

DALLAS

2017 - 2018 CATALOG

Golf Academy of America

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A Message from the Campus Director

Welcome to the Golf Academy of America in Dallas. Our professional team is here to make this an enjoyable and positive experience for you. Our goal is to provide you with the necessary tools and resources for you to be successful in obtaining your educational, game improvement, and career planning goals. You will have the opportunity to develop or enhance the skill set necessary to improve your overall golf game, teaching/instructional skills, business and communications skills, and other pertinent life skills for you to be successful in our industry of Business and Golf.

Our Golf Professionals, Faculty, and Administrative staff are here to assist you with any questions, comments or concerns – whether it pertains to the classroom, lesson tee, golf course, administrative functions or any other component of your Golf Academy experience.

The success of the Golf Academy of America is in part, due to your achievement, success and satisfaction with your overall experience on your journey with us. We are very pleased to have you as part of our student body at the Golf Academy of America. Also, please note that the information contained in this catalog is true and correct to the best of my knowledge.

Sincerely,

Mike McDonald, PGA

Campus Director

General Information

MISSION

Effective: October 12, 2016

Golf Academy of America is a private postsecondary institution dedicated to rigorous academic standards, as well as enhancement of golf proficiency.

The mission of the Golf Academy is to prepare qualified students for positions in golf complex operations and management. This is achieved through a curriculum that focuses on business management, the golf industry, modern teaching methods, and sound human relations skills. Excellence and continuous improvement in the provision of education and placement are at the core of the Golf Academy's philosophy.

PURPOSE AND OBJECTIVES

The faculty and administration of the Golf Academy are dedicated to the accomplishment of the following purposes and objectives:

1. To provide students with an educational background in business management and a solid foundation in general education.
2. To prepare students to ultimately assume positions in golf management at a country club, golf facility, or other golf-related businesses.
3. To introduce students to areas of specialization, including equipment technology, modern merchandising, computers for managing business activities and tournaments, and the growth of golf as a game and a business.
4. To teach the essentials of the business of golf and golf game so that students will develop to their full potential in the industry.
5. To prepare students to become effective and innovative golf instructors and managers.
6. To provide educational and training programs that satisfy the needs of students, as well as those of the overall golf industry.
7. To expose students to the increasing sophistication of the golf industry and associated demand for multifaceted personnel who are able to assess and promote the objective of the employer(s).

ABOUT THE GOLF ACADEMY

Effective: October 12, 2016

Golf Academy of America was founded as San Diego Golf Academy in 1974 in San Diego as a coeducational institution. Today, there are five Golf Academy campuses – Golf Academy of America – San Diego, CA; Golf Academy of America - Orlando, FL; Golf Academy of America - Phoenix, AZ; Golf Academy of America - The Carolinas and Golf Academy of America - Dallas.

Golf Academy of America is an ACICS-accredited educational institution offering a combined curriculum of golf instruction and business management. The Golf Academy faculty consists of full-time PGA golf professionals, business professionals, and educators.

The Golf Academy is based on a concept that focuses on rigorous academic standards, as well as enhancement of golf proficiency. The Golf Academy program is designed to provide graduates with the education required to ultimately manage, or assist in the management of, all golf complex operations and

businesses, including the competence to teach golf techniques. The curriculum is designed to balance classroom studies with practical experience and a comprehensive understanding of golf.

The Golf Academy awards semester credit hours and offers three semesters per year. Most students choose to complete all graduation requirements in consecutive semesters. The full schedule includes classroom instruction, golf instruction, tournaments, open play, and practice. The curriculum includes an average of two rounds of golf per week and a comprehensive driving range program for student practice. Each semester, upperclassmen conduct golf tournaments in which students participate. The Golf Academy provides access to a computer laboratory and club repair shop. Emphasis is placed on practical business and golf experience. Golf Academy of America offers a mini-term start date each semester where a student takes a limited number of courses over an eight week period. At the end of the mini-term, students transition into the regular semester schedule. After the initial mini-term semester, students are encouraged to complete the remainder of the 60 hour program taking an average course-load of between 15 and 18 credit hours per semester. The final semester could be less than 15 hours depending on average course-loads in prior semesters and transfer credits.

SCHEDULE OF CLASSES

<u>Class Time</u>	<u>Breaks</u>
8:00 – 9:50	8:50 – 9:00
10:00 – 11:50	10:50 – 11:00
12:00 – 1:50	12:50 – 1:00
2:00 – 3:50	2:50 – 3:00

CURRICULUM

The Golf Academy of America has designed its curriculum to meet the needs of students who are job and career oriented. The students who make up the student body at the Golf Academy are seeking a non-traditional, structured education that can launch them into a diversity of golf-related careers. The Golf Complex Operations and Management program is designed to prepare students with the skills needed to pursue employment opportunities in their field of study.

The program offered by the Golf Academy is comprised of courses designed to meet the specific needs of the golf community. This degree program is intended to be "terminal" in nature, which means the students should complete their programs with the knowledge and skills necessary to embark upon their chosen career. It also means the program's credits/clock hours will probably NOT transfer into other curricula or to other institutions.

The Golf Academy of America Intercampus Consortium Agreement allows students to take courses at any Golf Academy of America campus or online and to treat these courses as if taken at their home campus. For delivery of online courses, students must attend an initial orientation. Tuition for online courses is based upon the current tuition rate. The mode of delivery is through Canvas, and Microsoft 2013 is the required software. Students may use the computer lab on campus to complete their coursework. Students must be enrolled on-ground in their second semester and must maintain a GPA of 2.0 or greater in order to be eligible to take courses online.

ACCREDITATION AND LICENSURE

Golf Academy of America is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, DC 20002-4241, (202) 336-6780 to award occupational associate's degrees. Golf Academy of America is approved or licensed in California, Florida, Arizona, South Carolina and Texas and authorized to award Associate of Applied Business Degrees (CA, AZ and SC)/Occupational Associate Degrees (FL and TX) to students who successfully complete the academic program.

Golf Academy of America – Dallas, TX is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, 101 East 15th Street, Austin, TX 78778, telephone (512) 936-3100.

Accreditation and licensure documents may be reviewed in the office of the Campus Director during the campus' hours of operation of 7:30 a.m. to 4:30 p.m.

Golf Academy of America – Dallas is currently authorized to operate in Texas. Golf Academy of America will continue to monitor developments in state law in each state in which it enrolls students. If authorization or licensure is or becomes necessary, Golf Academy of America will obtain such additional approvals.

NON DISCRIMINATION POLICY

Golf Academy of America is committed to equal employment and educational opportunities. No person will be subject to discrimination on the basis of age, religion, race, color, or national origin in the administration of any educational program or activity, including participation in, receiving the benefits of, admission to, or employment in such programs and activities. No otherwise qualified persons with disabilities will be excluded from employment or participation in educational programs. The commitment to equal opportunity applies to all aspects of recruitment, employment, and education of individuals at all levels throughout the Golf Academy. The Golf Academy complies with non-discrimination regulations under Title VI and Title VII of the Civil Rights Act of 1964 and the Regulation issued there under. It is also the policy of the Golf Academy to be in accordance with Title IX of the Education Amendments of 1972 which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

STUDENT RECORDS/RELEASE OF INFORMATION

In compliance with Public Law 93-083, "The Family Educational Rights and Privacy Act" (FERPA), which is Section 438 of the General Education Provision Act, Golf Academy of America has adopted policies and procedures which permit the student the opportunity to view his/her educational records upon request. Educational records mean those records, files, documents, and other material that contains information directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

The Golf Academy will not permit access to or release of confidential information to any individual or agency without written consent of the student, except for the following reasons: 1) When records are required by the Golf Academy officials in the proper performance of duties, 2) Organizations conducting

studies for educational and governmental agencies, 3) U.S. Government agencies as listed in Public Law 93-380, 4) Accrediting agencies, 5) Parents of dependent children as defined in the Internal Revenue Code of 1954, 6) Appropriate persons in connection with an emergency, 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution, 8) In connection with the award of financial aid, and 9) In response to legal court orders. The Academy's FERPA Policy can be found online at www.golfacademy.edu.

DRUG- AND ALCOHOL-FREE CAMPUS

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Golf Academy of America prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students, employees, and any other parties on its property or at any College activity. Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

The Academy's Alcohol and Drug Policy can be found online at www.golfacademy.edu.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES OR SPECIAL NEEDS

Golf Academy of America supports the tenets and spirit of the Americans with Disabilities Act (ADA). The Academy has made appropriate accommodations such as special parking facilities, ramped entrances, and accessible water fountains and restrooms. The Academy will make additional reasonable accommodations to meet the needs of any student with disabilities.

It is the responsibility of the student to inform the Academy of any disability, whether physical or mental, that might in any way affect the student's academic progress or for which the student seeks accommodation. All requests for accommodation must be made in writing to the Academic Dean using the Accommodation Request Form that is included in the Policy Regarding Accommodations for Disabled Students. The Policy Regarding Accommodations for Disabled Students can be found online at the Academy's Students Site (students.golfacademy.edu) or can be obtained from the Office of the Academic Dean.

CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires all postsecondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. Each year the campus publishes statistics relating to campus crimes during the prior year. The Academy's Disclosure of Campus Crime Statistics and Campus Security Policies can be found online at www.golfacademy.edu.

WEAPONS POLICY

No person shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, bow and arrow, or other lethal or dangerous weapons or devices capable of casting a projectile by air, gas or explosion, or mechanical means on any property or in any building owned or operated neither by Golf Academy of America nor in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed. Violation of this regulation will result in disciplinary action, criminal charges, and sanctions up to an including expulsion (in the case of students) or termination of employment (in the case of faculty and staff).

Golf Academy of America adheres to the following: Firearms are prohibited on campus or any other facility operated by the Golf Academy. Exceptions to this policy are: law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties. Students qualifying for this exception must inform the campus administration.

The Golf Academy Experience

As a student at Golf Academy of America, you actively participate to improve your playing ability and increase your knowledge of the golf business. With the learning environment created at Golf Academy, you will be challenged each day to develop those skills to the fullest.

There are many different career options in the golf business, and Golf Academy of America gives you a diverse and well rounded background which is sought by potential employers—giving you the opportunity to choose and have several alternatives in your golf career. Our graduates are employed in all areas of the golf industry, ranging from golf teaching professionals to a multitude of other fields in golf such as tournament operations, sales, club repair/fitting, club operations and management, and golf-related businesses. The golf industry continues to expand and the job market grows with it. With training and a degree from Golf Academy of America, you will be prepared to take advantage of the many opportunities.

Golf Academy of America gives students the chance to experience the exciting feeling of career satisfaction. Preparing for a future in golf is what the Academy is all about.

PGA PROFESSIONALS

Effective: October 12, 2016

The Golf Academy of America full-time staff is comprised of PGA of America professionals. With five campuses in major golf centers, Golf Academy of America is able to maintain a pool of PGA members.

STUDENT LIFE

Golf Academy of America campuses offer students a strong academic environment while also providing a warm and caring atmosphere. The student body is comprised of men and women from all over the world. Interaction among the diverse group of students facilitates valuable friendships, many that will last a lifetime. Class sizes do not exceed 32 for theory/lecture presentation and are appropriately smaller for practical courses and labs where participation and demonstration are prevalent. The size of the full-time faculty and staff allows the Golf Academy to give students individualized attention.

Golf Academy scheduling allows for serious study of the golf business, as well as the golf game. Classes are attended Monday through Friday with ample time for play and practice. A tournament is held each week for competition experience. These tournaments, as well as the 36-hole Golf Academy of America Playing Ability Test, are organized by the students to provide practical tournament planning experience. Tournament and open play are conducted on area golf courses.

In addition to in-classroom instruction on the business and game of golf, students receive physical instruction on all aspects of the game during practical courses and labs. A comprehensive golf range package is included in the tuition as a vehicle for practice. During their attendance, students will gain invaluable skills to implement and utilize when working in the golf industry.

STUDENT SERVICES

Effective: October 12, 2016

Orientation: Orientation day is designed to help students make a smooth transition to the Golf Academy. The day gives new students a chance to register for classes with the assistance of Golf Academy of America staff and to attend a comprehensive introductory program that outlines the program, schedules, and expectations of the Golf Academy. Incoming students will meet with directorial staff and tour the campus. New students are encouraged to meet fellow classmates, staff and faculty members.

Student Affairs: The Student Affairs Committee is comprised of representatives of the golf and academic staff and of student representatives from each semester. Committee meetings are held every semester to discuss a wide range of issues relevant to the Academy and the student body. It is the responsibility of the student representatives to report the issues of discussion to their class members, to bring matters of students' interests to the attention of the Administration, and to be central to the Academy communication process.

Library/Virtual Library: The campus library maintains an up-to-date collection of books and periodicals to support all of the subject areas covered by the curriculum. A complete listing of the collection is available in the library. Campus library hours, rules and regulations are posted and/or distributed for student use. The Golf Academy's Virtual Library can be accessed from campus computers, as well as off campus computers. It provides students with access to hundreds of periodicals, more than 26,000 full textbooks, and many databases related to the curriculum.

Graduation: The commencement ceremony is a time for family and friends to honor the accomplishments of Golf Academy graduates. A formal daytime event is held at a local country club or resort.

Campus and Student News: Campus highlights and student news are noted on the Golf Academy of America website at www.golfacademy.edu under "News". This website feature provides for the continuous flow of updated and current Golf Academy news and focuses on student accomplishments and campus activities.

