3.1 Policy and Procedure Manual

(Revised: August 31, 2026)

UNLV PGA Golf Management University Program

University of Nevada, Las Vegas

Harrah College of Hospitality

Department of Events, Sports, Entertainment and Tourism Management

PGA Golf Management University Program

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Description of the University of Nevada, Las Vegas

The University of Nevada, Las Vegas (UNLV) is accredited by the Northwest Commission on Colleges and Universities. UNLV is a research institution committed to rigorous educational programs and the highest standards of a liberal education. UNLV takes pride in producing accomplished graduates who are well prepared to enter the work force or to continue their education in graduate and professional programs. The faculty, students, and staff enthusiastically confront the challenges of economic and cultural diversification, urban growth, social justice, and sustainability. Our commitment to our dynamic region and State centrally influences our research and educational programs, which improves our local communities.

Our commitment to the national and international communities ensures that our research and educational programs engage both traditional and innovative areas of study and global concerns. UNLV's distinctive identity and values permeate a unique institution that brings the best of the world to our region and, in turn, produces knowledge to improve the region and world around us.

UNLV is committed to and driven by these shared values that will guide our decision making:

- High expectations for student learning and success;
- Discovery through research, scholarship, and creative activity;
- Nurturing equity, diversity, and inclusiveness that promotes respect, support, and empowerment;
- Social, environmental, and economic sustainability;
- Strong, reciprocal, and interdependent relationships between UNLV and the region around us;
- An entrepreneurial, innovative, and unconventional spirit.

Description of the Harrah College of Hospitality

The William F. Harrah College of Hospitality provides students an opportunity to study hospitality management in one of the world's leading hospitality focused settings. Classroom instruction is combined with focused internship and mentorship opportunities providing students with an applied educational foundation.

Bachelor of Science Degree with a Major in Hospitality Management

The Hospitality Management major offers a broad approach to a career in the hospitality industry and prepares students who wish to remain generalists by studying all aspects of the industry. The major provides the most varied course of study offered by the college. In addition to the university's general education requirements, students take classes specific to the industry and include topics such as an introduction to hospitality, human resources management, organizational behavior, facilities management, hospitality law and employment law, food service operations, purchasing and cost control, career development, financial and managerial accounting, financial management, marketing, hospitality service management, and operations and strategic management.

Description of the PGA Golf Management University Program

The PGA Golf Management University Program accredited by The Professional Golfers' Association of America (PGA) is a college degree program designed to attract and educate bright, highly motivated men and women to service all aspects of the industry and produce PGA members. These comprehensive degree programs blend university requirements for a golf industry compatible major with a concentration or specialty in golf management. The PGA Golf Management University Programs integrate all of the curriculum requirements of a Business/Hospitality/Recreation major with the knowledge base of the PGA's Professional Golf Management (PGM) including sixteen months of structured internship experiences and the PGA Playing Ability Test.

Mission of the PGA Golf Management University Program

The mission of the PGA Golf Management Program is to recruit diverse and talented students and develop them into committed professionals by providing a comprehensive and progressive education program designed to prepare future PGA Members for a life-long career in golf. Students will gain valuable work experience and enhanced playing and teaching skills, while fostering a sense of community through enjoyment and involvement in the game of golf.

Vision Statement for the UNLV PGA Golf Management University Program

The vision of the UNLV PGA Golf Management University Program is to become the premiere golf management program in the country. We aspire to be the leader in the development of the industry's future experts in the game and business of golf. The combination of the world-renowned William F. Harrah College of Hospitality, diverse and supportive golf community, and the guiding philosophy of our academic program, fosters an environment that fuels students' passion for excellence.

UNLV PGA Golf Management University Program Goals

The program will provide a challenging and comprehensive academic experience, preparing students to successfully meet all requirements to obtain PGA Membership.

- Students will develop a solid foundation in general education, hospitality management, and PGA Golf Management education.
- Students will be supported through PGA Golf Management concentration courses geared specifically to the learning objectives and requirements necessary to obtain PGA membership.
- Students will develop leadership skills and be involved in industry service activities through the support of the PGA Golf Management Student Association.

Faculty and staff within the program will recruit a diverse, talented and well-rounded student population

- Recruiting materials that convey the spirit of excellence that is representative of the culture and philosophy of the program will be made available to all interested parties.
- The Program Director, Assistant Director/Internship Coordinator, and Program Coordinator will be available to prospective students and their parents for personal consultations.
- Emphasis will be placed on recruiting women and minorities into the program as a means of increasing the diversity of the student population.

The program will provide for each student a well-defined, comprehensive internship experience that will facilitate exemplary professional capabilities in all facets of golf management, and meet experience requirements of the PGA Golf Management University program.

- Students will be provided the opportunity to experience all elements of the industry including but not limited to teaching, retail and merchandising, personnel management, customer service, tournament operations, and business planning.
- Each student will be provided a quality internship site and site supervisor through clarification and review of roles and responsibilities, regular site visits, and ongoing site evaluations by the program staff.
- Student performance and adherence to internship goals and objectives will be monitored and evaluated at regular intervals.

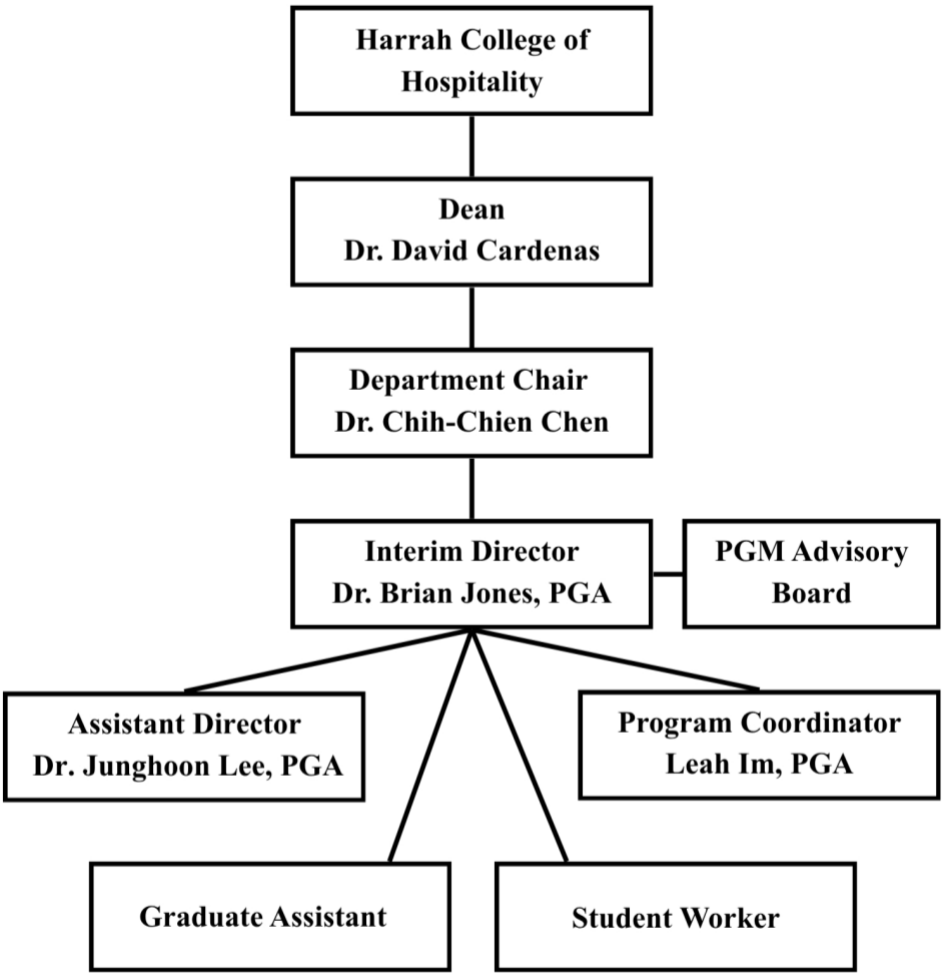
The program will facilitate students' accomplishment through PGA Golf Management testing, PGA Golf Management seminars and the PGA Player Ability Test (PAT).

- The program concentration courses will support students' matriculation of PGA Golf Management requirements.
- A Player Development program will be available to students to assist in their skill development for successful completion of the PGA PAT. In addition, the PGA Golf Management Student Association will provide team competitions and individual tournaments to provide a means to test playing proficiency during tournament play.

The program will be a valued asset of the University, the Las Vegas/Southern Nevada community, and the golf community at large.

- The program staff and students will respond to golf-related service requests from our community.
- The PGA Golf Management University Program National Advisory Board will elevate the program by: assisting in the marketing and recruitment of the best and brightest students, providing student workshops and seminars to augment the academic program, networking students with internship and job opportunities, and strategizing program resource acquisition.
- The program will engage students in a range of community volunteer activities. Such activities would include providing mentoring and basic golf instruction to urban youth, as well as volunteering for junior golf development, and tournament operations.

PGA Golf Management University Program Organizational Chart



- Dr. David Cardenas, Dean, Harrah College of Hospitality
    - Dr. Chih-Chien Chen, Department Chair
    - Dr. Brian Jones, PGA, PGM Interim Director
        - National Advisory Board
        - Dr. Junghoon Lee, PGA, CHIA, PGM Assistant Director
        - Program Coordinator
        - PGM Graduate Assistant
        - Student Worker

PGA Golf Management University Program Staff Responsibilities

The UNLV PGA Golf Management University Program includes four full-time staff: Director, Assistant Director/Internship Coordinator, Program Coordinator and Administrative Assistant. These four full-time staff members are devoted specifically to the PGA Golf Management University Program. The PGA Golf Management Director, Assistant Director/Internship Coordinator, and Program Coordinator provide instruction of the finite body of knowledge associated with the PGA Golf Management University/PGA PGM 3.1 program.

Director

The PGA Golf Management University Program Director is responsible for the operation of the unit including, but not limited to:

- Primary liaison between PGA, University Administration, Faculty and Students
- Budget preparation and maintenance
- Policy and procedure implementation
- Records management
- Curriculum development, management and evaluation
- Prospective student recruiting
- Personnel policies and procedures as related to the PGA Golf Management University Program
- Instruction of the PGA PGM 3.1 curriculum
- Supervision of faculty and staff responsible for various aspects of the program
- Fundraising
- Management of the PGA Golf Management University Program National Advisory Board
- Advisor to the PGA Golf Management University Program Student Association
- Evaluation of work experience activities

Associate Director

The PGA Golf Management University Associate Director is responsible for the following primary areas of the PGA Golf Management University Program including but not limited to:

- Coordination of recruitment and retention of PGA Golf Management University Program students through: academic and career advising, monitoring social media, supporting activities of the PGA Golf Management University Program Alumni Association, meeting with prospective students and their family, and PGA Golf Management University Program Open House for incoming and prospective students
- Coordinate student volunteer services for the local golfing community
- Teach PGA Golf Management University Program courses related to the facilities management learning objectives, assist with study groups, and evaluate work experience activities.
- Manage equipment and supplies needed for the Play Golf America University Program and PGA Golf Management University Player Development Program
- Develop and initiate external fundraising activities including the UNLV PGA Golf Management University Academy
- Academic advisement for all freshmen and seniors in the UNLV PGA Golf Management University Program.
- Evaluation of work experience activities
- Instruction of the PGA PGM 3.1 curriculum

Assistant Director/Internship Coordinator

The Assistant Director/Internship Coordinator is responsible for the following primary areas of the PGA Golf Management University Program including but not limited to:

- Initial contact with host sites prior to student contact
- Internship site evaluation for selection and placement of PGA Golf Management University Program students
- Evaluation of site professionals to ensure interns are being assisted in the completion of specific work experiences activities
- Monitoring site professionals' evaluation of PGA Golf Management University Program interns
- Monitoring PGA Golf Management University Program interns' evaluation of working conditions and activities of internship site during placement
- Maintaining appropriate documentation on file regarding Co-op/Internship sites, placements and evaluations
- Prospective student recruiting
- Coordination and instruction of the PGA Golf Management University Player Development Program and provide student support of work experiences related to the Introduction, Intermediate, and Advanced Teaching lesson objectives
- Academic advisement for all sophomores and juniors in the PGA Golf Management University Program
- Instruction of the PGA PGM 3.1 curriculum
- Evaluation of work experience activities
- Assist with policy and procedure implementation
- PGA PGM 3.1 program seminar and testing coordination

Program Coordinator

The PGA Golf Management University Program Administrative Assistant is responsible for the following primary areas of the PGA Golf Management University Program including but not limited to:

- Budget preparation and maintenance
- Management of records and files
- Data collection and processing
- Communication channels between all involved parties
- Maintenance of PGA Golf Management University Program activities calendar
- Assist with prospective student recruitment

Graduate Assistant

Graduate teaching assistant: Graduate teaching assistant (GTA) is the term used at UNLV to refer to GAs assigned to work on campus in teaching-related positions. Most of the GAs on campus are GTAs. GTAs may not teach more than six credits each semester. GTA responsibilities vary greatly and may include, but are not limited to:

- Teaching a small section of a course
- Holding office hours and meeting with students
- Assisting with the grading of homework, exams, and/or written assignments
- Administering tests or exams
- Assisting a faculty instructor with large lecture classes by teaching students in laboratory or discussion sessions

Student Workers

The PGA Golf Management University Program Student Workers are responsible for the following primary areas of the PGA Golf Management University Program including but not limited to:

- Center Cleanliness
- Golf Shop Merchandise Organization
- Golf Shop Attendant
- Biomechanics Assistance with Data Collection

UNLV PGA Golf Management University Program Fees

At the beginning of each academic year program fees are collected through required course fees. These course fees are subject to change at any time. These fees include costs associated with:

- PGA PGM: includes portal access to PGA PGM content and work experience activities related to all tested PGA PGM learning objectives.

- PGA PGM seminars: includes access to PGA PGM on campus seminars related to golf instruction tested PGA PGM learning objectives.
- Playing and practice privileges at partnered golf courses: includes access to the program's home golf course Las Vegas National Golf Club, Legacy Golf Club, and Golf Summerlin courses for no daily fee.
- Player development: includes an 8-week intensive golf instruction and playing program designed to evaluate students' playing ability and to develop skills necessary to pass the PGA PAT.
- Student association support: includes membership fees, tournament program and professional guest speaker series financial support.
- PGA Golf Management University Program affiliate and licensing fees: includes student affiliate and program licensing fees charged by the PGA of America.

