



CATALOG
TEMECULA CAMPUS
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VOLUME 5

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Revised 2/15/12

“Intentionally Left Blank”



The philosopher Aristotle said “You are what you consistently do. Excellence, therefore, is not an act but a habit.” This is more than a quote to us; it is a motto and the yardstick by which we measure our contribution to your career path.

Our faculty goes above and beyond to make your time here memorable. We are dedicated to providing you with the best and most well-rounded education and we consider our students part of our extended family. The Professional Golfers Career College has built a world-wide reputation in education through our graduates working as golf professionals and general managers of country clubs. Our graduates obtain positions throughout the world and their exemplary work has helped spread our hard earned and well deserved reputation.

Your interest in the golf industry has led you here and I'm confident that you'll find the Professional Golfers Career College the right path leading you into a rewarding career.

Dr. Tim Somerville
President

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ABOUT PGCC

Statement of Legal Control

The Professional Golfers Career College is owned by Professional Golfers Career College, Inc. a California Corporation. The corporate offices are located at 26109 Ynez Road, Temecula, California, 92591.

The ownership board members are: Dr. Tim Somerville, President, CEO, COO & CAO, & Sandi Somerville, CFO & Secretary

Administration

Tim Somerville, Ph.D.

President/CEO/COO/CAO

Sandi Somerville

Chief Financial Officer

Jim Wilkinson

Dean of Students

Ron Trandell

General Manager

Jack Gyves, Ed.D.

Assistant to the President

Gary Gilleon

Admissions Director

Randy Shannon, PGA

Director of Golf/Director of Placement

Ann Martin

Financial Aid Director/VA Coordinator

Maria Fons

Financial Aid Officer

Patti Paulsen

International Student Advisor

Faculty

The Professional Golfers Career College faculty has been selected for their outstanding teaching ability and leadership in the golf industry. Many of our faculty members have advanced degrees or PGA membership, and all have excelled in their respective fields to which they instruct at the College.

Our faculty possesses not only the academic background, but also the "real world" 4

experience to teach and make the educational experience interesting to our students.

Steve Adamiak, PGA

PGA of America

- Golf Teaching I
- Clinic Planning

Steve Betty, PGA

PGA of America

- Techniques of Golf Teaching II

Nick Bland

AS, Professional Golfers Career College

- Calligraphy
- Techniques of Golf Teaching IV

Jim Christie, MPGA

PGA of America

- Turf Management

Lee Deitrick

M.A., Michigan State University

B.S., University of Michigan

- Techniques of the Short Game
- Video Analysis

Kevin Duenas

- Fitness for Golf

Ron Groves

M.S., West Coast University

B.A., University of Nebraska

- Word Processing
- Microsoft Office Suite

Jack Gyves, Ed.D

Ed.D, University of Southern California

M.S., University of Southern California

B.A., Siena College

- Introduction to Business & Introduction to Marketing

Darrell Haley

B.S., University of California, Berkeley

M.A., Biola University

- Written and Oral Communications

Gary Hess

B.S., West Virginia Wesleyan College

M.Ed., Westchester State University

- Principles of Career Success
- Personal Financial Planning

Robert Lindfelt

B.T., College of Biblical Research
B.A., East Carolina University
CLAD Teaching Credential, National Univ.

- Psychology II
- Human Resource Management

George Rivera

B.S., University of California, LA

- Principles of Salesmanship

Ron Robinson, PGA

PGA of America

- Rules of Golf

Brian Richardson

B.S., San Diego State University

- Kinesiology

Randy Shannon, PGA

PGA of America

- Golf Operations I, II, III
- Organization of Golf Tournaments
- Career Planning & Placement

Lou Skovron, PGA

PGA of America

- Country Club Management
- Food & Beverage

Dr. Tim Somerville

B.S. East Carolina University
M.A. Georgetown College
Ph.D. Ohio State University

- Psychology I
- History of Golf

Edward Smilow, Esq.

B.S., Cornell University
J.D., New England School of Law

- Business Law
- Psychology of Golf

Ron Trandell

- Principles of Club Design & Repair
- Club Fitting

Jim Wilkinson

B.A. West Virginia Wesleyan College
M.A. Westchester State College

- Health Science
- Psychology III & IV

Approval Disclosure Statement

Professional Golfers Career College, 26109 Ynez Road, Temecula, CA 92591, was granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94900. The council's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private post-secondary educational institutions. Institutional approval must be re-approved every 4 years and is subject to continuing review. Approval is: a Specialized Associate Degree in Professional Golf Management, 1380 clock hours, 72 units. The College is also approved for a registered program; Intensive English Program (IEP).

Instruction is in residence with facility occupancy level accommodating 200 students at any one time. California statute requires that a student who successfully completes a course of study be awarded an appropriate degree verifying the fact.

Accreditation

The Professional Golfers Career College is accredited by the Accrediting Council for Independent Colleges and Schools to award a Specialized Associates Degree.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The address is:

Accrediting Council for Independent Colleges and Schools

750 First Street, NE, Suite 980
Washington, DC 20002-4241
Tel: (202) 336-6780

The Professional Golfers Career College's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. The Professional Golfers

Career College under Section 94802(a) of CPPEA, will by operation of law, be approved until March 1, 2012. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumers Affairs. The Bureau can be reached at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

The Professional Golfers Career College has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site: www.bppe.ca.gov

Fiscal Responsibility

The Professional Golfers Career College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Mission Statement

The mission of the Professional Golfers Career College is to educate the future leaders in the world of golf. This mission is accomplished by providing our students with the most updated curriculum in business and golf-related education. PGCC has one program – Professional Golf Management. Our program objectives are as follows:

1. Because our college focuses on a population of students who wish to attain leadership positions in golf-related organizations, students can expect a broad-based education that covers the many different aspects of professional golf management. The curriculum is designed to include the business aspects of golf management as well as the teaching and playing of professional golf. The ethical values found in the game of golf are also included in many of our classes, such as leadership, attitude & motivation, and Rules of Golf.
2. One of the primary goals of our college is to exceed the expectations of our students. We do this by having an updated curriculum, a caring and professional faculty, and an outstanding reputation in the golf business.
3. Our curriculum is designed to cover an area of general education subjects and also specific related professional golf management topics. These include classes such as Golf Operations, and Marketing. Students are also taught public relations skills, golf teaching skills, Country Club Management, and Golf Club Design. Each class is designed to measure the student's progress through exams. These exams may be written, oral, or skill demonstrations, which would include some of our golf classes.
4. The Professional Golfers Career College was founded to provide a broad-based education for skilled golfers who need a

professional golf management program before entering the marketplace. The uniqueness of the College is that it combines the skills of golf with a business curriculum. Our graduates are not only golf professionals and general managers of country clubs, but also businessmen with golf-related manufacturing companies. Employers have found our graduates to have the skills necessary to be successful in a very competitive environment in the business of golf.

The College

The Professional Golfers Career College is one of the most unique colleges in the world. The mission of the college is to educate its students so that they can become the future leaders in the world of golf. Our college is designed to meet the worldwide need for golf professionals who are trained in both the sport and in its business management.

It takes much more than a great golf swing to be a golf professional in the future. Success depends upon business, merchandising, teaching and public relations skills. Our curriculum consists of a four-semester program over a 16-month period that provides our students with the best instruction possible. Graduates receive a Specialized Associate Degree in Professional Golf Management.

Our academic instructors have been selected for their outstanding teaching ability and leadership in the business community. Our PGA golf professionals are renowned in their chosen profession. Only the best teach at our college, and their dedication to our students makes education at the Professional Golfers Career College a very unique and special experience.

The Professional Golfers Career College has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

History and Background

The Professional Golfers Career College was incorporated in November 1990 in Temecula, California. The College began with its first class on September 6, 1991, with a class of 30 students. The first graduation was held on December 19, 1992. The reputation of the College since its beginning has grown internationally as a fine institution of training for people seeking a career in golf.

Program Description

Professional Golfers Career College offers a Specialized Associate Degree in Professional Golf Management. The degree program lasts two academic years and contains 72 semester units including 14 semester units in general education. Each course is worth one or two semester credits and the program consists of approximately 43 courses. The objective of the program is to help students attain a fundamental grounding in professional golf management, including an introduction to the theory and practice of golf shop operations, methods of golf teaching, golf rules and country club management. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. The College is in operation Monday through Friday. Classes are held from 8:00 am until 12:00 noon. Golf activities start at 1:00 pm.

