Nyack College reserves the right to change any policy or academic requirements, tuition, or fees.

Nyack College admits students of any race, color, sex, age, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the college. Programs are operated in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and all other relevant statutes and regulations.

Nyack College is accredited by The Middle States Association of Colleges and Secondary Schools and is licensed by the Educational Licensure Commission of D.C. The Bachelor of Science in Organizational Management is a registered program that is offered in compliance with the regulations of the Department of Education of the State of New York.
Dear Student:

To view the online portion of student materials for the program, go to www.nyackonline.org. Enter your username and password and click the “Go to Class” button. You will see a page with several tabs along the top labeled Home, Academics, Community, Services, etc. These pages contain general information for professors and students (a breakdown of what is included on each page is included on the next page). To access the information that is specific to a particular course, click on the Academics tab. You should see a list of courses, or a notation to “click here” to see the courses. Click on the title of the course you would like to view. This will open the “eCompanion” for that course.

The eCompanion is the online supplement to a course. It contains the syllabus information (Course Overview, Objectives, Required Texts, etc.), Assignments Due each session, Summary Paper Guidelines, and some reading material for the course.

It is important to remember that the information in the eCompanion is not in printed form unless the student prints it out from home and brings it to class.

For further instruction on using the website and eCompanions, please see the website section of your Principles of Adult Learning binder.
Breakdown of the pages on the private side of the website and the options included on each page:

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<td>Faculty Conference Center&lt;br&gt;(This option is available for faculty only)</td>
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<td>OM Office Directory&lt;br&gt;(Extensions &amp; email addresses for OM office faculty &amp; staff)</td>
<td>Credit Completion Options&lt;br&gt;(links for computer test-outs, AITs, CLEP, DANTEs, etc.)</td>
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<td>Writing &amp; Library Tutorials&lt;br&gt;(links to various tutorials that may be helpful to students)</td>
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<td>Grad Programs&lt;br&gt;(contact info for the Nyack College grad programs)</td>
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<td>MSOL Alumni Theses&lt;br&gt;(exemplary MSOL Thesis papers)</td>
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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.
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I. OM STAFF AND SUPPORT SERVICES

(800) 876-9225 OR (845) 358-5360, FAX (845) 358-0644
HOME PAGE: http://www.nyack.edu/om

A. NYACK STAFF

Academics Office

Anita Underwood, Dean of the School of Business and Leadership and Assistant Professor, teaches in the Master’s program and oversees curriculum for the degree. (Ext. 4476)

Julie Hood-Baldomir, Chair, Organizational Management, Instructor in Business and primary instructor, (Ext. 4471)

Susie Mena, Academic Resources Coordinator, assists the Dean of Academic Programs in the areas of instruction, curriculum, material distribution and services to faculty. Coordinator for Adult Intensive Track Courses, oversees the marketing and enrollment for Adult Intensive Tracks, and oversees the online bookstore (Ext. 4460).

Elena Murphy, Director of Learning Assessment, guides primary instructors in the assessment process, posts non-collegiate college credit to students’ transcripts, evaluates ACE/PONSI credit for incoming students, and assists the extension sites with assessment issues (Ext. 4470).

Melinda Kong, Website Coordinator – Nyack College Online, Oversees the management of Nyack College Online website (eCollege) (Melinda.Kong@nyack.edu).

Registrar’s Office

Elizabeth Hanson, OM Registrar, manages all aspects of student record-keeping, transcript evaluation for admission, and student status reporting (Ext. 4461).

Lissette Robinson, Assistant OM Registrar, assists in student record-keeping and status reporting (Ext. 4585).

Thalia Thompson, Registrar’s Office Assistant, general inquiries, schedules make-up classes, and assists in the overall functioning of the Registrar’s office (Ext. 4469).
**Student Financial Services**

**Kent Christner**, Director of Financial Services, is responsible for overseeing the financial services office, which includes the office of financial services and student accounts (Ext. 4474).

**Joan Reid**, Personal Financial Aid Counselor, assists students in meeting the financial obligations of the program (Ext. 4473).

**Carroll Merced**, Financial Services Counselor, (Ext. 4475).

**Admissions**

**Karen Shaffstall**, Director of Admissions & Marketing for OM, is responsible for overseeing the admissions associates, supervising the recruitment of students and coordinating marketing (Ext. 4477).

**Christine Davis**, Queens Admissions Associate, follows up on inquiries, conducts information sessions, and assists the director of admissions in any appropriate areas to meet the new student quotas (718-526-2991).

**Traci Piescki**, Assistant to the Director of Admissions, (Ext. 4462).

**Esther Rodriguez**, Office Manager/Front Desk, (Ext. 4459).

**Kate Napolitano**, Admissions Associate (Nyack), (Ext. 4467).
Faculty (Primary Instructors)

Julie Hood-Baldomir, Instructor in Business and primary instructor, (Ext. 4471)

Douglas LePelley, Associate Professor in Business and primary instructor dmlepelley@earthlink.net

Joel Baldomir, Instructor in Business and primary instructor, baldomir@verizon.net

Michael Valloney, Instructor in Business and primary instructor, mikevalloney@hotmail.com

Cynthia Dorsey, Instructor in Business and primary instructor, cdorsey@abyssinian.org

Alfred Hundley, Instructor in Business and primary instructor, ahundley@verizon.net

Patricia Wischan-Rosen, Instructor in Business and primary instructor, wischan145@verizon.net

Stanley Levandowski, Instructor in Business and primary instructor, sjl219@optonline.net

Alyson Willsie, Instructor in Business and primary instructor, alyson.willsie@nyack.edu
B. WASHINGTON D.C. STAFF

Patricia Johnson, Associate Dean, (202-220-1307, patricia.johnson@nyack.edu).

Cara Fulton, OM Admissions Recruiter, (202-220-1302, cara.fulton@nyack.edu).

Richard L. Gathro, Assistant to the President and Dean, (202-220-1301, richard.gathro@nyack.edu).

George Hairston, Director of Admissions and Marketing, (202-220-1308, hairston.george@nyack.edu).

Clive Hoffman, Financial Services Representative, (202-220 1306, clive.hoffman@nyack.edu).

Jennifer Merrill, OM Academic Resources Coordinator, (202-220-1303, Jennifer.Merrill@nyack.edu).

Amanda Nelson, Executive Assistant, (202-220-1300, Amanda.nelson@nyack.edu).

D. OFFICE HOURS: SCHOOL OF BUSINESS AND LEADERSHIP

361 Broadway –Manhattan Monday-Thursday 9:00 a.m. - 7:00 p.m.
   Friday 9:00 a.m. - 4:30 p.m.

Nyack College Offices Monday-Friday 8:00 a.m. - 4:30 p.m.

Nyack College D.C. Campus Monday–Friday 9:00 a.m. - 5:00 p.m.
E. OFFICE CLOSINGS

The SB&L Office will be closed on the following dates:

- New Year’s Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday/Friday)
- Christmas Eve to New Year’s Day
II. NYACK COLLEGE

A. PHILOSOPHY AND PURPOSE

Nyack is a coeducational college sponsored by The Christian and Missionary Alliance. It is the conviction of the faculty that human learning takes place within a context or framework of basic assumptions that form the point of perspective from which one analyzes, interprets, and knows his or her world. The Christian faith, with its concepts of an independent God and a dependent humanity, is basic to Nyack’s point of view. We believe that God has disclosed himself to humankind both through His Word and in His coming into history in the Incarnation, and that these speak to the human family not only of God’s love for us all, but of our essential worth.

B. HISTORY

In 1882, Dr. Albert B. Simpson, who had resigned as pastor of the Thirteenth Street Presbyterian Church in New York City, had a concern for training foreign missionaries and evangelists. The concerted effort of many men of varying denominations led to the establishment of a college, the first of its kind in North America, with a curriculum designed to train home and foreign missionaries and evangelists. For the most part, students who attended the training college in the early years were mature men and women with a high degree of dedication to the cause of missionary work. Thus, the curriculum was highly specialized and professional in its nature.

With the passing of time and the changing sociological and educational context, many adjustments were made in the curriculum. The one-year course of 1882 gave way to the baccalaureate programs of the present. The strictly professional courses of the early curriculum were augmented by significant courses in the liberal arts. The diploma of the past was replaced by the baccalaureate degrees.

With the increased tendency of students to pursue advanced study, and to defer professional preparation until the seminary level, the college began to diversify its curricular offerings with the addition of majors in liberal arts areas that served as pre-professional programs. In addition, curricula were developed in education, business, and the arts as the demand for such courses became evident.

The name of the college was changed in 1972 from Nyack Missionary College to Nyack College. The change was made to reflect the total program of the college. Alliance Theological Seminary was established as a graduate program of the college, offering both master’s level and first professional degrees. With an increased emphasis on pre-missions and pre-theology in the undergraduate programs, as well as the addition of other majors to meet the educational needs of its constituency, a change of name was appropriate. The present missionary influence and overtones will continue unchanged.
C. STANDARD OF CONDUCT

In order to encourage the intellectual and spiritual development of its students, Nyack College makes every effort to cultivate a positive, constructive approach to life and behavior. Accordingly, a student who enrolls at Nyack will be expected to refrain from the use of alcohol, tobacco, and narcotics, while on campus or in any classroom setting sponsored by the College. Alcoholic beverages may not be brought to graduation.

D. CORE VALUES

*Nyack College seeks to exalt Jesus Christ and fulfill its mission by being:*

**Socially Relevant** -- Preparing students to serve in ministerial, educational, healing and community-building professions.

**Academically Excellent** -- Pursuing academic excellence in the spirit of grace and humility.

**Globally Engaged** -- Fostering a global perspective within a multi-ethnic and multi-cultural Christian academic community.

**Intentionally Diverse** -- Providing educational access and support to motivated students from diverse socioeconomic backgrounds.

** Personally Transforming** -- Emphasizing the integration of faith, learning, and spiritual transformation.
III. INTRODUCTION TO THE ORGANIZATIONAL MANAGEMENT PROGRAM

A. EDUCATION FOR ADULTS: NON-TRADITIONAL LEARNING

American colleges have traditionally served students whose ages range from seventeen to twenty-two years. Educational efforts aimed toward the older student often did not accommodate the need to balance work and study; thus prolonging the ultimate goal of degree completion.

Nyack College has designed the Organizational Management Program specifically for the adult learner who wants to finish a college degree. To accomplish this, the program has the following distinct features:

- Classes are held at locations chosen for the convenience of the students.
- Classes are generally held once a week, at a time compatible with students’ work schedules.
- Course content is geared toward practical application in the everyday lives and occupations of the students.
- Nyack College recognizes that adult students have learned a wide variety of competencies and skills from experience, some of which may earn credit toward their degree.
B. BASIC PRINCIPLES

The Organizational Management Program has three basic principles:

1. Adult students have usually gained a great deal of knowledge through a variety of life and work experiences.
2. Learning takes place in many contexts and is not limited to classroom settings.
3. Collegiate learning for the adult provides an environment that elaborates on life and career experience, and enables the student to synthesize this experience with meaningful theoretical structures.

