UNLV PGA GOLF MANAGEMENT
UNIVERSITY PROGRAM

3.0 Policy and Procedure Manual
(Revised: January 16, 2020)

University of Nevada, Las Vegas
Harrah College of Hospitality
Department of Resort, Gaming and Golf 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

Harrah College of Hospitality

Dean
Dr. Stowe Shoemaker

Department Chair
Dr. Michael Dalbor

PGM Director
Dr. Christopher Cain, PGA, CHE

PGM Advisory Board Chair
Mr. Eric Dutt,
Reflection Bay Golf Club

PGM Assistant Director/Internship Coordinator
Mr. Brian Jones, PGA
M.S.

PGM Assistant Director/Program Coordinator
Mr. Kendall Murphy,
PGA, M.A., CHE

PGM Administrative Assistant
Ms. Barbara Hermes

PGM Graduate Assistant / Student Worker

National Advisory Board
(15 golf industry leaders including 5 PGA members)
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 3.0 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 3.0 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

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

Initials: __________
• 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
• Academic advisement for all juniors and seniors in the PGA Golf Management University Program
• Instruction of the PGA PGM 3.0 curriculum
• Evaluation of work experience activities
• Assist with policy and procedure implementation
• PGA PGM 3.0 program seminar and testing coordination

Assistant Director/Program Coordinator
The PGA Golf Management University Program Coordinator is responsible for the following primary areas of the PGA Golf Management University Program including but not limited to:
• Administration of the Play Golf America University Program grant criteria, grant reporting and development of annual program review
• 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
• 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 teaching and club design 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 sophomores in the UNLV PGA Golf Management University Program.
• Evaluation of work experience activities
• Instruction of the PGA PGM 3.0 curriculum

Initials: __________
Administrative Assistant
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 the PGA PGM 3.0 program seminar and testing coordination
- Assist with prospective student recruitment

UNLV PGA Golf Management University Program Fees
At the beginning of each academic year program fees are collected through required course fees. 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 and Angel Park Golf Club 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:

<table>
<thead>
<tr>
<th>Year</th>
<th>Course(s)</th>
<th>Fee</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PGM 110</td>
<td>$2,085</td>
<td>$2,085 ($850, annual golf course fees and tournament support; $100, student association support; $940, PGA PGM materials and testing; $50, swing analysis lab support; $50, guest speaker series support; $30, PGA licensing fee; $50, PGA student affiliate fee; $15 UNLV program administrative fee)</td>
</tr>
<tr>
<td></td>
<td>PGM 102</td>
<td>$125</td>
<td>$125 (instructor, golf course access, and teaching materials and resource support)</td>
</tr>
<tr>
<td></td>
<td>PGM 162</td>
<td>$50</td>
<td>$50 (internship site visitation and administration support)</td>
</tr>
<tr>
<td>2</td>
<td>PGM 201</td>
<td>$2,455</td>
<td>$2,455 ($850, annual golf course fees and tournament support; $100, student association support; $1,310, PGA PGM materials and testing; $50, swing analysis lab support; $50, guest speaker series support; $30, PGA licensing fee; $50, PGA student affiliate fee; $15 UNLV program administrative fee)</td>
</tr>
<tr>
<td></td>
<td>PGM 262</td>
<td>$50</td>
<td>$50 (internship site visitation and administration support)</td>
</tr>
<tr>
<td>3</td>
<td>PGM 301</td>
<td>$2,395</td>
<td>$2,395 ($850, annual golf course fees and tournament support; $100, student association support; $1,190, PGA PGM materials and testing; $50, swing analysis lab support; $50, guest speaker series support; $30, PGA licensing fee; $50, PGA student affiliate fee; $75 UNLV program administrative fee)</td>
</tr>
<tr>
<td></td>
<td>PGM 362</td>
<td>$50</td>
<td>$50 (internship site visitation and administration support)</td>
</tr>
<tr>
<td>4</td>
<td>PGM 401</td>
<td>$2,035</td>
<td>$2,035 ($850, annual golf course fees and tournament support; $100, student association support; $840, PGA PGM materials and testing; $50, swing analysis lab support; $50, guest speaker series support; $50, graduation dinner; $30, PGA licensing fee; $50, PGA student affiliate fee; $65 UNLV program administrative fee)</td>
</tr>
<tr>
<td></td>
<td>PGM 462</td>
<td>$50</td>
<td>$50 (internship site visitation and administration support)</td>
</tr>
</tbody>
</table>
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
- Rebel Challenge Transfer Scholarship
- Millennium Scholarship
- Western Undergraduate Exchange Scholarship
- Matthew S. Anderson Memorial Scholarship
- Susan Ann Sky Scholarship
- Southwest Section PGA Scholarship
- PGA Works Diversity 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 of a $5,000 scholarship or two $2,500 scholarships is distributed within each academic year.

**Award Criteria**

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 testing 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.

**SusanAnn Holmes Scholarship**

The SusanAnn Holmes Scholarship is based on merit of applications. The award of a $1,500 scholarship will be distributed student(s) at the beginning of each academic year.

