

Policies and Procedures Manual



PGA
Golf Management

Revised 2023-2024 PGA 3.0 & 3.1

COASTAL CAROLINA UNIVERSITY PGA GOLF MANAGEMENT INTRODUCTION

The Coastal Carolina University, accredited by the Southern Association of Collegiate Schools of Business and PGA Golf Management Program, accredited by the PGA of America is located in the E. Craig Wall Sr. College of Business Administration (WCOB). The WCOB is internationally accredited by the Association to Advance Collegiate Schools of Business (AACSB) International. PGA Golf Management students will major in one of six majors: Marketing, Management, Finance, Accounting, Economics or Hospitality, Resort and Tourism Management.

The goal of the PGA Golf Management Program at Coastal Carolina University is to recruit, retain, educate, train and graduate outstanding young men and women so they can become productive members of the PGA of America. The goal is for students to graduate from Coastal Carolina University, the E. Craig Wall College of Business Administration and to complete all requirements for a Specialization in PGA Golf Management. The following are the admission, retention and dismissal policies that will be used to guide students through the PGA Golf Management Program at Coastal Carolina University.

MISSION

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

ADMISSION GUIDELINES

Students are admitted into the Coastal Carolina University PGA Golf Management Program on a competitive basis. The number of students currently enrolled determines each year's incoming class size, the number scheduled to graduate and the projected retention rate. PGA guidelines limit

the size of the program to 400 total students and a maximum incoming class size of 100 students. The PGA of America requires a verified handicap of 12 or less for admission into a PGA Golf Management Program.

The PGA Golf Management student prospect must first apply to and be accepted through the Coastal Carolina University admission process. Upon acceptance into the university, the student prospect must then make a separate application to the Coastal Carolina University PGA Golf Management Program. Students entering the PGA Golf Management Program must have documented proof of having a twelve handicap or less prior to being accepted into the PGA Golf Management Program.

The handicap verification can be:

1. A copy of a current USGA handicap index card.
2. A confirmation letter from a PGA member is preferred or a confirmation letter from high school golf coach is acceptable.
3. Successful completion of the PGA's Playing Ability Test. We strongly encourage incoming students to attempt a PAT prior to attending Coastal Carolina University.

INTERNATIONAL STUDENT POLICY

International students are eligible to complete all PGA PGM requirements and apply for PGA of America Membership upon successfully graduating from an accredited PGA Golf Management University Program. To be eligible for membership, an individual must meet all application and Bylaw requirements for election. The PGA allows a maximum of 10 percent international student enrollment. International students must sign a statement acknowledging their understanding of the citizenship and resident alien requirement for PGA membership.

TRANSFER STUDENT POLICY

Coastal Carolina University PGA Golf Management Program is designed as a freshman entry program. Transfer students will be handled on a case-by case basis. Transfer students will be required to meet all graduation requirements of Coastal Carolina University and the PGA Golf Management Program. Transfer students should be advised of the additional time and money

associated with obtaining a PGA Golf Management Specialization. Transfer students will sign a PGA Golf Management University Statement of Understanding that they may not complete all program requirements necessary to graduate with the PGA Golf Management Specialty on their official university transcript.

RETENTION

Retention in the PGA Golf Management Program is determined by a combination of satisfactory academic performance coupled with continuous progress in the PGA Golf Management Program. Coastal Carolina University students in the PGA Golf Management Program enter the university as Pre-Business majors. All PGA Golf Management Program students accepted into the Wall College of Business Administration will major in one of six majors offered.

The measures used to assist in the retention of students will include, but will not be limited, to the following:

1. The PGA Golf Management Program will require students to sign a Statement of Understanding detailing the program requirements. A signed copy will be placed in the student's file and the student will be given a copy.
2. The PGA Golf Management Program will maintain an open- door policy when it comes to discussing issues of concern with students.
3. Coastal Carolina University provides a tutorial program to students requiring additional help. Arrangements can be made through the Director of Student Support or through the university.
4. The PGA Golf Management Program will offer optional review sessions of PGA PGM 3.0 academic program courses.
5. PGA Golf Management Students will follow and adhere to all COVID 19 protocols.
6. Students must complete the Qualifying Level and Levels 1 – 3 of the PGA's Academic Program and pass the PAT prior to graduation.

