthy lifestyle and mindset. **(This is a required course for all students.)**

**4.10.2 Upper-Level Courses****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 is the pre-requisite to SAR 490.*

**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.

**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.

**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.

**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.

**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. **(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 Academy's mentorship program is a practical learning experience planned, supervised, and evaluated for credit by faculty and field supervisors. It enables a student to apply the knowledge gained through course work while under the direct supervision of a leader in the student's chosen field; 300 contact hours are required. 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. 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.

**4.10.3 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
<b>TUITION AND FEES</b>			
	Tuition Fee (per semester hour)	\$484	\$250
	Application Fee	\$50	\$50
	Application Fee (International)	\$100	N/A
	Application Fee (Non-Degree)	\$50	\$50
	<b>One Time Fee:</b>		
	Graduation Administrative Fee	\$140	\$140
	Graduation Registration Fee	\$50	\$50
<b>EXPRESS SHIPPING FEES (as applicable)</b>			
	Fed Ex 2 <sup>nd</sup> day (per course)	\$50	\$50
	Fed Ex Overnight (per course) (additional charge will apply for Saturday delivery)	\$85	\$85
	International Shipping	Varies	Varies
	International Postage Fee	Varies	Varies
	International Goods, Services, and Taxes	Varies	Varies
<b>ADMINISTRATIVE FEES</b>			
	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
	Undergraduate Transfer Credit Evaluation Fee	\$50	\$50
	Readmittance Fee	\$200	\$200
	Re-enrollment Application Fee	\$25	\$25
	Returned Check Fee (each occurrence)	\$40	\$40
	Transcript Fee (per copy)	\$10	\$10
	<b>Replacement Diploma Fees:</b>		
	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 2020-2021 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](mailto: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](http://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](http://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://studentaid.gov/>). Contact the Financial Aid office for further details.

#### Annual Loan Limits for Subsidized and Unsubsidized Student Loans

	<b><u>Dependent</u> Undergraduate Student</b>	<b><u>Independent</u> Undergraduate Student</b>
1 <sup>st</sup> 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 <sup>nd</sup> 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 <sup>rd</sup> Year & 4 <sup>th</sup> 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 LifeStyle 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.**

**To receive financial aid disbursement, a Fast Track distance learning student must "attend a class" by posting to the Virtual Café and by completing the Catalog and Syllabus statement within 7 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.

**LifeStyle 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.

**Fast Track Withdrawal:** If students withdraw or drop out prior to completing 49% 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 of this catalog or online at <http://ussa.edu/admissions/financial> for further details.) This policy will be updated annually to ascertain that changes in federal regulations are accommodated.

**Unofficial Withdrawal:**

**LifeStyle Courses:** A student who registers for a course and fails to attend the course who does not officially withdraw from the Academy in accordance with academic policy, will be deemed an “unofficial withdrawal” for the purposes of financial aid. “Unofficial withdrawal” occurs when a student has failed to log-on and commence any course work within 14 days or of the official start date of a course. Students subject to the “unofficial withdrawal” provisions of the financial aid policy are deemed not to have earned their financial aid awards and will be required to return 100% of said awards to the federal government. If an unofficial withdrawal occurs between 15-38 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.

**Fast Track Courses:** A student who registers for a course and fails to attend the course who does not officially withdraw from the Academy in accordance with academic policy, will be deemed an “unofficial withdrawal” for the purposes of financial aid. “Unofficial withdrawal” occurs when a student has failed to log-on and commence any course work within 7 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 1-7 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.

The Academy’s Financial Aid Office is governed by rules concerning Title IV Federal Student Aid funds, w which includes student loans.

**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:** The Academy is approved by the Alabama State Approving Agency (SAA) to offer VA Educational Benefits (GI Bill®) to eligible individuals enrolled in approved programs and is a participant in the Post 9/11 GI Bill® “Yellow Ribbon Program.” For more information about the program, contact [www.gibill.va.gov](http://www.gibill.va.gov).

**LifeStyle Courses:**

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

After the 38<sup>th</sup> day and up to the 45<sup>th</sup> day of course enrollment, a student utilizing Veteran Affairs (VA) educational benefits may submit a request for withdrawal. The 45<sup>th</sup> 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 45<sup>th</sup> day of enrollment, the student will be awarded a grade based on the work completed up until the end of the course.

### **Face Track Courses:**

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

After the 2<sup>nd</sup> week and up to the 4<sup>th</sup> week of course enrollment, a student utilizing Veteran Affairs (VA) educational benefits may submit a request for withdrawal. The 2<sup>nd</sup> week of enrollment is the last day to receive a grade of “W” for the course. The grade of “W” does not affect a student’s GPA. After the 4<sup>th</sup> week 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.

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

<b>Assistance Program</b>	<b>Tuition Assistance “Top-Up Program”</b>
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<b>What is It</b>	The “Top-Up” program is an additional benefit intended to supplement other tuition assistance programs.
<b>Who is Eligible</b>	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.
<b>Contact</b>	<a href="http://www.military.com/education/gi-bill/tuition-top-up-program.html">http://www.military.com/education/gi-bill/tuition-top-up-program.html</a>

<b>Assistance Program</b>	<b>Montgomery GI Bill ®(MGIB) – Active Duty and Selected Reserves</b>
<b>What is It</b>	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.
<b>Who is Eligible</b>	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.
<b>Contact</b>	<a href="https://benefits.va.gov/gibill/">https://benefits.va.gov/gibill/</a>

<b>Assistance Program</b>	<b>Post-9/11 GI Bill®</b>
<b>What is It</b>	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.
<b>Who is Eligible</b>	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.
<b>Contact</b>	<a href="https://benefits.va.gov/gibill/">https://benefits.va.gov/gibill/</a>

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

<b>Assistance Program</b>	<b>Reserve Educational Assistance Program (REAP)</b>
<b>What is It</b>	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.
<b>Who is Eligible</b>	<p>A member of a <b>reserve component</b> 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.</p> <p><b>National Guard</b> members are also eligible if their active duty is under Section 502(f) Title 32 USC and they serve for 90 consecutive days when authorized by the President or Secretary of Defense for a national emergency and is supported by federal funds.</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>
<b>Contact</b>	<a href="http://www.benefits.va.gov/gibill/reap.asp">www.benefits.va.gov/gibill/reap.asp</a>

<b>Assistance Program</b>	<b>Veterans Educational Assistance Program (VEAP)</b>
<b>What is It</b>	<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>
<b>Who is Eligible</b>	<p>To be eligible the individual must have:</p> <ul style="list-style-type: none"> <li>•Entered the service for the first time between January 1, 1977 and June 30, 1985;</li> <li>•Opened a contribution account before April 1, 1987;</li> <li>•Contributed \$25 to \$2,700;</li> <li>•Completed first period of service;</li> <li>•Received a discharge that was not dishonorable.</li> </ul>
<b>Contact</b>	<a href="https://www.va.gov/education/other-va-education-benefits/veap/">https://www.va.gov/education/other-va-education-benefits/veap/</a>

<b>Assistance Program</b>	<b>Vocational Rehabilitation and Employment Service</b>
<b>What is It</b>	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
<b>Who is Eligible</b>	Veterans who have a VA disability rating and an employment handicap.
<b>Contact</b>	<a href="http://www.vba.va.gov/bln/vre/">http://www.vba.va.gov/bln/vre/</a>

### 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.

Life Style Students for Complete Withdrawal - A student who officially or unofficially drops or withdraws completely on or before the first class day of 16-week course, 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

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

- Prior to the shipment of course materials: 100% refund
- Before or during week 1: 100% return



- During weeks 2: 50% return
- **During week 3: 40% return (60% of course is completed)**
- During weeks 4-5: 0% return

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

#### **7.4. Definition of Academic Year**

The Academy's academic increments are termed as 16-week semesters. fall, spring, and summer courses offered in 5-week modular formats generally follow the Academy's academic calendar. Students receiving financial aid at the 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).

