ORGANIZATIONAL LEADERSHIP – B.S.

Primary Faculty, New York State: Blondell Anderson, Dr. Claire Henry, Julie Hood-Baldomir (Dept. Chair), Dr. Douglas LePelley, Dr. Elena Murphy, Alyson Willsie

Primary Faculty, Washington, D.C.: Dr. Patricia Johnson

Mission
The Bachelor of Science in Organizational Leadership is an upper division degree program. Through a cohort-based model of learning, the program prepares students to create positive change both organizationally and individually, through developing their ability to assess organizations and utilize innovative and strategic solutions to help organizations achieve extraordinary results.

Student Learning Goals
The OL Student Learning Goals are categorized within the framework of the Nyack College core values. Through an academically rigorous interdisciplinary curriculum, adult students in the Organizational Leadership program will be able to:

Academically Excellent: Demonstrate foundational skills in the use of technology and research as it relates to scholarship.
Demonstrate effective written and oral communication skills that value individuals and promotes positive organizational change.

Globally Engaged: Demonstrate an understanding of the interdependence and interconnectedness of organizations within the global community as well as utilize effective methods of communicating, managing, and leading within multi-national organizations.

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 processes in which to assess and promote personal growth, development, life-long learning and successful personal and professional relationships.

Socially Relevant: Demonstrate the ability to identify ethical problems, make well-justified ethical decisions, and promote development of an ethical culture within an organizational context.
Understand the process of how to bring about positive change and growth within organizations.
Program Assessment

The following assessments are used to assess program effectiveness.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Context</th>
<th>Location in Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Design a research project proposal</td>
<td>Review of written portfolio and oral presentation.</td>
<td>End of semester 2</td>
</tr>
<tr>
<td>2. Written evaluation of knowledge of organizational theory and behavior</td>
<td>Required courses and written summary papers per course</td>
<td>End of each course</td>
</tr>
</tbody>
</table>

Assessment results are evaluated on an annual basis for program improvement. No individual student is identified in the evaluation of the program data. Results are reported below with percentage of students in each performance category.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Exceeds Expectations 08-09</th>
<th>Meets Expectations (Pass) 08-09</th>
<th>Approaches Expectations 08-09</th>
<th>Does not meet Expectations (Fail) 08-09</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Design a research project proposal</td>
<td>5%</td>
<td>70%</td>
<td>20%</td>
<td>5%</td>
</tr>
<tr>
<td>2. Written evaluation of knowledge of organizational theory and behavior</td>
<td>10%</td>
<td>80%</td>
<td>5%</td>
<td>5%</td>
</tr>
</tbody>
</table>

Principles of Adult Learning (8 Weeks)

When students are enrolled in Principles of Adult Learning (PAL), they develop a degree plan, working with a faculty advisor, in preparation for entering the major field component of the program. Based on the individualized evaluation of transfer credit prepared by the Registrar for each student, this degree plan will outline the liberal arts and sciences core courses needed by each student as well as any remaining liberal arts or miscellaneous elective requirements. Each student is then advised as to how best to fulfill these courses and/or requirements. Liberal Arts and Sciences Core courses and liberal arts and miscellaneous electives may be satisfied through one of several options offered through the main campus:

1. Assessment of prior learning
2. Proficiency testing (CLEP, Dantes, etc.)
3. Weekend courses*
4. Online courses*

*These courses are offered through the School of Business and Leadership Adult Intensive Track (AIT).

Semesters I and II

After PAL, students are registered to begin work on the 32-credit major field component. These credits are completed through an intensive 52-week course of study that is divided into two semesters. The first semester typically begins in one of the following months: March, June, October, and December; the second semester is completed 52 weeks later. Each course in the major is offered sequentially, with a cohort of 15 to 20 students progressing together through the program from one course to the next.