PGA Golf Management Program students will be required to make continuous satisfactory progress toward completing PGA membership requirements. To graduate from Coastal Carolina University's PGA Golf Management Program. Students will be required to successfully accomplish the following: 16 months

of approved internships, successfully pass the PGA's Playing Ability Test and complete the four levels of the PGA's Golf Management Program.

The PGA of America reserves the right to change the PGA Golf Management Program graduation requirements as necessary.

Student progress in both the university and PGA requirements will be tracked constantly. Each student will meet with the PGA Golf Management staff as needed to be advised and counseled in his/her progress in the program. Advisement and counseling sessions will be documented in each student's academic file. Students who do not make continuous progress toward completing the PGA Academic Program will be subject to termination.

COHORT REQUIREMENT

For PGA Golf Management requirements, each entering class will be considered a *cohort*. Each student will be expected to meet PGA Golf Management milestones with his/her cohort class (for example, they will be expected to complete Level Q, 1, 2 and 3 of the PGM Program at the same time.) Only under exceptional circumstances will a student be allowed to deviate from his/her cohort and only with the Director's approval. A plan will then be put in place requiring the student to get back on track with his/her cohort class. Students will be counseled in these situations and proper documentation will be put in their permanent file.

Coastal Carolina University PGA students will be given a copy of the policy and procedures manual which will be discussed in detail with the students after which students will sign a Student Statement of Understanding signature page. This will address the requirements of the program and the student signature will state understanding of the PGA Golf Management Program requirements at Coastal Carolina University. The Policies and Procedures Manual will be covered in detail in a Freshman Orientation meeting and signed at that time.

PGA GOLF MANAGEMENT PROGRAM REQUIREMENTS

Coastal Carolina University students must reach the following goals in order to receive the Specialization in PGA Golf Management on their transcript. Successful students must pass the PGA Playing Ability Test, complete 16 months of internship work at qualifying facilities and complete the four levels of the PGA Professional Golf Management Program.

A PGA Golf Management student has nine years to obtain PGA membership from the first day of registration into the PGA Golf Management Program Level 1, which is the day following completion of the Qualifying Level. Students who leave the program retain completed academic courses for Qualifying Level and Levels 1-3, but receive no credit for completion of internships and will be required to register into the PGA Associates Program following registration procedures. The nine-year "clock" for election to PGA membership starts upon initial enrollment into Level 1.

PROGRAM FEES

Along with university tuitions and fees, each student's account will be billed as they progress through the PGA Golf 3.0 & 3.1 academic curriculum. Fees will include: PGA Golf Management materials, PGA Golf Management seminar fees, unlimited golf course and practice facilities access, player development program, PGA Student Association and handicap fee and Playing Ability fees. Additional fees will be charged in the event of any new program charges incurred from the PGA.

PGA GOLF MANAGEMENT STAFF

The PGA Golf Management Program at Coastal Carolina University will have a clearly identifiable unit charged with the management of the PGA Golf Management Program. The PGA Golf Management Program is currently staffed with six full time employees primarily responsible for the administration of the PGA Golf Management Program.

PGA MEMBERSHIP REQUIREMENTS

PGA Golf Management graduates must earn a total of 28 credits to be eligible for memberships in the PGA. Students who graduate from the PGA Program after completing Level 3 of the PGA PGM 3.0 or 3.1 program, the Playing Ability Test (PAT) and 16 months of approved internship will qualify for immediate membership upon eligible employment and completion of the PGA of America's background check.

Credits will be awarded as follows:

- 12 credits for college degree
- 16 credits for completion of the PGA Golf Management Program
- 6 credits for completion of all membership requirements
- 2 credits for attending two national workshops hosted by PGA Employment Services

Any student not completing all PGA requirements, including the PAT, at the anticipated date of graduation (completion of all academics), will have one additional semester in which to complete to be eligible for direct election to PGA membership. Should the student not complete the PAT within the one additional semester (or choose to forgo the additional semester) and graduate, he/she will not be eligible to graduate with the PGA Golf Management Specialization. The individual must register into the PGA Associates Program, complete the remaining PGA requirements and earn 18 work experience credits (one per month of eligible employment) prior to the nine year acceptable progress deadline. Any student entering Level 3 that has not passed the Playing Ability Test will be required to sign a statement of understanding acknowledging the loss of internship credits and the requirement to contact the PGA of America regarding the next steps. This document will be forwarded to the PGA of America.