**Award Criteria**

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 SusanAnn 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 testing 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 a $1,200 or two $600 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 in 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 examinations; 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/](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](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 30 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:

<table>
<thead>
<tr>
<th></th>
<th>Benchmark Student Retention</th>
<th>Benchmark Retention %</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>30</td>
<td>100%</td>
</tr>
<tr>
<td>Second Year</td>
<td>24</td>
<td>80%</td>
</tr>
<tr>
<td>Third Year</td>
<td>22</td>
<td>73%</td>
</tr>
<tr>
<td>Fourth Year</td>
<td>20</td>
<td>67%</td>
</tr>
<tr>
<td>Fifth Year to degree</td>
<td>18</td>
<td>60%</td>
</tr>
<tr>
<td>Total enrollment</td>
<td>114</td>
<td></td>
</tr>
</tbody>
</table>

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 8-years to obtain PGA Membership from the first day of registration into the PGA Golf Management University Program (the 8-year timeline begins on the Level 1 enrollment date for PGA PGM 3.0). Students withdrawing from a PGA Golf Management University Program prior to graduation are still under the 8-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 3.0 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 30 employment credits. A 4-year degree qualifies for 12 of the 30 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 8 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**

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 the requested testing session.

**Good Standing Policy**

Initials: __________
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 anytime 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 Polices

**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
- Failure to participate in required PGA Golf Management Student Association Tournaments. Participation in four tournaments per semester are 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 not be in good academic standing within the program.
- Failure to retake PGA exams within a 30-day grace period.
- 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;

Initials: __________
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.

Initials: __________
• 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.

**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 retake exam within 6 months
• 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 examinations/work experience portfolio progression are required to retake these examinations and complete the work experience portfolio prior to the enrollment of the next PGA Golf Management course. Additional testing costs will be the responsibility of the student. Failure to attend the retake examinations prior to enrolling in the subsequent PGA Golf Management course may result in being dismissed from the PGA Golf Management
Students who attend but do not successfully complete the examinations will be required to pass the exams prior to advancement to the next PGA PGM Level. 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

Initials: __________
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 in 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 3.0 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 www.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.

Initials: __________
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 play 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.

The program also has a five year agreement with O.B. Sports which includes use of Angel Park Golf Club. This facility features two championship golf courses, a practice facility, and a lighted par-3 golf course.

Angel Park and Las Vegas 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.

Canvas Golf Reservation System

Furthermore, as a supplement to the extensive access provided by Las Vegas National, Angel Park Golf Club, and Las Vegas Golf Club the program also benefits from the use of an on-line reservation system providing golf playing and practice access through donated rounds of golf. It is typical to have 20-30 golfing rounds available to the program each week for student use at no charge.
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.

Any student shooting over 200 in a PGA Playing Ability Test will be placed on notice by the PGA of America that a second score of over 200 in a PGA Playing Ability Test during the duration of program enrollment will result in dismissal from the program rolls by the PGA of America. A university may submit a student dropped for a second PAT score over 200 for reinstatement only at the point at which the PAT has been passed.

Scores from the first two competition rounds of a collegiate golf tournament (Division I, II, III, NAIA, and Junior College) may be used to satisfy the 36-hole PGA Playing Ability Test requirement. Playing Ability Test validity would extend eight years past the date of passing. Applicant 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.

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 Cars

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.
- 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 2018 or after must complete the PGA PGM 3.0 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 30 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, a background check, and U.S. Citizenship.

**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://www.validex.com/pga.asp

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:


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 and Citizenship**

PGA Golf Management Programs are accredited by the PGA of America to produce PGA members. In order to earn PGA membership, you must be a citizen of the United States of America or be a resident or temporary resident alien (includes OPT, H1B). However, as the game of golf continues to grow internationally, the opportunity for international students to attend the PGA Golf Management Universities has increased. Therefore, The PGA of America

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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 and will receive a certificate of completion of the PGA Golf Management program from The PGA of America, but would not become eligible for PGA membership, unless having met the one of the citizenship options above. All international students must sign a “Citizenship Awareness” form verifying their understanding that citizenship of the United States of America or resident or temporary resident alien status is required for PGA membership.

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 3.0 Progression and Testing Policy**
The PGA Golf Management 3.0 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

All PGA Golf Management 3.0 initial tests must be attempted on campus with PGA Golf Management staff serving as proctors. Student will receive a score report immediately upon completion of testing. Results are then forwarded to the PGA of America. Approximately 2-3 days following testing, the PGA Golf Management University Program will have access to a score report for attempted tests.

Retake Policy

Qualifying Level Retakes: For PGA Qualifying Level test, an individual will have the opportunity to attempt the exam every thirty (30) days during a six month period. Following expiration of the six month timeframe, the student will be dropped from the rolls of the accredited PGA Golf Management University Program by The PGA of America. At that point in time the student must reenroll with the PGA of America.

