

# ORLANDO

**2018 - 2019 CATALOG**

**Golf Academy of America**

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*The catalog is the official announcement of the programs, requirements, and regulations of Golf Academy of America. Students enrolling in the Golf Academy are subject to the provisions stated herein. Statements regarding courses, fees, and conditions are subject to change without advance notice. Catalog changes will be communicated to students through catalog addenda, which become official supplements to the catalog.*

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# General Information

## MISSION

Golf Academy of America is an institution of higher education dedicated to providing quality programs that integrate curriculum with professional skill development, empowering students to achieve their lifelong personal and professional goals.

To accomplish its mission, Golf Academy of America established the following objectives:

1. Provide programs that are continually assessed by faculty, staff, and members of the business and education communities;
2. Provide intensive and comprehensive instruction that strengthens student academic achievement;
3. Instill in its students the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of diversity;
4. Plan and provide facilities and resources that respond to the needs of students, faculty, and staff;
5. Assist students in developing professional attitudes, values, skills, and strategies that will enhance their potential for success in their careers and in life; and
6. Provide the community with individuals who can meet the ever-changing needs of business, government, and industry now and in the future.

Golf Academy of America recognizes the worth and dignity of all people and is sensitive to the diversity of its student population. All students are encouraged to reach their potential within the framework of their individual needs, interests, and capabilities. Golf Academy of America employs instructional methods based on adult learning theory and is committed to developing each student's intellectual, analytical, and critical thinking abilities. Teaching techniques encourage active student participation such as group discussions and projects, laboratory work, simulations, demonstrations, field trips, guest speakers, and lectures. A strong emphasis is placed on ethics, accountability, professionalism, and the individual's commitment to pursuing lifelong personal and professional development and seeking initial employment or career advancement.

Golf Academy of America believes that education should promote the development of positive self-esteem and, to that end the Golf Academy provides services supportive of students' efforts to succeed academically, vocationally, and personally. These services include individual advising, academic tutoring, and assistance in locating needed social services.

In order to fulfill its mission, the Golf Academy of America strives to provide excellence in education by hiring experienced faculty and staff; maintaining a facility that fosters educational growth in a pleasant and safe environment; and by providing tutoring and advising services to help students successfully complete their programs of study.

The Golf Academy helps students reach their educational goals by teaching the communication skills necessary to work successfully with clients and other professionals, by offering courses designed to prepare students to successfully participate in society, by providing students with the opportunity to gain the knowledge necessary to succeed in a competitive job market, and by encouraging students to become involved in

professional organizations that promote their learning and professional skills.

Golf Academy of America provides assistance to eligible graduates in obtaining employment. Students attend classes, workshops, and advising sessions that teach and guide them through the process of securing and maintaining employment.

## ABOUT THE GOLF ACADEMY

**Effective: October 14, 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 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.

## ACCREDITATION AND LICENSURE

Golf Academy of America is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award occupational associate's degrees. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS may be contacted at 750 First Street NE, Suite 980, Washington, DC 20002-4241, (202) 336-6780.

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 – Orlando, FL is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399—0400, toll-free telephone number (888) 224-6684.

Accreditation and licensure documents may be reviewed in the office of the Campus President.

Golf Academy of America – Orlando is currently authorized to operate in Florida. 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.

### **CATALOG CERTIFICATION**

San Diego Golf Academy certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of San Diego Golf Academy.

### **NON-DISCRIMINATION / NON-HARASSMENT POLICY**

The Institution encourages diversity and welcomes applications from all minority groups. The Institution does not discriminate on the basis of race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

It is the Institution's policy to maintain an environment in which all individuals are treated with respect and dignity. Each individual has the right to learn in an atmosphere free from discriminatory practices, including sexual harassment and harassment based on race, religion, gender, color, sex, age, national origin, disability, marital status, sexual orientation, gender identity, veteran status, or any other legally protected status. Discrimination of any kind is unacceptable and will not be tolerated at the Institution.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her protected status, or that of persons with whom the individual associates. For example, racial harassment includes harassment based on an immutable characteristic associated with race (e.g., skin color or facial features).

The Institution prohibits sexual harassment including, but not limited to:

- Coerced sexual acts
- Touching or assaulting an individual's body, or staring, in a sexual manner
- Graphic, verbal commentary about an individual's body or sexuality
- Unwelcome or offensive sexual jokes, sexual language, sexual epithets, sexual gossip, sexual comments or sexual inquiries
- Unwelcome flirtations, advances or propositions
- Continuing to ask an individual for a date after the individual has indicated that he or she is not interested
- Sexually suggestive or obscene comments or gestures
- The display of graphic and sexually suggestive objects, pictures, or graffiti or any computer-generated sexually explicit pictures or graffiti

- Negative statements or disparaging remarks targeted at one's gender (either men or women), even if the content of the verbal abuse is not sexual in nature; or
- Any form of retaliation against an individual for complaining about the type of behavior described above or supporting the complaint of the alleged victim

The Institution encourages individuals who believe they are being harassed or discriminated against to firmly and promptly notify the alleged offender that his or her behavior is unwelcome. However, whether or not the individual chooses to discuss the incident with the alleged offender, anyone who either experiences or observes harassment or discrimination should report the incident immediately by speaking with the Campus President, or follow the General Student Complaint Procedure/Grievance Policy in the Course Catalog. The Institution will take any necessary action to promptly investigate the complaint to resolution. The Institution cannot address allegations unless it is made aware of the complaint.

### **Procedure for Reporting as Identified in the Crime Report (Clery Act)**

The College also complies 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". The Title IX Coordinator for each College location is the Academic Dean. Complaints filed under Title IX shall be kept confidential to the maximum extent possible and the student shall not be retaliated against for bringing forth a complaint. The process for filing complaints for claims related to sexual discrimination or harassment under Title IX is as follows:

**Step One:** The student/employee must submit a complaint in writing to the Title IX Coordinator within 30 days of the misconduct, which is the subject of the complaint, last occurred. The Title IX Coordinator will investigate the claims, conduct an investigation and reply to the student/employee in writing. The Title IX Coordinator shall generally respond with a resolution to the complaint in writing within ten (10) days of receipt of the written complaint; if the complaint will take longer to resolve, the Title IX Coordinator will notify the student or employee of the reason for the delay and how much longer it may take.

**Step Two:** If the matter is not resolved at this stage and an appeal is desired, the student/employee must submit his/her appeal within 15 days of the decision having been provided to the student/employee in Step One of the process. Alternatively, in the event the Title IX Coordinator is the source of the complaint, the student/employee must then submit his/her complaint in writing, within 30 days of the misconduct, which is the subject of the complaint, last occurred. An appeal or complaint at this step in the process shall be submitted to the College's Lead Title IX Coordinator, Education Corporation of America, 3660 Grandview Parkway, Suite 300, Birmingham, Alabama 35243, or call toll free at (866) 677-9050 or email to TitleIXCoordinator@vc.edu. The Lead Title IX Coordinator will generally respond with a resolution to the student/employee's complaint within ten (10) days, specifying what action, if any, the College will undertake; if the complaint will take longer to resolve, the Lead Title IX Coordinator will notify the student/employee of the reason for the delay and how much longer it may take.

### **No Retaliation**

The Institution will not retaliate against any individual who makes a report of perceived harassment or discrimination, nor will it permit such behavior by any person at the Institution. Retaliation is a serious violation of the Institution's policy, and those who feel they have been subjected to any acts of retaliation should immediately report such conduct to the Campus President, or follow the General Student Complaint Procedure/Grievance Policy in the Course Catalog.

#### **Students Seeking Reasonable Accommodations**

Golf Academy of America is committed to providing educational opportunity and full participation for students and prospective students with disabilities. Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, the Golf Academy provides equal opportunity for qualified persons with disabilities. As appropriate, the Golf Academy will make reasonable accommodations to offer persons with disabilities the opportunity to participate fully in its programs, activities and services.

It is the responsibility of the student to inform the School 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. Students seeking reasonable accommodations should submit an accommodation request in person to the Campus Academic Dean or through the student portal.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Student records are maintained for a minimum of five years from the student's last day of attendance, with academic transcripts maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records including:

- The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the President/Executive Director receives a written, dated request for access. The Institution does not permit students to inspect or review confidential student guidance notes maintained by the Institution, or financial records (including any information those records contain) of their parents or guardians.
- The right to request amendment of educational records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the President/Executive Director, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the Institution decides not to amend the record, the Institution will notify the student in writing and/or verbally of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. The Institution may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.

One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the Institution is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

Upon request, the Institution discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington DC 20202-4605

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

#### **DRUG AND ALCOHOL ABUSE AWARENESS AND PREVENTION**

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the Institution provides a Drug-Free Schools and Workplaces disclosure to each student during the admission process. This disclosure gives instruction on how to obtain the descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any drug and alcohol counseling, treatment, and rehabilitation programs that are available to the students.

#### **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](http://www.golfacademy.edu).

### STUDENT CONDUCT

The Institution is proud of its academic standards and code of student conduct. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report, the following violations while on the Institution's or externship/practicum, clinical, or fieldwork property:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of the Institution's documents. Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person.
2. Theft, deliberate destruction, damage, misuse, or abuse of Institution property or the private property of individuals associated with the Institution.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Institution activities.
4. Being under the influence of alcoholic beverages or controlled substances on Institution or externship/practicum, clinical, or fieldwork property, including the purchase, consumption, possession, or sale of such items.
5. The use of any tobacco products including electronic devices in the Institution's buildings and eating or drinking in the classrooms, or any location other than designated areas.
6. Failure to comply with Institution officials acting within the scope of their employment responsibilities.
7. Bringing animals on to Institution or externship/practicum, clinical, or fieldwork property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
8. Bringing children into the Institution's academic areas. The Institution does not provide childcare services and cannot assume responsibility for children's health and safety.
9. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
10. Failure to comply with any regulation not contained in official Institution publications but announced as an administrative policy by an Institution official or other person authorized by the Campus President/Executive Director of the Institution.
11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the Institution's property or externship/practicum, clinical, or fieldwork property.
12. Violence or threats of violence toward persons or property of students, faculty, staff, or the Institution.

13. Improper use of e-mail and Internet access. Please see the Intellectual Property Protection and Ownership section for additional information.
14. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
15. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
16. Audio or video recording of any class or lecture offered at the Institution or its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.
17. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.
18. Rape, including acquaintance rape and/or sexual assault, in any form.
19. Unauthorized presence in, or forcible entry into, an Institution facility or Institution-related premises.
20. All forms of gambling.
21. Being in the presence of or aiding/abetting any of the aforementioned conduct violations.

A student found responsible for involvement in any of the violations listed above may be sanctioned accordingly. Sanctions range from a written letter of reprimand up to immediate dismissal from the Institution. Students dismissed for conduct violations will not be readmitted.

### CAMPUS SAFETY AND SECURITY

It is the policy of the Golf Academy to provide and maintain a safe educational environment for all students. The overall and final responsibility for health and safety within the Institution rests with the Campus President, but there is responsibility for safety at every level. While it is the duty of the Campus President to ensure everything reasonably practicable is done to prevent injury and maintain a safe and healthy environment, all students must also act responsibly and act in such a way that accidents to themselves and to others are avoided. If a student observes an unsafe condition, he or she should report it to the Campus President immediately.