An illustration of the UNLV PGA Golf Management University Program fees is provided within the UNLV PGA Golf Management University Program Plan of Study noted in Appendix 1

Breakdown of yearly PGA Golf Management University Program course fees:

Year	Course(s)	Fee	Allocation
1	PGM 110 PGM 102	$1,005 $125	$1,005 (Semi-annual golf course fees and tournament support; student association support; PGA PGM materials and testing; swing analysis lab support; Guest speaker series support; PGA licensing fee; PGA student affiliate fee; Center lab fees) $125 (instructor, golf course access, and teaching materials and resource support)
2	PGM 111 PGM 162	$1,600 $50	$1,600 (Semi-annual golf course fees and tournament support; student association support; PGA PGM materials and testing; swing analysis lab support; Guest speaker series support; PGA licensing fee; PGA student affiliate fee; Center lab fees) $50 (internship site visitation and administration support)
3	PGM 201 PGM 262	$2,335 $50	$2,335 (Annual golf course fees and tournament support; student association support; PGA PGM materials and testing; swing analysis lab support; Guest speaker series support; PGA licensing fee; PGA student affiliate fee; Center lab fees) $50 (internship site visitation and administration support)
4	PGM 301 PGM 362	$1,895 $50	$1,895 (Annual golf course fees and tournament support; student association support; PGA PGM materials and testing; swing analysis lab support; Guest speaker series support; PGA licensing fee; PGA student affiliate fee; Center lab fees) $50 (internship site visitation and administration support)
5	PGM 402 PGM 462	$2,270 $50	$2,270 (Annual golf course fees and tournament support; student association support; PGA PGM materials and testing; swing analysis lab support; Guest speaker series support; PGA licensing fee; PGA student affiliate fee; Center lab fees; Graduation dinner) $50 (internship site visitation and administration support)

Total: $9,430

Scholarship Opportunities

UNLV Entering Freshman

Entering freshmen are considered for scholarships based on responses received via the online UNLV Admissions Application, official test scores, official transcripts, and results from the Free Application for Federal Student Aid (FAFSA). Students admitted by February 1 are given priority for scholarship awarding.

Listed below are notable scholarship programs available through the UNLV admissions process:

- UNLV Scholarships for New Freshmen
- Millennium Scholarship
- Western Undergraduate Exchange Scholarship
- Matthew S. Anderson Memorial Scholarship
- Susan Ann Sky Holmes Scholarship
- Southwest Section PGA Scholarship
- PGA Works Scholarship
- Troon Emerging Leaders Scholarship

UNLV College of Hospitality Students

Current students are encouraged to apply for the various scholarships available through the William F. Harrah College of Hospitality, as these awards are available for undergraduate, graduate, and international students. By completing the Continuing Student Scholarship Application by March 31, you will automatically be considered for scholarships available within the college. The college scholarship committee will match qualified applicants to individual scholarship awards. Additional scholarships are awarded based on need, and completion of the Free Application for Federal Student Aid is required to qualify.

UNLV PGA Golf Management University Students

Matthew S. Anderson Memorial PGM Scholarship

The PGA Golf Management University program is extremely honored to celebrate Matthew's life by the funding of this endowment made possible through The Donald W. Reynolds Foundation. Matthew was a student in the PGA Golf Management University program at UNLV. As a senior in the program, he was looking forward to graduation and a career as a golf professional, with an emphasis in teaching and youth development. During the summer of 2009, as a part of his degree requirements, Matthew completed particularly meaningful internships working with young golfers at The First Tee of Southern Nevada and the golf shop at Red Rock Country Club. Matthew passed away on May 15, 2010 after a brief illness.

The Matthew S. Anderson Memorial PGA Golf Management University Program Scholarship is based on merit of applications. The award is distributed within each academic year.

Please keep in mind that you are responsible to pay your tuition fees before the deadline. Do not depend on receiving your award prior to the deadline. Individuals must meet the following criteria:

The Matthew S. Anderson Memorial PGA Golf Management University Program Scholarship shall be awarded to a student(s) meeting the following criteria:

- Student must demonstrate financial need through the results of the Free Application for Federal Student Aid (FAFSA);
- Student must be enrolled full time at UNLV and admitted to the PGA Golf Management University Program;
- Student must have achieved Junior class standing and complete the PGA PGM Level 1 assessments by the time the scholarship is paid;
- Student must have a 2.5 cumulative grade point average or higher;
- Student must complete a scholarship application and list experience in working with youth; and
- Preference will be given to students who have demonstrated a commitment to working with youth as outlined on the scholarship application.

Susan Ann Sky Holmes Scholarship

The Susan Ann Holmes Scholarship is based on merit of applications. The award will be distributed student(s) at the beginning of each academic year.

Please keep in mind that you are responsible to pay your tuition fees before the deadline. Do not depend on receiving your award prior to the deadline. Individuals must meet the following criteria:

The Susan Ann Sky Holmes Scholarship shall be awarded to a student(s) meeting the following criteria:

- Student must demonstrate financial need through the results of the Free Application for Federal Student Aid (FAFSA)
- Student must be enrolled full-time at UNLV and admitted to the PGA Golf Management Program
- Student must have completed the PGA Level 1 assessments by the time the scholarship is paid
- Student must have a 2.5 cumulative grade point average or higher
- Preference will be given to a Nevada resident

Recipients may reapply for this scholarship in subsequent years, provided they maintain the scholarship criteria and remain in good standing with the institution.

Southwest Section PGA Scholarship

The annual Southwest Section PGA Scholarship is targeted to award annual scholarships to students meeting the following criteria:

- Student must complete a UNLV Scholarship Application;
- Student must be formally admitted to UNLV as an undergraduate and must major is Hospitality Management with a concentration in PGA Golf Management;
- Student needs to have successfully completed the PGA Player's Ability Test;
- Student needs to have successfully completed PGA PGM Level 1 assessments; and
- Preference will be given to past recipients of the Southwest Section PGA Scholarship

Recipients may reapply for this scholarship in subsequent years, provided they maintain the scholarship criteria and remain in good standing with the institution.

Admission Requirements

To be admitted to the PGA Golf Management University program within the William F. Harrah College of Hospitality, you must first apply to and be accepted by UNLV. All application materials (i.e., official transcripts, application fee, ACT or SAT scores, immunization records) should be submitted by the deadline. Students are encouraged to apply well before the posted deadline date.

The online undergraduate application and criteria for admission can be accessed at: http://web.unlv.edu/admissions/.

When completing the undergraduate application students are to select the Hospitality Management major with the PGA Golf Management concentration; the major code is HOMPGM.

Application to the program is also required. Students can complete their online application to the PGA Golf Management University program at: https://www.unlv.edu/pga/admissions. Within the program application students must verify a 12 or lower golfing handicap by the following methods:

- A copy of a current USGA handicap index card with accompanying confirmation of playing ability form
- A letter from a PGA of America Golf Professional or the student's high school golf coach on agency letter head attesting to the student's specific handicap level with accompanying confirmation of playing ability form
- Successful completion of the PGA's Playing Ability Test.

First Year Students

If you have graduated or will soon graduate from high school, you must submit your final high school transcript. If you have enrolled in a class or classes at any postsecondary institution(s), you must also submit an official academic transcript from the institution(s). Official academic transcripts must remain in the sealed envelope provided by the institution(s).

Transfer Students

The university determines courses that will be accepted for credit. Some credits accepted by the university may not apply to the degree, major, or program concentration.

All courses accepted for transfer for use toward a degree within the College of Hospitality must be completed with a grade of C- or better with the exception of major core and concentration requirements, which require a C or better. No fewer than 28 credits in hospitality management course work must be earned at UNLV, regardless of credits transferred. Transfer grade point average does not influence the overall grade point average obtained at UNLV.

Students transferring or starting the program in the spring semester will be placed in the prior fall semester cohort. Students starting in the spring semester will be eligible to receive internship credit if placement is achieved prior to the conclusion of the spring semester. The yearly course fee will be collected during the spring semester and the unused portion assigned to the fall semester will be refunded to your student account.

Transfer students will matriculate to degree with their entering class cohort. Acceleration of course work within the PGA Golf Management concentration is not permitted.

General Admission Guidelines

All application materials, including transcripts, become the property of the university and may not be released to any individual including the applicant.

Admission or registration based upon incomplete records or a misrepresentation of the applicant's educational background will be referred to Student Judicial Affairs and may result in cancellation of admission and/or enrollment.

Each incoming class size is determined by the number of students currently enrolled, the number scheduled to graduate and the program's projected retention rate. Since inception, the program has averaged an incoming class size of 25 students. Current projections indicate entering class size to be between 25-30 students annually.

Program enrollment based on benchmark retention:

Year	Benchmark Student Retention	Benchmark Retention %
First Year	30	100%
Second Year	24	80%
Third Year	22	73%
Fourth Year	20	67%
Fifth Year to degree	18	60%
Total enrollment	114	

As per accreditation standards, the program may enroll no more than 100 PGA Golf Management University students per year. The maximum enrollment in the PGA Golf Management University Program must not exceed 400 students.

Confidentiality

All student records are kept confidential and are able to be reviewed by the student, staff, and the PGA of America Accreditation Team for program review every five years. If any other party requests a student file for review, written permission from the student is required for release of this information.

Acceptable Progress

A PGA Golf Management University Program student has 7-years to obtain PGA Membership from the first day of registration into the PGA Golf Management University Program (the 7-year timeline begins on the Level 1 enrollment date for PGA PGM 3.1). Students withdrawing from a PGA Golf Management University Program prior to graduation are still under the 7-year timeline for election to PGA membership, which initiated upon Level 1 start date into the program.

Each entering PGA Golf Management University Program class shall be considered a separate cohort for purposes of progress through the PGA PGM 3.1 assessments. Any exceptions shall be emergency in nature and approved in writing by the PGA Golf Management University Program Director with a plan for rejoining the cohort schedule. The PGA shall be notified of any such exception.

Students progressing through the concentration meeting all academic requirements (all courses with assigned academic units) will have one semester beyond anticipated date of graduation to complete the PGA Playing Ability Test or appropriate PGA Professional Golf Management curriculum. Upon completion of the additional semester, any student not completing the outstanding PGA requirements will be dropped from the concentration and will graduate as a Hospitality Management major without the PGA concentration. Information specific to the Associate program will be shared with the student and a PGA provided Statement of Understanding signed and submitted (Appendix 5).

Students not completing all requirements to graduate with the PGA Golf Management concentration are not eligible for direct election to PGA membership. Failure to complete all requirements and graduate with the concentration results in the loss of internship credits earned while enrolled in the PGA Golf Management Program. To continue to progress toward PGA membership, all outstanding PGA requirements must be completed in addition to 28 employment credits. A 4-year degree qualifies for 12 of the 28 required employment credits. The remaining employment credits are earned by working full-time as a registered Associate in a position described as eligible by the PGA Constitution. A student graduating without the concentration but desires to continue pursuing PGA membership will need to contact the PGA of America to determine remaining requirements, and register as an Associate in the PGA Professional Golf Management Program. During the time working as a registered Associate to earn remaining employment credits the student must complete all outstanding PGA requirements (including PGA Playing Ability Test) and be elected to PGA membership within 7 years of Level 1 start date.

Dress Code Policy

While a PGA Golf Management student is enrolled in the University the following dress code shall apply while on property at any golf course: Female participants must wear slacks, capris, skorts, and a collared shirt with or without sleeves. Male participants must wear slacks and a collared shirt and shall not wear shorts anywhere on club property. Jeans are not to be considered slacks. Students on internship will follow the same guidelines unless otherwise described by the employed facility's policy and procedure dress code for employees. Students attending PGA business and people seminars are required to wear business attire defined by coat and tie for males, and similar level attire for females. During PGA game seminars students are permitted to wear golf attire defined by a collared shirt and slacks for males and similar attire for females. Business attire is required for all PGA Golf Management Student Association Meetings and professional gathers as instructed by the PGA Golf Management administration.

Testing Accommodations

The PGA of America is in full compliance with the Americans with Disabilities Act (ADA). The PGA of America offers reasonable accommodations to individuals for testing needs due to a disability. Individuals seeking accommodations for testing must submit the Non-Standard Testing Accommodations Form (Appendix 6) to their Program Director, along with supporting medical documentation at least 30 days prior to the testing date for which accommodations are requested. For approved Non-Standard Testing requiring only additional time for the student, the test(s) can still be proctored by a member of the PGA Golf Management Staff. The additional time is built into the timer when the test is launched.

For individuals that have been approved for a reader for testing: Tests requiring accommodations above and beyond additional time (e.g. reader) must be proctored by the Student Disability Resource Center on your campus, no exceptions. PGA Golf Management Staff are not eligible to serve as a reader for on-campus testing.

Good Standing Policy

The UNLV PGA Golf Management University Program good standing policy is made up of three components, conduct standing, academic standing, and code of ethics. A student not in good standing fails to be in accordance with one or more of these components.

Good Conduct Standing

Each entering UNLV PGA Golf Management student is placed on good conduct standing. The UNLV PGA Golf Management University Program Administrative body including the Director, Assistant Director/Internship Coordinator, and Program Coordinator can revoke this standing at any time for the following conditions:

- Failure to pay required PGA Golf Management concentration fees
- Failure to abide by the UNLV PGA Golf Management Program Dress Code Policy

- Failure to adhere to the UNLV PGA Golf Management Code of Ethics Policy
- Failure to adhere to the UNLV Student Conduct Code and Selected Policies

Good Academic Standing

Each entering UNLV PGA Golf Management University student is placed on good academic standing. The UNLV PGA Golf Management University Program Administrative body including the Director, Assistant Director/Internship Coordinator, and Program Coordinator can revoke this standing at any time for the following conditions:

- Failure to maintain PGA Golf Management cohort requirement
- Failure to attend required PDP courses
- Failure to participate in required PGA PAT sessions (Fall, Spring, and Summer)
- Failure to participate in required PGA Golf Management Student Association Tournaments. Participation in four tournaments per semester is required, class grades will be lowered based on grading rubric with course syllabus for each tournament missed. If a student does not participate in a student association tournament within the semester, the student will be on probation and if not played by the following semester, the student will be removed from the program.
- Placed on academic suspension

For more information regarding academic suspension see Probation and Academic Suspension

Code of Ethics

Dedication

Believing that the growth of the game of golf and its high standing in this country is largely due to the efforts of its early professional exponents and because of their ideals of sportsmanship and ethical practices, the UNLV PGA Golf Management University Program is dedicated to the perpetuation of those ideals. In the fulfillment of the purpose to which it is dedicated, the UNLV PGA Golf Management University Program observes a code of ethics.