C. CLASS STRUCTURE

Groups of students are formed into a learning cohort of about 15-20 members. The members start the program as a unit and proceed with that cohort through program completion. Classes meet one night per week for four hours. In addition, occasional Saturday classes are required at three points in the program.

D. FACULTY

Faculty in the Organizational Management Program are professionals chosen for their teaching expertise and practical knowledge. Instructors have at least a master’s degree, and many hold doctorates and are engaged in ongoing professional and scholarly development. Each instructor has been approved by the Dean of the School of Business and Leadership.
IV. STATEMENT OF PROGRAM

A. ADMISSION REQUIREMENTS

Students who apply are requested to attend an information session, an open house, or to meet with and Admissions advisor to facilitate their acceptance into the program. Students who apply for admission to SB&L must provide the following:

1. DOCUMENTATION REQUIREMENTS

Application & Application Fee - Students must turn in a completed application for admission with a $30.00 application fee.

FAFSA (Free Application For Student Aid) - Prior to registration, students are required to submit a current FAFSA (pertains to students who intend to receive financial aid of any kind).

High School Diploma or equivalent - Documentation necessary for admission to Nyack College.

Personal Recommendation - Each student is required to provide a positive personal reference that endorses the candidate’s ability to successfully finish the program.

Immunizations - Documentation of adequate vaccination for Measles, Mumps, and Rubella, must be provided by the student in accordance with the New York State Health Regulations for colleges.

2. ACADEMIC REQUIREMENTS

Transferable College Credits - Students must transfer a minimum of sixty credits earned from a recognized college or university. In order to certify their academic eligibility the student is required to submit official college transcripts from the college or university involved. Please note that only course work with grades of “C” or higher will be accepted as transfer credits, except when part of a completed Associates Degree.

Writing Proficiency - Applicants to the Program must demonstrate college level writing proficiency in order to assure their ability to successfully complete the Bachelor of Science in Organizational Management degree. Writing samples are completed by applicants and evaluated by the Admissions Committee of the Organizational Management Program.

Technology – Students must own or have access to a computer, and have Internet access.
Mathematics Proficiency – Students must demonstrate mathematics proficiency at the level of college math before entering SOC 409 Research Methods and Statistics. Students will not be permitted to start Semester Two without fulfilling this requirement. Proficiency is demonstrated either through the successful completion of a college mathematics class, or by passing a mathematics proficiency examination.

Principles of Management - Students must transfer in an introductory course in Management or demonstrate proficiency in the introductory principles of management before beginning the major field component.

B. ACADEMIC STRUCTURE

The Nyack College Bachelor of Science in Organizational Management is a program for adult learners requiring 120 credits for completion. The program is conducted in three components. The first component starts with the course, Principles of Adult Learning, which covers orientation and assessment. In the second and third component, called Semesters One and Two, students are required to complete 32 resident credits in one calendar year. Whenever a cohort has fewer than 10 members the College reserves the right to merge this cohort with another cohort in order to maintain an educationally viable group.

C. ASSESSMENT AND ORIENTATION - PRINCIPLES OF ADULT LEARNING (8 weeks)

When students are enrolled in the Principles of Adult Learning course of the Organizational Management Program, they develop a portfolio of prior learning and discover how to makeup any deficiencies in their academic background, which may affect their potential to complete the program. This is done in preparation for entering the credit-bearing portion of the degree program. Students will be involved in the following activities:

1. Students, along with their Primary Instructors, will complete a degree plan, which will outline what they need to do to complete their degree.

2. Students will receive instruction in the development of experiential learning essays. One or more essays will be completed during this assessment term and may be used to earn college credit.

3. Students will be advised about the alternative means to meet academic deficiencies and complete all the graduation requirements of Nyack College. Among the options available to students are:
   a. CLEP, DSST-DANTES, and other examination programs;
   b. Specially designed Nyack College courses for the Organizational Management Program;
   c. Additional coursework: telecourses, online courses, and traditional academic offerings;
d. The development of experiential learning essays to meet elective requirements; and
e. Contract learning agreements.

Students desiring to enroll in Nyack College courses outside the Organizational Management Program should contact the OM Registrar.

These courses can be taken when the student is not carrying more than two incompletes in the general course work. A student may take English even when carrying two incompletes. All requests for courses must be cleared through student accounts. The student will complete a Degree Plan in Principles of Adult Learning course documenting the potential for 88 credits.

D. ORGANIZATIONAL MANAGEMENT ACADEMIC SEMESTERS —
   SEMESTER ONE & TWO

After the Principles of Adult Learning course, students are registered to begin work on the 32 credits that constitute the major.

These credits must be completed at Nyack College through an intensive 52-week program of study that is divided into two six-month semesters. Courses have a modular format with cohorts of 15 to 20 students progressing together through the program.

INSTRUCTIONAL CLASSROOM TIME—Students will meet one night for four hours each week. These sessions are conducted by faculty of Nyack College in a format designed to introduce students to theoretical concepts. These sessions also provide an opportunity for students to apply outside experiences in the classroom.

LIFE LAB LEARNING—This concept provides the opportunity for students to integrate their classroom learning with their current work settings. Students are given specific assignments to complete and are evaluated by faculty.

RESEARCH PROJECT PROPOSAL—The culminating piece of work for the Organizational Management degree is a research project proposal, which is introduced early in the program. This is an integrative paper that is developed in conjunction with other coursework. Successful completion of the program will depend on the quality of this proposal. It is essential, therefore, that students take advantage of the research project proposal guidance sessions and work with the faculty member assigned to their specific project sessions.

RESEARCH PROJECT PROPOSAL GUIDANCE—Students may receive assistance of up to two hours each week, in developing and completing their research projects and coursework. Scheduled appointments with program faculty are an essential part of completing the degree.
OTHER REQUIREMENTS--In addition to class attendance, faculty consultation, life-lab experiences, and the final research project, program completion will be contingent upon successful completion of each module. Evaluation for individual modules or courses will be made in various ways and will include one or more of the following:

1. Written assignments  
   a. Summary papers  
   b. Short projects
2. Class discussions
3. Simulations and group projects
4. Examinations

E. MISSION STATEMENT AND STUDENT LEARNING GOALS FOR ORGANIZATIONAL MANAGEMENT

MISSION STATEMENT

The Bachelor of Science in Organizational Management is an upper division degree completion program for working adults. Through a cohort based learning, the program offers interdisciplinary foundational courses preparing students to understand and create positive solutions that enable organizational and individual transformation.

Socially Relevant
- Demonstrate the ability to use a multidisciplinary approach to understand organizations.
- Understand the process of how to bring about positive change and growth within organizations.

Academically Excellent
- Demonstrate the ability skills in the use of technology, communication, and research as it relates to scholarship.
- Develop analytical thinking skills as tools for problem solving in the workplace.

Globally Engaged
- Demonstrate fluency in using ethical theories as a framework for positioning organizations as responsible, global citizens.

Intentionally Diverse
- Demonstrate the ability to utilize diverse perspectives as a means to solving problems and initiating change within an organizational context.

Personally Transforming
- Develop process in which to assess and promote personal growth, development and life-long learning.
V. ACADEMIC REQUIREMENTS

A. DEGREE/CREDIT BREAKDOWN

*Transferable Credits* .......................................................... 60 Credits
A minimum of 60 transferable semester credit hours is required for the program. (11 of which must be liberal arts credits.)

*Portfolio Assessment* .......................................................... 28 Credits
A maximum of 28 credits may be earned from work and life experience toward elective credits.

*Degree Major Curriculum* .................................................. 32 Credits

*Total hours needed for Graduation* ...................................... 120 Credits

Students complete a 12-month, 32-credit curriculum.

A Grade Point Average of 2.0 is required for graduation (Four-Point System).

A Grade Point Average of 3.8 will qualify graduates for a diploma “with distinction.” A Grade Point Average of 4.0 will earn a diploma “with highest distinction.” Latin designations “cum laude,” etc., are not used for OM graduates, as the student’s GPA is based solely on the final 32 credits of a 120 credit degree.

IT SHOULD BE NOTED THAT, WHILE THE MAJOR IS COMPLETED IN TWO SEMESTERS, THE TOTAL PROGRAM MAY TAKE LONGER, DEPENDING ON THE SPECIFIC NEEDS OF THE INDIVIDUAL STUDENT.
B. GENERAL EDUCATION REQUIREMENTS

ORGANIZATIONAL MANAGEMENT

OVERVIEW OF DEGREE REQUIREMENTS
Bachelor of Science in Organizational Management ........................................... 120 credits
Semester One & Two (accelerated year of course work in the major)........................... -32 credits
= 88 credits

Admissions Requirement (transferable college credits) ........................................... -60 credits
= 28 credits

Balance to be Earned Before Graduation (see below for options) ........................ -28 credits
= 0 CREDITS!

<table>
<thead>
<tr>
<th>SB&amp;L CORE REQUIREMENTS</th>
<th>ELECTIVES</th>
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<tr>
<td><strong>Humanities</strong></td>
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<tr>
<td>English</td>
<td>6 Credits</td>
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<td>Fine Arts</td>
<td>2 Credits</td>
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<tr>
<td><strong>Social and Behavioral Sciences</strong></td>
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<tr>
<td>American History</td>
<td>3 Credits</td>
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<td>Western Civilization</td>
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<td>World Civilization</td>
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<td>Social Science elective</td>
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<td><strong>Natural Sciences</strong></td>
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<td><strong>Mathematics</strong></td>
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<tr>
<td><strong>Liberal Arts Electives</strong></td>
<td>13 Credits</td>
</tr>
<tr>
<td><strong>TOTAL CORE REQUIREMENTS</strong></td>
<td>39 Credits</td>
</tr>
<tr>
<td><strong>TOTAL ELECTIVES</strong></td>
<td>49 Credits</td>
</tr>
</tbody>
</table>

OPTIONS FOR EARNING CORE REQUIREMENTS

· ADULT Intensive Track Course
· Traditional College Course
· Correspondence Course
· Online or Telecourse
· Credit by Examination

OPTIONS FOR EARNING ELECTIVE CREDIT

· ADULT Intensive Track Course
· Traditional College Course
· Correspondence Course
· Online or Telecourse
· Credit by Examination
· Portfolio Credits:
(Portfolio Credits: Professional Licenses as Standard Conventions;
Experiential Learning Essays)
C. MISSING GENERAL ELECTIVE COURSES

Any general elective requirements not met through the 60 transferable credits and the major may be satisfied through one of several options:

1. Complete a traditional course;
2. Credit by examination (CLEP, Dantes, Excelsior College or Thomas Edison College testing programs);
3. Specially designed Nyack College courses for the Organizational Management Program; and/or
4. Assessment of learning from work and life experience.

If the total number of credits from the transfer hours, portfolio credit and Organizational Management curriculum coursework do not total 120 credits, additional work will need to be completed. This may be done by proficiency examinations or by completing traditional courses at an accredited institution.

