ORGANIZATIONAL MANAGEMENT
STUDENT HANDBOOK

Nyack College
Division of Adult Education

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Nyack College admits students of any race, color, sex, age, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the college. Programs are operated in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and all other relevant statutes and regulations. Nyack College is accredited by The Middle States Association of Colleges and Secondary Schools and is licensed by the Educational Licensure Commission of D.C. The Bachelor of Science in Organizational Management is a registered program that is offered in compliance with the regulations of the Department of Education of the State of New York.
ONLINE STUDENT GUIDE

Dear Student:

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

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

It is important to remember that the information in the eCompanion is not in printed form unless the student prints it out from home and brings it to class.
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. In addition, students are expected to be prepared for class, having completed all readings and assignments.

2. All 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. 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.

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

5. 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.

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

7. 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.

8. 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.
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<tr>
<td>Nyack College Offices: Monday-Friday 8:00 am-4:30 pm</td>
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<tr>
<td>Adult Programs Office: Monday-Friday 7:00 am-3:00 pm</td>
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<tr>
<td>Registrar Office: Monday-Friday 8:30 am-5:00 pm</td>
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<td>Advisement Office: Monday-Friday 8:00 am-4:00 pm</td>
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OFFICE CLOSINGS
Nyack College Offices and Adult Program Offices will be closed as follows

- New Year’s Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Wednesday, Thursday and Friday)

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

HISTORY

In 1842, Dr. Albert B. Simpson, who had resigned as pastor of the Thirteenth Street Presbyterian Church in New York City, had a concern for training foreign missionaries and evangelists. The concerted effort of many men of varying denominations led to the establishment of a college, the first of its kind in North America, with a curriculum designed to train home and foreign missionaries and evangelists. For the most part, students who attended the training college in the early years were mature men and women with a high degree of dedication to the cause of missionary work. Thus, the curriculum was highly specialized and professional in its nature.

With the passing of time and the changing sociological and educational context, many adjustments were made in the curriculum. The one-year course of 1842 gave way to the baccalaureate programs of the present. The strictly professional courses of the early curriculum were augmented by significant courses in the liberal arts. The diploma of the past was replaced by the baccalaureate degrees.
With the increased tendency of students to pursue advanced study, and to defer professional preparation until the seminary level, the college began to diversify its curricular offerings with the addition of majors in liberal arts areas that served as pre-professional programs. In addition, curricula were developed in education, business, and the arts as the demand for such courses became evident.

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

**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.

**NYACK COLLEGE CORE VALUES**

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

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

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

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

**Personally Transforming**
- Emphasizing the integration of faith, learning, and spiritual transformation

**Socially Relevant**
- Preparing students to serve in ministerial, educational, healing and community-building professions
MISSION STATEMENT AND STUDENT LEARNING GOALS

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

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

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

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

Personally Transforming
  o Develop process in which to assess and promote personal growth, development and lifelong learning

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

III. INTRODUCTION TO THE ORGANIZATIONAL MANAGEMENT PROGRAM

EDUCATION FOR ADULTS: NON-TRADITIONAL LEARNING

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

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

  o Classes are held at locations chosen for the convenience of the students.
  o Classes are held once a week in person, at a time compatible with students’ work schedules. Additional assignments are completed weekly in the online course room, allowing for ever further flexibility for the working adult student.
In addition to completing the steps below, students are required to meet the specific admissions requirements for the major to which they desire to transfer.

BASIC PRINCIPLES

The Organizational Management Program has three basic principles:

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

CLASS STRUCTURE

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

FACULTY

Faculty members in the Organizational Management Program are professionals chosen for their teaching expertise and practical knowledge. Instructors have at least a master’s degree, and many hold doctorates and are engaged in ongoing professional and scholarly development. Each instructor has been approved by the Director of Adult Education.

IV. STATEMENT OF PROGRAM

ADMISSIONS REQUIREMENTS

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

DOCUMENTATION REQUIREMENTS

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

FAFSA (Free Application for Student Aid) - Prior to registration, students are required to submit a current FAFSA (pertains to students who intend to receive financial aid of any kind)
**High School Diploma or equivalent** - Documentation necessary for admissions to Nyack College

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

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

**ACADEMIC REQUIREMENTS**

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

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

**Technology** – Students must own or have access to a computer, and have Internet access

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

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

**ACADEMIC STRUCTURE**

The Nyack College Bachelor of Science in Organizational Management is a program for adult learners requiring 120 credits for completion. The program is conducted in two semesters. Students are required to complete 30 resident credits in 12 months. Whenever a cohort has fewer than 10 members the College reserves the right to merge this cohort with another cohort in order to maintain an educationally viable group.
ACADEMIC ADVISEMENT

Students enrolled in the degree program are assigned an Academic Advisor. The Academic Advisor advises the students about additional credits they may need as part of the degree as well as monitors their program progress. The academic advisor’s role is to:

- create a Degree Plan with students and explain options to satisfy degree requirements,
- make recommendations for completing deficient credits needed for degree,
- review transcripted transfer credits in order to avoid any credit duplication,
- monitor academic progress of students, and contact students who appear at-risk for failing a course and communicate with the Registrar’s office and Primary Instructor to rectify the matter.

DEGREE PLAN

During the Foundations of Critical Thinking Course, students will be contacted by their assigned Academic Advisor to complete a Degree Plan. During the degree planning process, students will be advised about the various options to meet academic deficiencies and complete all the graduation requirements of Nyack College. Among the options available to students are:

- CLEP, DSST, and other examination programs
- Specially designed Nyack College courses for the Organizational Management Program
- Additional coursework: online courses, and traditional academic course offerings
- Prior Learning Assessment (PLA) Course whereby a student can learn how to use life experience for potential credit. Students learn the portfolio process to meet general elective credit requirements

Students desiring to enroll in Nyack College AIT courses outside the Organizational Management Program should contact the OM Registrar. The AIT courses can be taken when the student is not carrying more than two incompletes in the general course work. A student may take English even when carrying two incompletes. All requests for courses must be cleared through the Student Accounts office. The student will complete a Degree Plan in the Foundations of Critical and Systematic Thinking course documenting the potential for 90 credits. The Degree Plan helps students see where they stand upon entering the program, and indicates how they will complete any deficient credits that they need as part of the bachelor’s degree requirements. Developing the Degree Plan creates accountability and helps students feel confident as they enter the Organizational Management program.

Students who need to fulfill additional General Elective credits, as indicated on their Degree Plan, can enroll in the Nyack College AIT online course called Prior Learning Assessment Theory and Practice (PLA) as an option for learning how to earn credit from life experience.
PRIOR LEARNING ASSESSMENT (PLA) COURSE

Adult students enrolled in the Organizational Management Program are different from traditional undergraduates. They usually have extensive work background and a wide variety of personal experience. They are actively pursuing educational goals that impact their careers. Students who need to earn general elective credits can choose the option of enrolling in the six week online Prior Learning Assessment Theory and Practice (PLA) course to learn how to package their work and life experience for potential credit.

During the six week online Prior Learning Assessment Theory and Practice course, students will be taught by faculty instructors how to compile a Portfolio of prior learning experiences. In order for students to earn credit through their Portfolios, their learning must be equivalent to college level work and documented in a way that can be evaluated by appropriate faculty. The Portfolio Method taught during the PLA course is a practical way for students to demonstrate a variety of learning from work and life experience with the potential of earning up to 30 general elective credits toward the Organizational Management degree at Nyack College.

The PLA Theory and Practice course introduces the student to the process of creating a portfolio for each work or life experience which includes documentation and writing experiential learning essays on topics of learning similar to what would be taught in college courses. Prior Learning Assessment Theory and Practice consists of six weeks of online sessions that teaches students a method for demonstrating learning from work and life experience that students can use even after the class is over to continue to petition for credit using the Portfolio method.

After the PLA Theory and Practice course is over, students can continue to create and submit additional Portfolio folders for potential credits. Topics are chosen along with the Academic Advisor to insure that they do not duplicate courses/credits previously transferred in from other schools. Students will submit the folders to their Academic Advisors who will send the Portfolio to a faculty evaluator for evaluation.

Learning outcomes and the portfolio material submitted for evaluation must align with courses that are offered in the Nyack College catalog. After the completion of the PLA course, a student can continue to submit additional Portfolio folders to the Academic Advisor to submit for evaluation for potential credits. The Academic Advisor sends the Portfolio to the appropriate Faculty Evaluator.

