Nyack Adult Intensive Tracks (AIT)

November 2009
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Introduction to Nyack Adult Intensive Tracks (AIT)

Nyack College offers a variety of Adult Intensive Track (AIT) courses for students who need to fulfill miscellaneous liberal arts credits for the Organizational Management degree or prerequisites for other degree programs. Set on Saturdays and/or online, these courses are designed for the convenience of adult and distance learners. Due to the nature of these accelerated courses, students who wish to take these courses should be prepared to complete a traditional semester’s worth of reading and course work within four to six weeks.

Are the Adult Intensive Tracks designed for me?

Yes, if you are seeking:

- Organizational Management courses designed to help you graduate as quickly as possible.
- Timely and convenient short format courses given online or in person on Saturdays.
- Courses that may be of general interest or courses that may fulfill other program requirements.

To simulate the online class experience, go to http://www.nyackonline.org/index.learn?action=isonline.

What does the program offer?

- Convenience.
- An opportunity for Organizational Management students to enroll in supplemental courses designed to help them meet their program requirements.
- A selection of intense, concentrated Fall and Spring courses in a variety of fields. (The Spring 2010 course schedule is provided on the following page.)
- 3-credit courses (Following is a list of Nyack College course offerings and descriptions.)
2010 is going to be great! Graduation is May 8, 2010!
Let us help you finish with our Adult Intensive Track (AIT) Courses at Nyack College School of Business and Leadership

Enroll for 4 courses in the same semester and pay only for 3 - www.nyackonline.org

Spring 2010, Nyack Campus, Saturdays 9am-5:00pm

**History of Art (FNA 335)** - January 9, 16, 23, 30; fulfills fine arts requirement

**College Mathematics (101)** - February 6, 13, 20, 27; fulfills math requirement

**New Testament Literature (BIB 201)** March 6, 13, 20, 27; fulfills 3 credits of philosophy requirement

**Biography, Autobiography, Memoir (ENG 340)** - April 3, 10, 17, 24; fulfills English requirement

Spring 2010, Manhattan Campus, Saturdays 9am-5:00pm

**History of New York City (HIS 326)** February 6, 13, 20, 27; fulfills US history or social science requirement

**History of Western Civilization (HIS110)** March 6, 13, 20, 27; fulfills western civilization requirement

**Latin American History (HIS 331)** April 3, 10, 17, 24; fulfills world history requirement

Spring 2010-, Online, 6 weeks:

**History of Art (FNA 335)** - January 11– Feb 21; fulfills fine arts requirement

**Intro Phil (PHI 101)** January 11– Feb 21; fulfills philosophy requirement

**Latin American History (HIS 331)** January 18 - February 28; fulfills world history requirement

**History of Western Civilization (HIS110)** January 25 - March 7; fulfills western civilization requirement

**American Business History (HIS 225)** February 8 - March 21; fulfills US history or social science requirement

**Ecology (BIO 112)** February 8 - March 21; fulfills science requirement

**Abnormal Psychology (PSY 342)** February 15 - March 28; fulfills social science requirement

**Writing for the Social Sciences (ENG 113)**, March 8 - April 18; fulfills 3 credits of English requirement

**College Mathematics (MAT 101)**, March 8 - April 18; fulfills math requirement

**US History II (HIS 214)**, March 15 – April 25; fulfills American history requirement

**Theories of Personality (PSY 441)**, March 22 - May 2; fulfills social science requirement

Don’t wait! These classes fill up fast! Call 1-800-876-9225.
Cost is $1275.00 per course ($425.00 a credit). Books are not included in the course tuition. Financial Aid may be available.
Financially, all outstanding balances must be paid. Academically, no more than 2 F’s, FX’s, or Incompletes.
All courses are 3 credits and may be used to fulfill 3 credits of liberal arts.

See www.nyackonline.org, AITs, for registration forms and course descriptions.
ADULT INTENSIVE TRACK (AIT) CORE COURSES AND DESCRIPTIONS

*These are supplemental courses run by Nyack College, but are not a part of the OM program or any other degree earning program. Therefore cost for these courses is in addition to the degree earning program’s tuition.

(3 credits per course)

1. Introduction to Philosophy
2. History of Art
3. American Business History
4. Writing for the Social Sciences
5. Writing Biography, Autobiography, Memoir
6. Theories of Personality
7. Abnormal Psychology
8. History of Christianity
9. The History of the City of New York
10. United States History II
11. African-American Fine Arts in New York City
12. Old Testament Literature
13. New Testament Literature
14. Ecology
15. College Mathematics
16. Latin American History
17. History of Western Civilization

Each course may be used to fulfill 3 credits of OM students’ 13-credit general liberal arts requirement.