Level Retakes: Any student failing an initial test on campus will be afforded one retake opportunity of the section(s) failed following appropriate mentoring by PGA Golf Management University Program Staff. If a second failure on the specific segment is recorded following a thirty (30) day waiting period, the individual must attend the PGA Education Center for an appropriate mentoring opportunity, which may include seminars germane to the test failure. Upon completion of Education Center attendance, the student will be allowed two additional retake opportunities. Two subsequent retake failures (four in total) will result in the individual being dropped from the program rolls by The PGA of America.

To register for retakes, students can visit the following registration link:
https://candidate.psiexams.com/login
Progression

Each student will have six months to complete the PGA Qualifying Level Test, i.e. cohorts enrolled in the fall semester must complete the Qualifying exam on or before April 1). If a student fails to complete the Qualifying Level Test 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 8 years of the Level 1 enrollment date to avoid restarting the PGA Golf Management 3.0 program.

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

Initials: __________
Attendance at Seminars & Simulations

Students are required to participate in PGA Teaching Seminars and Business Simulations held on campus. 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 take the related teaching test, once the missed seminar is retaken, the student will then be eligible to take the exam.

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 students appointment is voided.

PGA Golf Management University 3.0 Learning Outcomes

Qualifying Level

The Qualifying Level is organized around five modules that present information about the PGA PGM Program, the History of The PGA of America, The PGA Constitution, The Rules of Golf, and guidance to program candidates about pursuing career-related internships and eligible employment opportunities. Following are brief descriptions of the five modules and the associated learning outcomes.

Introduction to the PGA Professional Golf Management Program

This module describes the career opportunities, challenges, and benefits of a career as a PGA Professional. The course also presents the structure of the PGA PGM Program and related program completion requirements. After completing this module you will:

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

History of the PGA

This module reviews the evolution of the golf profession in general, and specifically, the
development of The PGA during the past century. It presents key milestones that created the organization that exists today. After completing this module you will be able to:

- Discuss how the PGA of America began and evolved and be familiar with key milestones in PGA History.

**The PGA Constitution**

This module introduces The PGA Constitution, Bylaws, and Regulations, an important document for a PGA Member. Topics covered include: The PGA’s organizational structure; the rights, responsibilities, and classifications of PGA membership; requirements for professional development; and procedures for dealing with membership issues, such as violations of the PGA Code of Ethics. After completing this module you will be able to:

- State the mission of The PGA of America and the structure of The PGA Constitution, Bylaws and Regulations
- Describe how The PGA of America is organized, including its Officers, Board of Directors, Sections, and Districts
- Describe the role of Sections and Districts, the PGA Officers and Board of Directors, The Chief Executive Officer and headquarters staff
- Recognize the requirements for PGA Recognized Golf Facilities and employment definitions
- 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
- 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

**The Rules of Golf A: Introduction to the Rules of Golf**

This initial Rules module presents the structure and relevance of the Rules of Golf, which is published by the USGA and used throughout the industry. In addition, the history, evolution, and importance of the Rules of Golf are featured, among other methods, as a way to promote respect and adherence to the Rules. After completing this module you will be able to:

- Review the organization of the Rules of Golf
- Understand proper etiquette of the game of golf
- Review the history and development of the Rules
- Understand how the Rules are maintained and changed

Initials: __________
Career Enhancement A: Resumes, Cover Letters, and Interview Preparation

This first Career Enhancement module describes essential career-enhancing actions associated with constructing a professional resume, cover letter, and preparing for internship and employment interviews. These interviews and subsequent placements are critical for both PGA Students due to requirements to document work experience activities and projects throughout the PGA PGM Program. After completing this module you will be able to:

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

PGM 3.0 Level 1

Facility Management 1

The PGA of America promotes its members as experts in the game and business of golf. Therefore, employers throughout the industry will seek individuals who demonstrate not only knowledge of the game, but also a solid command of business planning, financial management, customer service, and a wide array of golf operations expertise. Employers are seeking professionals who can guide a business that will establish and achieve a combination of financial, operational, and customer service objectives. Furthermore, a golf professional’s success, regardless of chosen career path, is often tied to overall facility management experience, expertise, and the ability to achieve results. Therefore, knowing what it takes to plan, manage, and operate a golf business represents essential core knowledge skills for anyone seeking PGA membership.

Business Planning A: The PGA Business Planning Model and Case Studies

This module introduces the PGA Business Planning Model and illustrates how it is used at the facility level. It also introduces a case study approach and illustrates the planning model in the context of case studies at two facilities. After completing this module you will be able to:

- Understand the PGA Business Planning Model
- Use case studies to apply business planning concepts

Career Enhancement B: Career Planning

This module is designed to encourage PGA PGM participants to refine their career aspirations and pursue their interest in the golf industry. It builds on strategies related to early career positions that require cover letters, resumes, and interviews. It reviews how to network and access mentors and supervising professionals. It also indicates how to employ the Work
Experience Portfolio to demonstrate essential knowledge and experience. After completing this module you will be able to:

- Utilize the PGA PGM Work Experience Portfolio to display relevant training and experience