INTERNSHIP PROGRAM

All PGA Golf Management students must complete 16 months of full time internship assignments at facilities recognized as eligible employment by the PGA of America. Expanded career paths can be pursued after the completion of Level 1. Each student must be registered in an internship class to receive academic credit.

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 a student is placed as an intern, the site must be reviewed and approved by the Internship Director. Once the site is approved, an Internship Agreement form, signed by the student and Director, will be sent to the internship host for his/her signature. This form must be returned and on file in the PGA Golf Management office prior to the beginning of the internship.

Students have the opportunity to choose from numerous facilities including country clubs, resorts, public and municipal courses, military golf facilities, PGA/LPGA Headquarters and PGA Section offices. Students must complete all 16 months of the internship assignments prior to graduation. By completing internship assignments, students receive on the job training and academic credit as outlined in the PGA Golf Management curriculum.

- Internships must follow the eligible employment guidelines outlined in the PGA Constitution.
- PGA Golf Management university students may complete internships in any (associate) classifications deemed eligible employment with prior authorization from the PGA Golf Management Program.
- Students must complete at least 16 months of internships primarily employed on a full-time basis to be eligible to graduate with the PGA Golf Management designation.
- Prior to finalizing student placement, the PGA Golf Management University must verify that each internship position meets eligible employment guidelines.
- Before placement, the university must initiate an agreement stipulating the internship specifics (dates, wages, etc.) and work experiences anticipated for each student. This contract or agreement must be validated in writing by the host professional, the university and the student. A copy of a student's agreement must be on file in the PGA Golf Management University Program office prior to the beginning of the internship.
- The University must require each host professional to complete a detailed evaluation of each student's performance during the internship. This document must be kept in the student's permanent file.
- The University must conduct a post-internship meeting with the student to compare evaluations and take necessary action to resolve any performance problems. The post-internship meeting must be

documented separately from the student evaluation form of the host facility and included in the student file.

- Student records must contain (at minimum) the following documents for each internship experience: signed three-party agreement, host professional's evaluation of student, student's evaluation of site and post-internship meeting documentation.
- The University must input all university internships for each student into the online PGA Admin Tool to include the following information: name, PGA ID, facility name, facility address, host professional, facility type and actual start/end dates for the internship. This information should be entered at the beginning of each student experience as the host professional will receive an online mentoring handbook.
- Negative site evaluations by students must be reviewed and addressed prior to future placements.

INTERNSHIP ELIGIBLE EMPLOYMENT

Guidelines for Internship Eligible Employment can be found at the following link on PGA.org :

<https://resources.pga.org/my-membership/associate-program/associate-registration-eligibility>

Apprentice Registration Eligibility

Must be employed as:

1). As a Head Professional (B-1, B-2 or B-7), Director of Golf (B-4) or General Manager (B-13) at a "PGA Recognized Golf Course" or "PGA Recognized Golf Range."

Only one Apprentice per facility is eligible to register and earn credits in any of these classifications: B-1, B-2, B-4, B-7, or B-13.

2). As a Teaching Professional (B-6) or Assistant Professional (B-8) under the supervision of PGA Member Head Professional (A-1, A-2 or A-7), PGA Member Director of Golf (A-4), PGA Member General Manager (A-13), PGA Member Director of Instruction (A-14) or LPGA Class A Head Professional at a "PGA Recognized Golf Course," "PGA Recognized Golf Range," "PGA Recognized School," or "PGA Recognized Indoor Facility."

3). As an Administrator (B-11) at the PGA of America National Office, PGA Section, PGA Tour or LPGA Office.

Additionally:

4). Following successful completion of Level 1, Apprentices may transfer to any of the following classifications and continue to earn experience credits:

a) B-9, B-10, B-12, B-14, B-15, B-16, B-17, B-18, B-19, B-20, B-21, B-22, B-23

PGA GOLF MANAGEMENT CURRICULUM

The PGA Professional Golf Management program is a curriculum consisting of academic knowledge base components addressing the “Business,” “People” and “Game” of golf. These components are presented in four levels, with each specific course containing work experience portfolio activities, seminars and an assessment.

ADVISING

Each semester every PGA Golf Management student will meet with a member of the PGA Golf Management staff for an advising session. This advising session will include counseling on Coastal Carolina University academic requirements along with PGA of America requirements.

