ORGANIZATIONAL MANAGEMENT

ONLINE STUDENT HANDBOOK

Nyack College
Division of Adult Education
Nyack, NY

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Nyack College reserves the right to change any policy or academic requirements, tuition, or fees.

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

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

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

A distinction in online 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. 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.

2. 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.

3. 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.

4. Attendance in all class meetings is mandatory (see Student Handbook regarding absences). When a student misses a discussion or assignment, for whatever reason, he or she must immediately consult with the instructor about making up the discussion or the assignment.
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**OFFICE HOURS:**

Nyack College Offices: Monday-Friday 8:00 am-4:30 pm

School of Business and Leadership Offices: Monday-Thursday 8:00 am-4:30 pm
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)

II. NYACK COLLEGE

PHILOSOPHY AND PURPOSE

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

HISTORY

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

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

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

**STANDARD OF CONDUCT**

In order to encourage the intellectual and spiritual development of its students, Nyack College makes every effort to cultivate a positive, constructive approach to life and behavior. Accordingly, a student who enrolls at Nyack will be expected to refrain from the use of alcohol, tobacco, and narcotics, while on campus or in any classroom setting sponsored by the College. Alcoholic beverages may not be brought to graduation.

**NYACK COLLEGE CORE VALUES**

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

**Academically Excellent**

- Pursuing academic excellence in the spirit of grace and humility

**Globally Engaged**

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

**Intentionally Diverse**

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

**Personally Transforming**

- Emphasizing the integration of faith, learning, and spiritual transformation

**Socially Relevant**

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

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

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

Academically Excellent
- Demonstrate the ability to use research as it relates to supporting positions and solving problems within organizations
- Demonstrate competency in developing an academic research proposal

Globally Engaged
- Demonstrate an understanding of the interdependence and interconnectedness of organizations within the global community
- Utilize effective methods of communicating, managing, and leading within multinational organizations

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

Personally Transforming
- Develop confidence in competency as an effective communicator through the use of evidence-based arguments in written and oral communication
III. INTRODUCTION TO THE ORGANIZATIONAL MANAGEMENT PROGRAM

EDUCATION FOR ADULTS: NON-TRADITIONAL LEARNING

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

Nyack College has designed the online 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 online for the convenience of the students.
- Faculty will hold weekly video conferences.
- 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. Each week students must complete threaded discussions, readings, and reflection assignment.

FACULTY

Faculty members in the Organizational Management Program are professionals chosen for their teaching expertise and practical knowledge. Instructors have at least a master’s degree, and many hold doctorates and are engaged in ongoing professional and scholarly development. Each instructor has been approved by the Dean of the School of Business and Leadership.
In addition to completing the steps below, students are required to meet the specific admissions requirements for the major to which they desire to transfer.

IV. STATEMENT OF PROGRAM

ADMISSIONS REQUIREMENTS

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

ACADEMIC REQUIREMENTS

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

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

Technology – Students must own or have access to a computer, and have Internet access. See Appendix A for System requirements.

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.

DEGREE PLANNING

During the Degree Planning session, students will be advised about the alternative means to meet academic deficiencies and complete all the graduation requirements of Nyack College. Among the options available to students are:

- CLEP, DSST-DANTES, and other examination programs
- Specially designed Nyack College courses for the Organizational Management Program
- Additional coursework: online courses, and traditional academic course offerings
- The development of a portfolio folder with experiential learning essays and related documentation to meet elective requirements

Students desiring to enroll in Nyack College AIT courses outside the Organizational Management Program should contact the OM Registrar. The AIT courses can be taken when the student is not carrying more than two incompletes in the general course work. A student may take English even when carrying two incompletes. All requests for courses must be cleared through the Student Accounts office. The student will complete a Degree Plan in the Foundations of Critical and Systematic Thinking course documenting the potential for 84 credits.