Policy

Since the UNLV PGA Golf Management University Program is preparing students to become a PGA Golf Professional the term "Golf Professional" must be a synonym for professional integrity, fidelity to the game of golf, and a sense of great responsibility to employers, employees, and fellow PGA Golf Management students and PGA golf Professionals

Violations

Students of the UNLV PGA Golf Management University Program shall be deemed to have violated the Code of Ethics by:

A) Abusing the privileges extended to them by golf course properties;
B) Causing public embarrassment to fellow UNLV PGA Golf Management students;

C) Applying for or otherwise seeking, soliciting, discussing or accepting any employment in an unprofessional manner;
Unprofessional Manner:
1) Providing false or misleading information;
2) Making slanderous comments;
3) Attempting to persuade the staff of the Resident Golf Professional to undermine the reputation, performance or ability to perform of the Resident Golf Professional; and
4) Falsifying or tampering with the business records or financial information of the Resident Golf Professional;

D) Conducting themselves in such a manner as to adversely impact or otherwise injure the reputation(s) of the UNLV PGA Golf Management University Program, student members, administrative staff, advisors, professors and instructors;
Profanity and Berating of Others:
Conduct injurious to the reputation of the UNLV PGA Golf Management University Program shall include the indiscreet and inappropriate use of profanity and the offensive berating of others.
Financial Irresponsibility:
The overall financial irresponsibility of a UNLV PGA Golf Management student may violate the Code of Ethics if the student's failure to meet financial obligations is determined to impact adversely or otherwise injure the reputation of the UNLV PGA Golf Management University Program at its students.

E) Conducting business in an unethical manner; and
F) Engaging in any conduct, which is contrary to or inconsistent with the policies of the Association.

UNLV PGA Golf Management students not in good standing are not eligible to receive the following benefits for a period of one month:

- Golf course extensive playing and practice privileges
- Purchase of UNLV PGA Golf Management sponsored and embroidered merchandise
- Participation in PGA Golf Management University and Student Association sponsored tournament and social activities

Students not in good standing can appeal the one-month suspension in UNLV PGA Golf Management benefits at the discretion of the UNLV PGA Golf Management University Program Administrative body.

Students violating the good standing policy twice or more during their UNLV PGA Golf Management academic career are subject to suspension or termination from the program and or University.

Every UNLV student must also adhere to the UNLV Student Conduct Code.

Academic Policies, Probation, and Academic Suspension

Academic Policies

All required courses must be taken for a grade; the satisfactory/fail grading option may not be used except for courses that are only offered pass/fail. All Hospitality Management Major and PGA Golf Management concentration courses must be completed with a grade of C (2.0) or better.

Although the college offers summer courses, students should not rely on summer courses to meet graduation requirements. Students enrolled in PGA Golf Management University Program internship credit are permitted to take no more than one other course approved by their academic advisor.

Credits transferred from a two-year program (junior or community college credits) cannot be used to satisfy upper division core requirements.

College Probation

The College of Hospitality minimum GPA considered good academic standing is 2.0. If a student falls below the minimum GPA required by the college, then he or she will be placed on college probation. Students who do not meet the minimum GPA for consecutive semesters may be placed on college suspension.

College Suspension

The College of Hospitality suspension lasts for one year, in which reinstatement is granted through an appeal/interview process reviewed by the College Academic Standards Committee.

University Probation

A 2.0 GPA is considered good academic standing for the university. Once a student falls below a 2.0 GPA, then he or she is placed on university probation.

University Suspension

If the UNLV GPB (Grade Point Balance) of a student already warned by UNLV falls to a -15 or below, the university will suspend the student for a minimum of one calendar year. A suspended student will not be able to take any UNLV courses. Students wishing to return to UNLV after the suspension period must go to their advising center to file a university suspension reinstatement form (print and submit completed form to your advising center).

Probation/Suspension Policy

Reasons for college suspension can include, but are not necessarily limited to, the following:

- Overall UNLV GPA below 2.0
- Two or more semesters of work on academic probation
- Failure to take courses applicable to a degree in the College of Hospitality Management for two or more terms

- Academic misconduct; or failure to meet an academic contract.
- Violation of the PGA Golf Management Good Standing Policy twice or more in the academic career

Suspended students must complete a reinstatement petition to re-enter, regardless of the interval since last attendance, which will be reviewed by the College Academic Standards Committee. The committee will determine if the student is to be reinstated. The college will not consider an application for readmission if the student has been suspended more than one time.

Appeals for administrative relief can be made to the Dean of the College of Hospitality, to the University Academic Standards Committee, and to the provost, in succession.

Students should seek advising prior to enrolling in classes outside of UNLV while on suspension to assure adherence to policies concerning residence sequence, upper-division credits and transferability of courses. All academic standards, probation and suspension policies are available in the Office for Student Advising.

Academic Integrity Policy

PGA University who engages in academic misconduct will be subject to a penalty of up to two (2) years. The penalty may vary based on a review of the severity of the misconduct determined by both PGA Education and the represented PGA Golf Management University Program. This policy applies to misconduct on PGA testing, work experience portfolio activities, and Playing Ability Test (PAT).

Students deemed to have violated this policy will receive a letter from the PGA of America outlining the penalty and the official date in which the penalty will be lifted. A copy of the letter will be kept on file at the PGA of America and shared with the PGA Golf Management University Director.

Dismissals

The following situations could lead to program dismissal:

- Playing Ability Test not taken in two academic years
- Two attempts at the playing ability test with each attempt scoring at or over 200
- Failure to enroll or attend required Player Development Program
- Failure to compete in a tournament within one academic year

Cohort Progression

Students are expected to make continued progress toward completing the degree and maintain a cumulative GPA of 2.00 or above and a C (2.00) or better in all required courses completed in the hospitality management major. Students in the PGA Golf Management concentration must matriculate as full-time students unless advised otherwise by the Program Director.

Each fall semester students are placed in a class cohort in which they are to matriculate through until completion of the PGA Golf Management concentration.

Students who are unsuccessful in maintaining pace with their cohort due to unsuccessful PGA PGM work experience portfolio progression are required to complete the work experience portfolio prior to the enrollment of the next PGA Golf Management course. Additional assessment costs will be the responsibility of the student. Failure to complete assessments and/or work experience activities prior to enrolling in the subsequent PGA Golf Management course may result in being dismissed from the PGA Golf Management concentration. If a student is behind their original cohort by more than one year, they will be in violation of good academic standing resulting in probation, suspension, or expulsion from the PGA Golf Management University program.

Students transferring or starting the program in the spring semester will be added to the prior fall semester cohort.

Advisement

Upon acceptance into the PGA Golf Management concentration, students will receive advising from the Assistant Director/Internship Coordinator and the Program Coordinator. The PGA Golf Management University Program will provide students with the necessary information to make informed academic decisions regarding the PGA Golf Management University Program. Individual advising is held prior to registration for the following semester. An administrative hold for registration is placed on each student and released only after advising is complete. Individual mid-term evaluations are conducted to monitor academic, PGA Golf Management progress and golfing proficiency.

The PGA Golf Management University Program is designed for first year student entry. It is likely an increase in time and money for students transferring into the program beyond the first year will occur. Students in the PGA Golf Management concentration must matriculate as full-time students unless advised otherwise by the Program Director. Each fall semester students are placed in a class cohort in which they are to matriculate through until completion of the PGA Golf Management designation.

Since all students are required to complete PGA Golf Management concentration classes at specific times within the curriculum sequencing it is unlikely a transfer student would be able to complete the concentration in less than 4 years.

All entering students are required to meet/conference call with the Program Director for advisement prior to the start of the semester.

All advisement of transferable classes prior to enrollment are subject to change and are only estimations. Articulations of transferable courses into the UNLV PGA Golf Management degree program begin once enrollment is complete.

Retention Practices

Students are required to attend semester advising sessions with the PGA Golf Management Assistant Director/Internship Coordinator and/or Program Coordinator for degree matriculation. These individualized advising meetings provide the opportunity for the faculty advisor and student to discuss progress in the currently enrolled semester and develop strategies for persistence. Retention practices will be aimed toward enhancing the student/faculty interaction is all areas of

program administration including but not limited to: classroom instruction, office hour visitations, PGA Golf Management Student Association meetings, and PGA Golf Management Student Association tournaments, PGA Golf Management Student Association sponsored social events and activities, PGA Golf Management study group sessions.

Curriculum

The PGA Golf Management University Program consists of three separate, but very integrated components. In addition to the academic curriculum of a golf industry related major and a structured internship experience, the PGA Golf Management University Program incorporates a golf specific component. This component is the PGA's Professional Golf Management Program. This is the same program that non- PGA Golf Management University Program graduates must complete to become PGA members.

Students enrolled in Fall 2012 or after pursue a Bachelor's Degree with a major in Hospitality Management and a concentration is PGA Golf Management with the PGA PGM 3.1 curriculum. The degree program is 121 credits.

Model Golf Shop

The establishment of a model golf shop was one of the standards for accreditation of PGA Golf Management University Programs. The theory behind this requirement is that students will have the ability to see a model golf shop in action and apply the concepts and ideas to their learning.

The intent of the Model Golf Shop is to encourage the professional or PGA Golf Management faculty to discuss the components of the Model Golf Shop within the PGA Golf Management University Program courses. We are not looking for confidential information or statistics to be divulged, only for discussion on how business is conducted.

TPC Summerlin is the model golf shop operation for the UNLV PGA Golf Management Program. Practices pertaining specifically to TPC Summerlin's business plan, operating budget, merchandising plan, organizational chart and job descriptions, policies and procedures, and technology used throughout the operations are shared in the classroom setting and during out of class seminars.

Internships

Please refer to the UNLV PGA Golf Management Internship Handbook located at unlv.edu/pga/internships.

PGA Golf Management Student Association

The Program Director serves as the academic advisor to the PGA Golf Management University Student Association. Students enrolled in the program are members of the student association. The student association provides leadership and professional growth opportunities outside the classroom and internship experience. The governance of the student association mirrors that of the PGA of America and follows all university set guidelines.

The purpose of the PGA Golf Management University Student Association is to provide a forum for all PGA Golf Management University students to openly discuss relevant golf related issues consistent with achieving the objectives the Association feels are important for the PGA Golf

Management Student Association. These objectives include but are not limited to; planning and implementing a competitive tournament program, providing diverse social activities, creating and facilitating fund raising opportunities, creating the opportunity for the Association to purchase UNLV PGA Golf Management University logo products through a successfully operated merchandise program, and giving back to the local and University community through Association sponsored events. To view the PGA Golf Management Student Association Constitution, visit Appendix 7.

Attendance at PGA Golf Management Student Association official meetings is mandatory with required meetings occurring on a designated Thursday evening of each month during the fall and spring semesters unless otherwise changed by the PGA Golf Management Student Association Executive Board. A request for an excused absence shall not fall under a 48-hour notice prior to the meeting time. The PGA Golf Management University Program Administration, which includes the Director, Assistant Director/Internship Coordinator, and Program Coordinator are the only individuals permitted to excuse a student from attending an official PGA Golf Management Student Association meeting. Examples of qualified reasons for an excused absence include but are not limited to:

- Any University excused absence, (e.g., leave for death of a family member, and a doctor's note describing non permissible condition)
- A UNLV PGA Golf Management University student on active internship

Official PGA Golf Management Student Association meetings occur a minimum of 4 times per fall and spring semester. Professional attire is required to attend official PGA Golf Management Student Association meetings. Professional attire for men includes: suit or sports coat, shirt, tie, dress pants (no jeans), and dress shoes (no sneakers). Professional attire for women includes business attire that would be suitable for professional meetings, and or interviews.

Playing and Practice Privileges

The UNLV PGA Golf Management University Program has a five-year agreement providing extensive access to championship caliber golf courses including grass and artificial turf practice facilities. Las Vegas National has a dedicated grass practice area for the program.

Las Vegas National Access Agreement Described:

Within the academic year, from the beginning of the Fall through the end of the Spring semester, students shall have access to play golf throughout the day based on standby availability. Reservations may be made for non-peak times up to 24 hours in advance. Reservations may be made up to seven (7) days in advance for times before 8:00 a.m. and one (1) hour before the twilight time, seven (7) days per week. Reservations made before 8:00 a.m. are for back nine plays only, and continuing front nine play is subject to availability. Reservations made before 8:00 a.m. may start play off the front nine on an available basis on the day of play. Students will have access to the practice facilities seven (7) days a week with exclusivity of those portions of the facility reserved for classes during Player Development class times. Students are provided exclusive use of the back tee for portions established for the program.

Legacy Golf Club Access Agreement Described:

Within the Fall and Spring semesters, students shall have guaranteed access to play golf throughout the day. Reservations may be made for non-peak times up to 24 hours in advance of play. Students will have access to the practice facilities seven (7) days a week with exclusivity of those portions of the facility reserved for classes during Player Development class times. PGA Golf Management students will be given priority to the use of the back tee when available.

All playing and practice privileges are entitled to UNLV PGA Golf Management students in good standing. For more information on the qualifiers for "good standing" see Good Standing Policy.

Sun City Summerlin Access Agreement Described:

Within the academic year, from the beginning of the Fall through the end of the Spring semester, students shall have access to play golf throughout the day based on standby availability. Reservations may be made for non-peak times up to 24 hours in advance. Reservations may be made up to seven (7) days in advance for times before 8:00 a.m. and one (1) hour before the twilight time, seven (7) days per week. Reservations made before 8:00 a.m. are for back nine plays only, and continuing front nine play is subject to availability. Reservations made before 8:00 a.m. may start play off the front nine on an available basis on the day of play. Students will have access to the practice facilities seven (7) days a week.

Full Swing Golf Simulator Laboratory

Students are encouraged to use the program's golf simulator laboratory which will be open during normal business hours Monday - Friday. Reservations are required to use the laboratory space. To reserve a time, please visit the Dwaine Knight Center for Golf Management golf shop.

Club Repair and Golfing Simulator Laboratory Space Policy

All students using the club repair laboratory must receive approval from a member of the staff. A tandem policy is in effect at all times when using this laboratory space. Another student must accompany a student utilizing this space at all times.

Player Development Program

Student unsuccessful at the PGA Playing Ability Test (PAT) must be enrolled in a Player Development Program beginning the first semester of enrollment and continuing until the PAT requirement has been completed. All first semester students are required to enroll in the Player Development Program during their first semester regardless of PAT completion.