Nyack College awards credits for the demonstrated college level learning that occurred outside of a traditional college classroom. The student provides substantiation of his or her knowledge by submitting a Portfolio of the work indicating the experiential learning for which they would like to receive potential college credit. The Faculty Evaluator critically examines the Portfolio for evidence of a student’s subject matter knowledge and learning outcomes related to courses offered in the Nyack College catalog.
INTERNATIONAL STUDENTS AND COMPLETION OF ACADEMIC PROGRAMS

All of our academic programs allow for completion of course work through “outside” testing and thesis course work, more so in the case of OM and Graduate programs. International students must be enrolled full-time (12 or more credits for all our programs), except in the case of less than full-time enrollment to complete outstanding credits in the last semester of the program. Please note the following:

1. OUTSIDE TESTING (CLEP, DSST, etc.) The completion of credits by outside testing does not extend program attendance because this is done independently by the student, and not as part of the student’s enrollment. International student credits earned by “outside” testing must be completed by the end of the last semester of attendance. They are not eligible for “Post-completion Optional Practical Training” (OPT) by failing to complete the program requirements in the last allowable semester of F-1 status enrollment.

While it is the responsibility of the Designated School Official (DSO) to inform enrollment requirements, it is also important for the respective program’s academic advisor to understand the additional pressure international students will be under when they do not meet these graduation requirements before or during their last semester.

2. The program thesis project if not submitted in the last semester of full-time attendance may be allowed one semester to complete the required thesis project. If additional time is needed beyond completed coursework, the student must be enrolled for an “Advisement credit” for maximum one semester. This is acceptable under F-1 Visa Student regulations. It is not recommended that this part-time advisement enrollment be allowed for more than one semester if it is the final course requirement.

In effect, students will not be considered eligible for post-completion Optional Practical Training as long as they have credits outstanding due to testing or project thesis completion. A break in full-time enrollment, not including the last semester part-time exception, will have the student “Out of F-1 Visa Status.”

NOTE: International Students are responsible for their academic progress, including selection of coursework, testing and thesis completion. If academic advising or some other institutional activity is impeding their standard academic progress they should bring this to the attention of their school’s SEVIS Designated School Official and academic program Director.

ACADEMIC SEMESTERS I & II

After orientation, students are registered to begin work on the 30 credits that constitute the major. These credits must be completed at Nyack College through an intensive 12 month program of study that is divided into two semesters. Courses have a modular format with cohorts of 15 to 20 students progressing together through the program.

Instructional Classroom Time

Students will meet one night for four hours each week. These sessions are conducted by faculty of Nyack College in a format designed to introduce students to theoretical concepts.
These sessions also provide an opportunity for students to apply outside experiences in the classroom. Each week students are expected to participate in the online course room activities. The online component for each course is significant, making up about a fourth of the final grade.

**Life Lab Learning**

This concept provides the opportunity for students to integrate their classroom learning with their current work settings. Many times the online course room becomes the forum for the students to connect the classroom learning with their own organizational experiences.

**Research Project Proposal**

The culminating piece of work for the Organizational Management degree is a research project proposal, which is introduced early in the program. Students will create an academic research proposal, offering a research project that would offer positive organizational change. It is essential, therefore, that students take advantage of the research project proposal guidance sessions and work with the faculty member assigned to their specific project sessions.

**Research Project Proposal Guidance**

Advisor instructors guide the students of a cohort through the whole process of the research and writing. They teach the Research Project sessions I and II, provide feedback and grades for each assignment, and evaluate the Oral Presentations. Faculty advisors may use a variety of means to consult and guide students. Many faculty advisors conduct cohort teleconferences or video conferences as well as provide one-on-one support.

**Other Requirements**

In addition to class attendance, faculty consultation, life-lab experiences, and the final research project, program completion will be contingent upon successful completion of each module. Evaluation for individual modules or courses will be made in various ways and will include one or more of the following:

- Written assignments
  - Summary papers
  - Short projects
- Class discussions
- Oral presentations
- Simulations and group projects
- Examinations
- Online assignments

[18]
V. ACADEMIC REQUIRMENTS

DEGREE CREDIT BREAKDOWN

Transferable Credits ............................................................. 60 Credits

A minimum of 60 transferable semester credit hours is required for the program.

Core and General Elective Credits ........................................... 30 Credits

Degree Major Curriculum ...................................................... 30 Credits

Total credits needed for Graduation ........................................ 120 Credits

Students complete a 12-month, 30-credit curriculum.

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

A Grade Point Average of 3.8 will qualify graduates for a diploma “with distinction.” A Grade Point Average of 4.0 will earn a diploma “with highest distinction.” Latin designations “cum laude,” etc., are not used for OM graduates, as the student’s GPA is based solely on the final 30 credits of a 120 credit degree – Exceptions to this rule are students who come to the OM program from a traditional Nyack College traditional major, and complete 60 or more credits at Nyack before graduation.

GENERAL EDUCATION REQUIREMENTS

OVERVIEW OF DEGREE REQUIREMENTS
Bachelor of Science in Organizational Management ........................................ 120 credits
Semester 1 & 2 (accelerated 12 months of course work in the major) ....................-30 credits
= 90 credits
Admissions Requirement (transferable college credits) ......................................-60 credits
Balance to be Earned Before Graduation (see below for options) ......................-30 credits
= 0 CREDITS!
<table>
<thead>
<tr>
<th>BS REQUIREMENTS</th>
<th>BPS REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Humanities</strong></td>
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<tr>
<td>90 Credits</td>
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**OPTIONS FOR EARNING CORE REQUIREMENTS**
- ADULT Intensive Track Course
- Traditional College Course
- Correspondence Course
- Online or Telecourse
- Credit by Examination

**OPTIONS FOR EARNING ELECTIVE CREDIT**
- ADULT Intensive Track Course
- Traditional College Course
- Correspondence Course
- Online Course
- Credit by Examination
- Portfolio Credits: (Work and Life Experience)

**MISSING GENERAL ELECTIVE COURSES**

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

- Complete a traditional course
Credit by examination (CLEP, DSST, Excelsior College or Thomas Edison College testing programs)

Specially designed Nyack College courses for the Organizational Management Program; and/or

Prior Learning Assessment Course using learning from work and life experience

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

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

TRANSFER OF CREDIT POLICIES

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

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

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

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

4. Grades are not transferred.

5. Course taken for four quarter credits will therefore be transferred as two semester credits rather than two and two-thirds.

6. The course work transferred must be from an accredited institution in order for the above criteria to apply.

CREDIT BY EXAMINATION

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

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

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

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

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

5. These exams cannot duplicate transfer credit that may appear on your transcript. Do NOT take any exams without first consulting your Academic Advisor!

6. The responsibility for meeting all graduation requirements rests upon the individual student.

POLICY FOR ACCEPTANCE OF CREDITS EARNED BY EXAMINATION

Exams which students may not take at any time:

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

- Organizational Behavior (DSST)
- Organizational Behavior (TECEP)
- Organization Theory and Organizational Analysis (TECEP)

Exams which students must take before enrollment in Semester One:

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

<table>
<thead>
<tr>
<th>DSST</th>
<th>CLEP</th>
<th>EXCELSIOR COLLEGE</th>
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<tr>
<td>Principles of Statistics</td>
<td>Introductory Macroeconomics</td>
<td>Statistics</td>
</tr>
<tr>
<td>Principles of Supervision</td>
<td>Introductory Microeconomics</td>
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<td></td>
<td>Principles of Management</td>
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<td></td>
<td>EXCELSIOR COLLEGE</td>
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<td></td>
<td>Principles of Management</td>
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</tbody>
</table>

CHECK WITH YOUR ACADEMIC ADVISOR BEFORE YOU TAKE ANY EXAM!
VI. CURRICULUM

COURSE DESCRIPTIONS

SEMESTER ONE

HUM 301: FOUNDATIONS OF CRITICAL & SYSTEMIC THINKING (3 credits)
This course examines the fundamental aspects of critically and systemically examining and evaluating situations, events, problems, and inter-related activities. Emphasis will be placed on the disciplined process of conceptualizing, applying, analyzing, synthesizing, and evaluating the information presented in a business problem. System and holistic thinking from a constructively critical perspective will be the prevailing theme throughout this course. However, the core objective is to be able to apply “critical system thinking” through analyzing case readings. Intellectual values such as clarity, accuracy, precision, consistency, and relevance, soundness of evidence, depth, breadth, and fairness are emphasized as suitable criteria for decision analysis and implementation. Elements of critical systems thinking include purpose, problem, assumptions, concepts, empirical grounding, reasoning leading to conclusions, implications and consequences, alternative viewpoints, and frame of reference.

SOC 413: RESEARCH PROJECT I (2 credits)
Students prepare their written research project concerning an organizationally based problem by defining the problem and reviewing literature. They develop the research proposal and project design, using contemporary research literature to provide the theoretical basis for their original research. Students submit a written report of the literature reviewed.