Please contact the Organizational Management office at Nyack College for information on the completion of degree requirements BEFORE enrolling in any courses or exams.

D. TRANSFER OF CREDIT POLICIES

Although a certain degree of uniformity exists among colleges and universities, it is also important to recognize that each institution is in some way a unique entity in the academic world. For this reason it is not always possible to guarantee absolute equivalency of credit in the transfer process. However, the college will seek to provide the most liberal transfer of credit possible within the framework of the following policies.

1. All courses taken at another institution must be documented on an official transcript from that institution. A transcript is official if it is received in its original sealed envelope with the Registrar’s signature and school seal.

2. Credits are transferred to meet the degree requirements of this major.

3. In order to be transferred, a course must carry a grade which is one above the minimal passing level, e.g., “C” on the A-F scale. All credits earned as part of an awarded Associate’s Degree will be accepted unless duplicated in the Organizational Management Program.

4. Grades are not transferred.

5. Quarter credits are evaluated as 2/3 (two-thirds) of a semester credit. No fractional credit is transferred. A course taken for four quarter credits will therefore be transferred as two semester credits rather than two and two-thirds.
6. The course work transferred must be from an accredited institution in order for the above criteria to apply. Work from non-accredited schools will be evaluated in a manner appropriate to the particular institution.

E. CREDIT BY EXAMINATION

Credit is granted for satisfactory performance on College-Level Examination Program [CLEP], Defense Activity for Non-traditional Education Support [DANTES], and Advanced Placement Examinations. The Nyack College SB&L CLEP code number is 7660; the Dantes code number is 9732.

1. A maximum of 60 credits may be earned by examination.

2. Credit for the Advanced Placement exams will be granted only to students who have taken these exams prior to their Nyack College enrollment.

3. Credit by examination is considered transfer credit and all policies that govern transfer of credit are applicable to credit by examination.

4. Minimum acceptable scores may vary from time to time as the examinations are revised and updated. Students must receive a score at the acceptable level according to Nyack College policies for credit to be earned.

5. These exams cannot duplicate transfer credit that may appear on your transcript. Do NOT take any exams without first consulting your Assessment Advisor!
THE RESPONSIBILITY FOR MEETING ALL GRADUATION REQUIREMENTS RESTS UPON THE INDIVIDUAL STUDENT.

POLICY FOR ACCEPTANCE OF CREDITS EARNED BY EXAMINATION:

EXAMS WHICH STUDENTS MAY NOT TAKE AT ANY TIME:

The following exams are NOT accepted for transfer credit at any time for the Organizational Management major:

- Organizational Behavior (DANTES)
- Organizational Behavior (TECEP)
- Psychology of Adulthood and Aging (Excelsior College)
- Organization Theory and Organizational Analysis (TECEP)

EXAMS WHICH STUDENTS MUST TAKE BEFORE ENROLLMENT IN SEMESTER ONE OF THE OM:

The following exams will be accepted as transfer credit only if taken BEFORE the student enrolls in Semester One of the Organizational Management Program:

ORGANIZATIONAL MANAGEMENT MAJOR:

**DANTES**
- Principles of Statistics*
- Principles of Supervision

**CLEP**
- Introductory Macroeconomics
- Introductory Microeconomics
- Principles of Management
- Principles of Marketing

**TECEP**
- Introduction to Statistics*
- Principles of Management

**EXCELSIOR COLLEGE**
- Statistics

*The program registrar will remove 1 credit due to Organizational Management Program course duplication

CHECK WITH YOUR ASSESSMENT ADVISOR BEFORE YOU TAKE ANY EXAM!
VI. ASSESSMENT OF PRIOR LEARNING

A. PORTFOLIO DEVELOPMENT PROCESS

During Principles of Adult Learning, students are required to develop a Portfolio, which summarizes their educational (academic) and professional (work and life) experiences. Each student, regardless of how many Portfolio credits are needed, is required to write at least one experiential learning essay as part of Principles of Adult Learning. Experiential learning essays may be submitted for evaluation toward general elective credits only if needed.

The Portfolio writing process has three main purposes:

1. It provides students with the opportunity to reflect and consider the depth of their learning from work and life experience.

2. It partially satisfies course requirements in the student’s major:

   Organizational Management Majors: The Portfolio represents one-third of the final grade in the Adult and Career Development module.

3. It provides a means by which students may petition for academic credits applicable to their degree. Students may earn a maximum of 28 credits through the Portfolio toward elective credit if needed. Nyack College faculty will assess and award appropriate credit. Academic credit may be earned from the Portfolio in two ways:

   a. Learning from life experience may be considered for credit if students develop a Portfolio that includes essays and documentation that successfully articulates their learning from a broad range of life experiences. A detailed outline of the Portfolio process will be presented to students during the Principles of Adult Learning course. Credits awarded for Experiential Learning Essays can only be applied toward general elective credits. Topics must be pre-approved by the Assessment Office personnel and fall within the range of course subjects offered in the Nyack College Catalog.

   b. Certain approved professional licenses and certificates can be considered for credit through the Portfolio process as well as training approved by the American Council for Education (ACE) and PONSI guides through the Assessment Office.
B. PORTFOLIO ASSESSMENT

Adult students enrolled in the Organizational Management Program are different from traditional undergraduates. They usually have extensive work background and a wide variety of personal experience. They are actively pursuing educational goals that impact their careers.

Upon enrolling in the program, students will be asked to compile a Portfolio of prior learning experiences. These experiences may include knowledge and competencies gained through work, travel, hobbies, volunteer work, independent reading, training or workshops and many other life experiences. In order for students to earn credit through their Portfolios, their learning must be equivalent to college level work and documented in a way that can be evaluated by appropriate faculty.

The Portfolio is developed during Principles of Adult Learning (PAL), the non-credit, first eight weeks of the program. Students may earn up to 28 hours of general elective credits toward a degree at Nyack College through the Portfolio process. Portfolio credit may be earned by writing experiential learning essays, taking CLEP or DSST-DANTES exams, or by having American of Education (ACE) or PONSI work-related trainings and workshops evaluated by the faculty.

Principles of Adult Learning introduces the student to developing a portfolio of life experience and writing experiential learning essays. The primary instructors teach the eight-week PAL course. Principles of Adult Learning consists of four sessions and eases the students’ transition into Semester One and Semester Two, which are the credit portion of the program. Students also have access to an Assessment Advisor to assist them with their deficient junior year credits.

Students will also develop a degree plan with the Primary Instructor during the PAL course. The degree plan helps students see where they stand upon entering the program, and shows how they will reach the goal of 88 credits. The plan lists transcripted credit and indicates how students will obtain deficient liberal arts and elective credits that were not previously transferred in, but are part of the bachelor’s degree credits. Developing the degree plan creates accountability and helps students feel confident as they enter Semester One.

The office staff is available to help students, and we endeavor to serve the adult student well, thus making re-entry into college a positive experience.
VII. CURRICULUM AND COURSE DESCRIPTIONS

A. ORGANIZATIONAL MANAGEMENT MAJOR COURSES

Semester One

SOC 401/ Dynamics of Group Behavior (2 credits)
Students analyze and experience what it means to be part of a group. Topics explored include various roles of group members, effective decision-making, cooperation versus competition, the nature of leadership, problem diagnosis and assessment, and how group functioning affects organizational effectiveness.

INT 101/ Information Literacy (1 credit)
This course will help the student construct a framework for learning how to learn by developing skills used to define and articulate information needs, to access both print and online information effectively and efficiently, to evaluate information and its sources critically, to integrate information into one’s knowledge base and Christian worldview, and to understand and comply with the legal and ethical standards of fair use of resources and ideas.

PSY 403/ Adult and Career Development (3 credits)
Students examine course readings on adult development theory and life cycle research findings in the light of various career-related issues. In addition, an exploration of the career planning process, including self-assessment, occupational information, and job search skills, equip students to develop a plan for career success.

COM 415/ Organizational Communications (3 credits)
Students develop the skills involved in formal communication in organizations, especially in writing letters, e-mails, memos, and in public speaking. Students learn the importance of proofreading and conducting peer evaluations. Students review grammar techniques necessary for effective communication in the workplace. Students also explore the complexity of communication at the personal level. In developing an effective individual communication style, they study such skills as listening and non-verbal communication.

SOC 405/ Organizational Behavior and Analysis (3 credits)
Students are introduced to Organizational Behavior, its historical origins and current application and are familiarized with a model for analyzing the effectiveness of an organization, with the goal of improving its productivity. They develop the definition of an organization and examine the formal and informal processes within an organization, through readings, simulations, and other class activities.

REL 407/ Worldviews in the Global Market (3 credits)
Students investigate common types of worldviews, with special emphasis on Christian theism. The worldviews of the major religions are examined, along with the so-called “secular” worldviews such as humanism and materialism. Students study the role that beliefs and values play in the construction of worldviews, analyze the issues involved in the comparison of worldviews, and develop an individual worldview applicable to personal and professional life.
**SOC 413/Research Project Proposal I (2 credits)**
This course introduces students to the major independent research project that they will develop throughout the 14 month program. Students will develop an academic research project proposal in which they will demonstrate a foundational understanding of the format and structure of academic research. In addition, students will critically examine scholarly literature related to their research topic and create a proposed research methodology and data analysis plan. Upon completion, students are required to make a formal oral presentation that focuses on the findings in the literature and the scope that the data collection plan and analysis will take. The second half of this independent research project proposal is covered in Semester Two.

**Semester Two**

**SOC 409/Research Methods and Statistics (2 credits)**
Students learn how to design and carry out a research study, including how to perform, and analyze the results of various statistical tests. They learn how to evaluate research findings and enhance their ability to define, research, analyze, evaluate, and solve a problem in a work environment.

**MGT 408/ Diversity Management (2 credits)**
Students will evaluate diversity strategies of organizations, examine how diversity strategies influence an organization’s leadership, human resource management, marketing initiatives, and profitability, and assess other such issues, as diversity in groups, impact of diversity on communication, and the role of culture, within an organizational context. Through a variety of methods, including case studies, students will critique the effectiveness of different diversity management techniques used by various companies.

**MGT 410/Economic and Marketing Environment of Management (3 credits)**
Students explore and examine the essentials of economics and marketing in today's dynamic world at both the macro and micro levels. They gain an applied understanding of the principles, concepts and operational aspects through a computer marketing simulation that takes place in a competitive technology oriented business environment. Student teams assume responsibility for developing and executing a firm's marketing strategic plan based on economic principles for broad product markets and selected target markets.

**MGT 406/ Strategic Management (3 credits)**
Students gain understanding of the continuous management process necessary to successfully evaluate and respond to competitive forces faced by an organization. The emphasis is on understanding current concepts and the ability to apply them to individual organizations.

**REL 412/ Values and Ethics in the Workplace (3 credits)**
Students investigate various ethical systems and perspectives, including that of Christianity, and apply their learning about ethical theory and personal values to a range of ethical dilemmas in everyday life and work.