Course Descriptions

1. Introduction to Philosophy (PHI 101) - This course provides the student with a systematic introduction to the discipline of philosophy. It considers areas of philosophical inquiry including: social and political philosophy, ethics, philosophy of religion, philosophy of history, and aesthetics. Fulfills Philosophy requirement.

2. History of Art (FNA 335) - A study of the major developments of music, art, architecture, and sculpture. Emphasis is placed on standard art works and their reflection of religious, social, and cultural life. Fulfills Fine Arts requirement.

3. American Business History (HIS 225) - The history of American business institutions in manufacturing, distribution, transportation, and finance. Particular attention will be given to industrialization with consideration of business institutions in their economic, legal, governmental, and social contexts. Fulfills US History or Social Science requirement.
4. **Writing for the Social Sciences (ENG 113)** - Emphasis on drafting, revising, and editing expository essays common to the social sciences. Students discuss and evaluate readings from the social sciences and write an extended research paper using APA style. *Fulfills 3 credits of English requirement.*

5. **Biography, Writing Autobiography, Memoir (ENG 340)** – In this advanced writing course, students will explore the theory and practice of the biographer, the autobiographer, and memoir writer. Writers will work on personal work, as well as research to write others' stories. *Fulfills 3 credits of English requirement.*

6. **Theories of Personality (PSY 441)**
The course will study the major personality theories, with emphasis on their consistency, completeness, relation to empirical data, and practical implications. *Fulfills Social Science requirement.*

7. **Abnormal Psychology (PSY 342)**
This course presents descriptions and studies of the major behavior disorders including their origin, diagnosis, treatment, and prevention. *Fulfills Social Science requirement.*

8. **History of Christianity (HIS 342)**
Development of institutions of the Christian church from its inception to the present. (Same as REL 342) *Fulfills Philosophy, World History, or Western Civilizations requirement.*

9. **The History of the City of New York (HIS 326)**
A study of the continual transformations of New York City from its early days as a seventeenth century Dutch trading community to its late twentieth century status as an international economic, political, and cultural capital. New York has always exemplified urban diversity, embracing within its boundaries people from all ethnic groups, religions, and social categories. This historical overview will incorporate a variety of biographical and autobiographical accounts of disparate peoples as we seek to explore various aspects of the city during its growth and development. *Fulfills American History requirement.*

10. **United States History II (HIS 214)** (or American History)
This course continues the examination of basic political, economic, and social forces in the development of the United States since the Civil War. Topics include the Gilded Age, the First World War, the Great Depression, World War Two, and the Cold War era. *Fulfills American History requirement.*

11. **African-American Fine Arts in New York City (FNA 241)**
A study of the major developments in African-American art in New York City from colonial times to the present. This course includes class visits to museums, concert halls, churches, galleries, and other sites of African-American cultural heritage. Students pay for entrance fees. *Fulfills Fine Arts requirement.*
12. Old Testament Literature (BIB 102)
An examination of the history, cultural background, and worldview of the people of God throughout the Old Testament period (c. 2000 - 400 B.C.). Key themes and selected critical issues are discussed with a view to aiding students develop a biblically-informed worldview. Fulfills Philosophy requirement.

An examination of the development of redemptive history throughout the New Testament in the context of its geographical and cultural background. Key themes and selected critical issues are discussed with a view to aiding students develop a biblically-informed worldview. Fulfills Philosophy requirement.

14. Ecology (BIO 112)
A study of the relationships between organisms and their environment. Environmental influences such as climate, water, temperature and light along with biotic factors such as predation, competition, and mutualism will be discussed. Ecosystem diversity, structure, and energy flow will be examined. The biblical basis for man’s role in the environment and the need for creation awareness will be emphasized. Fulfills Science requirement.

15. College Mathematics (MAT 101)
Logical structure of the decimal system. Designed to acquaint the student with meaning, development, and communication of number ideas and the logical structure of number systems; the how and why of the basic algorithms of arithmetic. Fundamental concepts of elementary algebra and informal geometry. Fulfills Math requirement.

16. Latin American History (HIS 331)
This course studies the history of Central and South America and the Caribbean. It begins with pre-European civilizations and proceeds through to the present day. It provides insight into colonial developments, movements for independence, relations with the U.S., and recent efforts to throw off U.S. hegemony. Fulfills World History requirement.

17. History of Western Civilization (HIS 110)
The History of Western Civilization provides an overview of developing civilizations from the ancient world to the present. Students will examine the history of change in the cultural, social, religious, intellectual, political, military and economic aspects of western cultures. Ancient Greece, the Roman Empire, medieval society, the Renaissance, the Reformation, the Enlightenment, the Industrial Revolutions, the development of Nation-States, World Wars and the new Globalism will all be included in the study. This is a foundational history course designed to engage the student in the civilizations of the past with a view towards achieving a better understanding of our modern world. Fulfills Western Civilizations requirement.
Where are classes held?

