ORGANIZATIONAL MANAGEMENT
STUDENT HANDBOOK

Nyack College
School of Adult and Distance Education

© 2014-2015 edition

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

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

Edvance360 (e360) is the online supplement to a course. It contains the syllabus information (Course Overview, Objectives, Required Texts, etc.), assignments, and reading material for the course.

It is important to remember that the information in e360 is not in printed form unless the student prints it out from home and brings it to class.

For further instruction on how to use e360 please refer to Appendix A.
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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http://www.nyack.edu/al

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## OFFICE HOURS:

- **Nyack College Offices:** Monday-Friday 8:00 am-4:30 pm
- **OM Office:** Monday-Friday 8:00 am-4:00 pm
- **Registrar Office:** Monday-Friday 9:00 am-5:00 pm
- **Advisement Office:** Monday-Friday 8:00 am-4:00 pm
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)
- Christmas Eve to New Year’s Day
I. 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
  o  Pursuing academic excellence in the spirit of grace and humility

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

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

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

Socially Relevant
  o  Preparing students to serve in ministerial, educational, healing and community-building professions
OM 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 life-long 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
II. INTRODUCTION TO THE ORGANIZATIONAL MANAGEMENT PROGRAM

DIVISION OF ADULT EDUCATION: NON-TRADITIONAL LEARNING

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

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

- Classes are held at locations chosen for the convenience of the students.
- Classes are 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.
- Course content is geared toward practical application in the everyday lives and occupations of the students.
- Nyack College recognizes that adult students have learned a wide variety of competencies and skills from experience, some of which may earn credit toward their degree.

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 (totaling 4 hours) as well. 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 and hired by the Academic Chair.
III. STATEMENT OF PROGRAM

ADMISSIONS REQUIREMENTS

Students who apply are requested to attend an information session, an open house, or to meet with and Admissions advisor to facilitate their acceptance into the program. Students who apply for admission to OM 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 60 credits earned from a recognized college or university. In order to certify their academic eligibility the student is required to submit official college transcripts from the college or university involved. Please note that only course work with grades of “C” or higher will be accepted as transfer credits, except when part of a completed Associates Degree

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

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

Mathematics Proficiency - Students must demonstrate mathematics proficiency at the level of college math before entering SOC 409 Research Methods and Statistics. Students will not be permitted to start Term 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 three terms. Students are required to complete 36 resident credits in 16 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 advisors 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 transcript 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 AIT Coordinator. 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 obtaining needed 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 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 24 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 with approval from 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 TERMS I, II, III

After orientation, students are registered to begin work on the 36 credits that constitute the major. These credits must be completed at Nyack College through an intensive 16 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
IV. ACADEMIC REQUIREMENTS

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........................................... 24 Credits
Degree Major Curriculum.......................................................... 36 Credits

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

Students complete a 16-month, 36-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
Term 1, 2 & 3 (accelerated 16 months of course work in the major).......................... 36 credits
Admissions Requirement (transferable college credits)........................................... -60 credits
Balance to be Earned before Graduation (see below for options).......................... -24 credits

= 84 credits

= 0 CREDITS
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<tr>
<th>BS REQUIREMENTS</th>
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<th>OPTIONS FOR EARNING CORE REQUIREMENTS</th>
<th>OPTIONS FOR EARNING ELECTIVE CREDIT</th>
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<td>· ADULT Intensive Track Course</td>
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<td>· Credit by Examination</td>
<td>· Credit by Examination</td>
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<td>· Portfolio Credits: (Work and Life Experience)</td>
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**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 an online or 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 Nyack or another 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], 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.

[22]
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 Term One of the Organizational Management Program:

**DSST**
- Principles of Statistics
- Principles of Supervision

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

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

**EXCELSIOR COLLEGE**
- Statistics

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

COURSE DESCRIPTIONS

TERM 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.

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.

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.