Career Track: Initial career-specific classes are offered in first semester to prepare students for résumé/cover letter development and interviewing/hiring behavior. Second semester further prepares students specifically for the interviewing process. Third semester students participate in Golf Academy of America's *Career Development Course*. Within this course, student résumés and cover letters are refined and interviewing techniques are reviewed, while focusing on opportunities in the golf industry. Fourth semester culminates with one-on-one career counseling/placement interviews between the student and the Campus Director and Director of Career Development.

Community Services: Students contribute to the community through some of the following activities such as offering lessons and clinics for the public, junior golf involvement, Special Olympics volunteer work, and PGA/LPGA events.

CAREER SERVICES

Effective: October 12, 2016

Every effort is made to prepare Golf Academy of America graduates to secure rewarding positions in the golf industry. The Golf Academy does not guarantee employment to any graduate; however, Golf Academy of America's career services provide career counseling and assistance in all phases of the placement process.

Golf Academy of America's Campus Directors and Career Development Directors take pride in their ability to help place graduating students in exciting, challenging, and rewarding jobs in the golf industry.

Campus Directors and Career Development Directors at each campus are available to:

1. Advise students in the different types of careers within the golf industry
2. Provide guidance in the writing of résumés and cover letters for the application process
3. Assist in preparing for the interview process
4. Advise and offer recommendations about potential and existing job offers

Golf Academy of America's Campus Directors and Career Development Directors actively oversee the Golf Academy's career development and placement program which includes Focus/Career. Focus/Career puts Golf Academy of America graduates in exclusive contact with a continuously updated list of employers with position openings. In addition to graduates, access to Focus/Career is provided to all students beginning in their third semester at the Academy.

Golf Instruction

All Golf Academy of America students are provided golf instruction by Golf Academy of America's full-time PGA professionals. Lessons include playing time, short game skill development, video analysis, club fitting, and related golf skills. Instruction is conducted as lab and practical courses. An integral part of student training occurs during the labs in which students give instruction to the general public and/or each other. The professional staff has an unequaled amount of combined playing and teaching experience and will convey the true fundamentals of golf in a positive atmosphere of analysis and accomplishment. The instruction provided by the golf professionals during classes gives students the opportunity to improve their game and to examine how golfers may view the game differently. Students will gain an understanding of how to successfully teach golf to a wide range of students, contributing to their future success as golf professionals.

GOLF PRACTICE

Supplemental to the required tournament play are the open rounds of golf included in tuition. The combination of tournament and open rounds results in the opportunity to play an average of two rounds of golf on a weekly basis. Golf range practice is included in tuition per the guidelines established in the campus specific comprehensive driving range package.

GOLF ACADEMY OF AMERICA – SAN DIEGO, CA

Golf Academy of America – San Diego, the first Golf Academy campus, was founded in 1974 as San Diego Golf Academy. Relocating to a new campus in January 2008, the Golf Academy's educational program and student services exist in a customized campus learning environment. The physical facilities entail classroom, computer lab, club repair, library, lounge, student and career service areas, as well as administrative offices. Golf instruction, practice, and play are conducted at local driving ranges and at golf courses conveniently situated in San Diego County.

GOLF ACADEMY OF AMERICA – ORLANDO, FL

Effective: October 13, 2016

Golf Academy of America – Orlando, FL, has been in operation since 1986, relocating to its current location in August 2011. The Golf Academy classrooms, computer labs, club repair, library, lounge, student and career service areas, as well as administrative offices, are housed in Golf Academy of America's comprehensive campus, which includes an indoor area for instruction in club fitting and video analysis, providing an ideal setting for learning and student activities. Additional golf instruction, as well as practice and play, are conducted at area facilities.

GOLF ACADEMY OF AMERICA – PHOENIX, AZ

Effective: October 13, 2016

Golf Academy of America – Phoenix, AZ, opened in early 1996, relocating to its current location in October 2010. The facility is inclusive of classrooms, computer lab, club repair, library, lounge, student and career service areas as well as administrative offices. The campus has an indoor golf center for instruction and video analysis. Golf instruction, practice, and play are conducted at area facilities.

GOLF ACADEMY OF AMERICA – THE CAROLINAS

Effective: October 13, 2016

Golf Academy of America – The Carolinas, which opened in 1998, expanded to its current location in January 2015. This campus has been customized to include classrooms, computer lab, club repair, indoor center for golf instruction and video analysis, library, lounge, student and career service areas, as well as administrative offices. Golf instruction, practice, and play are conducted at area facilities.

GOLF ACADEMY OF AMERICA – DALLAS, TX

Effective: October 12, 2016

Golf Academy of America – Dallas, TX opened in August 2011. The campus, consisting of classrooms, computer lab, club repair, library, lounge, student and career service areas, as well as administrative offices, also offers an indoor golf center for instruction and video analysis. Golf instruction, practice and play are conducted at area facilities.

Admissions

ADMISSION REQUIREMENTS – ON GROUND

1. Admission of First-Time College Students

Applicants who have not previously attended an accredited post-secondary institution will be considered first-time college students.

2. Admissions Procedures

Applicants must exceed the age of compulsory school attendance and possess a High School Diploma or an equivalency certificate such as a Certificate of High School Equivalency (GED Certificate) issued by a recognized State Department of Education or appropriate evidence of home schooling. Home school study credentials are accepted for enrollment so long as the home school program of study is equivalent to a high school diploma and is recognized in the student's home state where the education was provided. All home school study credentials will be evaluated by the Corporate Office prior to the final acceptance to the College. An official high school transcript is required for students attending the California, Florida, Texas and South Carolina campuses. All U.S. citizens and permanent U.S. resident students applying to an Academy school in one of these states must have an official high school transcript or GED transcript on file with the Academy by the end of the student's first semester. Students applying to attend an Academy in Arizona may submit an attestation of high school graduation. High School Diploma or GED attestations include the right for Golf Academy of America to request a transcript or other documentation and contain a Fraud Turnover provision. A certificate of attendance or any other award issued in lieu of a diploma is inadequate for admission.

All applicants must submit a completed Golf Academy of America Enrollment Application and pay the required nonrefundable application fee (\$50 U.S. Citizens and U.S. Permanent Residents, \$100 for all other applicants). Any applicant who is not a citizen or permanent resident of the United States also must submit a completed I-20 application for an M-1 visa, certification of adequate financial support and, for any applicant whose first language is not English, one of the following must be provided:

- Evidence of TOEFL score – 500 paper based, 173 computer based or 61 internet based.
- Evidence of IELTS overall band score of 6.
- Official high school transcript indicating graduate of an accredited U.S. high school.
- Official transcript of an accredited U.S. college or university indicating completion of at least 24 credits with a minimum 2.0 CGPA or a C average.
- If the applicant took ESL courses, evidence of completion of the ESL program that the applicant was enrolled in and final test scores comparable to the Academy's TOEFL or IELTS requirement. The ESL program must have been authorized by the Student and Exchange Visitor Program (SEVP).

PROVISIONAL ENROLLMENT - ON GROUND STUDENTS

All new students (U.S. Citizens and U.S. Permanent Residents) entering the Academy for the first time will be enrolled on a provisional basis for the first 28 calendar days of their first term (21 calendar days for students who enroll initially during an eight-week mini-term session).

Those provisional students who are earning satisfactory grades and posting satisfactory attendance as determined by the Academy will be transitioned to regular student status on their first day of attendance on or after the 29th day of enrollment (22nd day of enrollment for mini-term starts). At this point, regular students will be charged tuition and may receive any student aid for which they are eligible, retroactive to the beginning of the term.

The Academy may cancel the enrollment of provisional students who are not earning satisfactory grades and/or posting satisfactory attendance as determined by the Academy as of end of the provisional enrollment period. Students who fail to post attendance in accordance with the Academy's attendance policy after the 28th day (21st day for mini-term starts) will be considered to have cancelled while in provisional status. Provisional students whose enrollments are cancelled will not incur any tuition or fee obligation to the Academy, except for the initial \$50 nonrefundable application fee.

ADMISSION REQUIREMENTS – ONLINE

Effective: October 12, 2016

1. Admission of First-Time College Students

Applicants who have not previously attended an accredited post-secondary institution will be considered first-time college students.

2. Admissions Procedures

Applicants must exceed the age of compulsory school attendance and possess a high school diploma or an equivalency certificate such as a Certificate of High School Equivalency (GED Certificate) issued by a recognized state department of education or appropriate evidence of home schooling. Home school study credentials are accepted for enrollment so long as the home school program of study is equivalent to a high school diploma and is recognized in the student's home state where the education was provided. All home school study credentials will be evaluated by the Corporate Office prior to the final acceptance to the Academy. An official high school transcript is required for students attending the California, Florida, South Carolina, and Texas campuses. All U.S. citizens and permanent U.S. resident students applying to an academy school in one of these states must have an official high school transcript or GED transcript on file with the Academy by the end of the student's first semester. Students applying to attend an Academy in Arizona may submit an attestation of high school graduation. High school diploma or GED attestations include the right for Golf Academy of America to request a transcript or other documentation and contain a fraud turnover provision. A certificate of attendance or any other awarded issued in lieu of a diploma is inadequate for admission.

All applicants must submit a completed Golf Academy of America enrollment application and pay the required nonrefundable application fee (\$50.00 U.S. Citizens and U.S. Permanent Residents, \$100 for all other applicants). Any applicant who is not a citizen or permanent resident of the United States also must submit a completed I-20 application for an M-1 visa, certification of adequate financial support and, for any applicant whose first language is not English, one of the following must be provided:

- Evidence of TOEFL score – 500 paper based, 173 computer based or 61 internet based.
- Evidence of IELTS overall band score of 6.
- Official high school transcript indicating graduate of an accredited U.S. high school.
- Official transcript of an accredited U.S. college or university indicating completion of at least 24 credits with a minimum 2.0 CGPA or a C average.
- If the applicant took ESL courses, evidence of completion of the ESL program that the applicant was enrolled in and final test scores comparable to the Academy's TOEFL or IELTS requirement. The ESL program must have been authorized by the Student and Exchange Visitor Program (SEVP).

The Golf Academy of America is approved by the Student and Exchange Visitor Program (SEVP) to issue I-20s for the M-1 student visa. International students who complete their 1st semester online from their home country, but are unable to obtain an M-1 student visa and enter the United States to continue the program will be withdrawn from the school. The student will be eligible to return when/if the student is able to be issued an M-1 student visa, as well as continue to meet all Golf Academy of America entrance requirements. Campus Designated School Officials are available to assist applicants and students in completing and submitting their paperwork for their student visa.

PROVISIONAL ENROLLMENT – ONLINE STUDENTS

All new students exclusively entering the Academy's online programs for the first time will be enrolled on a provisional basis for the first 28 calendar days of their first term (21 days for students enrolled in the mini-term).

Those provisional online students who are earning satisfactory grades and posting satisfactory attendance as determined by the Academy will be transitioned to regular student status on their first day of attendance on or after the 29th day of enrollment. At this point, regular students will be charged tuition and may receive any student aid for which they are eligible, retroactive to the beginning of the term.

The Academy may cancel the enrollment of provisional online students who are not earning satisfactory grades and/or posting satisfactory attendance as determined by the Academy as of the end of the provisional enrollment period. Students who fail to post attendance in accordance with the Academy's attendance policy after the 29th day will be considered to have cancelled while in provisional status. Provisional students whose enrollments are cancelled will not incur any tuition or fee obligation to the Academy.

Expenses

ESTIMATED COST OF PROGRAM

Effective: July 14, 2016

Refer to the Tuition section regarding tuition and fee information.

TEXTBOOKS

Effective: July 14, 2016

Books are provided at no charge; however, other expenses and fees may be charged by the College for certain courses for items other than books including, but not limited to, optional examinations, materials, and other instructional aids and resources.

TUITION DEPOSIT

Upon notice of acceptance, students shall pay a minimum tuition deposit of \$250.00 USD to reserve their place in the student body. International students, upon notice of acceptance, shall pay a minimum deposit of \$500.00 USD. These tuition deposits must be paid no later than sixty (60) days prior to the selected class start. The balance of the tuition will be due upon successful conversion from provisional start status to regular status. All monies paid toward tuition are subject to the published Tuition Return/Refund Policies.

PERSONAL EXPENSES

Expenses incurred from the purchase of personal golf equipment such as clubs, gloves, and golf balls vary and thus are not included in the estimated total cost.

Financial Aid Information

It is the goal of Golf Academy of America is to assist every eligible student in procuring financial aid that enables the student to attend college. The College participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the federal government and is called federal Student Financial Aid (SFA). This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), and Federal Direct Student Loan. The College also utilizes alternate source funding provided by the institution or private agencies. Alternate source loans enable the student to contribute to his/her education while in College.

The primary responsibility for meeting the cost of education rests with individual students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed, or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

SFA – GENERAL CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for financial aid, a student must

1. be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exception of Pell, FSEOG and FWS);
2. have a high school diploma or the equivalent;
3. be a U.S. citizen or national or an eligible non-citizen; verification of eligible non-citizen status may be required;
4. have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
5. maintain satisfactory academic progress;
6. provide required documentation for the verification process and determination of dependency status;
7. have a valid Social Security Number;
8. have borrowed less than the total aggregate loan limits for the Title IV financial aid programs;
9. be registered for the Selective Service, if required; and
10. sign an updated Statement of Educational Purpose/Certification Statement on refunds and default.