**SOC 414/Research Project Proposal II (2 credits)**
This is a continuation of the Applied Research Project Proposal in Semester One.
B. ADULT INTENSIVE TRACK (AIT) CORE COURSES AND DESCRIPTIONS

*These are supplemental courses run by Nyack College, but are not a part of the OM degree program, and therefore the cost of these courses will be billed in addition to the tuition for OM.

(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. American Government
16. College Mathematics
17. Latin American History
18. History of Western Civilization

Course Descriptions

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 3 credits of Liberal Arts requirement.

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.

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.

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.
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.

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 or 3 credits of Liberal Arts requirement.

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 or 3 credits of Liberal Arts requirement.

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.

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.

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.

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.

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.
New Testament Literature (BIB 201)
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.

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 3 credits of Science requirement.

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 3 credits of Math requirement.

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.

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 be 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 Civilization or 3 credits of Liberal Arts requirement.

Please note that some of these courses may not be offered every semester and may be cancelled due to low student enrollment.
C. APPLIED RESEARCH PROJECT PROPOSAL

The undergraduate research project provides a culminating experience designed to integrate learning outcomes from all course work and to link these to various life roles, and in particular the work setting. Working with the instructor and an explicit set of guidelines, students will select a work-related organizational problem to investigate, and will proceed to identify and possibly implement the appropriate solution(s) to the problem by using models, concepts and analytic skills. Drawing on course work, library resources and prior learning, students will carry out a complete research project, concluding with the preparation of a written project proposal.

The Applied Research Project Proposal is considered an essential component of OM in that it will help the student:

1. To identify and attempt to alleviate an organizational problem or concern.
2. To improve or enhance an organizational situation or set of conditions.
3. To fill an organizational need.
4. To meet an organizational challenge or opportunity.
5. To enhance personal preparation for career and/or graduate school through the building of scholarly/practical research via completion of:
   a. A formal research introduction,
   b. A comprehensive literature review,
   c. And development of mixed methodologies research.

“The project is intended to create a positive change in the organization for which it is designed.”

The Applied Research Project Proposal is submitted to the Primary Instructor in a three-ring, loose-leaf binder format at the conclusion of the students program. Detailed instructions as to the format, layout and presentation of the written project are found in the "Applied Research Project Proposal Handbook" which is provided to students in the course of their program. Students should keep a copy of their Applied Research Project Proposals for their own records in addition to the one they turn in to their instructors.
VIII. GRADING SYSTEMS

Grades are reported directly to the student by the Registrar after each semester. In the event of a misunderstanding or error the student should consult with the INSTRUCTOR immediately after receiving grades. If the student requires a grade following each class, the ‘Student Transcript/ Grade Letter Request’ form (see Appendix A) should be completed and forwarded to the SB&L Registrar.

A. GRADING SCALE

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A</td>
<td>93%-100%</td>
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<tr>
<td>A-</td>
<td>90%-92%</td>
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<tr>
<td>B+</td>
<td>87%-89%</td>
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<tr>
<td>B</td>
<td>83%-86%</td>
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<tr>
<td>B-</td>
<td>80%-82%</td>
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<tr>
<td>C+</td>
<td>77%-79%</td>
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<tr>
<td>C</td>
<td>73%-76%</td>
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<tr>
<td>C-</td>
<td>70%-72%</td>
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<tr>
<td>D+</td>
<td>67%-69%</td>
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<tr>
<td>D</td>
<td>63%-66%</td>
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<td>D-</td>
<td>60%-62%</td>
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<td>F</td>
<td>0%-59%</td>
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B. 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>
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<tbody>
<tr>
<td>A</td>
<td>-- 4.0</td>
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<tr>
<td>A-</td>
<td>-- 3.7</td>
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<td>B+</td>
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<td>B</td>
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C. WRITING RUBRIC

A writing rubric is utilized by instructors to provide students with constructive feedback. One has been provided on the following page.
Nyack College – OM Writing Rubric
(utilized by instructors for all written assignments)

Grading Guidelines (see complete Grading Scale at bottom)

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<th>C</th>
<th>C-</th>
<th>D</th>
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<td>Student Grade</td>
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<td>85</td>
<td>80</td>
<td>75</td>
<td>70</td>
<td>60</td>
<td>59</td>
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A.) WRITTEN COMPETENCIES - 50 points

Writing Mechanics include:

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<th>A</th>
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<td>12</td>
<td>12</td>
<td>11</td>
<td>9.5</td>
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B.) STRUCTURAL COMPETENCIES - 50 points

Content reflects:

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<th>A</th>
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<th>C</th>
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<td>Student Grade</td>
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GRADING SCALE:

A   93-100  B+  87-89  C+  77-79  D+  67-69  F  0-59
A-  90-92  B   83-86  C   73-76  D   63-66
B-  80-82  C-  70-72  D-  60-62
D. WRITING CENTER

Students are also encouraged to seek assistance through the Nyack College Writing Center. The Center provides learners with support and instruction designed to enhance students’ academic experience, learning potential and personal development. Students receive individualized instruction and guidance designed to help them strengthen and enhance their writing skills.

A copy of the Writing Center cover sheet has been provided in Appendix C.

E. GRADE REPORTS AND ADJUSTMENTS

Students who have a grievance relative to academic policies, grades, or other academic judgments should first seek resolution with their course instructor. If this does not solve the problem, a formal appeal may be made by sending a letter or e-mail to the Chair of Organizational Management. The Chair of Organizational Management will select two faculty members to review the case. The grade designated by the faculty members who review the case will be binding and final, whether it is higher or lower than the original grade.

F. STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

In order to receive Title IV and State aid, a student must demonstrate that he or she is making acceptable progress toward earning a degree. The following paragraphs represent the progression of the program and the minimum academic standards that must be met to be eligible for Title IV and State aid. These standards are required by State and Federal funding agencies.

The Organizational Management Program is a one-year program with two semesters of 17 credits in Semester One and 15 credits in Semester Two. Students come into the program with 60 to 88 transferable college credits. Students who come in with fewer than 88 credits earn the other credits through the assessment of prior learning, credit by examination, and/or additional transfer credits to bring them to 88 transferred/assessed credits. Students must have 120 credits and a G.P.A. of 2.0 in order to graduate. The transferred and assessed credits do not help a student to meet satisfactory academic progress because they do not carry grades. All students, regardless of the number of credits they bring into the program, are required to take no less than the 32 credits in the Organizational Management Program.

To make satisfactory academic progress in the first of the two semesters at Nyack, students must earn at least 10 credits with a 1.7 G.P.A. However, in order to graduate at the end of the second semester, students must complete the 32 required credits with a cumulative 2.0 G.P.A.

If a student does not have the required 10 credits AND a G.P.A. of 1.72.0 the student will NOT be eligible to receive any financial aid for the second semester. This includes any loans, grants or scholarships. In order to continue attending Semester Two, the student will be
required to pay the tuition in full before the first week of Semester Two (week 27), the student will either be administratively withdrawn, or placed on academic probation (see below.) If a student must stop out of the cohort after Semester One, the student may transfer into another cohort after the required academic standard has been met. New financial aid paperwork must be completed before any student may return to the Organizational Management Program.

Students in jeopardy of not meeting Satisfactory academic Progress will be notified in writing on the fourth night of Worldviews in the Global Market (week 24). If a student is granted an academic waiver (Page 29 Section E) to continue in Semester Two and has not earned the required 10 credits AND has a 1.7 GPA from Semester One, he/she is not eligible to receive any federal, state or institutional aid.

G. SATISFACTORY ACADEMIC PROGRESS - PROBATION

Students who end Semester One with five (5) or fewer credits completed, or less than a 1.7 Grade Point Average, will be administratively withdrawn from their cohort. An appeal form is available on our website for students who wish to appeal for permission to stay in the Organizational Management Program.

Students who finish Semester One with six (6) to nine (9) credits will be automatically placed on academic probation for the first eight weeks of Semester Two. If by the end of 8 weeks they have still not attained 10 credits or a 1.7 GPA, they will be administratively withdrawn. There is no appeal of this decision.

H. TRANSCRIPTS AND OTHER STUDENT GRADE LETTER REQUESTS

All requests for student transcripts or grades must be in writing (see Appendix A for the necessary form that may be reproduced to enable the student to make more than one request). Students should allow 5 to 7 business days for processing transcript requests. A charge of $5.00 is made for the first transcript and $1.00 for each additional one ordered at the same time. A request for a RUSH transcript (1 to 2 business days maximum processing time, sent regular mail) will incur a $10 rush fee, in addition to the normal processing fees. A request for a RUSH transcript with FedEx (processed in 1 to 2 business days, sent FedEx “next business day”) will incur a $40 rush fee for the first copy, and $1.00 for each additional copy ordered at the same time. A transcript will not be forwarded to a student or other institutions if the student’s account is not paid in full. No charge is made for grade requests for employer reimbursement or other such purposes.

I. AIT GRADING POLICY

Grades for adult intensive courses are entered on OM student transcripts on a letter grade basis. Pass/Fail for AIT courses must be requested on the registration form, before the course begins. Pass is defined as a “C-” or better, however, an overall cumulative average of a “C” or better is required for graduation in the Organizational Management Program.
IX. STUDENT STANDARDS AND POLICIES

A. FORMAT FOR WRITTEN WORK

*General guidelines for written assignments and research project for this program follow the APA style.*

Students are expected to produce college level work that reflects the following:

**Content and Style**

- Use of standard, college-level English
- Have three main components: introduction, body, and conclusion.
- Edit for grammar, spelling, sentence structure, and general mechanics of writing.
- Write using inclusive language.
- Cite and reference all sources of information, using the APA style of documentation as presented in the textbook entitled, *Rules for Writers*, by Diana Hacker.

**Presentation and Format**

Each assignment is to have:

- A title page that has the course title, assignment title, student’s name, Cohort number, name of Professor teaching the course, and date when assignment is submitted.
- The *title* and *number* of the questions being answered, when applicable
- Pages numbered in the upper right hand corner with title of assignment written in header form using the APA style of formatting.
- Margins one inch all around (top, bottom, left, and right).
- Papers that are typed, double-spaced using 12-point font size.
- Pages, free of plastic covers, stapled in the upper left corner.

*Students are advised to confirm these requirements with their instructors.*
B. INCOMPLETE POLICY

1. Organizational Management Courses

Students are expected to complete course assignments by their due date. Instructors are required to downgrade any work submitted late.

Such a downgrade may be avoided under the following circumstances:

a. If a student intends to make up a missed class and has made confirmed arrangements with the Registrar’s Office within two weeks of the missed class

b. If exceptional circumstances (such as extended illness) have occurred, the student has provided a written request to the instructor for an extension without penalty, and the instructor has provided a written approval.

Instructors will calculate the student grade based on the course work submitted at the time that the grade sheet is prepared, unless one of the exceptions above applies. “I” (Incomplete) grades may be used only when students have made specific arrangements acceptable to the instructor prior to the preparation of the grade sheet. After two months, grades of “I” become “FX.”

A student who receives an “I” or an “F” for a course must complete work for that course within one calendar month of the last session of the course. After one month, a grade change fee of $50 will be charged.