TERM TWO

BUS 309: MANAGERIAL ACCOUNTING & FINANCE (3 credits)
Managerial decision-making is explored from a theoretical and practical perspective as related to commonly used accounting and financial tools and processes in the global business and financial markets environment. The theoretical perspective is reviewed in the context of the determination of interest rates, as well as the term and risk structure of interest rates in the financial markets. The practical perspective occurs through the description, discussion and differences between financial management and accounting practices. Various accounting and financial tools and processes commonly used in the global business environment are introduced, discussed and analyzed. Formative concepts such as the time value of money (TVM), internal rate of return (IRR) and net present value (NPV) are reviewed in the context of commonly utilized and accepted accounting structures and practices. These formative concepts are integrated into the description, analysis and use of basic financial statements including income statements, statements of cash flow, and balance sheets as part of financial management. Ultimately, major organizational decisions will be analyzed in the context of the theoretical and practical topics covered throughout the course.

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 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.

BUS 434: ETHICAL LEADERSHIP (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.

TERM THREE

**SOC 409: RESEARCH METHODS & STATISTICS (3 credits)**
Students become adept 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.

**BUS 464: KNOWLEDGE MANAGEMENT (3 credits)**
This course introduces students to the organizational and management issues surrounding the emergence of knowledge as a vital strategy in positioning organizations to achieve success within their respective industries. Students will recognize knowledge as a manageable asset of an organization and understand that organizations are complex systems that function within an ever-changing, information-rich environment.

**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 COURSES AND DESCRIPTIONS

*These are supplemental courses run by Nyack College | ATS, but are not a part any other degree earning program. Therefore cost for these courses is in addition to the degree earning program’s tuition.

(3 credits per course unless otherwise noted)

1. Abnormal Psychology
2. Adult & Career Development ** (2CR)
3. African-American Fine Arts in New York City
4. American Business History
5. College Mathematics
6. Ecology
7. General Psychology
8. History of Art
9. History of Western Civilization
10. Human Growth & Development
11. Introduction to Philosophy
12. Introduction to the Visual Arts
13. Knowledge Management
14. Latin American History
15. Prior Learning Assessment **(1CR)
16. Psychotherapy & Clinical Intervention
17. The History of the City of New York
18. Theories of Personality
19. United States History II
20. Writing Biography, Autobiography, Memoir
21. 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 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. General Psychology (PSY101)

This course is an introduction to the scientific study of human behavior and experience. The student will be challenged to understand the rationale of psychological research and how it complements other ways of obtaining knowledge about behavior. Different theoretical perspectives regarding behavior will be considered, as well as the functions of the brain and nervous system. Topical surveys will include several areas from the following list: neuroscience and behavior; the developing person; sensation and perception; states of consciousness; learning; memory; thinking, language, and intelligence; motivation; emotions, stress, and health; personality; psychological disorders; therapy; social psychology. This course is a prerequisite for all other Psychology courses. (Core Social Science)

8. 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.
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 lat adulthood. Theories and research regarding the physical, cognitive, social, emotional and spiritual aspects of development will be examined. Nursing majors only. Fulfills Liberal Arts 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. Fulfills Fine Arts requirement.

13. Knowledge Management (BUS 464)

This course introduces students to the organizational and management issues surrounding the emergence of knowledge as a vital strategy in positioning organizations to achieve success within their respective industries. Students will recognize knowledge as a manageable asset of an organization and understand that organizations are complex systems that function within an ever-changing, information-rich environment. Fulfills General Elective requirement.

14. 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.

15. Prior Learning Assessment (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.*

16. 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.*

17. 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.*

18. 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.*

19. 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.*

20. 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.*

21. 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.*
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
   c. An academic methodology

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.
VI. 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 OM 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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<th>Percentage</th>
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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>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.