The Player Development Program provides documentation of playing ability sufficient to make appropriate diagnosis of areas of weakness in the student's game. A detailed prescription of actions is shared with each student in regular instruction and observation periods. The use of video analysis, tracking on course statistics, and recording results on performance-based drills are tools used within the Player Development Program to help student progress of skill development.

PGM 102 is the required concentration course in which the Player Development Program is delivered. PGM 102 is scheduled to run eight weeks prior to the semester's PAT. PGM 102 is required of all first semester students, and thereafter until successful completion of the PAT.

Competition Playing Policy

All students are required to compete in at least four PGM recognized competitive tournaments each semester. Failure to complete this will result in student being placed on program probation.

PGA Playing Ability Test (PAT)

The PGA of America considers the ability to play the game of golf with a high degree of proficiency as vital for membership. Passing the PAT is a requirement in order to receive the PGA Golf Management concentration designation and to be elected to PGA membership.

Students must participate in a PAT one time during their first year in the PGA Golf Management University Program. For years two and beyond, students must participate in a PAT a minimum of two times per year with encouragement to participate in a third PAT until the PAT test is passed. Failure to participate in the minimum required PAT sessions violates the PGA Golf Management Good Standing Policy.

All students are strongly encouraged to pass the PAT by their first semester of their senior year in the PGA Golf Management University Program. Students who do not pass the PAT by the first semester of their senior year may be counseled out of the program to complete the Hospitality Management degree without the PGA Golf Management Concentration. Students will be evaluated on an individual basis.

Scores from the first two individual stroke play competition rounds of a PGA Qualified Professional Tour golf tournament, collegiate golf tournament (Division I, II, III, NAIA, NCCGA and Junior College), PGA National or Section Professional or Amateur Event, a State Open, State Amateur and State High School Championship and 36-hole qualifiers administered by the United States Golf Association or R&A, or AJGA administered events that meet the minimum yardage qualifications for PAT's may be used to satisfy the 36-hole PGA Playing Ability Test requirement, provided the individual was age 16 or over at the time of participation.

Two 18-hole scores from rounds played in PGA sanctioned events (National, Section, Chapter) that restrict participation to PGA Members, Associates, PGA Students and/or non-PGA Professionals) that qualify as a PAT attempt, may be combined within a one-year period of each other to fulfill the 36-hole PAT requirement.

An 18-hole score from rounds played in PGA Golf Management University conducted events that restrict participation to PGA Students and that qualify as a PAT attempt, may be combined with other qualifying PAT scores in a one-year period of each other to fulfill the 36-hole PAT requirement.

For PGA Associates and PGA Students, two 18-hole scores from rounds played in PGA sanctioned events (National, Section, Chapter or PGA Golf Management University that restrict participation to PGA Members, Associates, and/or PGA Students) that qualify as a PAT attempt, may be combined within a one-year period of each other to fulfill the 36-hole PAT requirement.

For participants of standard 36-hole PGA Section operated PAT events, two 18-hole scores may be combined from more than one PAT event within a one-year period from each other to fulfill the 36-hole requirement.

Playing Ability Test validity would extend eight years past the date of passing. Applicants would be responsible for submitting documentation of scores, yardage and course rating to verify Playing Ability Test eligibility, and all PGA minimum standards for the Playing Ability Test must be met. Events must be at least 36-hole events to qualify. PGA Qualified Professional Tour is defined by a regular and continuous series of events for Professionals accepted at the discretion of PGA of America.

Successful completion of the PAT is a requirement for membership into the PGA of America and for graduation with the PGA Golf Management Concentration.

Registration for the PGA Playing Ability Test (PAT)

Registrations are taken in order of receipt at the PGA of America National Office and through www.pga.org or by phone at (800) 474-2776. The cost to take the PAT is above and beyond tuition and PGM concentration fees. There is a 30-day registration deadline for every PAT and an individual may be registered for only two PATs at any one time. The registration fee and additional on-site fees for each PAT is the registrant's responsibility.

PGA Golf Management University students may register for a PAT at any time prior to the 30-day registration deadline. Those not meeting the eligibility criteria may only register within the fourteen (14) days prior to the 30-day registration deadline.

When registering for a PAT, students are to use the PGA ID number located on the PGA affiliate card.

Waiting List Policy

If a PAT becomes full before the deadline date, a wait list will be established. At the registration deadline a wait list report including the wait list registrants in order of registration is sent to the Section Office. To determine your wait list status, you may contact the PGA National Office prior to the deadline and the Section Office after the deadline. If there are any late cancellations or no shows the day of play, the Section will fill any remaining spots from the wait list, in wait list order, from those who present themselves on site. If a spot does not become available off the wait list, an individual should contact the PGA National Office to have the fees transferred to another available PAT.

Transfers/Refunds/Cancellations

There are no transfers or refunds from a PAT inside the 30-day registration deadline unless it is a cancellation after passing a previous PAT or off a wait list. An individual who passes a PAT and is signed up for another must contact the PGA National Office at (800) 474-2776 within three business days of passing the PAT to have the funds transferred to a Holding Account. A competitor who is unable to participate in a PAT and does not notify the PGA National and Section Office at least 72 hours prior to the PAT will be suspended from playing in another PAT for 90 days.

A competitor who withdraws during play or no cards (does not complete and submit a card for two 18-hole rounds) will be suspended from competing in another PAT for 90 days from the date of

that PAT. If a competitor is signed up for another PAT within the 90-day suspension period, that individual will be canceled from that PAT and the funds will be placed in the Holding Account.

An individual who cancels, withdraws, or no cards due to injury or illness may submit medical documentation to the PGA National Office no later than three business days following the PAT for review for refund and/or waiver of suspension.

If a PAT is canceled due to not meeting the minimum registrations, the PGA National Office will notify you. If a PAT is canceled due to weather, you should contact the Section Office.

Dress Code

Female participants must wear slacks, culottes, walking shorts, or golf skirts which constitute acceptable clothing worn by women in connection with participation in professional golf tournaments. Male participants must wear slacks and participants shall not wear shorts anywhere on club property. Jeans are not to be considered slacks.

The Competition

Men shall play from tees at least 6,350 yards in length with a minimum USGA course rating of 68. Women shall play from tees at least 5,400 yards and at a maximum of 5,700 yards and a minimum USGA course rating of 68. The target score is determined by multiplying the USGA course rating by two (2) and adding fifteen strokes. (After multiplying, any remaining fraction is dropped)

Golf Carts

Contestants' clubs must stay on a cart; no more than two carts per grouping. (A third cart may be allowed at the discretion of the facility). Only two people are allowed to ride in the cart at one time. To "prevent scouting", a player or players using a cart, or their caddies, may not drive the cart past the ball until all shots have been played to the green. "Past the ball" is deemed to be past the nearest ball to the green. If the players or caddies drive slightly past the ball in search of a lost ball, this is not considered past the ball, subject to undue delay penalty.

When one cart is employed by two players, the cart and any person or thing in it is always deemed to be the equipment of the player whose ball is involved, except when the cart is being driven by one of the players employing it or their caddie, the cart and its contents are considered the equipment of that player. Spectator carts are not allowed. Only official carts authorized by the Tournament Director will be allowed on the course.

It is imperative that all players return their carts to the cart staging area immediately upon completion of their round. Do not leave them at the various courses or their respective practice areas or parking lot.

Other Policies

- There must be at least twelve registrants in a PAT at the deadline in order for the PAT to be held.
- The Section sends tee times about ten days prior to the PAT. If you do not receive this listing, you should contact the Section Office.
- Photo identification is required at the PAT site and lack of photo identification is cause for disqualification.

- If allowed by both the Section and golf course, caddies are permitted. Both caddie and player may ride at the same time.
- The use of alcohol is prohibited during play of the PAT.
- For conduct unbecoming of a golf professional, an individual may be assessed a two-stroke penalty. A second offense will result in disqualification.
- To preserve the integrity of the game and our PGA competitions, please be reminded that each player has the duty and responsibility to protect the rest of the field from questionable practices and Rules infractions. If you are doubtful as to the rights or procedure for either yourself or a fellow competitor, seek the counsel of the PAT Examiner.
- Any student shooting 200 or more in a PGA Playing Ability Test will be placed on notice by the PGA of America. A second score of 200 or more in a PGA Playing Ability Test during the duration of program enrollment will result in dismissal from the program by the PGA of America. A university may submit an appeal for a student's program reinstatement only after the PAT has been successfully passed.
- The PAT schedule and deadlines are subject to revision. For an updated schedule visit www.pga.org or call (800) 474-2776.
- For any questions regarding PAT policies, contact the PGA Member Information Service Center at (800) 474-2776.

Graduation with the PGA Golf Management Concentration

Students graduating from the UNLV PGA Golf Management University Program earn the PGA Golf Management Concentration on their transcript. Students must complete all required courses in the curriculum and achieve a 2.0 grade point average. In addition, prior to graduation from the PGA Golf Management University Program, students are required to pass the PGA Playing Ability Test (PAT), and fulfill a 16-month internship requirement at PGA of America approved internship sites.

Students will have one semester beyond completion of academics to pass the PGA Player Ability Test and graduate with the PGA Concentration.

Students enrolling in the program starting in fall 2022 or after must complete the PGA PGM 3.1 curriculum including the Qualifying level, Level 1, 2, and 3 prior to graduation.

Applying For Graduation

When to Apply

You must have an expected senior standing at the time of your application. In other words, your earned credits plus the credits you are currently enrolled in should equal 90 or more. This should occur approximately 2 academic semesters before your anticipated graduation term (please note — the last 28 credits must be earned at UNLV).

Application Instructions

1. Apply for graduation in MyUNLV (Student Center under the "Other Academics" drop-down menu). Once you have applied, the graduation fee will be placed on your student account. You may pay this fee along with any outstanding tuition or fees by clicking "Make a Payment."
    - Fall Application Deadline - October 20

- Spring Application Deadline - March 18
- Summer Application Deadline - July 1

2. Note: Deadlines for graduation will differ for graduate students. See Applying for Graduation — Graduate Students above for more details.
3. Review your Academic Requirements Report under "My Academics" in MyUNLV. Make plans to complete any outstanding requirements by the end of your graduating semester. See your academic advisor if you have any questions about what classes you need to take.
4. Prepare for Commencement.

IMPORTANT NOTE:

If you do not anticipate completing your degree requirements in the semester you applied for you must contact the Graduation Office (774-2916 or 895-3685) graduation@unlv.edu. Failure to do so will prevent you from registering or applying to graduate for a future semester.

PGA Membership Election Criteria

Students who graduate from PGA Golf Management University Programs after completing Level 3 of the program, the Playing Ability Test (PAT) and 16 months of approved internship will qualify for immediate membership upon eligible employment, and a background check.

Applying for PGA Membership

Students will be eligible to apply for membership in the PGA of America once all degree requirements for the PGA Golf Management concentration have been completed. In addition, citizenship and eligible employment requirements, and completion of the PGA required background check are to be satisfied prior to application for membership along with appropriate dues and fees. Access to the PGA background check can be viewed at: https://account.pga.org/background-check

To apply for membership into the PGA of America students are required to complete Form 302-Membership Application- and submit one week before the semester's commencement date. Election to membership must be within the PGA acceptable progress guidelines. The Membership Application form can be viewed at: https://www.pga.org/sites/default/files/assets/library/Forms/member-application-b-form-320.pdf

The University Office of the Registrar will confer degrees within one month of the commencement date. Once the student's degree is conferred the UNLV PGA Golf Management Program Administrator will communicate to the PGA of America that all requirements of the degree with PGA Golf Management concentration are met. At this time the alum will be elected into membership to the PGA of America at the next election cycle (typically one per month) assuming eligible employment requirements are met.

International Student Policy

PGA Golf Management Programs are accredited by the PGA of America to produce PGA members. The PGA of America permits a PGA Golf Management University to admit up to ten percent of its students internationally. Upon completion of all program requirements, the international student will earn a Bachelor of Science in Hospitality Management with a PGA Golf Management concentration from the University of Nevada, Las Vegas.

International students are eligible to complete all PGA PGM requirements and apply for PGA of America Membership upon successfully graduating from an accredited PGA Golf Management University Program. To be eligible for membership, an individual must meet all application and Bylaw requirements for election.

To obtain OPT you must complete a minimum of five months of internship internationally. Once OPT is obtained this may allow for direct election to PGA Membership.

PGA of America Background Check

* Effective Jan. 1, 2010, all aspiring PGA members will undergo a background check as part of the PGA Golf Management University Program and will be responsible for paying the one-time cost associated with that check.

The overall objective of the program will help protect not only the individuals who interact with PGA professionals on a day-to-day basis via lessons, training, and teaching; but also the prestigious brand of The PGA of America. The project ensures The PGA of America has a background check program that consistently and thoroughly screens all prospective members.

PGA will select a vendor to administer the background checks, which will cover four major areas to verify information provided by the student on the application.

This background check is a standard of membership for all PGA Golf Management University Program students and must be completed prior to election to membership.

Career Assistance

The Program Director, Assistant Director/Internship Coordinator, and/or Program Coordinator provide career assistance for internship placement and full-time employment after degree completion. Graduates are also encouraged to contact their PGA Section Employment Consultant for career assistance.

PGA Golf Management University 3.1 Progression and Testing Policy

The PGA Golf Management 3.1 curriculum is delivered through an online portal and serves as a learning management system designed to provide information and maximize performance in the PGA Golf Management educational program. Each student upon enrollment will need to register for a PGA username and password for access to the PGA Education portal. Once affiliated with the UNLV PGA Golf Management University Program, the student will continually utilize the PGA Education portal for access to materials for test preparation and work experience activities.

Testing

The PGA Golf Management 3.1 culminating exam must be attempted on campus with PGA Golf Management staff serving as proctors. Students will receive an email with their score immediately upon completion of testing, and the test results are then electronically recorded with the PGA of America. Upon completion of a test, a University Director may request a score report for any student by submitting the "3.1 score report request form." This report outlines the objectives tested in each course and the number correct for each objective. This report can be used to prepare unsuccessful students for retake testing. Requests for score reports will be processed in 7-14 days.

Retake Policy

Students failing the initial culminating exam on-campus must retake the exam by scheduling an Examity appointment on Canvas. The only exception to this rule is for students with approved PGA accommodations beyond additional time which requires proctoring by the Student Disability Resource staff on campus.

30 days following a failed test attempt, the STUDENT will receive an e-mail for each retake. The e-mail contains a link that can be used by the student to register for a retake test. The fees for the testing session will be paid directly to Examity (Examity requires 24 hours cancellation notice).

