

University of Maryland Eastern Shore

**PGA Golf Management Program
Policies and Procedures Manual 3.1**

2024-2025



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INTRODUCTION

The goal of the PGA Golf Management Program at the University of Maryland Eastern Shore is to attract and educate bright, highly motivated men and women to service all aspects of this developing industry and to produce PGA Members. It is a comprehensive degree program that integrates all the curriculum requirements of a Hospitality & Tourism Management major with the knowledge base of the PGA Golf Management Program, including sixteen months of structured internship experience and a Playing Ability Test (PAT). The following are the admission, retention, and dismissal policies and PGA membership requirements that will be used to guide students through the PGA Golf Management Program at the University of Maryland Eastern Shore.

University of Maryland Eastern Shore students will sign a Student Policies & Procedures signature page. This form will address the Program's requirements, and a signature will state an understanding of the PGA Golf Management Program requirements at the University of Maryland Eastern Shore. This form will be covered in detail in the PGMT 122: Orientation to PGM course and signed at that time. Please see the probationary standards and Grounds for Dismissal sections explaining disciplinary action within the PGA Golf Management Program.

ORGANIZATION OF PGA GOLF MANAGEMENT STAFF

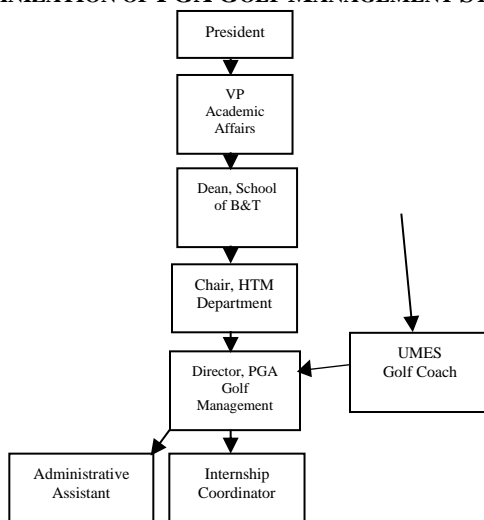


Figure 1: UMES PGA Golf Management Organization Chart

The University of Maryland Eastern Shore PGA Golf Management Program has an identifiable unit that manages the PGA Golf Management Program. The PGA Golf Management Program will be staffed with at least three full-time persons primarily responsible for administering the PGA Golf Management Program.

The **Program Director** serves as the primary liaison between the Professional Golfers' Association of America and the students, faculty, and staff of the School of Business and Technology. The director is responsible for the overall operation of the Program, including but not limited to the instruction of the PGA Golf Management knowledge base, budget preparation and maintenance; implementation of policies and procedures, records management; curriculum development, management, and evaluation; prospective student recruiting; and the personnel policies and procedures as related to the PGA.

The **Internship Coordinator** is responsible for all aspects of the PGA Golf Management internships, including but not limited to instruction of the PGA Golf Management knowledge base, maintaining a list of current contacts for all businesses that meet internship criteria and that are interested in hosting a PGA Golf Management intern; site evaluation for selection of student placements; evaluation of site professionals to ensure assistance in the completion of specific work experience activities for program interns; monitoring site professionals' assessment of PGA Golf Management interns; monitoring PGA Golf Management interns' evaluations of working conditions and activities of internship sites during placement; maintaining proper documentation of internship sites, placements, and assessments; and recruiting prospective students. In addition, the Internship Coordinator will serve as a program advisor to the PGA Golf Management Student Association.

The **Administrative Assistant** assists in all aspects of the Program, including managing records and files, data collection and processing, communication among all involved parties, and the PGA Golf Management activities calendar.

MISSION STATEMENT

The mission of the PGA Golf Management University Program is to recruit diverse and talented students and develop them into committed professionals by providing educational programs designed to prepare future PGA Members for a lifelong career in golf. Students will gain valuable work experience and enhanced playing and teaching skills while fostering a sense of community through enjoyment and involvement in golf.

ADMISSION

Students are admitted into the University of Maryland Eastern Shore PGA Golf Management Program on a competitive basis. Each year's incoming class size is determined by the number of enrolled students, the number scheduled to graduate, and the Program's projected retention rate. Prospective students must first apply for entrance into the University of Maryland Eastern Shore. Once admitted to the University, they petitioned for admission into the PGA Golf Management Program. A verification of a USGA handicap of 12 or less will be required. A handicap card or equivalent must verify this. Copies of verification records will be kept in the student's PGA Golf Management file.

Handicap Verification will include:

- a. A copy of a current USGA handicap index card indicating a handicap of 12 or less.
- b. The Confirmation of Playing Ability Form filled out by a PGA Golf Professional or High School Golf Coach.
- c. Successful completion of the PGA's Playing Ability Test (PAT).

MINORITY RECRUITMENT POLICY

It is the goal of the University of Maryland Eastern Shore to enroll a talented student body from a variety of ethnic, economic, and geographic backgrounds. Within this framework, the PGA Golf Management Program supports the Professional Golfers' Association of America (PGA) objective of recruiting qualified minorities into the PGA Golf Management Program. UMES will recruit nationally for participants in its PGA Golf Management Program.

INTERNATIONAL STUDENT POLICY

Are you an international student looking to earn a bachelor's degree, complete your education, or continue your educational journey at a welcoming and internationally respected university? If so, the University of Maryland Eastern Shore has what you need to succeed academically and professionally.

Not only are we among the top 10 public Historically Black Colleges and Universities (HBCUs), but we are also among the best universities for international students in the USA seeking an inclusive and diverse campus experience. From our international student services to our expert faculty, at UMES, you'll join a supportive family that values who you are, where you come from, and where you want to go.

International students who do not hold U.S. citizenship or resident alien status should follow these steps to apply to UMES:

- Complete an admissions application with a \$35 application fee
- Submit copies of your original secondary school transcripts. All official transcripts should be sent with English translations. List of Acceptable Agencies to Review Foreign Transcripts
- Submit original college transcripts and transcript evaluations. A credential evaluation agency in English should evaluate all official transcripts.
- English proficiency tests are required to enroll at UMES. Take the TOEFL exam. UMES requires applicants to have a score of 62 (Internet-based TOEFL). The ACT or SAT is also accepted.
- Apply for a passport.
- Identify your sponsor to meet the educational costs for the Program.

STUDENTS WITH DISABILITIES

Students capable of success, regardless of their disabilities, are admitted to the University. The faculty and staff of the University of Maryland Eastern Shore work cooperatively to assist their students in achieving their educational goals. Moreover, students with disabilities are accommodated by both federal and state laws. To receive special accommodations for a disability, the student must register with Student Disability Services before any accommodations can be granted. When registering for disability services, please bring documentation to support your claimed disability. The documentation must be within three years and provided by a licensed professional with expertise in the particular disability area. The PGA of America offers non-standard accommodations for PGA testing for those who qualify. Proper documentation is required by the PGA of America 90 days before testing. If you have questions concerning this Policy, see the PGA Golf Management Director or the Student Services Coordinator.

NONDISCRIMINATION POLICY AND INTEGRATION STATEMENT

The University of Maryland Eastern Shore is committed to providing equal opportunity through its employment practices, educational programs, admissions, and community services. It is the Policy of the University that no person shall be discriminated against based on race, sex, color, religion, national origin or ancestry, age, marital status, or handicap.