PGA 3.0 & 3.1 INSTRUCTION SEMINARS

PGA of America faculty will come to Coastal Carolina University three times for 2-3 day seminars to assist in the teaching of the objectives associated with the following courses:

- Introduction to Teaching and Golf Club Performance – Level 1
- Intermediate Teaching and Golf Club Alteration – Level 2
- Advanced Teaching and Golf Club Fitting – Level 3

Level 2 and 3 will also include a required Industry Awareness seminar.

The schedule for these seminars will be developed by the Director and coordinated with the PGA of America. Attendance at these seminars, with your cohort class, is mandatory.

PGA GOLF MANAGEMENT COURSE OUTLINE

All PGA Golf Management students will be required to successfully complete all of the courses within Levels Q, 1, 2 and 3 of the PGA PGM 3.1 Program.

PGA GOLF MANAGEMENT ACADEMIC PROGRAM 3.0 TEST RETAKE POLICY

Coastal Carolina University PGA Golf Management Program 3.0 students are expected to pass all PGA 3.0 test when given the first time on campus. For those students not passing a test, the following policy will be in effect:

Any student failing an initial test on campus will be afforded one (1) retake opportunity of the section(s) failed following appropriate mentoring by the PGA Golf Management University Program faculty. If a second failure on the specific segment is recorded following a thirty (30) day waiting period, the individual must attend the PGA Education Center for an appropriate mentoring opportunity, which may include seminars germane to the test failure. The PGA Fee is \$250.00. Upon completion of Education Center attendance, the student will be allowed two additional retake opportunities. Two subsequent retake failures (four in total) will result in the individual being dropped from the program 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. For the PGA Qualifying Level test, an individual will have the opportunity to attempt every thirty days during a six month period. Following expiration of the six month timeframe, the student will be dropped from the rolls of the accredited PGA Golf Management University Program by The PGA of America. The University may appeal for program reinstatement for the student following the expiration of the six month period with a repurchase of the Qualifying Level materials.

WORK EXPERIENCE ACTIVITIES

Work Experiences Activities are an essential part of the PGA Golf Management Program at Coastal Carolina University. A schedule for the Work Experience Activities has been developed for all incoming students and will be covered in detail. Work Experience Activities will be submitted to the PGA Golf Management faculty for approval by the due date. The activities will be reviewed and approved or, if unapproved, returned to the student for additional work. Completed and approved activities will be included in the on-line portfolio submitted to PGA.

PGA PLAYING ABILITY TEST

The Playing Ability Test is a requirement for membership in the PGA and for graduation with the PGA Specialization. In order to pass the 36-hole PAT, a student must achieve a 36-hole score within 15 shots of the course rating. For example, if the course rating is 72, the target score for the 36 holes would be 159 ($72 \times 2 = 144 + 15 = 159$). The PAT is normally conducted in one day. The PAT is conducted from the middle tees of the golf course with the hole locations set in the middle of the green in a generally flat area.

1. Any student registered for a PAT event but does not attend (is a no show) will be subject to suspension from future PAT participation. PGA of America shall determine all suspension periods.
2. Students are required to attempt a PAT a minimum of one time each semester and minimum of two times per year, until it is successfully completed.
3. Any student who shoots more than fifteen strokes over the target score will be required to attend a personal meeting with the PGA Golf Management Director and/or the Director of Player Development to discuss playing ability and his/her future in the PGA Golf Management Program.
4. Registrations for the PAT will be made by the student utilizing the PGA website www.pga.org. The PGA of America PAT fee of \$100.00 will be paid directly to the PGA upon registration to a PAT every semester until passed. Students will be required to pay the location site PAT fee the day of a PAT, which will include a cart and box lunch.
5. Passing the PGA's Playing Ability Test (PAT) is a condition of graduation from the Coastal Carolina University PGA Golf Management Program.
6. Passing the playing test is a demonstration of the individual's mastery of an established skill level pertaining to the game of golf. Students who are unwilling to participate in the PAT on a regular basis until successfully passing it will be removed from the PGA Golf Management Program. The PAT is required for graduation. Students who do not show the ability or the

inclination to pass the PAT will be counseled by the program Director to consider other available opportunities at Coastal Carolina University. The Coastal Carolina University PGA Golf Management Program has a PGA required Player Development Program to assist PGA Golf Management Program students in passing the PAT. Current PGA PAT guidelines and requirements can be found on the PGA's web site www.pgalinks.com. The Link to pga.org that gives the dress code for both male and female participants is <https://www.pga.org/articles/playing-ability-test-pat-policies-and-procedures>.