BUS/SOC 345: ORGANIZATIONAL THEORY & DESIGN (3 credits)
Students explore the concepts of organization theory (OT) and design with particular emphasis on the modern, symbolic-interpretive, and postmodern approaches to organization. Additionally, major organization forms, the development of culture and behavior, and the impact of environment will be discussed through the lenses of the three approaches. An historical overview of the development of OT is also covered. Particular emphasis is placed on a multiple perspective approach to OT as a means to understand the context of how organizations work and how best to approach an organizational assessment.

INT 101: INFORMATION LITERACY (1 credit)
The purpose of information literacy is to help students achieve a deeper understanding of how to identify, evaluate, and organize scholarly literature. In addition, students should obtain a broader understanding of what plagiarism is and techniques to avoid it.
BUS 345: THE MANAGER AS CHANGE AGENT (3 credits)
The world in which organizations exist today is one that is fast-paced, functions within a global economy, and where change is inevitable. If organizations wish to succeed they cannot stand still. Large firms to small entrepreneurial start-ups find that they need to change in order to succeed and survive. This course helps to develop a better understanding of the challenges, techniques, burdens, and successes associated with initiating and implementing positive changes within organizations. This course prepares managers to successfully maneuver the challenges of positive organizational change.

BUS 463: GLOBAL LEADERSHIP (3 credits)
Students identify and evaluate ways that effective leadership can leverage a diverse organization for adaptive change and competitive advantage in globally diverse environments. They learn how to approach diversity from a management perspective in the workplace, exploring various ways that individuals can use differences to empower others in the work force.

SEMESTER TWO

SOC 409: RESEARCH METHODS & STATISTICS (3 credits)
Students become adapt in understanding the foundations of research methods, both qualitative & quantitative methods. In addition, students will identify where to use qualitative and or quantitative techniques to solve real world problems including how to analyze organizational situations. Through the application of appropriate research methodologies, techniques and fundamental concepts, students learn to perform basic theme analysis as well as basic statistical functions, apply and conduct statistical tests and analyses, including chi-square testing.

SOC 414: RESEARCH PROJECT II (3 credits)
Students prepare, in a business- oriented format, their written research project, demonstrating analytical, critical, and problem-solving skills. They analyze the specific data gathered in their original research; relate that data to their library research; form conclusions and recommendations about their project. As a conclusion to the program, students express in essay form what they learned from their project experience and what impact their participation in the program had on their lives.

MGT 405: ORGANIZATIONAL BEHAVIOR (3 credits)
This course presents the foundations of the history and applications of organizational behavior. Particular emphasis is placed on organizational culture, motivation, job design, goal setting, group behavior, power, leadership, organizational structure, decision-making, and control. Students understand the connection and impact each of these elements play in the organization’s effectiveness and behavior.
BUS 434: BUSINESS LAW & ETHICS (3 credits)
This course explores ethical decision making in a society with changing values and an increasing international interdependence. It stresses the development and application of moral and ethical concepts to practical cases and ethical dilemmas management faces. It develops an awareness of the ethical, social, and environmental implications and consequences of managerial decisions involved in managing a firm’s relationship with society, its marketplace, and employees. Special attention is given to the question: To what extent should organizations exercise social responsibility? The study of the legal environment of business includes analysis of the development and function of common and mercantile law with attention to domestic and global concerns as they influence the political, regulatory, and judicial process. Emphasis is given to the legal rights, duties, of business, while addressing basic issues such as, but not limited to, business organization and operation, agency, real and personal property, product and service liability, contracts, sales, insurance, and financial instruments.

BUS/ECO 419: ECONOMICS & MARKETING (3 credits)
The marketing of organizational strategies are explored from an economic perspective. Marketing concepts and steps (including marketing SWOT analysis and the 4 P’s) are analyzed within a team structure as students create a marketing plan for a new product and or company. In addition students study and application of the principles and tools of microeconomics (production, buying, and selling of a particular good or service and the study of supply and demand), macroeconomics (unemployment, inflation, interest rates, money supply, national economic policy, and GDP national output), and the impact of international trade in organizational decision making. From these perspectives students analyze the impact of economic factors on organizations and the influence of organizations on economic conditions, drawing on economic understanding as a resource for responding to and implementing change in organizations.

ADULT INTENSIVE TRACK (AIT) CORE COURSE AND DESCRIPTIONS
These are supplemental courses run by Nyack College/ATS, but are not a part of any other degree earning program. Therefore the cost of these courses is in addition to the degree earning program’s tuition.

(3 credits per course otherwise noted)

1. Abnormal Psychology
2. Adult & Career Development **
3. African-American Fine Arts in New York City
4. American Business History
5. College Mathematics
6. Ecology
7. History of Art
8. History of Christianity
9. History of Western Civilization
10. Human Growth & Development
11. Introduction to Philosophy
12. Introduction to the Visual Arts
13. Latin American History
14. New Testament Literature
15. Old Testament Literature
16. Principles of Nutrition
17. Prior Learning Assessment-Theory and Practice**
18. Psychotherapy & Clinical Intervention
19. The History of the City of New York
20. Theories of Personality
21. United States History II
22. Writing Biography, Autobiography, Memoir
23. Writing for the Social Sciences

Most courses may be used to fulfill 3 credits of general liberal arts requirement.
**Marked course is worth 1 or 2 credits only.

COURSE DESCRIPTIONS

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

2. Adult & Career Development (PSY 403) – 2 credits
   Students examine course readings on adult development theory and life cycle research findings in the light of various career-related issues. In addition, an exploration of the career planning process, including self-assessment, occupational information, and job search skills, equip students to develop a plan for career success. Fulfills Liberal Arts requirement.

3. African American Fine Arts in New York City (FNA 241)
   A study of the major developments in African-American art in New York City from colonial times to the present. This course includes class visits to museums, concert halls, churches, galleries, and other sites of African-American cultural heritage. Fulfills Fine Art requirement.

4. American Business History (HIS 225)
   The history of American business institutions in manufacturing, distribution, transportation, and finance. Particular attention will be given to industrialization with consideration of business institutions in their economic, legal, governmental, and social contexts. Fulfills US History or Social Science requirement.
5. **College Mathematics (MAT 101)**
Logical structure of the decimal system. Designed to acquaint the student with meaning, development, and communication of number ideas and the logical structure of number systems; the how and why of the basic algorithms of arithmetic. Fundamental concepts of elementary algebra and informal geometry. *Fulfills Math requirement.*

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

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

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

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

10. **Human Growth & Development (PSY 244)**
This course will provide an overview of human development from infancy through late adulthood. Theories and research regarding the physical, cognitive, social, emotional and spiritual aspects of development will be examined. *Nursing majors only. Fulfills Liberal Arts or Social Science requirement.*

11. **Introduction to Philosophy (PHI 101)**
This course provides the student with a systematic introduction to the discipline of philosophy. It considers areas of philosophical inquiry including: social and political philosophy, ethics, philosophy of religion, philosophy of history, and aesthetics. *Fulfills Philosophy requirement.*
12. Introduction to the Visual Arts (ARH 101)
This one-semester survey of the visual arts from ancient Egypt to the present introduces students to the broad history of art and educates them in visual literacy, critical reading, critical thinking, effective speaking, and effective writing. This course satisfies the liberal arts core fine arts requirement.

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

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

15. Old Testament Literature (BIB 102)
An examination of the history, cultural background, and worldview of the people of God throughout the Old Testament period (c. 2000–400 B.C.). Key themes and selected critical issues are discussed with a view to aiding students develop a biblically-informed worldview. Fulfills Liberal Arts requirement.

16. Principles of Nutrition (BIO 115)
Survey of the major themes in nutrition including dietary sources, usefulness of the major classes of nutrients, and associated disorders. Personal nutritional assessment is performed. No lab component: does not satisfy Core Curriculum Laboratory Science requirement. Fulfills Natural Science requirement.

17. Prior Learning Assessment-Theory and Practice (PLA 101) – 1 credit
This course introduces students to the concepts and practices of prior learning assessment and adult learning theory. Students learn to critically analyze and evaluate their own experiential learning in terms of adult learning theory, while gaining the ability to distinguish between learning and experience. Students also learn to identify college-level learning and learning outcomes, and utilize the Kolb model of experiential learning to articulate their knowledge in a narrative format. Fulfills General Elective requirement.