- Students may take online courses from home or any location provided they have appropriate computer access.

- In person Saturday classes are offered at our Nyack, NY and Manhattan campuses.

**Nyack College Rockland Campus**

1 South Boulevard  
Nyack, NY 10960  
845.358.1710 or 845.675.4460

**Nyack College Manhattan Campus**

361 Broadway  
5th Floor  
New York, NY 10013-3904  
212.625.0500 or 646.378.6100
When are classes offered?

- Online courses are normally offered in 6-week tracks.

- In-person Saturday classes are generally held from 9:00 a.m. - 5:30 p.m. in consecutive 4-week tracks.

Class participation is an important part of the student’s learning experience at Nyack College; thus students must attend ALL Saturday classes (see section regarding absences). If you must miss class, please inform your instructor ahead of time – by telephone or e-mail. The e-mail addresses of all faculty members can be found on the private side of the website www.nyackonline.org

- For Organizational Management Students: All online and in-person classes must be completed prior to the May graduation.
Classroom Etiquette

A distinction in adult learning is the interdependence of students and their active role in the learning process. Our experience at Nyack and feedback from students indicate that the environment in the classroom is a very important part of the learning experience. In order for students to gain the maximum value from the Program, the office of Academic Affairs recommends that on the first night of class the instructor reviews with the students the following guidelines:

1. Please try to be pleasant and positive in your classroom behavior. Address legitimate grievances appropriately, preferably outside of normal class time.

2. If you have a problem with the instructor, please try to solve the problem with him or her before appealing to a higher authority. If you need to appeal to a higher authority, please follow the guidelines in your Student Handbook.

3. When responding to classroom questions, please do not interrupt a fellow student or the instructor. Take your turn. Loud outbursts are out of place.

4. When you respond to another student’s comment, please try to acknowledge the other’s position. And when responding, please try your best to call other discussants by name.

5. Please arrive at class on time or before the starting time. Students are required to attend all classes unless there is a good reason to miss (see Student Handbook regarding absences). If you must miss class, please inform your instructor ahead of time – by telephone or e-mail or in person. The e-mail addresses of all faculty members can be found on the private side of the website (www.nyackonline.org)

6. Please complete all readings on time.

7. Please bring all necessary course materials such as paper, pencil, required books, handouts and notes.

8. Most classes begin on time and end on time. If you need to know about schedule or assignment changes, please ask about them at the beginning of class.

9. Class time is formal time; in fact, classes are the real business of this college. Therefore, please come to class appropriately dressed.

10. Most of all, keep in touch with the class assignments, the instructor, and your classmates. You will do better if you are a real part of the class.

11. Cell Phones must be turned off during the class session.

This form is also located in the eCompanion.
Academic Honesty

The faculty of Nyack College requires that all material submitted as part of any class exercise in or out of class is the actual work of the student whose name appears on the material or is properly documented otherwise. Students found guilty of dishonesty in academic work are subject to disciplinary action and may be dismissed by the college. The first incident will result in failure for the course, or the work submitted. The second incident will result in dismissal from the program. If the initial incident is deemed serious enough, dismissal will be imminent.

1. Plagiarism

In general, plagiarism is commonly defined as using the words, ideas, computer code, or any work of another person without proper acknowledgment. When evidence of plagiarism or other dishonesty is discovered, a written, anecdotal statement describing the incident is submitted by the appropriate faculty member and made part of the student’s file in the Registrar’s Office along with a report of any action taken. The student will be given a copy of the statement and will have the right to add a reply to the file materials.

2. Receiving Improper Assistance

In addition to plagiarism, the academic community categorizes several other kinds of behavior as “dishonest” and liable for disciplinary or even legal action. In general these can be divided into three types:

a. Turning in an assignment (test or paper) written wholly or partly by another person or agency without so specifying.

b. Turning in an assignment (test or paper) substantially edited or otherwise improved by another person without so specifying. (The relative or friend who retypes a paper and corrects all of its errors fits in here.)

c. Turning in an assignment (test or paper) written wholly or partly for another course for which academic credit was received without so specifying.

Students, like all professionals, must recognize the following fact: since the evaluation of student work results ultimately in a formal grade recorded on a student’s official transcript, any work offered in support of that grade which reflects the unacknowledged efforts of another person is an attempt at fraud, and must be dealt with as such.

A note from the Nyack College Faculty:

“We cannot stress strongly enough the serious nature of what is written above. Not only is fundamental dishonesty involved, but so also is a depreciation of your education. Failure to do your own work takes away from the learning, which you will achieve through doing your own work. We can and do dismiss students because of academic dishonesty. This also protects the academic reputation of the institution and ensures the integrity of the degree for our students.”

Sexual Harassment

Harassment on the basis of sex is a violation of New York State Law and the Federal Civil Rights Act.