APPLICATION

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance Office is available to assist students in the completion of this form and to answer any questions. FAFSA is used to determine eligibility for all

types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must re-apply every year. Also, if students change colleges, their aid does not automatically go with them. Students should check with their new colleges to determine the appropriate procedures for re-applying for financial aid.

NEED AND COST OF ATTENDANCE

Once the application is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of attendance.

SATISFACTORY ACADEMIC PROGRESS

Students must meet the standards for satisfactory academic progress in order to remain eligible to continue receiving financial assistance, as well as to remain eligible to continue as a student of the Golf Academy of America. Please refer to "Satisfactory Academic Progress (p. 25)" in the Academic Regulations and Policies section of the catalog.

BORROWER RIGHTS AND RESPONSIBILITIES

When a student takes on a student loan, he/she has certain rights and responsibilities.

The borrower has the right to receive the following information before the first loan disbursement:

1. The full amount of the loan;
2. The interest rate;
3. When the student must start repaying the loan;
4. The effect borrowing will have on the student's eligibility for other types of financial aid;
5. A complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
6. The yearly and total amounts the student can borrow;
7. The maximum repayment periods and the minimum repayment amount;
8. An explanation of default and its consequences;
9. An explanation of available options for consolidating or refinancing the student loan; and
10. A statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving college:

1. The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s);
2. A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
3. If the student has FFELP and/or Federal Direct Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
4. The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
5. An explanation of available options for consolidating or refinancing the student's loan; and

6. A statement that the student can repay his/her loan without penalty at any time.

The borrower has the following responsibilities:

1. Understand that by signing the promissory note the student is agreeing to repay the loan according to the terms of the note;
2. Make payments on the student loan even if the student does not receive a bill or repayment notice.
3. If the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted;
4. Notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from college, or drops below half-time status; changes his/her name, address, or Social Security Number; or transfers to another institution; and
5. Receive entrance advising before being given the first loan disbursement and to receive exit advising before leaving college.

POLICIES AND PROCEDURES FOR VERIFICATION

- All applicants selected by the Central Processing System (CPS) will be verified.
- Selected applicants must submit required verification documents within fifteen (15) days of notification.
- Verification notification will be communicated to the student electronically via the Student Portal upon receipt of Official ISIR.
- If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash-paying student until the documents are provided.
- If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from the College. The student may re-enter the College only when he/she can provide the documentation.
- The Student Finance Office reserves the right to make exceptions to the above-stated policies due to extenuating circumstances on a case-by-case basis.
- Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
- The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.
- Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required. This information will be communicated to the student electronically via the Student Portal.
- Students will be notified by an electronic updated award letter via the Student Portal if the results of verification change the student's scheduled award.
- The College will assist the student in correcting erroneous information and resolve all conflicting information.
- Any suspected case of fraud will be reported to the Regional Office of the Inspector General or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to

state or local agencies will be reported on an annual basis to the Inspector General.

- No interim disbursements of Title IV aid will be made prior to the completion of verification.
- Effective 2011-2012 Award Year, students with no documented income from any source will be required to complete a Clarification of Stated Support.
- Effective September 1, 2011, Golf Academy of America will apply a zero (0) tolerance policy to data elements required for verification.

FINANCIAL AID HISTORY (NSLDS)

Federal regulations require that Federal Family Educational Loan Programs (subsidized and unsubsidized Stafford) cannot be released nor can a Federal PLUS loan application be certified until financial aid information has been received from all colleges an applicant attended. Financial aid information is necessary even if the student did not receive any aid. The College may obtain this information by using the financial aid information they receive from the NSLDS page of the student's SAR/ISIR.

FINANCIAL AID PROGRAMS

General: All Title IV financial aid funds received by the College will be credited to the student's account (excluding Federal Work-Study) with the exception of requirements set forth in Section 682.604 of current Federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

Selection of Eligible Applicants: In accordance with Federal Regulation 668.43(b)(3), the following paragraphs describe funding program procedures and how aid recipients are selected from the pool of eligible applicants.

Federal Pell Grant: This grant is designed to assist needy undergraduate students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC), the Cost of Attendance (COA), and the Pell Lifetime Eligibility Used (LEU).

For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Student Finance Office of the College or from a high school counselor. The application will be transmitted electronically through the Central Processing System which will determine the applicant's EFC.

Federal Supplemental Educational Opportunity Grant (FSEOG): Undergraduate students with the lowest Expected Family Contribution (EFC) who will also receive Pell Grants for the award year have primary consideration for an FSEOG. The amount of the grant and the number of students who may receive this grant depend on the availability of funds from the U.S. Department of Education.

Federal Work-Study Program: The Federal Work-Study Program (FWS) provides part time employment to students who need the earnings to defray the cost of their education.

Students may work on or off campus for a qualified public, private, or community service organization. Application for the FWS program may be made through the Student Finance Office and eligibility is based on financial need and availability of funds. The College will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules. The amount of the award and the number of students who may receive this award depends on the availability of funds from the U.S. Department of Education.

Veterans Benefits: The College's degree program, Golf Complex Operations and Management, is approved for veterans training. Applications for veterans' benefits may be picked up at the College or by contacting the Department of Veterans Affairs. Approval of training benefits to be awarded is the responsibility of the Department of Veterans Affairs. All students applying for veterans benefits through Golf Academy of America must supply verification of high school graduation or GED certificate. All postsecondary education for which military students are requesting transfer credits must be verified with an official college transcript from an accredited institution. For all prior education attempted and/or completed for which no transfer credits are requested, an unofficial transcript will suffice.

FEDERAL DIRECT STUDENT LOAN PROGRAM

Federal Subsidized Stafford Loans: Federal Stafford Loans are low interest loans that are insured by a guarantee agency and made available to the student by the U.S. Department of Education. The Subsidized Stafford Loan is awarded based on financial need.

For loans first disbursed on or after July 1, 2008, if the student is a dependent undergraduate student, he/she may borrow up to the following:

- \$5,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year (at least \$2,000 of this amount must be in unsubsidized loans)
- \$6,500 if the student has completed the first year of study and the remainder of his/her program is at least a full academic year (at least \$2,000 of this amount must be in unsubsidized loans)

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Ask the Student Finance Office for specific details. Total indebtedness for a dependent undergraduate student is \$31,000 (no more than \$23,000 of this amount may be subsidized loans).

If the student is an independent undergraduate student or a dependent student whose parents are unable to qualify for a PLUS Loan, he/she may borrow up to the following:

- \$9,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year (at least \$6,000 of this amount must be in unsubsidized loans)
- \$10,500 if the student has completed the first year of study and the remainder of his/her program is at least a full academic year (at least \$6,000 of this amount must be in unsubsidized loans)

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. See the Student Finance Office for specific details. Total indebtedness for an

independent undergraduate student is \$57,500. (No more than \$23,000 of this amount may be subsidized loans.)

Interest Rates and Fees for Federal Stafford Loans:

Beginning July 1, 2008, the interest rate on subsidized Stafford loans made to undergraduate students was different from year to year. Rate changes from year to year apply to subsidized Stafford loans first disbursed on or after July 1 of each year through June 30 of the next year.

For more information on prior and current interest rates visit: <http://www.direct.edu.gov/calc.html>.

Stafford loans have a loan fee assessed that the borrower is responsible to repay. For more information on prior and current loan fees please visit:

<http://studentaid.ed.gov/types/loans/interest-rates>

The Federal Stafford Loan is deferred while the student is enrolled in College and for a period of six months beyond the student's last date of attendance. The Federal government pays the interest on Federal Stafford Subsidized Loans as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning his/her loan. Applications can be obtained from the College's Student Finance Office or from the lender. For additional deferment information, contact the Student Finance Office.

New Interest Rate Cap for Military Members: Interest rate on a borrower's loan may be changed to 6 percent during the borrower's active duty military service. This applies to both FFEL and Direct loans. Additionally, this law applies to borrowers in military service as of August 14, 2008. Borrower must contact the creditor (loan holder) in writing to request the interest rate adjustment and provide a copy of the borrower's military orders.

Federal Unsubsidized Stafford Loans: The Federal Unsubsidized Stafford Loan program is available to eligible students regardless of family income for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part for Federal Subsidized Stafford Loans. An Unsubsidized Stafford Loan is not awarded based on need. The term "Unsubsidized" means that interest is not paid for the student. The student would be charged interest from the time the loan is disbursed until it is paid in full.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the following exception: The Government does not pay interest on the student's behalf on a Federal Unsubsidized Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student may make monthly or quarterly interest payments to the lender or the accrued interest to capitalize.

Federal PLUS Loans: The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. Parents of dependent students include the biological or adoptive mother or father. The PLUS loan is also available to stepparents if their income and assets are taken into consideration when calculating the student's EFC.

PLUS loans are not based on need; however, when combined with other resources, the loan cannot exceed the student's cost of education. Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. The interest rate is variable and is set on July 1 of each year. A loan fee will be deducted proportionately each time a loan disbursement

is made. For more information on loan fees visit:
<http://studentaid.ed.gov/types/loans/interest-rates>

Re-payment begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period on these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is \$50 per month with at least five years but no more than ten years of re-payment, the actual payment and schedule is determined by the amount borrowed. Applications can be obtained from the College's Student Finance Office or from the lender. For deferment information, contact the Student Finance Office.

First Time Borrowers: If a student is in the first year of an undergraduate program and is a first time Direct Loan borrower, Golf Academy of America may not disburse the first installment of the Direct Loan until 30 calendar days after the student's actual attendance in the program of study begins.

ENTRANCE AND EXIT INTERVIEW/LOAN ADVISING

The Department of Education requires that any student receiving a Federal Family Educational Loan or a Direct Student Loan be notified concerning his/her loan. The College advises each student regarding loan indebtedness and gives each student an entrance test and an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student should report to the Student Finance Office prior to withdrawal or graduation for loan advising. The purpose of this session is to inform the student of his/her tentative total loans received while in attendance at the College, refunds that may

be made, and to provide the student with an estimated payment schedule. Students who have received federal loans at the College will be sent an email upon withdrawal or graduation containing the link to the NSLDS exit counseling website.

ORDER OF RETURN OF SFA PROGRAM FUNDS

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Federal Perkins Loan Program
4. Federal PLUS loans
5. Federal Direct PLUS loans

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

1. Federal Pell Grants for the payment period for which a return of funds is required
2. Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required
3. Other assistance for which a return is required

Students will be notified via email to access the Student Portal for information concerning both federal and institutional refund calculations. The information will include all federal funding received during the payment period in which they withdrew and any refunds to the Department of Education or due to the student. Refunds to any of the Title IV or state programs will be paid within 30 days from the date of determination.

TUITION

Effective: October 12, 2016

Books are provided at no charge; however, other expenses and fees may be charged by the College for certain courses for items other than books including, but not limited to, optional examinations, materials, and other instructional aids and resources.

Golf Complex Operations and Management

Estimated Cost of 2-Year Program (60 Credits)

Full Semester Start - North American*

Term (15 Week Semester)	1	2	3	4	Total
Credit Hours	Full Time (Minimum 12)	Full Time (Minimum 12)	Full Time (Minimum 12)	Full Time (Minimum 12)	60
Application Fee	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Tuition	\$7,875.00	\$7,875.00	\$7,875.00	\$7,875.00	\$31,500.00
Activity Fee	\$700.00	\$700.00	\$700.00	\$700.00	\$2,800.00
Total	\$8,625.00	\$8,575.00	\$8,575.00	\$8,575.00	\$34,350.00

Full Semester Start – Military**

Term (15 Week Semester)	1	2	3	4	Total
Credit Hours	Full Time (Minimum 12)	Full Time (Minimum 12)	Full Time (Minimum 12)	Full Time (Minimum 12)	60
Application Fee	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Tuition	\$7,875.00	\$7,875.00	\$7,875.00	\$7,875.00	\$31,500.00

Activity Fee	\$700.00	\$700.00	\$700.00	\$700.00	\$2,800.00
Tuition Waiver (final semester)				\$3,500.00	
Total	\$8,625.00	\$8,575.00	\$8,575.00	\$5,075.00	\$30,850.00

Full Semester Start - International

Term (15 Week Semester)	1	2	3	4	Total
Credit Hours	Full Time (Minimum 12)	Full Time (Minimum 12)	Full Time (Minimum 12)	Full Time (Minimum 12)	60
Application Fee	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Tuition	\$8,220.00	\$8,220.00	\$8,220.00	\$8,220.00	\$32,880.00
Activity Fee	\$700.00	\$700.00	\$700.00	\$700.00	\$2,800.00
Total	\$9,020.00	\$8,920.00	\$8,920.00	\$8,920.00	\$35,780.00

Mini Semester Start* – North American***

Term (8 Week Mini Semester)	1				
Term (15 Week Semester)		2	3	4	Total
Credit Hours	9	Full Time (Minimum 12)	Full Time (Minimum 12)	Full Time (Minimum 12)	60
Application Fee	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Tuition	\$4,725.00	\$7,875.00	\$7,875.00	\$7,875.00	\$28,350.00
Activity Fee	\$350.00	\$700.00	\$700.00	\$700.00	\$2,450.00
Total	\$5,125.00	\$8,575.00	\$8,575.00	\$8,575.00	\$30,850.00

Books are provided at no charge; however, other expenses and fees may be charged by the College for certain courses for items other than books included, but not limited to, optional examinations, materials, and other instructional aids and resources.