Customer Relations A: Introduction to the PGA Customer Relations Model

This module introduces the PGA Customer Relations Model, which includes positive engagement routines, interpersonal skills, and interaction strategies for effectively guiding interactions with customers, supervisors, employees, vendors, and others. This model is the foundation for learning and applying these concepts in Levels 2 and 3. After completing this module you will be able to:

- Understand the business value of customer relations
- Describe the components of the PGA Customer Relations Model

Golf Car Fleet Management A: Importance of the Golf Car Fleet

This module introduces the importance of a car fleet at a facility. The module focuses on many operational topics, such as rental policies and procedures, golf car staffing, and proper car storage. After completing this module you will be able to:

- Understand the importance of the golf car to the customer, the golf professional and the facility
- Know the characteristics of a well-managed golf car fleet
- Utilize policies and procedures necessary for the operation of a safe and efficient golf car program

Merchandising and Inventory Management A: Golf Shop Layout and Displays

This module focuses on the requirements for golf shop design and merchandise organization and display. It introduces shop layout and display as essential elements of a successful golf-retailing business. After completing this module you will be able to:

- Know how golf shop design affects merchandise sales

The Rules of Golf B: Applying and Promoting Rules at a Facility
This second Rules module centers on learning the Definitions and Rules and how to apply them to assist players. It also highlights several common Rules and offers a procedure and helpful tips on how to address on-course Rules questions. After completing this module you will be able to:

- Define key terms used in the Rules of Golf
- Locate and apply Rules to frequently encountered situations
- Encourage the use of the Rules and etiquette at your facility

Tournament Operations A: Phases of Tournament Operations

This module covers the skills and knowledge required to successfully plan and run golf tournaments and the facility level. The module covers all aspects of a golf tournament – planning, organizing, running, and reviewing an event. It also includes Rules-related topics such as forming a Committee, marking the course, and facilitating rulings. After completing this module you will be able to:

- Define staff requirements for tournament operations
- Know how golf courses and facilities prepare for an event
- Understand and communicate tasks required for tournament execution
- Manage situations and make rulings during events
- Review tournaments and suggests improvements for future events

Turfgrass Management A: Turfgrass Variety, Maintenance and Communication

This module presents the fundamentals of growing and maintaining turfgrass. It highlights the roles and responsibilities of the golf course superintendent and common maintenance operations, such as aeration, watering, mowing, etc. It also presents the roles of the superintendent and the PGA Professional and how they work together to provide outstanding golf experiences for customers. After completing this module you will be able to:

- Understand types of grasses and soils, nutrient needs and the impact of climate and traffic stress
- Know common practices for maintaining healthy turfgrass including mowing, watering, fertilizing, aerating, pest control, and disease management
- Identify the responsibilities of the golf course superintendent and maintenance staff
- Know strategies for improving communication and cooperating among the PGA Professional, the superintendent, and the maintenance staff
- Answer questions about the course maintenance issues that affect play and the golf experience

Teaching and Coaching 1
PGA Students have undoubtedly spent considerable time and effort grappling with the fundamentals of the game of golf in an effort to become skilled players. They most likely have an intuitive understanding of what constitutes an effective golf swing. Some may also have become aware of the importance of the short game, course management, and how to deal with challenging situations during play. However, the best players are not always the best teachers. Therefore, personal experience gleaned from playing golf only serves as a starting point for learning how to help others play and enjoy the game.

There is a distinct difference between knowing how to perform a skill and knowing how to teach it. Teaching necessitates thinking about the golf swing in new ways. An effective golf instructor must not only know how the parts of the swing work together to produce the desired shot, but also be able to communicate that information in a way that a student can understand and apply. Like the golf swing itself, teaching practices and styles can vary, but still be effective. However, again like the swing, effective teaching strategies all reflect certain fundamental principles.

Teaching is at the heart of the game and the profession. The PGA of America’s mission is to grow the game of golf, and therefore, all PGA Professionals are expected to be able to introduce people to the game by providing or supervising an array of instructional services. Learning how to teach the game is a process that never truly stops. Excellent teachers constantly search for new teaching strategies and practices that succeed with many types of learners and players of differing levels of ability.

**Learning A: Introduction to How Students Learn**

This module focuses on knowledge of learning – how people process information when developing motor skills like those involved in playing a game like golf. It describes the phases of the learning process and the relevance of creating effective learning and practice conditions. This module also examines how to assess and promote junior fitness and training. After completing this module you will be able to:

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

**Teaching A: Building Relationships and Structuring Effective Golf Lessons**

This module centers on the basics of teaching—how to integrate effective and flexible
instructional practices into seamless methods that meet the individual needs of many different types of students. This module introduces the basics of building relationships by caring for the student’s needs and communicating effectively. It describes how to conduct effective lessons, which involves analyzing student needs, setting goals, and enacting concise and productive lesson plans. It also presents how to deliver effective explanations and demonstrations, and self assessment of teaching. After completing this module you will be able to:

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

**Game A: Laws, Principles and Preferences, and Club Performance**

This module emphasizes knowledge of the game of golf. It presents fundamentals of the golf swing, and cause and effect in ball flight, in both the long and short game. In addition, it describes the principal tools used to play the game, including the golf club, which must be correctly matched to the individual for optimum performance.