**Golf Club Assembly and Repair Safety –**  
Access is at the discretion of the Campus President unless the student is currently enrolled in or has successfully completed Golf Club Assembly and Repair (GM155).

**Golf Course / Range Safety –**  
Prior to playing a stroke or making a practice swing, students should ensure that no one is standing close by or in a position to be struck by the club or the golf ball. While practicing at the local driving range or golf course, be aware others in the area who may unknowingly create an unsafe situation. Examples of situations that will be considered unprofessional and dangerous would include but not limited to:

1. Knowingly striking a golf ball in the direction of a fellow competitor with the intent to speed the pace of play.
2. Throwing a dangerous weapon such as a golf club.



3. Striking a small object in anger such as a course tee marker, the golf ball or any stones, pebbles, twigs or the like.

### **TOURNAMENT PROFESSIONALISM**

Golf Academy students are expected to demonstrate a high level of professionalism during tournaments, open play days and during practice sessions. Professionalism extends beyond the conduct and dress code. A high level of professionalism will include:

Knowledge of and Adherence to the Rules of Golf - Golf is a game of great tradition. The Golf Academy believes in the spirit and traditions of the game of golf. The game is governed by a moral code that embodies the spirit of golf. This moral code is what separates golf from all other sports. In golf, you play by the rules and enforce them against yourself. Golf demands integrity from all participants. This requires a sound working knowledge of the rules of golf. Golf Academy students are expected to know and adhere to the rules of golf any time they play on a golf course. Students will have the opportunity to study and enhance their knowledge of the rules of golf during each semester at the Academy.

Etiquette – The Golf Academy provides tournament and open play opportunities at facilities in the area. Students are expected to know and implement the basics of golf course etiquette and care of the golf course prior to the start of the first tournament. It is mandatory that all Golf Academy students possess a complete understanding of accepted etiquette in the game of golf. A student who is unaware of basic golf course protocol, often times will be confronted with uncomfortable and embarrassing situations. Students can review Section 1 – Etiquette, in The USGA Rules of Golf to understand the essentials of course conduct and care.

### **STUDENT INTERACTION**

Student interaction is considered to be an important component of the academic experience at the Institution. Both the facility and class organizations are designed to encourage opportunities for student communication. Class assignments include group work and cooperative learning activities. Students are encouraged to contact their instructors if they wish to join study or special interest groups.

### **PERSONAL APPEARANCE**

Students are required to dress in an appropriate manner while on campus and representing the school off campus. Students should show concern for the appropriateness of dress while attending the Institution and be guided by the principle that what is proper for the workplace is proper for the Institution.

Appropriate golf clothing, which is customarily recognized as golf attire, is required to be worn while attending classes and while on the golf course. Blue jeans, sweats, warm-ups, and T-shirts are not permitted; all clothing is to be clean and presented in a professional manner.

Men may not wear shorts while in class; women may not wear short shorts or short skirts; however, walking shorts not shorter than 4" above the knee are acceptable for women.

Footwear is to be representative of the professional image all Golf Academy students should possess. Clean, well-kept athletic or golf shoes, dress shoes or teaching professional

shoes may be worn while on campus. No dirty or muddy shoes, open toe or open heeled shoes, sandals or cowboy boots are permitted.

Hair must be presented in a neat and professional style. As a general rule, male students must wear their hair shorter than collar length. Neatly groomed facial hair will be permitted at the discretion of the Campus President; however many of the top golf employers require a clean-shaven appearance and this is highly recommended for our students. If permitted, students are expected to maintain neatly trimmed facial hair on a daily basis.

Men may not wear earrings or have facial piercing. Women may not have facial piercing.

Golf shorts are permitted during tournament play, outdoor lessons and skill development sessions. At all times, students must be dressed in accordance with the dress code of a host golf course when playing golf.

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. If there is a violation of the dress code, the student will meet with the Campus President to rectify the issue. Students failing to meet the dress requirements will not be admitted to class. Depending on the severity of the violation, a suspension or loss of playing privileges may occur.

Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home, and time missed will be recorded as an absence.

### **INTELLECTUAL PROPERTY PROTECTION AND OWNERSHIP**

The Institution respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide clear guidance as to ownership of intellectual property.

#### **Copyright Protection**

The Institution requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act (17 U.S.C. § 101, et seq.) prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. These liabilities include, but are not limited to, actions by a copyright owner to recover actual damages, profits, or statutory damages, as well as reasonable attorneys' fees and costs, and federal criminal charges that may result in fines and imprisonment.

#### **Use Of Institutional Information Technology Resources**

The Institution provides its students with access to computer equipment, e-mail accounts, facsimile equipment, copier machines, and the Internet, exclusively for educational activities. The Institution's students are prohibited from using any of the foregoing, or any of the other Institution's information technology systems, for the unauthorized copying or

distribution of copyrighted materials, including but not limited to unauthorized peer-to-peer file sharing of copyrighted materials. Downloading, viewing, distributing, or sending pornographic or obscene materials is also prohibited. This prohibited conduct includes bookmarking any pornographic or obscene Web sites or Web sites intended or used for the distribution of unauthorized copies of copyrighted materials, or knowingly opening or forwarding any e-mail, fax, or voice mail messages containing unauthorized copies of copyrighted materials, or any pornographic or obscene materials. Any violation of these policies may result in disciplinary action, up to and including dismissal from the Institution.

Any communications by students via e-mail, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening are prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Nondiscrimination.

Students should not expect computer files, e-mail, voice mail, or Internet bookmarks to be either confidential or private. The Institution employs a number of technology-based and other means to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of the Institution's systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer-generated correspondence, the contents of all computer hard drives on the Institution's premises, and saved voice mail messages are the sole property of the Institution, may be considered business records, and could be used in administrative, judicial, or other proceedings. The Institution licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the Institution's right to conduct such monitoring. The equipment is intended for educational purposes only, and any other use by students, including but not limited to any of the prohibited conduct described herein, will be treated under the Conduct section of this catalog and may result in disciplinary action up to and including permanent dismissal from the Institution.

Audio or video recording of any class or lecture offered at the Institution or at its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.

#### **Ownership Of Student And Third-Party Intellectual Property**

The Institution recognizes an author/inventor's ownership in his or her creative intellectual property. The Institution also encourages scholarship and research opportunities, many of which may result in the creation of intellectual property in the form of research papers, publications, or supplemental course

materials such as lecture notes, bibliographies, additional assignments, and other non-institutional course content.

All full- and part-time students at the Institution own the exclusive rights to the intellectual property they create, except under any of the following circumstances:

- The intellectual property is created as a result of material support from the Institution, which for this purpose is defined as significant financial support directly or indirectly from the Institution, use of the Institution facilities beyond the normal curricula, or any other significant expenditure of resources by the Institution beyond what is customary among higher education institutions; or
- The student and the Institution enter into an agreement regarding ownership of the intellectual property; or
- The student creates the intellectual property in conjunction with a faculty member or other employee of the Institution.

The Institution will own any and all rights to intellectual property created by third parties for use by the Institution; any other allocation of rights between the Institution and the third party must be defined in a written agreement between the parties.

#### **STUDENT HEALTH SERVICES**

The Institution does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 9-1-1 for medical services. Students requiring nonemergency medical care will be given information about medical services or agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

#### **STUDENT HOUSING**

The Institution does not have dormitory facilities. Although it is the student's responsibility to find living accommodations, the Institution will help locate lodging for any student needing assistance. Available lodging may include rooms in private homes, apartments, and rental houses.

#### **TUTORING**

Students who need extra assistance because of academic difficulties may arrange for tutoring through their instructor, or the Academic Dean.

#### **SUMMARY OF DELIVERY SYSTEM**

Programs will be delivered in some combination of classroom, laboratory, and digital instruction.

The Institution's online platform is located on the Internet at <https://portal.golfacademy.edu>. It is supported by a large farm of Web servers configured redundantly to generally assure uninterrupted, around-the-clock operation. All programs are taught by qualified instructors. The attractively designed class pages encourage student involvement and interaction, and the system facilitates text-based class discussions based on instructor commentaries, readings, Web field trips, and other assignments.

The Institution's online course is actually a specialized Internet-based application presented to both the students and the instructor. Unlike traditional classroom instruction, which often relies on improvisation driven by a desire to cover the material, The Institution's online courses are fully developed and realized before the first lesson ever takes place. Every assignment and activity in a course has been planned,

selected, and evaluated in light of the course's specific learning outcomes.

Following enrollment, students will have access to the following support services:

- Orientation to the campus
- Orientation to the on-ground and digital classrooms
- Access to the 24-hour help desk

### **TECHNOLOGY AND EQUIPMENT REQUIREMENTS FOR DIGITAL INSTRUCTION**

To enroll in a program with a digital instruction component, you must have access to a computer, tablet or smart phone with access to the internet as well as an email address and account, which will be issued to all students for use within their courses.

### **STUDENT VERIFICATION POLICY**

#### **I. Verification**

A. Throughout the program, the Institution will verify that a student who completes digital sessions is the same student who participates in on-ground sessions for the course.

- Student attendance is recorded face-to-face during the on-ground portion of the program.
- Students are provided with a secure login and password for the student portal that must be changed every 180 days.
- Students take exams in a secured environment that requires secure credentials (login and password) to be supplied at each time the student accesses his or her courses. Additionally, these credentials are supported by Secure Socket Layers (SSL) to protect the information students provide to access the courses. SSL encrypts student login information using public key cryptology and this ensures that no one can intercept it during transmission or otherwise misuse it.

B. There are no additional charges or fees associated with the verification of student identity.

#### **II. Privacy**

A. In order to protect the privacy of the student, the Institution uses a secure process for providing students with their student portal login credentials.

- A system-generated e-mail is sent to the student's personal e-mail account. This e-mail contains the student's private login credentials for the student portal.
- If no personal e-mail account exists for the student, the student portal account is provisioned by a member of the Admissions Department. Once the account is created, the Admissions Department provides the student with the login credentials. The student is then advised to change his or her password to ensure that the credentials are private.
- The student is advised to keep his or her login information in a secure place.

B. The only individuals who have access to the digital classroom are the students in the class, instructors, and academic administrators.

### **PERSONAL PROPERTY**

The Institution assumes no responsibility for loss or damage to a student's personal property or vehicle.

### **CHANGES IN PROGRAMS OR POLICIES**

The Institution has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

The Institution is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

### **ENGLISH AS A SECOND LANGUAGE INSTRUCTION**

The Institution does not offer English as a Second Language instruction. The Institution staff will refer students to learning centers that offer this instruction.

# 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

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.

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. Over the course of four semesters, students will gain invaluable skills to implement and utilize when working in the golf industry.

## CLASS SIZE

Student to instructor ratios shall not exceed the following:

Program	Lecture Classes	Lab Classes*
Golf Complex Operations and Management	40:1	20:1

\*Club repair is limited to 16:1. Golf instruction is limited to 20:1.

## STUDENT SERVICES

**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 Committee:** 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.