Campus Location and Facilities

The Professional Golfers Career College is located at 26109 Ynez Road, Temecula, California 92591, in the beautiful Temecula Valley region of Southern California. The College campus consists of administration offices, five classrooms, a club repair facility, pro shop, fitness room, golf studio and library. Classrooms average over 700 square feet and are equipped with

televisions, VCR/DVDs, movie screens and overhead projectors.

The club repair facility is located on campus and has work stations for the students. A lie and loft machine plus club repair materials such as shafts and grips are made available to the students.

The College pro shop contains golf balls, golf shoes, shirts, golf clubs and other necessary golf equipment, including books. The College pro shop is a valuable learning experience for students to obtain knowledge in pro shop operations.

Our beautiful college library contains golf instructional books, golf videos and other materials related to each class taught at the college. Books and videos can be checked out for student use. The Library is open during office hours: 7:00am to 4:00pm.

The golf instructional program uses training aids, such as video cameras, practice training devices, such as putter tracks, swing plane trainers, swing mirrors, indoor hitting cages, weight shift monitors, and training clubs, all of which are available to the students.

The Legends Golf Club at Temeku Hills

When Dr. Tim Somerville founded the Professional Golfers Career College in 1990, owning a golf course was on the long list of things to do, and over the last two decades, one by one, that list has gotten shorter. Dr. Somerville, and PGCC, are now the proud owners of The Legends Golf Club at Temeku Hills.

The 6,600 yard course is a classic, designed by Ted Robinson, it features five lakes and numerous doglegs that challenge every golfer, and every PGCC student. At The Legends Golf Club at Temeku Hills students will get “hands-on work in every capacity” so when they graduate with their 2-year degree in Professional Golf Management, in

addition to learning the basics in class, they'll have practical experience.

“Our students will be giving free lessons to the community as part of their Golf Teaching course, their Turf Management classes will be held there and they'll learn to truly understand the importance of customer service by working in the Pro Shop for their Golf Shop Operations class.

Usual Class Size

The usual class size of an incoming class is about 40 students

Veteran's Benefits

The Professional Golfers Career College is approved for Veteran's benefits.

ADMINISTRATION

Dr. Tim Somerville
President/CEO/COO/CAO

Dr. Tim Somerville is President, Founder, Chief Executive Officer, Chief Operating Officer & Chief Academic Officer for the Professional Golfers Career College. Dr. Somerville has one of the most unique backgrounds in education, college athletics, and golf.

Dr. Somerville has a Ph.D. in Education from Ohio State University, where he also taught and coached. His educational background and teaching experience provide an ideal background to serve as President of the Professional Golfers Career College. He has taught and coached golf and basketball on the college level for over 12 years and was head basketball coach at Texas Christian University.

For many years, Dr. Somerville was one of the owners and Executive Director at the San Diego Golf Academy and was also instrumental in starting the Golf Academy of the South. After leaving that position, he founded the Professional Golfers Career College. Dr. Somerville is a leader in golf education and has helped develop many of the concepts used in golf education curriculum development. He has also appeared in professional golf videos and written many golf articles. Dr. Somerville has also been on the editorial staff of Golf Tips Magazine.

Sandra Somerville
Chief Financial Officer

As the Secretary and Chief Financial Officer, Sandi is responsible for the College's financial health. Accounts Receivable, Accounts Payable, Payroll, Banking, and General Ledger are some of her areas of responsibility. She has over 30 years experience in the business arena. As an owner, Vice President, and controller of two multi-million dollar companies, Sandi brings a wealth of knowledge and wisdom to the business.

Jim Wilkinson
Dean of Students

Jim Wilkinson has been an educator for over 42 years on both the East and West Coasts. He possesses a Bachelors Degree from West Virginia Wesleyan College with a Masters Degree in Education from West Chester State University. He began teaching in 1959 in Pennsylvania and successfully coached in the public school system for over 30 years. As the Dean of Students at PGCC, he is well liked and respected for his genuine nature and knowledge of the golf game. Jim is the author of *It's The Little Things*, an educational book on how to be a better teacher.

Randy Shannon, PGA
Director of Golf
Director of Placement

With over 30 years of working in the golf industry and 24 years as a Class "A" PGA Member, Randy Shannon brings a vast knowledge within all aspects of Golf Club Operations. Having nine years experience as General Manager and twelve years experience as Director of Golf/Head Professional, he is a great addition to our team.

With prior experiences at Private, Resort, and Public facility management, 3 start-up golf facilities from inception, 6 "Merchandiser of the Year" Awards, and excellent Tournament Operations background with 14 years working with the PGA TOUR events, Randy's background will benefit many area's within the students desires of further education.

Some of Randy's recent employment facilities include; Head Golf Professional at Kapalua Golf Club in Maui, Hawaii, Director of Golf at Broken Top Club in Bend, Oregon, and General Manager at Cross Creek Golf Club & Talega Golf Club in Southern California.

Gary Gilleon
Director of Admissions

Gary comes to the college with an outstanding background in leadership and management. Gary served our great nation for 30 years as a Naval Officer. Gary possesses a Bachelor of Science from Oregon State University and a Masters in Organizational Management. Gary is a past graduate of the golf college so his passion for the history and the game of golf is evident daily with his interactions with the students.

Gary understands the value of customer service and offers his perspective in the greatest lesson he values in life. That lesson is simple: how to value people and develop lasting relationships.

Ann M. Martin
Financial Aid Director
Executive Administrator
VA Coordinator

As the Executive Administrator, VA Coordinator, and Financial Aid Director at the College, Ann was instrumental in starting the Title IV Program at PGCC. Her responsibilities include compliance with the States of California, Florida, South Carolina and ACICS for student file completion and student transcripts and overseeing the Financial Aid Department at all three campuses. Ann has been with the College since 1992.

Patti Paulsen,
International Student Advisor

With over 10 years of experience in education, Patti Paulsen is a wonderful addition to our administrative staff. She graduated from San Diego State University with an emphasis in Multicultural Education. The knowledge she gained working at SDSU created a passion working with a diverse student population. She has advised International Students since 1996, assisting them in procuring a student visa for studying in the USA.

Advisory Board

The Professional Golfers Career College has attracted an outstanding Advisory Board that provides the administration for the College with

updated knowledge of the golf industry. Our Advisory Board is involved in the business of golf, golf instruction, and ownership of golf courses. The board is made up of the following individuals:

Tom Addis III, PGA

Tom is one of the most outstanding PGA golf professionals in the country. Mr. Addis was the President of the PGA of America in 1995 and 1996. Tom also received the highest award bestowed upon a PGA Golf professional when he was selected as PGA Golf Professional of the Year in 1989. Tom has devoted his entire career to the game and business of golf. Tom has helped develop the golf business curriculum for the Professional Golfers Career College and has also taught the Golf Operations and Rules of Golf classes. Tom was also President of Medallion Golf, a facility design, construction, operations, and management services company. Tom now serves as the Executive Director of the Southern California PGA.

Jim McLean

Jim is one of the most recognized teaching professionals in the world. Jim has authored some of the best selling instructional books, including *The Eight Step Swing* and *Golf Digest Book of Drills*. He also has produced some of the best-selling videos including *The Eight Step Swing* and *The Golf Swing: Ben Hogan and the Sam Snead Video*. Jim has helped design the golf instructional curriculum for PGCC and has also hired our graduates to teach in the Jim McLean Golf Schools.

Ted Horton

Ted is the Executive Director of the California Golf Course Owners Association. Ted is one of the most recognized golf course superintendents. He was the head golf course superintendent at some of the most famous golf courses, including Pebble Beach, Wing Foot, and Westchester Country Club. Ted has a great network of friends throughout the golf industry and advises the College on relationships and placement in the golf industry.

STUDENT SERVICES

Advisory Program

During enrollment at the College, students have conferences each semester with one of the directors. At these conferences, career plans, academic concerns, and personal matters can be discussed in confidence.

During the last semester the students attend, they are assigned to a director for career placement assistance and coaching. The directors are available to students during office hours. Students can make appointments in the administration office.

Admissions Counseling

The College seeks to enroll only those students who can be served by its specialized program. Students who can be best served by another college will be advised to enroll elsewhere.

Every effort will be made to help the student before and after enrollment by the administration of the College. The College follows a strict nondiscrimination policy in the admission of students.

Academic Counseling

Academic counseling is a continuous process of helping students experience success. At the Professional Golfers Career College, the directors and the faculty are available throughout the school year to help students reach their career goals.

Career Counseling

Career counseling and planning is offered as a part of the total experience for the student. From job-seeking skills, to resume preparation, to the interview, instruction is provided as students are assisted in making favorable career decisions.

