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# **1 GENERAL POLICIES AND INFORMATION**

## **1.1 Communicating with USSA**

For information concerning a specific program or area of study, address correspondence to the Divisions 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 is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, master's, and doctoral degrees. The United States Sports Academy also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of the United States Sports Academy may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [404-679-4500](tel:404-679-4500), or by using information available on [SACSCOC's website \(www.sacscoc.org\)](http://www.sacscoc.org).

The United States Sports Academy's sports management baccalaureate, master's, and doctoral degree programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), which accredits educational programs around the world that focus on teaching excellence in business. For questions about the accreditation of USSA, contact the ACBSP at 11520 West 119th Street, Overland Park, Kansas 66213 USA, or call 1-913-339-9356.

## **1.3 Alabama State Licensure and Certification**

USSA 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.

## **1.4 Equal Opportunity Statement**

USSA accepts students regardless of race, color, sex, national origin, religion, age, disability, or genetic information.

## **1.5 Military Programs**

USSA is currently affiliated with the Defense Activity for Non-Traditional Education Support (DANTES)

distance-learning program. Members of the Armed Forces may use the Service's Tuition Assistance Program to pursue distance-learning opportunities with USSA.

USSA is a participant in the Concurrent Admissions Program (ConAP), a partnership with the Army Recruiting Command.

USSA 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 (Chapter 33) and the Yellow Ribbon Program.

USSA's academic programs are designed with flexibility to accommodate the special needs of military service members, and the institution provides tuition discounts to active-duty military. Service members should visit their Education Centers or Navy College Virtual Education Center (NCVEC) for information about current tuition assistance policy and procedures.

## **1.6 History**

USSA celebrated its 50th anniversary in the academic year 2021-2022. USSA is the oldest and the only accredited sports university in the United States.

USSA 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. One of these events 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; untrained coaches hurt their athletes. Concurrently, the sub-par performance of the 1972 United States Olympic Team in Munich highlighted the need for a new approach to the profession. Combined, the two events became the impetus that launched USSA's formation.

During USSA'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 USSA's first Board of Advisors (currently the Board of Visitors) who continue to advise and evaluate the efforts of the institution in its mission to this day.

Encouraged by his peers in NACDA to go forward, Dr. Rosandich worked with a small group of professionals in Milwaukee. Together they developed the initial mission statement, academic programs, curriculum, and institutional goals. In 1976, USSA relocated from Wisconsin and became affiliated with the University of South Alabama. This affiliation continued until the early 1980s when USSA outgrew the University's ability to comfortably accommodate the institution. USSA moved into its present, permanent campus in Daphne, Alabama in 1986.

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

In 1976, USSA secured its first major international agreement to deliver educational and training programs in

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

One of the keys to USSA'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 USSA's areas of concentration: Exercise Science, Sports Coaching, Sports Management, and Sports Studies. These national faculty members are also a resource for USSA's internship program, which provides students with the opportunity to embark on experiential education with proven experts in their discipline of study.

USSA became a candidate for membership in the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in 1981. In 1983, USSA received accreditation to award the M.S.S. degree, making it the first and only graduate school dedicated solely to studies in sports. USSA went on to develop an Ed. D. degree in Sports Management that was accredited in 1996. Concurrently, USSA's distance education program was reviewed and approved. In 2004, USSA went through the substantive change process when its upper division (junior and senior years) BSS degree program was reviewed and accredited. In 2020, USSA added the lower division (freshman and sophomore years) to the B.S.S. program. For the first time in its 49-year history, USSA admitted freshmen students in Spring 2021. Ever since it was first accredited, USSA has maintained its accreditation in good standing through reaffirmation processes with its last decennial review in 2018.

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

Because art has traditionally been a feature of the Olympics in both the ancient and modern games, it was fitting that USSA combines sport and art in keeping with this tradition. In 1984, Dr. Thomas P. Rosandich introduced USSA's Awards of Sport, which recognizes the indelible cultural connection between sport and art. This promotional event gained momentum and when USSA 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 USSA 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 USSA's students and the public. In addition, the art gallery features periodic showings of renowned sports artists.

USSA provides further service to the sports world through its many publications, both in traditional print and online delivery. *The Academy* is a full-color, semi-annual print publication with a readership around 10,000 that features news and events pertaining to the institution, its programs, and its constituents. USSA also regularly posts on our blog *The Sport Digest*, which is dedicated to covering contemporary issues in sport. In addition to these publications, we have *The Sport Update* and *Alumni Network*, which are monthly email newsletters distributed around the globe. All publications are designed to provide current information on a

variety of topics for the sport profession, including contributions to the field by USSA and our graduates.

Additionally, USSA has published an electronic, peer-reviewed scientific journal addressing current issues in sport, published with the goal of advancing sport knowledge through research and expertise called *The Sport Journal* for the past 25 years. *The Sport Journal* seeks to provide readers with scholarly publications comprising advances in all areas of sport. Published articles include both detailed scientific methods and guided conclusions geared towards sports professionals, allowing for immediate application in the field. The open-access, peer-reviewed journal receives 1 million views annually on its online platform.

USSA will begin intercollegiate sports in the Fall of 2023 as club teams. This connects the history, mission, and vision of the university with principle and practice. Adding the excitement of sports competition and participation brings USSA full circle in the preparation of students for work in their chosen profession.

## **1.7 Mission Statement**

The United States Sports Academy is an independent, non-profit, accredited 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 using modern technologies and traditional teaching methodologies.

### **1.7.1 Athletic Mission Statement**

The United States Sports Academy's athletics mission is to create opportunities for all student athletes to develop their athletic talents through professional instruction, interactions with teammates and competitors and lessons learned through practice and play. The rigorous athletic competition complements our rigorous curriculum and benefits the whole person as they learn, grow, and develop within the context of human development. It is our mission to offer a wide range of athletic experiences and high-quality programs, which encourage and facilitate athletic participation, physical fitness, health and well-being through physical and mental exercises. We offer diverse opportunities that build character, foster collaboration, teach work ethic, instill a championship mindset, and prepare students to succeed in all facets of life through co-curricular competition. We will intersect the legacy of all USSA graduates with the future leaders of our sports society through intercollegiate athletic competition.

## **1.8 The Philosophy of USSA**

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

USSA 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 coursework and incorporating several delivery alternatives, including distance learning. USSA also offers continuing education to upgrade the skills of practitioners in the U.S. and abroad. Finally, USSA believes that scholarly activity is an essential component of graduate education, and it encourages faculty members and students to conduct research.

USSA, as a dynamic university, is always reviewing and expanding its curriculum. Adding new minor programs, researching, and designing new pathways as well as seeking new and exciting degree opportunities for its student base.

## **1.9 Goals of the Graduate Degree Programs – M.S.S. and Ed. D.**

The specific goals of the master's degree program and doctoral degree program are derived from the mission of USSA.

### **1.9.1 Master of Sports Science in Sports Coaching Goals**

1. Demonstrate the knowledge and skills necessary to succeed as a coach at the selected level of sports.
2. Synthesize and evaluate theoretical information and integrate it into practice by:
  - a. Explaining issues and trends in coaching
  - b. Summarizing the necessary knowledge and skills in the coaching profession
  - c. Generating organizational or professional development in coaching-related programs
  - d. Interpreting issues in coaching through self-directed study, critical thinking, and problem solving
3. Value the need to develop a personal philosophy of coaching by:
  - a. Combining the knowledge of the sociological, historical, political, and philosophical aspects of sports to develop a coaching philosophy
  - b. Developing an understanding and working knowledge of the current state of the coaching profession
  - c. Describing how sports impact human behavior
  - d. Justifying the application of ethical principles in coach-player relationships
4. Synthesize the principles and methods of research in the area of coaching by summarizing instruction and supervised practice in:
  - a. Evaluating existing research in the coaching profession
  - b. Formulating research that integrates knowledge and experience with existing coaching theories and practices
  - c. Assessing and synthesizing data

### **1.9.2 Master of Sports Science in Sport Management Goals**

1. Demonstrate the knowledge and skills necessary to succeed as a sports management professional.
2. Synthesize and evaluate theoretical information and integrate it into practice by:
  - a. Explaining issues and trends in sports management.
  - b. Summarizing the necessary knowledge and skills in the many sports management disciplines.
  - c. Generating organizational or professional development in sports management-related programs.
  - d. Interpreting issues in sports management through self-directed study, critical thinking, and problem solving.
3. Value the need to develop a personal philosophy of sports management by:
  - a. Combining the knowledge of the sociological, historical, political, and philosophical aspects of sports to develop a sports management philosophy.
  - b. Developing an understanding and working knowledge of the current state of the sports

- management profession.
- c. Describing how leadership from the sports management professional impacts human behavior.
- d. Justifying the application of ethical principles in the many interactions sports management professionals have with others.
- 4. Synthesize the principles and methods of research in the area of sports management by summarizing instruction and supervised practice in:
  - a. Evaluating existing research in the sports management profession.
  - b. Formulating research that integrates knowledge and experience with existing sports management theories and practices.
  - c. Assessing and synthesizing data.

### **1.9.3 Master of Sports Science in Sport Studies Goals**

1. Demonstrate the knowledge and skills necessary to succeed in the chosen sports discipline.
2. Synthesize and evaluate theoretical information and integrate it into practice by:
  - a. Explaining issues and trends in sports.
  - b. Summarizing the necessary knowledge and skills in the many sports disciplines.
  - c. Generating organizational or professional development in sports-related programs.
  - d. Interpreting issues in sports through self-directed study, critical thinking, and problem solving.
3. Value the need to develop a personal philosophy of sports by:
  - a. Combining the knowledge of the sociological, historical, political, and philosophical aspects of sports to develop a sports leadership philosophy.
  - b. Developing an understanding and working knowledge of the current state of the sports profession.
  - c. Describing how leadership from the sports professional impacts human behavior.
  - d. Justifying the application of ethical principles in sports professional-client relationships.
4. Synthesize the principles and methods of research in the area of sports by summarizing instruction and supervised practice in:
  - a. Evaluating existing research in the sports profession.
  - b. Formulating research that integrates knowledge and experience with existing theories and practices in the profession of sports.
  - c. Assessing and synthesizing data.

### **1.9.4 Master of Sports Science in Sports Exercise Science Goals**

1. Demonstrate the knowledge and skills necessary to succeed as an exercise science professional.
2. Synthesize and evaluate theoretical information and integrate it into practice by:
  - a. Explaining issues and trends in exercise science.
  - b. Summarizing the necessary knowledge and skills in the exercise science profession.
  - c. Generating organizational or professional development in exercise science-related programs.
  - d. Interpreting issues in exercise science through self-directed study, critical thinking, and problem solving.
3. Value the need to develop a personal philosophy of exercise science by:
  - a. Combining the knowledge of the sociological, historical, political, and philosophical aspects of sports to develop an exercise science philosophy.

- b. Developing an understanding and working knowledge of the current state of the exercise science profession.
  - c. Describing how exercise impact human behavior.
  - d. Justifying the application of ethical principles in exercise science professional-client relationships.
- 4. Synthesize the principles and methods of research in the area of exercise science by summarizing instruction and supervised practice in:
  - a. Evaluating existing research in the exercise science profession.
  - b. Formulating research that integrates knowledge and experience with existing exercise science theories and practices.

### **1.9.5 Doctoral of Sports Management Goals**

The specific goals of the doctoral program are derived from the mission of USSA and developed to award a terminal degree in the profession of sports.

- 1. Develop the knowledge and skills necessary to provide effective leadership in academic or administrative environments
- 2. Summarize instruction and supervised practice in:
  - a. Assessing existing research in the profession
  - b. Synthesizing theories by integrating current or related knowledge with existing concepts
  - c. Construct and defend original research as part of the professional dissertation
- 3. Synthesize and evaluate theoretical information and integrate it into practice by:
  - a. Interpreting issues and trends in sports
  - b. Designing innovative programs through effective individual leadership
  - c. Developing knowledge and skills in program administration
  - d. Interpreting issues through self-directed study, critical thinking, and problem solving
- 4. Value the need to develop a personal philosophy and ethical principles related to sports by:
  - a. Combining the knowledge of the sociological, historical, political, and philosophical aspects of sports
  - b. Generating contributions to the body of knowledge in the sport profession
  - c. Describing how sports impact human behavior
- 5. Summarize the principles and methods of research in the profession of sports by:
  - a. Designing research questions and comparing them with existing theories
  - b. Evaluating questions critically through analysis of data
  - c. Developing mastery of quantitative and qualitative methodologies utilized in research

### **1.10 Expectations of Students at the Graduate Degree Level**

USSA anticipates that students will come from a variety of backgrounds to pursue a master's degree or a doctoral degree. Upon receipt of a graduate 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 graduate student.

## 1.11 Academic Integrity Statement

Sport requires all participants to agree to the goal of the game. They must also agree to the rules that define how the goal can be achieved. The goals for sports can be described simply: put the ball in the hole (golf), cross the finish line first (track, skiing, cycling), or strike your opponent more than they strike you (boxing, fencing). These goals become sports only when an agreed upon set of rules is established and followed. When a participant decides to focus only on the outcome and, in the process, violates the rules, they are no longer playing the sport.

The integrity of the agreement among all who play is essential. The goals for academic courses might also be defined in simple terms: turn in a well-written paper, answer exam questions correctly, and master a concept. Just like in sports, students must agree to abide by the rules and expectations of USSA in order to stay in the game. Academic integrity means honoring the learning process by being knowledgeable of the rules for each assignment, submitting your own work, and properly attributing the work of others when appropriate.

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 USSA. 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.

USSA, in its new student orientation courses, academic success course, and through the writing support resources offered via the library, offers students a variety of instruction and support on topics including academic integrity, APA formatting, and avoiding plagiarism.

All student assignments are automatically submitted to TurnItIn Feedback Software to review potential academic honesty issues, which may include plagiarism as well as the use of unauthorized digital assistive tools. All USSA instructors consider the TurnItIn reports during the grading process.

## 1.12 Freedom of Speech Policy



USSA 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, USSA does not endorse or support any specific viewpoint and respects the right of everyone's free speech. While USSA is mindful of individual rights, the institution also reserves the right to control the expression of viewpoints when they become disruptive to USSA'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 USSA. The provisions of this catalog do not constitute a contract between any student and USSA.

The catalog that will govern a student's enrollment for a plan of study will be the one in force on the date of the first enrollment in any credit-bearing course of the institution. All students should note that fees, charges, costs, courses, programs, and activities set forth in this catalog are subject to change, cancellation, or termination by the institution at any time without prior notice, and the student will be subject to policies and procedures from the most recent version of the catalog.

As such, USSA 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, which may affect students through their educational journey.

As a private institution, USSA 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 USSA itself, discontinue affiliation. By registering, the student concedes to USSA the right to require withdrawal whenever USSA deems withdrawal necessary.

### **1.14 Location**

USSA's campus is located in Daphne, Alabama, on the beautiful Eastern Shore of historic Mobile Bay.

### **1.15 Memberships and Affiliations**

Listed below are organizations in which USSA, its faculty, and staff are represented by affiliations or memberships as of the publication date of this catalog.

- Accreditation Council for Business Schools and Programs (ACBSP)
- Alabama Association of Independent Colleges and Universities (AAICU)
- Alabama Association of International Educators (AAIE)
- Alabama Association of Student Financial Aid Administrators (AASFAA)
- Alabama Council of Graduate Deans (ACGD)
- Alabama Museums Association (AMA)
- Alabama State Association for Health, Physical Education, Recreation, and Dance (ASAHPERD)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American College of Sports Medicine (ACSM)
- American Library Association (ALA)

- American Association of Geographers (AAG)
- American Youth Football
- Association for Education and Communications Technology (AECT)
- Association of Applied Sports Psychology (AASP)
- Business Council of Alabama
- Colleges & Universities Professional Association for Human Resources (CUPA-HR)
- Commission on Sport Management Education (COSMA)
- Council on Higher Education Accreditation (CHEA)
- Defense Activity for Non-Traditional Education Support (DANTES)
- Delta Mu Delta
- Department of Veterans Affairs Yellow Ribbon Program
- Eastern Shore Chamber of Commerce
- European College of Sport Science
- Federation Internationale Cinema Television Sportifs (FICTS)
- Fédération Internationale Sport pour Tous (FISpT)
- Global Sport Business Association (GSBA)
- International Association for the Philosophy of Sport (IAPS)
- 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)
- International Society for Performance Improvement (ISPI)
- Leisure Studies Association
- National Association of Collegiate Directors of Athletics (NACDA)
- National Athletic Trainers Association (NATA)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Collegiate Virtual Sports Association
- National Committee on Accreditation of Coaching Education (NCACE)
- National Council for State Authorization Reciprocity Agreement (NC-SARA)
- National Federation of State High School Associations (NFHS)
- National Interscholastic Athletic Administrators Association (NIAAA)
- National Recreation and Park Association
- National Society for Human Resource Managers (SHRM)
- National Society of Experiential Education
- 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)
- Phi Kappa Phi
- Phi Theta Kappa
- Positive Coaching Alliance (PCA)
- Sigma Beta Delta
- Society for Collegiate Leadership Achievement (SCLA)
- Society of Health & Physical Educators (SHAPE America)
- South Carolina High School Coaches Association

- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Southern Association of Student Financial Aid Administrators (SASFAA)
- Southeastern Division of the Association of American Geographers (SEDAAG)
- Sports Lawyers Association
- Study Alabama: A Consortium for Global Engagement and Economic Development (SA/CGEED)
- The Global Community for Academic Advising (NACADA)
- U.S. Track and Field and Cross-Country Coaches Association (USTFCCCA)
- United Soccer Coaches
- United States Center for Coaching Excellence (USCCE)
- United States Distance Learning Association (USDLA)
- USA Climbing (USA-C)
- USA Swimming (USA-S)
- USA Track & Field (USATF)
- Visit Mobile
- Women's Studies Association
- Women Leaders in College Sports
- Yoga Alliance (YA)

## **1.16 The Robert Block Library**

The Robert Block Library supports the mission of USSA 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 with an ALA accredited degree, serves as an educational partner in the integration of information literacy into the curriculum and 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 or through USSA's Learning Management System (LMS). In addition to the library's physical and virtual collections, USSA 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 a collection that contains a variety of electronic formats including books, journals, newspapers and more. Access to online resources is available 24/7. The main collection of the library is a special collection of resources in various formats to support USSA's programs in sport. The Robert Block Library is staffed with professional librarians available to assist students with each step of their research journey.