A student may not enroll in an OM general education course other than English if he or she is carrying more than two incompletes.

Students who have not completed coursework one year after their cohort finishes will need to apply for re-admittance to the program and pay the full price of completing any outstanding graduation requirements. At this point, they will be under the current student handbook rules.

2. Applied Research Project Proposal

As with other assignments, students are expected to complete chapters of their projects by the due dates determined by their professors. Instructors are required to downgrade for work submitted late. Exceptions to this policy follow those listed under the Incomplete Policy above. However, no exception other than serious illness will result in a final grade higher than “A-” on work submitted beyond the grace period. Students are allowed a two-month grace period beyond the end of the academic year to finish their Applied Research Projects with their primary instructors. After two months, grades of “I” become “FX.”

Students who fail to complete their projects on time will incur additional fees. Those with unfinished projects must register for Project Advisement and pay the cost of one credit to continue working toward completion of their projects. Ordinarily they will be
assigned a new adviser, and they will have up to six months to complete their projects under that adviser.

C. CLASS ATTENDANCE

Because a large portion of the learning in the program takes place in the classroom, 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 which of the following options should be used:

1. *Attending that session with another cohort.* The student must call the OM Registrar’s Office to reschedule, complete a “Class Make Up Form” (see Appendix A), and have the instructor of that cohort sign the form. The student is expected to read the appropriate assignments for a make-up session; to participate actively in the session; and to give, or mail, the form to the original instructor of the missed class. **If a student schedules a make-up class/module and are unable to attend, the student must call the Registrar’s Office or e-mail the instructor prior to the class time. If the student does not do this prior to class time, they will be fined $25. The student will not be permitted to make-up that particular class/module until the fee is paid.**

   - Preparing a written assignment based on the week’s assignments (minimum of 3 typed pages) and designated by the instructor as equivalent to four hours’ work. The student is required to give, or mail, the written make-up assignment to the instructor within an acceptable time frame, generally within two weeks of the missed session.

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

The normal class duration is four hours, and students are expected to attend for the full class period. 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 Program Administration. However, **lateness 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, portfolio assessment, etc., including the possibility of delayed graduation and additional fees.
D. WEATHER POLICY

Regarding class cancellations due to dangerous weather conditions, e.g., snow or icy road conditions, OM will make their decision to either cancel or have class by 3:00 p.m. on that day. Each class representative will work out a telephone chain to be used in case of class cancellation. A telephone chain is when the class representative calls two classmates who then call two more classmates who then call two more, etc. All canceled classes must be made up. Students may call the office at 845-358-5360, ext. 4957 or 800-876-9225 to ascertain whether class will be held; it is best to call in the afternoon. The decision to cancel class is made only by the OM office. Students do not make this decision.

E. SATURDAY CLASS POLICY

Attendance at Saturday classes within the 32-credit residence program is required for graduation. Persons forced to miss a Saturday class because of unavoidable circumstances, such as a medical problem or a significant family situation, are expected to make up the Saturday class by attending an additional Saturday class. Should a religious observance or other event prevent a student from attending a Saturday class, arrangements need to be made ahead of time to make up the class.

F. STUDENT PRIVACY RIGHTS STATEMENT

(Notification of Rights under FERPA)

In accordance with the provisions of section 438 of the General Education Provisions Act 20 USC 1232g - Family Educational Rights and Privacy Act (FERPA) commonly referred to as the "Buckley Amendment," Nyack College/Alliance Theological Seminary has adopted the following regulation to protect the privacy rights of its students, and to provide students access to their educational records.

1. Educational Record

   The student's primary educational record is located in the Registrar's Office. Items in the educational record include: the permanent record card, grade reports, admission/application materials, and testing data. Other offices maintain student records pertinent to their respective concerns.
2. Inspection and Review of Records

a. A student may inspect and review his/her educational records upon written request to the Registrar. The request should identify the record(s) the student wishes to inspect. The Registrar will comply within 45 days with notification of the time & place the record(s) may be reviewed.

b. A student has a right to review all documents contained in his/her record except:
   i. evaluations and recommendations, if the student has waived his/her rights to see them.
   ii. parental financial records and statements.
   iii. documents classified by law as "non-educational."

3. Charge for Producing Records

There will be a charge of $1.00 per sheet for reproducing records up to a maximum of $10.00 for any single request. The College reserves the right to deny copies of an educational record to a student whose financial account is in arrears.

4. Challenge of Record

Students who, after reviewing their record, desire to formally challenge information therein, may request that the record be amended. This request must be submitted to the Registrar in writing, and should identify the part of the record the student wants changed, and the reasons for doing so. The Registrar will respond in writing with a decision. If the request is denied, the student may request a formal hearing to be conducted by a committee appointed by the Provost/Vice President of Academic Affairs. The Provost/VPAA will notify the student of the committee's decision. All records of these appeals will be kept in the Registrar’s Office.

5. Disclosure of Information From Educational Records

The Registrar's Office will not disclose any personally identifiable information from the student's educational record without the student's written consent, except to the following people or for the following purposes:

a. To parents or guardians of students.
   i. If a student is claimed as a dependent by either parent/guardian for tax purposes, then either parent/guardian may have access under this provision (34 CFR ¶ 99.31(a)(8)). Neither the age of the student nor the parent’s status as a custodial parent is relevant. Nyack will assume that a student not enrolled in the OM degree program or a graduate degree program is financially dependent unless the student submits
written notification to the Office of the Registrar within 30
days of the start of each term that he or she is financially
independent. The form “Notification of Emancipation Status”
is available in the Registrar’s Office.

ii. In the event of serious health concerns such as illness, injury
or hospitalization.

iii. If a student is under the age of 21, Nyack may elect to notify
parents/guardians for disciplinary violations related to alcohol
or controlled substances, or when a student is suspended or
expelled. In disciplinary matters, parents are notified only
after students are determined to be responsible for a violation
of Nyack rules or standards. In all matters, the context of
individual circumstances is considered when deciding
whether to contact parents. When possible, students will be
given the opportunity and encouraged to discuss the situation
with their parents prior to the institution’s notification (¶
99.31 (a) 15 of the FERPA regulations).

b. To school officials with legitimate educational interests in the
information. A school official is a person employed by the institution
in an administrative, supervisory, academic or research, or support
staff position (including law enforcement unit personnel and health
staff); a person or company with whom the institution has contracted
as its agent to provide a service instead of using institutional
employees or officials (such as an attorney, auditor, or collection
agent); a person serving on the Board of Trustees; or a student serving
on an official committee, such as a disciplinary or grievance
committee, or assisting another school official in performing his or her
tasks. A school official has a legitimate educational interest if the
official needs to review an educational record in order to fulfill his or
her professional responsibility.

c. To officials of another institution in which the student is current
enrolled or seeks to enroll.

d. To any agency to which the student has applied or from which he/she
has received financial aid, or which had made decisions concerning
eligibility, amount, condition, or enforcement of the terms of financial
aid.

e. To certain educational agencies and institutions as permitted by law.

f. To comply with a judicial order or subpoena.
g. To protect the health or safety of the student or others in an emergency situation.

Nyack may also disclose, without consent, directory information. Directory information is information that is generally not considered harmful or an invasion of privacy if released. Its primary purpose is to allow Nyack to include this type of information in certain school publications, such as a playbill, yearbook, graduation program, sports activity sheets, etc. Such information includes: the student's name; address; telephone numbers; e-mail address; date and place of birth; major field of study; dates of attendance; full or part time status; class schedule; photographs; degrees, honors and awards received; school sports or student activities; weight & height of athletic team members; most recent educational institutions attended; and other similar information. Any student who does not want directory information released must give written notification of such to the Office of the Registrar within 30 days of the start of each semester. The form “Non-Disclosure of Directory Information” is available in the Registrar’s Office.

6. Right to File a Complaint

Students who believe that Nyack/ATS is not in compliance with FERPA regulations may file a complaint with the U.S. Department of Education.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-59
The following information concerns the location and type of records by various offices and the persons who ordinarily have access to these records.

**LOCATION AND TYPE OF INFORMATION**

1. Office of the President  
   a. Persons in charge of records  
      1) President  
      2) President’s Administrative Assistant  
      3) Secretary to the President  
   b. Location--Shuman Hall  
   c. Type of Information maintained  
      1) President’s office has general oversight of all campus records

2. School of Business and Leadership Academic Office  
   a. Persons in charge of records  
      1) Provost  
      2) Dean, SB&L  
      3) Registrar, SB&L  
      4) Admissions Office, SB&L  
      5) Assessment Office, OM  
      6) SB&L faculty  
      7) Assistant Registrar, SB&L  
   b. Location--SB&L ATS Building  
   c. Type of Information maintained  
      1) Permanent Record Card  
      2) Grades  
      3) Admissions Data  
      4) Testing Data

3. SB&L Financial Aid/Student Accounts Office  
   a. Persons in charge of records  
      1) Treasurer  
      2) Dean for SB&L Enrollment Management, SB&L  
      3) Financial Counselor, SB&L  
      4) Support Personnel, SB&L
G. 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.”

H. 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.

I. 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.

SB&L students who wish to declare a disability may do so to their Instructor in Principles of Adult Learning, 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 end of the fourth week of Semester One, the claim will not be admitted.
X. REGISTRATION

Officially admitted students will register at the beginning of Semester One. Semester Two registration will be done by mail prior to Semester Two. Any student with an “I,” “F”, or “FX” in more than 2 courses from first semester (not including Project I) will not be permitted to enter second semester until the courses are completed or retaken. Official registration is dependent upon the payment of tuition and fees, and official documentation of transfer credits. Student pictures for I.D. cards will be taken during Semester One registration.

Arrangements for the payment of tuition and fees must be made four weeks prior to the beginning of classes each semester through the office of Student Financial Services. Call (800) 876-9225 or (845) 358-5360 ext. 4475. Failure to make this arrangement will delay registration and class attendance.

A. WITHDRAWALS AND RE-ADMISSIONS

If a student must withdraw from the College before the completion of studies, he/she is first required to consult with the Primary Instructor of his/her cohort, and submit a status change form (see Appendix A) to the SB&L office. Please note that the effective date of withdrawal will be according to the date the student notifies the Registrar. Please be aware that withdrawal from the program will affect a student’s eligibility for financial aid, loan deferments and scholarships/grants. Until the SB&L office is notified, absences will continue to accumulate. Students should read the College refund policy at the beginning of this handbook.

Withdrawals: If a student finds it necessary to withdraw from the program, he/she will receive credit for any courses completed. Withdrawal from the program will jeopardize any financial aid for the remainder of the academic year. (These regulations have been set by the Federal and State Governments.)

For financial adjustment in case of withdrawal, please call the Office of SB&L Financial Services at (845) 358–5360, extension 4478.