Drug and Alcohol Counseling

PGCC performs a mandatory drug test on all students in their first semester. The College strives to maintain a drug-free environment for its students. A list of counseling centers is available to students seeking guidance for drug-related concerns. The Student Handbook details college regulations concerning drugs and alcohol.

Housing

PGCC does not assume responsibility for student housing and does not maintain dormitory facilities under its control. However, the College will help every student find housing very close to campus.

Identification Cards

Identification cards are required for all students. Photos are taken during new student orientation. New ID's are made each semester and distributed at the beginning of each semester. Should an ID card be lost or destroyed, its replacement will cost \$5.00. ID's are necessary to be able to play golf at all of the courses at which the College has privileges.

New Student Orientation

Orientation is held before the first day of class each semester. All new students are required to attend. Orientation activities include: meeting the directors and faculty; going over the student handbook covering rules and regulations, dress code, and ID cards.

Library

The College Library has resource materials that include books related to all of the academic classes, plus golf-related material. The College also provides, to all students, access to an electronic on-line library: Library Information Resource Network (L.I.R.N.). Students can gain access to L.I.R.N. on any internet-accessible computer located in the computer lab.

Championship Golf Courses

The Professional Golfers Career College has many championship golf courses available nearby for students, in addition to a driving range. Golf training at the fine golf courses in Temecula and elsewhere in Riverside County, California, couldn't be better.

Located very close to the campus is The SCGA Members' Club at Rancho California. This championship club plays 7,100 yards from the back tees. Golf Magazine ranked this course as one of the top 50 public courses in the country. The Southern California PGA and Golden State Tour have both played many championship tournaments on this great course.

Our students also play at the Temecula Creek Inn, which is one of the finest resort courses in Southern California. This outstanding course has 27 challenging holes and is the site of the Temecula Creek Open, which has attracted top mini-tour players from throughout the country. It is also the site of many of the Golden State Tour Championships. This beautiful resort is only a ten-minute drive from our campus.

Another outstanding course for our students is Menifee Lakes Country Club. This 27-hole course has a great layout with plenty of water that comes into play, making it very challenging for our students. This premier course is only a fifteen-minute drive from our campus.

Other fine golf courses where students play include Pala Mesa, RedHawk, and Cross Creek.

ADMISSIONS

Admission Requirements

The College seeks serious students who have a true desire to obtain entry-level positions in the golf industry as club professionals, general managers of country clubs, or sales representatives of golf apparel companies. Both men and women who are past the age of compulsory education and have earned a high school diploma or its equivalent will be accepted as regular students if they meet the playing qualifications. Exceptions are made if a student has some mitigating circumstances and cannot obtain his or her high school transcripts. In this case, a signed statement from the applicant may be substituted. A student who is not a high school graduate may be admitted if they have earned the minimum of an Associates Degree from an accredited college.

An applicant must also meet the playing ability requirements. Applicants who want to be golf professionals must have a golf handicap of 10 or below. Applicants who desire to be general managers or sales representatives in the golf industry must have a golf handicap of 20 or below.

Admission Procedures

1. Complete an Application for Admission
2. Submit required official high school transcripts (and college transcripts, if applicable).
3. The College must receive four letters of reference from people noted in the reference section on the application.

After the College receives these documents, the admissions office reviews the documents and a decision is made. Should a positive decision be made, an acceptance letter, starting date, and contract is sent to the student. Students must return the contract with a \$500.00 deposit to reserve their place for entering the College. The \$500.00 deposit will be applied to the payment of the first semester's tuition.

International Students

International students who apply to PGCC are expected to meet the same admissions requirements as all other students. Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) and earn a score of 500 (paper) or 150 (computer). International students with a background in English may meet with the President to discuss their English communications skills. All PGCC courses are taught in the English Language.

PGCC provides Visa services. International Students who are accepted into PGCC will receive an I-20 form from the College so the student can apply for their visa. International students are not eligible for any student financial assistance.

If a student does not meet the TOEFL requirement or feels that they need further English studies, they can enroll in our Remedial English class.

The cost for that class is:

Application Fee: \$125
Tuition: 7,500/semester
Fees: \$500/semester
Total Cost: \$8,000/semester

Tuition and Fees

Tuition payment and fees for U.S. students are:

Application Fee: \$75
Tuition: \$26,800 (\$6,700/semester)
Fees: \$2,000 (\$500/semester)
Textbooks: Approximately \$1,000 (for four semesters)
Total Cost: \$29,875

Tuition payment and fees for international students are:

Application Fee: \$125
Tuition: \$28,000 (\$7,000/semester)
Fees: \$2,000 (\$500/semester)
Textbooks: Approximately \$1,000 (for four semesters)
Total Cost: \$31,125

Tuition includes all of the academic classes plus green fees, lessons from our golf staff, and range balls. Fees include: Administration, Library and Information Resource Network, Internet Access, Tournament Fees, Computer Lab, Club Repair Lab.

Career Placement Services

At the Professional Golfers Career College, placement of our graduates is one of our main goals. However, the College cannot promise or guarantee employment or level of income to any student or graduate.

PGCC helps students to prepare for the job search by providing assistance in:

1. Reviewing a student's resume
2. Counseling for a career choice in the golf industry
3. Providing job leads
4. Helping the student in interviewing techniques

The success of the College's placement efforts will be influenced to a great extent by the attendance, attitude, and academic record of the student. The placement office will do everything possible to help our students understand the placement process.

GAINFUL EMPLOYMENT DISCLOSURES

IMPORTANT NOTICE:

The following consumer information is provided as required by federal regulations. This information is based on current and historical data and does not constitute a promise or guarantee of future performance. There are many factors that will change the cost of a program, the time to complete the program, or the amount of debt that an individual may incur in order to complete the program, including transfer credits, eligibility for grants, course failures, and non-continuous attendance. These figures represent general program information that depends on individual situations, and the Professional Golfers Career College makes no guarantee or warranty, either expressed or implied. The College reserves the right to adjust tuition and fees and to add or delete programs of study at any time, in accordance with applicable statutes and regulations.

Articulation Agreements

The Professional Golfers Career College has not entered into any transfer or articulation agreements with any other college or university. However, the college retains the right to enter into agreements with other colleges or universities at any time.

Objective

The occupational objective of the two-academic-year Specialized Associate Degree Program is Professional Golf Management. The curriculum is designed to cover an area of general education subjects and also specific related professional golf management topics. These include classes such as Golf Operations, and Marketing. Students are also taught public relations skills, golf teaching skills, Country Club Management, and Golf Club Design. Each class is designed to measure the student's progress through exams. These exams may be written, oral, or skill demonstrations, which would include some of our golf classes.

This program of study is designed to prepare students for the types of occupations listed below. The occupations listed are based on federal government information and represent the types of positions for which the program generally prepares graduates. The College makes no representation or warranty that its graduates have obtained these positions or that any future graduates will obtain these positions.

- **Administrative Services Managers**
- **General and Operations Managers**
- **Management Analysts**
- **Quality Control Systems Managers**
- **Social and Community Service Managers**

Cost of Program

Tuition and fees:	\$28,800
Books:	\$1,000
On-Campus room & board	Not Offered

Tuition includes all of the academic classes plus green fees, lessons from our golf staff, and range balls. Fees include: Administration, Library and Information Resource Network, Internet Access, Tournament Fees, Computer Lab, Club Repair Lab.

The amount quoted is the typical cost of a program that does not factor in individual circumstances such as course failures, and price changes. The College does not offer on-campus room and board. The Professional Golfers Career College does not make any guarantee or warranty, either expressed or implied.

Financing

In addition to any grant aid for which they are eligible, students may use loans to finance their education. The median loan debt for program graduates is as follows.

Federal loans:	\$13,718
Private Educational Loans:	\$9,177

The median loan debt is calculated based on students who graduated between January 1, 2010 and December 31, 2010. An individual's loan debt will vary based on individual factors such as a student's decision to pay for the program from sources other than student loans or to borrow more than is needed to pay the direct costs of education, course failures, and program changes. Private educational loan data are based only on information reported to the College.

Success

Reported completion time for this program, assuming continuous, full-time enrollment

This program is designed to take 16 months to complete.

100% of graduates from this program finished in this time.

100% of graduates from this program finished within 150% of this time.

The length of the program will vary based on individual circumstances such as failing or retaking a course or courses.

Placement

The job placement rate for students who complete the program is 81.3%.

The placement rate is calculated using the formula promulgated by the Accrediting Council for Independent Colleges and Schools for 2010. The College makes no promise or guarantee of employment.