**LifeStyle Students:** 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.

**FastTrack Students:**

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 49% 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 within the term are 3 Modules. Once the student has completed 49% of the academic term, or 55 days, it is considered that 100% of the funds are earned. However, if the student completed only 40%, for instance, or 49 days, the Academy would be required to return aid awarded/disbursed to the student during that term.

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.

**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](http://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 (2020-2021) begins with the summer semester and the Academy's Federal School Code (021706) must be selected.
6. **Priority Dates:** Students should complete their FAFSA as soon after October 1 as possible to be considered for all types of aid for the approaching Fall term. In order to ensure funding is available at the beginning of the Fall semester, the ideal completion period for the FAFSA is October through April of the preceding year.

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

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

7. The Academy will receive student information electronically from the Federal Processor. A student must be accepted for admission to the Academy before 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 [www.studentaid.gov](http://www.studentaid.gov). A Student Loan Master Promissory Note must be signed.

8. All students who receive Federal Student Loans as part of their student financial assistance are required to undergo Exit Loan Counseling upon the completion of their study at the Academy. The interview is administered online at [www.studentaid.gov](http://www.studentaid.gov) under Manage Loans.

## **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](mailto: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**

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

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

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

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

### **8.6. 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 in the student portal. 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. 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**

All LifeStyle students who are enrolled in a distance learning course must log on and, within the first 14 days from registration, complete the Catalog and Syllabus Statement and post to the Virtual Café. Students are expected to satisfy all course assignments and learning activities in accordance with the syllabus within the prescribed time frame.

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

### **8.8. Auditing Classes**

An audit-only student is one who is seeking no grade or credit for courses taken. Should an audit-only student wish to change status to credit-seeking, then the student must immediately notify the 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 Department 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. 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**

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

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

##### **8.15.1 Course Extensions – LifeStyle Program only**

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

1. They may pay for a 30-day extension (see Section 6. Tuition & Fee schedule for cost.) If they do not finish by the end of this first 30-day extension, they may request another 30-day extension and pay an additional fee; or
2. The student may request one 60-day extension (see Section 6. Tuition & Fee Schedule for cost)

A student may not purchase more than a total of 60 days for an extension in any one course. At the completion of the 60-day extension period, the student will be awarded a grade based on the work completed through the end of the extension period. Students who do not complete their distance learning courses within the time allowed, or by the end of an approved extension (30 or 60-day), will automatically receive the grade calculated after entering zeroes for all assignments not completed. Course extensions will not be processed without valid payment information.

##### **8.15.2 Incomplete – FastTrack Program Only**

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

### **8.16. Course Descriptions - Expanded**

An expanded course description is available for students who need more than the traditional short course description for certification, licensing, reimbursement, and transfer purposes. 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 with student name redacted.

### **8.18. Course Materials Policy**

Each course has specific materials around which the content of the course is developed. Course materials are included with tuition. Physical texts and eBook codes are automatically shipped to students with each course registration. This ensures that students will receive the correct text or eBook for the course materials, which, in turn, maximizes student learning. Some course materials are embedded within the LMS course shell and available to the student immediately upon course enrollment.

### **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.org](http://www.al-anon.org)

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

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

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

## 8.21. Examinations at the Bachelor's Level

At the undergraduate-level unit quizzes and final exams may be taken at the student's most convenient time and place. The time limit on unit quizzes is one (1) hour. The time limit for the final exam is two (2) hours. Some undergraduate courses require a final paper or final project in place of the exam.

### 8.21.1 Sports Management students only – Peregrine Assessment Test

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

## 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. Admissions, subsection for 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.

**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. 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.

**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.

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

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

### **8.27. 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**

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

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

Students are advised that the grade appeals process entails an examination of the student's assignment submission or, in the case of an appeal of the final course grade, a review of the entire body of work in the course in which the grade is being appealed. As a consequence, the list of possible options includes, but is not limited to, the following: 1) the original grade given by the professor can remain unchanged; 2) the grade can be changed upward; or, 3) the grade can be changed downward.

Refer to the Addenda of this catalog for a list of the steps to follow when pursuing a grade appeal.

### **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. 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:

- Have submitted all required admissions materials
- Achieved a cumulative 2.0 or better grade point average
- Successfully completed all academic requirements
- Paid all fees and cleared all financial obligations with the Academy
- Completed the application for graduation form and paid the graduation fee (Students must complete the application for graduation within one year of the completion date of their last academic course.)
- Completed 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**

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](http://www.asama.org). Students who know of an Academy alumnus who is deserving of this award can email [alumni@ussa.edu](mailto: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. Leave of Absence Policy**

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

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

### **8.33. 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.

#### **8.33.1 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.

##### **8.33.1.1 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.

#### **8.33.1.2 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](mailto: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.

#### **8.33.1.3 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.).

### **8.34. Photos-Students**

#### **8.34.1 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.

#### **8.34.2 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.

### **8.35. 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](http://www.ussa.edu/Academics/advising). For a copy of past years' programs of study, please contact the Department of Student Services.

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.

### **8.36. Re-Enrollment**

Regardless of status, all students who have not been enrolled in a degree program for one calendar year or longer are required to re-enroll by submitting a Re-Enrollment Application, which is obtained on the Academy's web site at [www.ussa.edu/admissions/apply](http://www.ussa.edu/admissions/apply). One calendar year is defined as "one year from the expected completion date of the last course taken by the student".

Students seeking re-enrollment are required to present official transcripts from any institution attended since leaving the Academy. Depending on the length of a student's absence, additional admission documents may be required. Costs associated with submitting a Re-Enrollment Application may be found in the Tuition & Fee Schedule of this catalog.

- When a student re-enrolls, they must adopt the academic program of the most recent catalog in effect at the time of re-enrollment.
- The student is responsible for completing any and all requirements of the new catalog.
- The statute of limitations for students who have been approved for re-enrollment will be as stated in their new catalog.

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

Students who have been placed on academic probation, have been dismissed, or suspended from the Academy must submit a Re-Admittance Application which will be reviewed by the Academic Committee. The application can be found at <https://ussa.edu/students/>. If approved, the student must also submit the Re-Enrollment Application and pay all fees required for re-admittance and re-enrollment.

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

### **8.37. Refund and Course Withdrawal Policy**

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

#### **8.37.1. 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

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

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

### 8.37.2. 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.

### 8.37.3. 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.

### 8.37.4 Withdrawals for Students Using Veteran Affairs (VA) Benefits

After the 38<sup>th</sup> day and up to the 45<sup>th</sup> day of course enrollment, a student utilizing Veteran Affairs (VA) educational benefits may submit a request for withdrawal. The 45<sup>th</sup> 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 45<sup>th</sup> day of enrollment, the student will be awarded a grade based on the work completed up until the end of the course.

## 8.38. Release of Information

### 8.38.1. Release of Grades

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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.

### **8.38.2. 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

### **8.39. 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.

### **8.40. 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.

### **8.41. 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.

### **8.42. Special Student Services**

#### **8.42.1 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.

### **8.42.1.1 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

**8.42.2. 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.

**8.42.3 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, in the LifeStyle program, will be allowed 18 weeks in which to complete a course (16 weeks plus an automatic two-week extension).