GENERAL ELECTIVE CREDITS AND PLA COURSE

Students who need to fulfill additional General Elective credits, as indicated on their Degree Plan, have the option of enrolling in the online Prior Learning Assessment Theory and Practice (PLA) course.

In the PLA course, the Instructor introduces students to experiential learning concepts, such as the Kolb model and adult learning theory. Students will be taught how to think critically and how to identify significant experiences in their lives from which they may have obtained college-level learning. The students then demonstrate their learning through completion of a Portfolio Folder containing an Experiential Learning Essay and various documentation. The essay included in the Portfolio is a narrative assessment instrument based on Kolb’s model of experiential learning that is used by both the Assessment Office and the Faculty Evaluators to determine the nature and amount of potential credit to be awarded. Learning outcomes and the portfolio to be submitted for evaluation must align with courses that are offered in the Nyack College catalog.
After the completion of the PLA course, a student submits the Portfolio to the Assessment Advisor. The Assessment Advisor sends the Portfolio to the appropriate Faculty Evaluator. The Faculty Evaluator reviews the Portfolio for evidence of critical thinking and the ability of the student to describe and interpret what occurred in a comprehensive manner that demonstrated that learning occurred. In addition, included in the evaluation is the demonstration of the learning in new situations encountered that can be generalized to a variety of contextual situations. The Faculty Evaluator looks for integration of learning by the student’s ability to apply the learning outcomes to new situations within the particular environment as well as the student’s ability to provide applicable and relevant theoretical knowledge obtained from academic sources into the written submission. The Faculty Evaluator seeks the student’s ability to conceptualize knowledge and interpret observations through meaningful reflection on the conscious knowledge.

Nyack College awards credits for the demonstrated college level learning that occurs 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, DANTES, 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 Dean.

ACADEMIC SEMESTERS I, II

Orientation

Two weeks before the cohort begins, each student must complete the orientation. The objectives of the orientation are to help the student:

- Become comfortable with eCollege and successfully be able to navigate and use each of the features located within the course room.
- Understand what student resources are available and how to access them.
- Set personal development goals that will help them to successfully complete the degree over the next 16 months.

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 12-month program of study that is divided into three terms. Courses have a modular format with 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. Classes 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, including threaded discussions, activities (case studies, scholarly article reviews, team projects, etc.), and reflections. Faculty host weekly online video-chat sessions, providing an opportunity for students to gain further insight and understanding of the topics covered.

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. Faculty advisors conduct cohort teleconferences or video conferences as well as provide one-on-one support.

Other Requirements

In addition to class contributions, 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
- Threaded discussions
- Oral presentations
- Simulations and group projects
- Examinations
V. ACADEMIC REQUIREMENTS

DEGREE CREDIT BREAKDOWN

Transferable Credits................................................................. 60 Credits
A minimum of 60 transferable semester credit hours is required for the program. (11 of which must be liberal arts credits.)

Portfolio Assessment................................................................. 24 Credits
A maximum of 24 credits may be earned from work and life experience toward general elective 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 36 credits of a 120 credit degree – Exceptions to this rule are students who come to the OM program from 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
  = 84 credits
Admissions Requirement (transferable college credits).................................... -60 credits
Balance to be Earned Before Graduation (see below for options)...................... -24 credits
  = 0 CREDITS!
### BS Requirements

<table>
<thead>
<tr>
<th>Humanities</th>
<th>Social and Behavioral Sciences</th>
<th>Natural Sciences</th>
<th>Mathematics</th>
<th>Liberal Arts Electives</th>
<th>General Electives</th>
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### BPS Requirements

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<th>Humanities</th>
<th>Social and Behavioral Sciences</th>
<th>Natural Sciences</th>
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<tr>
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### Options for Earning Core Elective Credit
- Adult Intensive Track Course
- Traditional College Course
- Correspondence Course
- Online or Telecourse
- Credit by Examination
- Portfolio Credits: (Work and Life Experience)

### Missing General Elective Courses

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

- Complete a traditional course
- Credit by examination (CLEP, Dantes, Excelsior College or Thomas Edison College testing programs)
- Specially designed Nyack College courses for the Organizational Management Program; and/or
- Assessment of learning from work and life experience

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

[20]
Please contact 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 applicable 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. A course taken for four quarter credits will therefore be transferred as two semester credits rather than two and two-thirds.