To better assist students, library instruction is offered by phone, email, in-person, and by research appointments provided during normal business hours.

## **1.17 Student of the Month (SOTM)**

Student of the Month (SOTM) candidates are nominated based on academic, professional performance, or

other achievements. The SOTM is selected by an impartial committee of USSA faculty/staff members. SOTM recipients are interviewed, featured on USSA's social media accounts and newsletters, and receive a certificate in recognition of their selection as SOTM.

## **2      ACADEMIC CALENDAR – Graduate Students: M.S.S. and Ed. D.**

See the **Academic Calendar** posted on USSA's website for dates relevant to the following:

- Registration dates
- Payment deadlines
- Course start and end dates
- Course drop/add dates
- Observed holidays

### 3 ADMISSIONS – M.S.S. and Ed. D.

USSA's Master of Sports Science (M.S.S.) degree features majors in Sports Coaching, Sports Management, Sports Exercise Science, and Sports Studies, and USSA's Doctor of Education (Ed. D.) degree features a major in Sports Management.

Applications for admission to the M.S.S. and Ed. D. program are accepted on an ongoing basis. All inquiries and admissions applications should be sent to USSA's Admissions office. The M.S.S. program and the Ed. D. program are offered online. The M.S.S. and Ed. D. programs are offered on campus at USSA when residential students can be accepted.

#### 3.1 General Admission

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

All USSA students, regardless of status, who have not been enrolled in a degree credit-bearing course or activity for more than two consecutive semesters, may be required to complete the Re-Enrollment or Re-Admittance Procedures as stated in **Section 8** of this catalog.

##### 3.1.1 Admission Requirements for Graduate Programs – M.S.S. and Ed. D.

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

1. Must be a graduate of a four-year, regionally accredited undergraduate institution.
2. Must have maintained a cumulative grade point average of 2.50 or better (on a 4.0 scale) in all undergraduate work. Applicants who do not satisfy the required minimum GPA stated will be referred to the Admissions Committee. The Committee may request additional documentation for admissions including test scores (e.g. GRE, MAT, or GMAT taken within the last five years).
3. Must submit a personal statement, which describes the applicant's reasons for desiring a master's degree and what the applicant expects to learn with respect to pursuing the degree.

**Ed. D. Program:** Applicants interested in pursuing a Doctor of Education in Sport Management degree may be accepted from a variety of backgrounds.

1. Must be a graduate of a regionally accredited graduate institution.
2. Must have maintained a cumulative grade point average of 3.00 or better (on a 4.0 scale) in all graduate work. Applicants who do not satisfy the required minimum GPA stated will be referred to the Admissions Committee. The Committee may request additional documentation for admissions including test scores (e.g. GRE, MAT, or GMAT taken within the last five years).

3. Must submit a qualifying essay, which describes the applicant's reasons for desiring a doctoral degree and what the applicant expects to learn with respect to pursuing the degree.

For more information, see **Section 3.1.3 on Full-Standing Admission Status and Conditional Admission Status for M.S.S. and Ed. D. Students.**

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

**Requirements for Graduate Program Applications:** An applicant for admission to a graduate program is required to provide the following to Admissions:

1. A completed program application for the appropriate degree level: **Application for Master's Degree Study** or **Application for Doctoral Degree Study**. The application fee must be submitted with the application when applicable. This fee is non-refundable.
2. Full disclosure of all institutions attended and official transcripts from each institution is mandatory.

Official transcripts may be sent electronically by using a secured electronic submission system (e.g., Parchment, Clearinghouse, E-Script). Send secure electronic transcripts to: [admissions@ussa.edu](mailto:admissions@ussa.edu). Official transcripts on paper should be sent in a sealed envelope to USSA Admissions Office. Failure to do so may delay the application process and/or disqualify a student from admission.

3. A personal statement for M.S.S. applicants or a qualifying essay for Ed. D. applicants. For more information and examples on the personal statement or the qualifying essay, please see the USSA's website.

**Personal Statement for M.S.S. Applications:** The personal statement is in narrative form and is submitted as a Word document file to [admissions@ussa.edu](mailto:admissions@ussa.edu).

**Qualifying Essay for Ed. D. Applications:** The qualifying essay is a narrative that is generally 5-7 pages in length and is submitted as a Word document file to [admissions@ussa.edu](mailto:admissions@ussa.edu).

The essay must be well organized, neatly typed, and written in accordance with guidelines set forth in the most recent edition of the *Publication Manual of the American Psychological Association*. It will be used to judge the student's ability to write at a level appropriate to doctoral work and must include the following: a brief biographical sketch, an explanation of why the student wants to enter USSA's doctoral degree program and what the applicant expects to learn with respect to earning a doctoral degree, and the planned area of research for the student's dissertation.

### **3.1.2 International Student Admission to the M.S.S. Program or Ed. D. Program**

In addition to the applicable domestic requirements, an international applicant seeking full-standing

admission to the graduate programs provide the following to the USSA Admissions Office within one year from the date of submission of the application and fee:

1. A completed application for the intended program of study: **Master's Degree Study (International) or Doctoral Degree Study (International)**. The application fee must be submitted with the application when applicable. The fee is non-refundable.
2. A copy of a valid passport or government-issued photo ID (for all students) and a copy of a valid passport and proper visa (for prospective residential students only).
3. An official, certified copy (English translation) of all college transcripts. Students who have obtained previous undergraduate education in a country other than the U.S. or Canada must have certified English translations of foreign school transcripts reviewed by a member of the — National Association of Credential Evaluation Services, [www.naces.org/members](http://www.naces.org/members), in a course-by-course evaluation.

Transcripts must demonstrate that a student has attained a minimum of the equivalent of an undergraduate degree from an accredited institution in order to be admitted to the master's program. Once an international student has been officially admitted, USSA expressly reserves the right to mandate English as a second language (ESL) instruction until reasonable mastery of the English language has been attained.

A satisfactory score on the Test of English as a Foreign Language (TOEFL) in an Internet-based format (minimum 79), or a satisfactory score on the International English Language Testing System (IELTS) in the academic module (minimum overall band score of 6), or a satisfactory score on the Duolingo English Test (minimum score 100).

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

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

#### **3.1.2.1 International Applicants: Prospective Residential Students**

In addition to the above requirements, prospective international students who intend to reside in and study in the United States must satisfy these requirements:

1. A Certificate of Eligibility (Form I-20) must be obtained if the international student plans to study in the United States.
2. Statement of Available Funds.

For more details on these requirements, see **Section 3.2 Issuance of a Certificate of Eligibility**.

### 3.1.3 Full-Standing and Conditional Admission Status for M.S.S. and Ed. D. Students

**Full-Standing Admission:** An applicant meeting all admission requirements is granted full-standing admission.

- For full-standing admission to the master's program, an applicant must hold (or be a candidate for) a bachelor's degree or higher from a regionally accredited institution.
- For full-standing admission to the doctoral program, an applicant must hold (or be a candidate for) a master's degree or higher from a regionally accredited institution.

**Conditional Admission:** An applicant who does not meet all admission requirements may be granted conditional admission. In addition to meeting admissions requirements, applicants must be aware that several other factors are considered in determining admission status. These factors include the quality of a student's academic preparation, performance in specific courses, and motivation and attitude (which may be determined from recommendations).

- **Currently enrolled in a lower-level program**
  - Students currently enrolled in a bachelor's program: the approval of master's degree applications is conditional upon the successful completion of the bachelor's degree prior to commencement of studies at USSA.
  - Students currently enrolled in a master's program: the approval of doctoral degree applications is conditional upon the successful completion of the master's degree prior to commencement of studies at USSA.
- **Graduated from a state-approved, non-accredited institution**
  - An applicant who has graduated with a bachelor's degree from a state-approved but non-accredited institution may apply for conditional admission to the master's degree program.
  - An applicant who has graduated with a master's degree from a state-approved but non-accredited institution may apply for conditional admission to the doctoral degree program

A conditionally admitted student must comply with all admission requirements within the first nine semester hours of enrollment for M.S.S or within the first 21 hours for Ed. D., or they may get permission from the Chief Academic Officer for an extension of one semester.

A conditionally admitted student can be granted full standing by completing and submitting any missing materials or by successful completion of nine semester hours for M.S.S. students or 21 hours for Ed. D. students with a cumulative grade point average of 3.0 or better. Such a student must have all the required admission documents on file. Courses taken by a student with conditional status will automatically apply toward that student's degree once they are granted admission in full standing.

A conditionally admitted student, while so classified, cannot register for internship credits. A conditionally admitted student, while so classified, has no right to petition the Academic Committee.

### 3.1.4 Conditional Academic Admission Status for M.S.S. and Ed. D.

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



1. A student with a bachelor's degree from a regionally accredited institution who has not met the required academic standard.
2. A student with a bachelor's degree from a nationally accredited institution who has a GPA of 2.5 or higher may be admitted conditionally. Student status will be changed to full standing after the first nine semester hours of matriculation at USSA while maintaining a 3.0 or higher GPA.
3. A student with a bachelor's degree from a non-accredited institution who has a GPA of 2.5 or higher may be admitted conditionally. Student status will be changed to full standing after the first nine semester hours of matriculation at USSA while maintaining a 3.0 or higher GPA.
4. International students who have completed a bachelor's degree at a foreign institution approved by a foreign nation's ministry of education, where the approval process is similar to the accreditation process in the United States, may be admitted conditionally provided they complete the full admission requirements after the first nine semester hours of matriculation at USSA while maintaining a 3.0 or higher GPA.
5. International students who have completed bachelor's degrees or the equivalent at foreign institutions as evaluated and certified by a member of the National Association of Credential Evaluation Services may be conditionally admitted if they meet the full-admission requirements after the first nine semester hours of matriculation at USSA while maintaining a 3.0 or higher GPA.

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

1. A student with a master's degree from a regionally accredited institution who has not met the required academic standard;
2. A student with a master's degree from a nationally accredited institution who has a GPA of 3.0 or higher may be admitted conditionally provided he or she satisfies full-admission criteria within the first 18 semester hours of matriculation at USSA while maintaining a 3.0 or higher GPA;
3. A student with a master's degree from a non-accredited institution who has a GPA of 3.0 or higher may be admitted conditionally provided he or she completes the full-admissions criteria within the first 18 semester hours of matriculation at USSA while maintaining a 3.0 or higher GPA;
4. International students who have completed a master's degree at a foreign institution approved by a foreign nation's ministry of education, where the approval process is similar to the accreditation process in the United States, may be admitted conditionally provided they complete the full admission requirements within the first 18 semester hours of matriculation at USSA while maintaining a 3.0 or higher GPA; and
5. International students who have completed master's degrees or the equivalent at foreign institutions as evaluated and certified by a member of the National Association of Credential Evaluation Services may be conditionally admitted if they meet the full-admission requirements within the first 18 semester hours of matriculation at USSA while maintaining a 3.0 or higher GPA.

### **3.1.5 Non-Degree Seeking Admission Status – M.S.S. and Ed. D.**

A non-degree seeking student is an applicant who has successfully enrolled and holds the appropriate prerequisite degree but has not applied for admission to the master's degree or doctoral degree program. A non-degree seeking student is not eligible to enroll in an internship and cannot transfer into degree-seeking status without successfully completing the full application process with all fees associated with the regular admission process.

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

1. A completed master's degree application or doctoral degree application. The application fee must be submitted with the application when applicable. This fee is non-refundable.
2. An official transcript showing a conferred bachelor's (cumulative GPA 2.50), master's (cumulative GPA 3.0), or doctoral degree (cumulative GPA 3.0) from a regionally or a nationally accredited institution or a non-accredited institution. (Note: USSA transcripts will not be available to students without the completed application and official transcript requirements).

If a non-degree seeking student fails to enroll within two consecutive semesters after course completion, the student must reapply to the program. Financial aid is not available to non-degree seeking students.

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

### **3.1.6 Transient Student Status – M.S.S. and Ed. D.**

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

- 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 of Alabama.
- 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. To facilitate articulation of credit, the courses should be approved for transfer back to the home institution prior to enrollment at USSA.

### **3.1.7 Concurrent Enrollment – M.S.S. and Ed. D.**

Concurrent enrollment status is a special category given to a student enrolled at two institutions simultaneously. The following conditions apply:

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

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

International students studying in their own countries do not need to apply for an I-20. The issuance of a Certificate of Eligibility (Form I-20) is offered for non-immigrant students accepted into enrollment only at USSA discretion and only when opportunities are available. While an international student can complete the entire degree online without having to travel to the United States, those students seeking residential study must submit the following to Student Services for issuance of a Certificate of Eligibility (Form I-20), which is issued to accepted degree-seeking students only:

1. Documentary evidence, in the form of a letter from a bank, a sponsoring government agency, a sponsoring company, or acceptable third-party source, stating the amount of financial resources available and/or the amount guaranteed to be provided for transportation and normal living expenses for the period of time to be spent in the United States.
2. Payment of the SEVIS fee for non-immigrant students and visitor exchange. Visit [www.fmjfee.com](http://www.fmjfee.com) for information. The SEVIS fee is a U.S. government assessment to defray the cost of a background check for entry into the United States.
3. International students who intend to pursue degrees entirely by distance learning may pay tuition on a course-by-course basis. In this instance, the financial capability documentation will not be required.

The Certificate of Eligibility (Form I-20) is issued for 48-month period for bachelor's students, 24-month period for master's students, and 72-month period for doctoral students. International students who have been enrolled on a full-time basis with a satisfactory grade point average for a period of one year may be eligible to have their I-20 forms renewed for a subsequent period.

### **3.3 International Students – Employment**

International students at USSA who are on an F-1 visa are not allowed to work off campus. In some circumstances, international students may work on the campus, but these situations are rare and only available at USSA's discretion. There are also exceptions for students when they are approved to perform optional practical training (OPT). A student must perform OPT in an area directly related to his/her major area of study.

Additional information is covered during resident student orientation when opportunities are available and can be provided by speaking with the Designated School Official (DSO).

### **3.4 Social Security Number Disclosure**

A Social Security Number (SSN) is 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 an SSN. The privacy and confidentiality of student records are protected by federal and state law. USSA will not disclose any SSN without a student's consent for any other purpose except as allowed by law.

### **3.5 Transfer Credit Acceptance**

Any applicant to one of USSA's degree programs is eligible to transfer equivalent degree level courses from other colleges or universities.

The maximum number of transfer credits allowed are:

- 15 semester hours for the master's degree program
- 24 semester hours for the doctoral degree program

All such requests are subject to review and approval as outlined in the following section.