Re-admissions: Students who fail to officially withdraw from the program must apply for re-admission to the program. If approved for re-admission, a student may join the next appropriate class and pay the current tuition and fees.
XI. TUITION AND FEES (2009-2010)

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**Mandatory Fees** (required for enrollment)
- Application Fee ........................................................................................................ 30.00
- Principles of Adult Learning ..................................................................................... 350.00
- Comprehensive Fee .................................................................................................... 140.00
- Semester One Book Investment (approx) ................................................................. 500-600.00
- Semester Two Book Investment (approx) .................................................................. 500-600.00

**Additional Fees** (subject to individual needs)
- CLEP/DANTES Tests (approx) ...................................................................................... 90.00
- Diploma Replacement Fee ........................................................................................... 15.00
- Cohort Change Fee ..................................................................................................... 100.00
- Technology Fee .......................................................................................................... 120.00
- FX Change Fee ........................................................................................................... 50.00

**Assessment Fees** (non-refundable)
- Assessment Advisement (6 months) ........................................................................... 75.00
- Portfolio Documents Processing Fee for Essays ..................................................... 90.00
- Portfolio Documents Processing Fee for Professional Tech ..................................... 30-180.00

Project Advisement Fee ............................................................................................... As per current credit cost of program
Additional Courses ......................................................................................................... As per current credit cost of program
Audit Fee ....................................................................................................................... 100 per credit

*$578 Cost Per Credit
At the end of the 55th week the student will have a 2-month grace period to submit any missing work from the 55-week program at no additional cost except for the FX Change Fee. After the 3rd month and through the 12th month, to complete unfinished work the student will be charged 1/3 the full cost of the course. After that the full rate is charged, except for Project Advisement, which must be taken and paid for at the cost of one credit per 6-month period until the project is completed.

If a student fails or withdraws from a course or if the student is withdrawn because of failure to meet attendance requirements, that student will need to re-enroll in the course and pay the tuition for the course again.

*All tuition must be paid, or financial arrangements must be confirmed with the Student Financial Services Office, prior to the beginning of each semester. Call (800) 876-9225 to make these arrangements with your Financial Aid Counselor.

Students seeking to register for an Adult Intensive Track (AIT) course must pay a nonrefundable deposit equivalent to one credit of tuition at the same time that the student submits a request form and promissory agreement. This deposit will be applied to the student’s account. The deposit is nonrefundable unless the course is cancelled by SB&L program administration. In such case, students’ deposits will be returned in full.

If after a diploma has been ordered for a student, it becomes impossible for a student to graduate, another diploma will be ordered at an additional cost to the student.

All fees and tuition charges are subject to change without prior notice.

A. 2009-2010 REFUND POLICY

Since Nyack College School of Business and Leadership is on a modular schedule, our refund policy for students wishing to withdraw differs slightly from most traditional programs.

The most important factor in determining how much liability you incur in a particular semester is the date you actually withdraw from the program. The official date of your withdrawal is the day you contact the Registrar’s Office at 1-800-876-9225 extension 4469, to inform us of your intentions. It is not the date you stop attending, so be sure to notify the Registrar immediately.

Your financial liability at Nyack College School of Business and Leadership is outlined in the following statements:

- Liability for each module, or course, is incurred after the first class in that module; e.g. after the first class of Dynamics of Group Behavior (SOC 401), you are fully liable for the cost of that module.

- In Semester One, liability for the full semester tuition is incurred after the first night of Organizational Communications (COM 415) (Week 9).
In Semester Two, liability for the full semester tuition is incurred after the first night of Economics and Marketing (MGT 410) (Week 9).

Prior to the point of incurring full liability, you will be charged for only the course modules you have started; e.g. if, in Semester One, you withdraw from the program before Adult and Career Development begins, you will be liable for the cost of Dynamics of Group Behavior only.

Due to federal and state regulations, all or part of loans and/or grants may have to be returned. In such cases, you are still liable for any tuition and fees incurred.

B. LEAVE OF ABSENCE POLICY

If a student must stop attending the program for a period of time (not to exceed 180 days) he/she may request a Leave of Absence. If a LOA is granted it will allow the student to keep all awarded financial aid for the semester in which the student has stopped attending. To apply for a LOA the student must complete a Change of Status Form, which includes the following information:

- The cohort and date in which he/she will stop attending.
- The cohort and date in which he/she will resume the program.
- The reason(s) why student is requesting LOA.

Nyack College reserves the right to approve or deny any application for a LOA. If a LOA is granted the student must return on the date specified. Failure to return on this date will result in the student’s withdrawal from the program. Financial aid will be adjusted to fit the student’s actual attendance; the last date of attendance will become the official withdrawal date, and will affect the Stafford Loan grace period.

C. FINANCIAL AID 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.
1. 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.

2. 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.

3. 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.

4. 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.

5. 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 a 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.
6. 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.

7. 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

<table>
<thead>
<tr>
<th>For Pell and Federal Loans------Semesters Enrolled at Nyack</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>After ‘X’ Semester(s)</td>
<td>1</td>
</tr>
<tr>
<td>Credits Earned per semester</td>
<td>60-80</td>
</tr>
</tbody>
</table>

| Cumulative GPA | n/a | 2.0 | 2.0 | 2.0 | 2.0 |

<table>
<thead>
<tr>
<th>TAP Grants</th>
<th>Semesters Enrolled at Nyack</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before being certified for this payment*</td>
<td>1</td>
</tr>
<tr>
<td>A student must have accrued at least this many credits</td>
<td>0</td>
</tr>
<tr>
<td>With at least this grade point average</td>
<td>0</td>
</tr>
</tbody>
</table>

*Including semesters transferred from another institution.
XII. LIBRARY

A. NYACK COLLEGE/ATS LIBRARIES

Nyack College offers access to three libraries. Bailey Library and ATS Library are located in Nyack, NY and Wilson Library is located at the Manhattan Campus. These three libraries provide access to a joint collection of approximately 127,000 volumes, over 500 current journal subscriptions, and public computers offering access to the joint Nyack College/ATS Libraries online catalog, interlibrary loans, and dozens of online citation/abstract and full-text databases offering thousands of journal titles full-text online.

Students are required to present their Nyack College identification cards when checking out material. If students need a book that has already been checked out, they may place a hold on it. Students will be notified when the book is returned and it will be held for you at the Circulation Desk.

Hours:

Bailey Library hours are:

- Monday - Thursday, 8:00 a.m. - 12:00 a.m.
- Friday, 8:00 a.m. - 9:00 p.m.
- Saturday, 10:00 a.m. - 9:00 p.m.
- Sunday, 1:00 p.m. - 5:00 p.m.

Please call the Library for summer hours and exceptions for holidays and breaks before coming to campus (845) 358-1710 x4580.

ATS Library hours are:

- Monday - Thursday, 8:00 a.m. - 10:00 p.m.
- Friday, 8:00 a.m. - 6:00 p.m.
- Saturday, 10:00 a.m. - 6:00 p.m.

Please call the Library for summer hours and exceptions for holidays and breaks before coming to campus (845) 353-2020 x7570.

Wilson Library hours are:

- Monday - Thursday, 9:00 a.m. - 9:00 p.m.
- Friday, 9:00 a.m. - 7:00 p.m.
- Saturday, 10:00 a.m. - 3:00 p.m.

Please call the Library for summer hours and exceptions for holidays and breaks before coming to campus (212) 625-0500 x7711.
### Nyack College Rockland Campus Contact Information:

**Bailey Library**
Nyack College  
1 South Blvd.  
Nyack, New York 10960

**Linda Poston**  
Director of Library Services  
(845) 358-1710, extension 4434  
E-Mail: linda.poston@nyack.edu

**Mick Williams**  
Assistant Director  
Head of Reference Services  
(845) 358-1710, extension 4435  
E-Mail: mick.williams@nyack.edu

**Sunya Notley**  
Assistant Director  
Head of Access Services  
(845) 358-1710, extension 4436  
E-Mail: sunya.notley@nyack.edu

**Ji Joung**  
Head of Technical Services  
(Interlibrary Loan, Acquisitions, & Cataloging)  
(845)358-1710, extension 4437  
E-Mail: ji.joung@nyack.edu

### Nyack College Manhattan Campus Contact Information

**Nyack/ATS NYC Library**  
361 Broadway  
New York, NY 10013-3904

**Cassian King**  
Circulation, Wilson Library  
(212) 625-0500  
Email: kingc@nyack.edu

**Myung-Ja Kim**  
Head of Technical Services, Wilson Library  
(212) 625-0500 ext. 6142  
E-mail: myungja.kim@nyack.edu
Holdings

1. General Circulation Books
   A student may take out general circulation books with the privilege of two renewals, unless they have been reserved by another student. The loan period is three weeks.

2. Reserve Books
   Books placed on reserve by instructors are kept at the circulation desk. These books may be requested by author and title. Reserve books are loaned for two hours. Books taken for these periods are due in the library at the time stated by the desk attendant. Each student is responsible to know when his or her books are due. A student may check out a maximum of three reserve books.

   Reserve Books taken out overnight are due at 8:30 the next morning. Those taken out for times when the library is closed are due at 8:30 a.m. the next day the library is open.

3. Reference Books
   Reference books are made available for use in the library only.

4. Periodicals
   Periodicals are not circulated and must be used in the library. The current 10 years of back issues are housed in the Reference Room alphabetically by journal title. Older back issues are located in a room at the end of the circulating collection.

5. Periodical Indexes
   Periodical Indexes, such as the Readers' Guide, Business Periodicals Index, Social Science Index, Humanities Index, Education Index, etc are located in the reference room.

6. Videos/AV
   A small collection of educational videos and AV materials are housed in the library and can circulate for a three-week loan period.

7. Microform
   Microfilm and microfiche reader-printers are available at Bailey and ATS Libraries. Ask at the circulation desk for instruction in using the machines. The periodical holdings lists identify the format and volume numbers of all microform under journal titles.
8. **Listening Equipment**

Cassette/CD players are available for both recreational listening and for assignments in languages, fine arts, etc. The MacMillan Music Library houses additional musical recordings in a variety of formats.

**Services**

1. **Photocopy Service**

A copying machine is available for student use at a charge of 15 cents per copy.

2. **Interlibrary Loan**

Bailey, Wilson, and ATS libraries will borrow books for students from other libraries through the interlibrary loan system. Students must be able to pick-up and return the books at one of the three libraries. Photocopies of articles requested through Interlibrary Loan will be sent to the student at no charge. Request forms for Interlibrary Loan are available online on the library websites and should be filled out completely for each book or article needed (www.nyackcollege.edu/library and www.alliance.edu/library). A total of 15 requests are granted per student per semester.

3. **On-Line Catalog**

Access to the online catalog is available from any computer with internet access at the following URL’s: www.nyackcollege.edu/library and www.alliance.edu/library.