New PGM University Program testing standards were implemented with the incoming 3.0 students in the Fall2018:

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

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

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

PGA GOLF MANAGEMENT PROGRAM STUDENT TOURNAMENT REQUIREMENT

All PGA Golf Management Program students, regardless of PAT status, are required to play in one tournament per semester. Documentation will be kept as part of the student's file. Students who are unwilling to meet this playing requirement will be placed on program probation and counseled as to their continued participation in our PGA Golf Management Program. Failure to

participate for one academic year while on campus will result in removal from the roster of the program by the PGA of America.

PGA GOLF MANAGEMENT PROGRAM CLUB REPAIR LAB

Students' safety while working in the club repair lab is important. Students are not allowed to do any club repair in the lab alone. Students using the club repair lab must have another PGA Golf Management Program student or PGA Golf Management Program faculty member present at all times.

PLAYER DEVELOPMENT PROGRAM

Students who have not passed the Playing Ability Test must be enrolled in the Player Development Program beginning with the first semester of enrollment until the Playing Ability Test is passed. The main purpose of the PGA Golf Management Player Development Program is to enhance the student's playing ability to a level that will allow them to successfully pass the PAT. The Coastal Carolina University Player Development Program will evaluate each student's golf ability and instruct him/her on how to improve. Enrolled students are afforded the opportunity to work with any of the PGA members on staff for all areas of their golf game.

Students who are registered in the program have an assortment of technological assets available for their game improvement. The Charles Thrash Learning Center at the General James Hackler Golf Course serves as the hub of the Player Development Program utilizing state of the art technological advanced equipment for superior instruction. The V1 Swing Analysis System helps instructors and students identify flaws in a player's swing, which helps develop a game improvement plan. In Addition, the V1 system stores a student's golf swing in a locker to show a student their progress or regression. Flightscope and the Foresight Sports GC2 with HMT are used to measure revealing data during the moment of impact to help better club fit and show a student the result of a changed movement. The combination of our technology and staff are key ingredients of the Player Development Program.

Failure to participate in the Player Development Program, if the PAT has not been passed, will result in being placed on program probation.

PGA STUDENT ASSOCIATION

The PGA Golf Management Program Department at Coastal Carolina University sponsors a student organization – the PGA Student Association under the purview of the PGA Golf Management Program.

The Association will elect a slate of officers for each academic year with representatives included from each year's class. All elected officers and members of the Board of Directors must be in good standing with both the University and the PGA Golf Management Program. WCOB currently requires 12 Professional Development Activities (PDAs) for graduation. The Association has activities that both qualify and fulfill this requirement.

The PGA Student Association provides both 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 Association is encouraged to participate in at least one community service activity each semester. This activity may take place either on or off campus. The community service activity does not have to be golf related.

The PGA Student Association leadership will also serve in an advisory role to the PGA Golf Management Program Department. The PGA Golf Management Program Designee will meet with the officers and Board of Directors at least once each semester. These meetings will be used to solicit input from the students, with the goal to improving the overall Golf Management Program experience for students. Student input will be documented and may be forwarded to the Dean of the Wall College of Business Administration.

Membership and participation in Coastal Carolina University's PGA Golf Management Program's PGA Student Association is required. Any student who does not will be terminated from the PGA Golf Management Program.

THE HACKLER GOLF COURSE AT COASTAL CAROLINA UNIVERSITY

Coastal Carolina University owns and operates The Hackler Golf Course, which is dedicated to the students in our PGA Golf Management Program and serves as a lab for the professional growth and development of our students.

The Hackler Golf Course golf shop serves as a “Model Golf Shop” and students are encouraged and welcome to meet with the PGA Head Professional to discuss any aspect of the golf operation. Our students perform both inside and outside golf operations.

STUDENT ACCESS

Our students have daily access to the course Monday through Friday with preferred tee times on weekends and holidays. Students can make tee times one week in advance. Tee times can be made by calling the golf shop (843) 349-6600 or in person. Students are responsible for canceling their tee time if they are unable to make the tee time. Failure to cancel will result in the loss of the tee time privilege. The range is restricted daily Monday through Friday from 1 pm to 4 pm for PGM student use only.

The Hackler Golf course, in cooperation with the Carolinas PGA Section, holds six to eight Playing Ability Tests throughout the year.

STUDENTS WITH DISABILITIES

It is the policy of Coastal Carolina University that no otherwise qualified disabled individuals shall, solely by reason of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic program or activity. Additionally, the PGA of America offers nonstandard testing accommodations for testing to those who qualify.

