



School of Business and Leadership
Master of Science in Organizational Leadership
Student Handbook



Nyack College
Nyack, New York 10960
New York, NY 10004

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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 Master of Science in Organizational Leadership is a registered program that is offered in compliance with the regulations of the Department of Education of the State of New York.

**Student Handbook
Masters of Science in Organizational Leadership**

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I. STAFF AND SUPPORT SERVICES

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OFFICE HOURS

Nyack College Office	Monday-Friday	8:00 am – 4:30 pm
School of Business and Leadership	Monday-Thursday Friday	8:00 am – 4:30 pm 8:00 am – 4:00 pm
Graduate Registrar's Office	Monday- Friday	8:30 am – 4:30 pm
Financial Services Office	Monday-Friday	9:00 am – 5:00 pm

OFFICE CLOSINGS

Nyack College Office and SBL Offices will be closed as follows:

- ❖ New Year's Day
- ❖ Martin Luther King Jr. Day (MLK)
- ❖ Good Friday
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving (Wednesday – Friday)
- ❖ Christmas Eve to New Year's Day

II. NYACK COLLEGE

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 which 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 man, 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.

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 socio-logical 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.

SHUMAN HALL, NYACK COLLEGE, NYACK, NY



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 which served as pre-professional programs. In addition, curricula were developed in education and business 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.

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.

III. M.S. IN ORGANIZATIONAL LEADERSHIP

INTRODUCTION

MSOL is a graduate studies program offered through the School of Business and Leadership. The primary goal is to educate current and emerging leaders with a values based curriculum in leadership studies, with a strong emphasis in the mastery of servant leadership principles. The program which is offered over 12-months is comprised of 10 courses, 3 thesis seminar classes, and an action research thesis. The courses are divided into three areas of focus: Discovering and Defining a Leadership Perspective, Leading and Managing Effective Teams and Implementing Positive Organizational Change. To maximize student learning and the quality of the student faculty exchange, students are divided into small groups and remain together throughout the masters program. Each cohort has a lead instructor who serves as the student's academic advisor. Upon completion of the year-long program, our goal is that students are prepared to demonstrate leadership through more effective collaboration, trust, foresight, listening and the ethical use of power and empowerment.

DIALOGUE EDUCATION

Dialogue Education has been adopted as the MSOL teaching philosophy that means that our goal is to ensure that

- Shared participation and learning occurs within each course
- Transfer occurs after the learning; meaning there is immediate usefulness of new learning: skills, knowledge or attitudes.
- Transformation occurs in individuals or organizations as a function of the learning.

CLASS STRUCTURE

Students are formed into a learning cohort of about 15-20 members. Students remain in the assigned cohort throughout the program. Students enrolled in NYC take classes on two 4-hour weekday evenings. Student enrolled at the Nyack campus take classes on Saturdays for an 8-hour period. Students enrolled in the NYC cohorts must meet a New York State residency requirement by enrolling in the 1-credit "Thesis Seminar I" class on the Nyack campus on Saturday.

FACULTY

Faculty in the Master of Science in Organizational Leadership are professionals chosen for their teaching expertise and practical knowledge. Instructors have at least a master's degree with most holding doctorates. The MSOL Director approves each instructor on all campuses.

IV. STATEMENT OF PROGRAM

ADMISSION REQUIREMENTS

Students who apply for admission must provide the following:

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

Official Undergraduate Transcript--A student must have completed a bachelor's degree with GPA of 3.0 or higher in order to be eligible for the master's program. In order to certify their academic eligibility the student is required to submit official college transcripts from the college or university that awarded the degree.

Writing Sample--Applicants to the Program must demonstrate college level writing proficiency in order to assure their ability to successfully complete the Master's Degree. Writing samples are completed by applicants and evaluated by the Admissions Committee of MSOL.

Professional Recommendation--Each student is required to provide references from professionals who can accurately assess the candidate's ability to successfully complete the program.

Academic Recommendation--Each student is required to provide academic references from professors who can accurately assess the candidate's ability to successfully complete the program.

Resume--Each student is required to submit a resume detailing the student's academic and professional achievements.

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.

Interview with the Director--Students must be interviewed by the Director and/or a Lead faculty member of the MSOL program prior to entering the program.

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).

Computer Information literacy--Applicants must have a working knowledge of how to access and retrieve documents from an electronic database.

Technological--We require all students to have a computer and an e-mail account. We strongly suggest that you follow all the minimum computer system requirements found on page 50.

Students who apply are requested to attend an information session, an open house, or an advisement conference to facilitate their acceptance into the program.

ACADEMIC STRUCTURE

The Nyack College Master of Science in Organizational Leadership is a graduate program requiring 33 credits for completion.

Semesters--These 33 credits must be completed at Nyack College through an intensive 52 week program of study that is divided into three semesters. Courses have a modular format with cohorts of 15 to 20 students progressing together through the program.

Instructional Classroom Time--Students will either meet two week nights or on Saturday's for a total of eight hours each week. These sessions are conducted by faculty of Nyack College in a format designed to introduce students to theoretical concepts, scholarly exchange and applied learning.

Thesis--The thesis is a major independent action research study that is required for completion of the degree. This research project is designed to provide students with an opportunity to identify a leadership need within an organization, which could benefit from positive organizational change.

Thesis Guidance-- The academic advisor for the thesis is the cohort Lead Faculty member. This individual is the student's primary contact and advisor throughout the entire thesis process. The student's cohort Lead Faculty assigns all feedback and grades.

Other Requirements--In addition to class attendance, class contribution, and the final thesis, evaluation of course knowledge will include one or more of the following.

- Written assignments
- Oral Presentations
- Class Discussions
- Examinations

MISSION STATEMENT AND LEARNING GOALS

The mission of MSOL is to educate adult students with a values based leadership studies program using a dialogue learning methodology, under girded with a solid foundation in servant leadership principles, theoretical frameworks and applied research skills that provide a context for enhancing leadership and organizational transformation.

Through theoretical models, research and application:

Socially Relevant

1. Students participation in the Leadership Institute, with opportunities to design and facilitate leadership seminars, workshops or conferences for community leaders
2. Opportunity for students to present their thesis research findings to the client organization
3. Understand how to embody and lead from a values-based leadership framework that facilitates human and organizational potential in non-profit, faith-based, business or community settings.