Consumer Warning: Beware of any institution or college that either promises or guarantees you a job. Be very cautious of any school that advertises 100% placement rate.

Campus Security Report

You can view the entire report at: <http://ope.ed.gov/security/Index.aspx>

On-campus Student Housing Facilities

This institution does not provide On-campus Student Housing Facilities.

Local Police Crime Statistics

Local statistics are included with the campus's statistics.

Criminal Offenses | **Hate Crimes** | **Arrests** | **Disciplinary Actions**

Criminal Offenses - On campus

Criminal offense	Total occurrences On campus		
	2007	2008	2009
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Criminal Offenses - Public Property

Criminal offense	Total occurrences on Public Property		
	2007	2008	2009
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

ACADEMIC POLICIES

Attendance

PGCC has a “no excuse” policy when it comes to attendance. Students are expected to treat their classes as if it was their job. Being late for a class is considered an absence. Three absences may result in the lowering of a letter grade in a class. The fourth absence may result in the immediate dropping of the student from the class.

Students are expected to attend classes as scheduled, as they would be expected to be present for work.

Course Repetition

A student must repeat a required class in which he/she has received an "F" grade. The new grade will be used for figuring the students GPA.

Clock Hours

There are 50 minutes in each clock hour.

Complaint or Grievance Procedures

Students experiencing problems with any teacher or administrative personnel should first try to resolve the problem directly. Should there still be difficulties, the student is requested to make an appointment with the Dean of Students so that any complaint may be registered and solutions discussed. If further action is required, refer to the grievance procedure.

Grievance Policy

It is important for every student, staff and faculty to know the correct procedure for resolving any problems they may encounter. The following is an outline of the procedures to be followed.

Any grievance must be first addressed to the person or department with whom the disagreement originally occurred.

If a resolution is not achieved, a formal written statement must then be submitted to the Dean of Students. A meeting will be held with the disagreeing parties and the Dean of Students.

If the grievance is not satisfactorily resolved with the Dean of Students, a written statement must be forwarded to the President of the College. Upon reviewing the facts presented by the students, faculty or staff, the President will render a decision. All decisions made by the President are final.

Students wishing further assistance may direct concerns in writing to the Accrediting Council for Independent Colleges and Schools. The address for ACICS can be found on page 5 of this catalog.

Conduct

A student whose conduct reflects unfavorably on the orderly operation of the College will be dismissed.

Units of Credit

The unit of credit used at PGCC is a semester unit of credit. A unit of academic credit is related to the amount of work accomplished. 15 theory hours equal one unit of credit. 30 laboratory hours equal one unit of credit.

Degree

Graduates of the Professional Golfers Career College receive a Specialized Associate Degree in Professional Golf Management. Students must complete all work with at least a 2.0 grade point average, and be in attendance for at least 80% of the total course hours.

Final Examinations

No student shall be excused from final examinations. Instructors will give the exams at the time regularly scheduled. Any student who finds it impossible to take a final exam at the scheduled time must request permission from the instructor and the administration to take it at a different time.

Full Time

A full-time student maintains a minimum of 12 credit hours and will complete a minimum of 24 credits in an academic year.

Grade (Progress) Reports

Grade reports are issued at the end of each semester. Students will pick up their grade reports at the administrative office. Transcripts are kept for 50 years by the College.

Graduation

Students must pass all classes in Professional Golf Management (18 credits), Physical Education (16 credits), and Science (4 credits). A student must also complete 30 of the 34 credits in Business, Psychology, Art, English and Data Processing. A student must also have a 2.0 GPA to graduate. A minimum of 54 credit hours must be in residence. All financial obligations must be met.

Guidance and Assistance

Professional Golfers Career College will assist any student, upon request, with academic problems. Guidance may be scheduled with individual teachers, or a director and a record of guidance is maintained.

Mitigating Circumstances

The President of the College may grant a leave of absence for circumstances of sickness, family emergency and other crisis that may affect a student's life. These circumstances must be documented by the student. The student fills out the Mitigating Circumstances form listing the reasons why the student should be granted a leave of absence. The form is then reviewed by the College President and a decision is made after reviewing the reasons why the student needs a leave of absence. The student is then notified of the President's decision.

Leave of Absence

Leaves up to 60 calendar days will be granted to students who find it absolutely necessary to interrupt their training for personal reasons. A request for a leave must be in writing to the Dean of Students. Students will be readmitted at the next available start date.

Only one leave of absence will be granted per academic year. The standards of satisfactory progress will not be affected during an approved leave of absence.

Length of Program

The College is on a two semester per academic year schedule, but offers three semesters (trimesters) per calendar year. The program requires four (4) semesters and can be completed in 16 months.

Make Up Work

Students are responsible for all work missed by absence. Requests for make-up are made with the instructor in charge, and the instructor will document this make-up work.

ACADEMIC POLICIES

Satisfactory Progress

Students are required to complete the requirements for their program of study before they have attempted 150% of the number of credit hours that are required for completion of the program (Maximum Time Frame). Students who have not completed the requirements of the program of study within the Maximum Time Frame will be dismissed. Progress records shall be maintained in the student's academic file

Student progress will be evaluated at the end of each semester. At the conclusion of the first semester of study, or after attempting 25% of the credit hours required for completion of the program, whichever occurs last, the student must have successfully completed 55% of the credit hours attempted and have earned a GPA of 1.25. A student not meeting these standards will be placed on probation for one semester.

At the conclusion of the second semester of study, or after attempting 50% of the credit hours required or completion of the program, whichever occurs last, the student must have successfully completed 75% of the credit hours attempted and have earned a GPA of 1.60. A student not meeting these standards will be placed on probation for one semester.

At the conclusion of the third semester of study, or after attempting 75% of the credit hours required for completion of the program, whichever occurs last, the student must have successfully completed 80% of the credit hours attempted and have earned a GPA of 1.80. A student not meeting these standards will be placed on probation for one semester.

At the conclusion of the fourth semester of study, or after attempting 100% of the credit hours required for completion of the program, whichever occurs last, the student must have earned a GPA of 2.00 and have completed the requirements for graduation. Students who have not met these standards will be determined to be making unsatisfactory progress. These students will be dismissed unless the student is willing to attend with a status of probation and to receive no financial aid, unless the President determines that there were exceptional, documented

mitigating circumstances (i.e., death in the family, sickness of the student, etc.). A student will be permitted to attend with this status for one additional semester with the permission of the President. If the student is unable to complete the program requirements with a cumulative grade point average of 2.00 by the end of that semester, the student will be determined to be making unsatisfactory progress and will be dismissed. Course incompletes and withdrawals will be counted as "F" grades for purposes of calculating courses attempted and grade point averages. Failed courses that are repeated will be counted as "F" grades whether or not these courses are passed when taken again.

Courses for which non-punitive grades are granted will not be used in the calculation of grade point average, but will be used in the calculation of credits attempted. When a student is determined to be making unsatisfactory progress, the student may apply for reinstatement after one semester of non-enrollment as a regular student. During this semester, the student must take failed classes and submit a letter to the President describing what coursework has been taken and what progress has been made. The President will make a final decision regarding reinstatement.

Grading Scale

A = 96-100 (4.0)	D+ = 66-67 (1.3)
A- = 90-95 (3.7)	D = 65.5 (1.0)
B+ = 85-89 (3.3)	D- = 65 (0.7)
B = 80-84 (3.0)	F = Below 65 (0.0)
B- = 77-79 (2.7)	I = Incomplete
C+ = 73-76 (2.3)	W = Withdrawal
C = 70-72 (2.0)	TC = Transfer Credit
C- = 68-69 (1.7)	

Incomplete Grades

Students earning an incomplete ("I") grade in any class will have one (1) semester to make up the incomplete. If the incomplete is not made up in the allotted time, then the incomplete will turn into an "F" for the class. The student must see

the instructor in charge of the class for information on making up the incomplete.

Transfer Credits

The College will accept credits for work done at other postsecondary institutions. A "C" or higher grade must be made for credit to be transferred and the course must have relevance to a course offered at the Professional Golfers Career College. Students must submit an official transcript and catalog to the Administrative Office in order for transfer credit to be considered. Students may earn no more than 20% of the credit required for graduation using transfer credit.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

The transferability of credits you earn at the Professional Golfers Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn, in Professional Golf Management is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Professional Golfers Career College to determine if your credits or degree will transfer.

Articulation Agreements

The Professional Golfers Career College has not entered into any transfer or articulation agreements with any other college or university. However, the college retains the right to enter into agreements with other colleges or universities at any time.