Students with disabilities can visit coastal.edu/disabilityservices/ to find out more information on their rights and responsibilities at Coastal Carolina University. The PGA requires 90 days prior notice for American Disability Act (ADA) requests. Therefore, students who request ADA accommodations are to notify the PGA Golf Management Program office during orientation and provide all applicable medical records.

MINORITY RECRUITMENT POLICY

The PGA Golf Management Program at Coastal Carolina University is dedicated to supporting the PGA objective of recruiting qualified minorities into the PGA Golf Management program.

Coastal Carolina University will assess, enhance and promote initiatives that support effective access to campus programs and processes for all constituents with a focus on underrepresented groups.

Coastal Carolina University will enhance recruitment and retention of students from underrepresented groups by expanding relationships with school districts, civic organizations and other entities.

PGA OF AMERICA BACKGROUND CHECK

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

The overall objective of the program will help protect not only the individuals who interact with PGA professionals on a day to day basis via lessons, training and teaching; but also the prestigious brand of the PGA of America. The project ensures the PGA of America has a background check program that consistently and thoroughly screens all prospective members. The PGA will select a vendor to administer the background check, which will cover four major areas to verify information provided by the student on the application.

This background check is a standard of membership for all PGA Golf Management University Program students and must be completed prior to election to membership. Students need to visit validex.com/pga.asp to complete the required background check.

PGA GOLF MERIT AWARDS

Coastal Carolina University is pleased to provide the PGA Golf Management merit awards program for freshmen and transfer students entering CCU. Students accepted to the Coastal Carolina University PGA Golf Management Program who meet the required academic qualifications and deadlines will automatically be considered for an award.

CONDUCT POLICY

PGA Golf Management students are expected to act in a professional manner at all times. PGA PGM students represent Coastal Carolina University and our PGA Golf Management Program and we take that responsibility seriously. Our PGA PGM students are held to high standards and are accountable for their words and actions. This applies to students living on and off campus.

Students are subject to the Coastal Carolina University Code of Student Conduct, rules, regulations and policies of the University's PGA Golf Management Program. Students are expected to follow the spirit of the PGA Code of Ethics found in the PGA Constitution.

Coastal Carolina University PGA Golf Management students will sign a Statement of Understanding when they enter the program and annually thereafter, that addresses the program's requirements. The intent of this Statement of Understanding is to insure that each Coastal Carolina University PGA Golf Management Program student understands the extent of the PGA Golf Management Program and what is required to successfully complete all the academic degree and Specialization graduation requirements.

Behavioral issues will be addressed on a case-by-case basis and may result in sanctions including reprimand, suspension and termination at the sole discretion of the program Director.

PROGRAM PROGRESS POLICY

Coastal Carolina University PGA students will be expected to make steady, satisfactory progress throughout their stay at the University.

PGA Golf Management students will also be expected to make steady progress toward completing their PGA membership requirements. For PGA Golf Management program requirements, each entering class will be considered as

cohorts. They will be expected to meet PGA Golf Management milestones with their cohort class. Only the PGA Golf Management Program Director can approve deviations from this cohort milestone schedule. Student's that do not make satisfactory progress in their PGA Golf Management requirements may face dismissal actions from the program. Also, unsatisfactory performance during a PGA Golf Management Program sponsored internship is grounds for removal from the program. Unless a student performs a grievous act, they will be formally counseled and given the opportunity to correct any academic or PGA training shortcomings. These counseling sessions will be documented in the student's permanent folder.

Failure to take the PAT as required, failure to meet the tournament requirement, failure to meet the test retake policy, failure to stay in cohort, failure to complete / submit Work Experience Activities as required and failure to participate in the Player Development Program(if required) can result in suspension or termination.

SUSPENDED STATUS

Students in the PGA Golf Management Program may be placed on program Suspension and have their privileges suspended for any violations of the program policies or the Student Code of Conduct. Community service may be required. The privileges include, but are not limited to, the following and may be amended as needed:

1. Play at the Hackler Golf Course(students can use the putting green, short course, range and work with the Director of Player Development
2. Qualify for or play on any PGA Golf Management team
3. Work at the Hackler Golf Course
4. Attend the PGA Merchandise Show or CPGA Section Annual Meeting and Show
5. Attend the PGA Leader Conference
6. Serve on the PGA Golf Management Board of Directors
7. Play at any area golf courses
8. Loss of starting time privileges at the Hackler Golf Course
9. Students will turn in their PGA ID card to the PGA Golf Management office while on Suspension.