Academic Excellence

4. Students design and conduct an action research thesis that contributes to Positive Leadership and Organizational Change. Publication of research project in Proquest – an academic online thesis and dissertation database is optional, yet encouraged
5. Demonstrate information literacy competencies through successful completion of online courses, ability to access articles from scholarly journals via electronic databases and ability to accurately document references using APA Publications guidelines
6. Graduates accepted in Ph.D. programs

Globally Engaged

7. Global focus and enhanced awareness of requirements to work outside the US, through designing an expatriate portfolio for an international leadership assignment

Intentionally Diverse

8. Opportunity for current and emerging leaders to enhance their leadership perspectives by engaging in a learning dialogue with professionals from diverse organizational backgrounds

Personally Transforming

9. Provide self- assessment tools and processes to help leaders have a better self-awareness of leadership strengths and weaknesses
10. Demonstrate knowledge, tools and processes that indicate a self-reflective awareness of one's leadership values, skills and development needs to enhance leadership potential
11. Offer a holistic approach to leadership, through an integration of Christian and spiritual practices with theories and research on leadership

V. CURRICULUM

COURSE DESCRIPTIONS

LDG 640 Foundations of Organizational Leadership Research (3)

This course provides a comprehensive analysis of research approaches to understanding leadership theories, issues, methodologies and application strategies with a specific emphasis on Servant Leadership. Through this learning, students will be taught how to write a research proposal in preparation for IRB submission. An integral part of the learning, also, involves students assessing their own leadership philosophy and then analyzing the relationship between their philosophy and selected theories of leadership. As part of their assessment, students will create a development plan.

LDG650 Ethical Leadership (3) (Online Class)

In this course, students develop an understanding of the theories, practices, and ethics of leadership. This course examines how leaders can evaluate, promote and maintain ethical behavior in the work environment. Students examine their own ethical values and determine their own position as ethical leaders. Case studies are used to analyze and review ethical decision-making process and to understand the consequences of unethical behavior in the workplace

LDG 660 Principles of Research Methods (3)

This course provides an in-depth review of critical research principles to prepare students to complete a master-level thesis. Specifically, students will learn to think critically, to analyze data, identify statistical models, and to examine research methodology, instruments and measures.

LDG 670 Thesis Seminar I (1) (Residency Course: Offered at the Nyack Campus only)

In this course, students are taught how to write a literature review (Chapter II) and how to lay out the results for Chapter IV (*Additional class time will be required*)

LDG 680 Global Leadership and Diversity (3)

This course provides an understanding of the requirements of doing business outside of the United States in countries of Africa, Asia, Europe, Latin America and Middle East. The course content, discussion and assignments provide valuable insight into understanding and overcoming cross-cultural differences. Students conduct and prepare a research project to understand the requirements to be successful in an expatriate assignment

LDG 690 Organizational Communication and Leadership (3) (Online Class)

The content of this course examines the relationship between communication theories and leadership effectiveness. Students study effective communication models in leader-member exchange and mass-communication channels. Students also examine their own assumptions and beliefs about the impact of their communication style on others.

LDG 700 Organizational Culture and Team Building (3)

Through research, case studies and discussion students learn the importance of organizational culture and its impact on building teams, shaping behavior and career success in an organization. The critical role that the leaders' management style plays in shaping and changing the culture is explored

LDG 710 Thesis Seminar II (1)

In this segment of Thesis Seminar, students are required to turn in Chapter II (Literature Review), Chapter IV (Results) and Chapter V (Discussion and Conclusion) of their thesis. Students will also get prepared for the oral thesis defense that takes place in semester III. *(Additional class time will be required)*

LDG 720 Organizational Redesign and Innovation (3)

Through research and case studies, this course examines the core principles for redesigning the infrastructure of an organization. Students learn to identify the conditions that determine when an organizational redesign is necessary and the criteria for determining the type of organizational structure required to meet business needs

LDG 730 Transformational Leadership (3)

Students examine the theories, research and practice of Transformational Leadership. In this course students study best practices for developing effective transformational leadership skills. Using case studies, students learn to identify the conditions when, how and where transformational leadership is most needed. Using a consultant model, students are provided an opportunity to assess an individual, team and organizational situation that require transformation and develop a proposal to address those needs.

LDG 740 Strategic Planning and Implementation (3) *(Online Class)*

An organization is able to compete more effectively, when there is a shared understanding between the leaders and employees regarding the strategic direction and the requirements needed to achieve the goals. This course provides a comprehensive understanding of various strategic planning models used in organizations. Case studies are used to demonstrate how strategy is developed and implemented. The critical role of the leader, employees and consultants in the strategic planning process is also examined

LDG 750 Thesis Seminar III (1)

In the third segment of Thesis Seminar, students will write a critical analysis of their final thesis, based on their learning from the thesis defense. *(Additional class time will be required)*

LDG 798 Thesis Continuation (0)

Students are automatically enrolled in thesis continuation if they have not defended the thesis prior to LDG 750 (Thesis Seminar III). Students are allowed 3 semester enrollments in LDG 798. Students enrolled in this class pay a thesis continuation fee equal to 1 credit hour of tuition.

LDG 799 Thesis Completion (3)

Students receive a grade for thesis completion once they have successfully completed the thesis and passed the oral defense.

MASTER THESIS

The thesis is a major independent research study that is required for completion of the degree. This research project is designed to provide students with an opportunity to identify a leadership need with an organization, which could benefit from positive organizational change. The academic advisor for the thesis is the cohort Lead Faculty member. This individual is the student's primary contact and advisor throughout the entire thesis process. The student's cohort Lead Faculty will assign all feedback and grades.

The thesis is considered an essential component of the MSOL program that helps the student:

- Integrate and apply theoretical knowledge and skills acquired through the course work
- Understand the policy regarding protection of Human Participants in conducting research
- Develop skills in recognizing, stating and solving problems objectively and systematically
- Enhance the ability to read and evaluate research and scholarly journals
- Become a competent and thorough researcher
- Understand the value of database change management strategies
- Improve skills in evaluating proposals for change as well as their subsequent outcomes
- Refine oral and written presentation techniques.
- Enhance critical thinking skills

Finally, the thesis is intended to create a positive change in the organization for which it is designed.