A Tuition Deposit of \$250.00 is required before books are issued.

A Tuition Deposit of \$500.00 is required from International students before books are issued.

A course completed after 4 semesters of attendance will be charged \$525.00 per credit hour.

Students will not be charged a semester's activity fee if all courses taken in that semester are online and the student is not participating in golf or practice range activities.

Students will not be charged an activity fee after 4 semesters of attendance unless they are participating in a Tournament Golf class.

Non-degree seeking students will be charged \$600.00 per credit hour.

* U.S. Citizens and Resident Aliens

** Military affiliated students using VA Benefits will receive a waiver of \$3,500.00 during their final semester if originally enrolled in a full semester start vs. a mini semester start.

*** Golf Academy of America offers a mini-term start date each semester where a student takes a limited number of courses over an eight week period. At the end of the mini-term, students transition into the regular semester schedule. After the initial mini-term semester, students are encouraged to complete the remainder of the 60 hour program taking an average course-load of between 15 and 18 credit hours per semester. The final semester could be less than 15 hours depending on average course-loads in prior semesters and transfer credits.

Pregnancy Leave Policy

Effective: October 12, 2016

Golf Academy of America is committed to providing educational opportunity and full participation for students. Pursuant to the Title IX Act, Golf Academy of America provides protection to pregnant women. The campus will permit a student to take a leave from classes due to pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom for so long a period of time as is deemed medically necessary by the student's physician. For Return of Title IV funds purposes, the length of the leave must not exceed a total of 180 days in any 12-month period. The campus, at its discretion, may grant a student multiple leaves as long as the total number of days for all leaves does not exceed 180 days within a 12-month period. This 12-month period begins on the first day of the student's initial leave.

When the student is ready to return, the student must provide documentation from her healthcare provider stating she is released to return to school. Upon return, the student's academic progress will not be impacted by the withdrawal. Courses with a "W" grade must be repeated in its entirety. Current tuition and policies (or policy revisions) will apply to all returning students upon re-entry. Re-entry fees will be waived for all returning students.

Military Student Policies

DEFINITIONS

Academic Year: For school financial planning purposes an academic year consists of two terms based on a semester system. The Veterans Administration defines an academic year as the period from 8/1 to 7/31 when determining eligibility for Chapter 33 benefits.

Application Fees: All application and re-application fees are waived for active duty or honorably discharged veterans, spouses, or qualified dependents with proof of military status.

TRANSFER CREDIT AWARD POLICY

As a military friendly institution, Golf Academy of America follows the American Council for Education (ACE) Guide for recommendations for the award of transfer credit for military training and/or experience. CLEP general examinations with a passing score of 50, CLEP subject examinations, DANTES subject standardized tests, College Board advanced placement exams and professional certification exams may also be submitted for consideration of award of credit. All students using VA benefits are required to submit copies of military transcripts and all prior college transcripts to the military transcript evaluator. All award of credit is determined by the military academic advisor in conjunction with the academic dean as appropriate to the student's degree program. Students may transfer up to 75% of the required credits for their program of study. Additional transfer acceptance policies may apply per the Golf Academy of America catalog.

ATTENDANCE POLICY

MILITARY WAIVER TO DEPARTMENT OF EDUCATION 14-DAY RULE

VA students are subject to the College's attendance policy. However, military personnel who are called to active duty or Reserve training for a period of two weeks can apply for a waiver to the 14-day rule.

Golf Academy of America supports a military friendly culture. Some of our military students are Reservists and Guardsmen who are required to participate in 2-week training programs. To that end we have developed a policy and process to accommodate their service to our country. Military personnel who are called to active duty or Reserve training for a period of 2 weeks can apply for a waiver to the 14-day rule. To apply for the waiver they must:

1. Notify their Academic Dean in advance of the time they will be absent.
2. Provide the Academic Dean a written request to —waive the 14-day rule because of military duty.
3. Attach a copy of their military orders to the waiver request.
4. Have attendance in a class immediately preceding and immediately following the 2 week absence.

The Academic Dean will forward a copy of the waiver to the ECA Chief Academic Officer for consideration. The ECA Chief Academic Officer will review the waiver request and if it meets the criteria above will grant an extension of 2 days allowing travel to and from military duty.

STUDENT DEPLOYMENT POLICY

Military students called to active duty or deployed from their home station will be allowed to withdraw from the currently enrolled term by providing a copy of military orders. Students who have completed 75% of the current term may earn a grade

at the discretion of their instructor. Students without sufficient completion of coursework shall receive a letter grade of "WP" and be placed into an inactive status with the ability to return to an active student status. Courses with a "WP" grade must be repeated in their entirety. All tuition charges/payments related to the term that is interrupted will be refunded. Reapplication fees will be waived for all returning students. Reentering students should contact the Military Student Center and military academic advisor to insure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon reentry.

MILITARY STUDENT GRANTS

Effective: January 12, 2017

Golf Academy of America is committed to military-friendly policies for our students. Subject to availability, active duty or veteran students and their spouses or qualified dependents enrolling at the Golf Academy may be eligible for a tuition grant. The awarding of a grant requires submission of the appropriate military documents and grant application paperwork by the scheduled deadline. A military grant is awarded on a first-come, first-served basis and may not always be available.

A grant will only cover up to the cost of tuition and fees. A grant is applied after all other funding sources are applied unless the funding source has special requirements stating otherwise. Students who are eligible for 100 percent funding of Academy tuition and fees through any non-loan program(s) are not eligible for a grant.

Eligibility for a military grant may be affected by the use of other forms of financial assistance. Students interested in using military benefits or applying for a grant should contact the Military Student Center at 1-877-824-4245 to determine eligibility.

Application Fee Grant: All application and re-entry fees are waived for active duty or honorably discharged veterans, spouses, or dependents using Chapter 33 or Chapter 35 benefits and with proof of military status.

Patriot's Service Grant: For Credit Hour Program Only: Active duty servicemembers (including Army, Navy, Air Force, Marines, Coast Guard, Reservist, and National Guard on Title 10 or Title 32 status) who receive tuition assistance may receive an institutional tuition grant up to the difference between the maximum tuition assistance rate published by the Military Service and the current published tuition for their enrolled program at Golf Academy of America for up to 8 credit hours per term.

Servicemembers must provide proof of active duty status and can receive a military grant only as long as they remain on active duty and receive tuition assistance. In the event an active duty student attends more than 24 credit hours in an academic year, he/she may utilize additional GI Benefits (Top Up, Chapter 30 or 33) to cover the additional tuition and fees.

Students meeting the above criteria may contact the Military Student Center at 1-877-824-4245 to complete the necessary grant application form as soon as possible.

Active duty spouses may be eligible for a grant of up to 5 percent of tuition and fees.

Post 9/11 GI Bill® Grant Program: Active duty servicemembers or veterans using the Post 9/11 GI Bill® who are not eligible for the Yellow Ribbon program may be eligible

for up to a 5 percent tuition grant during their course of study at the Golf Academy.

Post 9/11 Transfer of Entitlement to Spouses or Dependents: In the event an active servicemember or veteran transfers benefits to a spouse or dependent, the recipient will be eligible for the same grants as the servicemember or veteran. All required transfer of eligibility paperwork must be submitted.

Post 9/11 Yellow Ribbon Program: Students eligible for Yellow Ribbon program will receive this in lieu of a 5 percent grant.

All Veterans, Spouses, and Other Dependents: All honorably discharged servicemembers, including inactive or retired servicemembers as well as military spouses, may be eligible for the Armed Forces Recognition Grant providing up to 5 percent grant of tuition per term/payment period with proof of military service. Dependents other than spouses are eligible for up to 5 percent military grant only when using Chapter 35, Dependents and Survivors Educational Assistance Program.

Golf Academy of America – Dallas, TX:

Golf Academy of America is approved for the training of veterans by the Texas Veterans Commission. Eligible veterans enrolled in 12 credit hours are eligible for full-time benefits. Benefits are not paid for the voluntary repeat of a course.

COMPLAINT POLICY FOR STUDENTS RECEIVING VA EDUCATION BENEFITS

Effective: January 12, 2017

Any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

Academic Regulations and Policies

ACADEMIC YEAR

Students may begin a program at the start of any of the academic sessions listed in the academic calendar. Golf Academy of America's standard academic year is defined as 24 semester credit hours.

UNIT OF CREDIT

Work at the Golf Academy is measured in semester credit hours. A credit is related to the amount of work accomplished. An example of one credit hour is:

- A lecture class meeting one hour per week and presuming two hours per week of outside study

Method of converting clock hours to semester credit hours: 1 semester credit hour = 15 clock hours of lecture or 30 clock hours of lab. The definition of a clock hour is 50 minutes of uninterrupted instruction.

FULL-TIME STATUS

Students are advised to enroll in and maintain an average of 15 credit hours per semester while at the Golf Academy, and need to enroll in a minimum of 12 credit hours in order to retain full-time status. Students who fall below the minimum requirements for full-time status, but take at least 6 credit hours qualify for part-time status and receive reduced financial benefits. Students taking less than 6 credit hours lose their financial benefits. International students must carry a minimum of 12 credit hours.

CHANGES OF PROGRAM

No change in a student's program will be made unless filed on the official petition form. Dropping a course without official action may result in a final grade of "F."

ATTENDANCE/MAKE-UP POLICY

Regular attendance in classes is essential. All students are expected to be present and on time at all scheduled class and laboratory meetings. Students must attend class by the third day of classes scheduled in any given term. Students may not start classes after the third day of classes during any given term, unless appropriate credit for previous education and training has been given in accordance with the Golf Academy of America's transfer of credit policy. Students must sit in a class prior to the end of the drop/add period. If a student does not sit in class by the end of the drop/add period, his/her enrollment may be cancelled. The Academy attendance policy is focused on being positive rather than negative. Because most employers may check attendance, sometimes before grades, it is important to have good attendance in every class.

Students who violate any of the lesser of the following attendance provisions are subject to termination of enrollment:

1. More than 10 consecutive school days,
2. More than 20% of the total course time hours in a program with course time of more than 200 hours,
3. More than 25% of the total course time hours in a program or individual class with course time of 41 to 200 hours, or
4. More than 24% of the total course time hours for seminars, individual classes or programs with course time of 40 hours or less.

When a student's absences exceed the above attendance provisions, his/her attendance may be defined as unsatisfactory and the student may be withdrawn from the class or classes. Students whose enrollments are terminated for violation of any provision of the attendance policy, as stated above, may not reenroll before the start of the next progress evaluation period.

Appeals for a one day extension may be granted by the Chief Academic Officer. All appeals must be in writing prior to the above stated deadlines. Absences will count from the first official day of classes and not from the first day the student attends. Excused absences such as military, illness, work, and personal and family emergency do not eliminate the absence from the student's record, and will count towards the above attendance provision totals.

When an instructor determines that absences constitute unsatisfactory attendance, a Student Action Form may be completed and submitted to the Campus Administrator for inclusion in the student's academic file.

It is essential that all assignments are turned in on the date indicated on the syllabus or by the instructor. Any assignment that is not handed in on the exact due date will receive 0% credit unless prior arrangements have been made with the instructor.

All exams and quizzes are to be taken on scheduled dates. Any exams or quizzes taken after regular scheduled time must have instructor approval and will only be worth 50% credit and must be taken prior to the next regular scheduled class. Extenuating circumstances must be approved by the Academic Dean or Campus Director.

Attendance is taken weekly in online classes. The academic week runs Monday through the following Sunday. There are no holidays observed in the online environment.

For the Golf Academy of America online students, the following stipulations also apply:

1. Daily attendance (being marked present for the day) is based upon logging in and entering each scheduled course and completing an activity. A student participating in courses during the add/drop period constitutes a start and assumes the intention to complete the course. Provisional students who do not participate in any course during the add/drop period will be cancelled. Active students who do not participate in any course during the add/drop period will be withdrawn from the online course(s).
2. If a student has no interactions with all of his/her online courses for fourteen (14) consecutive days, he/she will be automatically withdrawn.
3. If a student is absent from a single course for twenty-seven consecutive or non-consecutive days, the student may be withdrawn for excessive absences unless absences are approved by the instructor and Academic Dean.

CANCELLATION OF ENROLLMENT

Enrollment may be canceled and students can be dropped from classes when they fail to attend the first meeting of a class, except for justifiable reasons such as illness. In special circumstances, students may be excused by notifying the Academy in advance.

FINAL EXAMINATIONS

Final examinations are required and given during specific periods at the end of the semester. Final examinations shall not be given to individual students before regularly scheduled examination dates, except under special circumstances and at the discretion of the Academic Dean and/or Campus Director. Any student who finds it impossible to take final examinations on the dates scheduled must petition the Academic Dean and/or Campus Director to have an incomplete grade reported and must take the deferred final examination within 30 days after the end of the semester.

GRADING SYSTEM AND QUALITY GRADE POINTS

The number of quality points awarded for each course is determined by multiplying the grade points listed for each letter grade by the number of credit/clock hours of the course. For example, a grade of "A" in a four-credit course earns 4 credits x 4.0 quality points for a total of 16.0 quality points, and a grade of "C" in a three-credit course earns 3 credits x 2.0 quality points for a total of 6.0 quality points.

