

# APPLICATION PROCEDURES

## *BS or BPS Organizational Management (60+ transferable college credits)*

Applicants to the Organizational Management program are reviewed by an admissions committee that will conduct an extensive review of submitted materials and take into consideration the entire application package.

Those applicants who do best in the program distinguish themselves by having a motivation to learn, a desire to manage or impact others, the self-discipline to complete assignments, honors or recognition for achievements in their professional and personal life.

### ADMISSION REQUIREMENTS:

- Completed and signed application with \$30 application fee.
- Professional Recommendation.** Obtain a recommendation from someone other than a family member who you have known for at least one year. The recommender should be able to verify your commitment and ability to complete your degree. Use the Professional Recommendation form provided or submit a letter.
- Work and Life Experience Summary.** Submit the Work and Life Experience Summary form provided or a detailed resume.
- Writing Sample.** Submit a typed statement using the following as a guide:  
Describe your career goals and why you have selected the Organizational Management program at Nyack to assist you in accomplishing these goals (250 words).
- Immunization Records.** Documentation of appropriate vaccination for measles, mumps, and rubella, along with a meningitis form, must be provided by the student in accordance with the New York State Health Regulations for colleges.
- Proof of high school graduation** or equivalent (not required for students who have an associate's degree). Transcripts must be sent directly from the high school OR send copy of diploma or GED to Nyack College Admissions, 2 Washington Street, New York, NY 10004, or electronically to: admissions@nyack.edu.
- Official College Transcripts.** Submit transcripts from all colleges you attended. Only coursework with a grade of "C" or higher will be accepted as transfer credits, except when part of a completed Associate's Degree. Request your official transcripts to be sent to: Nyack College Admissions, 2 Washington Street, New York, NY 10004. Electronic transcripts can be sent to admissions@nyack.edu or through Parchment or eScrip-Safe. International transcripts must be submitted to World Education Services or Globe Language Services for evaluation.

### INTERNATIONAL APPLICANTS

International applicants whose primary language is not English must be certified in English proficiency. The Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), Pearson Test of English (PTE), and Duolingo English Test (DET) are accepted. Minimum score required: TOEFL paper--523; TOEFL internet--70; IELTS--6.0; PTE--50; DET--95.

### PROFICIENCY REQUIREMENTS

#### Management Proficiency

The Organizational Management program is an upper level management program. Therefore, students must either transfer in an introductory course in management or demonstrate proficiency through experience (resume/Work and Life Experience Summary).

#### Computer Literacy

Students in the Organizational Management program will use an online environment for a portion of their learning. Technology skills are necessary for successful completion of the program. Applicants to 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.

**Mail to:** Nyack College Admissions  
2 Washington Street  
New York, NY 10004

**Fax to:** 212.343.2668

**Scan and email to:** admissions@nyack.edu