The Suspension period will be determined on a case-by-case basis at the sole authority of the program Director.

SUSPENSION / TERMINATION

Students in the PGA Golf Management Program are subject to being suspended or terminated from the program or required to complete community service if found to be in violation of any of the following:

- Any violation of the Coastal Carolina University Code of Student Conduct.
- Disruptive classroom behavior in any university course or seminar experience or in a residence hall
- The illicit or unauthorized manufacture, use, possession, distribution or dispensation of alcohol or illegal drugs on University-owned, managed or affiliated property or off University property.
- Failure to attend class and take test re-takes as required
- Improper conduct while playing or practicing at the Hackler Golf Course, at any area course or at a course during an internship.
- Any behavior that is considered detrimental to the image and reputation of Coastal Carolina University or the PGA Golf Management Program.
- Any behavior that violates the PGA of America Code of Ethics.
- Failure to follow COVID-19 protocols.
- Failure to meet the four tournament per semester requirement, the PAT requirement or the Player Development Activities as required
- Failure to make steady progress in the program-out of cohort.
- Behavior considered being dis-respective of the PGA Program, students, faculty or staff.
- Failure to make steady progress in the PGA Golf Management Program
- Being out of cohort
- Alcohol is not allowed on the Hackler Golf Course at any time whether one is of age or not of age.

Being in the PGM Program confers no vested right to PGM students but is a privilege that is revocable for cause. The PGA Golf Management Program reserves the right to suspend or terminate a student from the program for any

violation of the program Policies and Procedures in its sole and absolute discretion.

The PGA Golf Management Program reserves the right to increase, decrease or modify penalties in its sole and absolute discretion.

APPEAL OF SUSPENSION OR TERMINATION

A student who is terminated from the PGA Golf Management Program for reasons other than failure to meet the academic standards required by the PGA of America may file an appeal to the Dean of the E. Craig Wall Sr. College of Business Administration (WCOB). The appeal must be made in writing and within five (5) days of receipt of the termination notice. The Dean may uphold the decision, modify the decision or require a new hearing. The decision of the Dean is final.

NOTIFICATION PROCEDURE: To the best of our ability, notification of any disciplinary actions will be documented in writing, reviewed with the student and a copy placed in the student's file.

CLASSROOM POLICIES

- . Hats are not to be worn in class or in the office.
- . Cell phones are to be off during the entire class
- . No side conversations
- . Be on time
- . Be prepared and participate
- . Tank tops, sleeveless shirts or other dress deemed inappropriate or unprofessional are not allowed
- . Remove any food /beverages brought to class
- . Be prepared
- . Participate
- . Have fun

Student Policies & Procedures Signature Page Student Statement of Understanding

I was issued the Coastal Carolina University PGA Golf Management Student Policies & Procedures Manual on _____. As a student in the Coastal Carolina University PGA Golf Management Program, 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 Coastal Carolina University. The PGA Golf Management staff has clearly explained all requirements including

1. The successful completion of the PGA's Playing Ability Test
2. Required participation in the Player Development Program
3. Internship Program requirement
4. The Hackler Golf Course rules and regulations
5. The PGA Golf Management Work Experience Activities
6. Requirement to successfully complete Level Q,1,2,3
7. PGA Golf Management 3.0 retake testing policy
8. The PGA Golf Management/Wall College of Business curriculum
9. Academic and behavior probation standards
10. Grounds for dismissal from the Coastal Carolina PGA Golf Management Program
11. PGA Golf Management Program associated costs
12. Student cohort requirement
13. The nine year time frame to become a PGA member
14. The required steps to become a PGA member
15. The background check through the PGA of America must be completed prior to election to Membership
16. Grounds for probation from the PGA Golf Management Program
17. The behavior policy for PGA Golf Management students
18. PGM classroom dress: no hats, tank tops or other dress deemed inappropriate or unprofessional. Cellphones are turned off during class time.
19. The requirement to play in four PGM tournaments per semester; one PAT per semester and the Player Development Program.
20. Attending class is a program requirement.
21. We will be using email and text messaging to communicate with you.
22. Alcohol is never allowed during any PGA Golf Management functions.
(i.e. all PGM tournaments, special events, etc.)

Student Signature _____

Print Name _____ Date _____