TRANSFER POLICY

The University of Maryland Eastern Shore PGA Golf Management Program is designed as a freshman entry program. Transfers are accepted on a case-by-case basis. Transfer students must meet all the PGA Golf Management Program graduation requirements of the University and the PGA of America. Therefore, individuals desiring to transfer into the UMES PGA Golf Management Program will be counseled regarding the time and cost-effectiveness of entering the Program. This counseling is necessary due to the cohort standard of the PGA, as noted below in the *Cohort Requirements* section. Due to the time it may take to complete all requirements, it may be unadvisable for a student to consider transferring. An individualized study plan must be provided for any transfer student enrolling in a PGA Golf Management Program with more than 30 hours of transfer credit accepted by the institution.

RETENTION

A combination of satisfactory academic performance and continuous progress in the PGA Golf Management Program requirements determines retention in the PGA Golf Management Program. University of Maryland Eastern Shore students in the PGA Golf Management Program enter the school as PGA Golf Management majors in the Department of Hospitality and Tourism Management. They must maintain a 2.0 GPA through their four-and-one-half years of study to graduate with a PGA Golf Management Degree.

PGA Golf Management students must also make satisfactory progress toward completing PGA's membership requirements. To graduate from the University of Maryland Eastern Shore's PGA Golf Management Program, students will be required to accomplish the following: complete 16 months of Internship successfully; complete the appropriate PGA Golf Management Program curriculum, the required PGA GM coursework, the University general education requirements, and complete all four PGA program levels; and successfully pass the PGA's Playing Ability Test. The PGA of America reserves the right to change the PGA Golf Management Program graduation requirements as necessary.

Student progress in the University and PGA membership requirements will be continuously monitored. Each student will meet with the PGA Golf Management staff once a semester to be advised and counseled in their progress toward these milestones. These advisement and counseling sessions will be documented and placed in the student's academic folder.

COHORT REQUIREMENTS

It is the Policy of the PGA of America that each entering class be considered a separate cohort for progress through the PGA Golf Management Program. The intent is for each entering cohort of students to complete the PGA's educational courses and testing as a group (i.e., each class will be expected to complete their Q Level, Level 1, 2, and

3 testing simultaneously). Any exceptions to this Policy shall be an emergency and must be approved in writing by the PGA Golf Management Director with a plan for rejoining the cohort schedule. The PGA shall be notified of any such exceptions. Students will be counseled in these situations, and proper documentation will be included in their academic files.

A PGA Golf Management Program student has nine years to obtain a PGA membership from the first day after completing the Qualifying Level. A semester-by-semester breakdown of UMES PGA Golf Management requirements is found in the UMES PGA Golf Management Combined Curriculum/Work Experience Roadmap provided in Table 5. It is UMES PGA Golf Management policy to offer appropriate PGA Golf Management Program tests after each level. The dates for the testing will coincide with the UMES PGA Golf Management curriculum.

PGA GOLF MANAGEMENT PROGRAM REQUIREMENTS

University of Maryland Eastern Shore students in the PGA Golf Management Program must complete the following PGA of America requirements before graduation to receive the PGA Golf Management major:

- 16 months of internships primarily employed on a full-time basis
- Must pass the PGA's Playing Ability Test (PAT). Students are expected to participate in at least one PAT during the summer internship, as agreed upon by the host professional. (This requirement must be met to attempt Level 3 PGA testing)
- Complete the four levels of the PGA Golf Management educational program.
- A PGA Golf Management student has 9 years to obtain PGA membership from the day following Q-Level completion into the PGA Golf Management Program (*subject to these policies and procedures, including the Cohort Requirements*). The 9-year "clock" for students withdrawing from the PGA Golf Management program before graduation does not expire.

STUDENT PROGRESSION GUIDE

In addition to the university curriculum, each PGA Golf Management student at the University of Maryland Eastern Shore must complete the activities outlined in Tables 1-5.

First Year Up To 36 Credit Hours	
Fall – PGM 122	Spring – PGM 222
<ul style="list-style-type: none"> Students receive Qualifying Level materials on the portal Students participate in the golf skills evaluation (for students that have not passed the PAT) Participate in the Player Development Program until PAT passed Attempt a PAT (Option for this semester only) 	<ul style="list-style-type: none"> Students receive Level 1 materials on the portal (if Q Level has been passed) Participate in the Player Development Program until PAT passed Attempt a PAT (PGA requires students to attempt one during Year one) Student's first internship site determined Complete Year 1 curriculum with a 2.0 minimum GPA
	Summer – PGM 170
	<ul style="list-style-type: none"> PGM 170 – Students complete three months of Internship Students can attempt PAT (if not yet passed)

Table 1: UMES PGA Golf Management Progression Guide: First-Year Requirements

Second Year 39 To 72 Credit Hours	
Fall – PGM 230	Spring – PGM 322
<ul style="list-style-type: none"> Participate in the Player Development Program until PAT passed Attempt a PAT (PGA requires students to attempt 2 per year until passed) Attempt Level 1 Tests PGA Seminar (Teaching & Coaching 1) Level 1 (2 days on campus) Complete Portfolio Level 1 	<ul style="list-style-type: none"> Students receive Level 2 materials on the portal Participate in the Player Development Program until PAT passed Attempt a PAT (PGA requires students to attempt 2 per year until passed) The student's second internship site determined Complete Year 2 curriculum with a 2.0 minimum GPA
	Summer – PGM 270
	<ul style="list-style-type: none"> PGM 270-Students complete three months of Internship Students attempt PAT (if not yet passed)

Table 2: UMES PGA Golf Management Progression Guide: Second-Year Requirements

Third Year 75 To 108 Credit Hours	
Fall – PGMT 330	Spring- PGMT 430
<ul style="list-style-type: none"> ● Participate in the Player Development Program until PAT passed ● Attempt a PAT (PGA requires students to attempt 2 per year until passing): If unsuccessful, the student must meet with the director to discuss player development and the Program's future. ● Attempt Level 2 Tests ● PGA Seminar (Teaching & Coaching 2) Level 2 (2 days on campus) ● Student's second/third internship site determined ● Complete Portfolio Level 2 	<ul style="list-style-type: none"> ● Students receive Level 3 materials on the portal if PAT has been passed ● Attempt a PAT (PGA requires students to attempt 2 per year until passed) ● Complete Year 3 curriculum with a 2.0 minimum GPA ● PGA Seminar (Teaching & Coaching 2) Level 3 (2 days on campus)
	Summer
	<ul style="list-style-type: none"> ● PGMT 370 – Students complete three months of Internship ● Students attempt PAT (if not yet passed)

Table 3: UMES PGA Golf Management Progression Guide: Third-Year Requirements

Fourth Year 111 To 126 Credit Hours	
Fall – PGMT 350 and 422	Spring – PGMT 470
<ul style="list-style-type: none"> ● Participate in the Player Development Program until PAT passed ● Attempt a PAT (PGA requires students to attempt 2 per year until passed) ● PGA Seminar (Business Simulation) (2 days on campus) ● Complete Portfolio Level 3 	<ul style="list-style-type: none"> ● PGA Comprehensive 3.1 before going to Internship
	Summer – PGMT 470 Completion
	<ul style="list-style-type: none"> ● PGMT 470 – Students complete a final seven-month internship ● Complete Background Check ● Graduation from the University of Maryland Eastern Shore with a B.S. in PGA Golf Management ● Apply for PGA Membership upon eligible employment ● (Note: Students will have met all PGA membership requirements)

Table 4: UMES PGA Golf Management Progression Guide: Fourth-Year Requirements

PGA MEMBERSHIP UPON GRADUATION

PGA Golf Management University Program graduates completing all requirements, including academics, PGA PGM education, required internships, and passing the PGA Playing Ability Test are eligible for direct election to PGA membership upon graduation, completion of the PGA required background check, securing of eligible employment and submission of the PGA membership application with required fees.