For all cohorts meeting at sites in New York State, two of the courses, INT 101, Information Literacy and SOC 413, Research Project I, are completed through class sessions that are held at the Rockland campus. For all cohorts meeting in Washington, D.C., these two courses are completed through class sessions that are held at the Hall of States.

During the 52 weeks, students meet in one four-hour class session each week. These sessions provide an opportunity for students to integrate theoretical management concepts with the practical experience that students have learned in their current work settings. Students are given specific assignments related to their work settings and are expected to complete an additional twelve hours of class-work per week outside of the weekly class session.

Research Project Proposal: The culminating piece of work for the major is a research project proposal that is introduced early in the program. This research proposal is developed in conjunction with other course work as students apply research processes and methods to an organizational context aimed at bringing about positive change. Successful completion of the degree will depend on the quality of the project. It is essential, therefore, that the student work with the primary instructor to complete on time. Students may receive assistance, up to two hours each week, in developing and completing their research project proposal and course work.

120 credit hours, distributed as follows, are required for the Bachelor of Science degree:

**Liberal Arts and Sciences Core (33 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Communication elective (ENG)</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization elective</td>
<td>3</td>
</tr>
<tr>
<td>World Civilization elective</td>
<td>3</td>
</tr>
<tr>
<td>American History elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective (ENG)</td>
<td>3</td>
</tr>
<tr>
<td>COM 415-Organizational Communications (fulfills Basic Com)</td>
<td>3</td>
</tr>
</tbody>
</table>
Social Science elective ................................................................. 3
REL 407-World Views in the Global Market (fulfills humanities) .......... 3
Arts elective .................................................................................. 2
Science elective............................................................................. 3
Mathematics elective .................................................................... 3
INT 101 – Information Literacy .................................................... 1
Foreign Language (not required in B.S. Organizational Leadership)

**Major Field Component (25 credits)**
- PSY 401-Dynamics of Group Behavior ........................................... 2
- PSY 403-Adult and Career Development ....................................... 3
- MGT 405-Organizational Behavior and Analysis ............................ 3
- SOC 413-Research Project Proposal I ............................................ 2
- MGT 406-Strategic Management .................................................. 3
- MGT 408-Diversity Management .................................................. 2
- SOC 409-Research Methods and Statistics .................................... 2
- MGT 410-Economic and Marketing Environment of Management .... 3
- REL 412-Values and Ethics in the Workplace ............................... 3
- SOC 414-Research Project Proposal II .......................................... 2

**Liberal Arts/Miscellaneous Electives Component (62 credits)**
- Liberal Arts electives ................................................................... 13
- Miscellaneous electives ............................................................... 49

**Total credits required** .................................................................. 120

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**Organizational Leadership Program Plan**

**FIRST SEMESTER**
- SOC 401-Group Behavior ........ 2
- PSY 403-Adult & Career Dev... 3
- COM 415-Org Comm.............. 3
- SOC 405-Org Behavior & Anlys. 3
- REL 407-World Views.......... 3
- SOC 413-Research Project Prop.12
- INT 101-Information Lit ...... 1

**SECOND SEMESTER**
- MGT 406-Strategic Mgt ........ 3
- MGT 408-Diversity Management .... 2
- SOC 409-Research Meth & Stats.. 2
- MGT 410-Eco/Mrktg Envir Mgmt... 3
- REL 412-Values & Ethics ........ 3
- SOC 414-Research Project Prop II .. 2

**THIRD SEMESTER**
May be required to complete liberal arts core or electives.
Organizational Leadership Program Courses
(Note: The courses listed under this heading are offered only to students in the Organizational Leadership Program)

Semester One

PSY 401/ Dynamics of Group Behavior (2 credits)
The course provides a framework for students to analyze different stages of group development by critiquing group behavior theories and through case studies’ analyses. Topics include various roles of group members, characteristics of groups such as cooperative, competitive, and individualistic, the nature of group leadership, problem diagnosis and assessment, communicating in teams, and how group functioning affects organizational effectiveness. Students not only learn the theoretical aspects of group behavior but also are able to apply and test them by working in different teams during this course.