#### **3.5.1 Specific Transfer Policies – M.S.S. and Ed. D. Programs**

All requests for transfer credit must follow this procedure:

1. Course work transferred or accepted for credit toward a graduate degree must represent graduate course work relevant to the degree, with course content and level of instruction in student competencies at least equivalent to those of students enrolled in USSA's own graduate degree program.
2. In assessing and documenting "equivalent" learning, USSA uses guidelines prepared by the American Council on Education (ACE) and the American Association of Collegiate Registrars and Admission Officers (AACRAO). If transfer courses are not substantially equivalent to courses in the specific degree program of USSA, transfer credit will not be approved.
3. USSA accepts courses from all regionally accredited institutions that are equivalent to courses in USSA's curriculum.
4. It is the policy of USSA to accept transfer courses based on the requirements of various regulatory and licensure authorities to which USSA must be responsive.
5. USSA accepts courses from all nationally accredited institutions as recognized by the Department of Education that are equivalent to courses in USSA's curriculum.
6. USSA will accept courses from international institutions that are equivalent to courses in USSA's curriculum provided that the institution is approved by a foreign nation's Ministry of Education (where that approval process is comparable to accreditation in the United States).
7. USSA will accept transfer credits from a credential-evaluation service that is a member of the National Association of Credential Evaluation Services, provided the courses are equivalent to courses found in USSA's curriculum.
8. USSA may accept transfer credits from non-accredited institutions provided they are equivalent to courses found in USSA's curriculum. All such transfer credits must be reviewed on a case-by-case basis.
9. USSA will not accept transfer courses unless the earned grade is a "B" or better.

10. Under no circumstances may courses be used to fulfill degree requirements for more than one degree. For example, if the student has already received a master's degree from another institution, courses for which credit was received for the degree cannot be applied to USSA's M.S.S. degree. The same policy applies to doctoral degrees.
11. USSA will not consider or evaluate transfer course requests until the student has applied to and has been accepted by USSA.

### **3.5.2 Credit Transfer by Examination – M.S.S. and Ed. D. Programs**

USSA does not accept credit transfer by examination in either the master's program or the doctoral program.

### **3.5.3 Transfer Request Procedures Submitted by Students: M.S.S. and Ed. D.**

An applicant to any master's degree or doctoral degree program at USSA may be eligible to transfer courses from another college or university.

1. A non-refundable Transfer Credit fee will be charged for each Graduate Credit Transfer Evaluation form submitted. The evaluation form can be found on USSA's website, <https://ussa.edu/students/>. See **Section 6 Tuition and Fees** for more information on any associated fee.
2. The following documentation must be submitted: official transcripts showing the grade earned, a catalog description of the course, and a copy of the syllabus outlining learning objectives and course content. In addition, on the Graduate Credit Transfer Evaluation Form, the applicant should specify which of USSA's courses the transfer courses may be able to replace.
3. In the case of international students, the official transcript must be in English or be a verified translation into English from a foreign language. In the case of the alternate for international courses, a certified transcript evaluation from a member of the National Association of Credential Evaluation Services is required.

### **3.5.4 Experiential Learning Credit**

Graduate students are not eligible to petition for experiential learning credit (ELC) in lieu of coursework.

## **3.6 Statute of Limitations on Acceptance**

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

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

### **3.7 Registration and Orientation for M.S.S. and Ed. D. Students**

All student registration occurs through the Student Information System (Campus Café), which may be accessed through USSA's website. All fees and tuition are due at the time of registration for online and residential students. All students are required to complete an annual Student Services orientation. The order of courses to be taken and the schedule should be predetermined with the guidance of their advisor.

Registration periods and payment deadlines are specified in the **Academic Calendar**, which can be found on USSA's website.

### **3.8 Re-Enrollment/Re-Admittance Procedure for M.S.S. and Ed. D.**

All USSA students, regardless of status, who have not been enrolled in a degree credit-bearing course or activity for more than two consecutive semesters, are required to complete the Re-Enrollment or Re-Admittance Procedures as stated in **Section 8** of this catalog.

### **3.9 Text Messaging**

Most correspondence intended for students in USSA is communicated through messaging within the online learning management system or the student's assigned email account (@students.ussa.edu).

USSA offers the option for students to opt-in or opt-out of text messaging updates on the Application for Admission. USSA adheres to all FERPA and privacy regulations in its texting communications. Applicants and students can reply to text messages and are given the option to opt-out for the texting service in every message. If a student wishes to opt in later, they can request via written correspondence.

### **3.10 Standardized Entrance Examinations**

#### **3.10.1 Institutional Testing Codes**

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

Examinees who wish to have their official scores reported to USSA should use these numbers. Please note that the testing agencies will not send score reports from tests which were taken more than five years ago.

#### **3.10.2 Specific Tests Accepted**

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

- **Miller Analogies Test (MAT)** - [www.milleranalogies.com](http://www.milleranalogies.com)
  - Score Accepted: 390 scale score, 40 raw score
  - School Code: 1016

- **Graduate Record Examinations (GRE)** - [www.ets.org/gre](http://www.ets.org/gre)
  - Score Accepted: 286
  - School Code: 1885
- **Graduate Management Aptitude Test (GMAT)** - [www.mba.com/exams/gmat-exam](http://www.mba.com/exams/gmat-exam)
  - Score Accepted: 500
  - School Code: 1885
- **Educational Testing Services (ETS)** - [www.ets.org](http://www.ets.org)
- **National College Testing Association (NCTA)** - [www.ncta-testing.org](http://www.ncta-testing.org)
- **Test of English as a Foreign Language (TOEFL)** - [www.toefl.org](http://www.toefl.org)
  - Scores accepted: 79 (Internet-based)
  - School code: 1885
- **International English Language Testing System (IELTS)** - [www.ielts.org](http://www.ielts.org)
  - Score accepted: 6 (Academic Module)
  - School code: 1885
- **Duolingo English Test** – [www.englishtest.duolingo.com](http://www.englishtest.duolingo.com)
  - Score accepted: 100
  - School will be on Duolingo site list of schools
- **American College Testing (ACT)** - [www.act.org](http://www.act.org)
  - School code: 8110

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

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

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

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

### 3.12 Post-Master's Graduate Work M.S.S.

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

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

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

applicable.

2. Students will follow the requirements for the program of study as specified in the academic catalog in effect at the time of the application.
3. If registering for a Concentration, student must successfully complete all requirements for the Concentration (to include an internship, if required by the major course of study).
4. If registering for an Emphasis the student must successfully complete the three courses (nine semester hours) in the given Emphasis area: Sports Management, Sports Coaching, Sports Exercise Science, Sports Studies, Sports Psychology, Hospitality Management, or Esports Management.
5. Students will have four years from the date of application to complete all academic requirements.
6. All fees and tuition will be those in effect on the date of registration.

### **3.12.1 Post-Master's Completion Procedure M.S.S.**

After all coursework associated with the Post-Master's graduate work has been successfully completed, the student may apply for graduation and submit the graduation application fee. Application for graduation can be found in the Student Portal website.

After the graduation application has been processed, the student may request a copy of his/her official transcript by submitting a **Request for Transcript** form. This form may also be found on the Student Portal website.

The transcript will show the original degree conferred with the addition of the Concentration or Emphasis area. This additional graduate work does not result in another diploma being issued.

### **3.13 Post-Doctoral Graduate Work Ed. D.**

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

1. A student's degree must have been conferred within the five years preceding application to the new program.
2. Students must apply and pay the application fee for the new program when applicable.
3. The Academic Committee will review all applications and make recommendations to the Chief Academic Officer as to admissions status.
4. Students will follow the requirements for the program of study as they are specified in the academic catalog in effect at the time of application.
5. Students must complete all requirements for the new area of specialization or emphasis (to include an internship, if required by the major).



6. Students will have three years from the date of application to complete all academic requirements.
7. All fees and tuition charges will be those in effect on the date of registration.

### **3.13.1 Post-Doctoral Completion Procedure Ed. D.**

After all coursework associated with the Post-Doctoral graduate work has been successfully completed, the student may apply for graduation and submit the graduation application fee. Application for graduation can be found on the Student Portal website.

After the graduation application has been processed, the student may request a copy of his/her official transcript by submitting a Request for Transcript form. This form may also be found on the Student Portal website.

The transcript will show the original degree conferred with the addition of the Concentration or Emphasis area. This additional graduate work does not result in another diploma being issued.

## **4 ACADEMIC AFFAIRS**

### **4.1 Graduate Degree Programs**

#### **4.1.1 Master of Sports Science Degree Program**

USSA offers a Master of Sports Science (M.S.S.) degree with majors in Sports Coaching, Sports Exercise Science, Sports Management, and Sports Studies. The master's degree program consists of 33 semester hours.

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

Before completing their core courses, students must select one of three academic track options: Internship, Thesis, or Non-Thesis.

#### **4.1.2 Doctor of Education in Sports Management Degree Program**

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

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

### **4.2 Delivery Options for the M.S.S. and Ed. D. Programs**

USSA's master's and doctoral degrees are offered and delivered entirely 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. In addition to the online delivery option, a residential cohort may be accepted at USSA's discretion. Attendance at the regularly scheduled orientation is mandatory for all new and returning students.

Students should check USSA's website for the schedule of course offerings.

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 USSA's online writing laboratory (ACCESS), the library, and an Academy domain email.

#### **4.2.1 Course Length: 5-Week and 16-Week Courses**

Online courses will be offered in two timeframes: a 5-week course or a 16-week course. When available and offered, on-campus courses will only be in the 16-week course timeframe.

Students who are active-duty military personnel have an additional two weeks to complete their coursework, which allows for delivery of materials through physical mail.

USSA's M.S.S. programs consist of 33 semester hours; each program can be completed in four semesters (15 months). The order of courses to be taken and the schedule is predetermined.

An Ed. D. student can complete their degree in as quickly as 36 months with additional time to complete the dissertation. The time to complete the dissertation will vary for each student working to complete their dissertation.

#### **4.2.2 Directed Individualized Study Ed. D. Program**

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

### **4.3 Culminating Experience – M.S.S Degrees and Ed. D. Degrees**

#### **4.3.1 Three-Track Academic Option for M.S.S. students (Internship, Thesis, or Non-Thesis)**

Students enrolled in the master's degree program must select one of three academic track options before completing their core courses.

- The internship track is an experiential track that offers a practical, learn-by-doing approach.
- The thesis track is a research track that allows students to pursue research activity through the development and defense of a research-backed thesis in preparation for more advanced study, such as a doctoral dissertation.
- The non-thesis track is an option that allows students to choose three elective courses (an additional nine semester hours) to broaden theoretical knowledge of a subject.

##### **4.3.1.1 Master's Internship Track**

USSA's internship program is a practical learning experience planned, supervised, and evaluated for credit by faculty and field supervisors. The internship experience enables a student to apply the knowledge gained through coursework while under the direct supervision of a leader in the student's chosen field. An internship study can provide many opportunities for valuable practical experiences because students may select both the site and type of experience desired within established guidelines.

Experiencing an internship is an excellent opportunity to work side-by-side with experts in the sports industry. Through this culminating experience, students can build professional competence through planning, performing, and reflecting on the core responsibilities of a practitioner in the sports industry. The internship can also provide a student with the opportunity of building a network with industry professionals. Students are advised to contact the internship office ([internship@ussa.edu](mailto:internship@ussa.edu)) to discuss possible internship ideas prior to initiating the

necessary paperwork.

For full details regarding the internship program, students should download [The Internship Handbook](http://www.ussa.edu/academics/internships) from USSA's website ([www.ussa.edu/academics/internships](http://www.ussa.edu/academics/internships)).

#### **4.3.1.2 Master's Non-Thesis Option**

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

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

#### **4.3.1.3 Master's Thesis Option**

USSA's thesis option is a research experience where students may choose to complete a six (6) hour thesis (SPT 599) plus a single three credit-hour course SAR 575 Professional Writing and Applied Research. The six hours of thesis work are graded as Pass or Fail. Students who will be pursuing doctoral work at USSA or elsewhere should seriously consider choosing the thesis option.

A thesis is an original piece of research by the student. Thesis manuscripts may vary in length, depending upon the topic being researched. A faculty thesis committee consisting of a chair and another member from the faculty supervises each thesis student. The chair and committee member may be selected from the residential graduate faculty or the non-residential faculty who have terminal degrees and have been approved by the Chief Academic Officer.

Two oral defenses, approximately 90 minutes in length, must be scheduled. The first is the thesis proposal defense, which is a presentation covering the first three chapters of the thesis manuscript. These chapters will include an introduction, a review of literature, and the proposed methodology. Once the thesis proposal and the IRB application have been approved, a student is granted permission to carry out data collection. Under no circumstances may data collection be conducted prior to the thesis proposal defense and IRB approval.

The second defense is an oral presentation covering the entire thesis experience, with a presentation of research findings. Special emphasis is given in this defense to the results and to the summary and concluding chapter.

The student may schedule his proposal defense and final defense at USSA's campus in Daphne, Alabama, or may use a remote web or video conferencing platform. Should the student wish to video conference, it is the student's responsibility to contact and schedule the testing of the platform as well as the defense of the proposal and final defense with the thesis chair and USSA's Technology Department.

#### **4.3.2 Internship for Ed. D. Students**

All doctoral students take an internship course.

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

work while under the direct supervision of a leader in the student's chosen field. Internship study can provide many opportunities for practical experience since the student can select, within established guidelines, both the site and type of experience desired. Experiencing an internship is an excellent opportunity to work side-by-side with experts in the sports profession to build professional competence through planning, performing, and reflecting on the core responsibilities of a practitioner in the sports industry.

Students are advised to contact the Internship Office ([internship@ussa.edu](mailto:internship@ussa.edu)) to discuss possible internship ideas prior to initiating the necessary paperwork.

For full details regarding the internship program, students should download the **Internship Handbook** from USSA's website, <https://ussa.edu/academics/internships/>.

## **4.4 Graduate Degrees Curriculum: M.S.S. and Ed. D. Degree Majors**

### **4.4.1 M.S.S. Degree Requirements**

The general guidelines provided for the master's degree curriculum are as follows:

1. Students must take the core courses first, in this order: SAB 561 Contemporary Issues in Sports, and SAR 562 Quantitative Analysis in Sports.
2. To determine the courses required for a degree, students should select the major heading and read the requirements. Each master's level major consists of 33 semester hours.
3. Before completion of their core courses, students must complete the **Three-Track Academic Option** form and select the academic track they wish to follow: Internship Option (and an elective, if indicated), Thesis Option SAR 575 Professional Writing and Applied Research (and an elective) or Non-Thesis Option (three electives).
4. Students who have chosen the internship option must complete nine semester hours (three core courses) with a 3.0 GPA before they can enroll in the internship. Students who have chosen the thesis option must complete all courses, with SAR 575 Professional Writing and Applied Research as their final course, before they can enroll in thesis hours.

#### **4.4.1.1 M.S.S. Core Courses**

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

1. Core courses
2. Required major courses
3. Degree track options

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

- SAB 561 Contemporary Issues in Sports (must be taken first)
- SAR 562 Quantitative Analysis in Sports

#### **4.4.1.2 M.S.S. Major/Elective Courses**

Students must take elective courses in their major areas and must have their choices approved by their advisor before registering.

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

#### **4.4.2 M.S.S. Degree Majors**

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

##### **4.4.2.1 Department of Sports Coaching – M.S.S.**

The master's program in Sports Coaching is designed to prepare a student for leadership in a coaching career. In the world of athletics, the difference between average and elite performance can hinge on the level of coaching an athlete receives. Premier coaches use cutting edge motivation and instructional techniques to maximize the performance of their athletes and their teams.

In the Sports Coaching program, students will be given the education to meet the challenges coaches face on a day-to-day basis and to find practical solutions to everyday problems.

Refer to the **M.S.S. Program of Study** in this catalog and on our website for a complete list of all Sports Coaching course requirements.

##### **4.4.2.2 Department of Sports Exercise Science – M.S.S.**

Within the Department of Sports Exercise Science, the Sports Exercise Science major can lead to many financially rewarding career opportunities today. Corporations, both public and private, and not-for-profit groups, are all promoting fitness and wellness programs. Qualified persons have opportunities in physical fitness, strength training, and cardiovascular fitness.

The Sports Exercise Science program requires 24 hours of course work (eight courses) and a mandatory nine semester-hour internship as described in Section 4 of this catalog. One of the eight courses is a three-hour elective that must also be selected from among the following courses:

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

Refer to the **M.S.S. Program of Study** table in this catalog and on our website for a complete list of all Sports Exercise Science course requirements.

#### 4.4.2.3 Department of Sports Management – M.S.S.

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

USSA's sports management degree programs have accreditation through the Accreditation Council for Business Schools and Programs (ACBSP). ACBSP requires institutions to provide an outside assessment of its management programs. USSA 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.

Refer to the **M.S.S. Program of Study** table in this catalog and on our website for a complete list of all Sports Management course requirements.

#### 4.4.2.4 Department of Sports Studies – M.S.S.

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

Refer to the **M.S.S. Program of Study** table in this catalog and on our website for a complete list of all Sports Studies course requirements.

#### 4.4.3 Ed. D. Degree Requirements

USSA offers one doctoral degree option, which is 60 semester hours:

- Doctor of Education (Ed. D.) in Sports Management degree

Students have an option of taking the doctoral degree with an emphasis. Please see the section for **Emphasis Options for Ed. D. Programs** in this catalog or on our website for more information on a doctoral degree with an emphasis.