**THE FORMAT AND DETAILS FOR THE MASTER THESIS REQUIREMENTS WILL BE
HANDED OUT BY THE MSOL LEAD FACULTY**

VI. GRADING SYSTEMS

Grades are reported directly to the student by Registrar after each semester. In the event of a misunderstanding or error the student must consult with the **INSTRUCTOR** immediately after receiving grades. If the student requires a grade following each class, the 'Student Transcript/Grade Letter Request' form should be completed and forwarded to the Graduate Registrar.

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 3.0.

A	4.0 (grade points per credit)
A-	3.7 (grade points per credit)
B+	3.3 (grade points per credit)
B	3.0 (grade points per credit)
B-	2.7 (grade points per credit)
F	0.0 (grade points per credit)
FX	
THE LOWEST PASSING GRADE IN ANY GIVEN CLASS IS B-	

GRADE REPORTS AND ADJUSTMENTS

Students who have a grievance relative to academic policies, grades or other academic judgments should first seek to resolve their complaints with their course instructor, followed by Cohort Lead Faculty. If this does not solve the problem, a formal complaint may be made in writing to the Dean of School of Business and Leadership. The Dean of SBL will review the case and the grade designated will be binding and final.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Federal 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 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. There are different criteria of academic progress for undergraduate and graduate programs as outlined below.

Institutional Policy

The Registrar’s Office evaluates student academic progress three times during the academic year. This occurs after each semester for the MSOL program. Students are evaluated on the basis of cumulative grade point average (G.P.A.), credit hour completion, and maximum time frame limitations.

Notification

The following schedules represent minimum academic standards that must be met in order to be eligible for Title IV Federal Student Aid. Students are notified in writing if they have failed to meet the standards and are not eligible to receive federal aid.

Appeal Process

Any student denied financial aid because he/she did not meet SAP and is placed on limited academic probation or 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 Academic Office to request a waiver of the SAP standards for a semester. The Academic Dean, Registrar, and Director of Financial Services will make the final determination if Federal Student Aid will be restored for one semester or if the appeal will be denied.

Master of Science in Organizational Leadership

A student in the MSOL program has one calendar year in which to complete the degree requirements for graduation. The MSOL program doesn’t participate in the New York State Tuition Assistance Program (TAP).

After Semesters	1	2	3	4	5	6
Credits Earned	6	12	18	24	30	33
Cumulative GPA	2.5	2.75	2.90	3.0	3.0	3.0

TRANSCRIPTS AND OTHER STUDENT GRADE LETTER REQUESTS

The transcript request form is available to students online at www.nyack.edu/transcripts. Students should allow a minimum of one week for processing. A charge of \$5.00 is made for the first transcript and \$1.00 for each additional transcript ordered at the same time. Rush transcript requests may be processed the same business day it is received for an additional \$10.00. A transcript will not be forwarded to a student or institution if the student’s account is not paid in full.

Official transcripts are printed on security paper, stamped with the signature of the Registrar and bears the raised seal of Nyack College. Official transcripts are individually sealed in envelopes with the signature of the Registrar on the back and “Official Transcript Enclosed” on the front.

Common Transcript Requests and Related Costs

Type of request:		Total Cost:
1 Official Transcript Processed within 3-5 business days.	\$5.00 First transcript	\$5.00
2 Official Transcripts Processed within 3-5 business days.	\$5.00 + \$1.00 First transcript + additional transcript	\$6.00
1 Official RUSH Transcript Processed the same business day.	\$5.00 + \$10.00 First transcript + additional RUSH fee	\$15.00
2 Official RUSH Transcripts Processed the same business day.	\$5.00 + \$1.00 + \$10.00 First transcript + additional transcript + additional RUSH fee	\$16.00

Students have access to their unofficial transcripts through the student portal for employer reimbursement.

VII. STUDENT STANDARDS AND POLICIES

FORMAT FOR WRITTEN WORK

To avoid confusion, to make it easier for students to know what is expected, and to make it easier for faculty to read and grade papers, the following standards have been devised for all written work which is handed in for grading. Modifications to the format are at the discretion of the professor. This checklist is not meant to be exhaustive; this is a simple list of features that can be used to check students' papers to see that they are moving toward the appropriate and basic use of the most current version of APA style.

- 1 inch margin on top, right and bottom
- 1.25 inch margin on the left side
- Correctly formatted title page (see example)
- Page numbers top right
- Size 12 Times New Roman or Arial font (black only) throughout
- Double spaced throughout
- Running header in header space key words)
- Align left, with uneven right margin (not justified)
- Indent first line in each paragraph by 5-7 spaces or 1 tab
- Headings used to structure paper:
- First level headings (major headings) – centered, titlecase (e.g. Introduction, Conclusion)
- Second level headings (subheadings) – align left, titlecase
- Quotations in quotation marks referenced in text with author and page number/s
- References in text formatted correctly with date and author name
- The title page should have the title, student's name, title, purpose, professor
- If the assignment is asking for an answer to a specific question from a list of questions, indicate which question is being answered by using its number.

- It is expected that students will use citations, references, and a bibliography in every paper. Even if the quotes are from the textbook, a reference is still expected. There may be rare exceptions to this expectation.
- Students are requested to use inclusive language (gender free pronouns, examples, and titles) in their papers.
- Use APA Guidelines for format and bibliographies

INCOMPLETE POLICY

MSOL Courses

Students are expected to complete course assignments by their due date. Instructors are **permitted** to downgrade one letter grade any assignment that is handed in late. Instructors are **required** to downgrade any work submitted more than two weeks late.

Such a downgrade may be avoided under the following circumstances:

- If a student intends to make up a missed class, and/or an assignment and has made confirmed arrangements with the instructor, prior to the missed class or assignment
- 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 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 4 weeks, grades of “I” become “FX”

Incompletes can only be assigned if the student is approved an extension to complete the course work (See Appendix A for Extension/Incomplete Request form)

Students who have not completed coursework one year after their cohort finishes need to apply for re-admittance to the program and pay the full price of completing any outstanding graduation requirements.