- A: 4.0 grade points per credit
- A-: 3.7 grade points per credit
- B+: 3.3 grade points per credit
- B: 3.0 grade points per credit
- B-: 2.7 grade points per credit
- C+: 2.3 grade points per credit
- C: 2.0 grade points per credit
- C-: 1.7 grade points per credit
- D+: 1.3 grade points per credit
- D: 1.0 grade points per credit
- D-: 0.7 grade points per credit
- F: 0.0 grade points per credit

WRITING RUBRIC

A writing rubric is utilized by instructors to provide students with constructive feedback. One has been provided in APPENDIX B.

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 sixteen-month program with THREE TERMS of
12 credits per Term. Students come into the program with 60 to 84 transferable college credits.
Students who come in with fewer than 84 credits earn the other credits through the assessment of
prior learning, credit by examination, and/or additional transfer credits to bring them to 84
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 36 credits in the Organizational
Management Program.

To make satisfactory academic progress in the first and second of the THREE TERMS at Nyack,
students must earn at least 9 credits. With a 2.0 G.P.A If a student does not have the required 9
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 Term One or Two,
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 22 and week 41.

SATISFACTORY ACADEMIC PROGRESS - PROBATION

Students, who end Term Two 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 Term Two with four (6) to eight (8) credits will be automatically placed on
academic probation for the remainder of Term Three. Those students will not be permitted to
enroll in any other Nyack College courses, except to make up their failing grades, until standards
of Satisfactory Academic Progress are met.

If students have not already received one term of financial aid probation, they may continue to
receive financial aid for Term III. However, no further aid will be available until Satisfactory
Academic Progress standards have been met.

[33]
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>Grade</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93%</td>
<td>100%</td>
</tr>
<tr>
<td>A-</td>
<td>90%</td>
<td>92%</td>
</tr>
<tr>
<td>B+</td>
<td>88%</td>
<td>89%</td>
</tr>
<tr>
<td>B</td>
<td>83%</td>
<td>87%</td>
</tr>
<tr>
<td>B-</td>
<td>80%</td>
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<tr>
<td>D</td>
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<td>67%</td>
</tr>
<tr>
<td>D-</td>
<td>60%</td>
<td>62%</td>
</tr>
<tr>
<td>F</td>
<td>0%</td>
<td>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.

A -- 4.0 grade points per credit
A- -- 3.7 grade points per credit
B+ -- 3.3 grade points per credit
B -- 3.0 grade points per credit
B- -- 2.7 grade points per credit
C+ -- 2.3 grade points per credit
C -- 2.0 grade points per credit
C- -- 1.7 grade points per credit
D+ -- 1.3 grade points per credit
D -- 1.0 grade points per credit
D- -- 0.7 grade points per credit
F -- 0.0 grade points per credit

[34]
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
VII. 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 must provide a written request to the instructor and registrar for an INCOMPLETE grade and the instructor and registrar must provide 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 30 days, grades of “I” become “FX”, (any late work submitted for a grade change over a month late will result in a $50 charge).

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 6 months 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 30 days, 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. If a student (FOR ANY REASON) misses more than 2 SESSIONS of a class she/he MUST retake the entire module and receive an "I" in the current course. 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 SADE Office will make a decision by 1:00 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 SADE 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 SADE office. Students do not make this decision.

SATURDAY CLASS POLICY – (Residency Required)

Attendance at Saturday classes within the 36-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. Failure to attend the classes and turn in the required assignments results in a failing grade and prevents the student from completing the research project and graduating on schedule.
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.

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 Management (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/Lookout Building/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 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 TERM ONE, the claim will not be admitted.
VIII. REGISTRATION

Officially admitted students will register at the beginning of Term One (If the student does not have all paperwork and credits in order by night 2 of Critical & Systemic Thinking of class, they will not be able to attend). Term Two and Term Three registration will be done electronically prior to start of Term. Official registration is dependent upon the payment of tuition and fees, and official documentation of transfer credits.

Arrangements for the payment of tuition and fees must be made four weeks prior to the beginning of classes each semester through the office of Student Financial Services. Call (800) 876-9225 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.

