



School of Hospitality and Tourism

Golf Club Operations Online Certificate Program Policies

APPROVAL:

1. Program Revision:	April 2015
2. Admissions & Standards Committee:	May 2015
3. Education Council	June 2015
4. Effective:	September 2015

PROGRAM OBJECTIVES

1. This online program is designed to provide education and training in management and operations primarily for students who have golf industry experience and who wish to pursue a career in golf club management.
2. The program strives to provide students with specific golf industry course content not commonly available in an online environment.
3. The program provides students with a knowledge and skill base that will allow them to develop into competent golf industry professionals. The program aims to accelerate the students' movement into supervisory and management level positions in the golf industry.
4. The program maintains close contact with the golf industry and its associations throughout Canada, promoting cooperation and exchange of ideas which supports the curriculum of the program.

Students in the program are subject to the overall policies affecting all students at Selkirk College with the following additions listed below. College policies may be viewed on-line at the college website (www.policies.selkirk.ca).

PART I: ADMISSIONS POLICIES

A. ADMISSION REQUIREMENTS

1. Academic
 - a) Completion of BC grade 12 or equivalent e.g. GED, ABE Provincial or mature student status.
 - b) English 12 with a grade of "C" (60%) or better. An official secondary school transcript must be submitted.

Note:

Students must have access to a computer (PC recommended) and high speed data line as well as a basic knowledge of the use of email, MS Word and MS Excel.

2. General

- a) A completed application form for admission in addition to the other required documents must be submitted one week before the start date of the course(s) selected.

3. Mature Students

- a) A “mature student” is at least 19 years old and has been out of the school system for at least one year on or before the first day of classes of the program.
- b) A mature student with reasonable potential for success on the basis of work experience or other criteria may be admitted, notwithstanding some deficiency in prior formal education.
- c) A mature student shall normally meet the specific program or course prerequisites.

B. SELECTION

Applicants will be separated into two levels as identified in Selkirk College Policy 8611 Admission namely, “fully qualified” and “partially qualified”.

1. Fully Qualified

The applicant meets all of the requirements stated in Part I, A. 1 above.

2. Partially Qualified

The applicant is deficient in meeting some or all of the admission requirements stated in Part I, A. 1 above.

Order of Selection see policy 8611

C. APPLICATION PROCEDURES

1. Before an applicant’s file is completed, the following must be received:
- See Part I, A. 1 a) and b)
2. Initial applications to Registration/Admissions must be submitted one week prior to commencement of the selected course(s). Partially qualified applicants may be offered seats if space is available. Late applicants may be accepted subject to space availability.

D. ADVANCE CREDIT

1. Transfer Credit (See Selkirk College Policy 8614: Advanced Standing – Course Challenge, Prior Learning Assessment (PLA), and Transfer Credit.)

Course equivalency will be determined by the Registrar in accordance with Selkirk College Policy 8614: Advanced Standing – Course Challenge, PLA, and Transfer Credit.

2. Advanced Standing see policy 8614

3. Prior Learning Assessment (see Selkirk Policy 8614: Advanced Standing – Course Challenge, PLA, and Transfer Credit.)

- a) Not more than 75% of credits required in a program will be awarded through PLA.

PART II: PROMOTION POLICIES

A. EVALUATION

1. Grading

- a) Grading will be based on the categories defined in Selkirk College Policy 8612: Grading.
- b) The student **MUST** obtain a passing grade of 65% in order to gain credit for the course.

2. Grading Guide

The following letter grades are given with numerical and grade point equivalents. These equivalents apply to all Selkirk College Hospitality and Tourism courses.

Letter Grade	Numerical Equivalent	Grade Point Average
A+	95 - 100	4.33
A	90 - 94	4.00
A-	88 - 89	3.67
B+	85 - 87	3.33
B	80 - 84	3.00
B-	78 - 79	2.67
C+	75 - 77	2.33
C	70 - 74	2.00
C-	68 - 69	1.67
P(Pass)	65 - 67	1.00
F	64 and below	0
DNW		

DNW = Did not officially withdraw from the course. Students who did not complete a course and who, at the time he/she ceased to participate, had not accumulated sufficient marks to achieve any of the above grades. In addition:

- a) DNW may be assigned by an instructor or the Registrar.
- b) Students with two (2) or more DNW's in a given term must receive the School Chair's permission to continue in the program or enrol in any other program.
- c) DNW will be assigned a grade point value of 0.0 and will be used in the calculation of a student's grade point average.
- d) A minimum grade of "P" will be required for satisfactory completion of each course; however, a 2.0 cumulative GPA is necessary to graduate from the program.