Students will have one additional semester (at the discretion of UMES) beyond the anticipated date of graduation (completion of academics) based on the university-submitted curriculum sequence for individuals to complete PAT and internship requirements after the student completes all required work. For individuals to be eligible for graduation with the PGA Golf Management major designation on the transcript, they must be continuously enrolled at the institution. Individuals not continuously enrolled (per UMES policy) will only be eligible for the PGA Golf Management major if granted re-affiliation into the Program from the University and the PGA of America.

Individuals must complete all requirements within one additional semester to be submitted to the PGA of America as a dropped student. If the individual has earned a college degree, not a PGA Golf Management designation, they will receive 12 of the 28 credits necessary for election to PGA membership. These individuals retain all PGA education requirements completed and will receive credit for any internships completed while enrolled in an accredited program. These individuals must contact PGA membership to register as associates and determine the remaining requirements.

EDUCATIONAL CURRICULUM

The PGA Golf Management Program at the University of Maryland Eastern Shore is part of the University's School of Business and Technology. All PGA Golf Management Program students major in PGA Golf Management in the Department of Hospitality & Tourism Management. After completing their academic and PGA Golf Management Program requirements, they are awarded a Bachelor's Degree in PGA Golf Management. To receive a degree in PGA Golf Management, all PGA Golf Management Program requirements must be completed before the student graduates from the University of Maryland Eastern Shore.

Students must complete the following criteria at the University of Maryland Eastern Shore before graduation to fulfill the PGA Golf Management Program requirements:

1. Pass the PGA's Playing Ability Test
2. Complete 16 months of Internship
3. Complete Levels Q, 1, 2, & 3 of the PGA Golf Management Program
4. Take the required PGA Golf Management core courses and General Education courses
5. Maintain a 2.00 grade point average in their major

The course of study that PGA Golf Management will follow is outlined in Table 6. The University of Maryland Eastern Shore has also incorporated courses into the curriculum that cover the PGA Golf Management knowledge base and learning objectives described in **Error! Reference source not found.**

TESTING PROCEDURES

After all PGA Education Levels (Qualifying, Level 1, Level 2, Level 3), students must attempt the comprehensive exam executed by the PGA of America.

PGA GOLF MANAGEMENT SEMINARS

PGA Golf Management Teaching & Coaching Seminars are scheduled during the fall semester of the sophomore and junior years to coincide with PGMT 230 for Level 1 and PGMT 330 for Level 2. Also, an Industry Awareness Seminar is offered in conjunction with the Level 1 Seminar. The third and final Teaching & Coaching seminar is scheduled during the spring semester of the senior year and coincides with PGMT 470 for Level 3. Additionally, during the fall semester of the senior year, the Business Simulation seminar will be scheduled to coincide with PGMT 350 and PGMT 422. Seminars will be scheduled by the PGA Golf Management Director as indicated by the PGA Golf Management curriculum. Student demand will dictate whether seminars will be scheduled on campus or at another PGA Golf Management University.

RETAKE TESTING

Students failing any initial PGA test may retake under the following guidelines:

Any student failing an initial test on campus will be afforded one retake opportunity for the failed exam following appropriate mentoring by PGA Golf Management University Program staff. If a second failure on the specific segment is recorded following a thirty-day waiting period, the individual must attend the PGA Education Center Mentor Session (online) for an appropriate mentoring opportunity at the student's expense, which may include seminars germane to the test failure. Upon completion of PGA Education Center Mentoring attendance, the student will be allowed two additional retake opportunities. Two subsequent retake failures (four in total) will result in the individual being dropped from the program roster by the PGA of America. The University may appeal for program reinstatement for the student following a second attendance at the PGA Education Center for appropriate mentoring.

WORK EXPERIENCE ACTIVITIES

Work experience activities are essential to the PGA Golf Management Program at the University of Maryland Eastern Shore. Work Experience activities will be submitted to the PGA Golf Management staff for annotation as they are completed. PGA of America Education faculty will review, grade, and approve completed portfolios.

GOLF INDUSTRY GROWTH INITIATIVES

The University of Maryland Eastern Shore will participate in the golf industry's growth initiative. The premise of this Program is to introduce golf to UMES students as a fun and welcoming game so they can develop their golfing skills and use them as a business tool upon graduation. This will be met with Play Golf America events run by the PGMSA Play Golf America Committee. The events will be posted on the PGA Admin Tool.

PGA OF AMERICA BACKGROUND CHECK

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

The Program's overall objective will help protect not only the individual who interacts with the PGA professionals daily via lessons, training, and teaching but also the prestigious brand of The PGA of America. The project ensures that the PGA of America has a background check program that screens all prospective members consistently and thoroughly.

The PGA will select a vendor (Employment Screening Associates) to administer the background checks, covering four major areas to verify information provided by the student on the application. The website can be found at <https://www.empscreen.com/pga.asp>.

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

PGA Golf Management Program at the University of Maryland Eastern Shore Curriculum Overview PGA 3.1

Year 1					
Fall Semester		Spring Semester		Summer	
ENGL 101- Basic Composition	3	ENGL 102-Basic Composition II	3	PGMT 170-PGM Internship I	1
PGMT 122-Orientation to PGM (Q Level)	3	Math 103-College Math	3		
Area I Choice	3	MGT 110-Table Service	3		
PLSC 184-Plant Science	3	PGMT 222-PGM I (Facilities Management)	3		
PLSC 185- Plant Science Lab	3	Area III Elective ENVS 101 Environmental	3		
GNST 100 Freshman Experience	1				
<i>Total Semester Hours</i>	14	<i>Total Semester Hours</i>	15	<i>Total Semester Hours</i>	1
Year 2					
Fall Semester		Spring Semester		Summer	
ENGL 203-Speech	3	PGMT 322-PGM II (Facilities Management II)	3	PGMT 270-Internship II	1
PGMT 230-Intro to Teaching and Coaching I Player Development I	3	FMGT 212-Food Production II	3		
FMGT 211-Food production I	3	ECON 202-Economics (Micro)	3		
ECON 201-Area II Elective	3	HMG 220-Hospitality Technology	3		
Supportive Course (Online)	3	Major Elective	3		
Area II Elective	3				
PGA Seminar Level I (2 days Virtual)					
<i>Total Semester Hours</i>	18	<i>Total Semester Hours</i>	15	<i>Total Semester Hours</i>	1
Year 3					
Fall Semester		Spring Semester		Summer	
PGMT 330-Intermediate Teaching (Teaching & Coaching II / Player Development II)	3	PGMT 430-Advanced Teaching (Teaching & Coaching III)	3	PGHMT 370-Internship III	1
HMG 441-Resort & Hotel Operations	3	HMG 401-Hospitality Law (Online)	3		
HMG 305-Entrepreneurship	3	HMG 350-Hospitality Marketing	3		
Area I course	3	FMGT 301-Food & Beverage	3		
TMGT 33-Travel & Tourism	3	Cost Accounting	3		
ENGL 305-Technical Writing	3	TMGT 306-Eco & Cultural Tourism	3		
PGA Seminar Level 2 (2 days Virtual)					
<i>Total Semester Hours</i>	18	<i>Total Semester Hours</i>	15	<i>Total Semester Hours</i>	1
Year 3					
Fall Semester		Spring Semester		Summer	
PGMT 350-Golf Shop Ops	3	PGMT 470- Co-op 7-month Internship IV	3	PGMT 470- Co-op 7-month	0
PGMT 422-PGM III (Facilities Management III)	3	PGMT 499-Independent Study	1		
HMG 308-Events Planning & Mgt	3				
HMG 340-Hospitality Accounting	3				
HMG 411-Supervision & Leadership	3				
PGA Business Simulation (2 Days Virtual)		PGA Seminar Level 3 (2 Days Virtual)			
<i>Total Semester Hours</i>	15	<i>Total Seminar Hours</i>	4	<i>Total Semester Hours</i>	0
				<i>Total Semester Hours</i>	120

Table 5: UMES PGA Golf Management Curriculum Overview

COOPERATIVE INTERNSHIP PROGRAM

The PGA of America requires all PGA Golf Management Program students to complete at least 16 months of Internship before graduation. This cooperative internship experience must occur at facilities recognized as eligible for employment by the PGA Constitution (page 23).