In the doctoral degree curriculum, the 60 semester hours are distributed as follows:

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

Although the doctoral degree represents the attainment of independent and comprehensive scholarship in the field of sports, as opposed to the earning of a specific amount of credit, USSA requires the doctoral degree student to complete 60 semester hours of work beyond the master's degree. Included in the 60 hours are 9 semester hours of doctoral research dissertation credit and 6 semester hours of internship credit.

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

#### **4.4.3.1 Ed. D. Core Courses**

Students must complete the General Sports Management core courses first.

##### **General Sports Management Core (21 hours)**

- SAB 661 Contemporary Issues in Sports
- SAM 660 Financial Aspects of Sports
- SAB 634 Ethics in Sports
- SAM 738 Strategic Management for Sports Organizations
- SAM 743 Practical Applications in Sport Business Management
- SAM 730 Sports Leadership Principles
- SAM 786 Legal Aspects of Sports

#### **4.4.3.2 Ed. D. Area of Specialization Courses**

The doctoral curriculum in Sports Management requires a student to select an Area of Specialization comprising six hours of in-depth study in Leadership in Sports, Sports Marketing, Human Resource Management in Sports, or Sports Governance and Combatting Corruption.

##### **Area of Specialization – choose one area (6 hours)**

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



#### **4.4.3.3 Ed. D. Electives Courses**

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

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

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

#### **4.4.3.4 Ed. D. Internship**

All doctoral students take an internship course.

##### **Internship (6 hours)**

- SPT 798 Internship

For more information on these options, refer to **Section 4.3.2. Internship for Ed. D. Students.**

#### **4.4.3.5 Ed. D. Research Core**

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

##### **Research Core (9 hours)**

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

#### **4.4.3.6 Ed. D. Doctoral Dissertation**

The dissertation is the culminating experience of the candidate's doctoral degree program. It can be started only after all coursework and the Internship (unless other accommodations are made) have been successfully completed. At this point, the student gains "Candidate" status and enrolls in the 9-hour SPT 799 Doctoral Dissertation. The dissertation process includes the presentation of the dissertation proposal and the final dissertation defense.

The dissertation is an original piece of research completed by the candidate on a topic related to the candidate's area of specialization in sports management or in management within Sports Coaching, Sports Exercise Science, Sports Medicine, or Sports Theory.

An acceptable dissertation topic will be related to a documented problem or issue. Guidelines for formatting the doctoral dissertation are contained in the most current edition of the *Publication Manual of the American Psychological Association*. In addition, candidates are encouraged to use USSA's *Doctoral Dissertation Manual*, which can be found on our website.

#### **Dissertation (9 hours)**

- SPT 791 Doctoral Research Design
- SPT 792 Doctoral Data Collection & Analysis
- SPT 799 Dissertation

#### **4.4.3.6 Ed. D. Doctoral Candidacy, Dissertation Registration, and Continuation Fee**

A student who has completed all course work and submitted their completed dissertation committee form to the Chief Academic Officer is considered eligible to register for dissertation credits and to be admitted to candidacy for the doctoral degree. A student must be admitted to candidacy at least one semester prior to the granting of the degree. The purpose of this requirement is to ensure an adequate amount of time for the dissertation.

A non-refundable continuation fee will be due yearly during which the student continues to work on the dissertation up until graduation or statute of limitations expiration *after* they have completed the 9 semester hours of the dissertation. A student who fails to pay his/her dissertation tuition or continuation fee yearly while working on the dissertation may face dismissal from the doctoral program. If a student is dismissed for failure to pay dissertation tuition or the continuation fee, a grade of "F" will be entered on the transcript for SPT 791, SPT 792, or SPT 799.

After dismissal for failure to pay, if a student's statute of limitations has not yet expired and the student wishes to be readmitted to the program, he/she will be required to register and re-start the dissertation process for the full 9 semester hours of dissertation, including SPT 791, SPT 792, and SPT 799.

### **4.5 Emphasis Areas – Graduate Degrees: M.S.S. and Ed. D.**

#### **4.5.1. Emphasis Options for M.S.S. Programs**

A program of study regarding courses for the emphasis areas can be found in the M.S.S Program on our website and in each subsequent section.

##### **4.5.1.1 Esports Management Emphasis for M.S.S.**

Esports and competitive gaming have burst into the mainstream and transformed into one of the most sought after forms of entertainment in the world. As the esports industry continues to grow, so will the need for competent administrators and managers working in the field. Those looking to work in esports must understand the fast-paced nature of the industry and develop administrative, managerial, and marketing skills.

Master's degree students interested in the Esports Management Emphasis must take the following three courses:

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

#### **4.5.1.2 Hospitality Management Emphasis for M.S.S.**

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.

Master's degree students interested in the Hospitality Management Emphasis must take the following three courses:

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

#### **4.5.1.3 Sports Coaching Emphasis for M.S.S.**

Master's degree students interested in the Sports Coaching Emphasis must take the following three courses:

1. SAB 571 Sports Coaching Methodology (3 semester hours)
2. SAB 568 Sports Psychology (3 semester hours)
3. SCS Coaching Elective (3 semester hours)

#### **4.5.1.4 Sports Exercise Science Emphasis for M.S.S.**

Master's degree students interested in the Sports Exercise Science Emphasis must take the following three courses:

1. SAR 520 Exercise Physiology (3 semester hours)
2. SAD 556 Issues in Nutrition & Health (3 semester hours)
3. SAD 562 Scientific Principles of Resistance Training (3 semester hours)

#### **4.5.1.5 Sports Management Emphasis for M.S.S.**

Master's degree students interested in the Sports Management Emphasis must take the following three courses:

1. SAM 542 Sports Business & HR Management (3 semester hours)
2. SAM 544 Sports Marketing (3 semester hours)
3. SAM 582 Sports Facility Management (3 semester hours)

#### **4.5.1.6 Sports Psychology Emphasis for M.S.S.**

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

Master's degree students interested in the Sports Psychology Emphasis must take the following three courses:

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

#### **4.5.1.7 Sports Studies Emphasis for M.S.S.**

Master's degree students interested in Sports Studies Emphasis must take three advisor-approved electives.

#### **4.5.2. Emphasis Options for Ed. D. Programs**

The Doctor of Education in Sports Management degree offers four emphasis options: Emphasis in Sports Medicine, Sports Theory, Sports Coaching, or Sports Exercise Science. A program of study can be found in the **Ed. D. Program** on our website or in this catalog. The courses required for each emphasis are listed below as well as in the program of study.

Students who select the doctoral degree with an emphasis are not required to take nine credits of electives. The nine credits (three emphasis courses) replace the nine credits of electives. These plans are flexible, and with the approval of the Chief Academic Officer, a student may adjust the plan to meet their individual needs.

##### **4.5.2.1 Sports Coaching Emphasis for Ed. D.**

The Doctor of Education in Sports Management degree with an emphasis in Sports Coaching is a 60-semester hour program beyond the master's degree. This degree is designed to prepare students to complete numerous responsibilities associated with coaching individuals in team and/or individual sports settings. The area of specialization places emphasis on the academic areas of management and psychology as applied to sports coaching. Students should have some experience in sports coaching.

For an Emphasis in Sports Coaching, the following emphasis courses are required:

##### **Emphasis Courses Required (9 hours)**

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

##### **4.5.2.2 Sports Exercise Science Emphasis for Ed. D.**

The Doctor of Education in Sports Management degree with an emphasis in Exercise Science is a 60-semester hour program beyond the master's degree. This degree is designed to prepare students for careers in strength

and conditioning, sports nutrition, and exercise physiology. Students should have a background in strength and conditioning and/or personal training, nutrition and/or sports nutrition, and basic and/or advanced exercise physiology.

For an Emphasis in Sports Exercise Science, the following emphasis courses are required:

**Emphasis Courses Required (9 hours)**

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

**4.5.2.3 Sports Medicine Emphasis for Ed. D.**

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

As part of its practical experience component, USSA requires each student to complete an internship in which the student engages in doctoral level management of Sports Medicine related activities.

For an Emphasis in Sports Medicine, the following emphasis courses are required:

**Emphasis Courses Required (9 hours)**

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

**4.5.2.4 Sports Theory Emphasis for Ed. D.**

The Doctor of Education in Sports Management degree with an emphasis in Sports Theory is a 60-semester hour program beyond the master's degree. This degree is designed to prepare students for varying roles in sports organizations and the world of sport.

For an Ed. D. with an Emphasis in Sports Theory, the following emphasis courses are required:

**Emphasis Courses Required (9 hours)**

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

## 4.6 Graduate Course Descriptions

### **SAB 561: Contemporary Issues in Sports (3 semester hours)**

This course is designed to provide students with an overview of the major issues in the world of sports. Primary issues impacting contemporary sports are covered, including performance-enhancing drugs; human growth hormones; gender inequity; race and ethnicity; youth, adolescent, and adult programs; media involvement; economics; management structures; and globalization.

*(This course is a core requirement for all majors.)*

### **SAB 566: Psychological Aspects of Health and Fitness Programming (3 semester hours)**

This course is a study of the psychological and sociological aspects of health and fitness programming and the application of this knowledge to the development of effective motivational and behavioral modification strategies.

### **SAB 568: Sports Psychology (3 semester hours)**

This course involves the study of human psychological behavior and its influence in sports and exercise settings. It is designed to provide a student with information gleaned from research in Sports Psychology as well as practical knowledge to become a more effective Sports Management professional, coach, or fitness instructor.

### **SAB 571: Sports Coaching Methodology (3 semester hours)**

This course develops a theoretical base for teaching sports and sports skills and thus has a practical application. The course includes the development of a coaching philosophy, with an emphasis on ethics in coaching and establishing a successful coaching style. A review of the impact of contemporary trends and issues in coaching is included. Managerial skills common to all coaching activities are discussed.

### **SAB 622: Structure and Function of the Olympic Games (3 semester hours)**

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

### **SAB 634: Ethics in Sport (3 semester hours)**

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

***This course is required in the doctoral program core.***

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

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

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

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

**SAB 657: Psychology of Elite Performance (3 semester hours)**

This course examines the psychological factors that are most critical to elite sport performances. Special emphasis is focused on the physical, mental, and emotional variables related to optimal performance conditions. Theory and practice for athletes and coaches will be discussed.

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

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

**SAB 660: Sports in America Current Issues: Sport and Public Policy (3 semester hours)**

This course examines some of the most compelling policy issues affecting the sports world from an interdisciplinary perspective including economics, history, urban planning, not-for-profit administration, public health communications, political science, and philosophy.

**SAB 670: Selected Readings in Sports Coaching (3 semester hours)**

This course will provide students an opportunity to conduct a series of literature reviews about an approved sports coaching topic. The selected topic should include literature reviews pertaining to the concepts and/or issues faced by coaches while performing their coaching responsibilities. The focus of this course is to enhance the student's research and composition abilities while gaining in-depth knowledge regarding the profession of sports coaching.

**SAB 671: Advanced Coaching Theories (3 semester hours)**

This course allows students to select sports coaching readings from a preselected reading list in order to complete a series of book reports. These sports coaching readings will consist of topics such as leadership, communication, management, skill acquisition, and risk management. The focus of this course is to enhance the student's knowledge concerning the profession of sports coaching.

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

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

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

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

**SAD 546: Seminar in Sports Medicine (3 semester hours)**

This course provides an overview of the profession. It is designed to educate athletic trainers, fitness professionals, and sports coaches on how to assess and manage sports injuries.

**SAD 548: Advanced Assessment in Sports Medicine (3 semester hours)**

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

**SAD 556: Issues in Nutrition and Health (3 semester hours)**

This course covers the principles of sound nutrition as they relate to the athlete as well as to the average individual in our society. In addition, it covers physiological aspects: how nutrition affects the body in terms of optimal health.

**SAD 562: Scientific Principles of Resistance Training (3 semester hours)**

This course provides study of resistance training, including physiological and psychological aspects, basic concepts and principles, types of programs and training, and benefits for specific populations. The information necessary to understand and successfully design any resistance-training program is presented in this course.

**SAD 581: Adaptive Athletics and Sports (3 semester hours)**

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

**SAD 591: Treatment Procedures in Sports Medicine (3 semester hours)**

This course is a study of modalities, including the physiological effects, rationale, principles, and methods of applying physical agents, therapeutic exercises, evaluation, and treatment planning in the practice of sports medicine.

**SAM 520: Sports Analytics (3 semester hours)**

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



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

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

**SAM 524: NCAA Rules and Procedures (3 semester hours)**

Examining and analyzing the bylaws, policies, and procedures of the National Collegiate Athletic Association (NCAA) is at the heart of this course. Students will be introduced to specific cases to develop a comprehensive understanding and appreciation of the NCAA, what it is, and how it functions.

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

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

**SAM 533: Sports Club Management (3 semester hours)**

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

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

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

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

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

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

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

**SAM 538: Inclusive Recreation Services (3 semester hours)**

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

**SAM 541: Sports Administration for Coaches (3 semester hours)**

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

**SAM 542: Sports Business and Personnel Management (3 semester hours)**

This course involves the study of the principles of personnel management, including staffing, training, creating a favorable work environment, labor relations, compensation, benefits, laws, position descriptions, and employee evaluations.

**SAM 543: Sports Administration (3 semester hours)**

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

**SAM 544: Sports Marketing (3 semester hours)**

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

**SAM 545: Sports Finance (3 semester hours)**

This course involves a study of the basic financial considerations a Sports Management professional must understand to function effectively. It includes the financial challenges facing the profession, sources of funding, budgeting and financial statements, the concept of economic impact analysis, and the pros and cons of using public-sector funds.

**SAM 550: Fundraising in Sports (3 semester hours)**

This course is a study of the concepts of sports fundraising. It provides a framework within which development staff, managers, and directors can operate and develop fundraising programs.

**SAM 551: Public Relations in Sports (3 semester hours)**

Understanding the fundamentals of public relations and how they uniquely apply to sports in today's world is the primary focus of this course. The vital role public relations plays in sports management cannot be overlooked in our contemporary sports environment, which can be both the beneficiary and victim of our immediate access to information through social media, blogs, etc. An examination and analysis of all these elements provides the basis for the in-depth inquiry into the contributions public relations makes to sports.

**SAM 582: Sports Facilities (3 semester hours)**

This course involves the study of the principles, guidelines, and recommendations for planning, constructing, using, and maintaining indoor and outdoor sports, physical education, recreation, and fitness facilities.

**SAM 586: Sports Law and Risk Management (3 semester hours)**

This course introduces the fundamental tenets of the law and familiarizes students with legal structure and basic legal terminology. Various types of law are examined as is the impact each has on the sports industry. A thorough review of risk management as it interfaces with legal liability issues in the sports industry is provided.

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

This course is designed to examine the role of the sports agent in the world of sports. An emphasis is placed on NCAA rules and state regulations surrounding recruitment by agents and the potential pitfalls an athlete

could face. A thorough understanding of the sports agency profession is provided, including the techniques necessary to operate successfully in the profession.

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

The course provides an analysis of professional and amateur sports organizations from a philosophical, historical, and operational perspective. It takes an in-depth look at the management and business practices of this industry. It is designed for leaders in the industry who will manage effective and efficient sports organizations.

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

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

**SAM 644: Sports Marketing Research (3 semester hours)**

This course examines marketing research pertinent to the successful operation of sports enterprises. It includes the study of research design, data analysis, and the presentation of results.

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

This course involves an in-depth study of the financial challenges facing contemporary sports administrators, including an examination of financial data analysis, sources of funding, budgeting and financial accountability, inventory management and production control processes, profit distribution, taxation, and accounting processes.

*This course is required in the doctoral program core.*

**SAM 662: Sports Entrepreneurship (3 semester hours)**

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

**SAM 672: Personnel Training and Development (3 semester hours)**

This course reviews various forms of personnel training and development. On-the-job and off-the-job training programs, personnel evaluation procedures, and needs assessments are also examined.

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

This course examines the principles, guidelines, and recommendations for the planning, construction, maintenance, and management of sports facilities. It is designed to provide students with an awareness of the facilities appropriate to sports programs, ranging from colleges to ultramodern fitness centers.

**SAM 730: Sports Leadership Principles (3 semester hours)**

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

*This course is required in the doctoral program core.*

**SAM 735: Strategic Planning in Sports (3 semester hours)**

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

**SAM 736: Communication for Leadership (3 semester hours)**

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

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

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

**SAM 738: Strategic Management for Sports Organizations (3 semester hours)**

This course examines, prepares, builds, and enables development of skills necessary in understanding strategy formulation implementation, evaluation and control by applying a variety of tools and techniques related to strategic analysis. You then use that analysis to formulate organizational goals, tactical implementation to reach goals, and monitor plans. You will use internal and external data as part of the planning, implementation, and monitoring processes in order to sustain a competitive advantage in current and future domestic and global markets including the business of sport.