18. Psychotherapy & Clinical Intervention (PSY 444)
A survey of the major schools of thought and approaches to psychological therapy, including theoretical principles, techniques, and applications will be presented. Fulfills Liberal Arts or Social Science requirement.
19. The History of the City of New York (HIS 326)
A study of the continual transformations of New York City from its early days as a seventeenth century Dutch trading community to its late twentieth century status as an international economic, political, and cultural capital. New York has always exemplified urban diversity, embracing within its boundaries people from all ethnic groups, religions, and social categories. This historical overview will incorporate a variety of biographical and autobiographical accounts of disparate peoples as we seek to explore various aspects of the city during its growth and development. *Fulfills American History requirement.*

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

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

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

23. Writing for the Social Sciences (ENG 113)
Emphasis on drafting, revising, and editing expository essays common to the social sciences. Students discuss and evaluate readings from the social sciences and write an extended research paper using APA style. *Fulfills 3 credits of English requirement.*

*Please note that some of these courses may not be offered every semester and may be cancelled due to low student enrollment.*

**APPLIED RESEARCH PROJECT**

The undergraduate research project provides a culminating experience designed to integrate learning outcomes from all course work and to link these to various life roles and in particular the work setting. Working with the instructor and an explicit set of guidelines, students will select an organizational problem to investigate, and will proceed to identify the issue and create a research strategy to further investigate the issue. The student will not conduct actual research, but prepare and introduction to the issue, a review of the literature, and offer an appropriate methodological approach to conducting this research. Drawing on course work and library resources, students will carry out a complete research project.
The Applied Research Project Proposal is considered an essential component of OM in that it will help the student:

1. To enhance personal preparation for career and/or graduate school through the building of action based scholarly research via completion of;
   a. A formal research introduction
   b. A comprehensive literature review
2. Allow students to identify an organizational issue
3. Understand the value of research-based management within an organizational context

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

VII. GRADING SYSTEMS

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

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

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
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<tr>
<td>A-</td>
<td>90%-92%</td>
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<tr>
<td>B+</td>
<td>88%-89%</td>
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<td>D-</td>
<td>60%-62%</td>
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<td>F</td>
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GRADE POINT SYSTEM

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

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<tr>
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<th>Grade Points</th>
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<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
</tbody>
</table>

grade points per credit
A writing rubric is utilized by instructors to provide students with constructive feedback. See APPENDIX B for the writing rubric.

**GRADE REPORTS AND ADJUSTMENTS**

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

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.

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

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

The Organizational Management Program is a twelve-month program with TWO SEMESTERS of 15 credits per Semester. Students come into the program with 60 to 90 transferable college credits. Students who come in with fewer than 90 credits earn the other credits through the assessment of prior learning, credit by examination, and/or additional transfer credits to bring them to 90 transferred/assessed credits. Students must have 120 credits and a G.P.A. of 2.0 in order to graduate. The transferred and assessed credits do not help a student to meet satisfactory academic progress because they do not carry grades. All students, regardless of the number of credits they bring into the program, are required to take no less than the 30 credits in the Organizational Management Program.

To make satisfactory academic progress in the first and second of the two semesters at Nyack, students must earn at least 10 credits with a 2.0 G.P.A. If a student does not have the required 10 credits **AND** a G.P.A. of 2.0, the student will either be administratively withdrawn, or placed on academic probation (see below.) If a student must stop out of the cohort after Semester One, the student may transfer into another cohort after the required academic standard has been met.

Students in jeopardy of not meeting satisfactory academic progress will be notified in writing approximately week 23.
SATISFACTORY ACADEMIC PROGRESS - PROBATION

Students, who end Semester One with three (3) or fewer credits completed, or less than a 2.0 Grade Point Average, will be administratively withdrawn from their cohort. An appeal form is available on our website for students who wish to appeal for permission to stay in the Organizational Management Program.

Students who finish Semester One with five to nine credits (5-9) will be automatically placed on academic probation for the first six weeks of Semester Two. If by the end of 6 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.

TRANSCRIPTS AND OTHER STUDENT GRADE LETTER REQUESTS

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

AIT GRADING POLICY

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

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

<table>
<thead>
<tr>
<th>A</th>
<th>93%-100%</th>
<th>B+</th>
<th>88%-89%</th>
<th>C+</th>
<th>78%-79%</th>
<th>D+</th>
<th>68%-69%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-</td>
<td>90%-92%</td>
<td>B</td>
<td>83%-87%</td>
<td>C</td>
<td>73%-77%</td>
<td>D</td>
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</tr>
<tr>
<td>B-</td>
<td>80%-82%</td>
<td>C-</td>
<td>70%-72%</td>
<td>D-</td>
<td>60%-62%</td>
<td>F</td>
<td>0%-59%</td>
</tr>
</tbody>
</table>

AIT GRADE POINT SYSTEM

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

[32]
Grades for adult intensive courses are entered on OM student transcripts on a letter grade basis. Pass/Fail for AIT courses must be requested on the registration form, before the course begins. Pass is defined as a “C-” or better, however, an overall cumulative average of a “C” or better is required for graduation in the Organizational Management Program.

WRITING CENTER

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

Rockland Writing Center
Writing Center Desk: 845-675-4441
Email: thewritingcenter@nyack.edu

NYC Writing Center
Writing Center Desk: 646-378-6139
Email: Millicent.Waterman@nyack.edu

VIII. STUDENT STANDARDS AND POLICIES

FORMAT FOR WRITTEN WORK

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

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

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

Content and Style

- Use of standard, college-level English
- Have three main components: introduction, body, and conclusion.
- Edit for grammar, spelling, sentence structure, and general mechanics of writing.
• Write using inclusive language.

• Cite and reference all sources of information, using the APA style of documentation

Presentation and Format
Each assignment is to have:
• A title page following APA guidelines
• Pages numbered in the upper right hand corner with title of assignment written in header form using the APA style of formatting.
• Margins one inch all around (top, bottom, left, and right).
• Papers that are typed, double-spaced using 12-point font size.
• Pages, free of plastic covers, stapled in the upper left corner.

INCOMPLETE POLICY
Organizational Management Courses
Students are expected to complete course assignments by their due date. Instructors are required to downgrade any work submitted late.

Such a downgrade may be avoided under the following circumstances:
• If a student intends to make up a missed class and has made confirmed arrangements with the Registrar’s Office within two weeks of the missed class
• If exceptional circumstances (such as extended illness) have occurred, the student has provided a written request to the instructor for an extension without penalty, and the instructor has provided a written approval.

Instructors will calculate the student grade based on the course work submitted at the time that the grade sheet is prepared, unless one of the exceptions above applies.

After two months, grades of “I” become “FX”.

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

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

As with other assignments, students are expected to complete chapters of their projects by the due dates determined by their professors. Instructors are required to downgrade for work submitted late. Exceptions to this policy follow those listed under the Incomplete Policy above. Students are allowed a six-month grace period beyond the end of the academic year to finish their Research Project Proposals with their primary instructors. However, after two months, grades of “I” become “FX.”

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

CLASS ATTENDANCE

Because a large portion of the learning in the program takes place in the classroom, attendance at all class meetings is mandatory. When a student misses a class, for whatever reason, he or she must consult with the instructor about making up the class. It is then up to the instructor to decide which of the following options should be used:

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

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

3. *Additional online discussion(s) or online assignment(s) (equivalent to four hours of work).* The student will be required to complete the assignment(s) within the timeframe set by the instructor, generally within two weeks of the missed session.

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

The normal class duration is four hours, and students are expected to attend for the full class period. Tardiness or early departure has a negative learning impact on all students, especially because of the many group exercises and discussions that are involved in each class session.
Therefore, **tardiness or early departure will be taken into account in the final grade for every course.**

Emergencies are recognized by the Program Administration. However, **lateness for or early departure from half the classes in any course will be considered the equivalent of one full absence, and arrangements for a make-up on that basis will need to be arranged with the instructor.**

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

**WEATHER POLICY**

The OM Office will make a decision by 4:00 p.m. on any day when classes are meeting about **placing the class online** because of bad weather, e.g., snow or icy road conditions. The OM Office will contact the whole cohort as well as the cohort representative to inform them of the class being held online.

Students may call the office at 845-358-1710, EXT 4957 or 845-675-4400 to ascertain whether class will be held; it is best to call in the afternoon. The decision to cancel an in-person class is made only by the OM office. Students do not make this decision.

**SATURDAY CLASS POLICY - RESIDENCY**

Attendance at Saturday classes within the 30-credit residence program is required for graduation. Persons forced to miss a Saturday class because of unavoidable circumstances, such as a medical problem or a significant family situation, are expected to make up the Saturday class by attending an additional Saturday class. Should a religious observance or other event prevent a student from attending a Saturday class, arrangements need to be made ahead of time to make up the class.

**STUDENT PRIVACY RIGHTS STATEMENT**

*(Notification of Rights under FERPA)*

In accordance with the provisions of section 438 of the General Education Provisions Act 20 USC 1236g - Family Educational Rights and Privacy Act (FERPA) commonly referred to as the "Buckley Amendment," Nyack College/Alliance Theological Seminary has adopted the following regulation to protect the privacy rights of its students, and to provide students access to their educational records.