After completing this module you will be able to:

- Recognize the appropriate clubhead path and clubface position information to improve a golfer’s performance
- Conduct appropriate assessments to determine the short game skill level of the golfer
- Gain understanding of the short game elements to help lower scores and improve the player
- Define club performance terms and specifications, including lie angle and clubface angle or position, and describe their effect on ball flight and player performance
- Define what information is required to properly assess a player’s golf equipment
- Observe a player’s swinging motion, ball flight, and equipment to evaluate the effectiveness of their equipment

**Player Development A: Player Development in the New Golf Economy**

This introductory module presents background on the golf industry and the business rationale for player development programs. It forwards teaching and player development programs as part of an overall strategy for increasing facility business and growing the game of golf on a national
scale. After completing this module you will be able to:

- Understand how player development programs benefit PGA Professionals and support the facility’s goals and objectives

University of Nevada, Las Vegas / Harrah College of Hospitality

PGA Golf Management Plan of Study

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>(PGM Program course fees-$2,260)</th>
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</thead>
<tbody>
<tr>
<td>Fall - 15 Credits</td>
<td></td>
</tr>
<tr>
<td>HMD 101 Intro to Hospitality</td>
<td>3</td>
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<tr>
<td>FAB 101 Food Service Sanitation</td>
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<tr>
<td>MAT 124 College Algebra</td>
<td>(Placement Test) 3</td>
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<tr>
<td>FYS - TCA 103 First Year Experience</td>
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<tr>
<td>ENG 101 Composition I</td>
<td>(Placement Test) 3</td>
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<tr>
<td>PGM 102 Player Development - pass/fail grade</td>
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<tr>
<td>PGM 110 Intro to PGA Golf Management</td>
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| Spring - 15 Credits       | (Prerequisite)                  |
| ______                   | ______                          |
| COM 101 Oral Communication| 3                               |
| ENG 102 Composition II   | (ENG 101) 3                    |
| FAB 159 Food Service Operations | (FAB 101) 3                  |
| TCA 201 Hospitality Career Development | (ENG 101) 3                |
| PGM 111 Teaching & Coaching Level 1 | (PGM 110) 3            |

| Summer - 1 Credit         |                                  |
| PGM 162 Internship        | 1                               |

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<thead>
<tr>
<th>YEAR 2</th>
<th>(PGM Program course fees-$2,240)</th>
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<tbody>
<tr>
<td>Fall - 15 Credits</td>
<td>(Prerequisite)</td>
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<tr>
<td>______</td>
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</tr>
<tr>
<td>HMD 253 Hosp. Service Mgt. (HMD 101, FAB 101, ENG 102)</td>
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<tr>
<td>TCA 221 Hospitality Accounting I (MAT 124)</td>
<td>3</td>
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<tr>
<td>SYS-ENG 231 or 232</td>
<td>(ENG 101,102) 3</td>
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<tr>
<td>HMD 202, 203, 226 or GAM 225 (HMD 101)</td>
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</tr>
<tr>
<td>PGM 201 Golf Facility Mgt. Level 1 (PGM 111)</td>
<td>3</td>
</tr>
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</table>

| Spring - 16 Credits       | (Prerequisite)                  |
| ______                   | ______                          |
| HMD 259 Human Resources (HMD 101, ENG 101) | 3                           |
| PHIL 102 Reasoning/Critical Thinking | 3                           |
| ECON 261 Statistics       | (MAT 124 w/ "C" or better) 3   |
| Lab Science¹              | 4                               |
| PGM 201 Teaching & Coaching Level 2 (PGM 201) | 3                           |

| Summer - 1 Credit         |                                  |
| PGM 262 Internship (PGM 162) | 1                           |

<table>
<thead>
<tr>
<th>YEAR 3</th>
<th>(PGM Program course fees-$2,460)</th>
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<tbody>
<tr>
<td>Fall - 16 Credits</td>
<td>(Prerequisite)</td>
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<tr>
<td>______</td>
<td>______</td>
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<tr>
<td>TCA 380 Hospitality Marketing</td>
<td>3</td>
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<tr>
<td>ENV 101 Humans and the Environment</td>
<td>3</td>
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<tr>
<td>HIST 100 or PSC 101 US + NV Constitution</td>
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<tr>
<td>TCA 321 Hospitality Accounting II (TCA 221)</td>
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</tr>
<tr>
<td>PGM 301 Golf Facility Mgt. Level 2 (PGM 202)</td>
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</tr>
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</table>

| Spring - 15 Credits       | (Prerequisite)                  |
| ______                   | ______                          |
| HMD 395 & 395D Facilities Mgt. & Hos. Life Safety | 3                           |
| MUS 134 or DAN 166²       | 3                               |
| HMD 401 Hospitality Law   | 3                               |
| HMD 307 Leadership/Management/Ethics | 3                           |
| PGM 302 Golf Facility Mgt. Level 3 (PGM 301) | 3                           |

| Summer - 1 Credit         |                                  |
| PGM 362 Internship (PGM 262) | 1                           |