Masters Thesis and Grading

As with other assignments, students are expected to complete chapters of their thesis by the due dates stated on the cohort schedule. Letter grades are assigned for each Thesis Seminar; each Thesis Seminar is a pre-requisite for the next one. Students will have to retake a Seminar if they do not pass in order to take the next

one. Grades will no longer be back-filled after the thesis is graded. Instructors are **permitted** to downgrade by one letter grade any assignment that is handed in late. Students who do not meet the requirements for graduation after being enrolled in the 52-week MSOL program have up to one (1) additional year to complete any unfinished course work or thesis requirements. Students working on their thesis must register for LDG 798 (Thesis Continuation) for the duration of time needed.

ADDITIONAL YEAR EXTENSION

Students have up to 1 additional year (3 semesters) to complete any failed course work and/or thesis requirements after being enrolled in the 52-week program. If all academic requirements are not completed following the 1-year extension students will be dismissed from the program.

- Thesis Continuation (LDG 798) is for students who have not have not completed their thesis prior to LDG 750 (Thesis Seminar III).
- Students will be automatically enrolled in Thesis Continuation (LDG 798) each semester that is needed to complete the thesis.
- A grade of 'NC' (no credit) will be transcribed on the student's academic record for each Thesis Continuation (LDG 798)
- A fee will be automatically charged for each semester a student is registered for Thesis Continuation (LDG 798)
- The 1-year extension begins as soon as your cohort has ended.
- Withdrawals from Continuation can occur at any time during the semester but the continuation fee is non-refundable.

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 the requirements for addressing missed classes.

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 group exercises, oral presentations and group discussions.

Therefore, **tardiness or early departure will be taken into account in the grade for any 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, including the possibility of delayed graduation and additional cost.

WEATHER POLICY

The SBL Office will make a decision by 1:00 p.m. on any day when classes are meeting about canceling class that night because of bad weather, e.g., snow or icy road conditions. 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 **845-675-4400** 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 SBL office. Students do not make this decision.

If a class is cancelled, the instructor may choose to hold a web class.

SATURDAY CLASS POLICY (Residency Requirement)

Students enrolled in the NYC cohorts must meet a New York State residency requirement by enrolling in the 1-credit "Thesis Seminar I" class on the Nyack campus on Saturday. Attendance at the Thesis Seminar I course is required for graduation. Persons forced to miss the Saturday class because of unavoidable circumstances, such as a medical problem or a significant family situation, are expected to make up the Saturday class and the work. The class make up will be determined by the Class Instructor. Should a religious observance prevent a student from attending the Saturday class, arrangements need to be made to make up the class. Failure to attend the class and turn in the required assignments results in a failing grade and prevents the student from completing the master thesis and graduating on schedule.

STUDENT PRIVACY RIGHTS STATEMENT

In accordance with the provisions of the "Family Educational Rights and Privacy Act (FERPA), commonly referred to as the "Buckley Amendment," Nyack College has adopted the following regulation to protect the privacy right of its students, and to provide students access to their educational records.

1. Educational Records

The student's primary educational record is located in the Graduate Registrar's Office. Items included in the educational record are: permanent record card (transcript), grade reports, admission data, and testing data. Other offices maintain student records pertinent to their respective concerns. See the section titled "Location and Type of Information."

2. Inspection and Review of Records

A student may inspect and review his/her educational record upon written request to the Registrar. The Registrar will ordinarily comply within two weeks of receipt of the request. (It should be noted that the law allows a response period of 45 days).

- a. The student has a right to review all documents contained in his record except:
 1. Confidential evaluations and letters of recommendation filed before January 1, 1975.
 2. Evaluations and recommendations after January 1, 1975, if the student has waived rights to see them.
 3. Parental financial records and statements.
 4. Those 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 who is on financial hold status.

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 given to the Registrar in writing. The Registrar will respond to the request within thirty days. If the request is denied, the student may request a formal hearing to be conducted by a committee appointed by the Dean of the College. Within fifteen days after the hearing, the Dean will notify the student of the committee’s action. If necessary, further appeal may be made to the Executive Committee of the Board of Trustees.

5. Disclosure of Information from Educational Records

The Registrar’s Office does not disclose any personally identifiable information from the student’s educational record without the student’s written consent except as follows:

- a. Student records will be disclosed without student consent to those academic and administrative offices and staff members who have a legitimate educational interest in the information. The College reserves the right to release information to the President, Vice Presidents, Deans, their professional staffs, and to any member of the faculty, administration or staff to whom or to whose office the student has addressed an educational request, application or inquiry for which the student’s records must be consulted.

- b. Nyack College reserves the right to forward a student's record to another institution in which it understands that the student is currently enrolled or seeks or intends to enroll without the student's written consent.
- c. Nyack College will disclose, without written consent, a student's record 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.
- d. Nyack College will disclose, without written consent, a student's record to certain educational agencies and institutions as permitted by law.
- e. The records of a student will be disclosed without his/her written consent to comply with a judicial order or subpoena.
- f. The records of a student will be disclosed without his/her written consent in a health or safety emergency, as provided by law.
- g. Nyack College reserves the right to disclose information considered "directory information" without written consent to any person unless within 10 days of registration for Semester One the student submits a request for Non-Disclosure of Directory Information to the Office of the Registrar. The form for Non-Disclosure of directory information is available in the Registrar's Office.

Included in "directory information" is: The student's name, home and local address, email address, extension and home phone numbers, date and place of birth, major field of study, dates of attendance, class schedule, class rosters, photographs, degrees and awards received, school sports or student activities, most recent educational institutions attended and other similar information.

Students who believe that Nyack College is not in compliance with FERPA regulations should inform the College of such. If satisfaction is not obtained then the student may file a complaint with the FERPA Office, U.S. Department of Education, 400 Maryland Ave., SW Washington, D.C. 20202.

* (section 438 of the General Education Provisions Act 20 USC 1232g)

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 (SBL) Academic Office
 - a. Persons in charge of records
 - 1. Vice President of Academic Affairs
 - 2. Dean of SBL
 - 3. Graduate Registrar
 - 4. Graduate Admissions Office
 - 5. Assessment Office
 - 6. SBL faculty
 - 7. Assistant Graduate Registrar
 - b. Location--Nyack Campus/ATS
 - c. Type of Information maintained
 - 1. Permanent Record Card
 - 2. Grades
 - 3. Admissions Data
 - 4. Testing Data
- 3. Graduate Student Financial Services Office
 - a. Persons in charge of records
 - 1. Treasurer
 - 2. Director of Graduate Financial Services
 - 3. Graduate Financial Aid Counselor
 - b. Location--Manhattan Campus

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 results in failure for the course, or the work submitted; the second incident results in dismissal from the program. If the initial incident is deemed serious enough, dismissal is imminent.**

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 is given a copy of the statement and has the right to add a reply to the file materials.