1. **Educational Records**
   The student’s primary educational record is located in the Adult Programs 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:


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 Provost. Within fifteen days after the hearing, the Provost 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 undergraduate 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.

[37]
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 Term 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 and in Appendix B of the student handbook.

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 in 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. Organizational Mangement (OM) Academic Office
   a. Persons in charge of records
      1. Provost Office
      2. Director
      3. Registrar
      4. Admissions Office
      5. Advisement Office
6. OM Faculty
7. Assistant Registrar
b. Location--Shuman Hall/Sky Island Lodge/ATS Building
c. Type of Information maintained
   1. Permanent Record Card
   2. Grades
   3. Admissions Data
   4. Testing Data

3. Student Financial Services Office
   a. Persons in charge of records
      1. Treasurer
      2. Director of Financial Services
      3. Financial Aid Counselor
   b. Location--Shuman Hall

ACADEMIC HONESTY

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

Plagiarism

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

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:

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

- 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.)

- Turning in an assignment (test or paper) written wholly or partly for another
  course for which academic credit was received without so specifying.
Students, like all professionals, must recognize the following fact: since the evaluation of student work results ultimately in a formal grade recorded on a student’s official transcript, any work offered in support of that grade which reflects the unacknowledged efforts of another person is an attempt at fraud, and must be dealt with as such.


A note from the Nyack College Faculty:

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

SEXUAL HARASSMENT

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

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

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

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

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

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

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

**STUDENT DISABILITIES ACT**

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

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

SB&L students who wish to declare a disability may do so to their Instructor in the Foundations of Critical and Systemic Thinking course, by providing acceptable documentation.

The following may be considered disabilities:

- Attention Deficit/Hyperactivity Disorder
- Blind/Low Vision
- Head Injury/Traumatic Brain Injury
- Deaf/Impaired Hearing
- Physical and Systemic Disorders
- Psychiatric/Psychological Disorders
- Specific Learning Disabilities

If a disability is not declared by the end of the **sixth week of Semester One**, the claim will not be admitted.

**IX. REGISTRATION**

Officially admitted students will register at the beginning of Semester One (If the student does not have all paperwork in order by night 2 of Critical & Systemic Thinking of class, they will not be able to attend). Semester Two registration will be done by mail prior to start of the semester. Official registration is dependent upon the payment of tuition and fees, and official documentation of transfer credits. Student pictures for I.D. cards will be taken during Orientation night.

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 ext. 4625. 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 Primary Instructor of his/her cohort, and submit a **Change of Student Status Form** to the OM Registrar’s Office as soon as possible. The effective date of withdrawal will be according to the date the student notifies the Registrar Office which impacts the processing of aid and the amount of a tuition refund. Please be aware that withdrawal for the program affects a student’s financial aid eligibility, loan deferment status, and tuition liability. Until the OM Registrar’s Office is notified, absences will continue to accumulate.

Students should read the refund policy provided later in this handbook to ensure all withdrawal information is understood before a withdrawal is considered.

*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 Student Financial Services at (845) 675-4625,*

*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.*
## X. TUITION AND FEES

<table>
<thead>
<tr>
<th>Course Identifier</th>
<th>Course Name</th>
<th>Credits</th>
<th>Investment</th>
</tr>
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<tbody>
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<td></td>
<td></td>
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<tr>
<td>Comprehensive Fee</td>
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<td>Technology Fee</td>
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<td>HUM 301</td>
<td>Foundations of Critical &amp; Systemic Thinking</td>
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<tr>
<td>SOC 413*</td>
<td>Research Project 1</td>
<td>2</td>
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<td>BUS/SOC 325</td>
<td>Organizational Theory &amp; Design</td>
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<tr>
<td>INT 101*</td>
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<td>1</td>
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<td>BUS 343</td>
<td>The Manager as Change Agent</td>
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<tr>
<td>BUS 463</td>
<td>Global Leadership</td>
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<td><strong>Term One Investment</strong></td>
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<td><strong>$6,345.75</strong></td>
</tr>
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| **Term Two**      |                                                   |         |                |
| Comprehensive Fee |                                                   |         | $18.75         |
| Technology Fee    |                                                   |         | $125.00        |
| SOC 409           | Research Methods & Statistics                     | 3       | $1,240.00      |
| SOC 414*          | Research Project 2                                | 3       | $1,240.00      |
| MGT 405           | Organizational Behavior                           | 3       | $1,240.00      |
| BUS 434           | Business Law & Ethics                             | 3       | $1,240.00      |
| BUS/ECO 419       | Economics & Marketing of Management               | 3       | $1,240.00      |
| **Term Two Total**|                                                   | 15      | **$6,343.75**  |

**Total Program Credits & Tuition Investment:**

<table>
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<tr>
<th>Credits</th>
<th>Fees</th>
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<tbody>
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<td>30</td>
<td><strong>$12,689.50</strong></td>
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*Each cohort scheduled confirms when SOC 413, INT 101, and SOC 414 are completed
Cost per credit is 414.33

### Mandatory Fee

| Books Per Term (approximate) | Fees | $400 - $500 |

### Additional Fees (subject to individual needs)

- **Assessment**
  - Assessment Advisement (if needed after cohort completion) $75.00
  - Portfolio Documents Processing for Professional Technology $30.00/credit
  - Portfolio Documents Processing for Essays $30.00/credit
  - Prior Learning Assessment Course $425.00
- **Audit** $100.00/credit
- **CLEPS/DSST Test (approximate)** $90.00
- **Cohort Change Fee** $100.00
- **Diploma Replacement Fee** $15.00
- **FX Change Fee** $50.00
- **Project Advisement (Independent Study: if needed after cohort completion)** 1 $413.33
- **Project Read (If needed after cohort completion)** $50.00
- **ID Replacement** $25.00
- **Technology** $125.00

[43]
FINANCIAL AID AND PAYMENT INFORMATION

Financial Aid consists of Federal, State, and Institutional Grants, and loans that assist students in meeting the costs of attending college. These funds are available to students who meet eligibility criteria as established by the federal and/or state governments and Nyack College. Funding for each program may change, and may not be available at the time of enrollment.

All prospective students and returning students who are interested in receiving financial aid must:

**Complete the FAFSA**

(Free Application for Federal Student Aid) FAFSA: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

The Federal School Code for Nyack College is 002790.

**Complete the NY State TAP Application**

(TAP - Tuition Assistance Program): [www.tapweb.org](http://www.tapweb.org)

This step is only for undergraduate students. Must be a New York State resident to apply.

**Title IV Programs (Federal Aid)**

Eligibility for these programs is determined by completing the FAFSA (Free Application for Federal Student Aid). After completion of the FAFSA, a Student Aid Report (SAR) will be sent to the applicant from the Department of Education (DOE). The applicant must read through the report to verify that the information on the SAR is complete and correct. If the student lists Nyack College on the SAR, the Office of Student Financial Services will receive the information electronically from the DOE. Once the SAR is received, and the student is accepted, a financial aid package is sent to the student. If the FAFSA is selected for a review process called “Verification” (The SAR will indicate if the student has been selected) or the FAFSA indicated other documents need to be collected the student must submit required documentation before financial aid eligibility is determined.

**Federal Direct Loan Program**

1. **Subsidized Stafford Loan**
   This is a need-based loan, guaranteed by the federal government. The federal government pays the interest as long as the student is taking 6 credits. Once the student graduates or ceases to be enrolled at least half-time (6 credits), he/she has a 6-month grace period before repayment begins.

2. **Unsubsidized Stafford Loan**
   This is a non-need-based loan, guaranteed by the federal government. The government does not subsidize this loan, and the interest on this loan will start to accrue immediately. Principal payments may be deferred until 6 months after graduation or the student drops below 6 credits. This loan provides additional funds to dependent undergraduate students whose parents do not qualify for a PLUS Loan or independent students who need additional money to meet their educational expenses.
Federal Pell Grant

1. Federal Pell Grant
   This federal grant is designed to provide financial assistance to needy students. The amount of the award is determined by the federal government on the basis of the student’s Expected Family Contribution (EFC), as indicated on the SAR.

State Assistance for Undergraduate NY Residents Only

1. Tuition Assistance Program (TAP)
   Eligibility is limited to full-time students and is based upon New York State taxable income. Students apply annually by first completing the FAFSA and then the TAP Application. Undergraduate students can receive payments for a total of 4 academic years (8 semesters). To check TAP application status or for further information, go to www.hesc.com or call 1-888-697-4372.

Payment Options

Payment for each term is due on or before each term start date. A bill is sent to each student prior to a term start date to indicate the payment amount due. It is the responsibility of the student to return a signed copy of the bill and ensure an approved payment method is confirmed with the Office of Student Financial Services to be approved register for classes. Below is a list of approved payment methods to be able to register for class.