INT 101/ Introduction to Information Literacy (1 Credit)
This is a library utility-based course and is designed to assist students to develop skills that will enable them to define and articulate information needs, access various databases of information effectively and efficiently, evaluate information and its sources critically, integrate information into students’ knowledge base, use information effectively to accomplish a specific purpose, understand legal aspects of the use of information, all of which cultivate skills to promote life-long learning.

PSY 403/ Adult and Career Development (3 credits)
The course evaluates various adult development and life cycle theories. Students compare and contrast their own development to the conceptual principles of one of the theories. Students explore their career development by reviewing and critiquing many career planning cycles. Students then synchronize their assessment of adult development and career planning theories by developing a career plan, which includes factors such as self-assessment, analysis of occupational information, and job search skills.

COM 415/ Organizational Communications (3 credits)
The course explores and examines the classical process of communication. Students evaluate the major types of communication, such as verbal and non-verbal, and assess the appropriate media to utilize them effectively. Techniques to develop good listening skills are presented. The impact of culture on the communication process and its influence in today’s diverse workplace is critiqued. Students gain practical experience in developing excellent written and verbal communication skills by applying the writing process to produce various business documents, for example, summary reports, letters, e-mails and memos and by preparing and making oral presentations.

MGT 405/ Organizational Behavior and Analysis (3 credits)
The course examines systematically designed research studies that focus on work-related behaviors, attitudes and actions that take place in organizations. The course is comprised of several behavioral sciences such as Psychology, Sociology, Social Psychology, Anthropology, and Political
Science. As a result such factors as emotions, personality, motivation, job satisfaction, individual and group decision making, cross-cultural analysis, organization systems, intra-organizational politics and power are scrutinized and evaluated, utilizing required readings, case studies, and simulated class activities. The course exposes students to Weisbord’s methodology of Organizational Diagnosis. Students culminate their learning by examining and assessing an organization, preferably the one tied to their thesis, by applying the behavioral and analytical concepts taught in the course.

**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 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 I (2 credits)**
This course introduces students to the major independent research study that represents the thesis for the Bachelor of Science in Organizational Leadership. Students develop a project topic proposal, critically examine scholarly, classical and contemporary literature and research in order to gain insights in an organizational problem and to provide recommendations based upon findings from the literature reviewed. Students submit their findings in a written report that is incorporated in the final project, (SOC 414/Research Project II).

**Semester Two**

**SOC 409/ Research Methods and Statistics (2 credits)**
Students learn how to design and conduct a research study. Students are taught how to perform various statistical tests and analyze the results. They learn how to use statistical methodology to enhance their ability to define, research, analyze, evaluate, and solve work related problems.

**MGT 408/ Diversity Management (2 credits)**
The course examines how diversity strategies impact an organization’s leadership, team performance, human resource management, marketing initiatives and profits. Introduces different diversity paradigms. Assesses the role of culture and its impact on the process of conducting international business. Critically examines the dimensions of diversity through case studies, diversity audits, articles and use of films.

**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 in a business environment by forming teams that assume responsibility for developing and executing a firm’s strategic marketing plan based on economic principles for broad product markets and selected target markets.

**MGT 406/ Strategic Management (3 credits)**
The course is the capstone for the Organizational Leadership Program and seeks to synthesize major topics of other courses of the program. Examines the interdisciplinary core functions of management such as planning, organizing, leading and controlling. Presents classical theories on motivation and leadership styles and analyzes their impact on organizational management. Provides a broad understanding of financial statements, and negotiation as processes for managerial decision-making. Simulated managerial situations and self-scoring, analytical instruments are used to evaluate students' potential abilities to manage and lead.

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 413/Research Project Proposal I
The course introduces students to the major independent research study for the Bachelor of Science in Organizational Leadership. Students develop a project topic proposal and examine scholarly, classical, and contemporary literature and research in order to gain insights into how to bring about positive organizational change. Students submit their findings that are later incorporated into the final research project proposal.