**Computer Lab:** Computer Lab hours, rules and regulations are posted and/or distributed for student use.

**Golf Club Assembly and Repair Shop:** Club repair shop hours, rules and regulations are posted and/or distributed for student use.

**Golf Range:** Golf range practice is included in tuition per the guidelines established in the campus specific comprehensive golf range package. Package information, hours, rules and regulations will be posted and/or distributed for student use.

**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](http://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.

**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.

## ADVISING

### Student Advising

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the

opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the appropriate agencies within the community.

### **Academic Advising**

Students who may be experiencing academic challenges are advised to contact the Education Department.

### **Tutoring**

Students who need extra assistance because of academic difficulties may arrange tutoring through the Education Department.

## **STUDENT RESPONSIBILITIES**

Students accepted into an academic program of study at the Institution have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
4. When confronted with perceived injustices, students may seek redress through grievance procedures outlined in the Grievance Policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course in which they are enrolled.
6. Students will be given full disclosure and an explanation by the Institution of all fees and financial obligations.
7. Students have the right and responsibility to participate in course and instructor evaluations and to give constructive criticism of the services provided by the Institution.
8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.

9. Students have the responsibility to conduct themselves in a professional manner within the institutional, externship/practicum, clinical, and lab settings, and to abide by the policies of the Institution.
10. Students are expected to conduct all relationships with their peers, Institution staff and faculty, and anyone with whom they come into contact at externship/practicum/clinical/fieldwork sites, with honesty and respect.
11. Students are to comply with directions by Institution faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.
12. Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
13. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence, and to share their knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.

## **CAREER DEVELOPMENT**

The Institution offers career development services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the Graduation Requirements section of this catalog. Many students desire to obtain employment on their own. The Institution supports and encourages this effort and will provide techniques on seeking and securing employment. Students are responsible for informing the Institution of their employment information.

The Institution's Career Development Department will assist students in their job search. Career development services include assistance with resume writing, interviewing, identifying job openings, and other job search activities. It should be understood that career development services offered by the Institution are not an obligation or guarantee of employment. If a student repeatedly fails to attend Career Development coaching sessions and/or repeatedly fails to attend job interviews arranged by the Career Development Department, the service may no longer be available to that student.

Although average wage information based on data received from employers and graduates may be available to prospective students, no employee of the Institution can guarantee that a graduate will earn any specific amount. Each student's program of study, academic performance, employer needs and location, current economic conditions, and other factors may affect wage levels and career prospects.

Continuous career development services are available to all eligible graduates. Graduates who require additional assistance after their initial employment should contact the Institution to provide updated resume information and are encouraged to use the resources available in the Career Development Department.

### **Part-Time Jobs**

Many students work on a part-time basis during their training to help with their education costs. If students require assistance in securing part-time employment while attending classes, the Career Development Department will make a reasonable effort to assist them in their search.

## Golf Instruction

Golf instruction includes playing time, short game skill development, video analysis, club fitting, and related golf skills. All Golf Academy of America students are provided golf instruction by Golf Academy of America's PGA professionals. 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 unequalled 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.

### HANDICAP AND TOURNAMENTS

The handicap system for students will be provided by the Golf Academy. The cost of the service will be included as part of the activity fee.

Any student enrolled at the Golf Academy, unless deemed ineligible by the Campus President, is eligible for scheduled tournament play.

Tournaments are played under established rules and those applicable to the character of the event. It should be understood that the Tournament Chair and Committee work in reference to, and are guided by, USGA Rules of Golf and Academy policies.

All players are:

- Responsible for knowing the Rules of Golf. It is advisable to carry a current USGA rule book in your bag.
- Required to report any conduct violation or infraction of rules directly to the Tournament Chair, Committee, or to the Academic Dean or Campus President.
- Held responsible for knowing their starting times and appearing on the tee at the specified time.
- Held responsible to see that their scorecard has been scored correctly and for verifying this before turning it in to the Official Tournament Scorekeeper.
- Responsible for adhering to the Golf Academy dress code at all tournament venues.

### 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

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

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

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

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

## ADMISSIONS REQUIREMENTS AND CONDITIONS

Applicants who plan to enter the Golf Academy of America must meet the following admission requirements:

1. Applicants who hold a state recognized standard High School Diploma, General Education Development (GED) or Certificate of High School Equivalency (GED Certificate), another state-authorized examination certificate, or an equivalent diploma issued by an acceptable non-public high school are eligible for admission. 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 final acceptance to the College. High school seniors are eligible to complete enrollment paperwork, but cannot start class until submitting acceptable proof of high school graduation. Applicants who hold a certificate of attendance or any other award issued in lieu of a diploma are ineligible for admission.
2. Prior to the end of the provisional period, or first term of enrollment based on state specific requirements, all students must provide evidence of the above qualification to the College. Acceptable documentation can be a copy of their high school diploma, a copy of their GED, or an original or copy of their high school or GED transcript. Other acceptable evidence could include a certified copy of an original high school diploma, a GED certificate or official notification that a GED has been earned, a state-authorized examination certificate or official notification from the state a certificate has been earned, or a college transcript indicating the date of high school graduation. Students who do not produce the required documentation will be dismissed from school.
3. All students are required to sign an attestation at enrollment stating they have earned one of the above-described high school credentials in addition to a transcript request form so that the College may request a copy of the proof of graduation if needed.
4. Military students must provide evidence of high school graduation or equivalent to the Institution. Acceptable evidence includes a certified copy of an original high school diploma, a copy of a high school transcript indicating the date of high school graduation, a GED certificate or official notification that a GED has been earned, a state-authorized examination certificate or official notification from the state a certificate has been earned, or a college transcript indicating the date of high school graduation.
5. All prospective students must complete the required admissions documents, sign the Enrollment Agreement (must be signed by a parent or guardian if the prospective student is under 18 years of age), and submit the necessary fee(s) stated in the Tuition and Fees section.
6. All prospective students must pass the Wonderlic Digital Learning Readiness Assessment (DLRA) with a minimum score of 40. Students are not permitted to take the DLRA more than once. If a student does not pass the assessment, they must meet with the Academic Dean for

his/her determination as to the student's ability to participate in digital courses during their enrollment at the Golf Academy of America.

7. Students must be sitting in classes by the third regularly scheduled class of the term.
8. Applications for credit for prior learning should be submitted prior to the start date but cannot be submitted later than the first day of the course for which the student is requesting credit. For students using veteran benefits, all transcripts must be submitted and evaluated no later than two terms or modules after the student starts. This may require testing by examination to determine credit for previous education, training, or work experience. Training received at foreign educational institutions may need to be evaluated for U.S. equivalency by an approved evaluating agency. An official transcript translated into English by an appropriate outside agency, along with an explanation of the grading scale and course descriptions, should be submitted.
9. Students must be able to speak, read, and write English fluently as all courses are taught in English.
10. Students must make satisfactory financial arrangements or complete the financial aid process and submit all of the required documentation.
11. Once a start class is full, all remaining qualified prospective students may be placed on a waiting list for future start dates.
12. Students with special needs should refer to the Students Seeking Reasonable Accommodations section of the catalog.

## PROVISIONAL ENROLLMENT

Students who have submitted all required documentation in a timely manner that is necessary to secure the method of payment for their tuition cost and fees will be officially accepted into their program and will only then become eligible for Title IV federal financial aid and receive credit for their course(s). The Institution will withdraw any student not meeting the criteria, and such a student will not owe any financial obligation.

All new students entering the College for the first time will be enrolled on a provisional basis for the first 21 calendar days of their first term (all students who have graduated from one of the College's programs are ineligible). Provisional students are not charged tuition and are not eligible to receive federal or state student aid until they become regular active students. Those provisional students who are earning satisfactory grades and posting satisfactory attendance as determined by the College will be transitioned to regular student status on their first day of attendance on or after the 22nd 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.

A provisional student may cancel his/her enrollment at any time and for any reason during the 21-day provisional enrollment period. The College also may cancel the enrollment of provisional students who are not earning satisfactory grades and/or posting satisfactory attendance as determined by the College as of the end of the provisional enrollment period. Students who fail to post attendance in accordance with the Institution's attendance policy, after the 21st day will be considered to have cancelled while in provisional period. Students who cancel their enrollment or who do not move to regular active student status, for any reason, will be

withdrawn from all classes and will not be charged any tuition for their time in school, and will receive no academic penalty. A student may be provisionally enrolled a maximum of 2 times. This applies only to students who have been provisionally cancelled by the College during their initial enrollment. A student wanting to provisionally enroll for a second time must have approval of the Academic Dean, and the second provisional enrollment must be recorded in CampusVue.

#### **APPLICANTS FOR SINGLE COURSES**

Applicants for single courses who are not entering into a program of study are only required to complete the following procedures:

- Meet with an Admissions Representative for an informational interview, which includes a campus tour.
- Complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

Students who do not enroll into a program of study are not eligible to receive Title IV funds.

Transferability of credit is up to the receiving institution. There is no guarantee that credits earned will transfer.



# Expenses

## **ESTIMATED COST OF TWO YEAR PROGRAM**

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. The tuition deposit 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. 32)" 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.

#### TUITION

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

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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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
<b>Total</b>	<b>\$8,575.00</b>	<b>\$8,575.00</b>	<b>\$8,575.00</b>	<b>\$8,575.00</b>	<b>\$34,300.00</b>

#### Mini Semester Start\*

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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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
<b>Total</b>	<b>\$5,075.00</b>	<b>\$8,575.00</b>	<b>\$8,575.00</b>	<b>\$8,575.00</b>	<b>\$30,800.00</b>

\* 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.

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 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.

Tuition and fees are billed after Drop/Add for students who are not in the Provisional Period. Students who are in the Provisional Period are billed immediately after the end of the Provisional Period. Tuition is billed based on the number of academic credit hours that the student is scheduled for in each term.

Students are expected to make payments required based on their payment plan due dates. Students who fall behind in tuition payment are contacted by the Student Finance Office and attempts are made to collect past due balances. When a student graduates or withdraws from enrollment, a final billing statement will be sent to the student's permanent address on file. Attempts will be made to collect delinquent balances, and after 90 days of non-payment, the student's account will be referred to an outside collection agency.

**Definition of Payment Period**

The definition of a payment period is one term (semester) for credit hour programs.

## REFUND POLICY

### Withdrawal from the Institution

The Institution expects that most students who begin classes at the Institution will successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and the Institution require that students withdraw or cancel from the Institution.

### Cancellation Policy

1. Applicants not accepted by the Institution shall be entitled to a refund of all monies paid.
2. Program Cancellation: If an Institution cancels a program subsequent to a student's enrollment, the Institution must refund all monies paid by the student.
3. The Institution will refund all monies paid if the student requests cancellation to the Institution within seven (7) consecutive calendar days after signing the Enrollment Agreement or through attendance at the first class session, whichever is later.
4. Students enrolled on a provisional basis (as defined in the "Provisional Enrollment" policy in the Admission Information section of this Catalog), will have until close of business on the last day of the provisional enrollment period to withdraw in order to obtain a full refund of all monies paid.
5. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the Institution cancels prior to the start of scheduled classes or never attends class, the Institution will refund all monies paid.
6. Cancellation during the Provisional Enrollment period:
  - a. Students should notify an Academic Dean of their intent to withdraw either in person, via telephone, email, or in writing by the end of the provisional enrollment period. The provisional enrollment period expires on the close of business on the 21st calendar day of the term.
  - b. Students who fail to post attendance in accordance with the Institution's attendance policy, after the 21st day will be considered to have cancelled while in the provisional period. Students who withdraw or are cancelled during the provisional enrollment period will not incur any tuition or fee obligations to the Institution, and the Institution will refund all monies paid.