### **8.43. 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.

### **8.44. 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.

#### **8.44.1 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.

##### **8.44.1.1 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.

#### **8.44.1.2 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.

#### **8.44.1.3 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.

#### **8.45. 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](http://www.acsm.org))  
401 West Michigan Street, Indianapolis, IN 46202

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

International Association for Worksite Health Promotion ([www.acsm-iawhp.org](http://www.acsm-iawhp.org))  
401 W. Michigan Street, Indianapolis, IN 46202

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

National Association of Collegiate Directors of Athletics ([www.nacda.com](http://www.nacda.com))  
24651 Detroit Road, Westlake, OH 44145

National High School Athletic Coaches Association ([www.hscoaches.org](http://www.hscoaches.org))  
5057 Rose Creek Pkwy South, Fargo, ND 58104

National Recreation and Park Association ([www.nrpa.org](http://www.nrpa.org))  
22377 Belmont Ridge Road, Ashburn, VA 20148

SHAPE America ([www.shapeamerica.org](http://www.shapeamerica.org))  
P O Box 225, Annapolis Junction, MD 20701

National Strength and Conditioning Association ([www.nasca.com](http://www.nasca.com))  
1885 Bob Johnson Dr, Colorado Springs, CO 80906

#### **8.46. 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.

#### **8.47. 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](http://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.

#### **8.47.1. 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. FERPA rights of eligible students lapse or expire upon the death of the student. FERPA will not protect the education records of a deceased eligible student (a student 18 years or older or in college at any age) and an educational institution may disclose such record at its discretion or consistent with State law.

#### **8.47.2 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.

## **8.48 Title IX Policy**

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

### **8.48.1 Non-Discrimination Statement**

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

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

#### **Title IX Coordinator for the Academy:**

Phone: 251-626-3303

Email: [titleIX@ussa.edu](mailto:titleIX@ussa.edu)

Mailing Address: One Academy Drive, Daphne, AL 36526

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

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

### **8.48.2 Sexual Harassment as Defined by Title IX**

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

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

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

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

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

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

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

### **8.48.3 Title IX Sexual Harassment Grievance Reporting and Formal Complaint Filing**

Who may report a grievance?

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

According to the *Code of Alabama*, essentially everyone working in higher education is considered a mandatory reporter. Therefore, all Academy employees are considered mandatory reporters and as such must immediately report to a duly constituted authority (the local chief of police (251) 621-9100 or the Alabama Department of Human Resources local office (251) 948-8340) if he or she observes any form of child abuse. Child abuse reports in Alabama are taken up to the 19<sup>th</sup> birthday. Child abuse incidents must also be reported to one of the Responsible Parties as defined above.

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

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

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



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

#### **8.48.4 Title IX Grievance Procedure**

##### **8.48.4.1 Standard of Evidence and Impartiality**

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

##### **8.48.4.2 Right to an Advisor**

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

##### **8.48.4.3 Investigation**

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

The role of the Investigator(s) is to collect facts, including inculpatory and exculpatory facts, regarding the alleged incident described in the signed Formal Complaint. It is not the role of the Investigator to report findings or recommendations. Both the Complainant and the Respondent have the opportunity to present evidence to the Investigator, provide names of witnesses, and any other information for investigative consideration. The Complainant and the Respondent will have access to the process during the grievance

procedure and the institution will not restrict either party from discussing the allegations under investigation or from gathering and presenting relevant evidence to the Investigator.

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

#### **8.48.4.4 Decision Maker Role**

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

#### **8.48.4.5 Live Hearing**

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

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

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

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

#### **8.48.4.6 Appeal Process**

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

#### **8.48.4.7 Sanctions and Remedies**

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

**8.48.4.8 Training**

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

**8.48.4.9 Records Management**

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

**8.48.4.10 Retaliation**

Retaliation is prohibited by the Academy. The institution will sanction any student or employee who takes adverse action against a person because of the person's participation in or support of an investigation of Title IX sexual offenses. Adverse action includes, but is not limited to, threats, harassment, intimidation (implied threats) or actual violence against the person or his or her property, adverse educational or employment consequences, ridicule, taunting, bullying, or ostracism.

Retaliation because of an allegation of a sexual offense may occur in student to student, employee to student, student to employee, or employee to employee relationships.

**8.48.5 Dissemination of the Title IX Policy**

This policy shall be disseminated to the Academy's students, employees, and community through the Institution's website, [www.usa.edu](http://www.usa.edu), as well as the Academy Academic Catalog, Student Portal, and other appropriate channels of communication.

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

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

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

### 8.48.6 Policy Updates

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

#### **United Sports Academy Website**

[www.ussa.edu](http://www.ussa.edu)

#### **Title IX Coordinator for the Academy:**

Phone: 251-626-3303

Email: [titleIX@ussa.edu](mailto:titleIX@ussa.edu)

Mailing Address: One Academy Drive, Daphne, AL 36526

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

#### **Human Resources Coordinator for the Academy:**

Phone: 251-626-3303

Mailing Address: One Academy Drive, Daphne, AL 36526

For the specific name, email address and phone extension of the Human Resources Coordinator, please see the Academy website at [www.ussa.edu](http://www.ussa.edu).

### 8.48.7 Definitions and Examples of Sexual Harassment and Misconduct

Sexual Misconduct Offenses include, but are not limited to:

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

*The Institution uses the definitions from the Clery/Violence Against Women Reauthorization Act of 2013 (VAWA), for the purposes of this Policy.*

#### **8.48.7.1 Sexual Harassment**

Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that has the effect of unreasonably interfering with an individual's academic or work performance, or creates an intimidating, hostile, or offensive environment. If reported allegations of sexual harassment do not meet the Title IX definition of sexual harassment, the grievance reported can be pursued via Academy policies and processes outlined in the Student Conduct Policy and the Employee Handbook.

Types of Sexual Harassment:

- Quid Pro Quo sexual harassment exists when there are:
  - Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and

- Submission to or rejection of such conduct results in adverse educational or employment action.
- Quid pro quo harassment may occur in student to student, employee to student, student to employee, or employee to employee relationships.
- Hostile Environment includes any situation in which there is harassing conduct that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity. The determination of whether an environment is "hostile" may be based on any of these circumstances. These circumstances could include:
  - the frequency of the conduct;
  - the nature and severity of the conduct;
  - whether the conduct was physically threatening;
  - whether the conduct was humiliating;
  - the effect of the conduct on the alleged victim's mental or emotional state;
  - whether the conduct was directed at more than one person;
  - whether the conduct arose in the context of other discriminatory conduct;
  - whether the statement is a mere utterance of an epithet which engenders offense in an individual, or offends by mere discourtesy or rudeness;
  - whether the speech or conduct deserves the protections under other principles such as academic freedom.
- Retaliation
  - The Institution will sanction a student or employee who takes adverse action against a person because of the person's participation in or support of an investigation of discrimination or sexual misconduct. Adverse action includes, but is not limited to, threats, harassment, intimidation (implied threats) or actual violence against the person or his or her property, adverse educational or employment consequences, ridicule, taunting, bullying, or ostracism.
  - Retaliation sexual harassment may occur in student to student, employee to student, student to employee, or employee to employee relationships.
- Hostile Environment sexual harassment may occur in student to student, employee to student, student to employee, or employee to employee relationships.

#### 8.48.7.2 Sexual Assault (Sex Offenses)

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

- **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent. The age of consent *in Alabama* is 16.

#### **8.48.7.3 Domestic Violence**

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

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

#### **8.48.7.4 Dating Violence**

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

For the purposes of this definition:

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

#### **8.48.7.5 Stalking**

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

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

For the purposes of this definition the:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

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

#### **8.48.7.6 Sexual Violence**

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

#### **8.48.7.7 Sexual Exploitation**

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

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

- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting a Sexually Transmitted Disease (STD) or HIV/AIDS to another individual.