4. **Databases**

A host of citation/abstract and full-text periodical databases are available on our webpage under “Electronic Resources.” Among them are EBSCO’s Academic Search Premier, a multidiscipline database with over 4,600 full-text scholarly journals, ATLA and ATLAS Religion Database, Business Source Premier with over 7,600 full-text business journals; Newspaper Source with full-text for 25 national and international newspapers and more than 200 regional as well as full-text television & radio news transcripts; PsychARTICLES with full-text articles for 44 APA published journals from 1985 to the present; Accounting and Tax Database, First Search suite of databases, Mergent Online, Reuters Business Insight and Market Line and SIRS (current issues and controversies). Students are provided off-campus user names and passwords (at their library session) to access most of these databases.
Overdues and Replacement Fees:

1. Overdue Material
   The following fines are charged for overdue materials:
   - General Circulation books: $0.25 cents per day (Maximum $5.25)
   - Overnight reserve books--$1.00 per hour or portion thereof (maximum $10.00)
   - Videos--$0.25 per day (Maximum $5.25)

2. Lost Books
   When a student has lost a book, the following charges will be made:
   - Current replacement price (as listed in Books in Print or out of print source) or,
   - $50.00 if not able to replace.

   If the book is found and returned, it will be considered an overdue book. Cost of the book will be refunded and the student will owe the maximum overdue fine of $5.25 per item.

B. PHONE NUMBERS FOR AREA LIBRARIES

1. Pace University - Pleasantville Campus (914) 773-3380
2. Pace University - White Plains Campus (914) 422-4384
3. Finkelstein Library, Spring Valley (845) 352-5700
4. St. Thomas Aquinas College (845) 359-9500
5. Dominican College (845) 359-8188
6. White Plains Public Library (914) 422-1400
7. New City Public Library (845) 634-4997
8. Rockland Community College Library (845) 574-4409
9. Bergen Community College Library (201) 447-7131
10. Westchester Community College Library (914) 606-6965
11. Brooklyn Community College Library (718) 780-5336
12. New York Public Library (212) 930-0800
13. Science, Industry and Business Library (of NY Public Library) (212) 592-7000
14. Saint John's University Library (212) 815-9263
Nyack College students have reciprocal borrowing privileges at St. Thomas Aquinas College, Dominican College, and The Salvation Army Officer’s Training School Library. Students must present their Nyack College I.D to check out items from these libraries.

XIII. GRADUATION

Upon faculty confirmation that an individual has satisfied all the requirements of the degree for which he/she is a candidate, that student is eligible to graduate.

Students may graduate only if they have completed all the requirements for the degree, including: 120 credits; an acceptable Portfolio; all general education requirements; and a satisfactory research project. However, the cohort must complete week 55 by mid-April before the May graduation date. All participants must also receive financial clearance by the Office of Student Accounts. All tuition charges, assessed credit charges, library fines, parking tickets, etc. must be cleared from their account.

Cohorts that are close to completion by a graduation deadline must be certain to meet deadline schedules. These schedules may sometimes be modified to meet a cohort’s or an individual’s special situation; however, no special arrangements will be made without student request and SB&L audit of the student records. Once a deadline arrangement is set up, it is very important that students meet all established deadlines. If students delay in communicating their progress to the office, they may be excluded from graduation.

A graduation ceremony is held once each year, usually on a Saturday in May. It includes the resident students, graduate programs, parents and trustees, and all the pomp and ceremony which are associated with commencement.

By tradition, Nyack graduation ceremonies are religious in nature. Graduation is a time of great celebration for students and for the faculty and staff who rejoice at the students’ success. We hope that SB&L students will not find the religious aspect a deterrent to attending the ceremony.

The ceremony is in standard commencement format: processional, introductions of dignitaries, special music, commencement speaker, presentation of graduates, awarding of degrees, benediction, and recessional. The ceremony is usually three hours long.
Caps and gowns are ordered by graduates, to be shipped directly to their homes. College rings and graduation announcements are also available to students who desire to purchase them. Links for the above and other commencement-related information may be obtained at the Nyack College website, http://www.Nyack.edu/commencement.
A. OMICRON-PSI HONOR SOCIETY

The Omicron-Psi Honor Society is dedicated to recognizing the achievements of non-traditional students in the United States. SB&L students, enrolled in Organizational Management have the opportunity to qualify for membership in this Honor Society if they meet the following criteria:

1) Must be at least 24 years of age;
2) Must be eligible to graduate from the School of Business and Leadership with an Organizational Management degree.
3) Must have a minimum cumulative Grade Point Average of 3.8;
4) Must currently participate in at least three community activities (e.g. 4H, Church related activities, senior centers, Boy/Girl Scouts, etc.);
5) Must maintain the principles of duty, honor, and service;
6) Must maintain and demonstrate high ethical standards in all aspects of life;
7) And must be nominated by their Primary Instructor.

Process for Membership
Students cannot apply for membership themselves, but must be nominated by a Primary Instructor. Once a year, before the spring graduation, nominations are received from Primary Instructors of graduating cohorts. All nominees are then offered the opportunity to apply online. This nomination does not guarantee one will be admitted. After application, a committee of the faculty of SB&L has the opportunity to vote on each application. Upon the election, nominees are notified of the outcome.

Those approved for membership will be invited (together with a limited number of guests) to attend an induction ceremony on the morning of graduation.

It should be noted that membership in Omicron Psi is not a right or automatic privilege of good grades. The Primary Instructors have final say in who is nominated for membership. Students should not contact the SB&L office regarding membership, since only nominations from Primary Instructors will be accepted.
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APPENDIX A
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Module Make Up Form

*Complete this form and return it to the School of Business & Leadership – OM Registrar’s Office.*

________________________ from Cohort # _______, needs to make up the module-________________________ that you are teaching. Please record the student’s grades on this sheet and return to Elizabeth Hanson with the regular grade sheet for Cohort # _______. We apologize for any inconvenience: thank you for your time!

**Attendance:**

1  2  3  4  5  6  Class + Assignments + Paper = Final Grade

___  ___  ___  ___  ___  ___  ___  ___  ___  ___

________________________
Signature of Instructor

________________________
Date

This form must be signed by the makeup professor after your makeup session. **INSTRUCTOR PLEASE NOTE:** The instructor who is submitting the final grade should include this form with the grade sheet.
Single Class Make Up Form

Complete this form and return it to the School of Business & Leadership – OM Registrar’s Office.

Name of Module: ___________________________ Original Professor: ______________________

Date of Missed Session: _______________________________ Original Cohort: #_____________

Date of Make-Up Session: _____________________________ With Cohort: # _______________

I hereby certify that__________________________ (student) attended indicated makeup session.

Make-Up Professor’s Signature:________________________________________________________

This form must be signed by the makeup professor after your makeup session, and returned to the original professor for that course. INSTRUCTOR PLEASE NOTE: The instructor who is submitting the final grade should include this form with the grade sheet.
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CHANGE OF STUDENT STATUS FORM
ORGANIZATIONAL MANAGEMENT

Name: ___________________________ SS #: ___________________________ Cohort Number: _________________

Address: ___________________________________________________________________ City: ___________________________ State: ___________ Zip: _____________

Student Signature: ________________________________________________________________________ Date: _____/_____/______

WITHDRAWAL

I am withdrawing from Cohort __________.

Date Effective ________________ (MM/DD/YYYY).

Last date of attendance ______________ (MM/DD/YYYY).

I do / do not plan to return to the program.

TRANSFER

I am withdrawing from Cohort __________.

Date Effective ________________ (MM/DD/YYYY).

Last date of attendance ______________ (MM/DD/YYYY).

I would like to transfer to Cohort __________ on ________________ (MM/DD/YYYY).

OFFICE USE ONLY: Course ___________ Session __________

Reason for change of student status (must be specific):

☐ Academic load ☐ Personal, family, medical ☐ Financial problems ☐ Cohort canceled ☐ Expulsion

☐ Academic deficiencies ☐ Schedule conflict ☐ Location conflict ☐ Transferring major ☐ Program does not fit needs

☐ Other:

RE-ENROLLMENT (Withdrawn two years or more)

To re-enroll in the Organizational Management Program, complete the Re-Enrollment Request Form available at http://www.nyack.edu/content/ADCPRegistrarForms

LEAVE OF ABSENCE*

I am withdrawing from Cohort __________.

Date Effective ________________ (MM/DD/YYYY).

Last date of attendance ______________ (MM/DD/YYYY).

I will return on ________________ (MM/DD/YYYY).

OFFICE USE ONLY: Course ___________ Session __________

*All Leave of Absence requests must be submitted BEFORE the last date of attendance. There are no exceptions. Students must return to the program within 180 calendar days of last date of attendance or the Leave of Absence will become void.

Reason for change of student status (must be specific):

☐ Academic load ☐ Personal, family, medical ☐ Financial problems ☐ Cohort canceled ☐ Expulsion

☐ Academic deficiencies ☐ Schedule conflict ☐ Location conflict ☐ Transferring major ☐ Program does not fit needs

☐ Other:

REFUND POLICY (Student Handbook Section XI.A)

Since Nyack College School of Business & Leadership is on a modular schedule, our refund policy for students wishing to withdraw differs slightly from most traditional programs.

The most important factor in determining how much liability you incur in a particular semester is the date you actually withdraw from the program. The official date of your withdrawal is the day you contact the Registrar’s Office at 1-800-576-0225 extension 4469, to inform us of your intentions. It is not the date you stop attending, so be sure to notify the Registrar immediately.

Your financial liability at Nyack College School of Business & Leadership is outlined in the following statements:

1. Liability for each module, or course, is incurred after the first class in that module; e.g. after the first class of Dynamics of Group Behavior, you are fully liable for the cost of that module.

2. In Semester One, liability for the full semester tuition is incurred after the first night of Organizational Communications (Week 9).

3. In Semester Two, liability for the full semester tuition is incurred after the first night of Economics and Marketing (Week 9).

4. Prior to the point of incurring full liability, you will be charged for only the course modules you have started; e.g. if, in Semester One, you withdraw from the program before Adult and Career Development begins, you will be liable for the cost of Dynamics of Group Behavior only.

Due to federal and state regulations, all or part of loans and/or grants may have to be returned. In such cases, you are still liable for any tuition and fees incurred.

LEAVE OF ABSENCE POLICY (Student Handbook Section XI.B)

If a student must stop attending the program for a period of time (not to exceed 180 days) he/she may request a Leave of Absence. If a LOA is granted it will allow the student to keep all awarded financial aid for the semester in which the student has stopped attending. To apply for a LOA the student must complete a Change of Status Form, which includes the following information:

1. The cohort and date in which he/she will stop attending.

2. The cohort and date in which he/she will resume the program.

3. The reason(s) why student is requesting LOA.

Nyack College reserves the right to approve or deny any application for a LOA. If a LOA is granted the student must return on the date specified. Failure to return on this date will result in the student’s withdrawal from the program. Financial aid will be adjusted to fit the student’s actual attendance; the last date of attendance will become the official withdrawal date, and will affect the Stafford Loan grace period.

The effective date of withdrawal will be your last date of attendance.

Withdrawal from our program will affect your eligibility for financial aid, loan deferments and scholarships.

For Registrar’s Office Use Only: Leave of Absence: Approved ________ Denied: ________ Date: _____/_____/______
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ATTENTION: DO NOT FILL OUT THIS FORM UNLESS YOU ARE RECEIVING TUITION REIMBURSEMENT FROM YOUR EMPLOYER.