### Withdrawal After the Provisional Enrollment Period

Students who determine the need to withdraw from the Institution prior to completion of their program should follow the steps below for an official withdrawal:

1. Students should notify an Academic Dean of their intent to withdraw either in person, via telephone, email, or in writing. The Institution will make a reasonable effort to assist students in continuing their education.
2. If students have notified an Academic Dean of their intent to withdraw, the Institution will process the student withdrawal, which is calculated based on the last date of attendance, and will be signed by the student (for in-person withdrawals only). The student should meet with representatives of the Student Finance Office. The Student Finance Office may answer questions regarding financial obligations to the Institution and any federal student loan repayment responsibilities.
3. The student will receive notification of the refund of any loan which will include the date that the refund was made.

### Withdrawal Date

When any of the following occurs, the effective withdrawal date, also known as the date of determination, for the student shall be:

1. The date the student notifies the Institution of withdrawal or the date of withdrawal, whichever is earlier.
2. The date following any 14 consecutive calendar days of absences in all course work.
3. The date when the Institution terminates the student's enrollment.

### Notice to Students

#### *Return of Title IV Refund Policy*

The Student Finance Office is required by federal statute to recalculate aid eligibility for students who withdraw, drop out, or are dismissed having completed 60% or less of a payment period or term. Recalculations are based on the following Federal Return of Title IV funds formula:

1. The Student Finance Office will calculate the percentage of the payment period that the student has completed at the time of withdrawal. The percentage of the payment period completed equals the number of calendar days completed in the payment period divided by the total number of calendar days in the payment period (any scheduled break of five consecutive days or more is excluded from this calculation). The percentage of the payment period completed represents the percentage of aid earned by the student.
2. If the student completed more than 60% of the payment period, the student will have earned 100% of the federal financial aid for the payment period.
3. If the student completed 60% or less of the payment period, the Student Finance Office will calculate the amount of aid earned by the student. That amount is determined by multiplying the total federal financial aid for the payment period times the percentage of aid earned by the student.
4. The amount of aid earned by the student is then compared to the total federal financial aid for the payment period.
5. If the amount of aid earned by the student is less than the amount of aid that was disbursed, the Institution is required to return the unearned portion of the funds. In some instances, the student may be required to return a portion of the funds as well. Keep in mind that when funds are returned it may result in a tuition balance owed by the student.
6. If the amount of aid earned by the student is more than the amount of aid that was disbursed, the Institution may owe the student a post withdrawal disbursement.

This calculation concerning federal financial aid is separate and distinct from the Institution Refund Policy, and may result in the student owing additional funds to the Institution to cover tuition charges previously paid by federal financial aid prior to the student withdrawal.

If a student plans to withdraw, the student should notify the Institution. The student should meet with the Student Finance Office to determine the amount of funds that must be returned on the student's behalf (if applicable). Refunds are then allocated in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans

3. Direct PLUS loans
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

**Institutional Refund Policy**

Students who withdraw, drop out, or are dismissed during the first 60% of the payment period charge will receive a tuition refund as calculated below. The student is not entitled to a refund if the last date of attendance occurs after 60 percent of the payment period has elapsed.

When a student withdraws, the Institution prorates tuition charges up to 60% of the payment period based on the formula outlined below. For students who withdraw after attempting 60% of the payment period, the Institution will retain 100% of the tuition charges for that payment period. This means that the student will be responsible for 100% of the tuition charges for the payment period. Payment periods are defined in terms of quarter, semester, clock hours or FA credits in the Catalog. No payment periods exceed one year.

The percentage of the payment period completed is the total number of calendar weeks (for credit hour programs) or clock hour (for clock hour programs) in the payment period for which the assistance is awarded divided into the number of calendar weeks or clock hours completed in that period as of the day the student withdrew.

$$\frac{\text{Number of Weeks or Clock Hours Scheduled to Last Day of Attendance in Payment Period}}{\text{Number of Weeks or Clock Hours in Payment Period}} = \text{Percentage Completed}$$

(rounding the third decimal place up if the fourth decimal place is 5 or above)

$$\text{Tuition} \times \text{Percentage of payment period attempted} = \text{Tuition Retained by Institution.}$$

When a student withdraws, tuition adjustments are based on the total charges incurred, not the amount paid. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 days of the date that the Institution determines that the student has withdrawn.



# 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.

## 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.

## MILITARY STUDENT WAIVERS

Golf Academy of America is committed to military-friendly policies for our students. The awarding of a grant requires submission of the appropriate military documents and/or grant application paperwork by the scheduled deadline. Students who are qualified dependents of military personnel or military veterans will need to complete a grant application prior to the deadline.

A grant is applied to the cost of tuition and fees. 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 5 percent of tuition and fees with the submission of appropriate documentation and the completion of the grant application.

**Post 9/11 GI Bill® Grant Program:** Active duty servicemembers or veterans using the Post 9/11 GI Bill® may be eligible for 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 addition to 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 a 5 percent grant of tuition per term/payment period with proof of military service. Dependents other than spouses are eligible for a 5 percent military grant only when using Chapter 35, Dependents and Survivors Educational Assistance Program, with the submission of supporting eligibility documentation and completion of the grant application.

*Golf Academy of America – Orlando, FL:* Golf Academy of America is approved for the training of veterans by the Bureau of State Approving for Veterans Training, Florida Department of Veterans Affairs, St. Petersburg, Florida. To obtain full payment from the VA, veterans must be enrolled in 12 credit hours. Benefits are not paid for the voluntary repeat of a course.

## STUDENT DEPLOYMENT POLICY

Military students and their spouses called to active duty or deployed from their home station will be allowed to withdraw from the currently enrolled term/payment period by providing a copy of military orders. Military service means service, whether voluntary or involuntary, in the Armed Forces (including National Guard or Reserve) on active duty, active duty for training, or full-time National Guard duty, or order to active duty. The length of the absence (including all prior absences for military), including only the time the student actually served in the military, cannot exceed five years.

Students who have completed 75 percent of the current term/payment period may earn a grade at the discretion of their instructors. Students without sufficient completion of course work shall receive a letter grade of "W." Courses with a "W" grade must be repeated in their entirety. All tuition charges/payments related to the term/payment period that is interrupted will be refunded.

Reentering students should contact the Military Student Center and military academic advisor to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning students upon re-entry.

## 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.

## DEFINITION OF A UNIT OF CREDIT

The Institution measures its programs in semester credit hours.

One semester credit hour equals:

- a minimum of 15 lecture clock hours
- a minimum of 30 laboratory clock hours

A clock hour is a minimum of 50 minutes of instruction within a 60-minute period of time in which lectures, demonstrations, laboratories, digital instruction, and similar class activities are conducted.

## ENROLLMENT STATUS

For programs delivered in standard terms, a student's enrollment status is based on the number of credit hours the student is enrolled and defined as follows:

Full - Time: A student who is enrolled for 12 or more credit hours in a term is considered a full-time credit hour student and is considered to be carrying a normal academic load.

Three - Quarter - Time: 9 - 11 credit hours in a term

Half - Time: 6 - 8 credit hours in a term

Less than Half - Time: Less than 6 credit hours in a term

The U.S. Department of Veterans Affairs may have different definitions for full - time and part - time status. Students receiving veterans benefits should talk to the Veterans Certifying Official on the campus.

## OUT-OF-CLASS LEARNING ACTIVITIES

For Title IV programs, the federal government has issued the following definitions for the purposes of calculating Title IV funding:

### Clock Hour

A period of time consisting of:

1. A 50- to 60-minute class, lecture, or recitation in a 60-minute period; and
2. A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period.

### Credit Hour\*

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as

established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

## Conversion Rate

1. One semester or trimester credit hour is equal to at least 37.5 clock hours; and
2. One quarter credit hour is equal to at least 25 clock hours.

Additionally, the Institution's accreditor has defined the following credit hour equivalencies:

Type of Classroom Work	In-Class Hours	Out-of-Class Work Hours
Lecture	1	2
Laboratory	2	1

To comply with the definitions and equivalencies identified above, the Institution has established the following policy for Title IV eligible programs.

1. One quarter credit shall consist of 25 clock hours of instruction. One semester credit shall consist of 37.5 clock hours of instruction.
2. Each quarter credit must include a minimum of 20 clock hours of direct instruction. This instruction may occur in a classroom or online. The remaining clock hours may include acceptable and documented student out-of-class work. No more than 5 hours of out-of-class work can be counted for each 20 clock hours of direct instruction. Each semester credit must include a minimum of 30 clock hours of direct instruction. This instruction may occur in a classroom or online. The remaining clock hours may include acceptable and documented student out-of-class work. No more than 7.5 hours of out-of-class work can be counted for each 30 clock hours of direct instruction.

The Institution will apply the same evaluation process for student academic achievement to in-class and out-of-class activities for credit.

\*For the Institution's definition of an academic credit, please see Definition of a Unit of Credit.

## 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/TARDINESS POLICY

The Institution emphasizes the need for all students to attend classes on a regular and consistent basis in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Because much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

Tardiness disrupts the learning environment and is discouraged. Student attendance is posted based upon the time present in class. Students who arrive late or leave class early will have those minutes deducted from their attendance. Tardiness or absences in any class are counted toward the 80% attendance requirement. Failure to meet the attendance

requirement could lead to dismissal from the institution if the absences exceed 20% of the total program hours.

Absences will count from the first official day of classes and not from the first day the student attends. If a student starts a course late, time missed becomes part of the 14 consecutive calendar days and absence percentage. Absences such as military service, illness, work, and personal or family-related emergency do not eliminate the absence from the student's record. Students may be allowed to make up work for these types of absences at the discretion of the instructor. Refer to the class syllabus for further details.