TRANSFERRING COHORT POLICY

Students requesting to transfer to a new cohort must do so in writing. All cohort transfers take place inter term, and are charged a $100 cohort transfer fee.
IX. **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>
<tr>
<td><strong>Term One</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Technology Fee</td>
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</tr>
<tr>
<td>HUM 301</td>
<td>Foundations of Critical &amp; Systemic Thinking</td>
<td>3</td>
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<td>SOC 413*</td>
<td>Research Project 1</td>
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<td>BUS/SOC 325</td>
<td>Organizational Theory &amp; Design</td>
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<td>The Manager as a Change Agent</td>
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<tr>
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<td><strong>Term One Total</strong></td>
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<td>12</td>
<td><strong>$7,950.00</strong></td>
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| **Term Two**      |                                            |         |              |
| Technology Fee    |                                            |         | $150.00      |
| BUS 309           | Managerial Accounting and Finance          | 3       | $1,950.00    |
| MGT 405           | Organizational Behavior                    | 3       | $1,950.00    |
| BUS 463           | Global Leadership                          | 3       | $1,950.00    |
| BUS 434           | Business Law & Ethics                      | 3       | $1,950.00    |
| **Term Two Total**|                                            | 12      | **$7,950.00**|

| **Term Three**    |                                            |         |              |
| Technology Fee    |                                            |         | $150.00      |
| SOC 409           | Research Methods & Statistics              | 3       | $1,950.00    |
| SOC 414*          | Research Project 2                         | 3       | $1,950.00    |
| BUS 464           | Knowledge Management                       | 3       | $1,950.00    |
| BUS/ECO 419       | Economics & Marketing of Management        | 3       | $1,950.00    |
| **Term Three Total**|                                          | 12      | **$7,950.00**|

| **Total Program Credits & Tuition Investment:** | 36 | **$23,850.00** |

**Mandatory Fee**

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<th>Credits</th>
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**Additional Fees** (subject to individual needs)

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<td>Audit</td>
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<td>CLEPS/DSST Test (approximate)</td>
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<td>Cohort Change Fee</td>
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<td>Diploma Replacement Fee</td>
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<tr>
<td>FX Change Fee</td>
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<tr>
<td>Project Advisement (Independent Study: if needed after cohort completion)</td>
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<td>Project Read (If needed after cohort completion)</td>
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<td>Technology</td>
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**Cost Per Credit:** $650.00
OM FINANCIAL AID & PAYMENT INFORMATION

Financial Aid consists of Federal and State grants, and loans that assist students in meeting the costs of attending college. These funds are offered to those students who meet eligibility criteria as established by the federal and/or state governments and Nyack College.

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

Complete the FAFSA

(Free Application for Federal Student Aid) 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
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. 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. Once Nyack College has received the SAR and the student is accepted, a financial aid package is e-mailed to the students e-mail address provided on the FAFSA Application. If the FAFSA is selected for Verification (The SAR will indicate if the student has been selected) the student (and spouse if applicable) must submit signed copies of their most recent Federal Tax Return (1040) and copies of W-2’s (Wage and Tax Information). The outcome of income verification may result in changes to the student’s federal aid eligibility.

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 and interest starts to accrue.

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.
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.

2. Federal SEOG (Supplemental Education Opportunity Grant)
   This grant is available to students who demonstrate exceptional financial need and receive a Federal Pell grant award

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

Payments for each term charges are due in full on or before the term start date. A bill will be sent to the student prior to each term. The student is responsible to return the bill with payment in full or completed Automatic payment plan enrollment (see below) or completed Alternative Loan paperwork in order to receive an approval to be able to register for classes.

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.
Payment Policy

Payment for terms enrolling in is due by specified deadlines. If balance has not been paid in full or all financial aid paperwork been completed and submitted, students WILL NOT be permitted to receive their 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.