***This course is required in the doctoral program core.***

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

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

***This course is required in the doctoral program core.***

**SAM 744: Advanced Sports Marketing (3 semester hours)**

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

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

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

**SAM 787: Sports Related Concussions (3 semester hours)**

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

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

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

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

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

**SAR 510: Sports Biomechanics (3 semester hours)**

This course is a comprehensive study of human movement as it relates to sports and exercise. It covers how the study of biomechanics can promote human performance and prevent injury.

**SAR 511: Sports Performance Enhancement (3 semester hours)**

The course is designed for sports coaches to study human movement as it relates to sports activities. Coaching techniques and methodology are addressed as they apply to analyzing skills and improving sports performance.

**SAR 520: Exercise Physiology (3 semester hours)**

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

**SAR 525: Sports Strength and Conditioning (3 semester hours)**

This course is designed to study the fundamental principles of training and nutrition in sports and exercise. It is intended to develop knowledge of the anatomical and physiological systems challenged by sports conditioning and strength training, and to develop an awareness of fitness and nutrition programming. Ideas can be used to enhance individual and team performance in sports.

**SAR 526: Personal Training (3 semester hours)**

This course will combine sports science and entrepreneurial principles toward the design and implementation of a personal training business.

**SAR 562: Quantitative Analysis in Sports**

The goal of this course is to serve as an introduction to the methods of collecting, analyzing, and interpreting sports data. The course is designed for students who are familiar with the use cases of data in sports settings but have a limited background in statistics.

**SAR 575: Professional Writing and Applied Research (3 semester hours)**

This course will introduce the exciting world of research design and statistics to sports professionals employed in a variety of settings. The format and techniques for writing a scholarly research paper will be presented. Various types of research commonly used in sports are reviewed. Descriptive and inferential statistical analyses are covered, with an emphasis on their application to sports.

*(This is a required course for Thesis track students. It must be taken in the final semester of coursework.)*

**SAR 580: Exercise Testing and Prescription (3 semester hours)**

This course is a concentrated study of the principles of exercise testing and prescription for healthy and diseased states. The prerequisite for this course is SAR 520.

**SAR 587: Management Strategies in Health and Fitness (3 semester hours)**

The study of the basic concepts, theories, and organization of management as applied to the field of health and fitness. Topics include organizational structure and function, program development and administration, human resource management, financial management, inventory control, information management, insurance issues, and legal considerations in health and fitness.

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

This course is an overview of statistical methods utilized in sports and exercise science. Emphasis will be placed on computer software-based analysis. Topics include hypothesis testing, normal distributions, *t* tests, analysis of variance, chi-square, nonparametric techniques, correlation, and linear regression.

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

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

***Prerequisite: SAR 520: Exercise Physiology.***

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

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

***Prerequisite: SAR 520: Exercise Physiology.***

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

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

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

**SAR 776: Research Methodologies (3 semester hours)**

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

***This course is required in the doctoral program research core.***

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

The goal for this course is to conduct library database searches on an approved sports topic. This course is a comprehensive analysis and discussion of selected aspects of sports. It is advisable to compile readings and research on topics that may relate to one's dissertation topic. The focus of this course is to support a student's specific research interests.

***This course is required in the doctoral program research core. This course must be taken during the student's final semester of course work.***

**SCS 508: Coaching Baseball (3 semester hours)**

This course is designed to provide the foundations of coaching baseball to help current and future coaches accomplish the development of successful baseball programs. Coaching baseball has numerous challenges on and off the field. This course provides an in-depth analysis of all of the critical aspects of the competitions of baseball. It utilizes insight from some of the best baseball minds to put the coach-practitioner in a position to succeed.

**SCS 513 Coaching Basketball (3 semester hours)**

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

**SCS 532: Coaching Football (3 semester hours)**

This course is a study of the science and art of coaching football. All phases of coaching are addressed, from the Xs and Os, to the philosophy of leadership, responsibility, and teaching.

**SCS 564: Coaching Soccer (3 semester hours)**

This course is designed to provide the knowledge and skills necessary to individuals who intend to coach soccer at the secondary, collegiate, and professional levels. Emphasis will be placed on understanding and teaching the fundamental skills, techniques, drills, and team strategies. Planning, preparation, and administration of the various phases of the season, practices, and competitions, along with the development of coaching philosophy, and program evaluation plan for future improvement will be covered.

**SCS 566: Coaching Softball (3 semester hours)**

This course covers the philosophical foundations of coaching softball and the technical aspects of coaching the game. The philosophical foundations include setting priorities, identifying personal standards, player and coach value systems, and organizing, building, and marketing the team. The technical portion of the course includes individual skills, team strategies, motivating players, and preparing for competition in tournaments and playoffs.

**SCS 578: Coaching Volleyball (3 semester hours)**

This course examines the practical side of coaching volleyball. By illustrating the importance of scouting, practice preparation, and physical training, it attempts to address some of the major areas of volleyball coaching. The major areas of volleyball are broken down into the following categories: coaching priorities and principles, program building and management, innovative and effective practice sessions, individualized skills and team tactics, and game-winning strategies.

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

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

**SET 571 Esports Coaching Methodology (3 semester hours)**

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

**SET 572 Esports Administration (3 semester hours)**

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

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

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

**SPT 592: Internship in Exercise Science (6 semester hours)**

Internships include supervised work for 300 clock-hours in the fields of Sports Exercise Science in schools, colleges, universities, businesses, or industries. Students enrolled in the Sports Exercise Science major, or a dual major which includes Sports Exercise Science, are required to take the Internship. Before enrolling in the internship all core courses (9 semester hours) must be completed (Sports Exercise Science majors (and dual majors) must complete all core and required course before enrolling.)

**SPT 594: Internship in Sports Coaching (6 semester hours)**

Internships include supervised work for 300 clock-hours in the fields of Sports Coaching in schools, colleges, universities, businesses, or industries.

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

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

**SPT 598: Internship in Sports Management (6 semester hours)**

Internships include supervised work for 300 clock-hours in the fields of Sports Management in schools, colleges, universities, businesses, or industries.



**SPT 599: Thesis (6 semester hours)**

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

**SPT 791 Doctoral Research Design (3 semester hours)**

The dissertation is the final culminating project for the doctoral program. The dissertation represents the formal development of an original piece of research under the direction of a dissertation chairperson and two committee members. This course serves as the formal beginning of the dissertation process. In this course students will apply their knowledge of literature search and research methodology to design, refine, and defend their dissertation proposal.

***This course requires a prerequisite: SAR 790***

**SPT 792 Doctoral Data Collection & Analysis (3 semester hours)**

The dissertation is the final culminating project for the doctoral program. The dissertation represents the formal development of an original piece of research under the direction of a dissertation chairperson and two committee members. This course builds on the work done in SPT 791. After securing permission from the USSA Institutional Review Board, students will execute the approved research design and methodology. Successful data collection and statistical analysis are key objectives.

***This course requires a prerequisite: SPT 791***

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

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

**SPT 798: Doctoral Degree Internship (6 semester hours)**

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

***The internship is required in the doctoral program.***

**SPT 799: Dissertation (3 semester hours)**

The dissertation is the final culminating project for the doctoral program. The dissertation represents the formal development of an original piece of research under the direction of a dissertation chairperson and two committee members. This course represents the completion of the dissertation process and includes the writing, editing, and successful defense of the dissertation manuscript.

***This course requires a prerequisite: SPT 792.***

## 5 USSA WRITING SUPPORT

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

All writing support resources, tutorials, and lab sessions are offered to USSA students at no cost. Students are encouraged to utilize the available support resources throughout their studies.

For questions or assistance, students should contact the Director of the Library ([library@ussa.edu](mailto:library@ussa.edu)).

### 5.1 PROQUEST Research Companion

The ProQuest Research Companion is an intuitive, self-guided online tool that supports students in areas such as information literacy, writing, and research skills. This tool is offered as a support resource for students beginning their writing or research process and/or for students who need help with a specific skill area of source-based writing and academic research.

The Research Companion consists of three modules. Each module offers brief tutorial videos, pep talks, and interactive tools designed to help students understand research in a specific context: finding information, evaluating information, and using information.

The Research Companion allows students to develop a foundation for academic writing and research skills through practical, easy to find and follow instructional materials. The instructional content of the Research Companion can be completed, in its entirety, in under three hours. Alternatively, all parts of the Research Companion can be reviewed individually, giving students access to the support they need on demand. The ProQuest Research Companion may be accessed through our website.

### 5.2 One-on-One Writing Lab

USSA offers one-on-one writing lab sessions for students at all degree levels. These sessions are designed for students who have already completed the research and preliminary writing for an assignment (including students who are seeking help with revisions based on instructor feedback).

Lab sessions are conducted one-on-one with the Director of the Library or other faculty and staff, as necessary. The writing lab sessions provide personalized proofreading, formatting, and revision support for student papers and other written assignments. The sessions also offer students the opportunity to be actively involved in improving their academic writing.

Students may schedule writing lab sessions for between 45-60 minutes and must do so at least three (3) business days in advance via the online **Writing Lab Session Request Form**. Requests must include a copy of the assignment for which the student is seeking support.

## 6 TUITION AND FEES

The published fees and costs schedule includes the basic fees required of all students enrolling in USSA. All tuition and fees below are accurate as of the publication date of this catalog. For the most updated and accurate tuition and fees, please see our website: **Tuition and Fees webpage**.

Tuition and fees are due upon registration. Registration is not complete until financial clearance is received, indicating full payment. No student may register for any course until all USSA charges are satisfied.

	M.S.S.	M.S.S. Active-Duty TA	Ed. D.	Ed. D. Active-Duty TA
<b>TUITION AND FEES</b>				
Tuition Fee (per semester hour)	\$720	\$575	\$820	\$750
Application Fee (Degree or Non-Degree)	\$50	\$50	\$100	\$100
Application Fee (International)	\$100	N/A	\$155	N/A
<b>ONE TIME FEES</b>				
Graduation Application Fee, includes one year of alumni membership	\$165	\$165	\$310	\$310
Registration Fee for Commencement Ceremony*	\$75	\$75	\$75	\$75
<b>EXPRESS SHIPPING FEES (as applicable)</b>				
FedEx 2-day (per transcript)**	\$50	\$50	\$50	\$50
FedEx Overnight (per transcript)**	\$85	\$85	\$85	\$85
<b>ADMINISTRATIVE FEES</b>				
Comprehensive Examination Fee	\$225	\$225	N/A	N/A
Independent Study Fee (per course)	\$75	Waived	\$75	Waived
Graduate Transfer Credit Evaluation Fee	\$50	\$50	\$50	\$50
Readmittance Fee	\$200	\$200	\$200	\$200
Re-enrollment Application Fee	\$25	\$25	\$50	\$50
Returned Check Fee (each occurrence)	\$40	\$40	\$40	\$40
USSA Transcript Fee (per copy)***	\$25	\$25	\$25	\$25
Credit-Bearing Certificate Administration Fee	\$150	\$150	N/A	N/A
Doctoral Dissertation Binding Fee	N/A	N/A	\$1500	\$1500
Doctoral Program Continuation Fee****	N/A	N/A	\$500	\$500
Residential Administrative Fee (per semester)	\$200	N/A	\$200	N/A
<b>REPLACEMENT DIPLOMA FEES</b>				
Parchment Copy (8 ½" x 11")	\$25	\$25	\$25	\$25

\* Graduation Registration Fees for Commencement Ceremony may vary, \*\*Additional charges may apply to Saturday deliveries or international shipping and handling; \*\*\*Transcript fees vary depending on Parchment.com; \*\*\*\*For more information on continuation fees, see **Section 4.4.3.6**

### Note for Active-duty Members of the Armed Forces:

Active-duty Armed Forces members, including active-duty National Guard members, eligible to participate in Department of Defense tuition assistance programs will be charged a tuition rate not higher than the maximum amount per credit hour covered by the tuition assistance program. In addition, the Independent Study Fee will be waived. Students receiving Chapter 31 or Chapter 33 military benefits with 100% eligibility and 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.

## 7 FINANCIAL AID

USSA 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.

All students receiving financial aid must maintain at least half-time enrollment status (which is three credit hours per semester at the master's and doctoral degree levels). To apply for any financial aid program, students must complete the Free Application for Federal Student Aid (FAFSA). Application forms can be obtained from the Federal Student Aid website: <https://studentaid.gov/>.

### 7.1 Financial Aid Programs for Qualifying Students

The availability of financial aid funds may be limited from year to year. In addition, USSA'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.

USSA awards financial aid to eligible students regardless of race, color, sex, national origin, religion, age, disability, or genetic information.

#### 7.1.1 Grants

Grants are gift-aid and do not have to be repaid. Graduate students may be eligible for grants through external sources, including federal, state, or organizational-level grants. Students are solely responsible for researching and applying for these grant opportunities.

#### 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 unsubsidized. Federal Student Loan information, including the current loan interest rate, is available at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**Unsubsidized loans:** 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.

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

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

## Graduate PLUS Loans

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

Parents must complete the PLUS loan application and Master Promissory Note (MPN). The application and MPN can be obtained online from Direct Loans ([www.studentaid.ed.gov](http://www.studentaid.ed.gov)).

### Annual Loan Limits for Unsubsidized Direct Student Loans

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

### 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, USSA, with the concurrence of the student, will post the incoming funds to the student's account.

USSA 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. Course attendance must be verified to receive the financial aid disbursement and VA certification. Attendance must be verified within 7 days of the course's start date.
5. Accounts receivable balances will be subject to collection procedures, as indicated in USSA'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 **Drop/Add & Withdrawal Form** and will be assigned a "W" grade, provided the withdrawal is completed in accordance with institutional policy.

**16-Week Course 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. USSA is also required to return a portion of financial aid on the student's behalf. Students will be responsible for any portion USSA is required to return due to withdrawal (see the Return of Title IV Funds section in this academic catalog or online at our website on the Financial Aid webpage: <https://ussa.edu/admissions/financialaid> for further details). This policy will be updated annually to ascertain those changes in federal regulations are accommodated.

**5-Week Course 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. USSA is also required to return a portion of financial aid on the student's behalf. Students will be responsible for any portion USSA is required to return due to withdrawal (see the Return of Title IV Funds section in this academic catalog or online at our website on the Financial Aid webpage: <https://ussa.edu/admissions/financialaid> for further details). This policy will be updated annually to ascertain those changes in federal regulations are accommodated.

#### **Unofficial Withdrawal**

A student who registers for a course and fails to attend the course who does not officially withdraw from USSA in accordance with academic policy will be deemed an "unofficial withdrawal" for the purposes of financial aid. 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. 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.

#### **Unofficial Withdrawal from 16-Week Courses:**

"Unofficial withdrawal" occurs when a student has failed to log-on or attend and commence any coursework within 7 days of the official start date of a course. 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.

#### **Unofficial Withdrawal from 5-Week Courses:**

"Unofficial withdrawal" occurs when a student has failed to log-on or attend and commence any coursework within 7 days of the official start date of a course. 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.

USSA's Financial Aid Office is governed by rules concerning Title IV Federal Student Aid funds, 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.

##### 7.1.4.1 In-School Deferment for Dissertation

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

- Written confirmation from the student's chair that the student is progressing toward the completion of the dissertation, which must be received prior to certifying an in-school deferment; and
- The student's compliance with limitations on the academic program as delineated in the student's academic catalog and program of study (See ***Statute of Limitations for Degree Completion***)

## 7.2 Veterans Administration Programs

### 7.2.1 Veterans Benefits

**Veterans Benefits:** USSA 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, visit <https://benefits.va.gov/gibill/>

**16-Week Courses:** All veterans' courses will be reported as a 15-week term. A veteran certification will be amended based on when the student completes the course. Non-punitive grades are not eligible for VA funding and will be reported as the last day of attendance.

Please note, within the 16-week course period, the first week is set aside for processing and shipment of course materials for students using vocational rehabilitation benefits, which covers funding for textbooks.

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

**5-Week 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. Non-punitive grades are not eligible for VA funding and will be reported as the last day of attendance.

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

Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds

because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

**Dependent Benefits:** Dependents of some veterans may be eligible for educational assistance while attending USSA. 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 Programs

USSA 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 USSA's Financial Aid office.

USSA 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 USSA and its degree program in its DANTES External Degree Catalog.

USSA recognizes that how a student pays for education is an important decision. USSA 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.