It is the policy of Nyack College to prohibit sexual harassment of its employees and students in any form. In maintaining this policy, the College seeks to assert basic Christian precepts, to affirm ethical standards universally accepted in the workplace and classroom, and uphold existing law. No practice or behavior that constitutes sexual harassment will be tolerated.

Sexual harassment is essentially a display of power intended to intimidate, coerce, embarrass or degrade another person. Usually the harasser has power over the victim (such as supervisor over a subordinate or a larger person over one of smaller stature), and seeks to exploit unfairly that differential in power. In any form, such behavior undermines the atmosphere of trust and collegiality, which Nyack College seeks to foster, and is therefore unacceptable.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student’s employment or academic progress; (2) submission to or rejection of such conduct is used as a basis for academic or employment decisions affecting the student, or (3) such conduct that has the purpose or effect of substantially interfering with a student’s work or academic performance or creating an intimidating, hostile, or offensive work or academic environment is illegal and immoral.

Hostile Environment Harassment is the most common kind of harassment. It occurs when repeated offensive behavior or comments that create an unpleasant or intimidating environment and unreasonably interfere with someone receiving an education. Hostile Environment Harassment may also involve sexual comments or inappropriate touching on a one-time basis.

Any student who believes that he/she has been the recipient of harassment is strongly encouraged to report the alleged occurrence(s) as soon as possible to a representative of the college with whom the student feels comfortable discussing the matter. The
representative will then contact the Dean of SB&L. Every effort will be made to ensure confidentiality in dealing with the situation, although a strict confidentiality cannot be guaranteed. All allegations of sexual harassment will be taken seriously and thoroughly investigated, with appropriate support for and respect of the alleged victim. If it is determined that an intentionally false accusation of sexual harassment has been made, this too will be investigated thoroughly and treated seriously.

Any violation of this policy shall result in disciplinary action including, but not limited to, warning, reprimand, probation, suspension, or termination. Retaliation against an individual for bringing a sexual harassment complaint is prohibited by law and will lead to further disciplinary action. Nothing in this policy shall preclude a student from seeking redress through external legal proceedings.

**Student Disabilities Act**

It is the policy and practice of Nyack College to comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and state and local laws regarding students with disabilities. Under these laws, no disabled, but otherwise qualified student shall be denied access to, or participation in services, programs and activities at Nyack College.

Eligibility for disabilities support services at Nyack College is dependent upon the nature of the particular disability and its impact on learning. Although a student might meet eligibility requirements of vocational rehabilitation, disabled veterans or any other rehabilitation agency, he/she may not meet eligibility at Nyack College.

Students who wish to declare a disability may do so to their instructor, providing acceptable documentation.

The following may be considered disabilities:
- Attention Deficit/Hyperactivity Disorder
- Blind/Low Vision
- Head Injury/Traumatic Brain Injury
- Deaf/Impaired Hearing
- Physical and Systemic Disorders
- Psychiatric/Psychological Disorders
- Specific Learning Disabilities

If a disability is not declared by the beginning of the first class session, the claim will not be admitted.
Class Attendance Policy

Attendance at ALL class meetings is mandatory. When a student misses a class, for whatever reason, he or she must consult with the instructor about making up the class. It is then up to the instructor to decide how the student will make up for the class. Also, please be aware that a student who misses more than one class will be required to retake that course.

Partial absence and/or failure to make up the class work may result in a reduced grade in the course.

Tardiness or early departure has a negative learning impact on all students, especially because of the many group exercises and discussions that are involved in each class session. Therefore, tardiness or early departure will be taken into account in the final grade for every course.

Emergencies are recognized by the faculty; however, lateness (12:00 pm or later) for or early departure from half the classes in any course will be considered the equivalent of one full absence, and arrangements for a make-up on that basis will need to be arranged with the instructor.

It is the student’s responsibility to adhere to deadlines. When deadlines are not followed, there may be delays in grading, etc., including the possibility of delayed graduation and additional fees.
AIT Grading Policy

Grades for adult intensive courses are entered on SB&L student transcripts as a letter grade basis. The pass/no credit option for AIT courses must be requested on the registration form, before the course begins; no exceptions will be made. Pass is defined as a “C-” or better.

Grades are reported directly to the student by the Registrar after each semester. If a student has questions regarding the grade he or she should consult with the instructor immediately after receiving the grade.