#### **8.48.8 Consent & Incapacitation**

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

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

- Mentally defective means a person suffers from a mental disease or effect which renders him/her incapable of appraising the nature of his conduct.
- Mentally incapacitated means rendered temporarily incapable of appraising or controlling his/her conduct because he/she is under the influence of a narcotic or intoxicating substance administered to him/her without his consent OR any other incapacitating act committed upon him/her without his/her consent.
- Physically helpless means unconscious or physically unable to communicate unwillingness to act.

#### **8.48.9 Confidentiality**

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

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

**8.48.10 National Resources**

The below listed resources are available for the reporting of crimes and policy violations, and they will take action when a report of victimization has been made to them.

Emergency and Counseling Hotline Telephone Numbers:

Emergency (police, fire, and rescue)

Always dial 911 for life-threatening emergencies.

24 Hour National Suicide Prevention Lifeline / Veterans Crisis Line

(800) 273-TALK (8255)

TTY Line: (800) 799-4889

24 Hour National Domestic Violence Hotline

(800) 799-SAFE (7233)

TDD Line: (800) 787-3224

Poison Control Center

(800) 222-1222

National Child Abuse Hotline

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

Counseling and Rehabilitation

American Council on Alcoholism

(800) 527-5344

Al-Anon

(888) 425-2666

The Substance Abuse and Mental Health Services Administration Treatment Helpline

(800) 662-HELP / (800) 662-4357

TDD (800) 487-4889

24 Hour National Alcohol and Substance Abuse Information Center

(800) 784-6776

American Social Health Association STI Resource Center

(800) 227-8922

CDC National AIDS Hotline / National STD Hotline

(800) CDC-INFO (232-4636)

Gay and Lesbian National Hotline

(888) THE-GLNH (843-4564)

**8.49. 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.

### **8.50. 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.

### **8.51. 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  
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### **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**

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M.A. Tokyo Gakugei University  
Ph.D. Pennsylvania State University

### **Les Dutko**

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### **Creggan Gjestland**

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M.A. University of South Florida  
Ph.D. University of South Florida

### **Robert Herron\***

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

### **Sanita Jetton**

J.F.A. Fontbonne University  
B.F.A. University of South 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

**Donna Holly Park**

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

**Owen Robertson**

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

**Thomas J. Rosandich\***

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

**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

**Katrina Wahlstrom\***

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

**Tomi Wahlström\***

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

**M. Brian Wallace\***

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

## 10. 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
- W. Accepted Students Requesting Upper Division Undergraduate Transfer Credit Form
- X. Leave of Absence Request Form
- Y. Grade Appeal Procedure and Form
- Z. Request for Posthumous Degree

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**Addendum A**  
**SPORTS MANAGEMENT**  
**Bachelor of Sports Science – Program of Study (2 pages)**

<i>Peregrine Assessment for Sports Management Majors</i>	<i>Pre-Test Date</i>	<i>Post-Test Date</i>
Assessment tests completed on:		

**General Education Core Courses (47 credit hours)**

<i>Code</i>	<i>Course #</i>	<i>Course name</i>	<i>Credit hours (CH)</i>
USSA REQUIRED	SPT 100	Achieving Academy Success	3
USSA REQUIRED	CIS 146	Trends in Computer Application	3
ENG	ENG 101	English Composition I	3
ENG	ENG 102	English Composition II	3
HUM - LIT	ENG 202	American Literature: Diversity	3
HUM - ART	ART 203	Art Appreciation	3
HUM - ELECTIVE			3
HUM - ELECTIVE			3
NSC	BIO 201	Anatomy and Physiology I	3
NSC LAB	BIO 201L	Anatomy and Physiology I Lab	1
NSC	BIO 202	Anatomy and Physiology II	3
NSC LAB	BIO 202L	Anatomy and Physiology II Lab	1
MATH	MTH 201	Precalculus	3
HSBS - HIST	PHL 205	Philosophy of Shaolin Kung Fu	3
HSBS - ELECTIVE			3
HSBS - ELECTIVE			3
HSBS - ELECTIVE			3

**General Education Electives – Pre-Professional Courses (15 credit hours)**

<i>Code</i>	<i>Course #</i>	<i>Course name</i>	<i>CH</i>
GEL			3
GEL			3
GEL			3
GEL			3
GEL			3

**Upper-Level Coursework**  
**Core Courses (12 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</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

**Required Sports Management Courses (27 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</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

**Elective Sports Management Courses (choose 3 courses for 9 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</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

**Research Core Courses (6 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
<b>*Students must take MTH 465 before enrolling in SAR 490*</b>		
MTH 465	Statistical Measurements in Sports	3
SR 490	Senior Research Project	3

**Mentorship – Culminating Experience (6 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
SPT 498	Bachelor's 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, 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 (2 pages)**

<i>Peregrine Assessment for Sports Management Majors</i>	<i>Pre-Test Date</i>	<i>Post-Test Date</i>
Assessment tests completed on:		

**General Education Core Courses (47 credit hours)**

<i>Code</i>	<i>Course #</i>	<i>Course name</i>	<i>Credit hours (CH)</i>
USSA REQUIRED	SPT 100	Achieving Academy Success	3
USSA REQUIRED	CIS 146	Trends in Computer Application	3
ENG	ENG 101	English Composition I	3
ENG	ENG 102	English Composition II	3
HUM - LIT	ENG 202	American Literature: Diversity	3
HUM - ART	ART 203	Art Appreciation	3
HUM - ELECTIVE			3
HUM - ELECTIVE			3
NSC	BIO 201	Anatomy and Physiology I	3
NSC LAB	BIO 201L	Anatomy and Physiology I Lab	1
NSC	BIO 202	Anatomy and Physiology II	3
NSC LAB	BIO 202L	Anatomy and Physiology II Lab	1
MATH	MTH 201	Precalculus	3
HSBS - HIST	PHL 205	Philosophy of Shaolin Kung Fu	3
HSBS - ELECTIVE			3
HSBS - ELECTIVE			3
HSBS - ELECTIVE			3

**General Education Electives – Pre-Professional Courses (15 credit hours)**

<i>Code</i>	<i>Course #</i>	<i>Course name</i>	<i>CH</i>
GEL			3
GEL			3
GEL			3
GEL			3
GEL			3

**Upper-Level Coursework Core Courses (12 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</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



**Required Sports Management Courses (27 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</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

**Students seeking an Emphasis in Sports Security are required to take two Security Emphasis Courses for 6 credit hours (the third Emphasis Course is required (\*SAM 487))**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
SAM 488	Contemporary Sports Security Management	3
SAM 489	Intro to Emergency Management for Sports Settings	3

**Students seeking an Emphasis in Sports Security choose 1 elective for 3 credit hours**

<i>Course #</i>	<i>Course name</i>	<i>CH</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

**Research Core Courses (6 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
<b>*Students must take MTH 465 before enrolling in SAR 490*</b>		
MTH 465	Statistical Measurements in Sports	3
SR 490	Senior Research Project	3

**Mentorship – Culminating Experience (6 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
SPT 498	Bachelor's 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, 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 (2 pages) General Education Core Courses (47 credit hours)

<i>Code</i>	<i>Course #</i>	<i>Course name</i>	<i>Credit hours (CH)</i>
USSA REQUIRED	SPT 100	Achieving Academy Success	3
USSA REQUIRED	CIS 146	Trends in Computer Application	3
ENG	ENG 101	English Composition I	3
ENG	ENG 102	English Composition II	3
HUM - LIT	ENG 202	American Literature: Diversity	3
HUM - ART	ART 203	Art Appreciation	3
HUM - ELECTIVE			3
HUM - ELECTIVE			3
NSC	BIO 201	Anatomy and Physiology I	3
NSC LAB	BIO 201L	Anatomy and Physiology I Lab	1
NSC	BIO 202	Anatomy and Physiology II	3
NSC LAB	BIO 202L	Anatomy and Physiology II Lab	1
MATH	MTH 201	Precalculus	3
HSBS - HIST	PHL 205	Philosophy of Shaolin Kung Fu	3
HSBS - ELECTIVE			3
HSBS - ELECTIVE			3
HSBS - ELECTIVE			3