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:

1. Turning in an assignment (test or paper) written wholly or partly by another person, agency or internet without so specifying.
2. 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.)
3. 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. (National College of Education, B.A.A.B.S. Student Handbook, 1987, pp. 17-20)

A note from the Nyack College Faculty:

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

SEXUAL HARASSMENT

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

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

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

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's employment or academic progress; (2) submission to or rejection of such conduct is used as a basis for academic or employment decisions affecting the student, or (3) such conduct 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 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 the School of Business and Leadership. 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.

VIII. SUPPORT SERVICES

NYACK COLLEGE WEBSITE

The Nyack College website (www.nyack.edu) is the central location for all program resources and links. Once on the MSOL section of the website (www.nyack.edu/msol) you will find links to:

- Graduate Registrar
- Student Financial Services
- Academic Forms
- Institutional Catalog
- Institutional Calendar
- MSOL Student Handbook
- Nyack College Library
- Cohort Schedules
- Textbook List
- Online Bookstore
- Library

LOGIN/PASSWORD INFORMATION

NyackSSO (Single Sign On) – Nyack has utilized a system that each student will be able to sign in once and have access to all of the systems that we use. Your login and password will be sent by email to both your personal and Nyack email accounts. Your login will be your last name and first initial (some students might have a number attached if their last name and first initial are common, contact helpdesk@nyack.edu if you need help). Your password will be the last 4 digits of your SSN twice. Once logged in you will have access to Google Apps (your Nyack College email), Student Portal (official site where grades are posted each semester), Edvance360 (where you will see and participate in your courses; in person and online).

Online Bookstore (<http://nyack.bncollege.com>) – Click on the “Textbooks” tab to search for textbooks. Search by Term, Department (LDG is for MSOL courses), Course, and lastly section (NA for NYC Campus, RA for Rockland Campus). Click “Find Materials”, then “Select Format” then “Add to Cart”, follow instructions on the website from there.

Nyack College Library (<http://www.nyack.edu/library>) – The login will be your last name and first initial of your first name. The password will be the last four digits of your social security number twice. Be aware that if there are several students with the same last name, you may have a number added after your initial. You will use this login/password to access all library databases from the Library Homepage. In order to check books from the library, you will need to take your college ID to the library at Nyack or Manhattan to receive a barcode. To access your library account (to renew books online, etc.) use the student ID number on the front of student ID and the password is the Registrar’s Pin

Number that is used to check grades online. NOTE: Password is set for this site and cannot be changed. If you are unable to login, contact the library.

STUDENT ID'S

College ID's are taken at Orientation. If you are not present at Orientation, you will need to schedule a day and time to go to Student Development and receive an ID. ID's are required for both the Nyack and Manhattan campuses. Replacement of lost or stolen ID is \$25.00.

IX. REGISTRATION

Officially admitted students will register during orientation. Official registration is dependent upon the payment of tuition and fees. Student pictures for ID cards will be taken orientation day and received on your first day of class.

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 Graduate Student Financial Services. Failure to make this arrangement will delay registration and class attendance.

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 Lead Instructor of his/her cohort, and submit a withdrawal form (see Appendix A) to the Graduate Registrar's 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 SBL office is notified, absences continue to accumulate. Students should read the College refund policy in this handbook.

Withdrawals

If a student finds it necessary to withdraw from the program, he/she receives credit for any courses completed. Withdrawal from the program jeopardizes 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 Graduate Student Financial Services Office.

Re-admissions

Students who fail to officially withdraw from the program must apply for re-admission to the program through the Dean's Office. If approved for re-admission, a student may join the next appropriate class and pay the current tuition and fees.

X. 2014-2015 TUITION AND FEES

Application Fee	\$30 (non-refundable)
Semester One	\$6,225.00
Semester Two	\$7,575.00
Semester Three	\$8,925.00
Technology Fee	\$150.00
Thesis Continuation Fee	\$1,000.00 (non-refundable)

Students who do not meet the requirements for graduation after being enrolled in the 52-week MSOL program have up to one (1) additional year to complete any unfinished course work or thesis requirements. Students working on their thesis are automatically registered for LDG 798 (Thesis Continuation) for the duration of time needed. Students registered for Thesis Continuation are not considered enrolled for six (6) or more credits so their student loans are not eligible for deferment. Student loans holders will go into their loan grace period and/or repayment of student loans at the end of the 52-week MSOL program.

APA Editing Fee	Amount at Editors Discretion
On-line library publication fee	\$55 or \$95

If a student fails or withdraws from a course or if the student is withdrawn because of failure to meet attendance requirements, that student needs 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 Graduate Student Financial Services Office, prior to the beginning of each semester.**

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.

REFUND POLICY

Since Nyack College MSOL 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 Graduate Registrar's Office 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 MSOL 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 Foundations of Organizational Leadership 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 Principles of Research Methods; the third module of the semester.
- In Semester Two, liability for the full semester tuition is incurred after the first night of Organizational Culture and Team Building; the third module of the semester.
- In Semester Three, liability for the full semester tuition is incurred after the first night of Strategic Planning and Implementation. The third module of the semester.
- 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 Ethical Leadership begins, you will be liable for the cost of Foundations of Organizational Leadership 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

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** (See Appendix A). A LOA is only granted for the reasons listed on the form, supporting documentation, and Dean's approval.

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.

XI. LIBRARY

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 over 170,000 volumes, over 100,000 full-text e-books, about 200 current journal subscriptions, over 40,000 full-text print or online journal titles, and dozens of public computers and laptops offering access to the joint Nyack College/ATS Libraries online catalog and 90+ online subscription library databases.

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, or is located at one of the other Nyack/ATS Libraries, they may place a hold on it and have it transferred to the desired location. Students will be notified when the book is available and it will be held for them at the Circulation Desk.

HOURS

Bailey Library hours are:

- Monday - Thursday, 8:00 a.m.-12:00 a.m.
- Friday, 8:00 a.m. - 4:30 p.m.
- Saturday, 10:00 a.m. - 9:00 p.m.
- Sunday, 1:00 p.m. - 10:00 p.m.