- **GRADING SCALE**

Grading will be on a straight 90-80-70-60 scale. Plusses (+) and minuses (-) will be awarded in the upper and lower 3% of each range.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93%-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90%-92%</td>
</tr>
<tr>
<td>B+</td>
<td>87%-89%</td>
</tr>
<tr>
<td>B</td>
<td>83%-86%</td>
</tr>
<tr>
<td>B-</td>
<td>80%-82%</td>
</tr>
<tr>
<td>C+</td>
<td>77%-79%</td>
</tr>
<tr>
<td>C</td>
<td>73%-76%</td>
</tr>
<tr>
<td>C-</td>
<td>70%-72%</td>
</tr>
<tr>
<td>D+</td>
<td>67%-69%</td>
</tr>
<tr>
<td>D</td>
<td>63%-66%</td>
</tr>
<tr>
<td>D-</td>
<td>60%-62%</td>
</tr>
<tr>
<td>F</td>
<td>0%-59%</td>
</tr>
</tbody>
</table>

- **GRADE POINT SYSTEM**

Graduation is based not only upon the accumulation of appropriate credits but also upon the quality of work performed. The minimum standard established by the faculty is a cumulative average of 2.0. In order to achieve this, the student must attain twice as many grade points as he or she has credits. Grade points are granted on the following basis.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**A course graded “no credit” (below C-) will not appear on your transcript.**
2009-2010 AIT Financial Aid Information and Policy

I. Tuition

Cost: $1275 per Course- $425.00 per Credit

II. Payment Options

The Financial Aid Office offers four payment options for AIT enrollment. Nyack College accepts a full payment, the use of the NELNET automatic payment plan, or the combination of grants and loans. A brief description of each payment option is provided below.

1. **Full Payment:** Out of pocket
   A full payment of $1275 is required before the start of each AIT course. Payment is accepted through standard mail or online by visiting Nyack College’s secure website. Once a full payment is received by the Financial Aid Office clearance to attend class is confirmed with the student and Susie Mena the Academic Resource Coordinator. Failure to provide a full payment before the start of each course will delay your enrollment.

   **MAIL PAYMENT** (Check, Certified Bank Check, or Money Order)
   Nyack College
   Attention: SBL-Financial Aid Office (AIT Payment)
   1 South Blvd
   Nyack, NY 10960

   **ONLINE PAYMENT:** [http://www.nyack.edu/content/StudentPayments](http://www.nyack.edu/content/StudentPayments)

2. **Automatic Payment Plan:**
   Students are able to enroll in Nyack College’s automatic payment plan if enrolled in two or more AIT courses per term. The automatic monthly payment plan is an interest-free payment option for budgeting tuition over the length of the AIT enrollment. The only cost to enroll is a $32.50 non-refundable enrollment fee which is automatically deducted within 14-days of the agreement completion date.

   The payment plan offers the flexibility of choosing either the 5th or 20th of the month to have payments processed and can be paid through a checking account, savings
account, or credit card. If for any reason you become unable to pay your automatic payment amount, please notify NelNet and our office at least 3 business days before your payment date. This way you may be able to avoid a $25 insufficient funds charges from NelNet for returned payments.

Please visit http://www.nyack.edu/content/SFS_SADE_FACTS to receive additional payment plan information, use a payment plan calculator, or complete an application online for enrollment.

3. **Financial Aid:**
Financial aid may be available for AIT enrollment and might include the Federal Pell Grant, Stafford Loan, and Nyack College AIT Grant.

Federal grant and loan eligibility is determined by completing a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The Department of Education requires each student to enroll in 2 or more AIT courses per term to receive Stafford Loans.

While the FAFSA determines each student’s Stafford Loan eligibility a Master Promissory Note (MPN) and the Stafford Entrance Interview are required documents to secure its receipt. The Financial Aid Office will notify each student of their grant, and loan eligibility once a FAFSA is received. The e-mail will also note the required loan documents to ensure the receipt of the Stafford Loans.

The Nyack College AIT Grant of $1275 is awarded to students enrolled in 4 or more AIT courses each term.

Additional information on federal grant and loans can be found at www.nyack.edu/sfs/sade

4. **Alternative Loan:**
Alternative or Educational loans are available to students unable to receive Federal Financial Aid for AIT enrollment. To receive additional information and apply for an alternative loan please visit www.nyack.edu/sfs/sade. Once on the Financial Aid Office home page select the student loan tab, and private loan.

Please note that financial aid eligibility is determined by completing the FAFSA application and the number of course enrolled in each term.

**III. Financial Aid Disbursement Schedule**
Financial aid is applied to each student account in accordance with Department of Education and Nyack College guidelines. Due to the progressive class enrollment of AIT courses the following disbursement schedule is established to detail when aid is applied to each student account.
Federal Pell Grant: second class (6 credits)
Federal Stafford Loan: second class (6 credits)
Nyack College AIT Grant: fourth class (12 credits)

Please Note: Credits resulting from financial aid disbursements are available when the appropriate class is started in the term.