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

Tuition Assistance "Top-Up Program"	
What is It	The "Top-Up" program is an additional benefit intended to supplement other tuition assistance programs.
Who is Eligible	To be eligible for the "Top-Up" benefit, an individual must be approved for federal Tuition.
Contact	<a href="https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/tuition-assistance-top-up/">https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/tuition-assistance-top-up/</a>



<b>Montgomery GI Bill® (MGIB) Active Duty and Selected Reserves</b>	
What is It	MGIB provides up to 36 months (four regular school years) of educational benefits to eligible veterans for: College, business, technical, or vocational courses; correspondence courses; apprenticeships or job training; flight training.
Who is Eligible	Active-duty members who have served at least two years on active duty. Veterans fitting one of four eligibility categories reflecting enlistment date and length of active duty.
Contact	<a href="https://www.va.gov/education/about-gi-bill-benefits/montgomery-active-duty/">https://www.va.gov/education/about-gi-bill-benefits/montgomery-active-duty/</a> <a href="https://www.va.gov/education/about-gi-bill-benefits/montgomery-selected-reserve/">https://www.va.gov/education/about-gi-bill-benefits/montgomery-selected-reserve/</a>

<b>Post-9/11 GI Bill®</b>	
What is It	The Post-9/11 GI Bill® is a new education benefit program for individuals who served on active duty on or after September 10, 2001.
Who is Eligible	Service members may be eligible if they served at least 90 aggregate days on active duty after September 10, 2001, 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 active duty for further service in a reserve component of the Armed Forces.
Contact	<a href="https://www.va.gov/education/about-gi-bill-benefits/post-9-11/">https://www.va.gov/education/about-gi-bill-benefits/post-9-11/</a>

<b>Yellow Ribbon Program</b>	
What is It	The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008.  This program was designed to help decrease out-of-pocket expenses of veterans attending schools whose tuition and fees exceed the maximum amount for the Post-9/11 GI Bill®.
Who is Eligible	Individuals entitled to the maximum benefit rate (based on service requirements) under the Post-9/11 GI Bill® may receive this funding: <ul style="list-style-type: none"> <li>• If you served an aggregate period of at least 36 months active duty, or</li> <li>• If you were honorably discharged from active duty for a service-connected disability and had served 30 continuous days after September 10, 2001; or,</li> <li>• 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.</li> </ul>
Contact	<a href="https://www.va.gov/education/about-gi-bill-benefits/post-9-11/yellow-ribbon-program/">https://www.va.gov/education/about-gi-bill-benefits/post-9-11/yellow-ribbon-program/</a>

Reserve Educational Assistance Program (REAP)	
What is It	A program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency as declared by the President or Congress.
Who is Eligible	<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>
Contact	<a href="http://www.benefits.va.gov/gibill/reap.asp">www.benefits.va.gov/gibill/reap.asp</a>

Veterans Educational Assistance Program (VEAP)	
What is It	<p>This is available if an individual elected to make contributions from their military pay in order to participate.</p> <p>It can be used for a degree, certification course, correspondence course, apprenticeship or on the job training program, or vocational flight training programs, as well as for remedial, deficiency, and refresher training.</p>
Who is Eligible	<p>To be eligible the individual must have:</p> <ul style="list-style-type: none"> <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>
Contact	<a href="https://www.va.gov/education/other-va-education-benefits/veap/">https://www.va.gov/education/other-va-education-benefits/veap/</a>

Vocational Rehabilitation and Employment Service	
What is It	An individualized, detailed outline of service that will be provided under Chapter 31, VRE program. It also prepares an individual for obtaining and retaining employment consistent with one's abilities, aptitudes, and interests.
Who is Eligible	Veterans who have a VA disability rating and an employment handicap.
Contact	<a href="https://www.va.gov/careers-employment/vocational-rehabilitation/">https://www.va.gov/careers-employment/vocational-rehabilitation/</a>

### 7.3.1 Return of Unearned Tuition Assistance

Unearned tuition assistance (TA) funds will be refunded when a student officially or unofficially drops or withdraws from a course or all courses before the 8th day of class. TA funding will be refunded to the service branch, which will include the total tuition and other institutional charges.

To comply with Department of Defense policies, USSA will return any unearned TA funds on a prorated basis up to 60 percent 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. In instances when a student who is 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.

**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 for 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.

**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.

**16-Week Course Students for Complete Withdrawal:** A student who officially or unofficially drops or withdraws completely on or before the first day of class for a 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 is as follows:

Refund Schedule for Complete Withdrawal of 16-Week Course Students	
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

**5-Week Course Students for Complete Withdrawal:** A student who officially or unofficially drops or withdraws completely on or before the first day of class in a 5-week course, but prior to the end of the first of a course will have their TA funds refunded to the military Service Branch. The refund schedule is as follows:

Refund Schedule for Complete Withdrawal of 5-Week Course Students	
Before or during week 1	100% return
During week 2	50% return
During weeks 3	40% return (60% of course is completed)
During weeks 4-5	0% return

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

## 7.4 Definition of Academic Year

USSA's academic increments are termed as 16-week semesters in Fall, Spring, and Summer terms with courses offered in 16-week and 5-week modular formats, which follow USSA's academic calendar.

Students receiving financial aid at the master's level are permitted seven (7) years to complete their program of study. At the end of three semesters, nine semester hours must have been completed with a minimum cumulative grade point average of 3.0 on a 4.0 scale.

Students receiving financial aid at the doctoral level are permitted ten (10) years to complete their program of study. At the end of three semesters, nine semester hours must have been completed with a minimum cumulative grade point average of 3.0 on a 4.0 scale.

## 7.5 Satisfactory Academic Progress

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

Graduate students in the M.S.S. and Ed. D. are considered to be making satisfactory progress if they:

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

### 7.5.1 Required Qualitative Measure

To meet the required qualitative measure, a graduate student must maintain a minimum cumulative GPA of at least 3.0 on a 4.0 scale. This measure comes into effect after the student has attempted 6 semester hours or two semesters at USSA.

### **7.5.2 Measurable Quantitative Progress Requirement**

To maintain measurable progress toward the completion of a degree, a student must successfully complete 67% of all semester hours attempted at USSA; 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 or two semesters at USSA.

### **7.5.3 Reasonable Length of Time Requirement**

At USSA, 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, semester hours attempted, or clock hours completed.

The maximum time allotted to complete the master's degree is seven (7) years. The maximum time allotted to complete the doctoral degree is 99 attempted hours or ten (10) years. Coursework 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 Chief Academic Officer, 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 semester 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**

USSA's Financial Aid Office is governed by rules concerning Title IV Federal Student Aid funds, which include student loans.

USSA awards aid to students based on 100% completion of courses. If a student withdraws, USSA must determine the percentage of financial aid "earned" for that course. If students do not complete 60% of the academic term, they have not "earned" the full allotment of financial aid. In this case, USSA is required to return the "unearned" portion of aid to its originating source (i.e., the student-loan lender).

**16-Week Course Students:** Upon withdrawal, if USSA determines that a student is due a refund, it will credit the student's account. USSA determines the amount, if any, that must be returned on their behalf. If return of aid is required, USSA will use any credit balance a student may have to fulfill this responsibility. If those funds

are more than USSA 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 USSA a balance.

To determine if funds must be returned, USSA 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% or 56 days, USSA would be required to return only 50% of aid awarded/dispensed to the student during that term. Therefore, if USSA awarded and disbursed \$2,800.00 of aid to the student, USSA 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 USSA as 56 days exceeds the 38-day maximum, as stated in the USSA Refund Policy found in Section 8 of this catalog.

Students can determine the amount of their personal situations by using the same formula. The number of days attended is determined by the start day of the course in the Academic Calendar, based on seven (7) schooldays per week. This number can then be compared to 112 to determine what percentage of aid was earned. If less than 60%, the student can compare that percentage to the term's financial aid award amount to determine the amount USSA will return on a student's behalf to the student-loan lender.

**5-Week Course Students:** USSA awards aid to students based on 100% completion of courses. If students withdraw, USSA 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, USSA is required to return the "unearned" portion of aid to its originating source (i.e., the student-loan lender).

Upon withdrawal, if USSA determines that a student is due a refund, it will credit the student's account. USSA determines the amount, if any, that must be returned on their behalf. If return of aid is required, USSA will use any credit balance a student may have to fulfill this responsibility. If those funds are more than USSA 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 USSA a balance.

## **7.7 USSA Financial Aid Review**

1. Students can apply for financial aid before applying for admission to USSA.
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 to 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 <https://studentaid.gov/h/apply-for-aid/fafsa>. 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://studentaid.gov/fsa-id/sign-in/landing> and create their ID. The proper year (2023-2024) begins with the summer semester and USSA'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 USSA'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.

7. USSA will receive student information electronically from the Federal Processor. A student must be accepted for admission to USSA before any financial aid award can be processed. USSA will review the information and an email will be sent to the student, notifying him/her to log into the Student Portal website for an official award letter.

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

First time applicants must complete the required Federal Student Loan Entrance Counseling on the internet at <https://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 USSA. The interview is administered online at <https://studentaid.gov/> under Manage Loans.

## **7.8 National Student Clearinghouse**

USSA 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. USSA has appointed the Clearinghouse as its agent for the purpose of reporting information on the enrollment status of students to eligible requestors.

USSA provides to the Clearinghouse on a mutually agreeable schedule, an electronic listing containing the enrollment status of all USSA 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).

USSA promptly refers 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. USSA 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 USSA, 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 call 251-626-3303 to speak with our Financial Aid Office.



## 8 REGULATIONS/POLICIES/PROCEDURES

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

### 8.1 Academic Integrity

Sport requires all participants to agree to the goal of the game. They must also agree to the rules that define how the goal can be achieved. The goals for sports can be described simply: put the ball in the hole (golf), cross the finish line first (track, skiing, cycling), or strike your opponent more than they strike you (boxing, fencing). These goals become sports only when an agreed upon set of rules is established and followed. When a participant decides to focus only on the outcome and, in the process, violates the rules, they are no longer playing the sport.

The integrity of the agreement among all who play is essential. The goals for academic courses might also be defined in simple terms: turn in a well-written paper, answer exam questions correctly, and master a concept. Just like in sports, students must agree to abide by the rules and expectations of USSA in order to stay in the game. Academic integrity means honoring the learning process by being knowledgeable of the rules for each assignment, submitting your own work, and properly attributing the work of others when appropriate.

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 USSA. 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, an Internet-based plagiarism detection service. The Research Companion also has tutorials devoted to proper citation and avoiding plagiarism.

## **8.2 Full Academic Standing, Academic Probation, and Dismissal**

### **8.2.1 Full Academic Standing**

A graduate student is in good standing when continuously enrolled with a cumulative GPA at or above the 3.0 GPA required for the total number of semester hours at the institution.

If the student fails to enroll for more than two consecutive semesters, the student will no longer be in good standing, which may require readmission to the program.

### **8.2.2 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.

A graduate student is placed on academic probation when the student's cumulative GPA is below the 3.0 GPA required for the number of semester hours at the institution.

When the cumulative GPA of a graduate student who is on academic probation remains below 3.0 at the institution, and the semester GPA is at or above 3.0, the student remains on academic probation.

Any student on probation will not be extended academic privileges. These privileges include, but are not limited to, internship and overloads. A student receiving a letter grade of "F" in a required course must retake that course. A student receiving a letter grade of "F" in an elective course may be required to retake that course.

### **8.2.3 Dismissal**

When the cumulative GPA of a graduate student who is on Academic Probation remains below 3.0 and the GPA of the subsequent term of enrollment following Academic Probation is also below 3.0, the student will be dismissed from the program.

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

## **8.3 Academic Updates – Learning Management System**

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

## **8.4 Accounts Receivable from Students**

Students owing money to USSA 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 – M.S.S. and Ed. D.**

All graduate students are assigned an advisor upon admission. Students must participate in advising sessions prior to registering for courses. USSA reserves the right to reassign advisors.

## **8.6 Graduation and Commencement**

### **8.6.1. Application for Graduation**

After meeting all degree requirements, degree-seeking students may apply to graduate online and submit the graduation fee. Students can find the application for graduation on our website. It is important to note that the degree will not be conferred until the application is received and the fee paid.

Students must apply to graduate within one year of the completion date of their last academic course or successful thesis final defense for master's students or within one year of the completion date of their successful dissertation final defense for doctoral students.

#### **8.6.1.1 Graduation Requirements**

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

- Have submitted all required admissions materials
- Achieved a cumulative 3.0 or better grade point average
- Successfully completed all academic requirements
- Paid all fees and cleared all financial obligations with USSA
- Completed the application for graduation form and paid the graduation fees (Students must complete the application for graduation within one year of the completion date of their last academic course or successful thesis or dissertation final defense.)
- Financial aid recipients must complete a Financial Aid Exit Interview

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.

#### **8.6.1.2 Exit Surveys**

All students will be registered for an online 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.

### **8.6.1.3 Graduation with Honors**

USSA provides academic honors and awards to recognize and promote notable student achievement. These academic honors, for master's and doctoral students, include Graduation with Honors and Graduation with Highest Honors. Honors are calculated based only on hours attempted at the United States Sports Academy. Transfer credit hours are not used in the determination of academic honors.

To be eligible for a graduation honor, a master's degree student must have completed 33 semester hours beyond the bachelor's degree at the master's level and a doctoral degree student must have completed 60 semester hours beyond the master's degree at the doctoral level. Students who graduate with honors will receive a corresponding honor cord as applicable.

## **8.6.2 Commencement**

At its discretion, USSA will hold commencement ceremonies on campus. Additional information and details will be provided to eligible students. Commencement and graduation are two separate activities, and each requires a separate application and fee.

### **8.6.2.1 Alumnus of the Year Award**

The Alumnus of the Year Award is given annually to the most outstanding USSA Alumnus. The recipient must represent the ideals of sport and of USSA. USSA's Alumni Association features one of the largest networks in the sports profession. Since its inception, thousands of students have graduated from USSA. Many have moved into higher echelons of sport where their impact is immeasurable.

USSA 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 a USSA alumnus who is deserving of this award can email [alumni@ussa.edu](mailto:alumni@ussa.edu).

## **8.7 Attendance Policy**

All students enrolled in any course must attend class within the first **7 days** from the course start date for their attendance to be verified and receive financial aid disbursement and VA certification. Additional attendance expectations may vary by course and are published in the course syllabus.

## **8.8 Auditing Classes**

An audit-only student is one who is seeking no grade or credit for courses taken. Audit-only students must meet all regular admissions requirements, and the student must seek instructor permission before auditing

the course. Audit courses follow the same registration and withdrawal procedures as a course-bearing credit. The cost of auditing a course is the same as for taking a course for credit.

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.

## **8.9 Campus Computing and Email**

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

## **8.10 Catalog Coverage and Change**

The catalog that will govern a student's enrollment for a plan of study will be the one in force on the date of the first enrollment in any credit-bearing course of the institution. Students entering under one catalog will be expected to complete their degree under the guidelines of that catalog.

All students should note that fees, charges, costs, courses, programs, and activities set forth in this catalog are subject to change, cancellation, or termination by the institution at any time without prior notice, and the student will be subject to policies and procedures from the most recent version of the catalog.

If 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 on our website. 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 their academic program.

USSA reserves the right to deny a student's catalog change request upon review. Although USSA reserves the right to change policies and procedures and the student acknowledges this right by registering for a course, USSA recognizes a student's need to know graduation requirements and associated policies.

## **8.11 Change of Address**

If a student changes their address, the student is responsible for officially informing Student Services of the new address by submitting a **Student Personal Information Change Form**, which may be found on USSA's website.

If a vocational rehabilitation student does not submit the form to Student Services, the student will be held responsible for the cost of course materials, including the shipping and handling of course materials that are sent to the student's address that is located on file.

## **8.12 Change of Major**

A student wishing to change from one major to another or to change an emphasis in a current major must

submit a **Student Academic Information Change Form**, which may be found on USSA's website.

## 8.13 Committees – Structure and Function

USSA 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.

The Institutional Effectiveness Committee monitors all regulatory compliance and governance. The Institutional Effectiveness Committee is chaired by the Chief Academic Officer. As necessary, the Institutional Effectiveness Committee appoints sub-committees to carry out functions, such as institutional review.

## 8.14 Conferring of Degrees

When a student has completed all requirements for the master's or doctoral degree, an application for graduation must be made online and pay the graduation fee. Students must apply for graduation within one year of the completion date of their last academic course or successful dissertation final defense.

The degree will not be conferred until the student's academic file has undergone a graduation audit. Once the student meets all criteria to graduate through the degree audit, the student will then be registered for the Exit Survey. Students are encouraged to complete the survey.

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.

For more information on the application for graduation, see **Section 8.6**.

## 8.15 Course Grading Policies

### 8.15.1 Grading System – Graduate

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

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

A cumulative grade point average (GPA) of 3.0 for 60 semester hours of work is required for graduation. In

computing the required 3.0 average necessary for the conferment of the master's or doctoral degree, the total number of quality points is divided by the total number of semester hours for which letter grades were assigned. Grades earned at other institutions and transferred to USSA 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 a USSA course. The grade of "P" does not affect the GPA.