### General Education Electives – Pre-Professional Courses (15 credit hours)

<i>Code</i>	<i>Course #</i>	<i>Course name</i>	<i>CH</i>
GEL			3
GEL			3
GEL			3
GEL			3
GEL			3

### Upper-Level Coursework Core Courses (12 credit hours)

<i>Course #</i>	<i>Course name</i>	<i>CH</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

### Required Sports Coaching Courses (27 credit hours)

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
SAB 302	Technology in 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 344	Sports Marketing	3
SAR 332	Sports Strength & Conditioning	3

**Elective Sports Coaching Courses (choose 2 for 6 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</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 & Professional Sports	3
SAM 451	Public Relations in Sports	3
SAM 482	Sports Facilities Management	3

**Elective Sports Coaching Series (SCS) Courses (choose 1 for 3 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
SCS 303	Coaching Track & Field	3
SCS 308	Coaching Baseball	3
SCS 313	Coaching Basketball	3
SCS 332	Coaching American Football	3
SCS 334	Coaching Golf	3
SCS 376	Coaching Tennis	3
SCS 378	Coaching Volleyball	3

**Research Core Courses (6 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
<b>*Students must take MTH 465 before enrolling in SAR 490*</b>		
MTH 465	Statistical Measurements in Sports	3
SR 490	Senior Research Project	3

**Mentorship – Culminating Experience (6 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
SPT 498	Bachelor's 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, 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**

**General Education Core Courses (47 credit hours)**

<i>Code</i>	<i>Course #</i>	<i>Course name</i>	<i>Credit hours (CH)</i>
USSA REQUIRED	SPT 100	Achieving Academy Success	3
USSA REQUIRED	CIS 146	Trends in Computer Application	3
ENG	ENG 101	English Composition I	3
ENG	ENG 102	English Composition II	3
HUM - LIT	ENG 202	American Literature: Diversity	3
HUM - ART	ART 203	Art Appreciation	3
HUM - ELECTIVE			3
HUM - ELECTIVE			3
NSC	BIO 201	Anatomy and Physiology I	3
NSC LAB	BIO 201L	Anatomy and Physiology I Lab	1
NSC	BIO 202	Anatomy and Physiology II	3
NSC LAB	BIO 202L	Anatomy and Physiology II Lab	1
MATH	MTH 201	Precalculus	3
HSBS - HIST	PHL 205	Philosophy of Shaolin Kung Fu	3
HSBS - ELECTIVE			3
HSBS - ELECTIVE			3
HSBS - ELECTIVE			3

**General Education Electives – Pre-Professional Courses (15 credit hours)**

<i>Code</i>	<i>Course #</i>	<i>Course name</i>	<i>CH</i>
GEL			3
GEL			3
GEL			3
GEL			3
GEL			3

**Upper-Level Coursework Core Courses (12 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</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

**Required Sports Coaching Courses (27 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
SAB 302	Technology in 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 344	Sports Marketing	3
SAR 332	Sports Strength & Conditioning	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 Sports Security Management	3
SAM 489	Intro to Emergency Management for Sport Settings	3

#### **Research Core Courses (6 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
<b>*Students must take MTH 465 before enrolling in SAR 490*</b>		
MTH 465	Statistical Measurements in Sports	3
SR 490	Senior Research Project	3

#### **Mentorship – Culminating Experience (6 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
SPT 498	Bachelor's 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, 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 (2 pages) General Education Core Courses Program of Study (47 credit hours)

<i>Code</i>	<i>Course #</i>	<i>Course name</i>	<i>Credit hours (CH)</i>
USSA REQUIRED	SPT 100	Achieving Academic Success	3
USSA REQUIRED	CIS 146	Trends in Computer Applications	3
ENG	ENG 101	English Composition I	3
ENG	ENG 102	English Composition II	3
HUM - LIT	ENG 202	American Literature: Diversity	3
HUM - ART	ART 203	Art Appreciation	3
HUM - ELECTIVE			3
HUM - ELECTIVE			3
NSC	BIO 201	Anatomy and Physiology I	3
NSC LAB	BIO 201L	Anatomy and Physiology I Lab	1
NSC	BIO 202	Anatomy and Physiology II	3
NSC LAB	BIO 202L	Anatomy and Physiology II Lab	1
MATH	MTH 201	Precalculus	3
HSBS - HIST	PHL 205	Philosophy of Shaolin Kung Fu	3
HSBS - ELECTIVE			3
HSBS - ELECTIVE			3
HSBS - ELECTIVE			3

### General Education Electives – Pre-Professional Courses (15 credit hours)

<i>Code</i>	<i>Course #</i>	<i>Course name</i>	<i>CH</i>
GEL			3
GEL			3
GEL			3
GEL			3
GEL			3

### Upper-Level Coursework Core Courses (12 credit hours)

<i>Course #</i>	<i>Course name</i>	<i>CH</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

### Required Sports Studies Courses (6 credit hours)

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
SAB 302	Technology in Sports	3
SAM 344	Sports Marketing	3

**Sports Studies Courses (choose 10 for 30 credit hours)**  
**(\*No more than 3 SCS courses may be selected)**

<i>Course #</i>	<i>Course name</i>	<i>CH</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 386	Legal Concepts in Sports	3
SAM 322	Foundations of Amateur & Professional Sports	3
SAM 342	Personnel Management in Sports	3
SAM 367	Olympic Culture	3
SAM 392	Sports Agent Business	3
SAM 445	Sports Managerial Accounting	3
SAM 450	Fundraising in Sports	3
SAM 448	Sports Promotion and Event Planning	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*	Coaching Track & Field	3
SCS 308*	Coaching Baseball	3
SCS 313*	Coaching Basketball	3
SCS 332*	Coaching American Football	3
SCS 334*	Coaching Golf	3
SCS 376*	Coaching Tennis	3
SCS 378*	Coaching Volleyball	3

**Research Core Courses (6 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
<b>*Students must take MTH 465 before enrolling in SAR 490*</b>		
MTH 465	Statistical Measurements in Sports	3
SR 490	Senior Research Project	3

**Mentorship – Culminating Experience (6 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
SPT 498	Bachelor's 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, 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 (2 pages)**  
**General Education Core Courses Program of Study (47 credit hours)**

<i>Code</i>	<i>Course #</i>	<i>Course name</i>	<i>Credit hours (CH)</i>
USSA REQUIRED	SPT 100	Achieving Academic Success	3
USSA REQUIRED	CIS 146	Trends in Computer Applications	3
ENG	ENG 101	English Composition I	3
ENG	ENG 102	English Composition II	3
HUM - LIT	ENG 202	American Literature: Diversity	3
HUM - ART	ART 203	Art Appreciation	3
HUM - ELECTIVE			3
HUM - ELECTIVE			3
NSC	BIO 201	Anatomy and Physiology I	3
NSC LAB	BIO 201L	Anatomy and Physiology I Lab	1
NSC	BIO 202	Anatomy and Physiology II	3
NSC LAB	BIO 202L	Anatomy and Physiology II Lab	1
MATH	MTH 201	Precalculus	3
HSBS - HIST	PHL 205	Philosophy of Shaolin Kung Fu	3
HSBS - ELECTIVE			3
HSBS - ELECTIVE			3
HSBS - ELECTIVE			3