Students can choose from numerous facilities, including country clubs, resorts, public and municipal courses, military golf facilities, PGA/LPGA Headquarters, PGA Section Offices, and PGA Recognized Driving Ranges. By completing co-op/internship assignments, students receive on-the-job training and academic credit as outlined in the UMES PGA Golf Management Curriculum. The UMES PGA Golf Management Internship Coordinator will thoroughly evaluate each cooperative internship site before the placement of any UMES PGA Golf Management student. This site will then be considered and listed/posted as a designated internship site for UMES PGA Golf Management students. This site will be listed on the UMES PGA Golf Management website. This written designation and evaluation will be kept on file.

Before the student goes to work at a particular site, students must have the designated site supervisor fill out the internship forms (Forms A and B) in the Internship Manual before registering for the PGA Golf Management Internship experience. A representative of the host facility must also sign this form. It is also highly recommended that host professionals read the PGA of America Mentor Guide.

Each student must be registered in an internship class (PGMT 170, 270, 370, 470) to receive academic credit and must be in good standing with the UMES PGA Golf Management program to be placed in a cooperative internship position. All internships are completed under the direction and guidance of the

PGA Golf Management Staff, along with a qualified PGA Professional or mentor at the approved facility.

Before the student goes to work at the site, the objectives of that cooperative internship experience will be discussed and documented. These objectives will model the learning objectives of Levels 1, 2, or 3 of the PGA Golf Management work experience activities and seminars. After each cooperative internship experience, the host professional or student supervisor must complete a detailed evaluation (Form G) of the student's performance. The student is expected to complete all listed work experience activities during the Internship and submit them to the PGA Golf Management Director or Internship Coordinator for grading.

A UMES PGA Golf Management Program staff member will review each student's evaluation, work experience activities, and portfolio and give the student a grade for the Internship. An advisement and counseling session will then occur. This advisement and counseling session will resolve student performance problems or identify a facility that receives an unfavorable rating. Any facility receiving an unfavorable rating will be investigated before any future placements.

This advisement session will also be used to ensure that all internship documents have been completed and filed in the student's record and to collect an updated resume that includes the recent Internship.

Additionally, if a student is on academic probation from the Program, not be allowed to go on an internship regardless of academic credit earned.

PGA Golf Management students can participate in a Playing Ability Test during the Internship.

The UMES PGA Golf Management Internship Roadmap and Requirements are outlined in **Table 6**.

UMES PGA Golf Management Internship Roadmap and Requirements

Students must complete at least 16 months of work experience in a full-time internship before completing the Program. At the University of Maryland Eastern Shore, the first Internship occurs during the summer following the first year (PGMT 170-3 months). The second Internship can be completed during the summer following the sophomore year at the student's option. Suppose the student does not choose to complete their second Internship after sophomore year. In that case, they will complete (PGMT 270-3 months) during the spring semester of the year, followed by their third Internship during the summer following the year (PGMT 370-3 months) as a continuation of their second Internship for a total of 6 months of Internship. The fourth Internship is completed following the senior year (PGMT 470- 7 months).

Students not in good standing or on probation with the University or the PGA Golf Management Program may not be placed as interns. (Refer to page 16 of this Manual).

Any student who commits a grievous act while on an internship that results in termination is subject to dismissal from the UMES PGA Golf Management Program.

Level 1 students are recommended to complete their internships at a green grass facility.

To receive credit, students must be enrolled in an internship class (PGMT 170, 270, 370, or 470).

A 2.0 cumulative GPA is required to receive co-op credit. A grade for the co-op class will be issued once a student has completed each of the required co-op experiences.

PGA Golf Management University students may complete internships in any (associate) classification deemed eligible employment with prior authorization from the UMES PGA Golf Management Program.

Students discuss internship site availability, feasibility, and validity with the Internship Coordinator. The Internship Coordinator should contact the site and approve it before a UMES PGA Golf Management student is placed in an internship.

The University of Maryland Eastern Shore PGA Golf Management Program will conduct a thorough evaluation of each internship site before the placement of students, and this evaluation will be documented and filed (Forms A and B).

All paperwork involved with the Internship must be completed in proper sequence and approved by the PGA Golf Management Internship Coordinator or PGA Golf Management Director.

Before placement, the University of Maryland Eastern Shore PGA Golf Management Internship Coordinator will initiate an agreement stipulating the specific internship work experiences anticipated for each student. This agreement must be validated in writing by the host professional, the school, and the student before placement (Form B).

The University of Maryland Eastern Shore PGA Golf Management Program will require each host professional to complete a detailed evaluation of each student's performance during the Internship. These evaluations will be placed in the student's academic file (Form G).

The University of Maryland Eastern Shore PGA Golf Management Program will require each student to complete a detailed evaluation of the internship site and experience upon completion (Form H).

The University of Maryland Eastern Shore PGA Golf Management Internship Coordinator will meet with each student to compare evaluations and take any necessary remedial action to resolve performance problems (Form I). Updated resumes must be submitted to the Internship Coordinator during this meeting.

Negative site evaluations by students must be reviewed and addressed before future placements at that site.

Each student's permanent folder will contain both the host professional's evaluation of the student and the student's evaluation of the site.

UMES will provide The PGA with a list of interns and their places of employment for each semester (Admin Tool).

The UMES Internship Coordinator will request each host professional read the PGA of America Mentor Guide.

Table 6: UMES PGA Golf Management Internship Roadmap and Requirements

The Internship Manual contains the forms to document each student's progress through the cooperative internship process. The completed forms are placed and maintained in each PGA Golf Management Program student's permanent folder.

PLAYING ABILITY TEST

Passing the Playing Ability Test (PAT) is a condition of graduation from the University of Maryland Eastern Shore's PGA Golf Management Program and a membership requirement for the PGA of America. UMES PGA Golf Management students should pass the PAT by the end of their junior year. Each UMES PGA Golf Management student who has yet to pass the PAT is expected to attempt the PAT at least once each semester (fall/spring) until the PAT is passed. Passing the playing ability test demonstrates the individual's mastery of an established skill level of the game of golf. Students unwilling to participate in the PAT regularly until successfully passing it will be removed from the PGA Golf Management Program. Students who fail to pass the PAT within their first three years may be opted out of the Program. Students will be evaluated on an individual basis.