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

CREDIT BY EXAMINATION

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

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

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

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

4. Minimum acceptable scores may vary from time to time as the examinations are revised and updated. Students must receive a score at the acceptable level according to Nyack College policies for credit to be earned.
5. These exams cannot duplicate transfer credit that may appear on your transcript. Do NOT take any exams without first consulting your Assessment Advisor!

6. The responsibility for meeting all graduation requirements rests upon the individual’s 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 (DANTES)
- Organizational Behavior (TECEP)
- Organization Theory and Organizational Analysis (TECEP)

Exams which students must take before enrollment in Term 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:

**DANTES**
- 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

*Registrar will remove 1 credit due to Organizational Management Program course duplication*

CHECK WITH YOUR ASSESSMENT ADVISOR BEFORE YOU TAKE ANY EXAM!
VI. ASSESSMENT OF PRIOR LEARNING

PORTFOLIO DEVELOPMENT PROCESS

During the Prior Learning Assessment Theory and Practice course, students will develop a Portfolio, which summarizes their educational (academic) and professional (work and life) experiences. Each student, regardless of how many general elective credits are needed, is required to write at least one experiential learning essay as part of the requirements of the Prior Learning Assessment Theory and Practice course. Portfolios containing the Experiential Learning essays and other required documentation may be submitted for evaluation toward potential general elective credits only.

The Portfolio writing process has three main purposes:

1. It provides students with the opportunity to reflect and consider the depth of their learning from work and life experience.

2. It provides a means by which students may petition for academic credits applicable to their degree. Students may earn a maximum of 24 credits through the Portfolio toward elective credit if needed. Nyack College faculty will assess and award appropriate credit. Academic credit may be earned from the Portfolio in two ways:

   a. Learning from life experience may be considered for general elective credit if students develop a Portfolio that includes essays and documentation that successfully articulates their learning from a broad range of life experiences. A detailed outline of the Portfolio process will be presented to students enrolled in the Prior Learning Assessment Theory and Practice course. Credits awarded for Portfolio work can only be applied toward general elective credits. Topics must be pre-approved by the Assessment Office personnel and fall within the range of course subjects offered in the Nyack College Catalog.

   b. Certain approved professional licenses and certificates can be considered for potential credit as part of the documentation through the Portfolio process as well as training approved by the American Council for Education (ACE) and PONSI guides through the Assessment Office.

PORTFOLIO ASSESSMENT

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 enroll in the six week online Prior Learning Assessment Theory and Practice (PLA) course and learn how to package their work and life experience for potential credit.
Upon enrolling in the Prior Learning Assessment Theory and Practice course, students will be asked to compile a Portfolio of prior learning experiences. These experiences may include knowledge and competencies gained through work, travel, hobbies, volunteer work, independent reading, training or workshops and many other life 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 developed during the Prior Learning Assessment Theory and Practice is a practical way for students to potentially earn up to 24 hours of general elective credits toward the Organizational Management degree at Nyack College. Portfolio credit may be earned by writing experiential learning essays, taking CLEP or DSST-DANTES exams, or by having American of Education (ACE) or PONSI work-related trainings and workshops evaluated by the faculty.

The Prior Learning Assessment Theory and Practice course introduces the student to developing a portfolio of life experience documentation and writing experiential learning essays. The assessment instructors teach the six-week online PLA course. Prior Learning Assessment Theory and Practice consists of six weeks of online sessions and offers students’ an option to obtain general elective credits using learning from work and life experience.