Initials: __________
### YEAR 4
(PGM Program course fees-$2,380)

<table>
<thead>
<tr>
<th>Fall - 12 Credits (Prerequisite)</th>
<th>Spring - 12 Credits (Prerequisite)</th>
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</thead>
<tbody>
<tr>
<td>TCA 420 Hospitality Finance (ECON 261, TCA 321) 3</td>
<td>HMD 402 Labor Employment Law (HMD 259) 3</td>
</tr>
<tr>
<td>HMD 407 Organizational Behavior 3</td>
<td>HMD 454 Strategic Mgt. (TCA 321, 380, 420, HMD 407) 3</td>
</tr>
<tr>
<td>FAB 461 Hosp. Cost Control (FAB 101, 159, TCA 221) 3</td>
<td>Foreign Language or HIST 150 3</td>
</tr>
<tr>
<td>PGM 401 Teaching &amp; Coaching Level 3 (PGM 302) 3</td>
<td>FAB 467 Rest. Mgt. &amp; Ops. (FAB 461, HMD 253, 259, TCA 380) 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer - 2 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGM 462 7-Month Internship (PGM 362) 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGM 462 7-Month Internship Completion</td>
</tr>
<tr>
<td>PGA’s Playing Ability Test Milestone</td>
</tr>
<tr>
<td>Satisfactory completion required prior to graduation.</td>
</tr>
</tbody>
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Graduate in 4.5 years - B.S. degree with major in Hospitality Mgt. with a concentration in PGA Golf Mgt

121 credit hours required for graduation

Initials: __________
PGA Golf Management University Program
PGA PGM 3.0 Curriculum

Enroll in PGA Golf Management University Program and complete the Qualifying Level courses and test within six months (March 1 for Fall enrollees). If not completed, re-purchase the portal and complete courses/test (6 month timeframe). Retake available every 30 days.

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:
- PAT
- 16 months of internship
- All three levels of PGA PGM 3.0 Program

Graduate from PGA Golf Management University with the PGA Golf Management designation

University submits student as PGA Golf Management Graduate. Student downloads PGA membership application from www.PGA.org (Form 302)

Upon completion of the PGA background check, eligible employment and completion/submission of membership application, may be direct elected to PGA membership prior to 8-year acceptable progress deadline.

Failure to complete any of the following:
- PAT
- 16 months of internship
- All three levels of PGA PGM 3.0 Program

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). No credits for internships.

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

Any individual registering into PGA Associate program after dropping from a university will start at beginning of Level 1. All requirements and election must be completed within 8 years of Level 1 start date.
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 through 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 3.0), 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 3.0).
- 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 (3.0).
- 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)
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)
PGA Golf Management University Statement of Understanding

I, ______________________________, understand I have not completed all requirements necessary to graduate with the PGA Golf Management designation (major/minor/concentration/specialty) on my official university transcript. As such, I am not eligible for direct election to PGA membership.

Based on program requirements, I also understand, with respect to my obligations to gain PGA member status, failure to complete all requirements and graduate with the designation results in the loss of internship credits earned during my time as an enrolled student in the PGA Golf Management Program.

To continue my progress toward PGA membership, I will need to complete all outstanding PGA requirements as well as earn 36 employment credits. If I have completed a 4-year degree, I am eligible to receive 12 of the required 36 credits. The remainder must be earned by working full-time as a registered Associate in a position described as eligible by the PGA Constitution.

I am responsible for contacting the PGA of America to determine my remaining requirements and registering as an Associate in the PGA Professional Golf Management Program.

During the time I am working as a registered Associate to earn the required credits, I must complete all outstanding PGA requirements, e.g., PGA Playing Ability Test. All requirements, including the earning of credits must be completed and I must be elected to PGA membership within 8 years from my Level 1 start date.

______________________________  ______________________________
Student Name (Print)            Student Signature

______________________________
Date

______________________________  ______________________________
Director Name                  Director Signature

______________________________
Date
REQUEST FOR NONSTANDARD TESTING ACCOMMODATIONS FORM

Please complete this application form and submit to The PGA of America, PGA Member Services, 100 Avenue of Champions, Palm Beach Gardens, FL 33418. After review from our 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: ___________________________ Apprentice/Membership #: ___________________________

Telephone: (____)________________________ Email Address: ___________________________

Nature of your disability: ________________________________________________________________

When was your disability first diagnosed? _______________________________________________

Date of professional’s most recent evaluation: ________________________________

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

Signed: ____________________________________________________________

PART II - TESTING ACCOMMODATIONS REQUESTED

Type of Testing Accommodations Requested

1. Extended testing time
   a. 50% (time and one half) □
   b. 100% (double time) □
   c. Other: _________________________________________________________