Please call the Library for summer hours and exceptions for holidays and breaks before coming to campus (845) 675-4580.

ATS Library hours are:

- Monday – Thursday, 8:30 a.m. - 10:00 p.m.
- Friday, 8:30 a.m. - 9:00 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) 770-7570.

Wilson Library hours are:

- Monday – Thursday, 10:00 a.m. - 9:00 p.m.
- Friday, 10:00 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 (646) 378-7711.

CONTACT INFORMATION

Bailey Library: 1 South Boulevard, Nyack, New York 10960

Linda Poston

Dean of Library Services
(845) 675-4434

E-Mail: linda.poston@nyack.edu

Sunya Notley

Director of Bailey Library
(845) 675-4436

E-Mail: sunya.notley@nyack.edu

Mick Williams

Assistant Director, Bailey Library
(845) 675-4435

E-Mail: mick.williams@nyack.edu

Christy Choi

Technical Services Librarian
(845) 675-4437

E-Mail: christy.choi@nyack.edu

Wilson Library: 2 Washington Street, New York, NY 10004

Richard Mako

Assistant Director
(646) 378-6142

E-Mail: richard.mako@nyack.edu

Catherine Langholff

Circulation Services Librarian
(646) 378-7707

E-Mail: catherine.langholff@nyack.edu

Nyack College ATS Campus: 350 North Highland Ave., Nyack, NY 10960

Cheryl Felmlee

Director of ATS Library
(845) 770-5764

E-Mail: cheryl.felmlee@nyack.edu

Ryan Denerley

Public Services Supervisor
845-770-5765

E-Mail: ryan.denerley@nyack.edu

LIBRARY SERVICES

Holdings

1. General Circulation Books

A student may take out general circulation books with the privilege of two renewals, unless another student has reserved them. 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.

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.

5. Videos/AV

A collection of educational videos and A/V materials are housed in the libraries.

6. Microform

Microfilm and microfiche reader-printers are available at Bailey and ATS Libraries. Ask at the circulation desk for assistance in using the machines.

7. Listening Equipment

Cassette/CD players and other A/V equipment are available for both recreational listening and for assignments. 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 minimal charge per page.

2. Intercampus Delivery

Students may request library materials from one of the other Nyack libraries to be delivered to their home library (ATS, Bailey or Wilson). The delivery time is generally 2-3 business days. The request may be done online within the library system.

3. 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.nyack.edu/library)

3. On-Line Catalog

Access to the online catalog is available from any computer with internet access at the following URL: www.nyack.edu/library

4. Databases

A host of citation/abstract and full-text journal databases and streaming video and audio databases are available on our library webpage. Students can access all the library databases off-campus as well, using the same user name and password used to log on to public computers on campus.

Overdue and Replacement Fees:

1. Overdue Material

The following fines are charged for overdue materials:

General Circulation books: \$.25 cents per day

Reserve items--\$2.00 per hour or portion thereof

CD's and Videos--\$.25 cents per day

2. Lost Books

When a student has lost a book, the following charges will be made: The 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.

PHONE NUMBERS FOR AREA LIBRARIES

1. Pace University - Pleasantville Campus (914) 741-3381
2. Pace University - White Plains Campus (914) 681-4171
3. Finkelstein Library, Spring Valley (914) 352-5700
4. St. Thomas Aquinas College (845) 359-9500
5. Dominican College (845) 359-8188
6. White Plains Public Library (914) 682-4480
7. New City Public Library (845) 634-4962
8. Rockland Community College Library (845) 356-4650
9. Bergen Community College Library (201) 447-7131
10. Westchester Community College Library (914) 769-5300
11. Brooklyn Community College Library (718) 780-5336
12. New York Public Library (212) 340-0833
13. Science, Industry and Business Library(of NY Public Library) (212) 592-7001
14. Saint John's University Library (212) 990-6201
15. Queens Borough Public Library
 - Jamaica (718) 9990-0700
 - Ozone Park (718) 845-3127
 - Queensboro Hill (718) 359-8332

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.

XII. 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 if they have completed all the requirements for the degree, six weeks prior to the graduation date. Students 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, which 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 SBL 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.

Graduation is held at Westchester Community Center each year. Held usually on a Saturday in May, is a large graduation which includes the residential students, parents and trustees, and all the pomp and ceremony which is associated with commencement.

By tradition, Nyack Commencement/Hooding ceremonies are religious in nature; however, this religious aspect is more prominent in the May Commencement ceremony. Graduation is a time of great celebration for students and for the faculty and staff who rejoice at the students' success. We hope that SBL students will not find the religious aspect a deterrent to attending the May ceremony.

Hooding and Commencement ceremonies are in standard commencement format: processional, introductions of dignitaries, special music, commencement speaker, presentation of graduates, awarding of degrees, benediction, and recessional.

Most of the information you will need in regards to Hooding and/or commencement is available online & continually being updated. The web address is: www.nyack.edu/commencement.

You will be ordering your own cap, gown and hood **directly** from Herff Jones.

You can follow the link above and click on "caps and gown" or go directly to their site at www.herffjones.com/college/nyack. **If you do not order your cap and gown from the site above you will not have one for any of the ceremonies!** The **deadline to order is April 12th** at 11:59pm. After this date there will be an additional cost. The Herff Jones web site will be closed to orders on April 18th at 11:59 pm. *You need a cap, gown and hood for both the Hooding and Commencement ceremonies.

Any Fall Hooding ceremony information will be communicated from the Dean's office

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APPENDIX A



Rockland Campus
Graduate Registrar
Nyack College
350 North Highland Ave
Nyack, NY 10960
(845) 770-5766

New York City Campus:
Graduate Registrar
Nyack College
335 Broadway / 93 Worth St
New York, NY 10013-3904
(646) 378-6117

EXTENSION / INCOMPLETE GRADE REQUEST

Name: _____ Date _____

Semester / Year: _____ ID# or Social Security # _____

Course Number: _____ Course Title: _____

Reason for request to submit work late:
(Extensions for late work are granted solely due to circumstances clearly beyond the student's control.)

Due date: (extensions may be granted for up to but no more than 30 days) _____

Student Signature: _____ Date: _____

Professor Approval: _____ Date: _____

This form is due to the Registrar's Office NO LATER THAN the last day of class
(or by the final due date of course work for fast-track/intensive courses).