To pass the 36-hole PAT, one must achieve a 36-hole score within 15 strokes higher than twice the course rating. For example, if the course rating is 72, the target score for the 36 holes would be 159 ($72 \times 2 = 144 + 15 = 159$). This testing is typically conducted in one day. The PAT is conducted from the middle tees of the golf course, with the hole locations set on a generally flat area of the green. Any student who shoots more than fifteen (15) strokes over the target score must attend a personal meeting with the UMES PGA Golf Management Director to discuss playing ability and their future in the PGA Golf Management Program. This is subject to adjustment based on weather conditions.

The University of Maryland Eastern Shore PGA Golf Management Program is dedicated to Player Development, and those students who still need to pass the PAT will be required to participate in the Player Development Program. The Player Development Program will evaluate each student's golf ability and instruct them on how to improve. The University of Maryland Eastern Shore will work with the students each semester to assist them in passing the PAT. Students must continue participating in the Player

Development Program until they pass the PAT. Students who do not participate in the Player Development Program will be placed on program probation. Any student shooting over 200 in a PGA Playing Ability Test (PAT) will be placed on notice by the PGA of America. A second score of 200 during program enrollment will result in the student's removal from the PGA Golf Management Program by the PGA of America. A student can only reapply for the Program once the PAT is fully passed.

The UMES PGA Golf Management Director will discuss alternatives if improvements are not made. For example, a student may change majors to HTM or complete a degree in General Studies with a concentration in HTM. Additionally, the PAT must be passed to receive any Level 3 materials.

Current PGA PAT guidelines, requirements, and schedules can be found on the PGA's website at www.pga.org. Registrations for the PAT are taken in order of receipt at the PGA of America National Office and through www.pga.org. Every PAT has a **14-day registration deadline**, and an individual may be registered for only two PATs at any time. The registration fee, paid at the time of registration, is \$120 (MAPGA fee) for each PAT, and the registrant is responsible for all additional on-site fees.

Note: Any UMES PGA Golf Management student registered for a PAT event but did not attend (is a no-show) will be put on probation and subject to suspension from future PAT participation. The PGA of America shall determine all suspension periods.

Students not attempting a PAT for one full year will be placed on program probation. Additionally, the PGA of America will drop students not attempting a PAT for two academic years from the roster.

PROGRAM FEES

Along with regular University tuition and fees, each UMES PGA Golf Management student must pay PGA Golf Management program fees by the first day of classes each semester of the five years. The fees are listed below in **Table 7**.

PGA Professional Golf Management Program 3.1
Associated Costs



QUALIFYING LEVEL

PORTAL ACCESS TO ONLINE COURSES \$ 200
Valid for 9 months - If the Qualifying Test is not passed within 9 months of the purchase date, a renewal fee of \$200 will be required.

ASSOCIATE FEES

PLAYING ABILITY TEST ENTRY FEE \$ 100/attempt
Plus, additional fees required by the Section/Facility
ASSOCIATION DUES AND FEES Refer to Fees Calculator on PGA.org
BACKGROUND CHECK FEE \$ 60

LEVEL 1

PROGRAM REGISTRATION FEE \$ 200
PORTAL ACCESS TO ONLINE LEVEL 1 COURSES \$ 560
SEMINAR SESSION \$ 750

LEVEL 2

PORTAL ACCESS TO ONLINE LEVEL 2 COURSES \$ 350
SEMINAR SESSION..... \$ 750

LEVEL 3

PORTAL ACCESS TO ONLINE LEVEL 3 COURSES \$ 350
SEMINAR SESSION \$ 750
LEVEL 3 ASSOCIATE Final Exam \$ 21*

OTHER FEES

SEMINAR TRANSFER OR CANCELLATION FEE \$ 300

TOTAL EXPECTED COSTS

ASSOCIATE 3.1 PROGRAM \$ 4091
(Average time to Membership is approximately 4 years.)

Note: Retakes for PAT and Associate Exams are additional. PGA Dues, travel fees and lodging not included. Associate responsible for all travel costs.

Table 7: Program Fees

GREAT HOPE GOLF COURSE AND NUTTERS CROSSING GOLF CLUB AND RANGES (COURSE ACCESS AND PLAY)

Students must be registered full-time in the PGA Golf Management major and approved by the PGA Golf Management Director by a written list supplied to the golf course each semester for playing privileges.

Students must maintain academic requirements to participate in the range and golf course privileges.

Golf course and range privileges are for PGA Golf Management students ONLY (family, friends, spouses, or significant others are not included); abuse of this privilege will result in the suspension and elimination of the privilege (without refund of fees).

We are privileged to have **Great Hope Golf Course** and **Nutters Crossing Golf Club** as the official home courses for the University of Maryland Eastern Shore PGA Golf Management Program. Each PGA Golf Management student is expected to act and conduct themselves in a professional, polite manner at all times. Great Hope and Nutters Crossing will be home to many of our PGA Golf Management Tournaments and used as learning laboratories for many of our PGA Golf Management work experience activities.

Personal Conduct: As a member of the PGA Golf Management Program at the University of Maryland Eastern Shore, you are expected always to look and act like a golf professional.

Dress Code: Female participants must wear slacks, culottes, walking shorts, or golf skirts that constitute acceptable clothing women wear in connection with participation in professional golf tournaments. (No Jeans or Short Shorts). **Male** participants may wear shorts and must always wear collared shirts or mock neck shirts if allowed by the golf course. Jeans are not permitted to be worn at any golf facility.

Any disagreements or concerns over course usage should be brought to the immediate attention of the PGA Golf Management Director and not dealt with individually. The PGA Golf Management Director will promptly contact the Head Golf Professional and resolve any issues.

Fees: Great Hope and Nutters Crossing Golf Club and Practice Fees are contained in the all-inclusive program fee for the PGA Golf Management Program. (Golf car fees are an additional charge and optional for students).

Access: Students are required to check in with the Professional Golf Staff at Great Hope Golf Course or Nutters Crossing Golf Club each time they are playing

or practicing. Students should be prepared to show their PGA Affiliate or UMES Hawk Card. Not complying with this requirement may suspend privileges and place the student on probation.

Practice Facility: Students can use the facility all day Monday-Sunday. (***Note:** the driving range at Nutters Crossing Golf Club is not included in the fees)

Tee Times: Tee Times may be made up to seven days in advance at Nutters Crossing and eight days in advance at Great Hope. Students may show up and play on a space-available basis but must check in before playing. (This is very important to ensure the golf shop accounts for all rounds played and tracking of student participation in Player Development.) If you can only play nine holes, it is essential to inform the golf staff. Nutters Crossing Golf Club is available after one o'clock on weekends (Sat-Sun).

Policies & Procedures: Students must follow the posted policies and procedures for the course. These are subject to amendment by Great Hope or by Nutters Crossing Golf Club.

PROGRAM ADVISORY AND CAREER ASSISTANCE

University of Maryland Eastern Shore PGA Golf Management staff will provide student advisory assistance before a student enters the Program. This advisory assistance will continue as a student proceeds through the Program. Career assistance will be provided to UMES PGA Golf Management students for job and internship placement throughout a student's lifetime at the University.

PGA GOLF MANAGEMENT PROGRAM SUPPORT ACTIVITIES

The University of Maryland Eastern Shore has two supplemental support activities to assist students in the PGA Golf Management Program. The first is the Player Development Program, which helps students pass the PAT. The second is the PGA Golf Management Student Association. Both activities are described in more detail in the sections that follow.