Prior Experiential Learning

It is the policy of PGCC to have students that are interested in having prior experiential learning evaluated for possible award of college credit to submit a written report recounting their experience and how that experience demonstrates learning at the College level, the learning experience demonstrates a balance between theory and practice, and the prior learning experience directly relates to the student's degree program. A recommendation for granting of credit will be attached and forwarded for review by the College President. No more than 15 semester credits may be awarded for prior experiential learning.

Withdrawal

Students who wish to withdraw from the College must do so through the Dean of Student's office, by mail or in person.

Student Interaction/Study Groups

Students are encouraged to participate in ad hoc study groups for joint study and research. During orientation and the first day of classes for each course, the instructor will encourage students to form study groups.

Veteran's Policies

Prior Credit Evaluation

Students receiving veteran's benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified.

Satisfactory Progress

Students receiving veteran's benefits will be monitored for satisfactory progress at the end of each 15-week semester. If the student's overall GPA falls below 2.0, he or she will be placed on probation for the following semester. If the student fails to achieve a GPA of 2.0 or above by the end of the probation period, veteran's benefits will be interrupted and the Department of Veteran's Affairs will be notified.

STUDENT'S RIGHTS

Appeals

If a student disagrees with the satisfactory progress standards, he/she must first discuss the problem with the instructor. If still unsatisfied, the student may appeal to the college President. The decision of the President is final. Students who receive an INCOMPLETE grade must arrange with the instructor to complete all course requirements, including any examinations. This make-up work must be completed by the end of the next semester (15 weeks) or the "I" grade will automatically become an "F." A grade of "W" will be used to denote withdrawal from a class. Withdrawal from a class or classes shall be authorized through the fifth week of instruction. Withdrawal after the fifth week is recorded as an "F" on the student's transcript. Withdrawal is accomplished through the Directors office. A "W" is a clerical symbol, not a grade and has no effect on the student's GPA.

Probation

Students whose grade point averages fall below 2.0 at the end of any semester will be placed on probation through the following semester. If progress does not improve by the end of that following semester, the student will be dismissed (terminated). A student on academic probation shall be removed from probation when the student's accumulated grade point is 2.0 (C) or higher.

Reinstatement of a Student for Unsatisfactory Progress

The President of the College must approve reinstatement of any student. A student must sit out a minimum of one semester before being reinstated. A student must retake any failed class and submit a letter to the President stating what classes or academic progress he or she has made and why the student should be reinstated. A decision by the President is then given to the student.

Removing Academic Probation Status and Reestablishing Satisfactory Academic Progress

A student who is able to remedy the condition and reestablish satisfactory progress within the terms specified in the above section of Satisfactory Academic Progress will be removed from academic probation. Observations will be made on the student every semester thereafter.

Student Appeals Policy

A student who has been placed on probation or dismissed and disagrees with the finding may appeal according to the following procedure.

Any appeal must be first addressed to the person or department with whom the disagreement originally occurred.

If a resolution is not achieved, a formal written statement must then be submitted to the Dean of Students. A meeting will be held with the disagreeing parties and the Dean of Students.

If the appeal is not satisfactorily resolved with the Dean of Students, a written statement must be forwarded to the President of the College. The President will hold a hearing and make a decision on the probation/dismissal. This procedure also applies for students who wish to appeal because of special or mitigating circumstances. Dismissed students who successfully appeal the decision will be placed on probation upon return to the college. All decisions made by the President are final.

Students wishing further assistance may direct concerns in writing to the Accrediting Council for Independent Colleges and Schools. The address for ACICS can be found on page 5 of this catalog.

Policy on Canceling Courses or Programs

It is the policy of the institution that all enrolled students will be provided the opportunity to finish up the classes or programs in which they are enrolled. If programs or classes for future start dates are cancelled, students will be refunded what they have paid.

Records Retention

It is the policy of PGCC for student records to be maintained for five years. Transcripts are maintained for 50 years. All student records and student transcripts are kept in the administrative office.

Students who wish to view the contents of their student records must make a written request to the Executive Administrator. The Executive Administrator will meet with the student during normal business hours, at a time set by the Executive Administrator, and in the Executive Administrator's office. The original records may not leave the Executive Administrator's office. The Executive Administrator must comply with the student's request within fifteen working days.

The campus is authorized under the Act to release "directory information" concerning students. Currently, in response to a specific inquiry, the Administration Office releases the following: name, address and telephone number, place and date of birth, field of study, dates of attendance, and degrees and awards received. The above-designated information is subject to release by the campus at any time unless the campus has received prior objection from the student specifying information that the student requests not be released.

Refusal to Provide Copies

While the student retains the right to inspect his or her records, Professional Golfers Career College may deny copies of records, including transcripts, in the following situation: The student has an unpaid financial obligation to the College.

Fees for Copies of Records

With the exception of academic transcripts, which are covered by executive order, the fee for copies will be 25 cents (\$.25) per page.

School Rights

The College reserves the right to add or withdraw any course or program, or to make changes in curricula, tuition, fees, textbooks, regulations, start dates, or any published agreement, as conditions warrant. Students will be notified of any changes.

Termination

Students may be terminated for excessive absences and/or tardies, rude and disruptive behavior, or failure to follow the rules and regulations of the Professional Golfers Career College as published herein and in the student handbook.

Anti-Hazing Policy

PGCC will not permit any activity considered hazing. Any student found involved in any form of this type of activity will be terminated from the College.

CURRICULUM

Courses are numbered to indicate the level of the course in relation to other courses. The numbering of a course should not be taken as a strict indicator of the rigor of the course. All course prerequisites are listed under the "Course Descriptions" section of this catalog. With the exception of the Tournament Golf class, the courses taken in the first two semesters are 100 numbered classes, and the classes taken in the third and fourth semester are 200 numbered classes.

First Semester:

Course Number	Course Title	Clock Hours	Credit Hours
ART- 101	Calligraphy	30	1
BUS- 103	Introduction to Business	30	2
BUS- 157	Principles of Salesmanship	30	2
PE- 112	Fitness for Golf	30	1
PE- 121	Techniques of Golf Teaching	30	1
PE- 136	Rules of Golf	30	2
PGM-254	Food & Beverage	15	1
PGM- 150	Golf Operations I	30	2
*PSY-106	Psychology I	30	2
SCI- 138	Health Science	30	2
PE- 142A	Tournament Golf	60	1
	Total Hours and Credits	345	17

Second Semester:

Course Number	Course Title	Clock Hours	Credit Hours
BUS- 162	Introduction to Marketing	30	2
DP- 115	Word Processing	30	1
PE- 122	Techniques of Golf Teaching II	30	1
PE- 140	Organization of Golf Tournaments	30	2
PGM- 151	Golf Operations II	30	2
PGM- 157	Turf Management	30	2
PGM- 158	Principles of Club Design & Repair	30	2
*PSY-108	Psychology II	30	2
PSY-109	Principles of Career Success	30	2
SCI- 134	Kinesiology	30	2
PE- 142B	Tournament Golf	60	1
	Total Hours and Credits	360	19

CURRICULUM

Third Semester:

Course Number	Course Title	Clock Hours	Credit Hours
BUS- 267	Human Resource Management	30	2
*ENG- 201	Written Communications	30	2
PE- 223	Techniques of the Short Game	30	1
PE- 243	Clinic Planning	30	2
PGM- 252	Golf Operations III	30	2
PGM- 256	Golf Course Development & Design	30	2
BUS- 269	Business Law	30	2
*PSY- 210	Psychology III	30	2
PSY- 215	Psychology of Golf	30	2
PE- 142C	Tournament Golf	60	1
	Total Hours and Credits	330	18

Fourth Semester:

Course Number	Course Title	Clock Hours	Credit Hours
BUS- 271	Personal Financial Planning	15	1
DP- 215	Microsoft Office Suite	30	2
*ENG- 202	Oral Communications	30	2
PE- 224	Techniques of Golf Teaching IV	30	1
PE- 250	History of Golf	30	2
PE- 252	Video Analysis	30	2
PGM- 253	Country Club Management	30	2
PGM- 259	Career Planning & Placement	30	2
PGM- 261	Club Fitting	30	1
*PSY- 220	Psychology IV	30	2
PE- 142D	Tournament Golf	60	1
	Total Hours and Credits	345	18
	Associate Degree Totals	1380	72

*indicates a GENERAL EDUCATION CLASS.