IV. Satisfactory Academic Progress Policy

Federal and New York State regulations require Nyack College to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. The law requires institutions to develop policies regarding satisfactory academic progress (SAP). Each institution must design criteria, which outlines the definition of student progress towards a degree and the consequences to the student if progress is not achieved. Nyack College Organizational Management (OM) Undergraduate students who wish to be considered for financial aid must maintain satisfactory progress in their selected course of study as set forth in this policy.

Academic Policy

Incomplete course grades and withdrawals are not counted toward the grade point average component of the standard but along with course repetitions are used in measuring the academic progress of credits completed. Only the second grade of a repeat course counts in the calculation of the student’s GPA.

Institutional Policy

Satisfactory academic progress includes both a qualitative (grade point average) and quantitative (number of credit hours completed) measure of the student’s progress plus a maximum time frame to not exceed 150% of the program measured in academic terms and credit hours attempted. The Student Financial Services/Registrar Offices will assess the student academic progress at the end of every term for all federal and institutional aid programs.

Transfer Students

When a student transfers to Nyack College the academic office will determine the number of credit hours acceptable toward the OM degree program at Nyack. The standard of progress will begin at the appropriate point on the SAP chart according to the number of credit hours transferred.
Financial Aid Probation and Termination for Title IV FSA

The first time a student does not meet the standards of satisfactory progress at the end of the academic term; they will automatically be placed on financial aid probation for the following academic term. Federal financial aid may still be received during the probation period. At the end of the probation period, the student must again be making satisfactory academic progress or financial aid will be terminated. If the student doesn’t meet the satisfactory progress standards as of the end of the probationary term they lose eligibility for any subsequent terms until the student has reestablished financial aid eligibility.

Reestablishing Financial Aid Eligibility

Students who have had their financial aid terminated due to lack of satisfactory academic progress may choose to enroll without benefit of financial aid. Students may also choose to attend another institution and transfer in the specified needed number of credits earned toward an undergraduate degree at Nyack that will bring them in line with the quantitative standards of the SAP policy. Transfer credits will not be used to meet the qualitative or GPA standards of the policy. If the standards are met, financial aid eligibility is restored for subsequent terms of enrollment. Students should consult with a financial aid counselor in the Office of Student Financial Services if they have any questions about this policy, the appeal process, or reinstatement of financial aid eligibility.

Appeal Process

Any student who is denied Federal financial aid at the end of the financial aid probationary period or does not meet the SAP standard and who can prove special circumstances i.e. serious injury or illness, or death in the family, is allowed to appeal their case. An appeal letter may be submitted with supporting documentation, if required, to the Provost Office to request a waiver of the SAP standards for a semester. The Provost, Registrar, and Assistant Treasurer will make the final determination if Federal Aid will be restored for one semester or if the appeal will be denied. If the appeal is approved the SAP standards are suspended for that student.

Notification

The following schedules represent minimum academic standards that must be met by fulltime students (12 or more credits) in order to be eligible for Title IV Federal Student Aid (Stafford Loans). Students are notified in writing if they have failed to meet the standards along with implications and actions required to maintain or reestablish financial aid eligibility. Students taking a part-time load are pro-rated based on the full-time standards.
Nyack College Organizational Management Undergraduate Program

For Pell and Federal Loans-----Semesters Enrolled at Nyack

<table>
<thead>
<tr>
<th>After ‘X’ Semester(s)</th>
<th>Transfer</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits Earned per semester</td>
<td>60-80 credits</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Cumulative GPA</td>
<td>n/a</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

TAP Grants

<table>
<thead>
<tr>
<th>Before being certified for this payment*</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student must have accrued at least this many credits</td>
<td>0</td>
<td>3</td>
<td>9</td>
<td>21</td>
<td>33</td>
<td>45</td>
<td>60</td>
<td>75</td>
<td>90</td>
<td>105</td>
</tr>
<tr>
<td>With at least this grade point average</td>
<td>0</td>
<td>1.1</td>
<td>1.3</td>
<td>1.7</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

*Including semesters transferred from another institution.

**V. Withdrawal Policy:**

Full tuition liability for each course is earned by attending the second class session of each course. Students who withdraw before the course start date or after the first class session are not liable for the AIT course cost.

Withdrawal Notification: Intent to withdraw from an AIT course(s) must be in writing and received by Susie Mena the Academic Resource Coordinator. The notification date will impact the final amount due for a student AIT enrollment.

Students who experience extenuating circumstances (death of a family member, loss of job, etc) may be eligible to receive special consideration when assessing tuition due for AIT enrollment. An AIT tuition appeal detailing the extenuating circumstance is required by the Academic Resource Coordinator and the Financial Aid Office before any consideration is made. The submission of the AIT tuition appeal is not an automatic removal of tuition.
Withdrawal from AIT course(s) may impact your ability to receive financial aid. It is recommended to contact the financial aid office before a decision to withdrawal is made.