Students have access to an Assessment Advisor to assist them with their deficient junior year credits. Students will develop a Degree Plan with their Assessment Advisor during the Foundations of Critical and Systemic Thinking course. The Degree Plan helps students see where they stand upon entering the program, and shows how they will reach the goal of 84 credits. The Degree Plan lists transcript credits and indicates how students will obtain deficient liberal arts and elective credits that were not previously transferred in, but are part of the bachelor’s degree credit requirements. Developing the Degree Plan creates accountability and helps students feel confident as they enter OM program.

The office staff is available to help students, and we endeavor to serve the adult student well, thus making re-entry into college a positive experience.

VII. CURRICULUM

COURSE DESCRIPTIONS

SEMESTER ONE

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

**SOC 413: RESEARCH PROJECT I (2 credits)**

Students prepare their written research project concerning an organizationally based problem by defining the problem and reviewing literature. They develop the research proposal and project design, using contemporary research literature to provide the theoretical basis for their original research. Students submit a written report of the literature reviewed.

**BUS/SOC 345: ORGANIZATIONAL THEORY & DESIGN (3 credits)**

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

**INT 101: INFORMATION LITERACY (1 credit)**

The purpose of information literacy is to help students achieve a deeper understanding of how to identify, evaluate, and organize scholarly literature. In addition, students should obtain a broader understanding of what plagiarism is and techniques to avoid it.

**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.

SEMESTER TWO

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 345: THE MANAGER AS CHANGE AGENT (3 credits)
The world in which organizations exist today is one that is fast-paced, functions within a global economy, and where change is inevitable. If organizations wish to succeed they cannot stand still. Large firms to small entrepreneurial start-ups find that they need to change in order to succeed and survive. This course helps to develop a better understanding of the challenges, techniques, burdens, and successes associated with initiating and implementing positive changes within organizations. This course prepares managers to successfully maneuver the challenges of positive organizational change.

BUS 434: BUSINESS LAW & ETHICS (3 credits)
This course explores ethical decision making in a society with changing values and an increasing international interdependence. It stresses the development and application of moral and ethical concepts to practical cases and ethical dilemmas management faces. It develops an awareness of the ethical, social, and environmental implications and consequences of managerial decisions involved in managing a firm’s relationship with society, its marketplace, and employees. Special attention is given to the question: To what extent should organizations exercise social responsibility? The study of the legal environment of business includes analysis of the development and function of common and mercantile law with attention to domestic and global concerns as they influence the political, regulatory, and judicial process. Emphasis is given to the legal rights, duties, of
business, while addressing basic issues such as, but not limited to, business organization and operation, agency, real and personal property, product and service liability, contracts, sales, insurance, and financial instruments.

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

**ADULT INTENSIVE TRACK (AIT) CORE COURSE AND DESCRIPTIONS**

*These are supplemental courses run by Nyack College | ATS, but are not a part 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 **
3. African-American Fine Arts in New York City
4. American Business History
5. College Mathematics
6. Ecology
7. Elementary Spanish I
8. General Psychology
9. History of Art
10. History of Western Civilization
11. Human Growth & Development
12. Introduction to Philosophy
13. Introduction to the Visual Arts
14. Knowledge Management
15. Latin American History
16. Prior Learning Assessment **
17. Psychotherapy & Clinical Intervention
18. The History of the City of New York
19. Theories of Personality
20. United States History II
21. Writing Biography, Autobiography, Memoir
22. Writing for the Social Sciences

COURSE DESCRIPTIONS

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

Course Descriptions

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

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

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

4. American Business History (HIS 225)
The history of American business institutions in manufacturing, distribution, transportation, and finance. Particular attention will be given to industrialization with consideration of business institutions in their economic, legal, governmental, and social contexts. Fulfills US History or Social Science requirement.