Prefix Explanation

ART = Art
 BUS = Business
 DP = Data Processing
 ENG = English
 PE = Physical Education
 PGM = Professional Golf Management
 PSY = Psychology
 SCI = Science

*** Course titles, course sequence, course content, credit hours, and clock hours may change based on a curriculum to keep up to date on the changing educational needs in the golf world.*

Business:

BUS 103 - Introduction to Business (2 units)

This course is an introduction and overview on how a business functions. Students completing this course should have a knowledge and understanding of business vocabulary, business organization and the interrelationships of economics, business and personal careers.

BUS 157 - Principles of Salesmanship (2 units)

A course in the fundamental principles of creative selling. Developing prospects, type of customer, methods of presentation, the close, and follow-up are topics covered.

BUS 162 - Introduction to Marketing (2 units)

A course that addresses the analysis and role of marketing within the total organization. Marketing functions drive businesses and are the most critical aspect of generating current and future revenue. Emphasis is on the components of marketing and how they generate revenues for the organization.

BUS 267 - Human Resource Management (2 units)

This class deals with the vast area of human resources known as training and development. Topics covered will be the characteristics of an effective trainer, learning types of adults in the workplace, communication skills and models of training in use today.

BUS 269 - Business Law (2 units)

This is a general survey course on how the law impacts the world of golf and how golf has impacted the law. Thirteen different legal disciplines will be discussed including constitutional law, real property law, environmental and water rights law, civil rights law, contract law, criminal law and procedure, tort law, intellectual property law, corporations and the law of business entities, will and trust law, labor and employment law, administrative law and commercial law.

BUS 271 Personal Financial Planning (1 unit)

The principles of personal financial planning for an individual are covered in this class. Topics include savings, investments and money management.

Professional Golf Management:

PGM 150 - Golf Operations I (2 units)

This course will offer the students the basic principles of managing a golf shop. This course will include budgeting, marketing, staffing, and managing a golf shop.

PGM 151 - Golf Operations II (2 units)

An introduction to the basic structure of finances as it relates to single proprietorship, partnership and corporate types of business enterprises. Prerequisite: PGM- 150.

PGM 157 - Turf Management (2 units)

This course will provide the student with the opportunity to learn the care and maintenance of different types of turf grass used on golf courses. Topics covered will be fertilization, diseases, irrigation, planting and maintenance.

PGM 158 - Principles of Club Design and Repair (2 units)

This class will teach the students the fundamentals of club design and the manufacturing of golf clubs. The student will learn to properly fit clubs to the needs of the customer and also how to repair clubs.

PGM 252 - Golf Operations III (2 units)

This class is a "case study" permitting students a "role playing" exercise in preparing the annual business plan for a golf course. The students will use their knowledge from their Communication, Leadership and Golf Operations I & II in this class and will also learn to work as a member of a team.

Prerequisite: PGM- 151

PGM - 253 Country Club Management (2 units)

This course will cover the role of the general manager of a country club. Topics will include

the supervision, management and operations of a country club. An in-depth course on all the principles involved in country club management including personnel, budgeting and membership.

**PGM – 254 Food & Beverage
(1 unit)**

This course covers the food and beverage issues that occur at any golf course or resort. Menu planning, cost analysis and budget planning is covered.

PGM 256 - Golf Course Development and Design (2 units)

The principles of developing a golf course from design through developing finances for the course. Course will cover the topics of design, planning, buying, financing, and marketing the golf course.

PGM 259 - Career Planning and Placement (2 units)

This class will help the student in preparing for the job market. Topics will include techniques of interviewing, how to find out about job openings, and how to apply for positions in the golf industry.

PGM 261 - Club Fitting (1 unit)

This course is designed to provide significant information that leads to a clearer understanding of the complicated and misunderstood field of custom club fitting for the purpose of becoming a golf professional who can actually shorten the learning time for his/her students.

Prerequisite _ PGM- 158.

Art:

ART 101 - Calligraphy (1 unit)

This is an introductory course designed to acquaint the student with the basic style of lettering, suitable for score sheets, pro sheets, pro shop signs and posters. Class will include instruction and supervised practice of Roman Italic capital and lowercase letters and numbers.

English:

ENG 201 - Written Communications (2 units)

This course provides careful study and practice in the methods of achieving a clear and effective style of expository writing. Students are taught to write effective business letters and also to develop their own resumes.

ENG 202 - Oral Communications (2 units)

This course is designed to provide students with the basic concepts of oral communications. Students will learn to develop and deliver effective individual and group presentations in classroom and professional settings. Prerequisite: ENG – 201.

Psychology:

PSY 106 - Psychology I (2 units)

This course will teach the principles of attitude and motivation that are needed to be successful in dealing with life. The course will also include the principles of positive thinking and how they may be applied to successful relationships.

PSY 108 - Psychology II (2 units)

The psychological study of how humans react to different situations in their life. The course centers on attaining a good self image and not making excuses for failing.

Prerequisite: PSY 106

PSY 109 - Principles of Career Success (2 units)

This course covers the principles used by successful business. These include the study of time management, the role of negotiating, entrepreneuring, and the qualities of successful business.

PSY 210 - Psychology III (2 units)

This course deals with the physiological causes of behavior. The students learns how to deal with stress and distractions that would prevent them from being successful.

Prerequisite: PSY 108

PSY 215 - Psychology of Golf (2 units)

This is an advanced study of the human brains function as it relates to motor activities. The student will learn to maximize his or her golf game by learning the psychological makeup of professional athletes.

PSY 220 - Psychology IV (2 units)

This course will provide the students with the knowledge that makes up successful leaders. Topics include: interpersonal relationships, self concepts, emotions, non-verbal communications and leadership practices.

Physical Education:**PE 112 - Fitness for Golf (1 unit)**

A class that involves stretching and fitness activities centered on the golf swing. Students will be tested and given an individual body conditioning course suited to improve the student's strength and conditioning.

PE 121 - Techniques of Golf Teaching I (1 unit)

This class will cover all the fundamentals of teaching golf. Topics studied will be the grip, set-up, alignment and the full swing. Students will be analyzing golf swings and correcting errors in swing fundamentals.

PE 122 - Techniques of Golf Teaching II (1 unit)

A scientific study of the golf swing. The lever system in the golf swing is studied and the many different methods of teaching are analyzed. Prerequisite: PE 121

PE 223 - Techniques of the Short Game (1 unit)

This class introduces the techniques used in teaching the short game. The student is taught many techniques in the teaching of the short game including pitching, chipping, putting, and sand play.

Prerequisite: PE-122

PE 224 - Techniques of Golf Teaching IV (1 unit)

This is a methods of teaching class. Students give golf lessons to the general public, which gives them practical experience in the methods of teaching. Students must keep a notebook on all lessons given. The instructor analyzes the lessons given by the students.

Prerequisite : PE-223

PE 136 - Rules of Golf (2 units)

This class will give the student an in-depth knowledge of the rules of golf. The decisions of the rules of golf will also be discussed and analyzed.

PE 140 - Organization of Golf Tournaments (2 units)

The basic fundamentals and principles involved in running and organizing a golf tournament. Topics include: pairings, starting times, rules and handicapping.

PE 142 - A-B-C-D - Tournament Golf (1 unit)

This course series focuses on applying the rules of golf, swing principles and mental preparation under tournament conditions. It is comprised of four courses, one taken each semester.

PE 243 - Clinic Planning (2 units)

This class covers the planning and organization of golf clinics. Students are taught how to give group lessons and how to teach beginners through advanced players.

PE 250 - History of Golf (2 units)

An in-depth study of the history of golf. This class looks at golf from the beginning in St. Andrews, Scotland, right up to the present time.

PE 252 - Video Analysis (2 units)

This course will introduce the use of video in error detection and correction in analyzing all phases of the golf swing.

Science:**SCI 134 - Kinesiology (2 units)**

This course will cover the basic fundamentals and principles of human movement. Topics to be covered are the skeletal system, muscular system and nervous system of the human body and how they are related to movement.

SCI 138 - Health Science (2 units)

This course is designed to inform the student that good health is not accidental, rather it is a product of nature and culture, and it must be related to understanding and values. Good health must be not only philosophical, but capable of extension into the realities of daily living.

Data Processing:

DP 115 - Word Processing (1 unit)

This class will provide the student with the basic understanding of Excel usage. The student will gain understanding through the Intermediate level in MS Word and Power Point.

DP 215 - Microsoft Office Suite (2 units)

This class will provide the student with the understanding of Microsoft Office Suite as it applies to resumes, cover letters and other types of business letters. The student will also use Excel to create tee sheets and starting sheets.