Following a retake registration, the student will receive a confirmation e-mail from Examity that the student has registered for a testing session. This e-mail contains specific information required for their scheduled testing session. Please note that if a student schedules a test or modifies an existing appointment within 24 hours, Examity charges a fee of $5. For students that no show their scheduled appointments, the full amount of the test is charged plus a $5 fee which will be the responsibility of the student.

Progression

Each student will have the initial semester to complete the PGA Qualifying Level, i.e. cohorts enrolled in the fall semester must complete the Qualifying Assessments on or before April 1). If a student fails to complete the Qualifying Level Assessments within six months, the student must re-purchase portal access and the six-month clock to pass the Qualifying Level will re-start. Once students have successfully completed the Qualifying Level, they are registered in Level 1 course work. All PGA requirements for membership must be completed within 7 years of the Level 1 enrollment date to avoid restarting the PGA Golf Management 3.1 program.

Students are required to complete all requirements of the currently enrolled PGA Level (assessments, work experience, and seminars) before gaining access to the next PGA Level of instruction or being enrolled in the corresponding course.

Attendance at Seminars & Simulations

Students are required to participate in PGA Teaching Seminars and Business Simulations held on campus and virtually. If a student misses either day of the teaching seminar or business simulation, he/she will need to re-attend both days at another location. This also makes this student ineligible to advance to the next level, once the missed seminar is retaken, the student will then be eligible to advance to the next level.

Cancellations

Cancellations from a university seminar session must be received no later than two business days prior to the start of the seminars. Any cancellations received after the cancellation date will be subject to review. If a student no shows or does not cancel within 48 hours prior to the scheduled testing date, the initial fee paid is forfeited and the student's appointment is voided.

PGA Golf Management University 3.1 Learning Outcomes

Qualifying Level

Introduction to the PGA Professional Golf Management Program (6)

1. Know the career opportunities, challenges, and benefits of PGA membership
2. Understand significant differences between Teaching and Player Development and the Facility Management emphasis as a PGA Member
3. Understand the structure and requirements of the PGM Program
4. Know how to maintain acceptable progress
5. Know the courses and assessments at each level of the PGM Program
6. Know how to access resources that facilitate progress through the PGM Program

Resumes, Cover Letters, and Interview Preparation (1)

1. Prepare a professional resume and cover letter and prepare for an employment interview

PGA Constitution (6)

1. State the mission of The PGA of America and the structure of The PGA Constitution, Bylaws and Regulations
2. Describe how The PGA of America is organized, including its Officers, Board of Directors, Sections, and Districts
3. Describe the role of Sections and Districts, the PGA Officers and Board of Directors, The Chief Executive Officer and headquarters staff
4. Recognize the requirements for PGA Recognized Golf Facilities and employment definitions
5. Describe the importance of The PGA of America's dedication to professionalism and ethical practices, what constitutes a Code of Ethics violation, and the procedures for processing Code of Ethics violations
6. Identify eligibility requirements for PGA PGM participants and members, the rights of membership, the different membership classifications, how to maintain active status, and the process for appealing to the Board of Control on membership issues

Introduction to The Rules of Golf (4)

1. Review the organization of The Rules of Golf
2. Understand proper (Etiquette) Standards of Player Conduct of the game of golf
3. Review the history and development of the Rules
4. Understand how the Rules are maintained and changed

PGM 3.1 Level 1

INTRODUCTION TO TEACHING & COACHING

Learning: Introduction to How Students Learn (4)

1. Know how students learn and process golf knowledge and skills, and identify the implications for teaching
2. Know how to define and distinguish between learning and performance
3. Understand how juniors learn golf knowledge and skills, and identify implications for teaching
4. Conduct a physical evaluation of a junior golfer and create developmentally appropriate exercise and training programs

Teaching: Building Relationships and Structuring Effective Golf Lessons (6)

1. Establish student/teacher relationships that promote greater student learning and enjoyment
2. Develop a communication style that fits the student and increases instructional effectiveness
3. Analyze students' instructional needs and set clear, purposeful learning and practice goals
4. Know the format of an effective golf lesson
5. Deliver effective explanations and demonstrations during a golf lesson
6. Engage in self-assessment of teaching skills and competencies

Game: Laws, Principles and Preferences, and Club Performance (8)

1. Recognize the appropriate clubhead path and clubface position information to improve a golfer's performance
2. Conduct appropriate assessments to determine the short game skill level of the golfer
3. Gain understanding of the short game elements to help lower scores and improve the player
4. Define club performance terms and specifications, including lie angle and clubface angle or position, and describe their effect on ball flight and player performance
5. Define what information is required to properly assess a player's golf equipment 6. Observe a player's swinging motion, ball flight, and equipment to evaluate the effectiveness of their equipment
7. Understand the six (6) ball flight laws and the impact they have on the flight of the ball
8. Recognize how the coach applies their understanding of the laws to their teaching plan to correct ball flight

Player Engagement (9)

1. Understand how player engagement programs benefit PGA Professionals and support the facility's goals and objectives
2. Identify the components of a comprehensive player engagement program through the utilization of facility-wide resources
3. Understand the needs, interests, desires, and concerns of diverse populations and customize engagement programs
4. Describe how to develop plans to market, promote, implement and evaluate player engagement programs

5. Develop a business plan specifically for a teaching business
6. Communicate the facility-wide benefits of teaching programs to owner(s)
7. Devise a comprehensive instructional program that promotes the game
8. Market and promote the value of the PGA Professional and instructional program offerings
9. Provide ongoing staff training and educational opportunities to develop an effective teaching business

LEVEL 1 – FACILITY MANAGEMENT 1

Business Planning (8)

1. Understand the PGA Business Planning Model
2. Use case studies to apply business planning concepts
3. Define the business at the facility level in terms of vision, core values, facility characteristics and mission
4. Assess the current state of the business by conducting a SWOT analysis
5. Develop appropriate business goals and objectives
6. Develop strategies to achieve goals and objectives
7. Analyze financial history to create a financial forecast and operating budget
8. Monitor performance and make necessary modifications to the plan

Career Enhancement (6)

1. Prepare a professional resume and cover letter and prepare for an employment interview
2. Utilize the PGA PGM Work Experience Portfolio to display relevant training and experience
3. Describe the golf industry job market and the knowledge and skills required to succeed
4. Access PGA employment resources and participate in professional growth and development
5. Utilize negotiation strategies for a compensation package
6. Understand the major components of an employment agreement or contract

Customer Relations (5)

1. Understand the business value of customer relations
2. Describe the components of the PGA Customer Relations Model
3. Utilize the four Interaction Strategies in a variety of routine and challenging customer situations
4. Utilize the seven Interpersonal Skills in a variety of routine and challenging customer situations
5. Initiate the PGA Experience using a systematic engagement routine

Golf Car Fleet Management (8)

1. Understand the importance of the golf car to the customer, the golf professional and the facility
2. Know the characteristics of a well-managed golf car fleet
3. Utilize policies and procedures necessary for the operation of a safe and efficient golf car program
4. Evaluate the components and potential benefits of an effective maintenance program and a proper storage facility
5. Determine golf car needs in order to acquire a fleet that supports the facility’s mission, customers, and physical characteristics
6. Project fleet revenue, costs, and profit, and identify how budgeting changes impact the bottom line
7. Evaluate the advantages and disadvantages of lease-purchase options

8. Determine optimal rental fees

The Rules of Golf (3)

1. Define key terms used in The Rules of Golf
2. Locate and apply Rules to frequently encountered situations
3. Encourage the use of the Rules and etiquette at your facility

Tournament Operations (7)

1. Understand how to define, assess, and develop tournament business at a facility
2. Identify and define a tournament's purpose to develop an event that meets the needs of the customer and the facility
3. Know how golf courses and facilities prepare for an event
4. Define staff requirements for tournament operations
5. Understand and communicate tasks required for tournament execution
6. Manage situations and make rulings during events
7. Review tournaments and suggest improvements for future events

PGM 3.1 Level 2

INTERMEDIATE TEACHING AND COACHING

Learning: Feedback and Transfer Practice (5)

1. Identify how the various types of feedback function and influence the effectiveness of teaching and learning golf skills
2. Explain how the conditions of intrinsic and augmented feedback influence the effectiveness of teaching and learning golf skills
3. Explain how the timing and frequency of augmented feedback influence the effectiveness of teaching and learning of golf skills
4. Identify the principles of effective practice
5. Explain how the variables presented influence the effectiveness of practice in learning golf skills

Teaching: The Tempo of Teaching (4)

1. Focus and maintain a consistent lesson pace to maximize student learning
2. Effectively determine and design an appropriate practice routine to the benefit of the player by understanding the who, where, when, how and why of practice prescription
3. Effectively determine and design an appropriate practice routine, including drills and drills with an aid, to the benefit of the golfer and their swing shape
4.Use relevant technology to promote student learning

Game: Teaching Methodologies and Physical Performance (8)

1. Recognize the appropriate clubhead path and clubface position information to improve a golfer's performance
2. Understand the six (6) ball flight laws and the impact they have on the flight of the ball
3. Recognize how the coach applies their understanding of the laws to their teaching plan to correct ball flight
4. Demonstrate knowledge of full swing methodologies

5. Apply a variety of teaching methodologies to meet the full swing needs of the golfer
6. Demonstrate knowledge of short game methodologies
7. Apply a variety of teaching methodologies to meet the specific short game needs of the golfer
8. Demonstrate basic knowledge of anatomy and physiology and be able to conduct a physical assessment to identify movement capabilities and limitations that may affect a golfer's performance

LEVEL 2 – FACILITY MANAGEMENT 2

Golf Operations (8)

1. Describe the organizational structure, key departments, reporting relationships and job descriptions of a facility
2. Align and implement operational policies, procedures and technology systems to support the business plan
3. Know how marketing and promotional strategies help achieve business goals and objectives
4. Identify core business areas that support a customer-focused environment
5. Identify and utilize policies for reservation systems, pace of play programs, and monitoring procedures
6. Identify operations-related course design and maintenance factors that affect play
7. Identify the operations team through organizational systems, consistent communication, training, performance measures, and time management
8. Monitor operational effectiveness and employ quantitative yield management techniques

Merchandising and Inventory Management (10)

1. Know the characteristics of a merchandising operation that align with a facility's business plan
2. Know what is involved in creating and maintaining a buying plan
3. Create and maintain a merchandise assortment plan (MAP)
4. Establish vendor relationships that contribute to the growth and success of the merchandising operation
5. Control the flow of inventory, including ordering, receiving, stocking, tracking, selling, restocking, and valuing
6. Utilize industry-proven pricing strategies to meet business objectives
7. Know how golf shop design affects merchandise sales
8. Implement promotional campaigns and events to sell through merchandise
9. Implement selling techniques that support the facility's business objectives
10. Monitor key sales and inventory performance metrics to make appropriate adjustments to merchandising plans and sales techniques

Turfgrass Management (8)

1. Understand types of grasses and soils, nutrient needs and the impact of climate and traffic stress
2. Know common practices for maintaining healthy turfgrass including mowing, watering, fertilizing, aerating, pest control, and disease management
3. Identify the responsibilities of the golf course superintendent and maintenance staff
4. Know strategies for improving communication and cooperation among the PGA Professional, the superintendent, and the maintenance staff

5. Answer questions about course maintenance issues that affect play and the golf experience
6. Be aware of functional design considerations such as drainage, traffic control, safety, course playability, aesthetics, and environmental considerations
7. Describe practices that improve the golf course and protect the environment
8. Describe the process involved in designing a new golf course or renovating an existing one

PGM 3.1 Level 3

LEVEL 3 – FACILITY MANAGEMENT 3

Food & Beverage

Lesson 1 Introduction to Food and Beverage

- Benefits of a Successful Food & Beverage Operation
- Major Types pf Golf Facilities
- Customer Expectations
- Types of Food & Beverage Operations
- Differentiated Products
- Role of the Food & Beverage Manager
- Benefits of F&B Training and Experience to the Golf Professional's Career
- Characteristics of a Successful F&B Operation
- The PGA Business Planning Model in the F&B Environment

Lesson 2 Staffing and Customer Service

- Staffing the Food & Beverage Operation
- Providing Customer Service to Food and Beverage Operation Customers

Lesson 3 Coordinating Food and Beverage Operations with Other Operations

- The Interrelatedness of All Departments
- Coordinating with Golf Operations
- Additional Resources

Supervising & Delegating

- The Performance System
- Elements of the Performance System
- Motivating Work
- Principles of Motivating Work
- Delegation Strategies
- Managing Performance Problems
- Four-Stage Sequence for Correcting Performance Problems

LEVEL 3 – TEACHING & COACHING 3

Teaching and Coaching 3 builds on Level 1 and Level 2 teaching courses and emphasizes the seamless integration of learning, teaching and game elements. It provides an even more nuanced discussion of the various components of practice, learning and teaching. It delves into how students can use mental imagery to promote learning and performance, how they learn a variety of swing

changes, transfer learning to the course and how the mental game affects performance. It continues the discussion of effective short-term and long-term planning and how to integrate technology, reflective teaching and the ongoing improvement of teaching. The course also covers more advanced shot-making and emphasizes the quality and flow of teaching in order to maximize positive student behavior change and skill transfer to the course. It presents additional methodologies for teaching on a golf course with students, as opposed to an off-course instructional setting. The club alteration and fitting components center on processes and procedures that improve both club and player performance.