The specific requirements for attendance are as follows:

1. Students enrolled in a degree program:
  - a. will be dismissed from the Institution if they are absent more than 20% of the total program hours (conversely, must attend 80% of total program hours).
  - b. will be dismissed from the Institution if they are absent for more than 14 consecutive calendar days, including the Institution's holidays and breaks. If a student passes the 14 day threshold during a holiday or break and they fail to return within three (3) business days after the holiday or break, they will be dismissed.
2. If a student starts a course after the first class day, then class time missed becomes part of the 20% absence calculation.
3. If a student arrives late for class or leaves early, time missed will be marked as absent and becomes part of the 20% absence calculation.
4. No excuses or documentation will be accepted to remove absent time from a student's record. Make-up work may be permitted.
5. Instructors record attendance at the beginning of each face-to-face session, and then after each 10-minute break, and at the end of each class session. Following the conclusion of the face-to-face session, instructors post attendance to the face-to-face session in the faculty portal and such attendance is posted daily. For blended programs, digital attendance is based on completing the required work in the LMS, Canvas. Students who submit / complete their required work in Canvas receive positive attendance for those items. A student who does not submit/ complete their required work receives no digital attendance.
6. Student attendance is updated daily and is available in the Student Portal on the first page after logging into the portal.
7. Campus staff will conduct individual academic advising sessions with students whose attendance is less than 85% of the program. Campus staff will discuss poor attendance patterns and the consequences of billing below the required 80% attendance percentage requirement. Students will accept individual academic advising sessions through the student portal.
8. Students may be readmitted after attendance violation dismissal provided they re-enter with a make-up attendance plan that does not violate the institution's course repeat policy and is not in violation of the maximum time frame (MTF) for the students' program of study. Additionally, the student must be advised of the plan and agree to the plan prior to enrollment.

9. Students may follow the process presented in the Student Complaint/Grievance Procedure outlined in the campus catalog if they feel an error has been made in their attendance calculation.
10. Positive attendance in any online delivery course will be determined by an academically related event. Participation in academic discussions or the completion of a learning activity is considered to be an academic event. The last day for a student to record attendance in an online course is the Sunday following the end of drop/add. Students who do not attend all scheduled classes for 14 consecutive calendar days will be determined as not attending and will be administratively withdrawn from the College.

For the Golf Academy of America online students, attendance is taken weekly. The academic week runs Monday through the following Sunday. There are no holidays observed in the online environment. 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.

#### **MAKE-UP STANDARDS**

Students are encouraged to attend class every day and for all the required hours and minutes of the class. It is the student's responsibility to learn the material covered while absent and to make up all work missed.

Make-up work of on-ground classes or digital session hours does not excuse or remove absences. Make-up work is permitted for the purpose of receiving veterans educational training benefits. Make-up work and time are at the discretion of the instructor. Late work should be adjusted accordingly based on standard practice.

Make-up work hours for on-ground classes and digital sessions shall:

- be supervised by an instructor approved for the class being made up;
- be completed within two weeks of the end of the grading period during which the absence(s) occurred;
- be completed before the 20% absence limit is exceeded.

Make-up work of digital session hours shall:

- be accomplished by completing assignments in the digital session(s) that were incomplete;

- be documented by the school as being completed using the approved form for digital make-up time.

Make-up work of on-ground class hours shall:

- require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- be documented by the school as being completed, recording the date, time, duration of the make-up session and the name of the supervising instructor; and
- be signed and dated by the student to acknowledge the make-up session.

### REQUIRED STUDY TIME

Outside study, apart from regular classroom work, is required to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities.

All assignments must be turned in at the designated time. Students are responsible for reading any study materials issued by their instructors.

### 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 President. Any student who finds it impossible to take final examinations on the dates scheduled must petition the Academic Dean and/or Campus President 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
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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 President 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.

### 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 President. 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 President is final.
5. Any other grade change request that does not comply with the above process will be denied.

## 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.

## REPEATED COURSES

Students will only be allowed to repeat courses as required by the Institution due to academic problems or attendance violations, and only as scheduling permits. Students are permitted to repeat courses under the following conditions, so long as the student still can comply with the Satisfactory Academic Progress requirements:

- Students who previously passed a course may only repeat that course one additional time (two total attempts).
- Students who have attempted but not passed a course may repeat the course two additional times (three total attempts).
- The grade received on the last course repeat becomes the final grade and supersedes all other grades for that

course. It will replace all other grades for that course in the CGPA calculation.

- All final grades are reflected on the official transcript; repeated courses are designated by "\*\*\*."
- Students who do not successfully pass a required course three times will be dismissed from the program. Students dismissed from a program for failing a required course three times cannot be readmitted into the same program or into another program that requires the same course.
- All program-specific grading requirements and restrictions on course repeats stipulated by state regulatory and accrediting bodies or the campus catalog must be followed.

An attempted course is defined as any course for which the student receives a grade. For students receiving VA educational benefits, the VA will not pay for the repeat of courses where the student earned a passing grade. Students seeking to be readmitted into a program in which they have been dismissed for attempting without successfully completing a required course three times must successfully complete said course at another accredited postsecondary institution. In order for the course to be accepted for readmission, the course must meet the criteria for previous education and training (see the Prior Learning Assessment section of this catalog).

Failing or withdrawing from a course and the subsequent required repeats may interrupt the student's enrollment and may negatively impact financial aid eligibility and satisfactory academic progress. Course repeats will be charged at the student's current course price.

## ONLINE EDUCATION

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. Courses are designated for online delivery each term. For delivery of online courses, students must attend an initial orientation prior to attending class. 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.

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

### **PRIOR LEARNING ASSESSMENT**

Students applying for credit in any of the categories described below must complete a Prior Learning Assessment form and submit official transcripts, course descriptions, and other supporting documentation should be submitted prior to the start date but cannot be submitted later than the first day of the course for which the student is requesting credit.

Although all students are encouraged to apply for credit, those who will be using veterans benefits to attend the Institution must complete the request form. The Institution will grant appropriate credit, shorten the duration of the program proportionately, and notify the student and Veterans Affairs accordingly.

Students must complete 25% of the credits required for degree and diploma programs at the campus awarding the graduation credential. Students who are denied credit may present a written appeal to the campus Dean. This appeal will be sent to the Education Corporation of America (ECA) Academic Operations department for final review by the National Dean. The National Dean shall generally respond with a decision in writing within ten (10) days of receipt of the written appeal; if the decision will take longer to resolve, the campus Dean will

notify the student of the reason for the delay and how much longer it may take.

Credit for courses within a student's major area of study may only be awarded for items completed less than five years since the original credit was awarded. Credit for courses outside a student's major area of study may only be awarded for items completed less than ten years since the original credit was awarded. Credit for Information Technology or Computer courses may only be awarded for items completed less than five years since the original credit was awarded.

### **Previous Education or Training**

The Institution will consider awarding credit from postsecondary institutions accredited by agencies recognized by the United States Department of Education or the Council for Higher Education Accreditation. When evaluation is made of the student's transcript, credit may be awarded for courses successfully completed at another accredited postsecondary institution where course and credit values are comparable to those offered by the Institution. Transcripts from foreign institutions must meet the same requirements as domestic institutions and must be translated. The Institution does not guarantee the transferability of credits from any of these sources. Students earning credit through previous education will be awarded the grade of "TC."

For courses accepted for credit, the Institution will not assess a tuition fee. Courses accepted for Transfer of Credit may affect financial aid. The student should consult with the Student Finance Specialist to determine any effects on Federal Financial Aid.

The Institution will also consider awarding credit for previous professional learning. Professional learning consists of transcribed coursework from a professional or nonacademic environment that has been reviewed by the American Council on Education (ACE) and determined to be college level. Students earning credit through professional learning will be awarded the grade of "TC."

The transfer-of-credit award is based on:

- courses that have a grade of C or better, or a "P" in a pass/fail system;
- course descriptions, objectives, or outcomes;
- core/major courses must apply to the program;
- conversions from quarter to semester credit systems, or vice versa, will follow common practices for academic credit conversions; and
- course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions. If the student is enrolled in a course or program that requires higher than a C to pass, the student must receive the required score or grade to receive credit.

### **Military Training**

The Institution recognizes the validity of military training as potential college credit. All military training that has been reviewed by the American Council on Education (ACE) and meets the requirements of a student's degree, may be eligible for transfer credit. Students who earn credit through their military training will be awarded the grade of "TC." Veterans and all eligible military must submit all transcripts from colleges, universities or other training institutions for consideration of "TC."

### **Externally Administered Exams**

College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSSTs), and Advanced Placement

Program (AP) credits may be accepted with minimum scores recommended by the Educational Testing Service (ETS) or the American Council on Education (ACE). Credit is awarded for each test in which the ETS or ACE recommended minimum score is earned and the grade awarded will be "CE".

### **Challenge Exams**

Students may request to "test out" of certain courses if they have documented subject area knowledge by passing the final exam for the course with a predetermined score. Challenge Exams from other colleges or universities will not be accepted. Students will have only one attempt to enroll in and take a particular Challenge Exam. A student cannot take a Challenge Exam if he or she has already begun the course or has received a failing grade in the course. The student must submit evidence of subject area knowledge to attempt a challenge exam. Students earning credit through Challenge Exams will be awarded the grade of "CE".

Note: Only approved length of program is certifiable for VA benefits.

### **TRANSFER OF CREDIT TO OTHER SCHOOLS**

Students who wish to continue their education at other schools must assume that credits earned at the Institution will not be accepted by the receiving institution. It is the responsibility of students who plan to transfer to other schools to acquaint themselves with the requirements of the selected school and the requirements of that state's licensing, certification board, and accrediting body. Institutions of higher education vary in nature and in the number of credits they will accept toward their programs. It is at the sole discretion of the receiving institution to accept credits earned at the Institution. The School will provide guidance, a transcript, catalog, syllabus and course descriptions for any student interested in transferring to another institution. This is standard transfer-of credit procedure.

### **TRANSFER OF CREDIT BETWEEN EDUCATION CORPORATION OF AMERICA (ECA) CAMPUSES**

Although not guaranteed, course credits may be transferred from any ECA campus upon a student's acceptance to the receiving ECA campus. The transfer-of-credit award is based on:

- D grade or better except programs where a "C" or better is required;
- Course descriptions, objectives, or outcomes;
- Core/major courses must apply to the program; and
- Conversions from quarter to semester credit systems, or vice versa, will follow common practices for academic credit conversions.
- Course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions. Credit for courses within a student's major area of study may only be awarded for items completed less than five years since the original credit was awarded. Credit for courses outside a student's major area of study may only be awarded for items completed less than ten years since the original credit was awarded. Credit for Information Technology or Computer courses may only be awarded for items completed less than five years since the original credit was awarded. Transfer credit for science and math courses in Nursing or high end medical programs may only be awarded for items completed less than five years since the original credit was awarded.

If the student is enrolled in a course or program that requires a particular grade to pass, the student must receive the required score or grade to receive credit.

Credit cannot be transferred until an official transcript is submitted to the Institution evaluating the transfer credit.

Students re-entering the same school from which they withdrew will be able to receive credit for their courses with a "D" grade except programs where a "C" or better is required.

Students transferring between any ECA campus must complete a minimum of 25% of the course credits at the ECA campus awarding the graduation credential.

Due to differences in requirements for degree programs, credits earned in diploma/certificate programs are not guaranteed to transfer. Students who want to enroll in a degree program are encouraged to consult with the Academic Dean before the end of their diploma/certificate program.

### **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.

**Academic Advisement:** Students are provided with their progress report at the midpoint of each semester and at the end of each semester. If students are failing a current course at the time of the midpoint review, or have failed a course at the time of the end of semester review, they are placed on academic advisement. Academic advisement should clearly outline the consequences of failing a course and potential risks of not meeting Satisfactory Academic Progress.