PLAYER DEVELOPMENT PROGRAM (PDP)

University of Maryland Eastern Shore PGA Golf Management students who still need to pass the PAT will be required to participate in the Player Development Program. It also develops and includes students who have passed the PAT through instruction and PGMSA tournaments. The *Player Development Program* will be devoted to PAT preparation and strategies and will prepare students to pass the PAT as

early in the Program as possible. The Program will be offered with classroom instruction, coordinated practice, and playing as outlined below (refer to Table 12). This Program will be conducted by a PGA member of the PGA Golf Management staff, and it will be required of all PGA Golf Management Program students who still need to pass the PAT. As the UMES PGA Golf Management program continues to grow, the University will consider using golf professionals in the area to support this function. Once a PGA Golf Management Program student has passed the PAT, they will no longer be required to participate in the Player Development Program.

Each student's golf swing will be analyzed a minimum of twice each semester with recommendations given by a PGA Professional. A practice routine will be developed to address the student's specific weaknesses. Students enrolled in the PDP must also participate in at least two PGMSA tournaments per semester. Students who have begun the year of the Program and have yet to pass the PAT will be

counseled and advised by the PGA Golf Management Director.

It is a condition of graduation to pass the Playing Ability Test (PAT). UMES PGA Golf Management students must participate in a PAT for at least one year, one or two times a year after that, with encouragement to participate in a third PAT until the PAT test is passed. Students who do not complete the required number of PATs or participate in the Player Development Program (**two individual lessons per semester and participation in at least two PGMSA tournaments**) will be removed from the roster by the PGA of America.

Note: Students not completing PDP requirements for one semester will be placed on program probation.

Students must complete PDP requirements for one full year to be dropped from the roster by the PGA of America.

PLAYER DEVELOPMENT PROCEDURE

During the fall semester of Year 1, students receive a swing analysis and recommendations from the PGA Golf Management staff. Equipment will also be evaluated, and a fitting session will be conducted. As we advance, each student's golf swing will be analyzed at least twice each semester with recommendations given by a PGA Professional. A practice routine will be developed to address the student's specific weaknesses.

The Player Development Plan will be recommended for the Player during the fall semester of Year 1. The Player will work on one, two, or three areas of their game:

- Full Swing
- Short Game
- Game Management Strategy

The Player will take the plan with them and work on noted recommendations while on the driving range or golf course. Reading materials geared to the specific areas of weakness will also be recommended.

The Player will attempt the Playing Ability Test at least once per semester until it has been passed. Any student missing the PAT cut score by 15 or more strokes must meet with the PGA Golf Management Director to discuss future PAT's.

The Player will continue to be enrolled each semester in the Player Development Program until the Playing Ability Test is passed.

TOURNAMENT PARTICIPATION

All students **must participate in at least two PGMSA tournaments** every semester.

Table 8: UMES PGA Golf Management Player Development Procedure

PGA GOLF MANAGEMENT STUDENT ASSOCIATION (PGMSA)

All UMES PGA Golf Management students must join the PGMSA, and the fee for joining the PGMSA is charged every semester. The PGMSA is run and organized by PGA Golf Management students. The PGMSA will elect a slate of officers for each year. A Board of Directors will be selected, with representatives included from each year's cohort. All elected officers and members of the Board of Directors must be in good standing with the University and the PGA Golf Management Program.

The PGMSA will provide social and leadership opportunities for students within the PGA Golf Management Program. The members will primarily be responsible for scheduling and conducting golfing events for PGA Golf Management Program students. The PGMSA is responsible for creating its tournament program and keeping students involved in various PGA initiatives such as Play Golf America and community service projects. The PGMSA will be responsible for conducting a minimum of six tournaments per semester, where each student must compete in at least two, and will determine its tournament policies with the help and support of the PGA Golf Management staff. The PGMSA is encouraged to participate in at least one community service activity each semester, which may take place either on or off campus. The community service activity does not have to be golf-related.

The PGA Golf Management Student Association leadership will also serve in an advisory role to the PGA Golf Management Program. The PGA Golf Management Program Director will meet with the officers and Board of Directors at least once each semester. The Internship Coordinator will act as the Faculty Advisor for the PGMSA and attend meetings. The meetings will be used to solicit student input, aiming to improve the overall PGA Golf Management Program experience for students.

Participation in the PGMSA is mandatory. Students who miss multiple meetings per semester will be placed on probation (refer to Probationary Standards).

ACADEMIC HONESTY

All students are subject to the University Student Code of Conduct. The Code is found in the University of Maryland Eastern Shore Student Handbook. Student conduct is also subject to the Code of Ethics in The PGA of America's Constitution.

PGA University Students who engage in academic misconduct will be penalized for up to two (2) years.

The penalty may vary based on a review of the severity of the misconduct determined by both PGA Education and the represented PGA Golf Management University Program. This Policy applies to misconduct on PGA testing, work experience portfolio activities, and the Playing Ability Test (PAT).

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

BEHAVIOR AND SPORTSMANSHIP

All UMES PGA Golf Management students are expected to be excellent Program and University ambassadors. Any unprofessional behavior or unsportsmanlike conduct can result in loss of playing privileges, expulsion from the UMES PGA Golf Management Program, and expulsion from the University.

PROGRAM COMPLETION TIMELINE

A University of Maryland Eastern Shore PGA student has nine years to obtain a PGA membership from the first day of registration into the PGA Golf Management Program. The first registration day is the day after the Qualifying Level Test has been successfully completed.

PROVISIONS

All UMES PGA Golf Management Program students are subject to the provisions of the University of Maryland Eastern Shore PGA Golf Management Policies & Procedures Manual, the University of Maryland Eastern Shore Handbook, and the University of Maryland Eastern Shore Student Code of Conduct.

PROBATIONARY STANDARDS

Members of the University of Maryland Eastern Shore PGA Golf Management Program will be placed on PGA Golf Management Probation at the beginning of an academic semester due to any one of the following:

- A cumulative grade point average of less than 2.0.
- Failure to hand in the appropriate work experience activities on due dates.
- Failure to attend the Player Development Program as required, including two PGMSA tournaments and two lessons per semester.

- Only attempt the PAT once a year, once and twice a year thereafter, once the PAT has been successfully passed.
- “No-Show” at a scheduled PAT.
- Not participating in the required two PGMSA tournaments per semester after passing the PAT.
- Missing two or more PGMSA meetings.
- **Outstanding fees** payable at the Great Hope Golf Course, Nutters Crossing Golf Club, any other participating golf courses, or at the PGA Golf Management Office, including checks returned for insufficient funds.
- **Disruptive or disrespectful behavior** either in the classroom or on the golf course. Disrespectful behavior includes **poor conduct and appearance** at any UMES PGA Golf Management meeting/workshop or golf course. The UMES PGA Golf Management Director will carefully investigate disruptive or disrespectful behavior incidents before probation status is invoked.
- Probationary status may be invoked for violating any of these probationary standards.
- Students on probation cannot participate in the Jones Cup, Carolinas Cup, PGA Works Collegiate Championship, or PGA Leadership Series, attend MAPGA meetings or functions, order equipment/merchandise from vendors, or receive program paraphernalia.

During PGA Golf Management probation, the following restrictions apply:

- To begin an internship assignment, a PGA Golf Management student on probation during that spring semester must satisfy all conditions for removal from probation by May 25th to receive credit for the co-op assignment. Once an internship has been arranged, the student is obligated to attend the Internship and will be required to make up the effort for credit later. This restriction applies to academic and time credits toward the 16-month co-op requirement to satisfy PGA Golf Management degree requirements.
- Students whose GPA falls below 2.00 will lose their PGA Golf Management Program-sponsored golfing privileges at alternate golf courses for the following semester. Privileges at the home course will be extended solely to continue Player Development activities. These

privileges will be reinstated once the student's GPA returns 2.00 or above.