1. Payment in Full
   You may pay each term’s balance in full at www.nyack.edu/payments. Payments in full are due before the term start date.

2. Automatic Payment Plans
   Nyack College is pleased to offer a convenient interest-free monthly payment plan. This Automatic Payment Plan provides students and their families with a low cost option for budgeting tuition costs for the full academic year as well as for each term. Each student’s financial aid award letter and bill provides financial aid information and approximate costs, which are needed in order to enroll in the payment plan. Cost for the payment plan is $60 annual plan and $32.50 each term. Payments will be charged on the 5th or 20th of every month. Once enrolled, all payments are made automatically from a checking, savings, or credit card account. To enroll in the automatic payment plan please visit: http://www.nyack.edu/al/finances/SFS_SADE_FACTS.

3. Alternative Loans
   Other loans are available through various banking institutions. Contact the Office of Student Financial Services for more information.

4. Company and Military
   Nyack College is pleased to work with the most United States Armed Forces and a limited number of employers to process tuition payments/reimbursements on behalf of the student. Please contact the financial aid office for additional information.

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Payment Policy

Payment for each term(s) is due before the start of each term. If a balance is not paid in full or all financial aid paperwork is not completed and received by the Office of Student Financial Services, students WILL NOT be permitted to register, receive grades, receive transcripts, or participate in graduation ceremonies.

Credit Balance Authorization

Any "Credit Balance" on a student account will be used first to cover all education and non-educational-related expenses. If the remaining credit balance is the result of Federal Financial Aid the credit refund will be made to the student within 14 days. If the credit balance is not from Federal Funds it will remain on the student’s account until the student notifies the Office of Student Financial Services by submitting a completed Credit Refund Request Form. The student must have a credit on their account over and above tuition and fees for the current term in order for any refund to be processed. Refunds will be processed within 7-14 days of the request. Students always have the option to request in writing that any credit balance funds remain on their account for the next semester by submitting that request to the office of Student Financial Services.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

Academic Policy

Incomplete course grades and withdrawals are not counted toward the grade point average component of the standard but along with course repetitions are used in measuring the academic progress of credits completed. A course is considered "attempted" if the student is enrolled in the course at the end of the drop-add period. "W" (Withdrawn) and "I" (Incomplete) grades will be counted as hours attempted but not passed. Only the second grade of a repeat course counts in the calculation of the student’s GPA.

Institutional Policy

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

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

Financial Aid Probation and Termination for Title IV FSA

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

Reestablishing Financial Aid Eligibility

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

Appeal Process

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

Notification

The following schedules represent minimum academic standards that must be met by students in order to be eligible for Title IV Federal Student Aid. 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. Each student must average a passing grade in at least 67% of all courses attempted in a term and maintain a minimum cumulative 2.0 grade point average.
Title IV Federal Student Aid: Terms Enrolled in the OM Program

<table>
<thead>
<tr>
<th>After ‘X’ term(s)</th>
<th>Transfer</th>
<th>Per Term</th>
<th>Per Term</th>
<th>Per Term</th>
<th>Per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits Attempted per term</td>
<td>60-80 credits</td>
<td>0-18</td>
<td>0-18</td>
<td>0-18</td>
<td>0-18</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>
<tr>
<td>Minimum Number of Credits Earned must equal 67% of Courses Attempted Per Term</td>
<td>n/a</td>
<td>67%</td>
<td>67%</td>
<td>67%</td>
<td>67%</td>
</tr>
</tbody>
</table>

TAP Grants

<table>
<thead>
<tr>
<th>Semesters Enrolled at Nyack</th>
<th>Before being certified for this payment</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student must have accrued at least this many credits</td>
<td></td>
<td>0</td>
<td>6</td>
<td>15</td>
<td>30</td>
<td>45</td>
<td>60</td>
<td>75</td>
<td>90</td>
<td>105</td>
<td>120</td>
</tr>
<tr>
<td>With at least this grade point average</td>
<td></td>
<td>0</td>
<td>1.5</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

*Including terms transferred from another institution

Treatment of Federal Title IV Aid after Withdrawal

The Federal Department of Education (DOE) specifies how Nyack College must determine the amount of Title IV Federal Student Aid each student earns when a withdrawal from a modular program is required. A student is considered withdrawn from a term when attendance stops, and he/she is not scheduled to begin another course in the same term within 45 calendar days, beginning at the end of the course the student stopped attending. The official withdrawal date is the date the student begins the official withdrawal process or officially notifies Nyack College of the intent to withdrawal, either verbal or in writing. If the withdrawal process is not initialed by the student, the midway point of the term or last day the student participated in an academically related activity may be used by Nyack College to determine the withdrawal date. Once the withdrawal date is established a formula is used to determine the amount of earned aid verses unearned aid for the student.

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Students enrolled in less than 60% of the scheduled term earn financial aid according to the number of days enrolled up to the withdrawal date. For example, a student who completes 30% of the term is eligible to keep 30% of the total aid scheduled to be received for the term. Students completing 60% or more of the scheduled term are eligible to keep 100% of the total aid scheduled to be received for the term. The basic formula for determining the percentage of the term completed is calculated as follows:

\[
\text{Total days attended} / \text{Total days in the payment period or period of enrollment}
\]

Once the percentage of earned and unearned financial aid is determined financial aid adjustments may be required. One of three scenarios will exist when determining the amount of aid to be kept or returned.

**Scenario 1:** If the amount of the disbursed funds equals the amount earned, no funds must be returned and no further disbursements may be made.

**Scenario 2:** If the amount of disbursed funds is less than the amount earned, a post-withdrawal disbursement may be made. If the post-withdrawal disbursement includes loan funds, you will be notified in writing to confirm the amount, type, and obligation to repay the loan able to be disbursed. Once notification is sent from Nyack College to the student, a fourteen day deadline is given to respond to the notice. The student will either decline the additional loan funds to minimize debt, or approve all or a portion of the additional loan funds. If no response to the notice is received by Nyack College within the 14 calendar day period, the school may decide to make a post withdrawal disbursement to cover any outstanding tuition and fees. The student will be notified in writing of the schools decision to make a post-withdrawal loan disbursement to cover an outstanding balance.

**Scenario 3:** If the amount of the disbursed funds is greater than the amount earned, a return of aid unearned aid must be completed. Unearned funds are returned in the following sequence unsubsidized loan, subsidized loan, Direct PLUS, and Federal Pell Grant.

Nyack College will return all unearned aid when institutional charges equal or exceed the amount of disbursed aid. Nyack College and the student must each return a portion of the unearned aid when the amount of the disbursed aid exceeds institutional charges. The school’s portion of the unearned aid to return is determined first, and will be the lesser of the total amount of unearned aid or an amount equal to institutional charges multiplied by the % unearned.

The student share of unearned aid will be the difference between the schools share and the total unearned aid funds. Any loan funds that the student must return are repaid in accordance with the terms of the promissory note. That is the student makes scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant
funds that the student must return is called an overpayment. The amount of a grant overpayment is half of the grant funds you received or were scheduled to be received for the term. Nyack College may have to return a portion of the unearned grant funds on your behalf, which may cause a balance owed to the school.

The requirements for returning Title IV aid is separate from Nyack College’s tuition refund policy. Therefore, students may still owe a balance to Nyack College to cover unpaid institutional charges after financial aid adjustment are completed. It is in student’s best interest to become familiar with Nyack College’s tuition refund policy before a withdrawal is considered or completed.

How to determine if a withdrawal from a modular program?

1. Did the student withdraw from a class, or not attend a class he or she had enrolled to take? If answered “no” this is not a withdrawal; however, if answered “yes” go to question 2.

2. Is the student currently attending or active in another class? If answered “yes” this is not a withdrawal; however, if answered “no” go to question 3.

3. Did the student confirm intent to attend a future class during the same term within 45 days?

**Not participating in classes or failing to pass any one course and its Effect on Federal Aid**

Withdrawals are not the only thing that can negatively impact a student’s aid. Students who fail to earn a passing grade in any course in the payment period or enrollment period are to be considered unofficially withdrawn. Also, if Nyack College is unable to document the student actually completed the course requirements for at least one course in the payment period of period of enrollment the student is to be treated as having unofficially withdrawn. Nyack College will either use the midway point of the term or period of enrollment or the documented last date of attendance in an academically related activity to determine the official withdrawal date.

**Avoiding or Minimizing Reduced or Returned Aid**

The best way for a student to avoid losing all or a portion of aid is to only enroll in classes they intend to take and complete. The following are some additional suggestions:

Before the term begins:

- Review the class schedule to be sure the registration is for the right class.
- Make all class changes before the appropriate deadlines (drops/adds).