Prerequisite: DP 115

Equal Opportunity Policy

The College is committed to a policy of equal opportunity enrollment and placement. Financial aid will be offered to qualified persons without discrimination as to race, color, creed, national origin, age, sex, or handicap. We admit as regular students those handicapped individuals whose handicap (1) would not create, during their training, a safety hazard to themselves or their classmates; and (2) would not interfere with their ability to benefit from the training offered through their classroom performance capabilities and have reasonable placement potential following graduation.

Family Education Rights and Privacy Act

In the course of your application, enrollment and attendance, this school has compiled a number of important records concerning you, including:

- grades
- payment records
- attendance records
- disciplinary records
- placement records

Students may inspect and review their educational records upon request to the school director. A student desiring to review his/her records should submit to the director a written request which identifies as precisely as possible the record or records he/she wishes to inspect. If you want to know more about the procedure governing your review of the records, you may obtain a copy of our complete Policy and Procedures in this area by contacting the school director. If, after reviewing your records, you find that they contain errors or are inaccurate or misleading, you may request that the records be amended. If the institution does not agree with your position, you may request that a hearing be held. If you feel that the institution has not followed the federal rules under the Family Education Rights and Privacy Act, you may write to the United States Department of Education.

Generally, we will not release any information about you to outside individuals, unless we have first received your permission or were required

to give the information under state or federal laws or to auditors, researchers, etc. However, it is considered that certain information does not violate your rights of privacy, and therefore, the school is permitted to routinely release this information, unless you specifically ask us not to. At this school, this general information is considered to be your name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, certificates or degrees obtained, and the last institution attended. Further information and complete details of the Privacy Act are available, upon request, from the Executive Administrator.

Method of Payment

An applicant who has been accepted will be sent a student contract. The student must return his/her contract with a \$500.00 deposit to reserve his/her place for entering the College. The \$500.00 deposit will be applied to the payment of first semester's tuition. The balance of tuition is due on or before the first day of classes in which the student is enrolled.

Tuition is owed one semester at a time, until the entire tuition obligation is accomplished. Student semester tuition is due by the 1st day of the month prior to the beginning of the semester. Late payments must be approved by the Financial Manager and may be subject to a \$200 late charge.

Right to Cancellation

The Buyer/Student has the right to cancel the Enrollment Agreement, without any penalty or obligation, until midnight of the seventh business day following the date of the first class of the first semester. If the Buyer/Student cancels, any payment made on his/her behalf will be returned to the payee within ten days following the Seller/School's receipt of the Buyer/student's written and dated cancellation. If the Seller/School gave the Buyer/Student any equipment, the Buyer/Student shall return the equipment within ten days of the date of the Buyer/Student signed the cancellation notice. If the Buyer/Student does not return the equipment

within this ten day period, the Seller/School may keep an amount out of what the Buyer/Student paid that equals the documented costs of the equipment. The Seller/School is required to refund any amount over that as provided above and the Buyer/Student may keep the equipment. To cancel the Enrollment Agreement, the Buyer/Student must mail or deliver a signed and dated copy of the cancellation notice, or send a telegram to the School at the address on the first page of this Agreement, NOT LATER THAN MIDNIGHT of the seventh business day after the first class. REMEMBER, THE BUYER/STUDENT MUST CANCEL IN WRITING. The Buyer/Student does not have the right to cancel by merely telephoning the School or by not coming to class.

Once purchased, the equipment and materials specified on the Equipment Schedule become the property of the Buyer/Student unless the materials are returned in usable condition (excluding health or sanitary items) within ten (10) days following the date of the Buyer/Student's withdrawal from the School. The Seller/School will refund only the amount that exceeds the documented costs of those materials. Clearly recognized health and sanitary restrictions prevent the School from accepting return of the equipment and/or materials so specified on the Equipment Schedule

Costs of the medical or other examination, if required, are to be borne by the Buyer/Student. School/Seller agrees charges collected from Buyer/Student which the Seller/School holds for the purpose of paying to any other public or private person, firm, organization or agency, such as for bond, license application, or examination fees, or any similar fees or charges, shall, where the Buyer/Student cancels or withdraws from the course at any time prior to completion, be refunded in full. Such charges are not subject to any refund if the Seller/School has paid them prior to receipt of notice of withdrawal or cancellation, or if the Buyer/Student did not give written notice to the School of withdrawal or cancellation, or if the Buyer/Student did not give written notice to the School of withdrawal during the first 21 days of the unofficial withdrawal period.

The Buyer/Student may be terminated from enrollment, at the discretion of the School Director, if the Student's/Buyer's behavior, attendance or dress does not conform to the requirements, rules, and regulations of the School as set forth in this catalog and the Student Handbook.

The Buyer/Student release holds harmless and indemnifies the Seller/School and its agents from and against all liabilities and other expenses which may be imposed upon, incurred by, or asserted against it or them by any reason or bodily injury, or property damage or loss which the Student/Buyer may suffer from any cause while enrolled in the School.

Right to Withdraw and Receive Refund

The Buyer/Student has the right to withdraw at any time from the course of instruction after midnight of the seventh business day described above (see "Right to Cancellation"). If the Buyer/Student withdraws or is terminated, or expelled, by the Seller/School, the Seller/school shall remit a refund as provided in this section less a Registration fee not exceeding seventy-five dollars (\$75.00) within ten (10) days following withdrawal, termination or expulsion. The Buyer/Student shall be deemed by the School to have withdrawn from the course of instruction when any of the following occur: (1) the Buyer/Student notifies the School of withdrawal or of the date of the Buyer/Student's withdrawal, whichever is later; (2) the School terminated the Buyer/Student's enrollment as provided above; (3) the Buyer/Students fails to attend classes for the (3) week period. For the purpose of the calculation of this part, the date of the Buyer/Student's withdrawal shall be deemed to be the last day of recorded attendance.

Cancellation of Refund Amount

The refund shall be in the amount the Buyer/Student paid for instruction multiplied by a fraction, the numerator of which is the elapsed time not attended, and the denominator of which is the total number of hours (weeks as above) of instruction for which student has paid, up to the 60% completion point.

Student Tuition Recovery Fund

California Law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition (Educational Code Section 94945). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Students may be reimbursed by STRF only for prepaid, but unused, tuition monies. Institutional participation is mandatory.

To be eligible, you must be a "California Resident" and reside in California at the time the enrollment is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California Resident."

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

You are not a California resident, or are not enrolled in a residency program, or
Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain school regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or Division within 30 days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the act.

However, no claim can be paid to the student without a social security number or tax payer identification number.

To qualify for STRF reimbursement, you must file an STRF application within one year of receiving notice from the council that the school is closed. If you do not receive notice from the council, you have four years from the date of closure to file an STRF application. If a judgment is obtained, you must file an STRF application within two years of the final judgment. It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid; and records which will show the percentage of the course which has been completed. Such records may substantiate a claim for reimbursement from the STRF, which, to be considered, must be filed within one year following school closure.

For further information or instructions contact:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400,
Sacramento, CA 95833
Phone (888) 370-7589 or fax (916) 263-1897

FINANCIAL AID

Professional Golfers Career College participates in the following financial aid programs for those students who qualify:

Federal Pell Grants

- Must demonstrate financial need.
- Free money—does not need to be repaid.
- If the EFC (Expected Family Contribution) is 5273 or less the student may be eligible to receive a Pell Grant assuming all other eligibility requirements have been met.
- The maximum award is \$5,550 for the 12/13 financial aid year.
- Pell disbursements are made at the beginning and midpoint of the academic year, or at the beginning of each academic term. Students whose programs are longer than one academic year may be eligible for an additional portion of a Pell Grant.

DIRECT LOANS:

Subsidized:

- Subsidized Stafford Loan - 4.5% interest rate.
- Must demonstrate financial need.
- A six-month grace period after graduation or termination before the student begins repayment. You will not be charged interest before you begin repayment or during authorized periods of deferment

Unsubsidized:

- Unsubsidized Stafford Loan – 6.8% interest rate.
- Repayment begins 6 months after the student's last day of attendance
- You will be charged interest from the time the loan is disbursed until it is paid in full.

If you're a dependent undergraduate student you can borrow up to:

- \$5,500 if you're a first year student enrolled full time.

- \$6,500 if you've completed your first year of study and the remainder of your program is at least a full academic year.