After completing the course, students will be able to:

- Explain the role of mental practice and imagery in the teaching, learning and playing
- performance of golf skills
- Explain the theories and factors that influence the transfer of learning and playing
- performance of golf skills
- Explain how learning occurs when students try to make swing changes in a well-learned
- swing with implications for teaching and playing performance
- Explain how to teach students to learn an effective mental game to optimize their playing
- performance
- Plan long-term developmental programs for beginning, intermediate and advanced
- players
- Understand technology best practices that promote student learning
- Analyze current teaching and develop effective instructional routines, knowledge, and
- skills
- Communicate the value and facility-wide benefits of the teaching business to key
- decision makers and customers
- Demonstrate and apply the appropriate specialty shot information for the benefit of the
- golfer
- Understand on-course teaching methodologies to improve player performance
- Demonstrate appropriate skills including the use of tools and technologies for measuring
- golf club specifications, performing gap analysis and altering performance variables
- Conduct an effective club and ball flight performance evaluation
- Distinguish and explain the rationale between the need to alter the golf club or to provide
- swing instruction in order to optimize performance
- Conduct a club fitting to improve performance
- Develop a business plan specifically for a teaching business
- Communicate the facility-wide benefits of teaching programs to owner(s)
- Devise a comprehensive instructional program that promotes the game
- Market and promote the value of the PGA Professional and instructional program
- offerings
- Provide ongoing staff training and educational opportunities to develop an effective
- teaching business

APPENDIX 1: PGA Suggested 4-Year Plan of Study

(Use in conjunction with program worksheet)

Year 1

First Semester

HMD 100	3 credits
ENG 101 (Placement Test)	3 credits
Fine Arts*	3 credits
HMD 101	3 credits
PGM 102	2 credits
PGM 110	3 credits
Total Year 1, First Semester	**17 credits**

Second Semester

ENG 102 (ENG 101)	3 credits
MATH 120 (Placement Test)	3 credits
COM 101	3 credits
HMD 130	3 credits
PGM 111 (PGM 110)	3 credits
Total Year 1, Second Semester	**15 credits**

Summer Semester

PGM 162	1 credit

Year 2

Third Semester

Second-Year Seminar (ENG102 and/or FYS)	3 credits
HMD 200 (COM101, ENG102, HMD101, Soph. Std.)	3 credits
HMD 205 (ENG101, HMD101)	3 credits
HMD 221 (ENG101, ≥MATH120, HMD101)	3 credits
PGM 201 (PGM111)	3 credits
Total Year 2, Third Semester	**15 credits**

Fourth Semester

Analytical Thinking	3 credits
HMD 220(ENG 101, HMD 101)	3 credits
HMD 225 (ENG 102, ≥MATH120, HMD101)	3 credits
HMD 321 (HMD 220, 221)	3 credits
PGM 300 (PGM 201)	3 credits
Total Year 2, Fourth Semester	**15 credits**

Summer Semester

PGM 262 (PGM 162)	1 credit

Year 3

Fifth Semester

Constitutions	4 credits
HMD 330 (ENG102, HMD130, 221)	3 credits
HMD 305 (Analytical Think., HMD200, 205, 225)	3 credits
HMD 350 (ENG102, ≥MATH120, HMD220)	3 credits
PGM 301 (PGM 300)	3 credits
Total Year 3, Fifth Semester	**16 credits**

Sixth Semester

Non-Lab science	3 credits
HMD 401 (ENG102, ≥MATH120, HMD205)	3 credits
HMD 420 (HMD321)	3 credits
PGM 401 (PGM 301)	3 credits
Total Year 3, Sixth Semester	**12 credits**

Summer Semester

PGM 362 (PGM 262)	1 credit

Year 4

Seventh Semester

Lab Science	4 credits
HMD 405 (Analytical Think., HMD305, 350, Coreq: HMD420)	3 credits
HMD 440 (Analytical Think., HMD330, 350, Coreq: HMD420)	3 credits
PGM 402 (PGM 401, Coreq: HMD420)	3 credits
Total Year 4, Seventh Semester	**13 credits**

Eighth Semester

Humanities*	3 credits
HMD 402 (HMD 200, 205, 225)	3 credits
Culminating Experience #2 (Coreq: HMD405 + specific req.)	3 credits
Open Elective*	3
Total Year 4, Eighth Semester	**12 credits**

Summer Semester

PGM 462 (PGM 362)	2 credits

APPENDIX 2: PGA Golf Management University Program PGA PGM 3.1 Curriculum

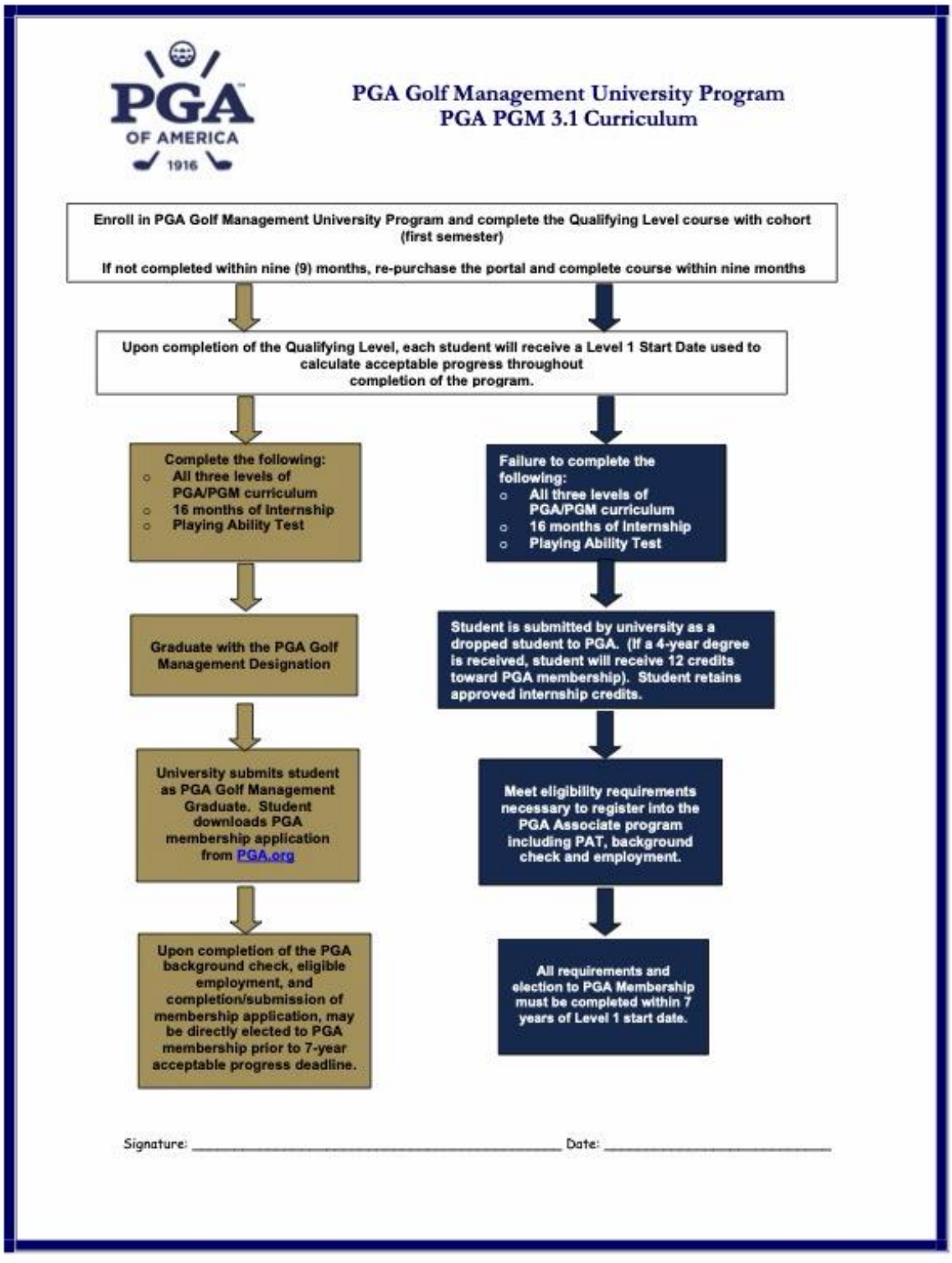
1. Enroll in PGA Golf Management University Program and complete the Qualifying Level Courses with cohort (first semester). If not completed within nine (2) months, re-purchase the portal and complete course.
2. Upon completion of the Qualifying Level, each student will receive a Level 1 Start Date used to calculate acceptable progress throughout completion of the program.
3. Complete the following:
    a. PAT
    b. 16 months of internship
    c. All three levels of PGA PGM 3.1 Program
4. Graduate from PGA Golf Management University with the PGA Golf Management designation
5. University submits student as PGA Golf Management Graduate. Student downloads PGA membership application form from PGA.org (form 302)
6. Upon completion of the PGA background check, eligible employment and completion/submission of membership application, maybe be direct elected to PGA membership prior to 9-year acceptable progress deadline.

3b. Failure to complete the following:
    a. PAT
    b. months of internship
    c. All three levels of PGA PGM 3.1 Program

4b. Student is submitted by university as a dropped student to PGA. (If a 4-year degree is received, student will reserve 12 credits toward PGA membership). Student retains approved internship credits.

5b. Meet eligibility requirements necessary to register into the PGA Associate program including PAT, background check and/or employment.

6b. All requirements and election to PGA Membership must be completed within 9 years of Level 1 start date.


PGA OF AMERICA 1916
PGA Golf Management University Program
PGA PGM 3.1 Curriculum
Enroll in PGA Golf Management University Program and complete the Qualifying Level course with cohort (first semester)
If not completed within nine (9) months, re-purchase the portal and complete course within nine months
Upon completion of the Qualifying Level, each student will receive a Level 1 Start Date used to calculate acceptable progress throughout completion of the program.
Complete the following:
All three levels of PGA/PGM curriculum
16 months of Internship
Playing Ability Test
Graduate with the PGA Golf Management Designation
University submits student as PGA Golf Management Graduate. Student downloads PGA membership application from PGA.org
Upon completion of the PGA background check, eligible employment, and completion/submission of membership application, may be directly elected to PGA membership prior to 7-year acceptable progress deadline.
Failure to complete the following:
All three levels of PGA/PGM curriculum
16 months of Internship
Playing Ability Test
Student is submitted by university as a dropped student to PGA. (If a 4-year degree is received, student will receive 12 credits toward PGA membership). Student retains approved internship credits.
Meet eligibility requirements necessary to register into the PGA Associate program including PAT, background check and employment.
All requirements and election to PGA Membership must be completed within 7 years of Level 1 start date.
Signature: _____ Date: _____

APPENDIX 3: UNLV PGA Golf Management Program Policy and Procedure Signature Page

By signing this form, you are confirming that you have read and understand all policies and procedures within the UNLV PGA Golf Management Policy and Procedure Manual. The policies and procedures include but are not limited to:

- Completion of the minimum credit hours for the Bachelor of Science degree with a major in Hospitality Management including all PGA Golf Management concentration classes.
- Students are expected to make continued progress toward completing the degree. Students in the concentration must matriculate as full-time students unless advised otherwise by the Program Director. Upon entrance into the program students are placed in a class cohort whom they are to matriculate though until completion of the concentration. If a student is behind their original cohort by more than one year, they will be in violation of good standing resulting in probation, suspension, or expulsion from the program.
- Completion of the PGA Golf Management education program including the Qualifying Level (PGA PGM 3.1), Level 1, Level 2, and Level 3.
- Completion of the PGA Playing Ability Test
- For students unsuccessful in PAT completion:
- Students must participate in a PAT one time during their first year in the PGA Golf Management program. For years two and beyond, students must participate in a PAT a minimum of two times per year with encouragement to participate in a third PAT until the PAT test is passed. Student will be removed from Good Standing in the PGA Program if the minimum PAT attempts are not satisfied.
- 16 Months of Internship with the final extended internship completed upon successful completion of UNLV course work.
- It is the objective of the PGA Golf Management program to graduate students with the necessary knowledge and criteria to become PGA members. It is important to note, PGA membership will not be granted to students who do not successfully complete all PGA of America Membership requirements, obtain U.S. citizenship and/or a termed position at a recognized golf.
- facility in the United States under a short-term visa (OPT or H1B) prior to the eight-year timeline. To obtain OPT you must complete a minimum of five months of internship internationally. Once OPT is obtained this may allow for direct election to PGA Membership.
- Students must complete all requirements of the PGA Golf Management concentration within eight years of starting the PGA Golf Management program (Level 1 for PGA PGM 3.1).
- I understand a background check through the PGA of America is a standard of membership in the Association and must be completed prior to election to membership.
- Students must meet eligible employment criteria to receive PGA membership

- Students are eligible to test for Qualifying Level and Levels 1, 2, and 3 of the PGA PGM curriculum upon successful completion of the corresponding course offerings and work experience.
- If a student is approved for special testing accommodations it is the student's responsibility to notify the program Director. The PGA Nonstandard Testing Accommodation Form along with appropriate supporting medical documentation must be submitted to the PGA at least 90 days prior to any testing session.
- Students are required to attend PGA student association meetings, participate in PGA tournament programming and enrollment in Player Development course work as prescribed by program policy.

_____
(Print Name)

_____ _____
(Signature) (Date)

I grant the UNLV PGA Golf Management program permission to release my current email address to the PGA of America.

_____
(Print Name)

_____ _____
(Signature) (Date)

APPENDIX 4: UNLV PGA Golf Management Policy and Procedure Signature Page Transfer Student

By signing this form, you are confirming that you have read and understand all policies and procedures within the UNLV PGA Golf Management Policy and Procedure Manual.

The PGA Golf Management program is designed for full time enrollment. It is likely an increase in time and money for students transferring into the program beyond the freshman year will occur. Students transferring college credits into the PGA Golf Management Program concentration must matriculate with their cohort. Upon program entry, students are placed in a cohort whom they are to matriculate until completion of the PGA Golf Management program. Acceleration past your entry cohort is not permitted.

Since all students are required to complete the PGA Golf Management program with their cohort, it is unlikely a transfer student would be able to complete the concentration in less than 4 years.

All entering transfer students are required to meet with the Program Director for advisement prior to the start of the semester.

All advisement of transferable classes prior to being fully admitted are subject to change and are only estimations.

_____

(Print Name)

_____ _____

(Signature) (Date)

APPENDIX 5: PGA Golf Management University Statement of Understanding

I, _____, acknowledge that I have not completed all requirements necessary to graduate with the PGA Golf Management designation as noted on my official university transcript. As a result, I am not eligible for direct election to PGA membership. To continue my progress toward PGA membership, I understand and agree to the following:

- I must complete all PGA requirements in addition to earning 28 employment credits.
- If I have completed a four-year degree: I am eligible to receive 12 of the required 28 employment credits and to transfer any PGA-approved internship credits I earned while enrolled in the PGA Golf Management Program.

If I have not completed my degree, I am eligible to transfer any PGA-approved internship credits earned in the program toward the 28 credits required for PGA Membership. Any remaining credits must be earned by working full-time as a registered Associate in a position eligible under the PGA Constitution and Bylaws. It is my responsibility to contact the PGA of America at (800) 474-2776 to register as an Associate and to determine my available options and requirements for pursuing PGA Membership. I understand that the PGA of America has recently updated its curriculum. Based on my curriculum pathway:

- If I was enrolled in the PGA PGM 3.0 curriculum and wish to complete the PGA Associate Program, I must either return to 3.0 Level 1 or fully transition to the 3.1 curriculum. I understand that I must be elected prior to my acceptable progress deadline. I will work directly with the PGA Education Department to determine my remaining requirements.
- If I was enrolled in the PGA PGM 3.1 curriculum and wish to complete the PGA Associate Program, I will work directly with the PGA Education Department to determine my remaining requirements in the 3.1 curriculum.