After the term has begun:

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Review the withdrawal policies and procedures to full understand the consequences of withdrawing from a class. Check with the instructor(s) or adviser for alternatives to dropping a class.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1.800.4.FED.AID. TTY users may call 1.800.730.8913. Information is also available on “Student Aid on the Web” at www.studentaid.ed.gov. The Office of Financial Aid and the Bursar at Nyack College are also available to assist you.

TUITION REFUND POLICY

The Organizational Management (OM) refund policy is established to determine the amount of tuition each student is refunded when a withdrawal from Nyack College is required. It is important to officially withdrawal to ensure tuition, fees, and financial aid adjustments are completed in a timely manner. Failure to complete and submit an official withdrawal form before attendance stops may increase the total amount due on the student’s final bill and impact the amount of financial aid able to be received. Below is the refund polices for the OM Program.

Students register for a full term of modular courses at the beginning of the term.

- 100% of tuition and fees are refundable for a term if a withdrawal request is received within 7 calendar days of the term start, and the student attended only one class session in the first course of the term (add/drop period).
- 100% of tuition is refundable for a course(s) officially dropped before the course start date in a term. The student may not have attended any class sessions of the course to have tuition charges removed (dropping courses may impact the amount of financial aid you are able to receive for the term).
- Tuition is nonrefundable if any one class session is attended of a course following the first course of the term or a withdrawal/drop request is not received and processed by the Registrar’s Office before the course begins.
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 in Manhattan. These three libraries provide access to a joint collection of approximately 160,000 volumes and over 400 current journal subscriptions. Over 60 public computers are available offering access to the joint Nyack College/ATS Libraries online catalog, dozens of online citation/abstract and full-text databases offering thousands of journal titles full-text online, online forms for requesting items from other libraries, as well as online reference assistance.

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

HOURS

*Bailey Library* hours are:
- Monday - Thursday, 8:00 a.m.-12:00 a.m.
- Friday, 8:00 a.m. - 5:00 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) 358-4580.

*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.

**LOGIN INFORMATION:** The login will be your Cohort Number (Cohort000) and the Last Name of the Primary Instructor in lower case (smith). You will use this login/password to access all library databases from the Library Homepage.
NOTE: Password is set for this site and cannot be changed. If you are unable to login, contact the library. (www.nyack.edu/library.php)

CONTACT INFORMATION

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

Linda Poston
Dean of Library Services
(845) 678-4400, extension 4434
E-Mail: linda.poston@nyack.edu

Mick Williams
Assistant Director
(845) 675-4400, extension 4435
E-Mail: mick.williams@nyack.edu

Sunya Notley
Director
(845) 675-4400, extension 4436
E-Mail: sunya.notley@nyack.edu

Christy Choi
Technical Services Librarian
(845) 675-4400, extension 4437
E-Mail: christy.choi@nyack.edu

Wilson Library: 361 Broadway 3rd Floor, New York, NY 10013

Robert Wagner
Assistant Director
(646) 378-6000, extension 7710
E-Mail: robert.wagner@nyack.edu

Katie Bolles
Public Services Supervisor
(646) 378-6000, extension 6142
E-Mail: katie.bolles@nyack.edu

Catherine Langholff
Instruction and Technology Librarian
(646) 378-6000 extension 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) 770-5700, extension 4436
E-Mail: cheryl.felmlee@nyack.edu

Ryan Denerley
Public Services Supervisor
845-770-5700, extension 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 they have been reserved by another student. The loan period is three weeks.

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

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

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

4. Periodicals
   Periodicals are not circulated and must be used in the library. The most recent back issues are housed in the Reference Room alphabetically by journal title. Older back issues may be requested at the Circulation Desk.

5. Periodical Indexes
   Periodical Indexes, such as the Readers' Guide, Business Periodicals Index, Social Science Index, Humanities Index, Education Index, etc are located in the reference room.
6. Videos/AV
A small collection of educational videos and AV materials are housed in the library and can circulate for a three-week loan period.

7. Microform
Microfilm and microfiche reader-printers are available at Bailey and ATS Libraries. Ask at the circulation desk for assistance. The periodical holdings list identify the format and volume numbers of all microform under journal titles.

8. Listening Equipment
Cassette/CD players are available for both recreational listening and for assignments. The MacMillan Music Library houses additional musical recordings in a variety of formats.

Services

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

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

3. On-Line Catalog
Access to the online catalog is available from any computer with internet access at the following URL (www.nyack.edu/library)

4. Databases
A host of citation/abstract and full-text periodical databases are available on our webpage. Among them are EBSCO’s Academic Search Premier, a multidiscipline database with over thousands of full-text scholarly journals, ATLA and ATLAS Religion Database, Business Source Premier with thousands of full-text business journals; PsychARTICLES with full-text articles for APA published journals from 1985 to the present; ProQuest Databases, SocINDEX with fulltext, and Mergent Online. Students may access the databases off-campus with their assigned cohort username and password.

Overdue and Replacement Fees

1. Overdue Material
The following fines are charged for overdue materials:
   General Circulation books: $.25 cents per day (Maximum $6.00)
   Overnight reserve books--$1.00 per hour or portion thereof (maximum $12.00)
Videos--$0.25 per day (Maximum $6.00)

2. Lost Books
When a student has lost a book, the following charges will be made:
- Current replacement price (as listed in Books in Print or out of print source) or, $50.00 if not able to replace.
- If the book is found and returned, it will be considered an overdue book. Cost of the book will be refunded and the student will owe the maximum overdue fine of $6.00 per item.

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 only if they have completed all the requirements for the degree, including: 120 credits; all general education requirements; and a satisfactory research project. However, the cohort must complete week 52 by mid-April before the May graduation date. All participants must also receive financial clearance by the Office of Student Accounts. All tuition charges, assessed credit charges, library fines, parking tickets, etc. must be cleared from their account.

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

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

By tradition, Nyack graduation ceremonies are religious in nature. Graduation is a time of great celebration for students and for the faculty and staff who rejoice at the students’ success.

The ceremony is in standard commencement format: processional, introductions of dignitaries, special music, commencement speaker, presentation of graduates, awarding of degrees, benediction, and recessional. The ceremony is usually three hours long.
Most of the information you will need in regards to commencement is available online & continually being updated. The web address is: www.nyack.edu/commencement.

Caps and gowns are ordered by graduates, to be shipped directly to their homes. College rings and graduation announcements are also available to students who desire to purchase them. Links for the above and other commencement-related information may be obtained at the Nyack College website, 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 ceremony!

OMICRON-PSI HONOR SOCIETY

The Omicron-Psi Honor Society is dedicated to recognizing the achievements of non-traditional students in the United States. Students enrolled in Organizational Management 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 Management 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;
- And must be nominated by their Primary Instructor.

Process for Membership

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

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

It should be noted that membership in Omicron Psi is not a right or automatic privilege of good grades. The Primary Instructors have final say in who is nominated for membership. Students should not contact the OM office regarding membership, since only nominations from Primary Instructors will be accepted.
STUDENT INSTRUCTIONS FOR USING eCOLLEGE WEBSITE

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

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

Your e-mail and password will be e-mailed to you a week before the first day of classes. We will be using the e-mail that you provided. On the Online Learning home page type in your username and password. Both the username and password are case sensitive and need to be typed exactly as they given to you. If you are an AOL user please see our message to AOL users listed with the technical requirements for eCollege under “Is Line For You?” section of the website. For any other questions you can contact Melinda Kong (melinda.kong@nyack.edu) or the eCollege Help Desk.

Updating your E-Mail and Password

Log in. Click on My Profile. Fill in the appropriate field and click Submit Account button.

Home

When you first login to eCollege you will be on the “Home” tab from there you have access to:

- **Web Account Info** (directions for location specific items on the website)
- **SBL Office Directory** (extensions & email address for SBL faculty & staff)

Academics

There are several options available from the Academics Tab

- Access your cohort courses from here. Once you are in your course you will be able to:
o View your course syllabus
o Check your grades for your class by clicking on “Gradebook”
o View and Print any posted assignments
o Turn in assignments through the “Dropbox”
o E-mail your professor or fellow students by clicking on “Email”
o Access and Add to the Course “Webliography”
o Participate in a Live Chat with your classmates by clicking on “Chat”

- Graduate programs information and websites
- View and Print your MSOL Cohort Schedule
- View and Print MSOL Alumni Theses

Services

Once you are logged into eCollege there are several items on the Services tab that you will need to access.