If you're an independent undergraduate student or a dependent student whose parents are unable to get a plus loan you can borrow up to:

- \$9,500 if you're a first-year student enrolled in a program of student that is at least a full academic year (only \$3,500 of this amount is subsidized)
- \$10,500 if you've completed your first year (only \$4,500 of this amount may be subsidized)

These amounts are the maximum yearly amounts you can borrow in both subsidized and unsubsidized loans. You may receive less than these yearly maximum amounts if you receive other financial aid that is used to cover a portion of your cost of attendance.

Plus Loans

Plus Loans are limited to the student's parents with no adverse credit history. The annual loan limit is the cost of education minus other aid. 7.9% interest rate.

Applying for Aid

- Pell Grants - the student completes the Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.ed.gov. Our school code is 033673
- Stafford Loans-Student may complete the Stafford Loan Master Promissory Note (MPN) on-line at www.studentloans.gov
- Plus Loan-parent may complete the Plus Loan Master Promissory Note (MPN) on-line at www.studentloans.gov.

Awarding of Aid

Pell Grants

A distinguished feature of the Pell Grant Program is its control concept of "entitlement" which guarantees that a student who demonstrates need will receive a grant based on that need and on the cost of education at the school they choose to attend. The PELL Grant is similar to a "gift", in the sense that it does NOT have to be repaid.

Subsidized and Unsubsidized Stafford Loans

The Subsidized Stafford Loan Program enables students to borrow money from eligible lenders at a low interest rate to meet educational expenses. To qualify for a subsidized Stafford Loan, a student must have financial need. Lenders may choose to whom they lend, within Stafford Loan eligibility guidelines. As a first year undergraduate you may borrow up to \$3,500 a year in a Subsidized Stafford Loan. However, you cannot borrow more than the cost of attendance at your school less any other financial aid you may receive.

Basically, a student's need for a subsidized Stafford Loan is his or her cost of attendance (COA) minus his or her Expected Family Contribution (EFC) minus his or her estimated financial assistance (EFA). This loan must be repaid by the student. A subsidized student loan is one that qualifies for an interest subsidy during in-school status, grace periods, and authorized deferment periods.

An **unsubsidized** student loan does not qualify for an interest subsidy. A borrower unable to qualify for a need-based Stafford Loan may apply for an Unsubsidized Stafford Loan. As a first year undergraduate you may borrow up to \$4,000 a year in an Unsubsidized Stafford Loan. Also, a student able to qualify for only a part of his or her subsidized Stafford Loan limit may apply for an Unsubsidized Stafford Loan to cover the difference between his or her loan limit and the subsidized amount for which he or she is eligible.

Plus Loans

Parent Loans for Undergraduate Students or PLUS Loans are educational loans that must be repaid. Parents of dependent students can receive a PLUS

Loan. Parents of dependent students may borrow up to the cost of education minus other Financial Aid per academic year for a child enrolled at least half-time. The interest rate is variable and can change once a year.

General Eligibility

- You are enrolled at least half time (12 hours per week) (except for Pell).
- You are a U.S. Citizen.
- You show that you have need. (Need is the difference between the cost of education and the amount you or your family can afford to pay. Need is determined by the information that is supplied on the FAFSA)
- You are making satisfactory progress towards completing your course of studies. (Please review the Satisfactory Progress Statement).
- You are not in default of an NDSL, Stafford Loan, or a PLUS/SLS Loan.
- You do not owe a refund on a Pell Grant or SEOG at any school.

Frequency of Payments for Pell Grants & Stafford Loans

The Pell Grant and Stafford Loans will be disbursed in 2 (two) equal payments. The first half will be disbursed at the beginning of the course. The second half will be disbursed at the beginning of your second semester as long as the student is making Satisfactory Progress. The money will be electronically transferred and will be credited to the student's account. Any money remaining will be forwarded to the student in the form of a check within 14 business days.

Repayment Obligation

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received student financial aid funds, the student is entitled to a refund of the moneys not paid from student financial aid program funds.

Title IV Return Policy

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS grants to students.

When you withdraw during your payment period³ or period of enrollment (your school can define⁴ these for you and tell you which one applies) the⁵ amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Parent (Plus) Loan
4. Federal Pell Grant
5. Other Title IV Assistance

There are some Title IV funds that you were scheduled to receive that you cannot *earn* once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any Direct loan funds that you would have received had you remained enrolled past the 30th day.

Title IV Future Professionals reentering within 180 days of withdrawal date will resume at the same status as prior to withdrawal.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an *overpayment*. The amount of a grant overpayment that you must repay is half of the received amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on *Student Aid on the Web* at www.studentaid.ed.gov.

Satisfactory Progress

Students are required to complete the requirements for their program of study before they have attempted 150% of the number of credit hours that are required for completion of the program (Maximum Time Frame). Students who have not completed the requirements of the program of study within the Maximum Time Frame will be dismissed. Progress records shall be maintained in the student's academic file

Student progress will be evaluated at the end of each semester. At the conclusion of the first semester of study, or after attempting 25% of the credit hours required for completion of the program, whichever occurs last, the student must have successfully completed 55% of the credit hours attempted and have earned a GPA of 1.25. A student not meeting these standards will be placed on probation for one semester.

At the conclusion of the second semester of study, or after attempting 50% of the credit hours required or completion of the program, whichever occurs last, the student must have successfully completed 75% of the credit hours attempted and have earned a GPA of 1.60. A student not meeting these standards will be placed on probation for one semester.

At the conclusion of the third semester of study, or after attempting 75% of the credit hours required for completion of the program, whichever occurs last, the student must have successfully completed 80% of the credit hours attempted and have earned a GPA of 1.80. A student not meeting these standards will be placed on probation for one semester.

At the conclusion of the fourth semester of study, or after attempting 100% of the credit hours required for completion of the program, whichever occurs last, the student must have earned a GPA of 2.00 and have completed the requirements for graduation. Students who have not met these standards will be determined to be making unsatisfactory progress. These students will be dismissed unless the student is willing to attend with a status of probation and to receive no financial aid, unless the President determines that

there were exceptional, documented mitigating circumstances (i.e., death in the family, sickness of the student, etc.). A student will be permitted to attend with this status for one additional semester with the permission of the President. If the student is unable to complete the program requirements with a cumulative grade point average of 2.00 by the end of that semester, the student will be determined to be making unsatisfactory progress and will be dismissed. Course incompletes and withdrawals will be counted as "F" grades for purposes of calculating courses attempted and grade point averages. Failed courses that are repeated will be counted as "F" grades whether or not these courses are passed when taken again.

Courses for which non-punitive grades are granted will not be used in the calculation of grade point average, but will be used in the calculation of credits attempted. When a student is determined to be making unsatisfactory progress, the student may apply for reinstatement after one semester of non-enrollment as a regular student. During this semester, the student must take failed classes and submit a letter to the President describing what coursework has been taken and what progress has been made. The President will make a final decision regarding reinstatement.

ACADEMIC CALENDAR

2012 Academic Calendar

Spring Semester 2012

January 2 - Orientation and Registration
January 3 - First Day of Classes
January 16 - Martin Luther King Day (no classes)
February 20 - Presidents Day (no classes)
April 1 - Tuition for Summer 2012 Due
April 14 - Graduation

Summer Semester 2012

April 30 - Orientation and Registration
May 1 - First Day of Classes
May 28 - Memorial Day (no classes)
July 4 - Independence Day (no classes)
August 1 - Tuition for Fall 2012 Due
August 11 - Graduation

Fall Semester 2012

August 27 - Orientation and Registration
August 28 - First Day of Classes
September 3 - Labor Day (no classes)
October 8 - Columbus Day (no classes)
November 12 - Veteran's Day (no classes)
November 21-23 - Thanksgiving Vacation (no classes)
December 1 - Tuition for Spring 2013 Due
December 8 - Graduation

2013 Academic Calendar

Spring Semester 2013

January 2 - Orientation and Registration
January 3 - First Day of Classes
January 21 - Martin Luther King Day (no classes)
February 18 - Presidents Day (no classes)
April 1 - Tuition for Summer 2013 Due
April 13 - Graduation

Summer Semester 2013

April 29 - Orientation and Registration
April 30 - First Day of Classes
May 27 - Memorial Day (no classes)
July 4 - Independence Day (no classes)
July 5 - Vacation Day (no classes)
August 1 - Tuition for Fall 2013 Due
August 10 - Graduation

Fall Semester 2013

August 26 - Orientation and Registration
August 27 - First Day of Classes
September 2 - Labor Day (no classes)
October 14 - Columbus Day (no classes)
November 11 - Veteran's Day (no classes)
November 27-29 - Thanksgiving Vacation (no classes)
December 2 - Tuition for Spring 2014 Due
December 7 - Graduation