**Required Evaluation Schedule – Academic Advising:** Students are provided with their progress report at the midpoint of each semester and at the end of each semester. If students are failing a current course at the time of the midpoint review, or have failed a course at the time of the end of semester, they are placed on academic advisement. Academic advisement should clearly outline the consequences of failing a course and potential risks of not meeting Satisfactory Academic Progress. The formal advisement should also outline a specific action plan to improve a student's academic progress including, but not limited to, additional coaching and tutoring.

**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 President 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 President or an appeal committee appointed by the Campus President 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. Any such courses which are accepted for 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 President will review the request and the Academic Dean and/or Campus President 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.

### **PREGNANCY POLICY**

In accordance with Title IX of the Education Amendments of 1972 and the Office of Civil Rights of the U. S. Department of Education requirements, the Institution provides protection to pregnant women. Because the Institution does not maintain a leave policy for its students, the Institution will treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be reinstated to the status which she held when the leave began.

Students seeking reasonable accommodations due to pregnancy should submit an accommodation request in person to the Academic Dean or through the student portal. The Institution cannot require a pregnant student to obtain the certification of a physician that she is physically and emotionally able to continue participation in the enrolled program unless such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

### **SUSPENSION AND DISMISSAL**

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The Institution reserves the right to suspend or dismiss any student who:

- exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the Institution, as addressed in the Conduct section of this catalog;
- fails to maintain satisfactory academic progress;
- fails to meet attendance standards; or
- fails to meet financial obligations to the Institution.

Time on suspension will be counted as an absence from the Institution and cannot exceed the allowable absences stated in the attendance policy.

### **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 President 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.

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 in California, Arizona, and South Carolina and an Occupational Associate degree in Florida and Texas.

In order to graduate, students must

- earn the required total number of credit hours for the program and pass all required courses with minimum grades as prescribed in the catalog;
- not be absent more than 20% of the total program hours (conversely, must attend 80% of total program hours);
- complete all required coursework within the maximum time frame permitted and obtain a minimum CGPA of 2.0 (some courses require a minimum percentage for successful completion; review the programs section of the catalog for specific details on the program);
- return all property belonging to the Institution;
- fulfill all financial obligations to the Institution prior to graduation unless previous satisfactory arrangements have been made; and
- attend a Financial Aid Exit Interview. If satisfactory financial arrangements are not made, the graduation credential will be withheld.

### **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

### **TRANSCRIPT REQUESTS**

Student requests for transcripts of their coursework at the Golf Academy are handled through the student portal. Questions regarding this process are to be directed to the Academic Dean. Access to the portal can be found through the Golf Academy of America website, [www.golfacademy.edu](http://www.golfacademy.edu).

Transcripts will be issued only after a student has settled all financial obligations to the Golf Academy. All records and services may be withheld from students who have any outstanding financial obligations to the Golf Academy or have defaulted on a Title IV loan at the Golf Academy.

Transcripts issued contain only coursework completed at the Golf Academy. Upon matriculation, a summary of previous education is entered to the official transcript of record. Final transcripts issued to students will be stamped "Issued to Student".

### **GRADUATE REFRESHER COURSES**

Graduates of the Institution are welcome to return for refresher courses at no cost, provided the classes are in the program from which they graduated and space is available in the class. This training is offered at the discretion of the Academic Dean. Graduates must pay for any books, fees, and supplies used during the refresher training. No credits will be awarded for refresher courses.

### **ARTICULATION AGREEMENT**

The Golf Academy of America has an articulation agreement with the University of Phoenix. The Associate degree from the Golf Academy of America will transfer into any of the Bachelor programs offered by the University of Phoenix. If the student chooses to enroll into the Bachelor of Science in Management program, the Golf Academy of America credits will appear as an Area of Emphasis on the student's transcript. For further information, contact the Golf Academy of America campus Academic Dean.

The Golf Academy of America has 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.

The Golf Academy of America has a Consortium Agreement with the New England College of Business and Finance.

### **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 catalog and enrollment materials.

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

**Step Three:** If the complaint is not resolved by the Campus President, 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](mailto: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 cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Florida Commission for Independent Education, 325 W. Gaines Street, Suite 1414, Tallahassee, Florida 32399, (850) 245-3200, <http://www.fl DOE.org/policy/cie>. The student must contact the state agency for further details. Contact information for the state agency is also available on the Academy's webpage by clicking on the Consumer Information or Catalogs links.

**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:**

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.

## STATE AGENCIES

If a student's complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the agency from the list below that corresponds to the student's place of residence.

This list includes contact information for all 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands and should not be construed as informative of what agencies regulate the Institution or in what states the Institution is licensed or required to be licensed. States, through the relevant agencies or Attorney Generals Offices, will accept complaints regardless of whether the Institution is required to be licensed in that state.

### ALABAMA

Alabama Commission on Higher Education  
P.O. Box 302000  
Montgomery, AL 36130-2000

### ALASKA

Alaska Commission on Postsecondary Education  
P.O. Box 110505  
Juneau, AK 99811-0505  
customer.service@alaska.gov  
Alaska Office of Attorney General  
Consumer Protection Unit  
1031 West Fourth Avenue, Suite 200  
Anchorage, AK 99501  
attorney.general@alaska.gov

### ARIZONA

Arizona State Board for Private Postsecondary Education  
1400 West Washington Street, Room 260  
Phoenix, AZ 85007

### ARKANSAS

Arkansas Higher Education Coordinating Board  
Arkansas Department of Higher Education  
114 East Capitol Ave  
Little Rock, AR 72201  
ADHE\_Info@adhe.edu  
AcademicAffairsDivision/ICAC%20Rules%20and%20Regulations/APPENDIXJ.pdf  
Arkansas State Board of Private Career Education  
501 Woodlane, Suite 312S  
Little Rock, AR 72201  
sbpce@arkansas.gov

### CALIFORNIA

California Bureau of Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818

bppe@dca.ca.gov  
[http://www.bppe.ca.gov/forms\\_pubs/complaint.pdf](http://www.bppe.ca.gov/forms_pubs/complaint.pdf)

### COLORADO

Colorado Department of Higher Education  
1560 Broadway, Suite 1600  
Denver, CO 80202

### CONNECTICUT

Connecticut Department of Higher Education  
61 Woodland Street  
Hartford, CT 06105-2326  
info@ctdhe.org  
Connecticut Department of Consumer Protection  
165 Capitol Avenue, Room 110  
Hartford, CT 06106  
trade.practices@ct.gov  
consumer\_statementcpr-2\_rev\_8-06\_edited1106.pdf  
Consumer Complaint Hotline: (800) 842-2649

### DELAWARE

Delaware Higher Education Office  
Carvel State Office Building, 5th Floor  
820 North French Street  
Wilmington, DE 19801-3509  
dheo@doe.k12.de.us  
Delaware Attorney General  
Consumer Protection Wilmington:  
820 North French Street, 5th floor  
Wilmington, DE 19801  
consumer.protection@state.de.us

### DISTRICT OF COLUMBIA

District of Columbia Office of the State Superintendent of Education  
Education Licensure Commission  
810 First Street, NE, 9th Floor  
Washington, DC 20002  
<http://osse.dc.gov/service/education-licensure-commission-elc-public-complaints>

### FLORIDA

Florida Commission on Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400  
Toll-Free number: 888.224.6684

### GEORGIA

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place #220  
Tucker, GA 30084-5334

### HAWAII

Hawaii State Board of Education  
P.O. Box 2360  
Honolulu, HI 96804  
ocp@dcca.hawaii.gov  
[http://hawaii.gov/dcca/ocp/consumer\\_complaint](http://hawaii.gov/dcca/ocp/consumer_complaint)

### **IDAHO**

Idaho State Board of Education  
Attn: State Coordinator for Private Colleges and Proprietary Schools  
650 West State Street, Room 307  
P.O. Box 83720  
Boise, ID 83720-0037

### **ILLINOIS**

Illinois Board of Higher Education  
431 East Adams, 2nd Floor  
Springfield, IL 62701-1404  
info@ibhe.org  
Institutional Complaint Hotline: (217) 557-7359  
Illinois State Board of Education  
100 North 1st Street  
Springfield, IL 62777  
<http://webprod1.isbe.net/contactisbe/>  
Illinois Attorney General  
Consumer Fraud Bureau  
500 South Second Street  
Springfield, IL 62706  
Consumer Fraud Hotline: (800) 243-0618

### **INDIANA**

The Indiana Commission for Higher Education  
The Indiana Board for Proprietary Education  
101 West Ohio Street, Suite 670  
Indianapolis, IN 46204-1984  
317.464.4400 Ext. 138  
317.464.4400 Ext. 141

### **IOWA**

Iowa Student Aid Commission  
603 East 12th Street, 5th Floor  
Des Moines, IA 50319  
info@iowacollegeaid.gov  
<http://www.iowacollegeaid.gov/images/docs/file/forms/constituentrequestform.pdf>

### **KANSAS**

Kansas Board of Regents  
1000 SW Jackson Street, Suite 520  
Topeka, KS 66612-1368

### **KENTUCKY**

Kentucky Council on Postsecondary Education  
1024 Capital Center Drive #320  
Frankfort, KY 40601-7512  
Kentucky Board of Proprietary Education  
911 Leewood Drive  
Frankfort, KY 40601-3319  
Office of the Attorney General  
Capitol Suite 118  
700 Capitol Avenue  
Frankfort, KY 40601-3449  
consumer.protection@ag.ky.gov

### **LOUISIANA**

Louisiana Board of Regents  
P.O. Box 3677  
Baton Rouge, LA 70821-3677

### **MAINE**

Maine Department of Education  
Complaint Investigator  
23 State House Station  
Augusta, ME 04333-0023  
jonathan.braff@maine.gov  
Maine Attorney General  
Consumer Protection Division  
6 State House Station  
Augusta, ME 04333

### **MARYLAND**

Maryland Higher Education Commission  
6 Liberty Street  
Baltimore, MD 21201  
Maryland Attorney General  
Consumer Protection Division  
200 St. Paul Place  
Baltimore, MD 21202  
consumer@oag.state.md.us  
Consumer Protection Hotline: (410) 528-8662

### **MASSACHUSETTS**

The Massachusetts Department of Elementary and Secondary Education  
Office of Proprietary Schools  
75 Pleasant Street  
Malden, MA 02148-4906  
<http://www.doe.mass.edu/ops>  
proprietaryschools@doe.mass.edu

### **MICHIGAN**

Michigan Department of Labor & Economic Growth  
Office of Postsecondary Services

Proprietary School Unit Staff  
201 North Washington Square  
Lansing, MI 48913

### **MINNESOTA**

Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5227  
Minnesota Attorney General's Office  
1400 Bremer Tower  
445 Minnesota Street  
St. Paul, MN 55101

### **MISSISSIPPI**

Mississippi Commission on College Accreditation  
3825 Ridgewood Road  
Jackson, MS 39211-6453  
Mississippi Commission of Proprietary Schools and College  
Registration  
3825 Ridgewood Road  
Jackson, MS 39211-6453  
Consumer Protection Division  
Office of the Attorney General  
State of Mississippi  
P.O. Box 22947  
Jackson, MS 39225-2947  
<http://www.ago.state.ms.us/index.php/>