The syllabus for each course will contain an explanation of the grading scale that is used in a particular course. While certain courses may have higher standards, the **minimum** grading scale in use at the College is as follows:

100 – 90	A	4 Grade Points
89 – 80	B	3 Grade Points
79 – 70	C	2 Grade Points
69 – 60	D	1 Grade Point
59 or below	F	0 Grade Points

The following grades may also be used and have no effect on a student's grade point average (GPA).

I	Incomplete
W	Withdrawn During Drop/Add Period
WP	Withdrawn Without Grade Penalty
CE	Credit by Examination
TC	Transfer Credits
AU	Audit
**	Repeated Course

"I" (Incomplete) A grade of "I" will be given to students who are otherwise passing a course but for justifiable reasons, such as illness, are absent from a final examination or are unable to complete an assignment due within the last three weeks of class (including finals week) or both. An "I" is a temporary grade and has no impact on computation of GPA; course credits will be counted as credits attempted in the calculation of *Successful Course Completion %*. Students receiving an "I" must complete the course within 30 days after the end of the semester, or a grade of "F" will be assigned.

"W" (Withdrawn During Drop/Add Period) A student who withdraws from a course during the drop/add period receives no grade penalty and the course is not considered as credit hours attempted.

"WP" (Withdrawn Without Grade Penalty) Students receive no grade point penalty, but credit hours will be considered hours attempted for the purpose of determining successful course completion percentages. The option of withdrawing with a

grade of "WP" is not available after the ninth week of a regular term or third week of a mini-term.

"CE" (Credit by Examination) – A course for which credit is given based upon examination is listed on the Academy transcript with a grade of "CE". The credit hours received will be counted as credit hours attempted, but will not be included in the CGPA calculation.

"TC" (Transfer Credits) – A course for which transfer credit was accepted is listed on the Academy transcript with a grade of "TC". Transfer credits will be included in the credits attempted and the credits earned. Transfer credits are not included when calculating the CGPA.

"AU" (Audit) – Designates a student is auditing a course. The student must obtain permission to audit a course from the Campus Director during the first week of class. Audited courses carry no credit, are not considered as hours attempted in determining successful course completion percentage, and have no effect on the student's grade point average. Audited courses cost the same as courses taken for credit.

"**" (Repeated Course) – If a student repeats a course, the official records maintained by the Academy will list each course in which a student has enrolled and earned a grade. The original and repeated grades will remain on the transcript with the repeat grade bearing a symbol to show that a particular course has been repeated.

DROP/ADD PERIOD

The drop/add period begins on the first class day of a new term and ends on the Friday after the second full calendar week of classes for a full semester, unless otherwise extended by the Institution, due to holidays or another reason, as determined at the sole discretion of the Institution.

For a mini semester term, drop/add begins on the first day of class and ends after eight full calendar days, unless otherwise extended by the Institution, due to holidays or another reason, as determined at the sole discretion of the Institution.

Classes added after either add/drop time period must have approval of the Academic Dean. Adding or changing a course or transferring to another class or section during the drop/add period requires the signature of the designated Academy official and will be permitted only on a space available basis.

When dropping a class, it is not sufficient to simply notify the instructor. Students must notify the Academic Dean in writing and apply for withdrawal on an official form when dropping a class. Students who find it impossible to complete a course after the official drop period expires should inform their Academic Dean and apply for withdrawal on an official form. Students who are attending classes may drop a course and receive a "WP" (Withdrawn Without Grade Penalty). The option of withdrawing with a grade of "WP" is not available after the ninth week of a regular term or third week of a mini-term.

COURSE REPEAT POLICY

Any course may be repeated at the Golf Academy for the purpose of establishing institutional grade point average and improving academic standing. Each attempt counts in the computation of successful completion percentages, but only the highest grade earned will be included in the computation of grade point average. Official records maintained by the Academy will list each course in which a student has enrolled and earned a grade. However, the original and repeated grades remain on the transcript bearing a symbol to show that a particular course has been repeated. Students may not

repeat a course more than once except in unusual circumstances and upon petition to the Campus Director.

ONLINE EDUCATION

Courses are designated for online delivery each term. New students are expected to complete a student orientation course prior to attending class.

Basic requirements for students interested in online classes include a personal email address, a computer and Internet connection at home, and a willingness to devote up to fifteen hours per week to each course.

Online courses are delivered asynchronously via the Internet using a third-party learning management system. Courses consist of the following components:

- Digital lesson presentations
- Threaded discussions
- Assigned readings from the web, library, and textbooks
- Examinations/quizzes
- Projects/writing assignments
- Homework
- Simulation

The following courses are delivered online:

BM 103	Elementary Accounting
BM 109	Microcomputer Applications
BM 181	Fundamentals of Business Management
BM 203	Financial Management
BM 209	Career Development
BM 214	General Business Law
BM 275	Workplace Ethics
CS 110	Attitude and Motivation Assessment
CS 119	Verbal Communication Skills
CS 125	Business Writing
CS 230	Sport Psychology
FS 209	Essentials of Food Service Management
GM 181	Understanding Golf Operations
GM 251	Principles of Golf Course Maintenance
GM 260	Golf Course Design
GM 279	Managing Golf Facility Operations
GM 282	Capstone Management Study of Golf Operations
MK 176	Marketing, Advertising, Promotions and Sales
PE 101A	Rules of Golf I
PE 101B	Rules of Golf II
PE 107	History of Golf
PE 238	Planning and Organization of Tournament Golf
PE 244	Advanced Rules of Golf
PE 251	Anatomy, Exercise, and Bio-Mechanics

DIRECTED STUDY

Directed Study involves a high level of independence and self-direction on the part of the student, who is required to read, conduct research and complete written examinations, reports, research papers and similar assignments designed to measure their grasp of the subject matter. Directed Study occurs under the supervision of a qualified faculty member, and together the student and faculty member develop a learning contract that outlines specific learning objectives, texts, supplemental readings, course requirements, evaluative criteria and examination dates. Additionally, the following policies apply to Directed Study:

1. A student must be making satisfactory academic progress (SAP) in order to take a course in a Directed Study format.
2. A student may only attempt a course one time in a Directed Study format. If a student does not successfully complete a course offered as a Directed Study, the student must repeat the course on campus or in an online format (if available).
3. A student may take up to two courses in the Directed Study format during a given term in extenuating circumstances.
4. Students must request to take a Directed Study course in writing prior to the beginning of the term during which they will take the course. The Academy will review the request on a case-by-case basis. The Academy is not obligated to offer a course to any student in a Directed Study format. If approved, the student must agree in writing to the terms of the revised course syllabus developed by the instructor and approved by the Academic Dean.
5. Students must meet a minimum of two hours per week with the faculty member assigned to teach the course, to review progress, take tests and/or present assigned projects. The meetings will be scheduled by the faculty member who will record attendance. These required meetings may be in person, via the telephone or via the Internet.

FINAL GRADES

Official grades reported by instructors are entered into the student's permanent record. Final grade reports will be issued after the end of each term. In the absence of mistakes, fraud, incompetence, or bad faith, the determination of the student's grade by the instructor shall be final once filed. All student records are maintained on a permanent basis.

GRADE APPEAL PROCESS

Final grades will be issued at the end of each term. In the absence of mistake, unfair treatment, or other extenuating circumstances, the determination of the student's grade by the instructor shall be final once filed. A student may appeal a final grade by following the established procedure:

1. The student must arrange a meeting with the instructor to address any questions or concerns regarding grades.
2. If the student is not satisfied after meeting with the instructor, the student may file a written grade appeal with the Academic Dean and/or Campus Director. A grade appeal must be submitted by the student within 30 days of the last relevant term.
3. A grade appeal must state the specific grounds for challenging the grade based on an assertion of mistake, unfair treatment, or other extenuating circumstances. Appropriate documentation must be provided.

4. The decision of the Academic Dean and/or Campus Director is final.
5. Any other grade change request that does not comply with the above process will be denied.

TRANSFER ACCEPTANCE POLICY

Previous college work is automatically evaluated by Corporate Academics upon review of an accepted student's file. An official transcript of the student's coursework must be furnished directly by the institution where the coursework was completed before any transfer credit can be awarded. Transfer credit must be completed during the first semester of enrollment. All credit hours will be evaluated for approval. A student who has posted positive attendance in a course after the drop/add period has ended cannot receive transfer credit for that course. The Golf Academy courses are highly specialized, and the student will find that comparable, specialized courses found in the curriculum are not generally offered at other colleges. Up to 12 credit hours can be granted, under the following circumstances:

1. The courses taken by the student are determined to be the equivalent of Golf Academy courses.
2. The student has received a grade of "C" or higher in the course from an accredited college.
3. Course work completed more than five years ago is generally not accepted. Computer courses will generally not be accepted if taken more than three years ago.

The Golf Academy will also review for transfer credit CLEP general examinations with a passing score of 50, CLEP subject examinations, DANTES subject standardized tests, College Board advanced placement exams and professional certification exams.

The Golf Academy does not imply, promise, or guarantee that credits earned will transfer to another institution. The decision to accept transfer credits is solely at the discretion of each receiving institution. Any questions regarding transfer credits should be settled prior to enrollment.

CREDIT BY EXAMINATION

Effective: July 14, 2016

The Golf Academy provides a means by which students who are registered and in good standing may receive credit for skills or knowledge not obtained by previously accredited formal postsecondary scholastic experience. For the purpose of this policy, the term "examination" means any written, oral, or performance standards determined by the instructor of record and Academic Dean and/or Campus Director.

The examination must be completed during the student's first semester of on-ground attendance.

A student who has posted positive attendance in a course after the drop/add period has ended is unable to take the examination for that course. Further information may be obtained from the office of the Academic Dean. Credit hours received for credit by examination will be counted as credit hours attempted, but will not be used in the computation of the student's GPA.

SATISFACTORY ACADEMIC PROGRESS

A student enrolled in the associate of applied business/occupational associate degree program at the Golf Academy must meet the following minimum standards in order to be considered achieving Satisfactory Academic Progress (SAP). These SAP standards apply to all students. Progress is

evaluated at the end of each semester and prior to the disbursement of Federal Student Aid (if applicable).

Full-Time Status: The minimum course load for a full-time student is 12 credits. Students are advised to enroll in and maintain an average of 15 credits.

Time Frame for Completion of Program: A student is required to complete the program in which he/she has enrolled, in a period not to exceed 1.5 times the standard program length. Program length is defined as the number of semester credits required to complete the program which at the Golf Academy is 60 semester credits. The maximum time frame to complete the associate of applied business/occupational associate degree program is 90 attempted credit hours. Students must achieve a cumulative grade point average of 2.0 and successfully complete 67% of credits attempted in order to graduate from the program. Students who do not complete the program within the maximum time frame are not eligible to receive a Golf Academy of America degree.

Grade Point Average and Course Completion Percentage Requirements: A student's GPA will be evaluated for satisfactory progress at the end of each semester. Any student who fails to maintain a 2.0 cumulative grade point average (CGPA) or successfully complete 67% of credits attempted will be placed on Warning or Probation. Students will be notified in writing if they fail to meet SAP.

WARNING: Students on Warning remain eligible for Student Federal Aid and no appeal is necessary. A student on Warning is required to meet periodically with his/her faculty advisor, or the Academic Dean, to review his/her progress. At the end of the semester in which the student corrects the deficiency, the student will be deemed to be making SAP and removed from Warning. Students who fail to achieve the minimum standard will be dismissed unless he/she files an appeal and the appeal is granted (See Appeal Process below).

PROBATION: If a student is granted an appeal, the student will be placed on Probation for one additional semester. A student on Probation is eligible to receive Federal Student Aid. Failure to make SAP by the end of the semester will be dismissed from the Academy as a regular student.

Academic Plan: Once placed on probation, an Academic Plan will be put into place. The Academic Plan will serve as a road map to guide a student toward meeting his/her SAP goal within a specified time and method. The plan will be designed by the Academic Dean and communicated to the student in writing. The plan that is implemented will be regularly evaluated and refined as internal and external developments warrant. The maximum time period an individual Academic Plan is put into place is two consecutive terms. While on an Academic Plan, the student is required to attend academic advising sessions.

Extended Enrollment Status: A student who has been dismissed from the Academy may make a request to remain enrolled in Extended Enrollment Status after the lapse of one semester of non-enrollment. Students in Extended Enrollment Status are seeking to address and improve the academic deficiencies that caused them not to be making SAP. Students in Extended Enrollment Status are charged tuition, but they are not eligible for FSA. A student who reestablishes SAP by improving his/her CGPA and course completion percentage to the minimum required while on Extended Enrollment Status may apply for reinstatement as a regular student and to regain eligibility for FSA.

Also, at the 150 percent checkpoint, if the student has not satisfactorily completed the program, the student may be terminated and will lose any further FSA eligibility for that program.

Appeal Process: A student who is not making SAP and who believes that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by written request to the Academic Dean for a review of the situation. Mitigating circumstances may include injury or illness, the death of a relative, or other special circumstances. The written appeal should be submitted to the Academic Dean and/or the Campus Director within 5 business days after notification. The appeal should be accompanied by supporting documentation regarding why the student failed and what changed in the student's situation that will allow him/her to make SAP at the next evaluation. The appeal process will also consider if the student will meet SAP standards after the subsequent semester. The Academic Dean and/or the Campus Director or an appeal committee appointed by the Campus Director shall conduct the review. Should the appeal be granted, the student will receive one additional semester in which to regain SAP. If at the end of that period the student is still not making SAP, the student will be dismissed. Any decision resulting from the review of a mitigating circumstances appeal is final and may not be further appealed. The result of the appeal (approved or denied) will be provided to the student in writing and cataloged in the Student Information System.