**W = Withdraw:** Recorded on the permanent record of a student who withdraws from USSA 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 (Internship courses):** To receive a "Pass" for the internship, the student must pass all four components of the course: student monthly reports, mentor's final evaluation, student's final paper, and final interview with the assigned internship advisor.

**P/X = Pass/Fail (Orientation courses):** To receive a "Pass" for the Orientation course, the student must complete all units.

**IP = In Progress:** USSA uses "In Progress" (IP) in the interim when an IP agreement has been submitted. An IP grade is not a final grade. In the event a student does not fulfill all requirements of the IP agreement, the IP grade will become an "F" grade. For more information, see **Section 8.15.4 In Progress Policy**.

### 8.15.2 Grading Rubrics

USSA uses a rubric form of grading for all course discussions and assignments. Rubrics inform students of expectations while they are learning. These tools also enable teachers to grade efficiently, judge student work against a standard, and communicate readily with each student. USSA uses rubrics which are tailored to measure specific student outcomes for grading all course assessments. Students may find the rubric for any graded assessment attached to the assessment within the LMS.

### 8.15.3 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 that 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 disagrees with a faculty member's professional judgment of the student's performance.

Since the grade appeals process may result in the change of a grade, it must be noted that change because 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.

Consequently, 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.

#### 8.15.4 In Progress Policy

Courses are offered in a variety of sessions and formats.

Students who are active-duty military personnel are provided an additional two weeks for the shipping and handling of course materials in which to complete their coursework.

Students may be permitted additional course time for a range of circumstances, including active-duty military service, accommodations, or other reasons. Students must initiate any adjustment to course completion timelines by contacting the instructor of record prior to the course end date for an In Progress (IP) request.

1. **Student eligibility criteria:** For the student to be eligible for IP consideration, the student must have made satisfactory progress within the course.
2. **Student requirement:** The student must request the IP from the instructor via the LMS Inbox by the Friday prior to the course end date.
  - In the email, the student must include the Course Number, Course Name, Term, and the rationale for the IP request.
3. **Instructor responsibility:** IP requests are granted at the discretion of the instructor. The instructor will determine the terms of the IP, including the change of grade deadline, by completing the **In Progress Form**.
4. **IP Request completion:** If the student agrees to the terms, the student and the instructor will both sign on the IP form before the instructor sends the form to the Chief Academic Officer or designee.

Upon the completion of the IP agreement, the instructor will send a **Change of Grade form** to update the IP to the final grade.

#### 8.15.5 Dropping and Withdrawing from Courses

If the student opts to withdraw from the course, the student must do so by submitting an **Add/Drop/Withdrawal form** by the last day of the course. If the student chooses to not withdraw, the student will receive the grade calculated after entering zeroes for all remaining incomplete assignments.

To drop or withdraw from an online course a student must obtain a **Drop/Add & Withdrawal Form** from USSA's website (<https://ussa.edu/students/>). The completed form must be returned to the Office of the Director of Registration and Records (by fax, US mail, in person, or by scan and email). A drop or withdrawal becomes effective the day the completed form is received by the Office of the Director of Registration and Records.

All refunds for dropping a course will be issued in accordance with the dates set forth in the Refund Schedule. Please see **Section 8.29 Refund and Course Withdrawal Policy** for more information.



**Dropping a Course:** If the **Drop/Add & Withdrawal Form** is submitted within the first seven (7) days of class or before the disbursement of financial aid or tuition proceeds, it will be processed as a drop and the student will not receive a grade for the course.

**Withdrawing From a Course:** If the **Drop/Add & Withdrawal Form** is submitted after the seven (7) days, it will be processed as a withdrawal and the student will be assigned a “W” grade, provided the withdrawal is completed in accordance with institutional policy.

Changing from full-time to part-time status or from part-time to full-time status may significantly affect a student’s financial aid. It is the student’s responsibility to contact the Financial Aid office ([financialaid@ussa.edu](mailto:financialaid@ussa.edu)) prior to dropping or withdrawing from courses for information concerning the financial implications of the proposed change.

### **8.15.6 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, grades for the second and all subsequent attempts of the course will be used in the computation of the cumulative grade point average. Official records at USSA will list each course in which a student is enrolled.

### **8.15.7 Semester Academic Honors and Awards**

**Semester Academic Honors.** USSA 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 USSA
- Must be in full academic standing
- At least six 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 USSA
- Must be in full academic standing
- At least six hours completed for the semester

### **8.15.8 Withdrawing from USSA**

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 on our website. Students must submit the completed

form to the Director of Registration and Records. 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 Director of Registration and Records.

Refunds, if applicable, may not be authorized without completion of the withdrawal form and are based on USSA’s pro-rated refund schedule.

## **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. USSA, solely at its discretion, reserves the right to withhold such services when it deems them inappropriate.

## **8.17 Course Evaluation**

At the end of each course, students are encouraged to complete course evaluations. Evaluation results are shared with the course instructor and academic administration after final grades have been submitted with student name redacted.

## **8.18 Textbook Policy**

Students are responsible for obtaining and accessing the appropriate textbook for their course before each course start date. For students eligible and using vocational rehabilitation benefits, funding is available for textbooks and materials.

A list of textbooks and materials for each course is available for all students on our website:

<https://ussa.libguides.com/textbooklist>

## **8.19 Program Assessment**

### **8.19.1 Peregrine Assessment**

USSA’s Sports Management degree program has accreditation 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, USSA has contracted with Peregrine Academic Services who will administer inbound and outbound assessments to sports management majors. A graduate student will take an inbound assessment in either SAB 561 for master’s students or SAB 661 for doctoral students and an outbound assessment as a Master’s Comprehensive Exam for master’s students or in SAR 790 for doctoral students.

### **8.19.2 Master’s Degree Comprehensive Examination**

Students enrolled in the master’s degree program must select one of three academic study track options: Thesis, Non-Thesis, or Internship. Internship or Non-Thesis students are required to take a comprehensive examination once they have completed all academic degree requirements unless extenuating circumstances are approved by the Chief Academic Officer.

The purpose of the comprehensive examination is to assess a master's degree student's ability to apply, analyze, and synthesize knowledge in a chosen area. A student must complete and pass the Master's Comprehensive Exam to be eligible to graduate.

For complete instructions on the examination procedures, see our [website](#) or contact the student advisor.

## 8.20 Facilities

**Campus Bookstore:** The USSA Campus Bookstore is open at posted times for the purchase of USSA spirit apparel, gifts and souvenirs, sport books, and sport art. Purchases may also be made via a secure e-commerce site at <http://ussa.edu/bookstore>.

**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, USSA's Robert Block Library includes quiet and group spaces for research, collaboration, instruction, and testing. Special collections and areas of interest in the library include the Olympic Room, the Art Collection, the Golf Collection, and the Faculty Reserve Collection.

**Recording Studio:** Research has shown that creating a faculty presence can greatly enhance the learning experience in any course. The use of video and multimedia is an excellent way for instructors to build a faculty presence and increase student engagement. Located on the 2nd floor in the Robert Block Library, the Instructional Design department offers support for the integration of video and multimedia in USSA's professional recording and editing studio.

**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.

**Classrooms:** USSA has classroom space used for on-campus instruction.

## 8.21 Full-Time Student

To be reported as a full-time graduate student to the National Student Clearinghouse and for Financial Aid purposes, a student must enroll in at least 6 credit hours per semester. Graduate students may enroll in up to 12 credit hours per semester. With special permission from the Chief Academic Officer, a master's student or doctoral student may register for an overload not to exceed 15 semester hours in any one semester.

When calculating a student's semester hours of credit, resident courses, distance-learning courses, and internships, the hours will be included in the total hours of the semester during which the student initially registers for the courses.

## 8.22 Graduate Credit for Master's Students

Students in the M.S.S. program 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 600-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 Ed. D. tuition at the time of registration. Such courses will count toward the master's degree. However, these courses may not be used in fulfillment of the requirements of the doctoral degree unless they replace required courses or electives, in which case the student must take equivalent, appropriate semester hours toward the doctoral degree.

If these courses are emphasis courses, upon successful completion the student will be awarded the emphasis, and such will be noted on their transcript.

## **8.23 Holds on Student Records**

### **8.23.1 Administrative 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. A student who has an administrative hold is prevented from receiving student grade reports or official transcripts. Additionally, the student will be prevented from registering for additional coursework or receiving additional financial aid awards until conditions have been cleared with USSA.

Students should contact the Director of Registration and Records for more information on specific administrative holds on their account.

### **8.23.2 Academic Holds**

An academic hold may be placed on a student's record if advising has not been completed or if the student is not in good academic standing. A student who has an academic hold is prevented from registering for additional course work until the hold is released.

Students should contact their advisor for more information on specific academic holds on their account.

## **8.24 Leave of Absence Policy**

USSA 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 Advisor regarding the Leave of Absence.

No academic activities may be conducted during leave and this leave may not be used to avoid payment of tuition. An academic leave of absence is typically limited to one year except for military service. Students requiring additional terms of leave beyond 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 the **Leave of Absence Request Form** refer to our website.

## **8.25 Online Student Security**

All students are responsible for security with respect to their user IDs, passwords, and any activities utilizing the various USSA 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.

### **8.25.1 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 USSA.

#### **8.25.1.1 Automated Password Recovery/Reset**

1. USSA may provide an automated password recovery/reset process for most online services using advanced authentication.
2. This system will operate in a manner and by processes approved by the Department of Technology.
3. The password recovery solution should not rely solely on Social Security Number (SSN) or any portion thereof.
4. The password recovery solution should not rely on the student ID number or any portion thereof.

#### **8.32.1.2 Assisted Password Recovery/Reset**

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

## **8.26 Photos - Students**

### **8.26.1 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. The submitted document should include a visible signature.

### **8.26.2 Student Photo for Online Course Display and Student ID**

Students may have a photo displayed in each online course in which they are enrolled. Instructions for uploading may be found in the LMS course shell.

## 8.27 Program of Study

It is the student's responsibility to know and comply with the regulations, policies, and procedures set forth in this catalog including the Program of Study. It is the student's responsibility to ensure all degree requirements are met. The current Program of Study forms are available at USSA's website:

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

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 USSA. Students can find programs of study for prior years on our website in our previous catalogs.

USSA highly recommends 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 the SIS.

## 8.28 Re-Enrollment

Regardless of status, all students who have not been enrolled in a degree program for more than two consecutive semesters are required to re-enroll by submitting a **Re-Enrollment Application**, which can be found on USSA's website.

Students seeking re-enrollment are required to present official transcripts from any institution attended since leaving USSA. 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** section 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 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.

Students who have been dismissed for academic reasons from USSA must submit a **Re-Admittance Application** after 6 months have passed. The Re-Admittance Application will be reviewed by the Academic Committee. The application can be found on our website. 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 USSA are not eligible for re-enrollment.

## 8.29 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.

Students who are enrolled in more than one course will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including tuition fees appropriate to the classes

dropped.

### 8.29.1 Refund Schedule

**16-Week Courses:** A student who drops or withdraws within the first 38 days of a course will be refunded according to the date as follows:

- |                                  |             |
|----------------------------------|-------------|
| • Prior to the course start date | 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   |

**5-Week Courses:** A student who drops or withdraws within the first 21 days of a course will be refunded according to the date as follows:

- |                                  |             |
|----------------------------------|-------------|
| • Prior to the course start date | 100% refund |
| • 1-7 days                       | 100% refund |
| • 8-14 days                      | 50% refund  |
| • 15-21 days                     | 40% refund  |
| • After 21 days                  | No refund   |

### 8.29.2 For Withdrawal from Internship

- |  |             |
|--|-------------|
| • Up to five days after registration   | 100% refund |
| • 6-25 days after registration         | 95% refund  |
| • 26-60 days after registration        | 50% refund  |
| • 61-125 days after registration       | 25% refund  |
| • 126 days or later 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.

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

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

## 8.30 Release of Information

### 8.30.1 Release of Grades

The Family Educational Rights and Privacy Act (FERPA) prohibits the release of grades without written permission. Grades are neither mailed out to students nor given out over the telephone. Students may access their grades via their unofficial transcript, which can be found in the Student Information System. 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.

### **8.30.2 Release of Student Portal Login/Password Information**

Students receive Student Portal website user ID and password information upon application to their degree program. Accepted students must request this information via the Help Desk. If the student can provide self-identifying information to 2-3 questions.

## **8.31 Replacement Diplomas**

Students may order a replacement paper diploma or diploma plaque upon completion of the **Replacement Diploma Order Form** and the associated fees can be found online at our website. The form should be emailed, mailed, or faxed, and payment for the replacement must accompany the order.

## **8.32 Associate Faculty Members: Resident and Non-resident Faculty**

USSA utilizes both resident (on-campus) and non-resident (off-campus) associate faculty members to fulfill the academic mission of the institution. All USSA associate faculty members must have appropriate preparation in a relevant academic field as defined by the Southern Association of Colleges and Schools Commission on Colleges.

## **8.33 Special Student Services**

### **8.33.1 Students with Disabilities**

The Americans with Disabilities Act (ADA) provides federal civil rights protection to people who are considered disabled. Compliance with the ADA is a priority of USSA. To ensure institutional compliance, the institution administration has appointed the Director of Registration and Records to oversee compliance with the ADA. Questions or concerns regarding this Act should be directed to the Director of Registration and Records.

#### **8.31.1.1 Providing Services for Students with Disabilities**

Services and reasonable accommodation are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the ADA of 1990. USSA is committed to working with individuals with disabilities. It is the goal of USSA 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. USSA 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.

USSA 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 accommodation for students with disabilities requires an individual assessment of need and is a problem-solving process. Specific accommodation depends upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student. Refer to USSA's **ADA Application** on our website. 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 USSA about the disability and the need for reasonable accommodation. Students must furnish adequate documentation of their disabilities from medical or other appropriate professionals to substantiate the need for services.

### **Criteria for Disability Documentation**

The Rehabilitation Act of 1973 (Section 504) and the ADA of 1990 state that qualified students with disabilities who meet the technical and academic standards at USSA are entitled to reasonable accommodation. 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. USSA does not provide disability documentation for students. It is the student's responsibility to provide appropriate documentation to the Director of Registration and Records and to request accommodation. 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 another 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 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 ADHD based upon DSM 5 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

### **8.33.2 International Students**

Services for international students may include an orientation to USSA and community as well as assistance with immigration and naturalization procedures. Contact Admissions and Enrollment Management for more information.

### **8.33.3 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. USSA students who are reservists or members of the National Guard or active-duty military personnel who are ordered to deploy abroad will have the option of:

1. Receiving an administrative extension.
  - a. 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.
  - b. If 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 16-week courses will be allowed 18 weeks in which to complete a course.

### **8.34 Statute of Limitations for Degree Completion**

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

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

### **8.35 Drugs, Alcohol, and Weapons Policy**

#### **8.35.1 Monitoring Student Criminal Activity On-Campus and Off-Campus**

USSA monitors student criminal activity on-campus by complying with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which requires higher education institutions to disclose campus security information. Current and prospective students or employees have the right to obtain a copy of this information and review this information by accessing the federal government website at <https://ope.ed.gov/campusafety> (by typing in the "United States Sports Academy") or by accessing USSA's website at <https://ussa.edu/safety/campus-security/>.

USSA also is an online institution, and off-campus student criminal activity is not monitored.

#### **8.35.2 Policies and Programs Concerning Alcohol and Drugs**

It is USSA's desire to provide a drug-free, healthy, and safe university environment. USSA 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. USSA authorities will cooperate fully with local, state, and federal law enforcement agencies.

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:

Al-Anon Family Group Headquarters, Inc.  
1600 Corporate Landing Parkway, Virginia Beach, VA 23454-5617  
Tel: (757) 563-1656      [www.al-anon.org](http://www.al-anon.org)

Alcoholics Anonymous World Services, Inc.  
475 Riverside Drive, New York, NY 10115  
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)

### **8.35.3 Weapons Policy**

USSA prohibits the possession or use of firearms or weapons of any type on USSA'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). USSA reserves the right to deny admission or continued attendance to a student whose actions are contrary to the policies and procedures of USSA. Punishment for a weapons infraction may include suspension for a semester or immediate dismissal.

### **8.36 Student Conduct**

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

Students attending USSA 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. USSA considers unacceptable behavior to be actions that jeopardize the rights and freedom of others or adversely affect the integrity of USSA. USSA prohibits threats of physical harm to any member of the institution community, including oneself. Such actions may result in discipline ranging from probation to dismissal.

USSA reserves the right to deny admission or continued attendance to a student whose actions are contrary to the policies and procedures of USSA. As an independent institution, USSA 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 USSA itself, discontinue affiliation. By registering, the student concedes to USSA the right to require withdrawal whenever USSA deems withdrawal necessary. The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant, student or faculty member, and USSA. The catalog reflects the general nature of and conditions concerning the educational services of USSA effective at the time of preparation.