2. Test format
   a. Large Print □

3. Assistance
   a. Reader □
   b. Recorder/writer of answers □
   c. Sign language interpreter for instructions to the knowledge test or the video or audio based simulation tests □

4. Additional rest breaks
   a. 1 additional break □
   b. 2 additional breaks □
   c. Breaks as needed (specify): ________________________________________

5. Other Accommodations: ________________________________________________

7/11
PART III - 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 PGM 1.0 knowledge tests are timed, paper and pencil written tests consisting of four to six 30 minutes tests that are designed to be completed in one testing session.
   "The PGM simulation tests are 30-60 minutes exercises that require the apprentice to provide evidence of subject matter knowledge based on video or written practice-related scenarios or problems.
   "The PGM 2.0 knowledge tests are timed and computer delivered at an authorized test center.
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)
UNLV PGA Golf Management University Student Association

CONSTITUTION

Revised April 25, 2009

Article I. Purpose

The purpose of the UNLV 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; to organize and achieve the objectives that the Association feels are important for the PGA Golf Management concentration; and 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 (PGA).

Article II. Membership

The membership shall be divided into active and honorary members.

A. Currently registered students in good standing with the program shall be eligible for active membership.

B. Honorary members may not hold office, vote, preside, or officiate. These members shall be nominated by the general membership and voted upon by the Executive Board.

Article III. Officers and Board Members

A. 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 2.5 or higher at time of nomination. Limitations are subject to USG Supreme Court Approval.

B. Offices

1. Past President: having served as President the previous year, the Past President will provide counsel to the incoming officers and Board members, but will not have voting privileges. Additional duties will be determined by the Executive Board.

2. President: is spokesperson for the Association. The President sets schedules for activities and presides at all meetings. The President ensures that the philosophy and mission of the Executive Board is communicated to all students in the Association. The President serves as the Mentorship Chair and shall appoint upper classman members to incoming freshman. The President shall be responsible for appointing chairs to the following committees: Fundraising, Social, Merchandise, and Public Relations. The President shall set the PGA Golf Management University student association budget for the academic year including limits for committee spending and fundraising goals. The President, at time of nomination, will have completed a minimum of 40 semester credits.
3. *Vice-President*: serves as President when the President is unable to do so. The Vice-President is responsible for organizing the guest speaker series and organizing educational events for the academic year to be held in conjunction with all meetings. Educational events include study groups, recognition of academic achievement, and continued education. The Vice-President will also serve as advisor for all committees within the student association. The Vice-President, at the time of nomination, will have completed a minimum of 40 semester credits.

4. *Treasurer*: serves as general financial officer for the organization. The Treasurer is responsible for the reporting and communication of all financial activities of the student organization. The Treasurer shall report all financial activities during meetings. The Treasurer at time of nomination will have completed a minimum of 14 semester credits.

5. *Secretary*: is responsible for minutes and records of activities and meetings. The Secretary shall submit all meeting notes via email to the President and Program Director for all meetings no later than one week after each meeting is adjourned. The secretary will also oversee the Participation Point program and oversee all student conduct issues. The Secretary at time of nomination will have completed a minimum of 14 semester credits.

6. *Tournament Director*: is responsible for overseeing the tournament committee as well as coordinating all monthly tournaments. The Tournament Director shall report all results in the form of email and postings to the no later than one week after each tournament is completed. The Tournament Director shall submit to the Treasurer prize payout details no later than one week after each tournament is completed. To assist in the scheduling of fall and spring semester events, the Tournament Director shall be in communication with the Program Director and the Internship Coordinator. The Tournament Director will be responsible for administering the rules and regulations. The tournament coordinator will also determine Director’s Cup captains by the 2nd meeting of the calendar year. The tournament coordinator at the time of nomination will have completed a minimum of 14 semester credits.

7. *Board of Directors*: In addition to the six (6) officers noted above, there will be four (4) elected Board of Directors, one for each class, a freshman, sophomore, junior, and a senior representative. Each representative will serve as a spokesperson for their class during Executive Board Meetings and General Meetings. Each class representative will also serve on the tournament committee. The class representatives are responsible for the communication of Executive Board discussions and Student Associations activities to their respective class. In addition to these responsibilities, during the first Executive Board meeting each elected class representative will be appointed by the officers of the Association to serve on a committee of interest. The following committees are available:

- *Fundraising*: to provide a minimum of six fundraising events per semester and organize fundraising activities for the Association.
- *Social*: to provide at least one social activity per month for the Association.
- *Merchandise*: to evaluate and report student merchandise interests and ordering student association merchandise.
- *Public Relations*: the editor shall submit two newsletters per semester to the Program Director for printing approval.

Eligibility for election, with the exception of the Past President, is based upon the total semester credit hours completed and active membership status. At time of nomination the nominee must have completed the following semester credits:

Freshman Board Member: 0 credits
Sophomore Board Member: 14 credits
Junior Board Member: 40 credits
Senior Board Member: 70 credits

8. **Ex-officio Board Members:** The Past President will represent the Officers and the Board of Directors in matters of the Association, as determined by the Executive Board.