When the Academy grants a student's appeal for unusual and/or mitigating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student's SAP standing. The student's credits attempted, CGPA, and SAP standing will remain the same. When an appeal is granted, the College is acknowledging that, because of the specified unusual circumstances, the student will continue to receive FSA for which he or she is otherwise eligible even though he or she falls below the published SAP standard in the Probation status.

Treatment of Transfer Credits: Students may request to transfer in credits from another accredited college following the Transfer Acceptance Policy. Any such courses which are accepted in transfer will be included in the credits attempted and the credits earned. Transfer credits are not included when calculating the CGPA.

Treatment of Repeat Courses: Courses may be repeated for the purpose of establishing a GPA or CGPA and improving academic standing. Each attempt counts in the computation of successful completion percentages, but only the highest grade earned will be included in the computation of the GPA and CGPA.

Treatment of Incomplete Courses: Incomplete grades are assigned to those students who fail to complete any required course work by the end of the semester and who obtain prior approval of their instructor. This grade is not included in the calculation of the CGPA but will count as hours attempted for the purpose of calculating the successful course completion percentage.

Treatment of Withdrawals: Students who withdraw from a course during the drop/add period receive no grade penalty, and the course is not considered as credit hours attempted. Students who officially or unofficially withdraw from a course after the drop/add period and are eligible to receive the "WP" grade will receive no grade penalty, but credit/hours will be considered attempted for the purpose of determining successful course completion percentage.

Reinstatement: If a student has been dismissed, he/she may petition for reinstatement after the lapse of at least one semester of non-enrollment. The Academic Dean and/or Campus Director will review the request and the Academic Dean and/or Campus Director will conduct an academic evaluation to determine if the student has the desire and the academic ability to progress satisfactorily in the program. A student who cannot improve their cumulative grade point average or successful course completion above minimum expectations prior to the maximum time frame of the program of study will not be eligible for reinstatement. If the request is granted, a student must agree in writing to successfully retake previously failed classes or upgrade the skills applicable to his/her educational objective in an extended enrollment status without Federal Student Aid (if applicable) until the recalculated GPA and successful completion percentage meet or exceed the minimum requirements. A student who successfully improves their cumulative grade point average and successful course completion percentage above the minimum requirements will regain FSA eligibility, but will be placed on Warning for one semester after reestablishing satisfactory progress.

NOTE: This version of the policy will be effective for all start dates after July 1, 2011. This policy will apply to all students.

STUDENT CONDUCT

Any student whose behavior is determined to be disobedient or disrespectful to other students or members of the faculty or staff, creates safety hazards to other persons, or is guilty of any infraction of Golf Academy policies, may be placed on conduct probation for the following semester or may be dismissed from the Golf Academy at any time.

Any student on conduct probation is required to meet periodically with an appointed faculty advisor or Academic Dean for a progress review. Students on conduct probation will be removed from probation when their behavior demonstrates the ability and desire necessary to profit from the instructional program, and when they are making progress toward achieving an educational goal. If the behavior does not improve substantially by the end of the probation period, he/she will be immediately dismissed from the Golf Academy.

REINSTATEMENT/READMISSION

A student who is dismissed from the Golf Academy due to infraction of rules, regulations, or policies must petition in writing the Academic Dean and/or Campus Director to be considered for reinstatement/readmission to the Academy. Please refer to the "Reentry of Withdrawn Students" section under Academic Regulations and Policies in this catalog.

REENTRY OF WITHDRAWN STUDENTS

In order to reenter the Golf Academy of America, the student must contact the Academy and request to apply for readmission. The request may be initiated by a phone call or visit to the Academy. Upon receipt of the request, the student's enrollment status will be reviewed to determine his/her eligibility to reenter. The enrollment status will be based upon the Academy's standards of academic progress and in accordance with the Academy's behavioral and financial good standing policies. The Student Finance Office must verify at the time of reentry that the student is in good standing with the Department of Education and all federal funding sources. For Texas Residents: Students who were dismissed for not maintaining satisfactory academic progress may not reenter

until at least one additional complete grading period has passed since dismissal.

All students must meet the current enrollment requirements upon reentry. Students may reenter a maximum of three times after withdrawal prior to graduation from a program within the Education Corporation of America system.

Golf Academy of America does not process leaves of absences.

GRADUATION REQUIREMENTS

The Golf Academy awards an Associate of Applied Business degree (California, Arizona, and South Carolina)/ Occupational Associate degree (Florida and Texas) to students who satisfy all of the requirements specified below:

1. Earned the minimum credit hours as required by the program of study. Students must complete a minimum of 10 hours of general education courses.
2. An overall C (2.0) average for courses attempted at the Golf Academy.

GRADUATION WITH HONORS

To be considered for graduation with honors, all incompletes must have been cleared and students cannot be on any form of probation. Graduation with honors is awarded to those students in each graduating class who have achieved a 3.67 GPA or better in all work attempted at the Golf Academy.

PRESIDENT'S AWARD

The criteria for the President's Award are as follows:

- Honor graduate
- Successfully passed the PGA, LPGA or GAA Playing Ability Test
- Three letters of recommendation from PGA or LPGA Professionals
- Achieved a 90% or higher attendance rating for all semesters in attendance
- Earned a minimum of two certificates

ARTICULATION AGREEMENT

The Golf Academy of America has an articulation agreement with the University of Phoenix.

The Golf Academy of America has a consortium agreement and an articulation agreement with the New England College of Business and Finance.

Virginia College offers, in an online format only, a Bachelor of Science degree in Golf Course Management. To qualify for admission, candidates must have completed an associate of applied business degree in golf complex operations and management comparable to the one offered by Golf Academy of America.

CONSORTIUM AGREEMENT

The Golf Academy of America Intercampus Consortium Agreement allows students to take courses at any other Golf Academy of America campus, including online courses offered by the Golf Academy of America campus in Dallas, Texas, and to treat these courses as if taken at their home campus.

TUITION RETURN/REFUND POLICIES

Provisions Applicable to All Students: Students may withdraw by providing written notice to the Golf Academy or verbal notice to a member of the Administrative Staff, followed by a written notice. If it becomes apparent as a result of a student's failure to attend classes, that he or she has

withdrawn, a withdrawal will be processed. In all instances, a refund/return shall be based on and computed from the last day of attendance, which is the official withdrawal date. Returns and refunds will be made within forty-five (45) days of the date of determination of the student's last day of attendance. Returns and refunds for students who do not begin classes will be made in full within thirty (30) days of cancellation of their enrollment.

The Texas Workforce Commission Career Schools and Colleges Refund Policies are subject to revision by Texas State law. Federal Return of Funds Policy is subject to revision by the U.S. Department of Education.

Texas Workforce Commission Career Schools and Colleges Cancellation and Refund Policy

Golf Academy of America is entirely self supporting. The registration of a student results in the assignment of a class place, the employment of instructors, and other provisions by the College that must be contracted in advance; therefore, students are encouraged to remain in school until the end of the semester in which they are enrolled. In all cases, the refund policies employed by Golf Academy of America will meet or exceed the requirements of TEC, §§132.061 and 0611 and TAC Chapter 807, Subchapter N.

The last date of attendance will be used to determine length of time in school. The last date of attendance is the official and effective termination date if the student is terminated by the school. Otherwise, the official and effective date of termination will be the earlier of the date of receipt of written notice from the student or ten days following the last date of attendance.

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed, or within the first three scheduled class days, or if the student is not accepted for enrollment.

If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 shall be retained by the school. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the term for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the term for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the term for which the student has been charged on the effective date of termination. The Golf Academy of America refund calculation is based on the precise number of credit hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.

Refunds will be made in a reasonable manner for items of extra expense to the student, such as instructional supplies, tools, and all other such ancillary miscellaneous charges where these items are separately stated and shown in the data and furnished to the student before enrollment.

Refunds will be totally consummated within 45 days of the effective date of termination. If a student fails to return from an approved leave of absence, he/she shall be automatically terminated and refund shall be totally consummated within 45 days of the effective date of termination.

Students will receive a full refund if the enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the College, or representations by the owner or representatives of the College, or if educational service is discontinued by the school, preventing the student from completing.

A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course.

Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fee, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
3. The assignment of an appropriated final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - a. Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - b. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

Federal Return of Funds Policy for Students Receiving Title IV Aid

The Higher Education Amendments of 1998 require all institutions to use a return of funds policy for all Title IV recipients when they fail to register, withdraw, or are expelled. This return of funds policy is used to determine the amount of Title IV aid that students have earned while in attendance. Funds received, but not earned, as of a student's withdrawal date must be returned. All funds are considered to have been earned upon completion of 60% of the payment period, thus there is no return of funds during the last 40% of the semester. If the amount disbursed to the student is less than the amount the student earned and for which the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The definition and quantification of amount to be returned is predicated on attendance. Calendar days in attendance are

divided by total calendar days in the semester/payment period to determine the percentage of aid earned, the percentage of total institutional charges earned, or inversely the percentage of total instructional hours paid for but not received by the student.

If a student receiving Title IV aid withdraws from Golf Academy of America during a payment period in which the recipient began attendance, Golf Academy of America must calculate the percentage and amount of Title IV aid that the student did not earn and return those funds to the Title IV programs. If the day that the student withdraws occurs after the student has completed 60% of the payment period, 100% of the Title IV aid will have been considered earned.

Attendance is based on calendar days in the semester/payment period. The last day of attendance will be the official withdrawal date and is the date that will be used in determining the percentage of aid earned while the student was in attendance at Golf Academy of America. The percentage of aid earned is determined by taking the total number of calendar days that the student was in attendance at Golf Academy of America (including weekends) and dividing it by the total number of calendar days in the semester. This percentage is then multiplied by the total amount of Title IV aid that was disbursed for the payment period as well as Title IV aid that could have been disbursed for the payment period. Of the calculated return amount, the school is responsible to the extent of the unearned portion of institutional costs that the student incurred for the payment period. The balance of funds to be returned, if any, is the responsibility of the student.

The student (or parent, if a Federal PLUS loan) must return the unearned funds, for which they are responsible, to loan programs in accordance with the terms of the loan, and to grant programs as an overpayment. Grant overpayments are subject to repayment arrangements satisfactory to the school, or overpayment collection procedures prescribed by the Department of Education.

A student who refuses to pay will be ineligible for further Title IV aid, will be reported to other schools as being in an overpayment status via the National Student Loan Data System (NSLDS), and will be referred to the Department of Education for collection.

Return of funds is distributed in the following priority:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Federal Perkins Loan Program
4. Federal PLUS Loans
5. Federal Direct PLUS loans
6. Federal Pell Grants
7. Federal Supplemental Educational Opportunity Grant
8. Other assistance for which a return is required.

Title IV recipients upon withdrawal from Golf Academy of America will be entitled to the Federal Return of Funds Policy during the first 60% of the semester. There will be no return of funds during the last 40% of the semester.

GENERAL INFORMATION STATEMENT

Prospective students are encouraged to visit the Golf Academy campuses and to discuss education and occupational plans with Golf Academy personnel prior to enrollment or signing enrollment agreements.

The Golf Academy follows policies relating to Affirmative Action, Gender Equity, Non-Discrimination, Crime Awareness

& Campus Security, Sexual Harassment, and Substance Abuse. Detailed policy information, as well as appropriate grievance policies and procedures for considering complaints received from students, are provided in the student handbook, orientation manual and enrollment materials.

Specialized advising is available to Golf Academy students upon request. Academic, career and golf advising is provided by the Campus Director, Academic Dean and Career Development Director.

The school strives to present its program and policies to the public fairly and accurately. It is the student's responsibility to become familiar with this information. The Golf Academy reserves the right to amend and/or add rules, policies, and procedures to ensure the information contained herein is up to date.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Statement of Intent

To afford full consideration to student complaints and concerning any aspect of the programs, facilities, or other services offered by or associated with the College. This grievance procedure is intended to provide a framework within which complaints may be resolved. This procedure is not, however, a substitute for other informal means of resolving complaints or other problems. The College administration maintains an open-door policy, and students are encouraged to communicate their concerns fully and frankly to members of the College faculty and administration in an attempt to find quick and satisfactory resolutions. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation.

Procedure

All student complaints will be handled in the following manner:

Step One

The student must try to resolve the issue with the campus staff member or instructor directly involved in the matter. If the matter is not resolved, the student should schedule a meeting with the Academic Dean or supervisor of the involved department.

Step Two

If the Academic Dean/supervisor is unable to resolve the issue, the student should arrange to meet with the Campus Director.

Step Three

Effective: October 12, 2016

If the complaint is not resolved by the Campus Director, the student may submit the complaint in writing to the College's Student Ombudsman, Education Corporation of America, 3660 Grandview Parkway, Suite 300, Birmingham, Alabama 35243, via email to ombudsman@ecacolleges.com, or call toll free at (866) 677-9050. The role of the Student Ombudsman is to address student complaints and to identify satisfactory resolutions to student issues and concerns. The Student Ombudsman will respond to the student's complaint, generally within ten (10) days, specifying what action, if any, the College will undertake.