**General Education Electives – Pre-Professional Courses (15 credit hours)**

<i>Code</i>	<i>Course #</i>	<i>Course name</i>	<i>CH</i>
GEL			3
GEL			3
GEL			3
GEL			3
GEL			3

**Upper-Level Coursework**  
**Core Courses (12 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</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

**Required Sports Studies Courses (6 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
SAB 302	Technology in Sports	3
SAM 344	Sports Marketing	3



**Sports Studies Courses (choose 7 for 21 credit hours)  
(\*No more than 3 SCS courses may be selected)**

<i>Course #</i>	<i>Course name</i>	<i>CH</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 386	Legal Concepts in Sports	3
SAM 322	Foundations of Amateur & Professional Sports	3
SAM 342	Personnel Management in Sports	3
SAM 367	Olympic Culture	3
SAM 392	Sports Agent Business	3
SAM 445	Sports Managerial Accounting	3
SAM 450	Fundraising in Sports	3
SAM 448	Sports Promotion and Event Planning	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*	Coaching Track & Field	3
SCS 308*	Coaching Baseball	3
SCS 313*	Coaching Basketball	3
SCS 332*	Coaching American Football	3
SCS 334*	Coaching Golf	3
SCS 376*	Coaching Tennis	3
SCS 378*	Coaching Volleyball	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 Sports Security Management	3
SAM 489	Intro to Emergency Management for Sport Settings	3

**Research Core Courses (6 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
<b>*Students must take MTH 465 before enrolling in SAR 490*</b>		
MTH 465	Statistical Measurements in Sports	3
SR 490	Senior Research Project	3

**Mentorship – Culminating Experience (6 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
SPT 498	Bachelor's Mentorship	6

**Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the graduation application fee**

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**Addendum G**  
**SPORTS STRENGTH & CONDITIONING**  
**Bachelor of Sports Science - Program of Study (2 pages)**

**General Education Core Courses Program of Study (47 credit hours)**

(\*BIO 201/202: Transfer students must have pre-requisites of BIO 201 & 202; incoming freshmen will automatically take them)

<i>Code</i>	<i>Course #</i>	<i>Course name</i>	<i>Credit hours (CH)</i>
USSA REQUIRED	SPT 100	Achieving Academic Success	3
USSA REQUIRED	CIS 146	Trends in Computer Applications	3
ENG	ENG 101	English Composition I	3
ENG	ENG 102	English Composition II	3
HUM - LIT	ENG 202	American Literature: Diversity	3
HUM - ART	ART 203	Art Appreciation	3
HUM - ELECTIVE			3
HUM - ELECTIVE			3
NSC	BIO 201	Anatomy and Physiology I	3
NSCLAB	BIO 201L	Anatomy & Physiology I Lab	1
NSC	BIO 202	Anatomy and Physiology II	3
NSCLAB	BIO 202L	Anatomy and Physiology II Lab	1
MATH	MTH 201	Precalculus	3
HSBS - HIST	PHL 205	Philosophy of Shaolin Kung Fu	3
HSBS - ELECTIVE			3
HSBS - ELECTIVE			3
HSBS - ELECTIVE			3

**General Education Electives – Pre-Professional Courses (15 credit hours)**

<i>Code</i>	<i>Course #</i>	<i>Course name</i>	<i>CH</i>
GEL			3
GEL			3
GEL			3
GEL			3
GEL			3

**Upper-Level Coursework**  
**Core Courses (12 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</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

**Required Sports Strength & Conditioning Courses (30 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</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

**Elective Sports Strength & Conditioning Courses (choose 2 for 6 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
*SAR 525	Sports Strength & Conditioning (MSS course)	3
	*After completing all core and major courses, student may petition to take the master's level course SAR 525. Tuition rate will be at MSS level.	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 of Sports	3
SAM 450	Fundraising in Sports	3
SAM 451	Public Relations in Sports	3
SAM 482	Sports Facilities Management	3
<b>One SCS Course may be selected as a Sports Strength &amp; Conditioning Elective</b>		
SCS 303	Coaching Track & Field	3
SCS 308	Coaching Baseball	3
SCS 313	Coaching Basketball	3
SCS 332	Coaching American Football	3
SCS 334	Coaching Golf	3
SCS 376	Coaching Tennis	3
SCS 378	Coaching Volleyball	3

**Research Core Courses (6 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
<b>*Students must take MTH 465 before enrolling in SAR 490*</b>		
MTH 465	Statistical Measurements in Sports	3
SR 490	Senior Research Project	3

**Mentorship – Culminating Experience (6 credit hours)**

<i>Course #</i>	<i>Course name</i>	<i>CH</i>
SPT 498	Bachelor's Mentorship	6

**Once all degree requirements have been fulfilled, the student must complete the Graduation Application and pay the graduation application fee**

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## **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 <https://studentaid.gov/> (For financial aid recipients only).
6. Graduates will receive one complimentary official transcript.
7. Students will receive their diplomas 6-8 weeks after conferral.
8. Graduates who wish to have their picture taken (in graduation regalia) with the Academy President should contact the registrar at the Division of Student Services, at [registrar@ussa.edu](mailto:registrar@ussa.edu).

**Don't forget to join the Alumni Association!**  
<http://www.facebook.com/groups/8529483235/>.





## 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: \_\_\_\_\_ Fed Ex 2-day Delivery: \_\_\_\_\_ (and refer to Section 6-Tuition and Fees for current Fed Ex charges to be paid by you)**

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

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

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

### SEND TRANSCRIPT REQUEST BY MAIL, EMAIL or FAX

Email: [registrar@ussa.edu](mailto:registrar@ussa.edu); Fax: 251-625-1035

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

#### Payment Method (check box)

Check/Money Order  OR Debit/Credit Card

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

Credit Card Number: \_\_\_\_\_

Credit Card Expiration Date: \_\_\_\_\_ CVV Code \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

**Office Use Only:** Transcript(s) released: Date: \_\_\_\_\_ by: \_\_\_\_\_



## Addendum K WITHDRAWAL FORM

Date: \_\_\_\_\_

Please Check One:      I am withdrawing from a course \_\_\_\_\_

I am withdrawing from the institution \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for Withdrawal: \_\_\_\_\_

Are you receiving Financial Aid: \_\_\_\_\_ Yes\*\*      \_\_\_\_\_ No

\*\*If "Yes", and you have been enrolled LESS than 68 days in your course, it is your responsibility (the student) to contact the Office of Financial Aid ([financialaid@ussa.edu](mailto:financialaid@ussa.edu)) prior to withdrawing for financial aid fund calculations (Return of Title IV funds).