LEAVE OF ABSENCE POLICY

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

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

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

Federal regulations require Nyack College to establish and apply reasonable standards of satisfactory progress (SAP) for the purpose of the receipt of financial aid under the programs authorized by Title IV of the Higher Education Act. Nyack College students who wish to be considered for federal financial aid must maintain satisfactory progress in their selected course of study as set forth in this policy.

**Organizational Management SAP Policy:**

<table>
<thead>
<tr>
<th>Cumulative GPA required: 2.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Percentage of Credits Completed: 67%</td>
</tr>
</tbody>
</table>

**Academic Policy**

Incomplete course grades and withdrawals are not counted toward the grade point average component of the standard but along with course repetitions are used in measuring the academic progress of credits completed. Only the second grade of a repeat course counts in the calculation of the student’s GPA. Refer to the Academic Policy section of the Nyack College catalog for more detailed information regarding courses, grading standard and graduation.

**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’s academic progress at the end of every term for all Federal and State aid programs.

**Transfer Students**

When a student transfers to Nyack College the academic office will determine the number of credit hours acceptable toward a degree 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 a term will automatically be notified and placed in a financial aid warning status for the following term. Federal financial aid may still be received during the warning period. At the end of the warning term, the student must again be making satisfactory academic progress or financial aid will be terminated until the student has reestablished financial aid eligibility.

**Appeal Process**

Any student who is denied Federal financial aid at the end of the one term warning period and who can prove special circumstances (i.e. serious injury or illness, death in the family, or other situations causing physical or psychological stress) is allowed to appeal their case. An appeal letter may be submitted with supporting documentation, if required,
to the Office of Student Financial Services to request a waiver of the SAP standards for a semester. If the appeal is approved, the student must determine and complete a specific academic plan. At this time, the student will be placed on a one term financial aid probation and the SAP standards are suspended for that student during the probation term.

**Reestablishing Financial Aid Eligibility**

Students who have had their financial aid terminated due to lack of satisfactory academic progress may choose to enroll without benefit of financial aid. Students may also choose to attend another institution and transfer in the specified needed number of credits earned toward a 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. Such students may request a review of their academic record after any term in which they are enrolled without the receipt of financial aid to determine whether they have met the satisfactory academic progress standards. 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.

**Notification**

The following schedules represent minimum academic standards that must be met by fulltime students (12 or more credits) in order to be eligible for Title IV Federal Student Aid or State TAP Grants. 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.

**Pell and Federal Loans—OM Program**

<table>
<thead>
<tr>
<th>After ‘X’ term(s)</th>
<th>Transfer</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tbody>
<tr>
<td>Credits Earned</td>
<td>60-80 credits</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Cumulative GPA</td>
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<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
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</table>

**TAP Grants—OM Program**

<table>
<thead>
<tr>
<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>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>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 semesters transferred from another institution.
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 withdraw (see Withdrawals and Re-Admissions page 44 of the OM Student Handbook) to ensure tuition, fees, and financial aid adjustments are complete in a timely manner. Failure to complete and submit an official withdrawal form before attendance stops will increase the total amount due on the student’s final bill. 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 in the term (add/drop period)
- 100% of tuition is refundable for all courses not attended in a term.
- Tuition is nonrefundable if any one class session is attended of a course following the first course of the term.

Students failing to complete and submit a change in registration form to the Registrar’s Office before attendance stops are billed a $200 late withdrawal notification fee.

Students failing to complete and submit a change in registration form to the Registrar’s Office before attendance stops are billed a $200 late withdrawal notification fee.