- Students on PGA Golf Management probation can only graduate once the probation status has been resolved.
- Students on PGA Golf Management probation will not be eligible for PGA Golf Management Scholarships.

DISMISSAL FROM THE PGA GOLF MANAGEMENT PROGRAM

The PGA Golf Management Program is a rigorous, demanding program for motivated students. UMES PGA Golf Management students will be expected to make steady, satisfactory progress throughout their stay at the University. Satisfactory progress is defined as maintaining a minimum GPA of 2.00 while steadily progressing toward completing their degree requirements. If a student has two consecutive semesters with a cumulative GPA below 2.00, they will be considered for removal from the Program. PGA Golf Management Program students will also be expected to make steady progress toward completing their PGA membership requirements as outlined in the Retention and Cohort Requirement sections.

The PGA requires all PGA Golf Management students to progress as a cohesive unit through the PGA Golf Management Program. Students must meet UMES PGA Golf Management Program milestones with their cohort class. The PGA Golf Management Director must approve any deviations from the cohort schedule only under exceptional circumstances. Those students who cannot meet the Program's academic and playing requirements will ultimately need to be dismissed. These students will be counseled, and they are suggested to transition into a pure hospitality and tourism management major.

Additionally, unsatisfactory performance during a PGA Golf Management Program-sponsored internship may be grounds for removal from the Program. Unless a student performs a grievous act, they will be formally counseled and allowed to correct any academic or PGA training shortcomings. These counseling sessions will be documented in the student's permanent folder.

The following reasons are grounds for dismissal from the PGA Golf Management Program at UMES:

1. Less than a 2.0 cumulative GPA for two consecutive semesters
2. Probation within the PGA Golf Management Program for two consecutive semesters
3. Only participate in a PAT a minimum of two times a year once it has been passed. First-year students must participate in at least one PAT during their first year of enrollment in the Program.
4. Failure to pass the PGA Playing Ability Test by Level 3
5. Committing a grievous act while on Internship, which results in termination
6. Any behavior which is considered unethical by The PGA of America or to be a violation of the Code of Ethics as found in the PGA Constitution
7. Please attempt to retake exams within the six-month allotment period to avoid the student being dropped from the roster by the PGA of America.
8. Failing the same exam four times will result in removal from the roster by the PGA of America.
9. Not passing the Q-Level exam within the six-month allotment period will result in the student being dropped from the roster by the PGA of America.
10. Not participating in the PDP or playing in the required number of tournaments for a full academic year will result in the student being dropped from the roster by the PGA of America

there will be a \$200.00 registration fee and dues charge. Passed exams and completed Work Experience Activities will transfer as well.

- 3) Must complete the Understanding of Progress Form.

All UMES students are subject to the UMES academic policies and procedures, the University Code of Conduct, and student discipline. The Code is found in the UMES Student Handbook and can be viewed at <https://wwwcp.umes.edu/conductaffairs/code-of-student-values/>

DROPS AND WITHDRAWS

Students that drop or withdraw from the PGA Golf Management Program before graduation:

- 1) Lose all internship credits.
- 2) The nine-year clock does not expire. If the student chooses to enroll in the PGA Associate Program,

ADVISING POLICY FOR STUDENTS NOT ABLE TO COMPLETE THE PGA CURRICULUM OR PAT

Students who need help completing the PGA curriculum and deciding to continue their education at UMES will be advised to change their major to Hospitality and Tourism Management. These individuals will work with the Academic Services Coordinator to transition smoothly.

Students who cannot complete the PGA's Playing Ability Test (PAT), at the student's option, will be transitioned out of the Program and advised to change their major to Hospitality and Tourism Management. Those students who decide to complete all UMES and PGA of America requirements except for the PAT can graduate with a degree in General Studies with a concentration in Hospitality and Tourism Management.

STATEMENT OF UNDERSTANDING

University of Maryland Eastern Shore's PGA Golf Management Program students will sign a *Statement of Understanding* upon entering the Program, which addresses the Program's requirements. This *Statement of Understanding* intends to ensure each UMES PGA Golf Management Program student understands the extent of the PGA Golf Management Program and what is required to complete all the degree and specialized graduation requirements. The *Statement of Understanding* is on the last page of this Policies and Procedures Manual.

UMES POLICY FOR CLASS ATTENDANCE

The University expects all students to be responsible for their academic work and progress. All students must meet the qualitative and quantitative requirements of each course in their curricula to progress satisfactorily. They are expected to attend classes regularly, as consistent attendance offers the most effective opportunity for all students to gain command of the concepts and materials of their courses of study. Absences (excused or unexcused) do not alter students' expectations qualitatively and quantitatively.

In many courses, in-class participation is an essential part of the work of the course, such as courses requiring group discussion, laboratories, clinics, public speaking or language conversation, or performance of particular skills. In other classes, occasional in-class assessments may occur without prior notice.

The University will excuse the absences of students that result from instances such as illness (where the student is too ill to attend class), death in the immediate family (defined as being one or more of the following persons:

spouse, father, stepfather, grandfather, or legal guardian, mother, stepmother, grandmother, sister, brother, stepsister, stepbrother, any person living as an integral member of a student's home), religious observance (where the nature of the observance prevents the student from being present during the class period), participation in University activities at the request of University authorities, and compelling circumstances beyond the student's control. Students requesting excused absences must furnish acceptable documentation to their course instructors to support their assertion that absences resulted from one of these causes. However, the nature of some courses will preclude the make-up of missed assignments. In these cases, students will not be penalized for excused absences; grades will be computed on actual assignments as explained in the course's syllabus. Otherwise, students with excused absences can make up missed assignments. The responsibility for granting excused absences and determining which assignments can be made up lies with the instructor of each course. Absences (excused or unexcused) do not relieve the students of their responsibility to complete the course assignments. Instructors especially understand cases related to health and death, provided the student provides proper documentation.

Students must notify their instructors as soon as possible of the reason for any absence. Where the reason for an absence from a scheduled assignment is known in advance (for example, in cases of religious observance or participation in university activities at the request of university authorities), students must inform their instructors two weeks before the absence if known that far in advance or immediately upon discovering the impending absence. Prior notification is essential in connection with examinations and other significant assignments since only rescheduling them after the final examination period's conclusion may result in credits lost during the semester. Where the reason is not known in advance (for example, in cases of health-related emergencies or compelling circumstances beyond control), students must inform their instructors as soon as possible after its development.

Each department and school may develop a general policy for class attendance as long as it conforms to this UMES Policy for Class Attendance.

Instructors are responsible for distributing a written statement as part of the course syllabus at the beginning of the semester to all students to inform students of the nature of in-class participation and assessments expected and what effect absences will have on evaluating the student's work in the course. This statement must include any department and school

policies that apply to the course. The instructor shall handle absences by this statement, the general Policy of his or her department and school, and the UMES Policy for Class Attendance.

In cases of dispute, students may appeal to the Chair of the department offering the course within one week from the date of the refusal of the right to a make-up assignment. When the instructor is the Chair, the appeal may be made to the Dean. The Dean's decision will be final in all cases. When permitted, a make-up assignment must be given on campus unless the published schedule or course description requires other arrangements. The make-up assignment must be held at a time and place mutually agreeable to both instructors and students and must not interfere with the student's regularly scheduled classes. Suppose a group of students requires the same make-up assignment. In that case, one make-up assignment time may be scheduled at the instructor's convenience, the most significant possible number of students involved, and a second make-up for the remaining group.