I = Incomplete An INCOMPLETE will be retained on a student's record for a period not exceeding 30 working days. After this time it will be changed to a grade using the Grade Change Report form. An INCOMPLETE cannot be changed to a WITHDRAWAL. The student will be notified in writing by the instructor of the 30 working day conditional period and the ONUS will be on the student to make arrangements with the instructor to complete submissions and rewrites to convert the "I" grade.

3. Frequency of Evaluation

- a) Students will complete a combination of written assignments, tests and exams for each course in the program. An outline of evaluative events will be provided in each course outline.
- b) All students will be informed of their overall standing in relation to successfully completing any given semester at the mid-point of that semester.

4. Types of Evaluations

- a) Students are evaluated and graded in each subject or course topic as indicated in the respective course outline.
- b) Exams, labs, projects, assignments and other evaluative activities are weighted and averaged as indicated in the respective course outline.
- c) Each course may provide ONE rewrite, if justified. The student will only be awarded a maximum grade of "C" (GPA = 2.0) on rewrites.

5. Cheating and Plagiarism See Policy 8618

B. APPEAL

1. Appeal Process

A student dissatisfied with a final grade or program decision (e.g., probation, exclusion or dismissal) may appeal the College's action by completing the initial step of contacting the course instructor within five (5) working days. For details refer to College Policy 8400.

C. PARTICIPATION ONLINE

1. Students who do not keep up to the course schedule posted online for any course are responsible for the work they have missed. They must make up assignments as required. It is the student's responsibility to contact the instructor about missed assignments.
2. Courses run for 12 weeks from the beginning date of the course. After that time, students have 5 days in which to submit any final assignments or tests.

D. STUDENT CODE OF CONDUCT (See Policy 3400, portions of policy distributed with program content guide, see website www.policies.selkirk.ca for complete policy)

E. ASSIGNMENT AND EXAMINATIONS

1. Term essays and assignments may be refused a passing mark if they are deficient in English or if they do not comply with assignment guidelines.
2. If an assignment is not submitted by the date on which it is due, the mark for the assignment may be penalized 10% per late day (including weekend days) to a maximum of one hundred percent at the discretion of the individual instructor.
3. If for some reason it is impossible to hand in the assignment, the matter must be discussed with the instructor involved before the assignment is due.
4. Students who must be absent from an examination due to special circumstances such as illness, accident or family affliction may apply for permission to write a deferred examination. Failure to do so may result in a grade of zero on the examination in question.

5. Plagiarism on any assignment will result in disciplinary action. Refer to Part II, A,4.
6. Students are expected to check assignment and examination papers carefully and to report any missing pages or other discrepancies to the instructor immediately.
7. Students should read carefully and follow all written instructions on the examination paper or answer booklet. Questions should be directed immediately to the instructor.

F. ONLINE CLASSROOM ENVIRONMENT

The online learning environment should be respectful and safe for open communication. Teachers and students should seek to create an atmosphere that stimulates and promotes learning.

G. GRADUATION

The requirements for graduation for the Golf Club Management Certificate Program include the successful completion of the following courses with a cumulative GPA of 2.0 and a minimum grade of "P" in all courses.

Course of Studies		
Course	Name	Hours
GCOOL 102	Overview of Golf Club Operations	45
GCOOL 103	Food and Beverage Controls	45
GCOOL 105	Golf Shop Operations	45
GCOOL 106	Golf Club Marketing	45
GCOOL 107	Turf Grass Management	45
GCOOL 108	Human Resources for Golf Clubs	45
GCOOL 109	Leadership in the Golf Industry	45
GCOOL 110	Tournaments and Special Events Planning	45
GCOOL 111	Accounting for Club Operations Part I	45
GCOOL 112	Accounting for Club Operations Part II	45
	Total:	450

101 and 104 will still be considered for graduation with a certificate.

09 01 05 / HB:da