Return of Federal Title IV Fund

Federal regulations dictate the repayment policy for students receiving Title IV funding. The Office of Student Financial Services will calculate the amount of financial aid earned by a student by confirming the total credits enrolled in the term. Nyack College and/or the student must return the unearned aid by repaying the funds from the following sources, up to the total nest amount disbursed. Repayment of Title IV funds be in the following order:

1. Direct (Subsidized and Unsubsidized Loans)
2. Pell Grant
3. FSEOG (Federal Supplemental Educational Opportunity Grant)

The Office of Student Financial Services assists student in providing quality financial counseling, direction, and customer service.
X. SUPPORT SERVICES

NYACKSSO

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

LOGIN INFORMATION: The login will be your Cohort Number (Cohort000) and the Last Name of the Primary Instructor in lower case (smith123). 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)

NYACK COLLEGE/ATS LIBRARIES

Nyack College offers access to three libraries. Bailey Library and ATS Library are located in Nyack, NY and Wilson Library is located at the Manhattan Campus. These three libraries provide access to a joint collection of over 170,000 volumes, over 100,000 full-text e-books, about 200 current journal subscriptions, over 40,000 full-text print or online journal titles, and dozens of public computers and laptops offering access to the joint Nyack College/ATS Libraries online catalog and 90+ online subscription library databases.

Students are required to present their Nyack College identification cards when checking out material. If students need a book that has already been checked out, or is located at one of the other Nyack/ATS Libraries, they may place a hold on it and have it transferred to the desired location. Students will be notified when the book is available and it will be held for them at the Circulation Desk.

Library Hours: (regular hours during the academic year)

Bailey Library hours are:

- Monday - Thursday, 8:00 a.m.-12:00 a.m.
- Friday, 8:00 a.m. – 4:30 p.m.
- Saturday, 10:30 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. - 10:00 p.m.
- Friday, 10:00 am. – 5:00 pm.
- Saturday, 12:00 p.m. - 5:00 p.m.

Please call the Library for summer hours and exceptions for holidays and breaks before coming to campus (646) 378-7711.

<table>
<thead>
<tr>
<th><strong>Nyack College Nyack Campus Contact Information:</strong></th>
<th><strong>Nyack College Manhattan Campus Contact Information</strong></th>
</tr>
</thead>
</table>
| **Bailey Library**  
1 South Boulevard  
Nyack, New York 10960 | **Wilson Library**  
2 Washington St.  
New York, NY 10004-1008 |
| **Linda Poston**  
Dean of Library Services  
(845) 678-4400, extension 4434  
E-Mail: linda.poston@nyack.edu | **Catherine Langholff**  
Circulation Services Librarian  
(646) 378-6000, extension 7707  
E-Mail: catherine.langholff@nyack.edu |
| **Mick Williams**  
Assistant Director, Bailey Library  
(845) 675-4400, extension 4435  
E-Mail: mick.williams@nyack.edu | **Rick Mako**  
Assistant Director, Wilson Library  
(646) 378-6000, extension 6142  
E-Mail: rick.mako@nyack.edu |

**Nyack College ATS Campus**
<table>
<thead>
<tr>
<th>Sunya Notley</th>
<th>Contact Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Cheryl Felmlee</td>
</tr>
<tr>
<td>(845) 675-4400, extension 4436</td>
<td>Director</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:sunya.notley@nyack.edu">sunya.notley@nyack.edu</a></td>
<td>(845) 770-5700, extension 5764</td>
</tr>
<tr>
<td></td>
<td>E-Mail: <a href="mailto:cheryl.felmlee@nyack.edu">cheryl.felmlee@nyack.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Christy Choi</th>
<th>Ryan Denerley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology &amp; Information Systems Librarian</td>
<td>Public Services Supervisor</td>
</tr>
<tr>
<td>(845) 675-4400, extension 4437</td>
<td>845-770-5700, extension 5765</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:christy.choi@nyack.edu">christy.choi@nyack.edu</a></td>
<td>E-Mail: <a href="mailto:ryan.denerley@nyack.edu">ryan.denerley@nyack.edu</a></td>
</tr>
</tbody>
</table>

**Holdings**

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

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

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

4. **Periodicals**
   Periodicals are not circulated and must be used in the library.

5. **Videos/AV**
   A collection of educational videos and A/V materials are housed in the libraries.