C. **Executive Board**
The Executive Board will be comprised of the six (6) officers and the four (4) Board of Directors. Each Board member and Officer, with the exception of the Past President, shall have one vote on the Executive Board. Proxy votes will not be honored: officers and board members must be present to vote. The Executive Board will meet at least twice per month, one of which shall fall the week prior to the General Meetings. 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.

D. **Length of Terms**
All officers and Board of Directors can serve for a term of one (1) year for each position to begin on the date of election. The executive board has the overall authority to remove any board member not fulfilling their specified duties.

E. **Filling Un-expired Vacancies of Offices:**
1. Nominations are taken at the meeting following the vacancy. Elections also occur at this meeting.

2. The quorum is thirty-three percent of the active membership.

3. The plurality voting system shall be used to elect a new officer, meaning the candidate receiving the most votes shall win the election. In the case of Freshman, Sophomore, Junior, or Senior Board Members, the quorum will be thirty-three percent of the membership having the appropriate class (semester) standing.

4. The majority is derived from the active membership present at the meeting.

5. 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.

**Article IV. Meetings**
A. The student association will conduct a formal meeting four times per semester. All students are required to attend.
B. Officers will prepare reports in the form of PowerPoint presentations prior to each meeting at the discretion of the President.

C. Adequate advance notice of date, time, and location will be given to the active membership.

**Article V. Voting**
A. Only active members may vote.
B. The quorum is thirty-three percent of the active membership.
C. The majority is fifty percent plus one of the active memberships, which is the majority derived from the active members present.

**Article VI. General Business Meetings**
The quorum needed for the general conduct of business is thirty-three percent.

**Article VII. Finances**
A. All transactions that occur on the day of an event shall be handled and deposited by the treasurer
B. This organization shall collect dues that will not be excessive. Dues are a condition of membership.
C. Dues shall be collected annually.

**Article VIII. Advisor**
This organization will retain an advisor. The advisor will be a member of the University community.

**Article IX. Elections**
A. Nominations for all officers and Board of Directors, with the exception of the Freshman Board Member and the Past President shall be submitted in writing by the second to last meeting for the academic year. Elections shall be completed during the last meeting for the academic year.

B. Nominations and elections for the Freshman Board Member shall take place during the first PGMSA meeting of the academic year. Only active members with freshman standing (completed 0-27 credits) may be nominated, serve or cast their vote for the Freshman Board Member. The term of office is for the remainder of the academic year in which the student was elected.

C. Directors Cup captains shall be selected by the tournament director.

1. Captains’ picks shall be selected by the captain of each team. The captains’ picks shall be approved by the team.

Directors Cup captains
D. Election codes for Offices of President, Vice President, Treasurer, Secretary, Tournament Director and Board of Director members:

1. The quorum to conduct elections shall be thirty-three percent of the membership. In the case of Freshman, Sophomore, Junior, and Senior Board Members the quorum will be thirty-three percent of the membership having the appropriate class (semester) standing.

2. The plurality voting system shall be used to elect a new officer, meaning the candidate receiving the most votes shall win the election.
3. The majority is derived from the active membership submitting official ballots.
4. By submitting the nomination form any member may self nominate or nominate any other active member who has completed the needed number of credits required for the office.
5. In the event of a tie, a runoff between the candidates receiving the most votes will take place immediately following the tabulation of the ballots.

Article X. Zero Tolerance

A. Any student seen in the act of drinking or showing signs of intoxication during any Student Association activity shall be placed on a probation to be determined by the review committee.

B. Any student seen in the act of or showing physical signs of using illegal substances during any Student Association Activity shall be placed on a one year probation from the time of the infraction. Terms of probation to be determined by the Review Committee.

C. All parties in breach of article X shall be required to meet with three Executive Board members and three PGMSA members to be chosen at random.

D. Review Committee - The Review Committee shall be comprised of three Executive Board Members and three peers who shall be chosen at random. This review committee will convene for any breech of Article X or for any code of conduct violation.

E. Probation – the terms of any student’s probation will be determined by the Review Committee. However, in the case of illegal substances the student shall receive an automatic one year suspension. Suspension items include: denied entry to any Student Tournament (Match Play included), denied the privilege of attending social events, and other like items.

Article XI. Amendments

A. 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 USG Supreme Court approval.

B. Quorum is thirty-three percent. The majority is fifty percent plus one of the active membership present at the meeting.

C. Any member may introduce a constitutional amendment at the conclusion of a meeting. At the following meeting, the active members shall vote on the amendment, as outlined in the Article on voting. If the amendment passes, it shall be sent to the USG Supreme Court for approval.
D. All amendments are subject to the approval of the USG Supreme Court.

**Article XII. Parliamentary Authority**

Robert's Rules of Order, Newly Revised, by Sarah Corbin Roberts shall be used in all cases not covered by this constitution.

**Article XIII. Copies of Constitution**

Copies of this constitution shall be made available to anyone upon request.