ORGANIZATIONAL MANAGEMENT
GRADE LETTER REQUEST FORM

NAME: ___________________________________________ SS#: _____ - _____ - _______ COHORT NUMBER:___________

ADDRESS:_____________________________________________ CITY: _____________________ ST: _______ ZIP: _____________

DAYTIME PHONE NUMBER:____________________________________________________________________________________

E-MAIL: _______________________________________________ FAX#:___________________________________________________

STUDENT SIGNATURE:_________________________________________ DATE: ______________________________

PLEASE CHECK THE COURSE(S) FOR WHICH YOU WILL NEED A GRADE LETTER:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>SEMESTER I</th>
<th>Credits</th>
<th>SEMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] SOC 401 Dynamics of Group Behavior</td>
<td>(2)</td>
<td></td>
<td>[ ] SOC 409 Research Methods and Statistics</td>
<td>(2)</td>
</tr>
<tr>
<td>[ ] PSY 403 Adult and Career Development</td>
<td>(3)</td>
<td>[ ] MGT 408 Diversity Management</td>
<td>(2)</td>
<td></td>
</tr>
<tr>
<td>[ ] COM 415 Organizational Communications</td>
<td>(3)</td>
<td>[ ] MGT 410 Economics and Marketing</td>
<td>(2)</td>
<td></td>
</tr>
<tr>
<td>[ ] INT 101 Information Literacy</td>
<td>(1)</td>
<td>Environment of Management</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>[ ] SOC 405 Organizational Behavior and Analysis</td>
<td>(3)</td>
<td>[ ] MGT 406 Strategic Management</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>[ ] REL 407 World Views in the Global Market</td>
<td>(3)</td>
<td>[ ] REL 412 Values and Ethics in the Workplace</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>[ ] SOC 413 Research Project I</td>
<td>(2)</td>
<td>[ ] SOC 414 Research Project II</td>
<td>(2)</td>
<td></td>
</tr>
</tbody>
</table>

Optional Adult Intensive Track courses (all AIT courses are 3 credits):

| [ ] BIB 102 Old Testament Literature          |       | FNA 335 History & Application of Visual Art |
| [ ] BIB 201 New Testament Literature          |       | HIS 114 Western Civilization II |
| [ ] BUS 201 Principles of Accounting I        |       | HIS 214 United States History II |
| [ ] BUS 333 Principles of Finance I           |       | HIS 225 History of American Business |
| [ ] BUS 335 Business Law I                    |       | HIS 326 History of New York City |
| [ ] ENG 113 Writing for the Social Sciences   |       | PHI 101 Introduction to Philosophy |
| [ ] ENG 340 Writing Biography, Autobiography, Memoir |   | PSY 441 Theories of Personality |
| [ ] FNA 241 African American Fine Arts in NYC |       | PSY 342 Abnormal Psychology |

CHECK REQUESTED SPECIAL INSTRUCTIONS:

Choose only one: [ ] Send grade letter after each course [ ] Send grade letter after the end of each semester

Show cumulative Grade Point Average? [ ] YES [ ] NO

Does your company require a statement showing course is paid in full with the letter? [ ] YES [ ] NO

Address/fax number to send grade letter (Home, Employer, etc):

You may change the number you wish to have your grade letters faxed to at any time provided that you submit the number to our office in writing along with your signature. Your signature is required to update your fax number for grade letters. There are no exceptions.

Questions? Call 1-800-876-9225 extension 4469 or fax us at 845-358-2127.

Need more forms? Go to www.nyack.edu/registrar.
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TRANSCRIPT REQUEST FORM

Student ID#____________

**HANDWRITTEN SIGNATURE (required): __________________________ Date: ______________

PAYMENT OPTIONS for THIS transcript order:

_____Regular UNOFFICIAL (leaves office/ faxed in 5-7 business days.) No cost by regular mail or fax.

_____UNOFFICIAL needed in RUSH time (leaves office/ faxed in 1-2 business days). No cost by regular mail or fax.

_____Regular official (leaves office in 5-7 business days by regular mail or picked up***) $5.00 1st copy/ each additional + $1.00

_____RUSH official (leaves office in 1-2 business days by regular mail or in person at office) $15.00 1st copy/ each additional +$1.00

_____RUSH w/FedEx (leaves office in 1-2 business days by FedEx “next business day” in USA $40.00 1st copy/ each additional +$1.00

Accounts must be current with Business Office and Perkins loans, and exit loan counseling, if applicable, must be completed for OFFICIAL transcripts. Requests will not be processed if required payment is not included. Contact Student Financial Services for instructions how to complete the test(s).

We accept cash, money orders, checks made to “Nyack College”, or credit/ debit information (We accept Visa, Master Card and Discover).

DO NOT E-MAIL OR FAX CREDIT/ DEBIT INFORMATION! IT IS NOT SECURE!

Make an online payment at www.Nyack.edu/TRANSCRIPT FEE or call 845-675-4732 to leave the following information below on voice mail (spelled name of student whom transcript is for with their date of birth, spelled name as it appears on the card, card number, expiration date, and CID – the 3-digit security code on the back of the card).

Office Use Only: Perkins Loans: __________ SFS account: _____________ Date Sent: __________

***Please leave an approximate date & time you wish to pick up transcripts. Please call x4732 or e-mail to see if they are ready for pick-up before coming.

ATTN: Transcript Request
Office of the Institutional Registrar
Nyack College
350 North Highland Avenue
Nyack, NY 10960
Fax (845) 348-3918
Phone (845) 675-4732

(Please print.) [** Required Information!]

**Name: ____________________________ ___________________        **Name as student: _______________________________________

Address: _______________________________________________          ** Home Phone: __________________________________________

________________________________________________________            E-mail: __________________________________________________

SSN: ________--________--**_________ **Birth date:___________           Daytime contact / cell  number:_____________________________

STATUS:

_____ (STILL in) _____ (NOT in) attendance

Graduated __________________ (month/yr)

HOLD OPTIONS: (If not checked, transcripts will be sent “as is”)         ______ATS (Seminary)            ______MSEd

______Send transcript(s) as it is currently

______Hold for current semester grades

______Hold until grad date and degree are put on transcript

SENDING INFORMATION: (can FAX unofficial only) We cannot e-mail transcripts.

1) _____ # of Official (mail only) _____ # of Unofficial  2) _____ # of Official (mail only) _____ # of Unofficial

_______________________________________________________           ________________________________________________________

_______________________________________________________           ________________________________________________________

_______________________________________________________           ________________________________________________________

_______________________________________________________           ________________________________________________________

Nyack program(s) from which transcript(s) should be issued:

_____Traditional Undergrad _____MSOL

_____ADCP / SADE / OM _____MBA

_____ATS (Seminary) _____MSEd

_____AGSC (MA Counseling) _____Pinebrook Jr College

Approx. Dates Attended: ________________________________

SH 89

67
Change of Address Form

Complete this form and return it to the SB&L - Registrar’s Office.

Last Name: _____________________________ First Name: _____________________ Cohort #: ________
SS#: ______-_______-__________

OLD ADDRESS & PHONE NUMBER

OLD Address: ___________________________________________ Apt./Suite/Floor: ____________
City: ___________________________________________ State: ________ Zip: __________-_________
Phone Number (H): (______)__________-____________ (W): (______)____________-_______________
(C): (______)__________-____________

NEW ADDRESS & PHONE NUMBER

NEW Address: _____________________________________________ Apt./Suite/Floor: ____________
City: ___________________________________________ State: ________ Zip: __________-_________
Phone Number (H): (______)__________-____________ (W): (______)____________-_______________
(C): (______)__________-____________ Email Address: _______________________________________

Your signature must appear to authorize the modification of your address.

_________________________________________________ ________________________
Student’s Signature        Date
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Fax Authorization

Complete this form and return it to the SB&L - Registrar’s Office (845) 348-3918.

Name: ___________________________________ SS#: ___________ Cohort Number: __________ 

Address: _________________________________________________ Apt/Suite: ______________ 

City: _____________________________________ State: ___________ Zip Code: _____________ 

I hereby request and consent to Nyack SB&L releasing my grades and personal information via fax to the following fax number:

Fax Number: __________________________________________ 

Student’s Signature _________________________ Date ________________
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Permission for Release of Medical Records

Complete this form and return it to the SB&L - Registrar’s Office (845) 348-3918.

Name: ___________________________________ SS#: _______________________________

Date of Birth: _____ / _____ / ______  Cohort Number: _________

MM        DD        YEAR

Address: _________________________________________________ Apt/Suite: ______________

City: _____________________________________ State: ___________ Zip Code: _____________

I, ______________________________ hereby request and consent to Nyack College SB&L releasing my medical records and personal information to:

Name: __________________________________________

Address: _______________________________________

_________________________________________________

_________________________________________________

Fax Number: ______________________________________

Student’s Signature ___________________ Date _____________
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APPENDIX B
NYACK COLLEGE--SB&L OFFICE OF THE REGISTRAR
REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

All Students:

The Family Education Rights and Privacy Act designates certain information related to a student as “Directory Information” and gives the college the right to disclose such information to any person inquiring without having to ask the student for permission, unless the student specifically requests in writing that any or all such information about him or her not be made public without his written consent. The categories of “Directory Information” are listed in the Nyack College policy statement on privacy rights, a copy of which is found in the student handbook. If you wish to withhold the disclosure of any or all of the items of “Directory Information,” fill out the form below and submit it to the Registrar.

This form must be received in the SB&L Office of the Registrar within ten days of registration for first semester. If it is not received in that office by that date, it will be assumed that all directory information may be disclosed for the remainder of the student’s enrollment.

Please consider very carefully the consequences of any decision made by you to withhold any category of “Directory Information.” Should you decide to inform the institution not to release any or all of this “Directory Information,” any future request for such information from non-institutional persons or organizations will be refused. The institution will honor your request to withhold any of the categories listed below, but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

I have carefully read the above and request that the following specific items of “Directory Information” not be disclosed by the College without my prior written permission:

Cohort Number _______________

SS. No.______________________ Typed or Printed Name ___________________________

Date ________________________ Student’s Signature ______________________________
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APPENDIX C
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Writing Center Coversheet

Today’s date: ___________________

Name: __________________________ Contact phone number/s: ____________________

Cohort #: ________________________ Professor’s name: ____________________________

Course name: ________________________________________________________________

Briefly describe the type of assistance you hope to receive: __________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

The Writing Center provides learners with support and instruction designed to enhance students’ academic experience, learning potential and personal development. Students receive individualized instruction and guidance designed to help them strengthen and enhance their writing skills. The Center does not provide editorial services.

Students seeking assistance should forward written materials to Mrs. Millicent Waterman, Director of the Writing Center-3rd floor at Nyack College, 361 Broadway, New York, NY 10013. Papers may be mailed, dropped off in person, faxed (212-226-5817) or emailed to millicent.waterman@nyack.edu

**Students are encouraged to contact the Center several weeks prior to assignment due dates as the writing process often involves multiple revisions.**
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END OF STUDENT HANDBOOK