SOC 414/Research Project Proposal II (2 credits)
Prerequisite to this course is SOC 413.
The course culminates the requirements for the program’s thesis. Students prepare an academically written research project proposal that demonstrates analytical and problem-solving skills, with a strong emphasis on utilizing a working knowledge of basic research concepts and principles. The project includes review of literature pertinent to the thesis statement, and a data collection plan using a mixed method approach. Upon completion of this written research, students are required to make a formal oral presentation that focuses on major findings and learning.

Adult Intensive Track Courses (AIT)

BIO 112--Ecology (3 credits) [all AIT classes are 3 credits each]
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.
ENG 113--Writing for the Social Sciences (3 credits)
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.

FNA 335--History of Art (3 credits)
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.

HIS 110--History of Western Civilization (3 credits)
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.

HIS 225--American Business History (3 credits)
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.

Organizational Leadership Admissions
Contact Information:
Nyack College Organizational Leadership Program
350 N. Highland Avenue, Nyack, NY 10960
1-800-876-9225
E-mail: admissions.adcp@nyack.edu
Website: www.nyack.edu
Applications for admission may be downloaded online at www.nyack.edu/admissions.

Applications to the Organizational Leadership program in the School of Business and Leadership are reviewed by an admissions committee that will conduct an extensive review of submitted materials and take into consideration the entire application package.
There is not a single predetermined student profile for admission. However, those applicants who do best in the program distinguish themselves by having:
• A motivation to learn
Organizational Leadership

- A desire to manage or impact others
- The self-discipline to complete assignments
- Honors or recognition for achievements in their professional and personal life

Nyack College emphasizes academic excellence and students must be committed to undertake the rigor of our academic program. For those students who have not been involved in the demands of structured coursework in the classroom for an extended period of time, Nyack does acknowledge lifetime experience and achievements in an applicant’s personal and professional life when evaluating the admissions materials. The resume of a person most likely to succeed in the application process will be one that shows job stability, career advancement, and employment that requires an individual to understand complex ideas and articulate them to others.

Required Admission Materials
All applicants must submit the following:
1. Completed and signed application
2. Application fee ($30)
3. High School diploma or equivalent
4. College transcript(s) showing at least 60 transferable college credits earned from an accredited college or university. Please note that only course work with the grades of "C-" or higher will be accepted as transfer credits, except when part of a completed Associate’s Degree.
5. Writing sample
6. Personnel Recommendation
7. Completed Work and Life Experience Form
8. Management proficiency: The Organizational Leadership program is an upper level management program. Therefore, students must either transfer in with an introductory course in management or demonstrate proficiency, in the introductory principles of management.
9. Record of Immunizations: Documentation of appropriate vaccination for Measles, Mumps, and Rubella must be provided by the student in accordance with the New York State Health Regulations for colleges.
10. Computer Literacy: students in the Organizational Leadership program will use an online environment for a portion of their learning. Technology skills are necessary for successful completion of the program. Applicants of the program should be able to send and receive email, open or send an email attachment, conduct research using the Internet, use Microsoft Word, and download files. Students are required to have access to a computer and the Internet.
International Students Admission Requirements

Nyack College welcomes applications for admission from well-qualified, non-U.S. resident citizens of other countries. The admission procedures are the same for all students.

1. Students for whom English is not the first language should be certified in English proficiency. Certification for the Test of English as a Foreign Language (TOEFL) requires a minimum score of 550 (paper); 220 (computer version), or 83 (Internet version) on the TOEFL examination.

2. A certified affidavit from an individual or agency guaranteeing financial support to the students for education in the United States is also required.

3. After being accepted at Nyack College, international students are required to make a deposit of $2,000 before the Certificate of Eligibility (I-20 form) will be issued by the Office of Admissions. The I-20 is used to apply for the student visa (F-1).