**VI. AIT Retakes:**
Retakes are permitted for AIT courses upon Nyack College approval. Students who receive an F or FX for AIT courses are required to pay the current tuition price for retaking the course. Each student must have a zero balance with Nyack College and be meeting the minimum Satisfactory Academic Progress Standards before retake approval is granted.

**VII. Financial Aid Clearance/Approval**
Class attendance is approved on the receipt of all required documents which may include a full payment, a payment plan confirmation, Stafford Loan documents, an alternative loan approval, and a singed bill. Once all required documents are received the Financial Aid Office will notify Susie Mena the Academic Resource Coordinator to approve your AIT attendance. Failure to receive financial aid clearance before the start of the first class in the term will delay your enrollment.

**VIII. Financial Aid Contact Information**
Student Financial Services
1 South Blvd.
Nyack, NY 10960
Direct Phone. 845-675-4625
Toll Free. 800.876.9225
Fax. 845.727.3071
E: Mail sfs.sade@nyack.edu
Web Site www.nyack.edu/sfs/sade
How do I prepare for class?

When your registration has been approved and you are financially cleared by Student Financial Services, you will receive an email confirming your enrollment. Two weeks prior to the start of your class, you will receive an email with the course syllabus. After you have received the syllabus, review its contents as soon as possible and order the required textbooks, as it may take more than five business days for delivery. For instructions on ordering textbooks, please see the section on Ordering Textbooks.

For online courses, you will receive another email indicating your user code and password a few days before the start of your class. After you have received this information you will be able to log in to your class and begin an online class tutorial. If you have any problems with the online system, you may contact the online coordinator, Melinda Kong, at Melinda.Kong@nyack.edu.

Course assignments vary from professor to professor and from course to course; therefore, students are advised to review the course syllabi carefully and to check their email and/or online account for any updates or changes that may occur. If you have any questions regarding the course assignments please consult your professor as soon as possible.

Ordering Textbooks

EdMap is our textbook provider and their ordering page is linked to the www.nyackonline.org website. To order your textbooks please follow the steps below:

1. Go to www.nyackonline.org
2. Click on the tab that says, “AiTs,” located at the top of the page.
3. Click on the tab that says, “Bookstore,” located near the center of the page.
4. Click on the link that says, “Accelerated Programs Bookstore.”
5. Find your course under the section that says, “Adult Intensive Track Courses,” by clicking on the black arrow.
6. Select the course and click on the “Go” button.
7. Follow the steps provided on the webpage.
Contact Information

Once again if you have any questions regarding AITs, below is a list of contacts for your convenience.

- For questions regarding enrollment and course offerings – Susie Mena, Susie.Mena@nyack.edu or 1-800-876-9225.

- Inquiries about payments and financial aid – Student Financial Services at Joan.reid@nyack.edu or Joan Reid (845) 675-4473.

- Questions regarding credit approval or transcripts – Elizabeth Hanson, Elizabeth.Hanson@nyack.edu or (845) 675-4461.

- For help with credit assessment and OM program requirements – Elena Murphy, Elena.Murphy@nyack.edu or (845) 675-4470.

- For help with credit assessment and other degree program requirements – please refer to the Assessment Advisor specific to your degree program.

- For problems with your www.nyackonline.org eCollege account – Melinda Kong, Melinda.Kong@nyack.edu.

We look forward to working with you and hope you the best in your higher education endeavors.
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APPENDIX
PART 1 – Personal Information

Name: ____________________________________ SS #: ______________ Cohort Number: __________
Address: __________________________________ City: ___________________ State: ____ Zip: ______
Daytime Phone Number: ______________________ E-Mail Address: ______________________________

PART 2 – Choose your Courses

Program: choose one

☐ Organizational Management    ☐ Alliance Graduate School of Counseling

☐ Other ________________________________

Nyack Campus: Saturday Courses 9:00-5:00pm:

☐ History of Art (FNA 335)  
   Jan. 9, 16, 23, 30

☐ College Mathematics (MAT 101)  
   Feb. 6, 13 20, 27

☐ Biography, Autobiography, Memoir (ENG 340)  
   Mar. 6, 13, 20, 27

☐ New Testament (BIB 201)  
   Apr. 3, 10, 17, 24

Manhattan Campus: Saturday Courses 9:00-5:00pm:

☐ History of New York City (HIS 326)  
   Feb. 6, 13, 20, 27

☐ History of Western Civilization (HIS 110)  
   March 6, 13, 20, 27

☐ Latin American History (HIS 331)  
   Apr. 3, 10, 17, 24

Online Courses:

☐ History of Art (FNA 335)  
   Jan. 11 – Feb. 21

☐ Intro to Philosophy (PHI 101)  
   Jan. 11 – Feb. 21

☐ Latin American History (HIS 331)  
   Jan. 18 – Feb. 28

☐ History of Western Civilization (HIS 110)  
   Jan. 25 – Mar. 7

☐ American Business History (HIS 225)  
   Feb. 8 – Mar. 21

☐ Ecology (BIO 112)  
   Feb. 8 – Mar. 21

☐ Abnormal Psychology (PSY 342)  
   Feb. 15 – Mar. 28

☐ Writing for the Social Sciences (ENG 113)  
   Mar. 8 – Apr. 18

☐ College Mathematics (MAT 101)  
   Mar. 8 – Apr. 18

☐ US History II (HIS 214)  
   Mar. 15 – Apr. 25

☐ Theories of Personality (PSY 441)  
   Mar. 22 – May 2

Total Number of classes this semester: __________

***Please note that once a course has begun, new registrations for that course will NOT be accepted***
PART 3 – Pay for your Courses

Financial aid clearance is required to attend AIT course(s). Below is a financial aid checklist to ensure you complete all the required steps to receive financial aid clearance for your AIT enrollment. Failure to secure payment before the start of your first course will delay your enrollment.

Cost: $1275 per course - $425.00 per credit

1) Choose a payment method
   - Nyack College utilizes four payment options for AIT enrollment.
     - Full Payment: Out of pocket
     - Automatic Payment Plan
     - Federal Grants, Loans, and Institutional Aid
     - Alternative Loan
2) Confirm your payment method with the Financial Aid Office
3) Complete all required documents to substantiate payment
4) Receive financial aid clearance

Please refer to the 2009-2010 AIT Handbook for detailed information on financial aid process and policy.

AIT Financial Aid Counselor:
Name: Joan Reid
Direct Phone: 845-675-4473
E-Mail: Joan.Reid@nyack.edu

Completing and submitting the AIT Registration Form does not provide financial clearance to attend class.

PART 4 – Purchase your textbooks

The cost of the textbooks is in addition to the course tuition and can be purchased online at www.nyackonline.org (Click on ADCP, Bookstore, Accelerated Programs Bookstore, Adult Intensive Track Courses)

Students have a choice to receive a letter grade or a pass/fail. Please check your preference below. Once the class begins you may not change your choice.

☐ Letter grade WILL affect GPA
☐ Pass/No Credit WILL NOT affect GPA; however, you must receive a C- or better to pass and receive credit.

PART 5 – Read the Nyack College Adult Intensive Tracks Handbook

By signing below, I declare that I have read and understood the policies and requirements of the Nyack College Adult Intensive Track Courses. I also agree to abide by the policies highlighted within the handbook and to accept whatever consequences that may result from any deviation from the regulations discussed.

___________________________________  _________________________
Signature (Student)       Date

SB&L Academic Office Use Only:
Login ID: ________________________ Password: ________________________
NON-MATRICULATED* Student Application Form/Adult Intensive Track (AIT)
* All non-matriculated students must still go through the admissions process for matriculation at Nyack College.

Name_________________________________ Social Security #____________________ Birthdate: ___/___/___
Address________________________________________ City___________________ State_____ ZIP________
County_____________ Home Phone _____________________ Work Phone____________________
Fax Number______________________ Email Address___________________________

Sex: ___male  ___female      Marital Status: ___ Single  ___Married  ___Divorced/Separated
Citizenship: ____US____Resident Alien  ____ Foreign Student, Country of Citizenship____________
Military Veteran:  ____ Yes  ____ No
Race: Black Non-Hispanic  ___White Non-Hispanic  ___ Hispanic___ American Indian/Alaskan___
___ Asian American, Other _______________________

ACADEMIC HISTORY – List the high school from which you graduated and all colleges & universities.
School________________________________ Location__________________________ Attended__________________
School________________________________ Location__________________________ Attended__________________
School________________________________ Location__________________________ Attended__________________

Send official college transcripts to *Nyack College, School of Business & Leadership, 1 South Blvd, Nyack, NY 10960, Attn: Susie Mena

Religious Preference (Optional)
___ Eastern Religion (All)  ___ Judaism  ___ Islam  ___ Orthodox Christianity  ___ Protestantism  ___ Roman Catholicism
___ No Stated Preference

If Protestant, Denominational Preference:
___ Assemblies of God  ___ Baptist (All)  ___ C & MA  ___ Episcopal  ___ Evangelical Free  ___ Lutheran (All)
___ Methodist (All)  ___ Non-denominational / Independent  ___ Pentecostal  ___ Presbyterian (All)  ___ Salvation Army
___ Seventh Day Adventist  Other___________________________

I certify that the above information is complete and true.

Student Signature_______________________________________________ Date ______________

(For purposes of reporting to federal and state agencies we are required to report on the race, gender, marital status, etc. of our students.)

Please fill out and mail* or fax to Susie Mena – fax: 845-358-0644. Thank you.
END OF NYACK COLLEGE AIT HANDBOOK