Dept./Course Number	Title	Hours	Grade

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

**For Withdrawal from Mentorship ONLY:**

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

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

Student Signature: \_\_\_\_\_

Registrar Signature: \_\_\_\_\_

cc: Student Academic Advisor



### Addendum L

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## 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:

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





**Addendum M**

<b>STUDENT INFORMATION CHANGE (Academic – BSS)</b>
--

Student’s Name (as it appears on Academy records) \_\_\_\_\_

Student ID Number or Social Security Number \_\_\_\_\_

Degree Level: \_\_\_\_\_

Advisor Name \_\_\_\_\_

**COMPLETE ONLY APPLICABLE SECTION**

<b>1. CHANGE OF MAJOR</b>
---------------------------

Change Major from: \_\_\_\_\_

Change Major to: \_\_\_\_\_

<b>2. EMPHASIS CHANGE</b>
---------------------------

Change Emphasis from: \_\_\_\_\_

Change Emphasis to: \_\_\_\_\_

<b>3. CHANGE OF DELIVERY PROGRAM (LifeStyle – FastTrack) Select one option:</b>
---

Change from FastTrack to LifeStyle \_\_\_\_\_

Change from LifeStyle to FastTrack \_\_\_\_\_

Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

cc: Student’s Academic Advisor

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



## 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](mailto: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
<b>CONTENT</b>		
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
<b>Points Earned: Content</b>		<b>40-0</b>
<b>WRITING MECHANICS</b>		
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
<b>Points Earned: Writing Mechanics</b>		<b>30-0</b>
<b>ANALYTICAL OBSERVATIONS</b>		
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
<b>Points Earned: Analytical Observations</b>		<b>30-0</b>
<b>TOTAL POINTS EARNED</b>		<b>100-0</b>

## Addendum P

### UNDERGRADUATE DISCUSSION RUBRIC

CRITERION	COMMENTS	POINT RANGE
<b>GENERAL CONTENT</b>		
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
<b>Points Earned: General Content</b>		<b>50-0</b>
<b>WRITING STYLE/FORMAT</b>		
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
<b>Points Earned: Writing Style/Format</b>		<b>50-0</b>
<b>ANALYTICAL EFFECTIVENESS</b>		
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
<b>Points Earned: Analytical Effectiveness</b>		<b>50-0</b>
<b>SUPPORT OF POSITION</b>		
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
<b>Points Earned: Support of Position</b>		<b>50-0</b>
<b>TOTAL POINTS EARNED</b>		<b>200-0</b>

**ADDENDUM Q**  
**UNDERGRADUATE FINAL PAPER RUBRIC**

CRITERION	COMMENTS	POINT RANGE
<b>Introduction</b>		
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
<b>TOTAL POINTS - Introduction</b>		<b>20-0</b>
<b>Quality of Information/Evidence</b>		
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
<b>TOTAL POINTS – Quality of Information/Evidence</b>		<b>20-0</b>
<b>Support of Ideas</b>		
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
<b>TOTAL POINTS – Support of Ideas</b>		<b>40-0</b>

<b>Development of Ideas</b>		
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
<b>TOTAL POINTS – Development of Ideas</b>		<b>40-0</b>
<b>Conclusion</b>		
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
<b>TOTAL POINTS - Conclusion</b>		<b>40-0</b>
<b>Language Usage – Syntax, Grammar, Punctuation, and Spelling</b>		
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
<b>TOTAL POINTS – Language Usage</b>		<b>20-0</b>
<b>APA Format – Citations, References, and Paper Structure</b>		
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	5-13

	obvious formatting errors; graduate level research	
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
<b>TOTAL POINTS – APA Format</b>		<b>20-0</b>
<b>TOTAL POINTS – FINAL PAPER</b>		<b>200-0</b>



## **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 stationary, should sign the document, and should provide the Academy with verification of the experience and expertise in the specialty, if asked. The diagnostician must be an impartial individual who is not related to the student.

**Recommended Documentation**

1. A clear statement that a disability is present along with the rationale for this diagnosis. A school plan, such as an individualized education program (IEP) or a 504 plan is insufficient documentation, but it can be included as part of a more comprehensive assessment battery. (NOTE: Individual learning deficits, learning styles, and learning differences do not constitute a learning disability or attention deficit hyperactivity disorder.) Requests for accommodations are to be made in advance, prior to enrolling in a class, to allow adequate time to coordinate needed services. If services are needed, it is best to request services as soon as a disability becomes known. All students must meet the same academic standards for admission established by the Academy. Faculty may be consulted to assist in determining which academic requirements are essential or fundamental to a major course of study. Such requirements will not be modified, nor will the standards by which a student/employee is graded or evaluated be altered.
2. Documentation for eligibility should be current, within the last three years. All cases will be evaluated on a case-by-case basis.
3. A narrative summary of assessment procedures and evaluation instruments used to make the diagnosis.
4. A statement of the functional impact or limitation of the disability on learning or other major life activity, and the degree to which it impacts the student in the learning context.
5. A list of recommended reasonable accommodations for the post-secondary environment.

6. The office serving students with disabilities makes the determination of whether the student is eligible for accommodations under the ADA. The office serving students with disabilities and the student will then discuss what assistance is needed and, if requested, will provide information to relevant faculty members, information technology personnel, and/or the academic unit indicating the nature of the accommodation required. Common examples of reasonable academic adjustments include but are not limited to extension of time for tests, priority registration, etc.
7. The office serving students with disabilities will fully document in the student's file the date of the request for program modifications, the nature of each request and any supporting documentation, the reason(s) for approval or denial, and the interactive process that occurred between the university and the student.
8. The academic unit will consider whether the requested program modification constitutes a fundamental alteration to the academic program, which includes lowering its academic standards or compromising the rigor of the program.
9. The registrar will notify the student in writing that the request for an academic program modification has been approved or denied in a timely manner and, if denied, the reason(s) for the denial.
10. All documentation is confidential and should be submitted to:

United States Sports Academy  
Attention: registrar  
One Academy Drive  
Daphne, AL 36526
11. Upon receipt of the application and diagnostic documentation, the registrar will review, evaluate, and notify students of a decision. Please allow 14 working days for a decision.



**Addendum 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):

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Have you received accommodations from another college or agency? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If "Yes", please describe:

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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:

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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:  <hr/> <i>Name (please print)</i>	<hr/> <i>Signature</i>	<hr/> <i>Date</i>
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Dean of Student Services:  <hr/> <i>Name (please print)</i>	<hr/> <i>Signature</i>	<hr/> <i>Date</i>
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Chief Academic Officer:  <hr/> <i>Name (please print)</i>	<hr/> <i>Signature</i>	<hr/> <i>Date</i>
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**Addendum S**  
**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**  
**RELEASE OF EDUCATIONAL RECORDS TO THIRD PARTY**

The United States Sports Academy is committed to complying with the Family Educational Rights and Privacy Act of 1974. Certain student information has been determined as public information under the terms of the act. This may include release of name, address, telephone number, e-mail address, date and place of birth, major field of study, participation in university sports and activities, weight and height of athletic team members, dates of attendance, degrees and awards received, and previous educational institutions attended. Academic, financial, and disciplinary information may not be released without the expressed written consent of the student. Complete this form to allow any other person(s) access to your academic, financial, and/or disciplinary information.

STUDENT'S NAME (Print legibly): \_\_\_\_\_ SSN \_\_\_\_\_  
   First  Middle  Last  (For verification of records)

CURRENT ADDRESS: \_\_\_\_\_  
   Street  City  State  Zip Code

TELEPHONE WHERE YOU CAN BE REACHED: \_\_\_\_\_

Please allow the following person(s) access to records as indicated below. Records may include, but are not limited to:

- Academic Records - transcript, grades, grade point average, courses taken, and/or courses required
- Financial Aid/Business Office Records - statement of account
- Disciplinary Records

RELEASE TO (third party name):

1. \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
    First  Middle  Last
2. \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
    First  Middle  Last
3. \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
    First  Middle  Last

IS THIS A PERMANENT RELEASE\*?  YES  NO    A ONE TIME ONLY RELEASE?  YES  NO

\*This release is considered permanent until rescinded in writing by the student.