4. The Director of Admissions and/or designated school official will assist the student in matters pertaining to immigration, employment, etc.

Admissions Process

Processing and Notification: It is the applicant’s responsibility to ensure that all required information is submitted to Nyack College. The Director of Admissions will review submitted records when all information is complete. Admission decisions will be communicated to applicants in writing as soon as possible after the decision has been made, typically within one or two weeks. Admission to the Organizational Leadership program is decided on a rolling basis; completed applications submitted early receive priority consideration. Thus, students are encouraged to complete and submit their applications as early as possible.

Readmission: Former students who have not been enrolled for one year or more and who desire to re-enroll in Nyack College should apply for readmission through the Admissions Office. Readmission is based on the students’ academic record and previous involvement at Nyack. Students who have not been enrolled for more than one year will follow the degree requirements at the time they were last enrolled in Nyack College.

Reactivation: Students who have been inactive for less than one (1) calendar year and who wish to re-enroll in Nyack College must submit a reactivation application prior to being permitted to register. This application is handled through the Organizational Leadership Registrar.

Enrollment Status Classification

Regular: Applicants who meet the above admissions criteria, who satisfy all admissions requirements, and who intend to earn a degree from Nyack College may be admitted with a regular enrollment status. If all other eligibility criteria are met, students admitted with a regular status are eligible for all forms of scholarships and financial aid.

Provisional: If the Office of Admission believes that the applicant has the potential for success, but he or she does not meet all of the regular standards for admission, the applicant may be accepted on a provisional enrollment
Organizational Leadership

status. Provisional students are matriculated for one semester. A student’s provisional status will be evaluated after the student has attempted the first academic semester in the Organizational Leadership program. If a student completes the first semester and has earned a GPA of 2.0 or higher AND has completed at least 10 credits in the first semester, the provisional status will be changed to regular.

Conditional: Applicants who have not submitted all official, required documents for admission, or who have submitted one or more unofficial documents, may be admitted with a conditional enrollment status. Students admitted on a conditional basis are matriculated and will receive financial aid for one semester. Students must submit all required admissions material by the end of the first semester of study. Students will not be eligible to register for the second semester with a conditional enrollment status. When all required documents have been received by the college, the student’s enrollment classification will be changed to regular status.

Nondiscrimination Policy
Students, faculty, and staff represent a diverse college community. Nyack College does not discriminate on the basis of race, color, national and ethnic origin, age, sex, or physical disability in admission, participation, or employment in campus programs or activities. The programs are operated in compliant with the Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1983, Americans with Disabilities Act (ADA), Title VI of the Civil Rights Act of 1964, and all other relevant statutes and regulations.

Nyack College Policy for Prior Learning - Organizational Leadership Program
- Allows adult students enrolled in OLP to obtain college credit for post-secondary prior learning experience that occurs outside of the college classroom.
- Accepts college-equivalent credits from agencies such as American Council of Education (ACE) and National Program on Noncollegiate Sponsored Instruction (PONSI). ACE and PONSI were created to ensure that employment training programs that are evaluated for college-equivalent credits meet a certain standard.
- Accepts college credit for military training as indicated by ACE.
- Dictates that students can use ACE and PONSI credit toward liberal arts and general elective requirements, while prior learning credits are permitted only for use toward general elective credits.
- Allows students to develop a Portfolio of prior learning and have it assessed for potential elective credits by trained faculty evaluators. Nyack College faculty award potential credit for the demonstration of learning obtained from various life experiences.

Trained faculty evaluators review prior learning materials and identify key college-level learning concepts on the selected topic. College equivalency
credits are then issued accordingly. Should supporting information be needed, in order to make a determination, individual interviews are scheduled with students.

Organizational Leadership Academic Policies

Matriculation
All Organizational Leadership students are considered matriculated for the Bachelor of Science degree.