While working as a registered Associate to earn the required employment credits, I must also complete all other PGA requirements. All requirements—including earning credits—must be completed and I must be elected to PGA Membership within seven (7) years from my initial Level 1 start date.

By signing below, I acknowledge that I have read, understand, and agree to the statements above.

_____

Student Signature

_____

Date

_____

Director Signature

_____

Date

APPENDIX 6: PGA Nonstandard Testing Accommodation Form

Please complete this application form and submit to the Professional Golfers' Association of America, PGA Education Department, via email to npillay@pgahq.com or mail to 1916 PGA Parkway, Frisco, TX 75033. After review by legal counsel, you will be advised whether your request has been granted. This form must be submitted with all sections completed and all additional information requested attached prior to scheduling a testing session.

PART I - APPLICANT INFORMATION

Name: _____

PGA ID #: _____

Email Address: _____

Telephone: _____

Nature of your disability:

_____

_____

Date of when your disability was first diagnosed: _____

Date of professional's most recent evaluation: _____

I have attached medical documentation based on the criteria described in PART V and verify that all information provided is accurate.

Signed: _____ Date: _____

PART II – TESTING ACCOMMODATIONS REQUESTED

Type of Testing Accommodations Requested

1. Extended testing time
    - 50% (time and one half)
    - 100% (double time)
    - Other:_____
2. Test Format
    - Large Print
3. Assistance
    - Reader
    - Recorder/writer of answers
    - Sign language interpreter for instructions to the knowledge test or the video or audio-based simulation tests
2. Additional test breaks
    - 1 additional break
    - 2 additional breaks

- Breaks as needed (specify): _____

4. Other Accommodations: _____

PART III – NON-TESTING ACCOMMODATIONS REQUESTED (IF APPLICABLE FOR SESSION)

1. Non-Testing Accommodations related to the disability (for example – lodging, food, etc.):

_____

_____

_____

PART IV – REGISTRATION FOR SAME ACCOMMODATIONS

I have tested at a PGA authorized testing center or PGA Golf Management University in the past.

- o Yes
- o No

PART V – VERIFICATION OF DISABILITY

The supporting documentation that is submitted must meet the following criteria:

1. Clearly state the diagnosed disability.
2. Describe the functional limitation resulting from the disability.
3. Be current, within the last five years of Learning Disability, last six months for psychiatric disorders, or the last three years for all other disabilities.
4. Include a complete educational, developmental, and medical history relevant to the disability for which testing accommodations are being requested.
5. Include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability (does not apply to physical or sensory disabilities of a permanent or unchanging nature.
6. State why the disability qualifies the applicant for the specific testing accommodation requested, taking into consideration the distinct nature of the following tests:
   *The PGAPGM knowledge tests are timed and computer delivered at an authorized test center or PGA Golf Management University.
   a. For requests under Section III above, please state why the disability qualifies the applicant for the specific non-testing accommodation requested.
7. Documentation should be typed or printed on official letterhead and signed by an evaluator qualified to make the diagnosis (information about license or certification and area of specialization needs to be included).

APPENDIX 7: UNLV PGA Golf Management University Student Association Constitution

Revised on March 25th, 2021

Article I. Preamble & Purpose

As a student collective with the intent to ingrain the integrity of golf, the purpose of the UNLV PGA Golf Management University Student Association (henceforth referred to as "the PGMSA" or "the Association") is to provide a forum for all PGA Golf Management University students to organize and achieve the objectives that the Association feels are important for the PGA Golf Management concentration; to assist the students within the Concentration so that future internships, golf-related employment, and professional development will be executed in accordance with the established guidelines of the Professional Golfers' Association of America; and to create methods to further grow, promote, and actively enhance the game of golf locally, nationally, and globally.

Article II. Membership

The membership shall be divided into active and honorary members.

I. Currently registered students registered and in good standing with the Concentration and Hospitality College shall be eligible for active membership.
II. Honorary members shall be nominated by the general membership and voted upon by the Executive Board. These members may not hold office, vote, preside, or officiate any PGMSA-sanctioned event unless given an exception.
    a. Honorary member exceptions must be approved by the Executive Board AND the Directors of the Concentration.

Article III. Executive Board Officers and Board Members

The Executive Board will be comprised of six (6) officers and the four (4) Board of Directors/Class Representatives, in which they will be elected for a term consisting of one (1) academic year. Each Board member and Officer, with the exception of the Past President, shall have one vote on the Executive Board.

Section 1. Eligibility

Only currently registered students in good standing presently enrolled in the PGA Golf Management University Program shall be eligible to serve as appointed or elected officers. Elected officers must also reflect a cumulative grade point average of 2.0 or higher at time of nomination.

Section 2. Officers

I. President
   a. The main purpose of the President is to ensure that the Executive Board's mission and philosophy is properly communicated to all students and that it is executed in a way that is timely, efficient, and done so in the proper channels given to the Association under the guidance of the Directors. The President will be present in General Meetings and speak on behalf of the Association and Concentration when asked upon to do so. The President shall also be the direct liaison between the Association and the Concentration Directors and Administrative Staff.
   b. The Association President will be the primary student responsible for setting schedules for Association activities and events. It is up to the discretion of the President how activities and events are scheduled and who may make said scheduling.
   c. The Association President will be responsible for creating a budget for the academic year with the Association Treasurer, in which the Executive Board and Association will vote to approve. The President will ensure that proper limits on committee spending, fundraising goals, and other expense accountabilities will be discussed and followed through.
   d. The Association President will be responsible for appointing Class Representatives as Chairs to any one of the four committees: Mentorship, Social/Activity, Fundraising, and Public Relations. The President shall also be the primary member of the Association to assist all Chairs when needed.
   e. Upon swearing in of duties assigned to them, the Association President will have completed a minimum of forty (40) credit hours at UNLV and have successfully completed Qualifying Level in the PGA of America.

II. Past President
   a. The Past President will be the prior academic year's PGMSA President and will serve as a counsel to the incoming Executive Board. While regarded as a mentor and advisor to the current Executive Board, the Past President may not actively vote on Executive Board decisions unless an exception is made similar to Honorary Members (see Article II B-1).

III. Vice-President
   a. The Association Vice President is responsible for organizing the Association's General Meetings and their accompanying guest speaker series, as well as other educational events for the academic year to be held including but not limited to: study groups, recognition of academic achievement, recognition of athletic achievement, student-led functions within the association, and continued education.
   b. The Association Vice President serves as acting President when the President is unable to do so due to circumstances seen or unforeseen and may be placed in such position if requested by the Association President.
   c. The Association Vice President will serve as a chief advisor for all committees within the student association should the President be absent of said committee meeting.

d. Upon swearing in of duties assigned to them, the Association Vice President will have completed a minimum of eighteen (18) credit hours at UNLV and have successfully completed Qualifying Level in the PGA of America.

IV. Secretary

a. The Association Secretary will be responsible for minutes and records of activities and meetings involving the entirety of the Association, as well as any committee meetings they are in attendance for.
    i. *Should a committee hearing be in session without the Association Secretary, the committee chair is responsible for providing minutes and information to the Secretary within 24 hours upon adjournment of the aforementioned meeting.*
b. The Association Secretary shall submit all meeting notes via email to the President, Concentration's Directors, and fellow students for all meetings no later than three (3) days after each meeting is adjourned.
c. The Association Secretary will oversee the Participation Point program, which rewards students who participate in the most student-led activities including, but not limited to: Association Tournaments, social events, fundraising events, and mentorship meetings.
d. The Association Secretary will oversee all student conduct issues. Should an issue be deemed major at the discretion of the Association Secretary, the President may step in and preside over any student conduct hearings.
e. The Association Secretary will be the primary contact responsible for assisting the Association's outreach within the school community, the city of Las Vegas, and nationally through outlets like social media, websites, and other forms of communication.
f. Upon swearing in of duties assigned to them, the Association Secretary will have completed a minimum of eighteen (18) credit hours at UNLV and have successfully completed Qualifying Level in the PGA of America.

V. Treasurer

a. The Association Treasurer shall be responsible for all matters regarding finances in regards to the Association. Any and all movement of monies in the Association's account(s) shall be reported to the President on a regular basis, as well as monthly during the PGMSA General Meeting.
b. The Association Treasurer shall be the primary contact for all financial questions, should the President or acting President be unavailable, which shall include but is not limited to: fundraising deposits and withdrawals, social event payments, business expenses related to General Meetings or other PGMSA student gatherings, student commemorations and gifts approved by the Executive Board, and any other expenses or income deemed necessary by the Association.
c. Upon swearing in of duties assigned to them, the Association Treasurer will have completed a minimum of fourteen (14) credit hours at UNLV and have successfully completed Qualifying Level in the PGA of America.

VI. Tournament Director(s)

a. This position may be filled by no more than two (2) students, but must have a minimum of one (1) student. If multiple students are elected the Tournament Director position, both students agree that all responsibilities are shared and therefore both are liable for any misconduct caused by either party.
b. The Tournament Director(s) shall be responsible for the general planning, organization, and execution of the PGMSA Tournament Series. The student(s) in this position shall lead the Tournament Committee in creating a Tournament Calendar, which shall be shared with the entirety of the Association through various modes of communication including General Meetings and both physical and virtual correspondence.
c. The Tournament Director(s) will work with the Association President, as well as assistance from the Program Directors if needed, in securing starting times at various courses in order to meet the curriculum's minimum requirement for tournaments each semester (excluding any Majors and Travel Team commitments).
d. The Tournament Director(s) shall be the primary Rules Official and Starter for every event in the Tournament Series. The Tournament Director(s) are also responsible for designating an Appointed Rules Official (or an ARO) for each event to assist in decisions and rulings, as well as maintaining Pace of Play.
    i. Each member of the Executive Board (excluding the Tournament Director(s) and Freshman Class Representative) must be an ARO at least once per academic year in order to maintain Good Standing in their elected position. Failure to complete said responsibility may result in future tournament suspension, vacation from their Board position, and/or disqualification from Tournament Series Points Standings for the academic year in which the incident occurred, depending on severity.
e. The Tournament Director(s) are the primary overseers of the tournament scoring software, as well as any and all point allocations for Tournament Series Standings and Student Awards. The Tournament Director(s) shall post results and update the Executive Board and the Association on Tournament Series Standings and Student Awards (see Article VII) no later than 72 hours after the conclusion of each event, as well as work in conjunction with the Treasurer to pay student prize fees.
f. The Tournament Director(s) shall be the main hosts for the annual Director's Cup Tournament (See Article VII Section and shall be responsible for determining how Captains are picked, as well as courses to play the Director's Cup and structure. Captain selections must be finalized no more than 28 days prior to the scheduled Tournament Start Date.
g. Upon swearing in of duties assigned to them, the Association Tournament Director(s) will have completed a minimum of fourteen (14) credit hours at UNLV and have successfully completed Qualifying Level in the PGA of America.

VII. Board of Directors

a. In addition to officers noted above, there will be four (4) elected Board of Directors. Each Board of Director must be from each class (freshman, sophomore, junior, and a senior representative). Each representative will serve as a spokesperson for their class during Executive Board Meetings and General Meetings.
b. Each class representative is responsible for the communication of Executive Board discussions and Student Associations activities to their respective class, as well as notify the Executive Board of any intra-cohort items of discussion to be brought up.
c. Each elected Class Representative will be appointed by the President and other officers of the Association to serve as chair on a committee of interest no later than 24 hours after the conclusion of the first PGMSA General Meeting of the Academic Year in which their term runs through. The following committees are available:
    i. Community Outreach – Shall oversee all fundraising and volunteer/charity events the Association wishes to participate in. In conjunction with their usual responsibilities to their cohort, this committee chair shall organize fundraising opportunities such as but not limited to: Beat the Pro events, Dwaine Knight Student Center activities with the general Student Body such as Long Drives and putting lessons, and PGA REACH Annual Fundraising. This chair shall report to the Treasurer as their main contact for guidance, mentorship, and general direction should it be deemed necessary.
    ii. Association Engagement/Social – Shall oversee all internal Association gatherings that do not primarily qualify as part of the Tournament Series, Student Mentorship, or Player Development. In conjunction with their usual responsibilities to their cohort, the committee chair shall organize a minimum of one (1) monthly Association Engagement activity and/or social event. Any and all activities must be approved by the Executive Board prior to organization and execution of said event. This chair shall report to the Secretary as their main contact for guidance, mentorship, and general direction should it be necessary.
    iii. Mentorship – Shall oversee the Association's Student Mentorship program, as well as be the primary contact for Mentors in the program. In conjunction with their usual responsibilities to their cohort, the committee chair shall ensure the proper execution and pairing of Mentors to incoming students. Other duties may include but are not limited to the organization of mentorship workshops/meeting opportunities for professional, personal, and financial growth for other students of the Association. This chair shall report to the Vice President as their main contact for guidance, mentorship, and general direction should it be necessary.

1. Mentors may be selected at the discretion of the Executive Board, with Seniors and Juniors that are current Executive Board members taking precedence over other upperclassmen.

iv. Public Relations – Shall assist in all virtual and social media communications in conjunction with the Executive Board and Concentration Directors. This chair shall report to the President and Concentration Directors for guidance, mentorship, and general direction should it be necessary.

d. All members of the Board of Directors must meet the following requirements in order to be eligible for election at the beginning of their term:
   i. Freshman/First Year Representative: Incoming/Transfer Student in the First-Year cohort.
   ii. Sophomore/Second Year Representative: 14 credits, must have completed Qualifying Level and currently in Level 1 in the PGA Curriculum.
   iii. Junior/Third Year Representative: 40 credits, must have completed requirements necessary for Second Year Representative, as well as currently in Level 2 in the PGA Curriculum.
   iv. Senior/Fourth Year Representative: 70 credits, must have requirements necessary for Third Year Representative, as well as currently in Level 3 in the PGA Curriculum.

Section 3. Election to Executive Board

I. Nomination
   a. The election process for the Executive Board of a given academic year must begin with nominations no occurring no later than the penultimate General Meeting of the academic year prior to the beginning of the next Executive Board's beginning Term Date. When the nominations are being taken to fill un-expired terms, any active member of the organization may nominate another member of the organization by simply raising his/her hand and indicating such when recognized. Each nomination must be seconded by another qualifying member of the Association, at which point the nominee in question may choose to accept or decline the nomination.
   b. After nominations, nominees may campaign amongst the Association for one (1) month or until the next General Meeting, whichever is shorter but allows for at least twenty-five (25) days between General Meetings.