### **MISSOURI**

Missouri Department of Higher Education  
205 Jefferson Street  
P.O. Box 1469  
Jefferson City, MO 65102-1469  
[info@dhe.mo.gov](mailto:info@dhe.mo.gov)

### **MONTANA**

Montana Board of Regents  
Office of Commissioner of Higher Education  
Montana University System  
2500 Broadway Street  
P.O. Box 203201  
Helena, MT 59620-3201  
Montana Office of Consumer Protection  
2225 11th Avenue  
P.O. Box 200151  
Helena, MT 59620-0151  
[contactocp@mt.gov](mailto:contactocp@mt.gov)

### **NEBRASKA**

Nebraska Coordinating Commission for Postsecondary  
Education

P.O. Box 95005  
Lincoln, NE 68509-5005  
Nebraska Attorney General  
Consumer Protection Division  
2115 State Capitol  
Lincoln, NE 68509  
Consumer Protection Hotline: (800) 727-6432

### **NEVADA**

Commission on Postsecondary Education  
8778 South Maryland Parkway, Suite 115  
Las Vegas, NV 89123  
<http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm>  
Nevada State Board of Nursing  
2500 W. Sahara Ave., Suite 207  
Las Vegas, NV 89102  
<http://www.nevadanursingboard.org>

### **NEW HAMPSHIRE**

New Hampshire Postsecondary Education Commission  
3 Barrell Court #300  
Concord, NH 03301-8531  
<http://www.nh.gov/postsecondary/complaints>

### **NEW JERSEY**

New Jersey Commission on Higher Education  
P.O. Box 542  
Trenton, NJ 08625  
[nj\\_che@che.state.nj.us](mailto:nj_che@che.state.nj.us)  
New Jersey Department of Labor and Workforce Development  
1 John Fitch Plaza  
P.O. Box 110  
Trenton, NJ 08625-0110  
[schoolapprovalunit@dol.state.nj.us](mailto:schoolapprovalunit@dol.state.nj.us)  
[http://lwd.dol.state.nj.us/labor/forms\\_pdfs/edtrain/Conflict%20Resolution%20Questionnaire.pdf](http://lwd.dol.state.nj.us/labor/forms_pdfs/edtrain/Conflict%20Resolution%20Questionnaire.pdf)  
New Jersey Division of Consumer Affairs  
124 Halsey Street  
Newark, NJ 07102  
<http://www.nj.gov/oag/ca/complaint/ocp.pdf>

### **NEW MEXICO**

New Mexico Higher Education Department  
2048 Galisteo  
Santa Fe, NM 87505  
[b23fc959f37c44bb8e3caae612e0dba7/PPS%20Complaint%20Form.pdf](http://www.nj.gov/oag/ca/complaint/ocp.pdf)

### **NEW YORK**

New York Office of College and University Evaluation  
New York State Education Department

5 North Mezzanine  
Albany, NY 12234  
ocueinfo@mail.nysed.gov  
<http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>  
New York Bureau of Proprietary School Supervision  
New York State Education Department  
99 Washington Avenue, Room 1613 OCP  
Albany, NY 12234  
New York State Department of State  
Division of Consumer Protection  
Consumer Assistance Unit  
5 Empire State Plaza, Suite 2101  
Albany, NY 12223-1556

### **NORTH CAROLINA**

North Carolina Community College System Office of Proprietary Schools  
200 West Jones Street  
Raleigh, NC 27603  
[http://www.nccommunitycolleges.edu/Proprietary\\_Schools/docs/PDFFiles/StdtdCompltdForm.pdf](http://www.nccommunitycolleges.edu/Proprietary_Schools/docs/PDFFiles/StdtdCompltdForm.pdf)  
North Carolina Consumer Protection  
Attorney General's Office  
Mail Service Center 9001  
Raleigh, NC 27699-9001  
<http://www.ncdoj.gov/getdoc/59be4357-41f3-4377-b10f-3e8bd532da5f/Complaint-Form.aspx>

### **NORTH DAKOTA**

North Dakota Department of Career and Technical Education  
State Capitol - 15th Floor  
600 East Boulevard Avenue, Dept. 270  
Bismarck, ND 58505-0610  
cte@nd.gov  
North Dakota Consumer Protection Division  
Office of Attorney General  
Gateway Professional Center  
1050 East Interstate Avenue, Suite 200  
Bismarck, ND 58503-5574  
<http://www.ag.state.nd.us/cpat/PDFFiles/SFN7418.pdf>

### **OHIO**

Ohio State Board of Career Colleges and Schools  
30 East Broad Street, 24th Floor, Suite 2481  
Columbus, OH 43215  
<http://scr.ohio.gov/>  
Ohio Department of Higher Education  
25 South Front Street  
Columbus, OH 43215  
<https://www.ohiohighered.org/>

Ohio Attorney General  
Consumer Protection Section  
30 East Broad Street, 14th Floor  
Columbus, OH 43215-3400  
<http://www.ohioattorneygeneral.gov/consumercomplaint>  
OKLAHOMA  
Oklahoma State Regents for Higher Education  
655 Research Parkway, Suite 200  
Oklahoma City, OK 73104  
Oklahoma State Board of Private Vocational Schools  
3700 Classen Boulevard, Suite 250  
Oklahoma City, OK 73118-2864  
Oklahoma Office of the Attorney General  
Consumer Protection Unit  
Attn: Investigative Analyst  
313 NE 21st Street  
Oklahoma City, OK 73105  
<http://www.oag.state.ok.us/oagweb.nsf/ccomp.html>  
OREGON  
Oregon Office of Degree Authorization  
1500 Valley River Drive, Suite 100  
Eugene, OR 97401  
Oregon Department of Education  
Private Career Schools Office  
255 Capitol Street NE  
Salem, OR 97310-0203  
complaint-procedures.doc  
Oregon Attorney General  
Financial Fraud/Consumer Protection Section  
1162 Court Street NE  
Salem, OR 97301-4096  
PENNSYLVANIA  
Pennsylvania Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333  
Office of Attorney General  
Bureau of Consumer Protection  
14th Floor, Strawberry Square  
Harrisburg, PA 17120  
PUERTO RICO  
Puerto Rico Council on Higher Education  
P.O. Box 1900  
San Juan, PR 00910-1900  
Puerto Rico Department of Justice  
G.P.O. Box 9020192  
San Juan, PR 00902-0192  
RHODE ISLAND  
Rhode Island Board of Governors for Higher Education  
Shepard Building  
80 Washington Street  
Providence, RI 02903  
Rhode Island Department of Attorney General  
Consumer Protection Unit  
150 South Main Street

Providence, RI 02903  
 SOUTH CAROLINA  
 South Carolina Commission on Higher Education  
 1333 Main Street, Suite 200  
 Columbia, SC 29201  
 SOUTH DAKOTA  
 South Dakota Board of Regents  
 306 East Capitol Avenue, Suite 200  
 Pierre, SD 57501-2545  
 South Dakota Office of Attorney General  
 Division of Consumer Protection  
 1302 East Highway 14, Suite 3  
 Pierre, SD 57501-8053  
 TENNESSEE  
 Tennessee Higher Education Commission  
 404 James Robertson Parkway, Suite 1900  
 Nashville, TN 37243  
<http://www.tn.gov/thecc/Divisions/LRA/PostsecondaryAuth/Complaint%20Form.rtf>  
 TEXAS  
 Texas Workforce Commission  
 Career Schools and Colleges - Room 226-T  
 101 East 15th Street  
 Austin, TX 78778-0001  
[www.texasworkforce.org/careerschoolstudents](http://www.texasworkforce.org/careerschoolstudents)  
 Texas Higher Education Coordinating Board  
 1200 East Anderson Lane  
 Austin, TX 78752  
 Office of the Attorney General  
 Consumer Protection Division  
 P.O. Box 12548  
 Austin, TX 78711-2548  
<https://www.oag.state.tx.us/consumer/complaintform.pdf>  
 U.S. VIRGIN ISLANDS  
 Government of the U.S. Virgin Islands  
 Department of Education  
 Office of the Commissioner  
 1834 Kongens Gade  
 St. Thomas, V.I. 00802  
 UTAH  
 Utah Division of Consumer Protection  
 160 East 300 South  
 Salt Lake City, UT 84111  
[consumerprotection@utah.gov](mailto:consumerprotection@utah.gov)  
<http://consumerprotection.utah.gov/complaints/index.html>  
 VERMONT  
 Vermont Department of Education  
 State Board of Education  
 120 State Street  
 Montpelier, VT 05620-2501  
 Vermont Attorney General's Office  
 109 State Street  
 Montpelier, VT 05609-1001  
 VIRGINIA

State Council of Higher Education  
 101 North 14th St.  
 James Monroe Building  
 Richmond, VA 23219  
[communications@schev.edu](mailto:communications@schev.edu)  
<http://www.schev.edu/forms/StudentComplaintInformation.pdf>  
 WASHINGTON  
 Washington Higher Education Coordinating Board  
 917 Lakeridge Way  
 P.O. Box 43430  
 Olympia, WA 98504-3430  
[dainfo@hecb.wa.gov](mailto:dainfo@hecb.wa.gov)  
 Washington Workforce Training and Education Coordinating Board  
 128 10th Avenue SW  
 P.O. Box 43105  
 Olympia, WA 98504-3105  
[workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov)  
[http://www.wtb.wa.gov/PCS\\_Complaints.asp](http://www.wtb.wa.gov/PCS_Complaints.asp)  
 Washington State Office of the Attorney General  
 1125 Washington Street SE  
 P.O. Box 40100  
 Olympia, WA 98504-0100  
<https://fortress.wa.gov/atg/formhandler/ago/ContactForm.aspx?subject=Consumer%20Protection>  
<https://fortress.wa.gov/atg/formhandler/ago/ComplaintForm.aspx>  
 WEST VIRGINIA  
 West Virginia Higher Education Policy Commission  
 1018 Kanawha Boulevard E., Suite 700  
 Charleston, WV 25301-2800  
 Community and Technical College System of West Virginia  
 1018 Kanawha Boulevard E., Suite 700  
 Charleston, WV 25301  
 West Virginia Office of the Attorney General  
 Consumer Protection Division  
 P.O. Box 1789  
 Charleston, WV 25326-1789  
<http://www.wvago.gov/pdf/general-consumer-complaint-form.pdf>  
 WISCONSIN  
 Wisconsin Educational Approval Board  
 30 West Mifflin Street, 9th Floor  
 P.O. Box 8696  
 Madison, WI 53708  
[eabmail@eab.state.wi.us](mailto:eabmail@eab.state.wi.us)  
<http://eab.state.wi.us/resources/complaint.asp>  
 WYOMING  
 Wyoming Department of Education  
 2300 Capitol Avenue  
 Hathaway Building, 2nd Floor  
 Cheyenne, WY 82002-0050  
 Attorney General's Office  
 123 Capitol Building  
 200 West 24th Street Cheyenne, WY 82002





# 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. The program takes place over a period of 60 weeks. Students learn how to manage a small business and how to instruct the game of golf. 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.

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).

## 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:**

BM 203	Financial Management	2 Credit Hours 30 Clock Hours (30 Lecture Hours)
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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

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 (ECA), a Delaware corporation.