Academic Year Calendar
Every cohort follows its individual academic calendar. In the Organizational Leadership Program, the Fall semester runs from June 1 through November 30, and the Spring semester from December 1 through May 31.

Class Attendance Policy
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 to ensure requisite seat time requirements are made up.

Family Educational Rights & Privacy Act (FERPA)
In accordance with federal law, students are hereby notified of the Family Educational Rights & Privacy Act of 1974, as amended. This Act was designed to protect the privacy of education records, to establish the right of students to inspect and review such records, and to provide guidelines for the correction of inaccurate information within the records. Nyack’s full policy is available in various student handbooks and from the Registrar’s Office.

Grades and Academic Standing
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 Accelerated Bachelor’s Degree program is a one-year program with two semester of 15 and 17 credits each. Students enter the program with between 60 and 88 transferable college credits. Students who come in with fewer than 99 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 GPA of 2.0 in order to graduate. The transferred and assessed credits do not carry grades. All students, regardless of the number of credits they bring into the program,
are required to take no less than 32 credits in the Organizational Leadership program.

To make satisfactory academic progress in the first of the two semesters at Nyack, students must earn at least 10 credits with a 2.0 gpa.

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 Accelerated Bachelor’s Degree 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).

Pass/Fail is not an option for Organizational Leadership major courses, but Pass/No Credit can be chosen for Adult Intensive Track classes before the course begins. Pass is defined as a “C” or better.

Incomplete Policy

“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 fee of $50 is charged to change an F or FX to a passing grade.

Any student with an “I”, “F”, or “FX” in more than two courses from the first semester (not including Project I) will not be permitted to enter the second semester until the courses are completed or retaken.

A student may not enroll in an OL 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 finished will need to apply for re-admittance to the program and pay the full price of completing any outstanding graduation requirements. At such point they will be under current catalog requirements.

Academic Probation

Students who end Semester One with five or fewer credits completed, or less than a 2.0 GPA 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 Leadership program.

Students who finish Semester One with 6 to 9 credits will be automatically placed on academic probation for the first 8 weeks of Semester Two. If by the end of 8 weeks they have still not attained 10 credits or a 2.0 GPA, they will be administratively withdrawn. There is no appeal of this decision.

Grade Reports and Adjustments

Grades are available online as they are entered by professors. In the event of misunderstanding or error, the student should consult with the Registrar’s Office immediately. The Registrar’s Office holds the official record of a student’s final grade.

Grades and Scholastic Honors
Graduation Honors: Students of outstanding scholarship are selected for graduation honors in the following manner:

With distinction: GPA at least 3.8  
With highest distinction: GPA of 4.0

Organizational Leadership students will qualify for Latin honors of Cum Laude etc. only if they have completed a total of at least 60 credits at Nyack College.

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 Leadership have the opportunity to qualify for membership in this Honor Society if they meet the following criteria:

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

Graduation Requirements
1. A minimum of 120 semester credits.
2. A minimum cumulative grade point average of 2.0
3. All requirements in the core curriculum
4. All requirements in the major program
5. In order to be eligible to participate in the May commencement ceremonies, students must have all requirements completed by that Spring semester. Summer or Fall completers will be invited to participate in the following May. All students must have completed week 55 with their cohort in order to be eligible.
6. In order to be eligible to participate in the May commencement ceremonies, students must 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.

Grievance Procedures
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 Leadership. The Chair of
Organizational Leadership 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.

Registration

Officially admitted students will register at the beginning of Semester One. Semester Two registration will be done by mail prior to Semester Two. Official registration is dependent upon the payment of tuition and fees, and official documentation of transfer credits.

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) 675-4583 ext. 4625. Failure to make this arrangement will delay registration and class attendance.

Residency Requirement

All students who are enrolled in a Nyack College program within the state of New York are required by the New York State Education Department to complete a minimum of one complete course at the Rockland campus. For each degree program, one course is designated for instruction in Rockland. For the organizational leadership program, this course is INT 101, Information Literacy.