II. Elections
   a. At the final General Meeting of the Academic Year, the Association may vote on their desired candidate to represent each of the ten positions. A democratic plurality voting system shall be used to elect a new officer, with the candidate receiving the most votes elected into the position. In the case of Freshman, Sophomore, Junior, or Senior Board Members, only their respective cohort may vote for their representative, with quorum being met at thirty three percent of the cohort at the time of the Election.

i. The Freshman/First Year Representative must be voted on at the first General Meeting of the next Academic Year, typically held within two weeks of the beginning of the new Academic Year.

III. Voting Provisions
   a. Partial Participation/Proxy Voting
      i. In the event that a member of the Association is unable to attend the General Meeting in which the Executive Board elections are held, members are not permitted to submit a proxy/absentee ballot unless they experience an event that is approved by Concentration Directors and seven-tenths of the Executive Board. There are no exceptions to this provision.
      ii. If a vote is approved through this process, the Association must be made aware the day of the Election at the General Meeting.
   b. Online Voting
      i. In the event a General Meeting cannot be held in person for an unforeseen reason, the Executive Board may vote by simple majority to hold an election through an online survey.
      ii. The aforementioned survey must be organized and distributed by the outgoing President, and must be accessible to Concentration Directors, the Vice President, and the Secretary to ensure a fair and equal election process.

Section 4. Executive Board Governance

I. The Executive Board will meet at least twice per month, one of which shall fall the week prior to the General Meetings, to oversee day-to-day operations and decisions of the Association and all activities held within the construct of the Association. The President and Secretary shall be responsible for providing all members of the Association who request an Agenda the proper materials at the time of said request.
   a. All Executive Board meetings are open to the active and associate members. In the case of an emergency meeting by the Executive Board, an effort will be made by a designated member of the Board to reach all Board Members by telephone in a timely fashion prior to the meeting.

II. Voting Procedures
   a. The Executive Board shall follow a modified Robert's Rules of Order in all voting procedures, whereas each member will be allowed no more than two minutes to make a case for a decision before the Executive Board puts an agenda item to a vote. All decisions must have a simple majority to pass, with quorum being reached with four (4) members (including either the President or Vice President) present.

III. Removal of Executive Board Member
   a. The Executive Board may propose by a seven-tenths majority to put to a vote the removal of a member of the Executive Board at any time. Should this proposal be voted on and meet the seven-tenths majority, the proposal must then be brought to

the Association in the next General Meeting. If seven-tenths of the Association present at the General Meeting approve of removal, the Executive Board Member will be immediately removed from office and the process of nominating candidates and voting on a new member must happen immediately thereafter.

i. Exceptions to this process include procedures where the member in question faces disciplinary issues, in which that member will face Article VIII and be issued a proper consequence in accordance with the Association Affair Committee overseeing the case.

IV. Filling Executive Board Vacancies

a. In the event a member of the Executive Board for any reason vacates their position, the Executive Board may appoint a member of the Association to fill in as an interim until the next General Meeting should the position be vacated in between General Meetings. At the next General Meeting, the Association may nominate a member or member(s) to fill the vacancy, including the interim appointment, and vote on who shall fill the position for the remainder of the Academic Year.

Article IV. Student Association Governance and General Meetings

Section 1. General Meetings

The student association shall conduct a formal meeting on the First Thursday of each calendar month, as well as host the first General Meeting of the Year on the second Thursday of the Academic year if that does not fall on the First Thursday of the month. All members are required to attend and dress in the appropriate attire as instructed by the Executive Board and Concentration Directors.

The Executive Board will prepare reports and Agendas to the Association and have it approved by both the President and Vice President before being included in a PowerPoint presentation, which shall be prepared by the Vice President.

Adequate advance notice of date, time, and location will be given to the active membership, as well as any key agenda items and guest speakers present in the meeting.

Section 2. Governance

The Association may as a whole vote on changes to the Constitution, including amendments and provisions to add or remove sections of the Constitution, at any General Meeting during Open Forum.

The Association may as a whole vote on filling vacancies of the Executive Board.

The Association may as a whole vote on any issue brought to the attention of the Executive Board not mentioned in the Constitution, so long as a call to vote is approved by the Executive Board at the General Meeting.

Only Active Members of the Association present at the General Meeting may vote in a General Meeting agenda item. The quorum is thirty-three percent of the active membership at the time of the General Meeting. If quorum is not met, the agenda item in question may be put on the agenda for a future General Meeting (excluding elections, see Article II, Sections 3 & 4).

All agenda items that meet these criteria may be voted on by a simple majority of the active membership plus one. Should a vote fail to meet this, then the item in question may be put on the agenda for a future General Meeting.

Article V. Association Finances

All major financial decisions exceeding a price point of $49.99 must be approved by two out of the three following members: Association President, Association Vice President, and Association Treasurer. All financial decisions between $0.00 and $49.99 may be acted upon by any of the three members aforementioned, so long as proper documentation is provided.

I. Any misuse or abuse of Association funds that do not meet the Purpose of the Association and/or fall under Student Misconduct will be met by will face Article VIII and be issued a proper consequence in accordance with the Association Affair Committee overseeing the case.

Article VI. Advisor

This organization will retain an advisor. The advisor will be a member of the University community that is also a Concentration Director.

Article VII. Tournament Series and Student Activities

Section 1. Tournament Series' Purpose

The Association will run a Tournament Series with the purpose to promote the active and continued participation in the game of golf, to develop members into outstanding Professionals on and off the course, to prepare students for successful completion of the Playing Ability Test, and to provide players an opportunity to represent the University on the PGMSA Travel Team.

Section 2. PGMSA Travel Team

The Executive Board, in conjunction with the Concentration Directors, shall pick members that exemplify professionalism and that showcase exceptional talent on the golf course to represent the UNLV PGMSA on travel teams. Determining factors may be decided on at the discretion of both the Executive Board and Concentration Directors, however all players must follow these two pillars in order to be considered for the Travel Team. Should a player fail to uphold the two pillars, that member in question may be immediately suspended from all Travel Team privileges, as well as face Article VIII and be issued a proper consequence in accordance with the Association Affair Committee overseeing the case.

Section 3. Student Awards

The Association, in accordance with a proper vote at a General Meeting, may award members that have earned accolades appropriate for the award in decision.

- Harry Vardon Award: Awarded to the Player with the lowest scoring average throughout the Tournament Series. Must have participated in at least four (4) tournaments, including either the Fall or Spring Major.
- Player of the Year: Awarded to the Player with the highest point total at the conclusion of the Tournament Series. Must have participated in at least four (4) tournaments, including either the Fall or Spring Major.

Section 4. Director's Cup

I. Format
   a. The Association shall host the Director's Cup at the end of the year, a two-day 54-hole team tournament consisting of ten (10) upperclassmen against ten (10) underclassmen, as well as the option for one (1) Concentration Director and/or Graduate Assistant for the Final Day based on availability.
   b. The First Day shall consist of two rounds of 18-holematches in Match Play, with eight (8) members of each team playing in four total two-person best ball (Four-Ball) matches in the morning and another 18-hole match in the afternoon comprised of eight (8) members of each team playing four total matches in two-person alternate shot (Foursomes). Each match won will award the winning side one point, while ties will be halved.
   c. The Final Day shall consist of at least ten (10) but no more than eleven (11) Singles matches in Match Play. Each match won will award the winning side one point, while ties will be halved.
   d. A final score of nine and a half (9.5) Points out of a possible 18 Points are needed to win the Director's Cup.
   e. Should there be eleven matches played on the Final Day, the Singles Match with the highest aggregate score between the two competitors shall be omitted in order to create the necessary ten (10) Singles Matches.

II. Team Composition
   a. Each team will have a Captain, determined by the upperclassmen and underclassmen, respectively, that accrued the most points in the Tournament Series for the Academic Year.
   b. Each team will consist of the six (6) members who earned the most points in their respective division, as well as four (4) Captain's Picks to be selected no later than one week after the conclusion of the Spring Major.
   c. Each team will also include one (1) Concentration Director/Graduate Assistant of their choosing to participate on their team. Concentration Director/Graduate Assistant availability is not guaranteed and should not be a deciding factor prior to direct commitment from the Director(s)/Graduate Assistant(s) willing to participate.

d. Should two (2) Concentration Directors/Graduate Assistant(s) be available, the team with the highest total points earned by aggregate will have first pick.

Section 5. Non-Tournament Series Association Events

Active Members of the Association are encouraged to participate in social events and networking events held by the Association. Each event will be a unique, and at times non-golf event that bring Members together in a relaxed environment. While participating in said events, all Members are still subject to Article VIII of the Constitution and may be issued a proper consequence in accordance with the Association Affairs Committee overseeing the case.

Article VIII. Student Affairs and Zero-Tolerance Policy

Section 1. Zero-Tolerance Policy

Active Members of the Association that partake in any event hosted by the Association are required to follow a zero-tolerance policy while on the property of said event at any given time. Some examples of actions not permitted at a PGMSA event include but are not limited to the following:

- Any student seen in the act of drinking or showing signs of intoxication on property before, during, or after any Association Event or on campus property.
- Any student seen in the act of illegal drug usage, in possession of illegal drugs, or in possession of any illegal drug paraphernalia on property before, during, or after any Association Event or on campus property.
- Illegal use of funds that are not in direct alignment with the Purpose of the Association.
- Any misconduct or behavior deemed unprofessional, including but not limited to: outbursts of anger on the golf course; intentional harm of property or persons; acts of unprofessionalism towards members of the golf community in any facet; unprofessionalism to the University community in any facet; conduct deemed a threat to the integrity of the Association by the majority Executive Board.

Section 2. Association Affairs Committee/Breach of Article VIII

Any student seen in the act of breaching Article VIII, Subsection 1, or any student in question with probable cause from the majority of the Executive Board may be put in front of the Association Affairs Committee to determine corrective action.

The Association Affairs Committee will be headed by the Association Secretary, and comprise of two (2) additional members of the Executive Board and four (4) Association Members chosen at random for a total of seven (7) members. The Committee will hear all of the facts regarding the case in question and make a decision on proper corrective action.

All decisions will fall under one of three categories, with some breaches of Article VIII automatically put into the following categories and consequences. Some examples include but are not limited to:

I. Category 1 Breach of Code – Immediate Suspension from Association Activities, recommendation to UNLV Student Affairs
    a. Blatant and clear use of alcohol or illegal drugs during an Association Event,
    b. Clear and documented use of force during an Association Event that caused harm to either property or persons,
    c. Clear and documented misuse of finances or facilities provided by either the PGMSA or the Concentration.

II. Category 2 Breach of Code – Possible Major Suspension (Two Months – One Full Year)
    a. Conduct deemed unprofessional to the golf community and endangering the Good Standing of the University and/or the Association,
    b. Nonintentional but clear misuse of property not benefitting the growth of the game of golf, student's golf knowledge, Association, or UNLV,
    c. Nonintentional but clear misuse of financials and funding for motives not benefitting the Purpose of the Association or University.

III. Category 3 Breach of Code – Possible Minor Suspension (Documented on Association records and minor Probation during Association Activities – 45-day suspension from Association Activities)
    a. Accidental/Coachable behavior not deemed an immediate danger to the Good Standing of the Association or University,
    b. Misuse/Abuse of Concentration Facilities without Staff Approval,
    c. Misconduct during any Meeting or Event causing the student or guest of a Member to be removed from said Event.

IV. Other forms of corrective action include but are not limited to: Denied entry to any Student Tournament (Match Play included), Association Event, General Meeting, or any combination.

Section 3. Appealing a Decision

Should a Member decide to Appeal a Decision, the Member in question may be asked to plead their case in front of the Executive Board, as well as the members of the Association Affairs Committee. Should the Association make a separate decision, regardless of heightened or lowered severity, that decision will be final in the eyes of the Association.

Article IX. Amendments

Amendment 1 – Changes to the Constitution

Amendments to this constitution may be introduced at the conclusion of any meeting. Voting shall occur at the meeting following its introduction, with the amendment taking effect following Association Approval.

Amendment 2 – Extraordinary Circumstances

In the event of an event ruled by the University as an Extraordinary Circumstance (Natural Disasters, National Emergencies, Acts of International and/or Domestic Terrorism, International Pandemics, etc.), the President of the Association has broadened access to alter programming and execution of the Association with a simple majority vote of the Executive Board OR Unanimous Approval by the Concentration Directors. Abuse of this Amendment will result in immediate removal from office.

Amendment 3 – Tournament Dues

All Members are required to pay the dues asked by the Tournament Committee to play in an Association Tournament Series Event.

Failure to do so will result in immediate review by the Association Affairs Committee.

Amendment 4 – Oath of Office

All members of the Executive Board shall take the following Oath upon being sworn in to their duty:

> *"I, (name), solemnly swear that I will uphold the PGMSA Student Constitution; that I will do everything in my power to grow the game of golf; that I will represent my fellow students, University, and Community with pride and integrity; and that I willingly accept the duties and responsibilities entrusted unto me henceforth."*

Article X. Ratification

We as a Student Collective, do hereby begin to Ratify this updated UNLV Professional Golf Management Student Association Constitution, on this 25th day of March in the year 2021, in order to lay the groundwork for future students to succeed in golf and to help UNLV become the leader in innovation and growth for the game. We agree that while nothing is ever truly permanent, this document shall be a living and breathing article that will enhance the experience of all those affected by this sport and that our Student Association will be at the forefront of the everlasting change that is the game of Golf.

Article XI - Statement of Compliance with Campus Regulations

Section 1 - Non-Discrimination Clause

The UNLV PGA Golf Management University Program shall not unlawfully discriminate on the basis of race, age, color, religion, national origin, sexual orientation, gender identity, veteran status, or disability. Harassment or discrimination in any form based on any of these characteristics is strictly prohibited. Further, no individual shall be subject to retaliation for bringing a good faith complaint pertaining to harassment or discrimination within the organization against themself or on behalf of another.
Section 2 - Requirements

This organization shall comply with all Nevada System of Higher Education (NSHE) and University of Nevada, Las Vegas (UNLV) policies and procedures, including but not limited to,

those policies set forth in the UNLV Registered Student Organization (RSO) Manual and the UNLV Student Conduct Code, as well as local, state, and federal laws.

Section 3 - Involvement Center

This organization’s Involvement Center page must be maintained regularly to reflect the current mission statement, governing documents, contact information, and leadership roles to remain in good standing with the office of Student Involvement & Activities and UNLV.