PASSWORD - Please set your password here: \_\_\_\_\_

**IF SEEKING INFORMATION BY PHONE, THIRD PARTIES WILL BE ASKED TO IDENTIFY THE PASSWORD LISTED.**

RELEASE IS FOR (CHECK ALL THAT APPLY):

- ACADEMIC RECORDS / OFFICE OF THE REGISTRAR & ACADEMIC AFFAIRS
- FINANCIAL AID RECORDS / FINANCIAL AID OFFICE
- BUSINESS OFFICE RECORDS / FINANCIAL SERVICES
- DISCIPLINARY RECORDS / STUDENT SERVICE OFFICE

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**The registrar must witness the student's signature on this form.**  
**The Institution reserves the right to verify signatures against existing records.**

**THIS FORM MUST BE NOTARIZED IF RETURNED BY MAIL.**

State of \_\_\_\_\_ County of \_\_\_\_\_ Signed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

My commission expires \_\_\_\_\_

Signature \_\_\_\_\_

(FERPA Release 5/2007)



**Addendum T (page 1 of 2)**

**Family Educational Rights and Privacy Act Declaration  
Withhold Release of Directory Information  
("Placing a FERPA Block")**

- Read and initial the information on the second page of this form.
- Complete the information below.
- Return this form to the registrar's Office (Email: [registrar@ussa.edu](mailto: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:	
<ul style="list-style-type: none"> <li>• Directory = N</li> <li>• Restriction=FERPA</li> </ul>	
Date Block Removed	
<ul style="list-style-type: none"> <li>• Directory=Y</li> <li>• FERPA Restriction Ended</li> </ul>	

**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](mailto: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: 2020-2021**

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 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)**

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

**AREA VI – Computer Science (3 semester hours)**

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

**AREA VII - General Electives (30+ semester hours)**

<b>U.S. Sports Academy Requirements</b>	<b>Transfer Course</b>
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](mailto: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	

<b>Academy Course Number and Title</b>
1.
2.
3.
4.
5.

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

**Office Use Only:**

<b>Credit Hours</b>	<b>Assigned Faculty</b>
1.	
2.	
3.	
4.	
5.	

Approved by:

---

Chief Academic Officer or Designee Date



**Addendum W**  
**Accepted Students Requesting Upper Division**  
**Undergraduate Transfer Credit**

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Intended Term of Enrollment  Fall  Spring  Summer Year \_\_\_\_\_

Other Institution(s)	Course Number and Title	Credit Hours	Academy Course Equivalent

\*\*\* The Academy may accept transfer credit from other accredited institutions, as long as a grade of C- or better is earned.

\*\*\* Please attach course syllabi and course description for the course(s) you would like to transfer. Mail to:  
 United States Sports Academy  
 Admissions  
 One Academy Drive  
 Daphne, Alabama 36526

There will be a charge of \$50.00 per course to cover the transfer evaluation fee. Please contact the Billing Coordinator at (251) 626-3303, ext. 7148 if you have questions or would like to make payment via phone.

Credit Card Type: Visa, MS, Discover    Credit Card Number: \_\_\_\_\_    Expiration: \_\_  
 CVV Code: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
 Chief Academic Officer

\_\_\_\_\_  
 Date



**Addendum X**  
**REQUEST FOR LEAVE OF ABSENCE FORM**

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

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

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

**Part I: Student must complete:**

**Student information**

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Requested leave of absence duration (maximum of one year)

From: Term \_\_\_\_\_ Year \_\_\_\_\_ To: Term \_\_\_\_\_ Year \_\_\_\_\_

Student degree program: (please check one)

- Bachelor of Sports Science \_\_\_\_\_
- Master of Sports Science \_\_\_\_\_
- Doctor of Education in Sports Management \_\_\_\_\_

Are you receiving financial aid or scholarships? Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

Financial Aid Counselor \_\_\_\_\_ Date \_\_\_\_\_

Billing Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_

Chief Academic Officer \_\_\_\_\_ Date \_\_\_\_\_

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

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

LOA approved \_\_\_\_\_ Denied (reason for denial) \_\_\_\_\_

\_\_\_\_\_

Date student notified: \_\_\_\_\_ Date advisor notified: \_\_\_\_\_

Length of time approved: \_\_\_\_\_

Expected date of return: \_\_\_\_\_

Registrar signature \_\_\_\_\_ Date \_\_\_\_\_



## **Addendum Y**

### **GRADE APPEAL PROCEDURE AND FORM**

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

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

Students are advised that the grade appeals process entails an examination of the student's assignment submission or, in the case of an appeal of the final course grade, a review of the entire body of work in the course in which the grade is being appealed. As a consequence, the list of possible options includes, but is not limited to, the following: 1) the original grade given by the professor can remain unchanged; 2) the grade can be changed upward; or, 3) the grade can be changed downward.

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

#### **Step 1**

The student must communicate with the instructor of record and attempt to resolve any differences in an informal manner at that level. If this process is successful there will be no need to proceed to any further steps and the faculty member shall communicate the grade change (if needed) to the registrar.

#### **Step 2**

A student who is unable to resolve the differences in an informal manner with the instructor must file a written appeal with the Program Chair within seven calendar days following assignment of the disputed assignment grade or 14 days following assignment of the final course grade. (See Grade Appeal Request Form).

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

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

**Step 3**

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

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

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

**Step 4**

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



**GRADE APPEAL FORM**  
**(Submit to Program Chair)**

**Student Contact Information**  
**(Name, email address, telephone number)**

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

**Type of Grade to be Appealed (Select One)**

**Course Assignment Grade** \_\_\_\_\_

(Please identify specific assignment/discussion/exam)

**Final Course Grade** \_\_\_\_\_

**Date student communicated with instructor** \_\_\_\_\_  
(Please attach a copy of email communication between student and instructor)

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

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

Student Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_





**APPENDIX Z  
Request for Posthumous Degree**

**Posthumous Degree Policy**

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

**Undergraduate**

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

1. The student was active and in good academic standing at the time of death.
2. The student had completed 75% of the credits necessary to complete his/her degree program.
3. The request was made within one year of the student’s death.

**Graduate**

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

1. The student was active in good academic standing at the time of death.
2. The student had completed 75% of the credits necessary to complete his/her degree program.
3. The request was made within one year of the student’s death.

Student name: \_\_\_\_\_

Degree program: \_\_\_\_\_

Date of Death: \_\_\_\_\_

Requested by (Name) \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Date of request: \_\_\_\_\_

Copy of death certificate received: \_\_\_\_\_

\*\*\*\*\*

**To be completed by Registrar and submitted to Academic Committee**

Was student enrolled on date of death? Yes \_\_\_\_\_ No \_\_\_\_\_

Was student in good academic standing? Yes \_\_\_\_\_ No \_\_\_\_\_

- (If either answer is no, student will be considered for In Memoriam certificate)

Number of credit hours completed: \_\_\_\_\_

Registrar signature \_\_\_\_\_ Date \_\_\_\_\_

**Academic Committee review:**

Date of review: \_\_\_\_\_

Recommend degree conferral: Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain why not: \_\_\_\_\_

\_\_\_\_\_  
(Decision must be recorded in Academic Committee minutes.)

**If posthumous degree approved by Academic Committee, Chief Academic Officer will sign this form, notify family of approval, and notify Registrar for conferral:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notification of approval sent to family \_\_\_\_\_ (with copy to Registrar)

**To be completed by Registrar:**

Date of conferral: \_\_\_\_\_

- Diploma prepared with notation "posthumous degree". Official transcript will note "posthumous degree" has been awarded

Date diploma presented to family \_\_\_\_\_ (notify CAO of completion)

(Document conferral in student record)

Date Financial Aid notified: \_\_\_\_\_

**If Academic Committee does not approve, CAO has the option of awarding In Memoriam certificate.**

Award In Memoriam certificate: Yes \_\_\_\_\_ No \_\_\_\_\_

CAO Signature: \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by Registrar:**

Create "in memoriam" certificate (date) \_\_\_\_\_

Date certificate presented to family \_\_\_\_\_ (notify CAO of completion)

(Copy to be recorded in student record)