- Registrar Office Forms
- Link to Financial Aid Forms
- Assessment Forms
- MSOL Student Handbook
- Writing & Library Tutorials
- Link to SBL Bookstore (www.nyackbookstore.com)
- Career Network & Staffing Agencies

Technical Help/Additional Help

For any technical use questions you can contact the eCollege Help Desk: Available 24/7 just click on the Help Link once in your course. You can also contact Melinda Kong, Nyack College Online Website Coordinator at melinda.kong@nyack.edu
MINIMUM SYSTEM REQUIREMENTS

In order to make the most of your online learning experience, there are several technical requirements you will need to fulfill. Refer to the guidelines below to help ensure your online success.

Wondering if your browser meets the specs? Go to http://nyackonline.org/index.learn?action=isonline&subaction=techreq Click on the Browser Test button to find out.

System Requirements

- **Windows Users**
  - Windows XP, Vista, or 7
  - 28.8 kbps modem (56K recommended)
  - Soundcard & Speakers
  - [Microsoft Internet Explorer](http://nyackonline.org/index.learn?action=isonline&subaction=techreq)

- **Mac OS User**
  - Mac OS X or higher (in classic mode)
  - 28.8 kbps modem (56K recommended)
  - Soundcard & Speakers
  - [Apple Safari](http://nyackonline.org/index.learn?action=isonline&subaction=techreq)

- **Screen Resolution**

  We recommend setting your screen resolution to 1024 x 768 pixels. If you currently see a horizontal scroll bar at the bottom of your screen and would like to eliminate this, you can do so by resizing your screen. If you need help with your screen settings, Please see our Instructions for resizing your screen.

Browser Requirements

Major releases of supported browsers will be tested within 30 days of their public release date. A major release ends with the numbers "0" or "5". We do not typically test minor browser releases. Due to the rapid release cycles of some supported browsers we will support the two latest releases of each browser. When using older versions of a browser, users risk running into problems with the course software.

- **Windows Users**
  - [Microsoft Internet Explorer](http://nyackonline.org/index.learn?action=isonline&subaction=techreq)
  - [Google Chrome](http://nyackonline.org/index.learn?action=isonline&subaction=techreq)
  - [Mozilla Firefox](http://nyackonline.org/index.learn?action=isonline&subaction=techreq)

- **Mac OS Users**
  - [Apple Safari](http://nyackonline.org/index.learn?action=isonline&subaction=techreq)
Mobile Requirements

- **Mobile Sites**
  - iPhone: iOS Safari 3.1.3 and above
  - Android: OS Browser 1.5 and above
  - Windows: OS Browser 7.0 and above
  - Blackberry: OS Browser 5.0 and above
  - webOS: OS Browser 1.4.1 and above
  - Symbian: OS Browser 3.0 and above

- **Native Apps**
  - Android: is 2.1 and above
  - iPhone: iOS 3.0 and above
  - Windows: Windows Phone 7, 480×800 resolution

Feature Requirements

These commonly used plugins may be required depending on the course or program. You will be able to access your course without them; however, you may not be able to access the specific feature.

- **Windows Users**
  - ClassLive
    - 256 MB RAM
    - 20 MB free disk space
    - Sun's Java 2 SDK (Java 1.5 or Java 1.6)
    - Microsoft JVM (Windows XP SP1 only)
  - Class Live Audio
    - 56K kbps or higher modem*
    - Windows Media Encoder 7.1*
    - Soundcard with speakers and microphone or headset*
    - Windows Media Player 9**

    *Instructor-only requirements for Audio Encoding.
    **Required for students only if instructor is using Live Audio.

- Supported Browser Plug-ins
  - RealPlayer 8 Basic Player
  - Macromedia Flash Player
  - Macromedia Shockwave Player
  - Windows Media Player
  - QuickTime Player

- Assistive Technology
  - JAWS 10.0
Third-party Course Packs

Your instructor may choose to include a CoursePack (for example, a collection of readings, articles, video clips). Because actual CoursePack content varies, you may or may not have additional system requirements. Check with your instructor or with the third-party CoursePack provider for specific requirements.

Mac OS Users

- ClassLive
  - 256 MB RAM
  - Mac OS X 10.4 and 10.5
  - G4, G5 or Intel Processor
  - Microsoft Internet Explorer 4.5
  - MacOS Classic Java (MRJ 2.2.5)

- Mac Classlive Audio
  - Soundcard with speakers and microphone or headset
  - Windows Media Player 9*

  *Required for students only if instructor is using Live Audio.

- Supported Browser Plug-ins
  - RealPlayer 8 Basic Player
  - Macromedia Flash Player
  - Macromedia Shockwave Player
  - Windows Media Player
  - QuickTime Player

- Third-party Course Packs

Your instructor may choose to include a CoursePack (for example, a collection of readings, articles, video clips). Because actual CoursePack content varies, you may or may not have additional system requirements. Check with your instructor or with the third-party CoursePack provider for specific requirements.

Additional Information

- Email Account

You will need a personal email account to receive communications from within your course. If an account is not provided by the school, you may sign up for one with any 3rd party email system (EX. Yahoo, Google, Hotmail, Comcast, etc…). We suggest you avoid using special characters (like +, &, $, etc.) in your email address, as they can cause problems with some systems and make it difficult for messages to reach the intended mailbox.

- Avoiding Inactivity Timeout

When an ISP’s internal browser is not in use, the ISP will consider the user inactive and will disconnect the user after a period of time. To remain active and avoid being disconnected,
return to the main page of the ISP (every half hour or so) and click on a link or check email. This will reset the ISP’s "inactivity timer" and allow you to continue working in your online course.

Note: Courseware cannot be accessed using MSN TV (formerly Web TV).

Satellite & Cellular internet connections: If this is the only connection you have access to please note that you may experience sporadic issues while working in your online courses. If you report these problems to the helpdesk we will attempt to address them with your Satellite or Cellular connection provider.

Wireless Routers/Connections: While working in your online courses via a wireless router or wireless connection you may experience problems such as various error messages. If you contact the online Helpdesk please be aware that part of the troubleshooting process may be to have you bypass your wireless router or connection. If bypassing the wireless router resolves the problems you are experiencing you will either need to continue to bypass the router or contact the router's manufacturer's support to further diagnose the source of this problem.
APPENDIX B
Nyack College – OM Writing Rubric
(used by instructors for all written assignments)

Grading Guidelines (see complete Grading Scale at bottom)

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>A - B</th>
<th>B -</th>
<th>C -</th>
<th>D -</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Grade</td>
<td>100</td>
<td>90</td>
<td>85</td>
<td>80</td>
<td>75</td>
<td>70</td>
</tr>
</tbody>
</table>

### A.) WRITTEN COMPETENCIES - 50 pts

Writing Mechanics include:

1. **objective, formal style**  
   - 16  
   - 14  
   - 13  
   - 12.5  
   - 12  
   - 11  
   - 9.5  

2. **complete written sentences**  
   - 18  
   - 17  
   - 16.5  
   - 15  
   - 13.5  
   - 13  
   - 11  

3. **correct grammar, spelling, punctuation**  
   - 16  
   - 14  
   - 13  
   - 12.5  
   - 12  
   - 11  
   - 9.5  

**SUBTOTAL**  
- 50  
- 45  
- 42.5  
- 40  
- 37.5  
- 35  
- 30  

### B.) STRUCTURAL COMPETENCIES - 50 pts

Content reflects:

1. **coherence**  
   - 5  
   - 4.5  
   - 4  
   - 4  
   - 3.5  
   - 3  

2. **demonstrated critical analysis/reasoning**  
   - 5  
   - 4.5  
   - 4  
   - 4  
   - 3.5  
   - 3  

3. **clear focus**  
   - 5  
   - 4.5  
   - 4  
   - 4  
   - 3.5  
   - 3  

4. **strong and organized beginning/middle/end with effective paragraph transitions**  
   - 5  
   - 4.5  
   - 4  
   - 3.5  
   - 3.5  
   - 3  

5. **adherence to assignment guidelines/answered question**  
   - 20  
   - 18  
   - 17  
   - 16  
   - 15  
   - 14  
   - 12  

6. **appropriate documentation of sources**  
   - 5  
   - 4.5  
   - 4  
   - 3.5  
   - 3.5  
   - 3  

7. **APA style citations**  
   - 5  
   - 4.5  
   - 4  
   - 3.5  
   - 3.5  
   - 3  

**SUBTOTAL**  
- 50  
- 45  
- 42.5  
- 40  
- 37.5  
- 35  
- 30  

**FINAL GRADE**  
- 100  
- 90  
- 85  
- 80  
- 75  
- 70  
- 60  
- 0-59  

**GRADING SCALE:**  
- A 93-100  
- B+ 88-89  
- C+ 78-79  
- D+ 68-69  
- F 0-59  
- A- 90-92  
- B 83-87  
- C 73-77  
- D 63-67  
- B- 80-82  
- C- 70-72  
- D- 60-62
END OF STUDENT HANDBOOK