If 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 USSA 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. USSA recognizes and processes student misconduct using "Preponderance of Evidence." "Preponderance of Evidence" means that this evidence shows that the fact sought to be proven is more probable than not. This is the standard used in adjudicating all disciplinary cases within USSA 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.

### **8.36.1 Threatening Behavior by Students**

USSA 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 USSA. Threatening behavior can harm and disrupt USSA, its community, and its families.

Threatening behavior is prohibited. "Threatening behavior" means any statement, communication, conduct, or gesture, including those in written form, directed toward any member of the USSA 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 perceive 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.

### **8.36.1.1 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 Chief Academic Officer.
4. USSA 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 Chief Academic Officer.

### **8.36.1.2 Disciplinary Process**

In addition to any law enforcement action, the Chief Academic Officer (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 USSA 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 Chief Academic Officer. This will initiate the Student Conduct Inquiry regarding the student who is charged with exhibiting threatening behavior. Within 24 hours, the Chief Academic Officer (or designee) will email the person who submitted the information. The Chief Academic Officer 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 Chief Academic Officer may suspend the student for an interim period prior to the resolution of the disciplinary proceeding if the Chief Academic Officer determines that the continued presence of the student poses a threat to any individual, property, or USSA function. Sanctions, as appropriate, may be imposed in accordance with the Student Code of Conduct, up to and including suspension or dismissal from USSA.

## **8.37 Student Organizations**

USSA offers students the opportunity to participate in two formal organizations:

### **The Alumni Association**

There is a \$50 membership fee to become part of the Alumni Association, which is a network connection with thousands of sports professionals. A student receives a complimentary one-year membership to the Alumni Association upon graduation. Students who have graduated from USSA with a bachelor, master's, or doctoral

degree can connect with the USSA Alumni Association by sending an email to [alumni@ussa.edu](mailto:alumni@ussa.edu).

### **Delta Mu Delta Honor Society**

The Delta Mu Delta Honor Society is open to qualifying bachelor's, master's, and doctoral students majoring in sports management at the United States Sports Academy. Delta Mu Delta is a business honor society that recognizes and encourages academic excellence of students to create a community that fosters the well-being of its individual members and the business community through lifetime membership.

## **8.38 Student Complaints Not Related to Grades**

USSA 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 Chief Academic Officer. The form can be accessed via USSA's website: <https://ussa.edu/consumer-information/student-complaints/>

Upon receipt of the complaint, 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.

## **8.39 Student Rights**

USSA 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 USSA, 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 by the Division of Student Services stating that the above information may not be released, it will be assumed that the information may be disclosed.

### **8.39.1 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 USSA. Such transcripts will be labeled Issued to Student. Issuance of transcripts is subject to the applicable fee policy in this regard.

3. USSA 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. USSA 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 Office of the Director of Registration and Records.
5. USSA 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. USSA 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.

### **8.39.2 Student Rights: Complaint Process**

USSA 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** or **Student Conduct**.

## **8.40 Title IX Policy**

USSA is committed to maintaining an academic climate in which individuals have an opportunity to fully benefit 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.

### **8.40.1 Non-Discrimination Statement**

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

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





### **Title IX Coordinator for USSA**

Phone: 251-626-3303

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

Mailing Address: One Academy Drive, Daphne, AL 36526

*Note: Please see USSA's website at [www.ussa.edu](http://www.ussa.edu) for the current Title IX Coordinator.*

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. USSA expressly prohibits the offenses covered under this policy.

### **8.40.2 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.

USSA will follow the requirements of the Title IX Final Rule regarding sexual discrimination and harassment. Furthermore, sexual harassment is prohibited by USSA.

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 (USSA) 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 be met:

- The conduct must occur within the context of an "Educational Program or Activity" for which USSA exercises control over the Respondent, and
- 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 USSA policies and processes outlined in the Student Conduct Policy and the Employee Handbook.

### 8.40.3 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 a USSA Responsible Party with the authority to take corrective action on the part of USSA. 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 USSA are:
  - Title IX Coordinator
  - President & CEO
  - Vice President of Academic Affairs
  - Director of Administration and Finance
  - Human Resources Coordinator
  - Director of Registration and Records

According to the *Code of Alabama*, essentially everyone working in higher education is considered a mandatory reporter. Therefore, all USSA employees are considered mandatory reporters, and as such employees 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 19th birthday. Child abuse incidents must also be reported to one of the Responsible Parties as defined above.

#### ***Procedure for Formal Complaint Filing***

1. Although anyone may report a sexual harassment grievance, USSA 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 USSA community.)
2. 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.
3. The Complainant will be offered supportive measures when a grievance report is received, whether a Formal Complaint is filed. 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.

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 USSA employment arrangements or work schedules.

It is the Complainant's choice to accept or not accept any supportive measures offered. These measures are offered at no charge. USSA may also assist with obtaining counseling services or other services, however, as USSA does not offer such services on campus, they are not covered by USSA.

4. 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 USSA policies and processes outlined in the Student Conduct Policy and the Employee Handbook.
5. 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 they will also review the grievance process.
6. 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.
7. 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.
8. 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 USSA Administrative Manual.
9. 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.

#### **8.40.4 Title IX Grievance Procedure**

##### **8.40.4.1 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.

#### **8.40.4.2 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 whom 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.

#### **8.40.4.3 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(s) to report findings or recommendations. Both the Complainant and the Respondent may present evidence to the Investigator or provide names of witnesses and any other information for investigative consideration. The Complainant and the Respondent will have access to the Investigator(s) 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(s).

Both parties will be given an equal opportunity to inspect evidence. After investigating, the Investigator(s) 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 identify any other information or persons that need to be included in the investigation.

After follow-up and completion of the report, the Investigator(s) 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.

#### **8.40.4.4 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 they will ultimately determine if a Title IX policy violation has occurred.

#### **8.40.4.5 Live Hearing**

The live hearing provides an opportunity to test the credibility of parties and witnesses through cross-examination conducted by Advisors. The live hearing can be conducted either in person or remotely. The hearing must be recorded, and the recording will be made 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.

#### **8.40.4.6 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.

#### **8.40.4.7 Sanctions and Remedies**

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

#### **8.40.4.8 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. USSA reserves the right to outsource the grievance procedure to other trained personnel or appropriate organizations.

#### **8.40.4.9 Records Management**

All records regarding a signed Formal Complaint, informal resolution, the grievance procedure, appeals, and associated training materials will be kept by USSA for seven (7) years and in accordance with USSA Record Retention Policies. These records will include the determination, the live hearing recordings, and any sanctions or remedies.

The Title IX Coordinator, along with USSA 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.

#### **8.40.4.10 Retaliation**

Retaliation is prohibited by USSA. 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 and is prohibited in any form.

#### **8.40.5 Dissemination of the Title IX Policy**

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

New and current students and 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.

#### **8.40.6 Policy Updates**

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

**United States Sports Academy Website:**

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

**Title IX Coordinator for USSA:**

Phone: 251-626-3303

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

Mailing Address: One Academy Drive, Daphne, AL 36526

*Note: Please see USSA's website at [www.ussa.edu](http://www.ussa.edu) for the current Title IX Coordinator.*

**Human Resources Coordinator for USSA:**

Phone: 251-626-3303

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

Mailing Address: One Academy Drive, Daphne, AL 36526

*Note: Please see USSA's website at [www.ussa.edu](http://www.ussa.edu) for the current HR coordinator.*

#### **8.40.7 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.

#### **8.40.7.1 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 USSA 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. Hostile Environment sexual harassment may occur in student to student, employee to student, student to employee, or employee to employee relationships. 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.

#### 8.40.7.2 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 of the vagina or anus with any body part or object or oral penetration with 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 their age or because of their 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 years old.

#### 8.40.7.3 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 previously has or currently is cohabitating 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.

#### 8.40.7.4 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.

#### **8.40.7.5 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 USSA Employee Handbook.

#### **8.40.7.6 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.

#### **8.40.7.7 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 audiotaping 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.

#### **8.40.8 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 their 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 their consent.
- Physically helpless means unconscious or physically unable to communicate unwillingness to act.

#### **8.40.9 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 USSA. In such cases, efforts will be made to protect the privacy of individuals.

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

#### **8.40.10 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)

## 8.41 Transcripts

Requests for transcripts can be made through the Parchment website at [parchment.com](https://parchment.com) or through the Student Information System. Transcripts requested through Campus Café will only be released and delivered in hard copy. The current fee for each transcript can be found in the **Tuition and Fees** section of this academic catalog or on our website.

No official transcript will be furnished to a student who has an outstanding balance due to USSA as evidenced by an administrative hold placed on the student's file. It is against USSA policy to fax or email academic transcripts. USSA 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.

## **9 FACULTY**

### **9.1 Full-Time Faculty**

**Dr. Steve Condon**

B.S. Boston State College  
M.S. Florida State University  
Ed.S. The Univ. of Alabama  
Ph.D. Univ. of Mississippi

**Dr. Fred J. Cromartie**

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

**Dr. Roch King**

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

**Dr. Vandy Pacetti-Donelson**

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

**Dr. Brandon Spradley**

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

**Dr. Katrina Wahlström**

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

## 9.2 Associate Faculty

### **Dr. Marty Avant**

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

### **Dr. Anthony Borgese**

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

### **Dr. Karen Carty**

B.S. Norfolk State Univ.  
M.S. United States Sports Academy  
Ed. D. Bradley Univ.

### **Justin Charles**

B.A. Louisiana College  
M.A. American Military Univ.

### **Dr. Michael Culpepper**

B.A. Univ. of Alabama-Birmingham  
M.S. Univ. of Alabama-Birmingham  
Ed. D. The Univ. of Alabama

### **Dr. Dexter Davis**

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

### **Dr. Erwei Dong**

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

### **Dr. Nick Elam**

B.S. Univ. of Dayton  
M.S. Univ. of Dayton  
Ph.D. Miami Univ.

### **Dr. Jennifer Egrie**

B.A.B.A. Eckerd College  
M.B.A. Webster Univ.  
D.B.A. Argosy Univ.

### **Dr. Latorial Faison**

B.A. Univ. of Virginia  
M.A. Virginia Polytechnic Institute & State Univ.  
Ed. D. Virginia State Univ.

### **Dr. Sandra Geringer**

B.S. Bowling Green State Univ.  
M.Ed. College of William and Mary  
Ed. D. United States Sports Academy

### **Dr. Robert Herron**

B.S. Auburn Univ.  
M.A. The Univ. of Alabama  
Ed. D. United States Sports Academy

### **Dr. Mark Janas**

B.S. Univ. of North Carolina  
M.B.A. Univ. of North Carolina  
Ed. D. United States Sports Academy

### **Dr. William Kruse**

B.S. San Diego State Univ.  
M.S. Univ. of Richmond  
J.D. Univ. of the Pacific,  
McGeorge School of Law  
Ed. D. United States Sports Academy

### **George Minoso**

B.A. The Univ. of Alabama  
B.S. The Univ. of Alabama  
M.A. Univ. of West Alabama

### **Dr. Qshequilla Mitchell**

B.S. San Diego State Univ.  
B.S. Stillman College  
M.A. The Univ. of Alabama  
M.P.H. Univ. of Alabama-Birmingham  
Ph.D. The Univ. of Alabama

### **Dr. Jordan Moon**

B.S. Grand Valley State Univ.  
M.S. Florida Atlantic Univ.  
Ph.D. Univ. of Oklahoma

### **Dr. Timothy Newman**

B.S. Towson State Univ.  
M.Ed. Univ. of Virginia  
D.S.M. United States Sports Academy

### **Dr. Jennifer Parker**

B.S. California State Univ.  
M.S. California Baptist Univ.  
M.S.S. United States Sports Academy  
Ed. D. A.T. Stillman Univ.

### **Dr. Jessica Robinson**

B.S. Grambling State Univ.  
M.S.S. United States Sports Academy  
D.S.Psych. Ashford Univ.

### **Dr. David Shrock**

B.A. San Jose State Univ.  
M.A. San Jose State Univ.  
Ed. D. United States Sports Academy

### **Dr. Janice Spangenburg**

A.A.S. Tidewater Community College  
B.A. Saint Leo Univ.  
M.S. Troy State Univ.  
M.A. Fielding Graduate Univ.  
Ph.D. Regent Univ.

### **Dr. Ciara Taylor**

B.S. Southern Illinois Univ.  
M.S. Northwestern State Univ.  
Ed. D. United States Sports Academy

### **Dr. Bonnie Tiell**

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

### **Dr. M. Brian Wallace**

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

## 10 PROGRAMS OF STUDY – M.S.S. AND ED. D.

### 10.1 M.S.S. Program of Study

M.S.S. Core – 6 hours			
SAB 561 Contemporary Issues in Sports SAR 562 Quantitative Analysis in Sports			
M.S.S. Major Specific Tracks – 18 hours			
Sports Coaching	Sports Exercise Science	Sports Management	Sports Studies
SAB 571 Sports Coaching Methodology SAM 541 Sports Admin for Coaches SAR 525 Sports Strength & Conditioning SAB 568 Sports Psychology SAD 546 Seminar in Sports Medicine SCS Coaching Elective	SAR 520 Exercise Physiology SAD 556 Issues in Nutrition & Health SAD 562 Scientific Prin. of Resistance Training SAR 525 Sports Strength & Conditioning SAR 546 Seminar in Sports Medicine SAR 580 Exercise Testing & Prescription	SAM 543 Sports Admin SAM 542 Sports Business & HR Management SAM 544 Sports Marketing SAM 545 Sports Finance SAM 582 Sports Facility Management SAM 586 Sports Law & Risk Management	Choose 6 courses from other Major Specific Tracks as approved by advisor  (Courses must come from at least two different majors)
M.S.S. Degree Track Options – 9 hours			
Thesis	Internship	Non-Thesis	
SAR 575 Professional Writing & Applied Research SPT 599 Thesis (6 hours)	One Advisor-Approved Elective - and - SPT 598 Internship (6 hours)	Choose Emphasis Option Below - or - Any Three, Advisor-Approved Electives	
M.S.S. Emphasis Options			
Emphasis Must Be Different from Major (Exception for Sports Studies)			
Sports Coaching	Sports Exercise Science	Sports Management	Sports Studies
SAB 571 Sports Coaching Methodology SAB 568 Sports Psychology SCS Coaching Elective	SAR 520 Exercise Physiology SAD 556 Issues in Nutrition & Health SAD 562 Scientific Prin. of Resistance Training	SAM 542 Sports Business & HR Management SAM 544 Sports Marketing SAM 582 Sports Facility Management	Any Three, Advisor-Approved Electives
Esports Management		Hospitality Management	Sports Psychology
SET 570 Esports: A Global Phenomenon SET 572 Esports Administration SET 573 Esports Facilities & Event Management		SAM 530 Food & Beverage Service Management SAM 533 Sports Club Management SAM 534 Membership & Marketing for Sports Clubs	SAB 566 Psych Aspects of Health & Fitness Programming SAB 657 Psychology of Elite Performance SAB 659 Group Dynamics in Sports & Exercise

## 10.2 Ed. D. Program of Study

Ed. D. Core – 21 hours	
SAB 661 Contemporary Issues in Sports SAM 660 Financial Aspects of Sports SAB 634 Ethics in Sports SAM 738 Strategic Management for Sports Organizations SAM 743 Practical Applications in Sport Business Management SAM 730 Sports Leadership Principles SAM 786 Legal Aspects of Sports	
Ed. D. Area of Specialization – 6 hours	
<i>Choose one area of specialization and take both courses listed</i>	
Leadership in Sports	SAM 736 Communication for Leadership SAM 737 Leadership: Theory and Practice
Sport Marketing	SAM 644 Sports Marketing Research SAM 662 Sports Entrepreneurship
Human Resource Management in Sports	SAM 640 Labor Relations in Sports SAM 672 Employee Training and Development
Sport Governance and Combatting Corruption	SAB 635 Combatting Corruption in Sports SAB 636 Effective Governance to Combat Corruption in Sports
Ed. D. Elective Courses – 9 hours	
<i>Choose three courses. All courses are 3 semester hours unless otherwise noted.</i>	
SAB 660 Sports in America Current Issues: Sport and Public Policy SAM 622 Structure and Function of Amateur & Professional Sports Organizations SAM 640 Labor Relations in Sports SAM 644 Sports Marketing Research SAM 662 Sports Entrepreneurship SAM 672 Personnel Training/Development SAM 682 Facilities Planning in Sports SAB 768 Psychology of Human Behavior SPT 797 Directed Individualized Study (3-6 semester hours)	
Ed. D. Internship – 6 hours	
SPT 798 Internship	
E.D.D. Research Core – 9 hours	
SAR 674 Research Statistics in Sports SAR 776 Research Methodologies SAR 790 Selected Readings in Sports	
E.D.D. Dissertation – 9 hours	
SPT 799 Dissertation	



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