Withdrawal and Readmission

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 to the Registrar’s Office. Please note that the effective date of withdrawal will be according to the date the student submits the status change form to 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 Registrar’s Office is notified, absences will continue to accumulate. See Nyack College refund policy in the financial aid section that follows.

If a student finds it necessary to withdraw from the program, he/she will receive credit for any course 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.

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.
Organizational Leadership Tuition and Fees

Semester 1 (17 credits) ................................................................. $9826.00
Semester 1 (15 credits) ................................................................. 8670.00
Cost per credit ........................................................................... 578.00

Mandatory Fees (required for enrollment)
Application Fee ........................................................................... 30.00
Principles of Adult Learning ......................................................... 350.00
I. Comprehensive Fee ................................................................. 140.00
II. Semester One Book Investment (approx.) .............................. 500-600.00
III. 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 Advancement fee (current per credit cost of program) ...... 578.00
Additional course (current per credit cost of program) ................. 578.00
Audit Fee (per credit) ................................................................ 100.00

Organizational Leadership 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 Leadership (OL) Undergraduate students who wish to be considered for financial aid must maintain satisfactory progress in their selected course of study as set forth in this policy.

Academic Policy: Incomplete course grades and withdrawals are not counted toward the grade point average component of the standard but along with course repetitions are used in measuring the academic progress of credits completed. Only the second grade of a repeat course counts in the calculation of the student's GPA.
Institutional Policy: Satisfactory academic progress includes both a qualitative (grade point average) and quantitative (number of credit hours completed) measure of the student’s progress plus a maximum time frame to not exceed 150% of the program measured in academic terms and credit hours attempted. The Student Financial Services/Registrar Offices will assess the student academic progress at the end of every term for all federal and institutional aid programs.

Transfer Students: When a student transfers to Nyack College the academic office will determine the number of credit hours acceptable toward the OM degree program at Nyack. The standard of progress will begin at the appropriate point on the SAP chart according to the number of credit hours transferred.

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

Reestablishing Financial Aid Eligibility: Students who have had their financial aid terminated due to lack of satisfactory academic progress may choose to enroll without benefit of financial aid. Students may also choose to attend another institution and transfer in the specified needed number of credits earned toward 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.

Appeal Process: Any student who is denied Federal financial aid at the end of the financial aid probationary period or does not meet the SAP standard and who can prove special circumstances i.e. serious injury or illness, or death in the family, is allowed to appeal their case. An appeal letter may be submitted with supporting documentation, if required, to the Provost Office to request a waiver of the SAP standards for a semester. The Provost, Registrar, and Assistant Treasurer will make the final determination if Federal Aid will be restored for one semester or if the appeal will be denied. If the appeal is approved the SAP standards are suspended for that student.
Notification: The following schedules represent minimum academic standards that must be met by fulltime students (12 or more credits) in order to be eligible for Title IV Federal Student Aid (Stafford Loans). Students are notified in writing if they have failed to meet the standards along with implications and actions required to maintain or reestablish financial aid eligibility. Students taking a part-time load are pro-rated based on the full-time standards.

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

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

TAP Grants

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

*Including semesters transferred from another institution.
At the end of the 55th week the student will have a 2-month grade 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 the unfinished work the student will be charged ½ 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 students submits a request form and promissory agreement. This deposit will be applied to the student’s account. The deposit is non-refundable 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 comes 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.

2009-2010 Refund Policy

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

The most important factor in determining how much liability the student will incur in a particular semester is the date in which he or she actually withdrew from the program. The official dates of withdrawal is the date the student contacts the Registrar’s Office at 1 (800) 876-9225, extension 4469. It is not the date the student stops attending class.

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 I, liability for the full semester tuition is incurred after the first night of Organizational Communications (COM 415) (week 9).

In Semester II, 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 Groups Behavior only.

**Financial Aid 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 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.