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## MAIN / BRANCH / AUXILIARY CLASSROOM LOCATIONS

\*Accredited by the Accrediting Council for Independent Colleges and School (ACICS)

### ALABAMA

Virginia College\* (Main Campus)

488 Palisades Boulevard

Birmingham, Alabama 35209

(205) 802-1200

Virginia College-Birmingham

Auxiliary Classroom

1901 Finley Boulevard

Birmingham, Alabama 35234

(205) 224-5539

Virginia College\*

(Branch Campus)

2021 Drake Avenue Southwest

Huntsville, Alabama 35801

(256) 533-7387

Virginia College\*

(Branch Campus)

3725 Airport Boulevard, Suite 165

Mobile, Alabama 36608

(251) 343-7227

Virginia College-Mobile

Auxiliary Classroom

4525 Schillinger Road North

Semmes, Alabama 36575

(251) 287-2528

Virginia College\*

(Branch Campus)

6200 Atlanta Highway

Montgomery, Alabama 36117

(334) 551-1500

### ARIZONA

Golf Academy of America – Phoenix

2031 North Arizona Avenue

Chandler, Arizona 85225

(480) 857-1574

### CALIFORNIA

Golf Academy of America-San Diego\*

(Branch Campus)

1950 Camino Vida Roble, Suite 125

Carlsbad, California 92008

(760) 734-1208

### COLORADO

Ecotech Institute\*

(Branch Campus)

1400 South Abilene Street

Aurora, Colorado 80012

(303) 586-5290

### FLORIDA

Golf Academy of America-Orlando\*

(Branch Campus)

510 South Hunt Club Boulevard

Apopka, Florida 32703

(407) 699-1990

Virginia College\*

(Branch Campus)

2810 South Federal Highway

Fort Pierce, Florida 34982

(772) 448-2000

Virginia College\*

(Branch Campus)

5940 Beach Boulevard

Jacksonville, Florida 32207

(904) 520-7400

Virginia College\*

(Branch Campus)

312 East Nine Mile Road, Suite 34

Pensacola, Florida 32514

(850) 436-8444

### GEORGIA

Virginia College\*

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2807 Wylds Road

Augusta, Georgia 30909

(706) 288-2500  
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5601 Veterans Parkway  
Columbus, Georgia 31904  
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1901 Paul Walsh Drive  
Macon, Georgia 31206  
(478) 803-4600  
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14045 Abercorn Street, Suite 1503  
Savannah, Georgia 31419  
(912) 721-5600

#### **LOUISIANA**

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(Branch Campus)  
9501 Cortana Place  
Baton Rouge, Louisiana 70815  
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Virginia College\*  
(Branch Campus)  
2950 East Texas Street, Suite C  
Bossier City, Louisiana 71111  
(318) 741-8020

#### **MISSISSIPPI**

Virginia College\*  
(Branch Campus)  
920 Cedar Lake Road  
Biloxi, Mississippi 39532  
(228) 546-9100  
Virginia College\*  
(Branch Campus)  
5841 Ridgewood Road  
Jackson, Mississippi 39211  
(601) 977-0960

#### **NORTH CAROLINA**

Virginia College\*  
(Branch Campus)  
3740 South Holden Road  
Greensboro, North Carolina 27406  
(336) 398-5400

#### **OKLAHOMA**

Virginia College\*  
(Branch Campus)

5124 South Peoria Avenue  
Tulsa, Oklahoma 74105  
(918) 960-5400

#### **SOUTH CAROLINA**

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(Branch Campus)  
7201 Two Notch Road  
Columbia, South Carolina 29223  
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2400 David H. McLeod Boulevard  
Florence, South Carolina 29501  
(843) 407-2200  
Virginia College\*  
(Branch Campus)  
78 Global Drive, Suite 200  
Greenville, South Carolina 29607  
(864) 679-4900  
Golf Academy of America-Myrtle Beach\*  
(Branch Campus)  
1900 Mr. Joe White Avenue  
Myrtle Beach, South Carolina 29577  
(843) 445-5000  
Virginia College\*  
(Branch Campus)  
6185 Rivers Avenue  
North Charleston, South Carolina 29406  
(843) 614-4300  
Virginia College\*  
(Branch Campus)  
8150 Warren H. Abernathy Highway  
Spartanburg, South Carolina 29301  
(864) 504-3200

#### **TENNESSEE**

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(Branch Campus)  
721 Eastgate Loop Road  
Chattanooga, Tennessee 37411  
(423) 893-2000  
Virginia College\*  
(Branch Campus)  
5003 North Broadway Street  
Knoxville, Tennessee 37918  
(865) 745-4500

#### **TEXAS**

Virginia College\*

(Branch Campus)  
14200 North Interstate Highway 35  
Austin, Texas 78728  
(512) 371-3500  
Golf Academy of America – Dallas\*  
(Branch Campus)  
1861 Valley View Lane, Suite 100  
Farmers Branch, Texas 75234  
(972-763-8100)  
Virginia College\*

(Branch Campus)  
5005 50th Street  
Lubbock, Texas 79414  
(806) 784-1900  
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Virginia College\*  
(Branch Campus)  
7200 Midlothian Turnpike  
Richmond, Virginia 23225  
(804) 977-5100

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Brendon Elliott, PGA  
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Jennifer Larson  
Student Finance Specialist

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*Communication Skills Department*

*Physical Education Department*

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

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*Communication Skills Department*

- Ed.S., Education Specialist Teach & Learn, Liberty University, Virginia
- M.A., Management Leadership, Liberty University, Virginia
- B.A., Ministry, Trinity College and Seminary, Newburgh, Indiana

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*Golf Course Management Department*

*Physical Education Department*

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- A.A.S., Golf Course Operations, State University of New York at Delhi

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- B.S., Professional Golf Management, Florida State University

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- S.A., Golf Complex Operations and Management, SDGA-The Golf Academy of the South

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*Marketing Department*

*Physical Education Department*

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*Food Service Department*

- General Manager, Monarch Golf Club

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- B.A., Marketing, Florida State University

### **KIMBERLY SAUNDERS, M.B.A, B.S.**

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*Marketing Department*

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- B.S., Management, Florida A & M

### **JD THOMS**

*Golf Course Management Department*

- President, JD's Golf Club Repair

### **BRADLEY TURNER, PGA, M.B.A., B.S.**

*Campus President*

*Golf Course Management Department*

*Physical Education Department*

- PGA Member
- M.B.A., Business Administration, University of Phoenix, Florida
- B.S., Business Administration, Bowling Green State University, Ohio

# Academic Calendar

2018-2019

## Spring 2018

January 4 (Thursday)	Orientation
January 5 (Friday)	First Day of Class
January 15 (Monday)	Martin Luther King Day - No Classes
January 19 (Friday)	Add/Drop Period Ends
February 26 (Monday)	Mini Start – First Day of Class
February 26-March 2 (Monday-Friday)	Midterm Exams
March 5 (Monday)	Mini Start – Add/Drop Period Ends
March 5 (Monday)	Last Day to Withdraw with a “WP”
March 16 (Friday)	Mini Start – Last Day to Withdraw with a “WP”
March 19-23 (Monday-Friday)	Registration-Continuing Students
April 16-20 (Monday-Friday)	Finals Week
April 21 (Saturday)	Graduation

## Summer 2018

May 3 (Thursday)	Orientation
May 4 (Friday)	First Day of Class
May 18 (Friday)	Add/Drop Period Ends
May 28 (Monday)	Memorial Day – No Classes
June 25 (Monday)	Mini Start – First Day of Class
June 25-June 29 (Monday-Friday)	Midterm Exams
July 2 (Monday)	Mini Start – Add/Drop Period Ends
July 2 (Monday)	Last Day to Withdraw with a “WP”
July 4 (Wednesday)	Independence Day – No Classes
July 13 (Friday)	Mini Start – Last Day to Withdraw with a “WP”
July 16-20 (Monday-Friday)	Registration-Continuing Students
August 13-17 (Monday-Friday)	Finals Week
August 18 (Saturday)	Graduation

## Fall 2018

August 28 (Tuesday)	Orientation
August 29 (Wednesday)	First Day of Class
September 3 (Monday)	Labor Day – No Classes
September 14 (Friday)	Add/Drop Period Ends
October 22 (Monday)	Mini Start – First Day of Class
October 22-26 (Monday-Friday)	Midterm Exams
October 29 (Monday)	Mini Start – Add/Drop Period Ends
October 29 (Monday)	Last Day to Withdraw with a “WP”

November 9 (Friday)	Mini Start – Last Day to Withdraw with a “WP”
November 12-16 (Monday-Friday)	Registration-Continuing Students
November 21-23 (Wednesday-Friday)	Thanksgiving Holiday – No Classes
December 10-14 (Monday-Friday)	Finals Week
December 15 (Saturday)	Graduation

### **Spring 2019**

January 3 (Thursday)	Orientation
January 4 (Friday)	First Day of Class
January 18 (Friday)	Add/Drop Period Ends
January 21 (Monday)	Martin Luther King Day - No Classes
February 25 (Monday)	Mini Start – First Day of Class
February 25-March 1 (Monday-Friday)	Midterm Exams
March 4 (Monday)	Mini Start – Add/Drop Period Ends
March 4 (Monday)	Last Day to Withdraw with a “WP”
March 15 (Friday)	Mini Start – Last Day to Withdraw with a “WP”
March 18-22 (Monday-Friday)	Registration-Continuing Students
April 15-19 (Monday-Friday)	Finals Week
April 20 (Saturday)	Graduation

### **Summer 2019**

May 2 (Thursday)	Orientation
May 3 (Friday)	First Day of Class
May 17 (Friday)	Add/Drop Period Ends
May 27 (Monday)	Memorial Day – No Classes
June 24 (Monday)	Mini Start – First Day of Class
June 24-June 28 (Monday-Friday)	Midterm Exams
July 1 (Monday)	Mini Start – Add/Drop Period Ends
July 1 (Monday)	Last Day to Withdraw with a “WP”
July 4 (Wednesday)	Independence Day – No Classes
July 12 (Friday)	Mini Start – Last Day to Withdraw with a “WP”
July 15-19 (Monday-Friday)	Registration-Continuing Students
August 12-16 (Monday-Friday)	Finals Week
August 17 (Saturday)	Graduation

### **Fall 2019**

August 27 (Tuesday)	Orientation
August 28 (Wednesday)	First Day of Class
September 2 (Monday)	Labor Day – No Classes
September 13 (Friday)	Add/Drop Period Ends
October 21 (Monday)	Mini Start – First Day of Class
October 21-25 (Monday-Friday)	Midterm Exams

October 28 (Monday)	Mini Start – Add/Drop Period Ends
October 28 (Monday)	Last Day to Withdraw with a “WP”
November 8 (Friday)	Mini Start – Last Day to Withdraw with a “WP”
November 11-15 (Monday-Friday)	Registration-Continuing Students
November 27-29 (Wednesday-Friday)	Thanksgiving Holiday – No Classes
December 9-13 (Monday-Friday)	Finals Week
December 14 (Saturday)	Graduation