Step Four

If the complaint is not resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Texas Workforce Commission, Career Schools and Colleges, Room 226T 101 East 15th Street, Austin, Texas 78778-0001. The Academy guarantees that it will abide by any decision or opinion rendered by the Texas Workforce Commission, Career Schools and Colleges. Information on filing a complaint with TWC can be found on its Career Schools and Colleges website at <http://www.twc.state.tx.us/jobseekers/career-schools-colleges-students>.

If the complaint is not resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Texas Higher Education Coordinating Board (THECB). The forms required for filing a complaint with THECB are located on the THECB website at

www.theccb.state.tx.us/studentcomplaints. Completed student complaints forms can be emailed to StudentComplaints@theccb.state.tx.us or submitted by mail to the Texas Higher Education Coordinating Board, College Readiness and Success Division, P.O. Box 12788, Austin, TX 78711-2788. Faxed copies of the student complaint forms are not accepted. Title 19 of the Texas Administrative Code, Sections 1.110-1.120 which governs student complaints can be found on the web at [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_vie=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_vie=5&ti=19&pt=1&ch=1&sch=E&rl=Y).

THECB does not investigate complaints concerning actions that occurred more than two years prior to the filing of the complaint unless the delay in filing was caused by the student exhausting all other efforts in following the institution's complaint/grievance procedure.

Former students must file complaints with THECB no later than one year after the former student's last date of attendance at the institution unless the delay was caused by the student exhausting all other efforts in following the institution's complaint/grievance procedure.

Contact information for both the Texas Workforce Commission and the Texas Higher Education Coordinating Board are also available on the Academy's webpage by clicking on the Catalogs, Policies and Disclosures link found under the More tab.

Step Five

If the complaint has not been resolved to the student's satisfaction of the student, the student may refer the complaint to the Accrediting Council for Independent Colleges and Schools, 750 First Street NE, Suite 980, Washington, DC 20002-4241.

Complaint Policy for Students Receiving VA Education Benefits:

Effective: January 12, 2017

Any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

Curriculum and Courses

GOLF COMPLEX OPERATIONS AND MANAGEMENT

Occupational Associate Degree

Minimum Semester Credit Hours Required = 60

Minimum Contact Hours Required = 1035

Purpose and Objectives

Golf Complex Operations and Management prepares students for a career in the golf industry. Students learn how to manage a small business and how to instruct the game of golf. The business of golf today is a \$76 billion dollar industry with over 2 million people employed. By preparing our students how to manage a business, instruct the game of golf or both, they are well prepared to enter all facets of the golf industry.

Golf Complex Operations and Management covers the business side of teaching with courses like Verbal Communications, Business Law, Accounting, Financial Management, Fundamentals of Business, Marketing, Advertising, Promotions, Sales and Business Writing. The instructional side covers Golf Fundamentals, Mechanics of the Short Game, Advanced Elements of the Short Game, Golf Club Fitting, Golf Club Repair, Methods of Teaching and Advanced Teaching. These courses coupled with History, Rules, Golf Operation courses, Essentials of Food Service, Planning and Organizing Tournament Golf, Golf Course Maintenance and Tournament Administration prepare students for managing golf facilities.

AREA OF CONCENTRATION

Required Courses:

BM 103	Elementary Accounting	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
BM 109	Microcomputer Applications	2 Credit Hours 45 Clock Hours (15 Lecture/30 Lab Hours)
BM 181	Fundamentals of Business Management	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
BM 209	Career Development	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
BM 214	General Business Law	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
BM 275	Workplace Ethics	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
GM 155	Golf Club Assembly and Repair	2 Credit Hours 45 Clock Hours (15 Lecture/30 Lab Hours)
GM 181	Understanding Golf Operations	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
GM 251	Principles of Golf Course Maintenance	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
GM 279	Managing Golf Facility Operations	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
GM 282	Capstone Management Study of Golf Operations	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
MK 176	Marketing, Advertising, Promotions and Sales	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
PE 101A	Rules of Golf I	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
PE 101B	Rules of Golf II	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
PE 107	History of Golf	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
PE 136	Golf Fundamentals	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
PE 138	Mechanics of the Short Game	1 Credit Hour 15 Clock Hours (15 Lecture Hours)
PE 145A	Tournament Golf	2 Credit Hours 60 Clock Hours (60 Lab Hours)
PE 145B	Tournament Golf	2 Credit Hours 60 Clock Hours (60 Lab Hours)
PE 148	Advanced Elements of the Short Game	1 Credit Hour 15 Clock Hours (15 Lecture Hours)
PE 238	Planning and Organization of Tournament Golf	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
PE 245A	Tournament Golf	2 Credit Hours 60 Clock Hours (60 Lab Hours)
PE 246	Tournament Administration	2 Credit Hours 30 Clock Hours (30 Lecture Hours)

Subtotal: 44

AREA OF CONCENTRATION ELECTIVES

A minimum of 6 semester hours are to be selected in consultation with the Academic Dean from the approved courses identified below:

BM 203	Financial Management	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
FS 209	Essentials of Food Service Management	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
GM 260	Golf Course Design	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
MK 227	Golf Club Fitting	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
PE 240	Methods of Teaching	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
PE 242	Advanced Teaching	2 Credit Hours 30 Clock Hours (30 Lecture Hours)

PE 244	Advanced Rules of Golf	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
PE 245B	Tournament Golf	2 Credit Hours 60 Clock Hours (60 Lab Hours)
PE 249	Golf Performance Enhancement	1 Credit Hour 15 Clock Hours (15 Lecture Hours)

Subtotal: 6

GENERAL EDUCATION REQUIRED

Required Courses:

CS 110	Attitude and Motivation Assessment	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
CS 119	Verbal Communication Skills	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
CS 125	Business Writing	2 Credit Hours 45 Clock Hours (15 Lecture/30 Lab Hours)
CS 230	Sport Psychology	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
PE 251	Anatomy, Exercise, and Biomechanics	2 Credit Hours 30 Clock Hours (30 Lecture Hours)

Subtotal: 10

TOTAL CREDIT HOURS: 60

Course Information

COURSE NUMBERING SYSTEM

Golf Academy of America uses the following course numbering system:

100–199 Generally First Year Courses

200–299 Generally Second Year Courses

IDENTIFICATION OF GENERAL EDUCATION COURSES

CS 110 Attitude and Motivation Assessment

CS 119 Verbal Communication Skills

CS 125 Business Writing

CS 230 Sport Psychology

PE 251 Anatomy, Exercise, and Biomechanics

Courses

BM - BUSINESS MANAGEMENT

BM 103 - Elementary Accounting

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

Students will learn the theory and practice in the fundamentals of accounting transactions, business documents, journals, ledgers and financial reporting.

Prerequisite: None.

BM 109 - Microcomputer Applications

2 Credit Hours 45 Clock Hours (15 Lecture/30 Lab Hours)

This course provides both a practical and conceptual background in microcomputer fundamentals. Topics include word processing, spreadsheet application, introduction to database management, presentation applications as well as usage of the Internet and e-mail.

Prerequisite: None.

BM 181 - Fundamentals of Business Management

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

This course provides a basic introduction to principles of management applicable to all forms of business. It provides the student with a basis of thinking about business situations in the framework of analyzing the management process.

Prerequisite: None.

BM 203 - Financial Management

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

The course is designed to provide the student with a practical approach to business financial considerations including analyzing financial statements, cash flow projections, business taxes and other types of business financing.

Prerequisite: BM 103.

BM 209 - Career Development

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

Students will learn the importance of personal development and communication skills in an effort to enhance their career potential. Focus on the writing of cover letters, resumes, interviewing skills and negotiating jobs are a top priority of this course. In addition the student will learn about job opportunities in both the traditional and non-traditional careers in the golf industry.

Prerequisite: None.

BM 214 - General Business Law

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

This course provides a basic understanding of the laws of which many apply to basic golf course business functions.

Prerequisite: None.

BM 275 - Workplace Ethics

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

The ability to get along with others, communicate effectively and show good ethical judgment is imperative to career success. This course focuses on the area of skills in which employees meet their employer's expectations by dealing with workplace issues involving ethics, communication, conflict management, diversity sensitivity and proper etiquette techniques.

Prerequisite: None.

CS - COMMUNICATION SKILLS

CS 110 - Attitude and Motivation Assessment

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

The course is designed to help students understand attitudes, knowledge and skills which contribute to personal effectiveness in occupational settings. In addition, the student will study basic time principles and techniques which will help prepare him for other assessment exercises.

Prerequisite: None.

CS 119 - Verbal Communication Skills

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

The course examines the verbal dimension of human communication and is designed to improve listening and speaking skills.

Prerequisite: None.

CS 125 - Business Writing

2 Credit Hours 45 Clock Hours (15 Lecture/30 Lab Hours)

This course is designed to teach clear, concise, positive, active writing used in business applications, letters, memorandums, messages, reports, correspondence, e-mails and various other business applications.

Prerequisite: None.

CS 230 - Sport Psychology

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

This course analyzes the psychological aspects of playing, teaching, coaching, training and applied research with emphasis related to golf.

Prerequisite: None.

FS - FOOD SERVICE

FS 209 - Essentials of Food Service Management

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

This course is designed to teach the practical aspect of food and beverage principles in relation to a golf course. It is intended to show the student how food and beverage can be a significant source of revenue to the golf club or the golf shop.

Prerequisite: None.

GM - GOLF COURSE MANAGEMENT

GM 155 - Golf Club Assembly and Repair

2 Credit Hours 45 Clock Hours (15 Lecture/30 Lab Hours)

Students will develop an understanding of the basic of club design principles including clubhead and shaft design, club balancing, club repair theory. Additionally the student will be trained in the use of the most current equipment involved in club making and repair.

Prerequisite: None.

GM 181 - Understanding Golf Operations

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

This course teaches the basic understanding of different types of entities that are required to run golf operations. This includes different types of management structure, legal entities, committee functions, customer service principles, and marketing. In addition the course takes a look at the economic impact of golf both in the US and Europe.

Prerequisite: None.

GM 251 - Principles of Golf Course Maintenance

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

Students should have a basic understanding of the requirements to maintain a golf course. This course will introduce definitions and horticulture practices to students so they can effectively communicate them to their customers.

Prerequisite: None.

GM 260 - Golf Course Design

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

Students will learn the principles of design and their application to building a golf course. Students will also study a variety of different architects and their philosophy in building a golf course.

Prerequisite: None.

GM 279 - Managing Golf Facility Operations

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

This course covers the specific aspects of managing both the inside and outside operations of a golf facility including fleet management, club storage, practice facilities, bag drop areas, merchandising and pro shop point of sale operations.

Prerequisite: None.

GM 282 - Capstone Management Study of Golf Operations

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

(4th semester only or Academic Dean approval) This course covers business and strategic planning as well as KPI's – Key Performance Indicators. In addition, a capstone project involving a real life scenario of assessing a golf facility and revising its operations and business plan is required.

Prerequisite: None.

MK - MARKETING

MK 176 - Marketing, Advertising, Promotions and Sales

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

This course provides a background for the necessary components of all business transactions including marketing, advertising, sales and promotions.

Prerequisite: None.

MK 227 - Golf Club Fitting

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

This course introduces the student to the basic fitting concepts understanding the swing dynamics/mechanics as well as potential of sales.

Prerequisite: GM 155.

PE - PHYSICAL EDUCATION

PE 101A - Rules of Golf I

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

This course is an introduction into the Rules of Golf. It provides a fundamental base toward understanding the rules. The course will cover in detail, the history of Rules, method by which Rules are made and changed; the definitions; procedures for relief situations regarding obstructions, abnormal ground conditions, water hazards; procedures for balls that are lost, out of bounds or unplayable; and the procedures that apply when taking a ball out of play or putting back into play. This course will also provide details of match play, stroke play, player responsibilities, teeing ground, putting green and playing the ball as it lies. It will also offer an overview of the remaining Rules of Golf.

Prerequisite: None.

PE 101B - Rules of Golf II

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

This is a continuation of Rules of Golf I in which all rules; definitions and the appendix of the Rules of Golf were discussed. A short summary of Rules of Golf I will take place. A more detailed explanation will be given in this class. In

addition this class will discuss methods for locating applicable information for situations in both the Rules of Golf and the decisions on the Rules of Golf. Different forms of play, along with the responsibilities of the Committee will be covered in greater detail. This class will provide an overview of marking the course properly and the establishment of Local Rules. Guidelines for out of bounds, water hazards and ground under repair will be explained with the declarations for integral parts of the course, drop zones, preferred lies and environmentally sensitive areas.

Prerequisite: PE 101 A.

PE 107 - History of Golf

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

A historical perspective of the development of the game from inception to modern day including discussing specific players who have brought important elements to the game.

Prerequisite: None.

PE 136 - Golf Fundamentals

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

Understanding the importance step by step of the basic fundamentals of the golf swing.

Prerequisite: None.

PE 138 - Mechanics of the Short Game

1 Credit Hour 15 Clock Hours (15 Lecture Hours)

The emphasis on this course is to help the students develop their own game while learning the basic fundamentals of the short game requirements.

Prerequisite: None.