Grade is due in the Registrar's Office NO LATER THAN 40 days after the last day of the semester. An outstanding INCOMPLETE will be changed to an FX after 40 days.

The completed form is to be submitted to the Registrar's Office regardless of grades entered on-line or grade sheets handed in for processing by the Registrar staff.

FOR OFFICE USE ONLY: DATE RECEIVED _____ INITIALS _____ / FINAL GRADE RECEIVED _____ INITIALS _____ <p style="text-align: center;">O:\Faculty\Registrar\FORMS\ATS\EXTENSION REQUEST.doc 1/21/2015</p>
--



Rockland Campus
Graduate Registrar
Nyack College
350 North Highland Ave
Nyack, NY 10960
(845) 770-5766

New York City Campus:
Graduate Registrar
Nyack College
335 Broadway / 93 Worth St
New York, NY 10013-3904
(646) 378-6117

NOTICE OF INTENTION TO WITHDRAW

Name _____

Student ID# or Social Security # _____

I am planning to withdraw from Nyack College as of this date: ____/____/____

Reason(s) for withdrawing (check as many as apply):

- Change of vocational intention
- Financial Difficulties
- Transferring to:
- Marriage
- Health

____ Other (please explain) _____

___ **I DO NOT expect to return to Nyack College.**

___ **I DO expect to return to Nyack College.**

Address _____

Telephone #: _____

Email Address: _____

I understand it is my responsibility to be informed of Nyack College registration & financial policies, and to comply with those policies.

Signature _____



Rockland Campus
 Graduate Registrar
 Nyack College
 350 North Highland Ave
 Nyack, NY 10960
 (845) 770-5766

New York City Campus:
 Graduate Registrar
 Nyack College
 335 Broadway / 93 Worth St
 New York, NY 10013-3904
 (646) 378-6117

LEAVE OF ABSENCE

Name: _____ Student ID#: _____

Address: _____ Phone: _____

_____ E-mail: _____

Program of study: _____ ADCP
 _____ AGSC
 _____ ATS
 _____ MBA
 _____ MEd
 _____ MSOL
 _____ Undergraduate

Campus: _____ Rockland
 _____ Manhattan
 _____ Other _____

I plan to be out of school from ___/___/___ **to** ___/___/___ **due to:**

- _____ Health reasons
- _____ Military service
- _____ Educational requirements (e.g. acquiring prerequisites)
- _____ Other (please explain): _____

Please attach documentation to support the reason for your Leave of Absence.

My address (if different than above) will be:

_____ # & street _____ city _____ state _____ zip

My phone (if different than above) will be: _____

A leave-of-absence may not extend beyond 3 years, after which time complete re-application must be made to the program through the Office of Admissions. The degree requirements in effect at that time of re-enrollment will then apply.

_____ (Student signature) _____ (Date)

OFFICE USE ONLY			
_____	_____	_____	_____
Approval of Registrar	Date	Approval of Dean	Date

APPENDIX B

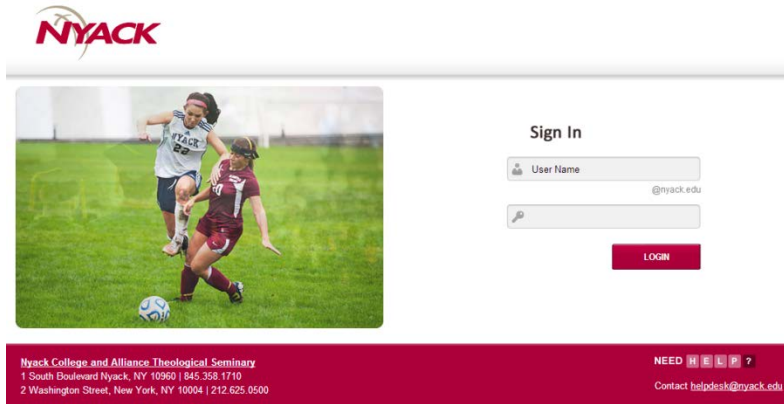
Nyack College Online

E360 at a Glance

Direct Login: edvance360.com/nyack

MyNyack SSO Login: my.nyack.edu

Logging In



NYACK

Sign In

User Name

LOGIN

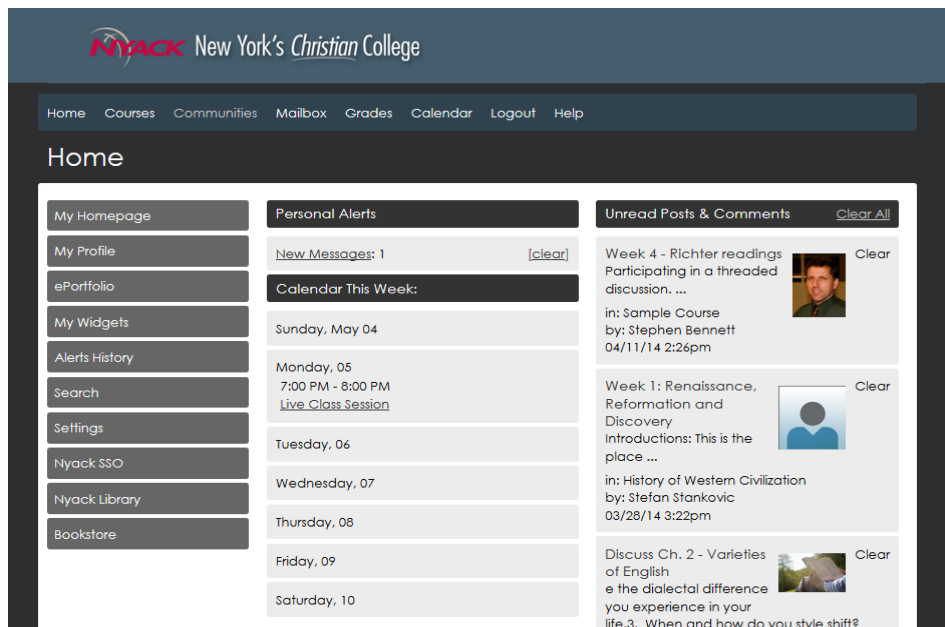
Nyack College and Alliance Theological Seminary
1 South Boulevard Nyack, NY 10960 | 845.358.1710
2 Washington Street, New York, NY 10004 | 212.625.0500

NEED [H](#) [E](#) [L](#) [P](#) [?](#)
Contact helpdesk@nyack.edu

Login through <http://my.nyack.edu> your username will be your mynyack username and your password will be the last 4# of your SS# twice (so 000-00-1234 will be a password of 12341234). Click on "e360" to access your courses for the semester.