Students are expected to attend all classes. Excessive unexcused absences for any reason may result in either a lower grade or course failure. Students will be considered excessively absent from a class if the time missed during the semester is more hours during the semester or term than the class meets each week. For example, students should attend (unexcused absence) a class that meets three hours per week, more than three hours during the semester or term, and be present from a class that meets one hour more than once during the semester or term. At the beginning of each semester or term, the class instructor will distribute this written Policy and other relevant information as part of the course syllabus regarding his/her expectations on absenteeism, attendance, warnings, requests for withdrawal, and make-up privileges.

All instructors must document students' class attendance by taking and maintaining daily attendance each semester.

APPLYING FOR PGA MEMBERSHIP

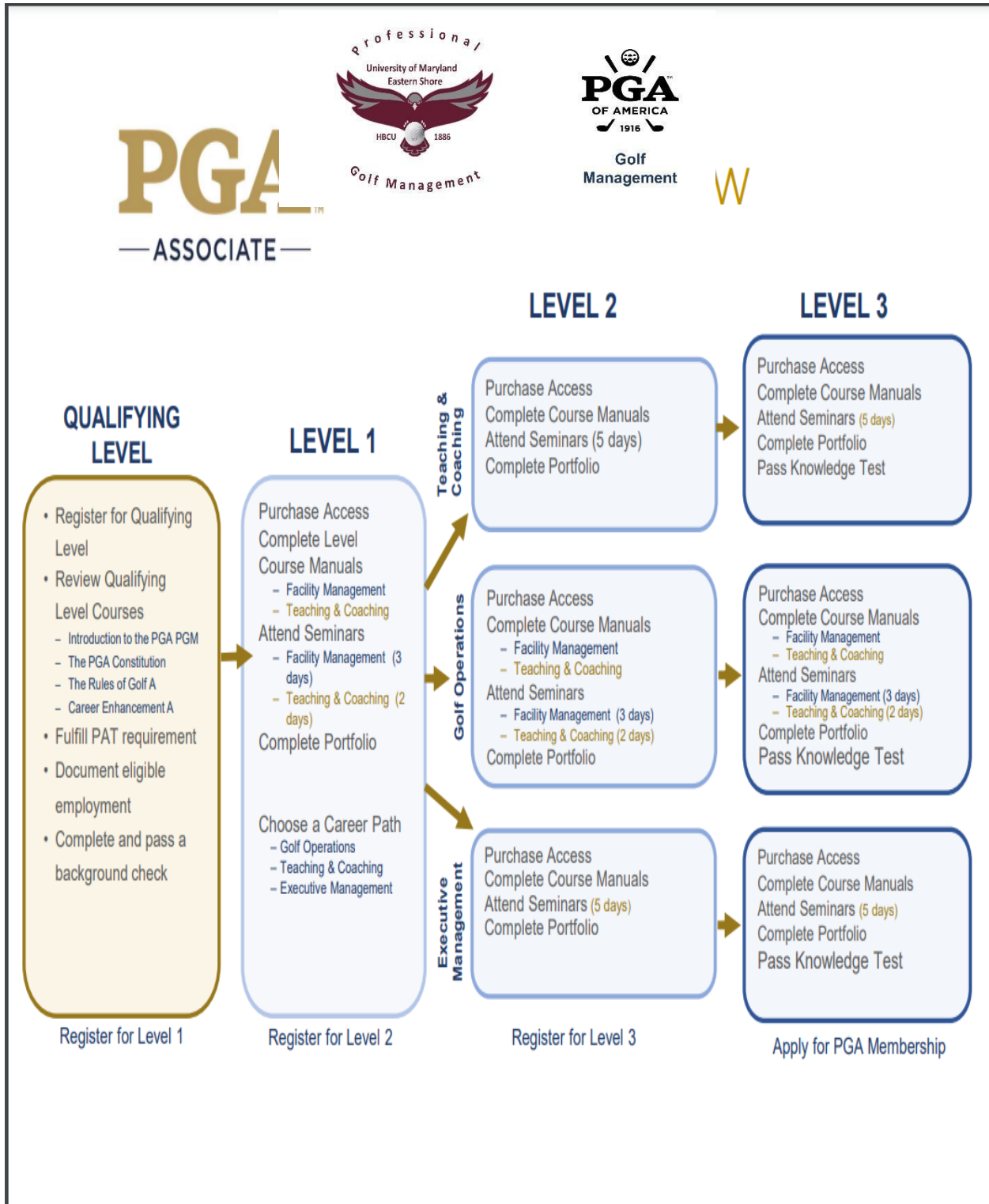
Students will be eligible to apply for membership in The PGA of America once all degree requirements for the PGA Golf Management major have been completed. In addition, citizenship, eligible employment requirements, and completion of the PGA required background check are to be satisfied before applying for membership. Access to the PGA background check can be viewed at: <https://www.emplscreen.com/pga.asp>

To apply for membership into the PGA of America, students must complete Form 302- Membership Application and submit it three days after the semester's commencement date. Election to membership must be within the PGA acceptable progress guidelines. The Membership Application form can be viewed at: <https://www.pga.org/Document-Library/form-302-membership-application.pdf>.

Once the student's degree is conferred, the UMES PGA Golf Management Program Director will communicate to the PGA of America that all requirements of the degree are met. The alum will be elected into The PGA of America membership at the next election cycle (typically one per month), assuming eligible employment requirements are met.

Graduates can apply for membership once eligible employment requirements are met and the background check has been completed. Once membership has been approved, the graduate will receive a dues invoice from the PGA of America. Once this invoice is paid in full, membership will be officially granted.

The policies and procedures in this Manual are subject to change by UMES and The PGA of America.





**University of Maryland Eastern Shore
PGA Golf Management Program
Student Policies and Procedures Signature Page**

Statement of Understanding

I was issued the UMES PGA Golf Management Student Policies & Procedures Manual on _____. As part of the PGMT 122: Orientation to Professional Golf Management course, we reviewed and discussed the entire Student Policies & Procedures Manual.

I understand the entire Manual and the commitment it will take to meet the requirements set forth by The PGA of America, the PGA Golf Management Program, and UMES. The PGA Golf Management staff has clearly explained all requirements to include those relating to:

- Completing the PGA of America’s Playing Ability Test before graduation
- The Player Development Program
- Requirement for participation
- Co-op/Internship Assignments (including 16 months of internships)
- The PGA Golf Management Work Experience Schedule
- The UMES PGA Golf Management Curriculum (*including completing all four (4) PGA Levels, the 120-credit hour B.S. Degree in PGA Golf Management, all PGMT courses, and Work Experience Activities*)
- Complete Background Check and Payment
- Probationary Standards
- Dismissal Standards
- The UMES PGA Golf Management Schedule
- Program-related Costs
- The Cohort Requirement
- The nine-year time frame to complete PGA Membership
- The proper steps to become a PGA member.
- Citizenship requirements to become a PGA of America member
- The class attendance policy, including immediate dismissal/probation
- PGMSA requirements for all students: participation in no less than four tournaments per semester, one Play Golf America project, a community service project, and PGMSA meeting attendance

Student Name (Print): _____ **Date:** _____

Student Signature: _____ **Director Signature:** _____

Year: _____