PE 145A - Tournament Golf

2 Credit Hours 60 Clock Hours (60 Lab Hours)

This class allows a student to experience playing in a variety of different formats under competitive conditions. A student who is unable to participate in a tournament event due to a medical injury will be required to attend the event and will be utilized as part of the tournament committee or rules official. The application of the rules, analysis of the golf swing including correcting errors and selecting effective shots under tournament conditions takes place.

Prerequisite: None.

PE 145B - Tournament Golf

2 Credit Hours 60 Clock Hours (60 Lab Hours)

This class allows a student to experience playing in a variety of different formats under competitive conditions. A student who is unable to participate in a tournament event due to a medical injury will be required to attend the event and will be utilized as part of the tournament committee or rules official. The application of the rules, analysis of the golf swing including correcting errors and selecting effective shots under tournament conditions takes place.

Prerequisite: None.

PE 148 - Advanced Elements of the Short Game

1 Credit Hour 15 Clock Hours (15 Lecture Hours)

Learning advanced principles of the short game including putting, chipping, and bunker play.

Prerequisite: None.

PE 238 - Planning and Organization of Tournament Golf

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

This course is designed to give students the opportunity to organize and present numerous types of tournaments for all types of competitive levels.

Prerequisite: None.

PE 240 - Methods of Teaching

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

This course provides a study of proven methods of teaching golf by the top instructors in the game today. The student will learn through practical experience how to analyze the golf swing including correcting errors.

Prerequisite: GM 155, PE 136.

PE 242 - Advanced Teaching

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

The planning, organization and conducting of golf lessons and clinics will be taught in this course. The student will also develop and understand a need for the motivational approach to instruction.

Prerequisite: GM 155, PE 136, PE 240, PE 251.

PE 244 - Advanced Rules of Golf

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

This course provides a more in-depth look at the rules of golf and its application to the game. The course will provide the final elements for the professional in conducting club and local competitions. Situations involving complex ruling will be introduced. Appendices II and III and the Rules of Amateur Status will be discussed in greater detail. This course will also provide a greater insight into course marking and the recognition of the need to introduce Local Rules. Elements of the Conditions of the Competition will be covered. Emphasis will be placed on writing Local Rules sheets for events, handling situations involving rulings and conducting indoor and outdoor sessions on the rules for members and customers of a facility

Prerequisite: PE 101A, PE 101B.

PE 245A - Tournament Golf

2 Credit Hours 60 Clock Hours (60 Lab Hours)

This class allows a student to experience playing in a variety of different formats under competitive conditions. A student who is unable to participate in a tournament event due to a medical injury will be required to attend the event and will be utilized as

part of the tournament committee or rules official. The application of the rules, analysis of the golf swing including correcting errors and selecting effective shots under tournament conditions takes place.

Prerequisite: None.

PE 245B - Tournament Golf

2 Credit Hours 60 Clock Hours (60 Lab Hours)

This class allows a student to experience playing in a variety of different formats under competitive conditions. A student who is unable to participate in a tournament event due to a medical injury will be required to attend the event and will be utilized as part of the tournament committee or rules official. The application of the rules, analysis of the golf swing including correcting errors and selecting effective shots under tournament conditions takes place.

Prerequisite: None.

PE 246 - Tournament Administration

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

Students will demonstrate the necessary skills to plan, develop and administer all types of tournaments at the competitive level. Emphasis will be placed on developing a checklist to guide the facility through all steps of the event.

Prerequisite: None.

PE 249 - Golf Performance Enhancement

1 Credit Hour 15 Clock Hours (15 Lecture Hours)

This course is designed to provide the application of golf techniques to effective shot selection in an actual playing environment. It also includes organizing and conducting playing lessons.

Prerequisite: None.

PE 251 - Anatomy, Exercise, and Biomechanics

2 Credit Hours 30 Clock Hours (30 Lecture Hours)

This course is designed to teach how the body functions. It includes learning the bones and muscles of the body and how flexibility and biomechanics help in prevention of injuries. In addition, it teaches students how to appreciate the working of the human body and the importance of maintaining good health.

Prerequisite: None.

Ownership and Administration

LEGAL CONTROL

Golf Academy of America campuses are owned by San Diego Golf Academy (SDGA), a California corporation, 3660 Grandview Parkway, Suite 300, Birmingham, AL 35243, phone: (205) 329-7900, fax: (205) 329-7906. SDGA is a wholly owned subsidiary of Medical Career Center, Inc., a Florida corporation. The senior parent corporation is Education Corporation of America, a Delaware corporation.

Effective: October 12, 2016

Corporate Officers

Stuart Reed	President and Chief Executive Officer
Christopher Boehm	Executive Vice President, Chief Financial Officer and Treasurer
Roger L. Swartzwelder	Executive Vice President, Chief Compliance Officer, General Counsel and Secretary

Board of Directors

Avy Stein, Chairman	Jerry Dervin	Michael Moskow, Ph.D.
Thomas A. Moore, Jr., Vice Chairman	John P. Frazee, Jr.	Stuart Reed
John Bakalar	Gary Kerber	Matt Shafer
Christopher Boehm	Christopher Larson	Denis Suggs
Scott Conners	Michael Lavin	

GOLF ACADEMY OF AMERICA – DALLAS, TX

1861 Valley View Lane, Suite 100
Farmers Branch, TX 75234

Administrative Staff

Mike McDonald, M.B.A., B.B.A., PGACampus Director
M.B.A., Business Administration, Clemson University
B.B.A., Marketing-Professional Golf Management, Mississippi State University

Aaron Bonvillion, M.B.A., B.B.A., PGAAcademic Dean
M.B.A., Business Administration, Lamar University
B.B.A., Finance, Lamar University

John Shelley, PGA Director of Career Development

Alexandra Jones, A.A. Director of Admissions
A.A., General Studies, Valencia Community College

Heather Kuykendall, A.A.S. Student Finance Specialist
A.A.S., Business Administration, Everest College

Valerie Pimentel, M.B.A., B.S. Director of Student Affairs
M.B.A., Business Administration, Virginia College
B.S., Business Administration, Virginia College

Shawn Jackson, M.M., M.S., B.A. Campus Administrator
M.M., Human Resources Management, University of Phoenix
M.S., Psychology, University of Phoenix
B.A., Communication Arts: Television/Radio, Southern Methodist University

Joelle Swanson, B.S.
Receptionist
B.S., Business Administration, Creighton University

FACULTY

MARC BEEBER, PGA, M.S., B.A.

Physical Education Department

- PGA Member
- M.S., Physiotherapy, The Robert Gordon University, Aberdeen, Scotland
- B.A., Business & Economics, Muhlenberg College, Allentown, Pennsylvania

JULIE BLAIR, M.A., B.A.

Communication Skills Department

- M.A., Liberal Studies, Regis University, Denver, Colorado
- B.A., Speech Communication, Metropolitan State College of Denver, Colorado

AARON BONVILLION, PGA, M.B.A., B.B.A.

Academic Dean

Golf Course Management Department

- PGA Member
- M.B.A., Business Administration, Lamar University, Beaumont, Texas
- B.B.A., Finance, Lamar University, Beaumont, Texas

ROBERT BRILL, B.S., A.S.

Food Service Department

- B.S., Hospitality Food & Beverage Management, Art Institute, San Diego
- A.S., Culinary Arts, Art Institute, San Diego

JENNIFER DANILOWSKI, M.S., B.A.

Communication Skills Department

- M.S., Education, Keiser University, Florida
- B.A., Psychology, University of Central Florida

DAVID ESTABROOK, M.S., B.S.

Golf Course Management Department

Marketing Department

Physical Education Department

- M.S., Physical Education, University of North Texas
- B.S., Business and Public Administration, The University of Texas at Dallas

DR. ROBIN FARRAN, Ph.D., M.S., B.A.

Physical Education Department

- Ph.D., Chemistry, University of Michigan, Ann Arbor, Michigan
- M.S., Chemistry, University of Michigan, Ann Arbor, Michigan
- B.A., Chemistry, Ohio Wesleyan University, Delaware, Ohio
- USGA Rules of Golf Certified

NATHAN GRAFE, PGA, A.A.B.

Golf Course Management Department

Physical Education Department

- PGA Member
- A.A.B., Golf Academy of America, San Diego, California

JILL R. GRUNDY, M. EDU., B.S.

Business Management Department

- M. Education, Elementary Education., Arizona State University, Tempe, Arizona

- B.S., Elementary Education and Early Childhood, Northwest Missouri State University, Maryville, Missouri

CATHERINE HATCH, M.S., B.S.

Communication Skills Department

- M.S., Communication Arts, Iona College, New York
- B.S., Communication Arts, Iona College, New York

SHAWN JACKSON, M.M., M.S., B.A.

Campus Administrator

Communication Skills Department

- M.M., Human Resources Management, University of Phoenix
- M.S., Psychology, University of Phoenix
- B.A., Communications Arts: Television/Radio, Southern Methodist University, Dallas, Texas

CHAREE JERROLD-JONES, J.D.

Business Management Department

- J.D., Jurisprudence, National University School of Law, California

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- J.D., Juris Doctor – Law, University of Houston Law Center, Houston, Texas
- B.A., Liberal Arts and Science, University of Illinois, Urbana-Champaign, Illinois

ANDREW LUNDBERG, PGA, M.B.A., B.A., A.A.

Golf Course Management Department

Physical Education Department

- PGA Member
- M.B.A., Business Administration, Columbia College, Missouri
- B.A., Business Administration, Columbia College, Missouri
- A.A., General Studies, Columbia College, Missouri

RAJESH MANJREKAR, M.B.A., B.S.

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- M.B.A., Finance, University of North Texas, Denton
- B.S., Computer Science, University of North Texas, Denton, Texas
- B.S., Mechanical Engineering, Texas Tech, Lubbock

MIKE MCDONALD, PGA, M.B.A., B.B.A

Campus Director

Golf Course Management Department

Marketing Department

Physical Education Department

- PGA Member
- M.B.A., Business Administration, Clemson University, South Carolina
- B.B.A., Marketing – Professional Golf Management, Mississippi State University

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- M.B.A., Business Administration with Marketing Specialization, Lynn University, Boca Raton, Florida
- B.S., Public Relations, Northwest Missouri State University, Maryville, Missouri

JOSEPH NUNEZ, PGA, M.S., M.B.A., B.S., A.A.B.

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- PGA Member
- M.S., Accounting, Keller Graduate School of Management, Jacksonville, Florida
- M.B.A., Business, Lynn University, Boca Raton, Florida
- B.S., Social Science, Southern Methodist University, Dallas, Texas
- A.A.B., The Golf Academy of the South, Orlando, Florida

DR. LAURA PALLESEN, D.C., B.S.

Physical Education Department

- D.C., Chiropractic, Northwestern Health Sciences University, Bloomington, Minnesota
- B.S., Human Biology, Northwestern Health Sciences University, Bloomington, Minnesota

JAMES SANDERS, PGA, B.B.A.

Golf Course Management Department

- PGA Member
- B.B.A., Management, Texas Tech University, Lubbock, Texas

JOHN SHELLEY, PGA

Director of Career Development

Business Management Department

Physical Education Department

- PGA Member

Academic Calendar

2017

Spring 2017

January 5 (Thursday)	Orientation
January 6 (Friday)	First Day of Class
January 16 (Monday)	Martin Luther King Day – No Classes
January 27 (Friday)	Add/Drop Period Ends
February 27 (Monday)	Mini Start – First Day of Class
February 27-March 3 (Monday-Friday)	Midterm Exams
March 6 (Monday)	Mini Start – Add/Drop Period Ends
March 6 (Monday)	Last Day to Withdraw with a “WP”
March 17 (Friday)	Mini Start – Last Day to Withdraw with a “WP”
March 20-24 (Monday-Friday)	Registration-Continuing Students
April 14 (Friday)	Good Friday – No Classes
April 17-21 (Monday-Friday)	Finals Week
April 22 (Saturday)	Graduation

Summer 2017

May 4 (Thursday)	Orientation
May 5 (Friday)	First Day of Class
May 19 (Friday)	Add/Drop Period Ends
May 29 (Monday)	Memorial Day – No Classes
June 26 (Monday)	Mini Start – First Day of Class
June 26-June 30 (Monday-Friday)	Midterm Exams
July 3 (Monday)	Mini Start – Add/Drop Period Ends
July 3 (Monday)	Last Day to Withdraw with a “WP”
July 4 (Tuesday)	Independence Day – No Classes
July 14 (Friday)	Mini Start – Last Day to Withdraw with a “WP”
July 17-21 (Monday-Friday)	Registration-Continuing Students
August 14-18 (Monday-Friday)	Finals Week
August 19 (Saturday)	Graduation

Fall 2017

August 29 (Tuesday)	Orientation
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August 30 (Wednesday)	First Day of Class
September 4 (Monday)	Labor Day – No Classes
September 15 (Friday)	Add/Drop Period Ends
October 23 (Monday)	Mini Start – First Day of Class
October 23-27 (Monday-Friday)	Midterm Exams
October 30 (Monday)	Mini Start – Add/Drop Period Ends
October 30 (Monday)	Last Day to Withdraw with a “WP”
November 10 (Friday)	Mini Start – Last Day to Withdraw with a “WP”
November 13-17 (Monday-Friday)	Registration-Continuing Students
November 22-24 (Wednesday-Friday)	Thanksgiving Holiday – No Classes
December 11-15 (Monday-Friday)	Finals Week
December 16 (Saturday)	Graduation