If your login is not working contact helpdesk@nyack.edu

Personal Homepage



NYACK New York's Christian College

Home Courses Communities Mailbox Grades Calendar Logout Help

Home

My Homepage

- My Profile
- ePortfolio
- My Widgets
- Alerts History
- Search
- Settings
- Nyack SSO
- Nyack Library
- Bookstore

Personal Alerts

New Messages: 1 [\[clear\]](#)

Calendar This Week:

Sunday, May 04

Monday, 05
7:00 PM - 8:00 PM
[Live Class Session](#)

Tuesday, 06

Wednesday, 07

Thursday, 08

Friday, 09

Saturday, 10

Unread Posts & Comments [Clear All](#)

Week 4 - Richter readings
Participating in a threaded discussion. ... [Clear](#)

in: Sample Course
by: Stephen Bennett
04/11/14 2:26pm

Week 1: Renaissance, Reformation and Discovery
Introductions: This is the place ... [Clear](#)

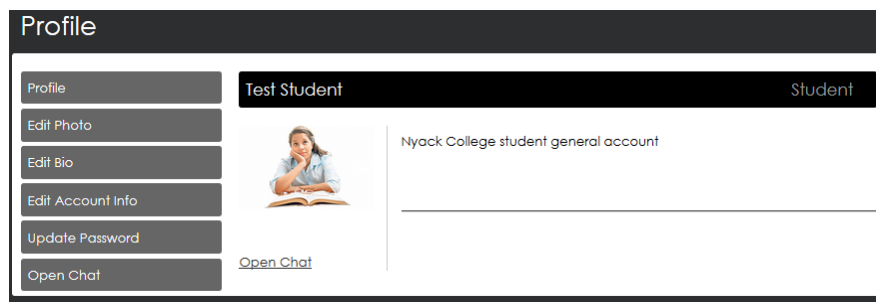
in: History of Western Civilization
by: Stefan Stankovic
03/28/14 3:22pm

Discuss Ch. 2 - Varieties of English
e the dialectal difference you experience in your life.3. When and how do you style shift? [Clear](#)

Once logged in you will see your homepage from there you will see **Personal Alerts** this is where you will see any new internal email messages. The **Calendar This Week** will show any upcoming assignments, live class sessions or community events from the communities you are involved in. **Unread Posts & Comments** will show any updates on discussions in your classes and communities.

Updating Your Information

Log in, click on **My Profile**.



Edit Photo: Upload a photo of yourself

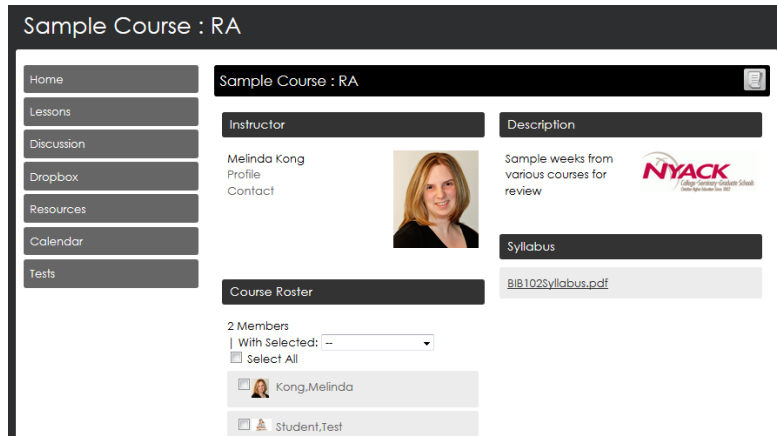
Edit Bio: Add some basic person information

Edit Account Info: Update your personal information (optional)

Update Password: Update your password

Accessing a Course

Log in. Click **Courses**, click on the class title you are looking for.



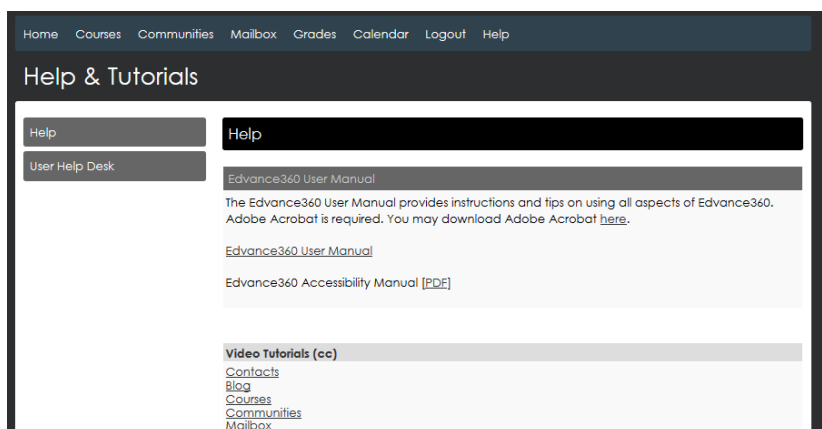
Home: Course Homepage – Contact your professor, see students in your course and download your syllabus

Lesson: Content and instructions for your course

Help

Contacting the Help Desk: For technical support click on **Help** to submit a helpdesk ticket.

Additionally, video tutorials are also available under the **Help** tab.



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 bring all necessary course materials such as paper, pencil, required books, handouts and notes.
2. 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.
3. Class time is formal time; in fact, classes are the real business of this college. Therefore, please come to class appropriately dressed.
4. 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.
5. Please try to be pleasant and positive in your classroom behavior. Address legitimate grievances appropriately, preferably outside of normal class time.
6. 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.
7. When responding to classroom questions, please do not interrupt a fellow student or the instructor. Take your turn. Loud outbursts are out of place.
8. 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.
9. Please arrive at class on time or before the starting time. Please 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)
10. Please complete all readings on time.

END OF HANDBOOK