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

7. **Listening Equipment**
   Cassette/CD players and other A/V equipment are available for both recreational listening and for assignments. The MacMillan Music Library houses additional musical recordings in a variety of formats.
Services

1. **Photocopy Service**
   A copying machine is available for student use at a minimal charge per page.

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

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

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

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

**Overdue and Replacement Fees:**

1. **Overdue Material**
   The following fines are charged for overdue materials:

   General Circulation books: $.25 cents per day

   Reserve items--$2.00 per hour or portion thereof

   CD’s and Videos--$.25 cents per day

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

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

Nyack College students have reciprocal borrowing privileges at St. Thomas Aquinas College, Dominican College, and The Salvation Army Officer’s Training School Library. Students must present their Nyack College I.D to check out items from these libraries.
Ordering Textbooks

ONLINE BOOKSTORE

The Nyack College Barnes and Noble bookstore is our textbook provider. To order your textbooks please follow the steps below:

www.nyack.bncollege.com
Click Textbook then Find Textbooks
Click on Term (Fall, Spring or Summer)
Click on Department (BIO, MAT, PSY)
Click on Course (101, 230, 500)
Click on Section (OM)

Please note that all of the Organizational Management textbooks are the same for each location

STUDENT ID’S

College ID pictures are taken at Orientation and the ID will be distributed in the first class of your first course. If you are not present at Orientation, you will need to download a picture and e-mail it to Susie Mena (Susie.Mena@nyack.edu). ID’s are required for both the Nyack and Manhattan campuses. Replacement of lost or stolen ID is $25.00.
XI. 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 68 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: http://www.nyack.edu/content/CommencementChanges

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!
Nyack College Online
E360 at a Glance

Direct Login: edvance360.com/nyack
MyNyack SSO Login: my.nyack.edu

Logging In

[Image of Sign In page]

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

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

Personal Homepage

[Image of Personal Homepage]

[61]
Once logged in you will see your homepage from there you will see Personal Alerts this is where you will see any new internal email messages. The Calendar This Week will show any upcoming assignments, live class sessions or community events from the communities you are involved in. Unread Posts & Comments will show any updates on discussions in your classes and communities.

**Updating Your Information**

Log in, click on My Profile.

![Profile Image](image)

Edit Photo: Upload a photo of yourself

Edit Bio: Add some basic person information

Edit Account Info: Update your personal information (optional)

Update Password: Update your password

**Accessing a Course**

Log in. Click Courses, click on the class title you are looking for.
Home: Course Homepage – Contact your professor, see students in your course and download your syllabus

Lesson: Content and instructions for your course

Help

Contacting the Help Desk: For technical support click on Help to submit a helpdesk ticket. Additionally, video tutorials are also available under the Help tab.
Nyack College – OM Writing Rubric  
(utilized 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>
<th>Student Grade</th>
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<tr>
<td></td>
<td>100</td>
<td>90</td>
<td>85</td>
<td>80</td>
<td>75</td>
<td>70</td>
<td>60</td>
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A.) WRITTEN COMPETENCIES - 50 pts
Writing Mechanics include:

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<th></th>
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<tbody>
<tr>
<td>1</td>
<td>objective, formal style</td>
<td>16</td>
<td>14</td>
<td>13</td>
<td>12.5</td>
<td>12</td>
<td>11</td>
</tr>
<tr>
<td>2</td>
<td>complete written sentences</td>
<td>18</td>
<td>17</td>
<td>16.5</td>
<td>15</td>
<td>13.5</td>
<td>13</td>
</tr>
<tr>
<td>3</td>
<td>correct grammar, spelling, punctuation</td>
<td>16</td>
<td>14</td>
<td>13</td>
<td>12.5</td>
<td>12</td>
<td>11</td>
</tr>
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SUBTOTAL 50

B.) STRUCTURAL COMPETENCIES - 50 pts
Content reflects:

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SUBTOTAL 50

FINAL GRADE 100

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[65]
END OF STUDENT HANDBOOK