5. College Mathematics (MAT 101)
Logical structure of the decimal system. Designed to acquaint the student with meaning, development, and communication of number ideas and the logical structure of number systems; the how and why of the basic algorithms of arithmetic. Fundamental concepts of elementary algebra and informal geometry. Fulfills Math requirement.

6. Ecology (BIO 112)
A study of the relationships between organisms and their environment. Environmental influences such as climate, water, temperature and light along with biotic factors such as predation, competition, and mutualism will be discussed. Ecosystem diversity, structure, and energy flow will be examined. The biblical basis for man’s role in the environment and the need for creation awareness will be emphasized. Fulfills Science requirement.
7. Elementary Spanish I (SPA101)
An introductory course in the essentials of Spanish grammar and conversation. Both spoken and written Spanish will be studied with the goal of developing good communication skills. Note: Students who have taken 3 or more years of Spanish in high school should take SPA 201/202.

8. 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)

9. 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.

10. 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.

11. 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 or Social Science requirement.

12. 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.*

13. 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.*

14. 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.

15. 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.*

16. 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.*

17. Psychotherapy & Clinical Intervention (PSY 444)
A survey of the major schools of thought and approaches to psychological therapy, including theoretical principles, techniques, and applications will be presented. *Fulfills Liberal Arts or Social Science requirement.*

18. 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.*
19. 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.

20. 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.

21. 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.

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

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

APPLIED RESEARCH PROJECT PROPOSAL

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. A methodology for collecting, analyzing, and evaluating data
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

VIII. GRADING SYSTEMS

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

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

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93%-100%</td>
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<tr>
<td>A-</td>
<td>90%-92%</td>
</tr>
<tr>
<td>B+</td>
<td>88%-89%</td>
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<td>60%-62%</td>
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<tr>
<td>F</td>
<td>0%-59%</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
ONLINE WRITING RUBRIC

A writing rubric is utilized by instructors to provide students with constructive feedback. One has been provided on the following page.

### BUSINESS WRITING ASSIGNMENT RUBRIC

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Unsatisfactory</th>
<th>Meets Basic Requirements</th>
<th>Exceeds Requirements</th>
<th>Maximum Points</th>
</tr>
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<tbody>
<tr>
<td>Content</td>
<td></td>
<td></td>
<td>Coverage of topic is extremely comprehensive, relevant, well detailed, and persuasive. Terms and definitions are clear and precise and well thought out, exceeding requirements of the assignment. (Points: 15-20)</td>
<td>20</td>
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<td>70%</td>
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</tr>
<tr>
<td>General Content</td>
<td>Content lacks sufficient coverage of topic, relevance, and/or depth of analysis. Terms and definitions not clearly stated (Points: 1-6)</td>
<td>Content reflects minor problems reflected in comprehension, relevance, detail, and/or persuasiveness. Terms and definitions are reasonably clear (Points: 7-14)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Points</td>
<td>Major points to support the thesis and analysis are not clear or well supported (Points: 1-5)</td>
<td>Major points to support the thesis are clearly stated, though some of the statements are not well supported (Points: 6-10)</td>
<td>Major points to support the thesis and analysis are stated clearly and are well supported (Points: 11-16)</td>
<td>16</td>
</tr>
<tr>
<td>Academic Sources</td>
<td>No academic sources were used to support major points (Points: 1-4)</td>
<td>Academic sources meet basic requirements in terms of relevance, credible academic sources, and number required for the assignment (Points: 4-8)</td>
<td>Outstanding academic sources that are relevant and addresses all of the issues stated in the assignment’s criteria. The number of academic sources used exceeded the required amount for the assignment (Points: 8-12)</td>
<td>12</td>
</tr>
<tr>
<td>Analysis Sets a Compelling Argument</td>
<td>Argument does not take a clear stance and is not well supported with academic sources (Points: 1-4)</td>
<td>Argument takes a clear stance though supporting evidence (academic sources) is limited and weakly used (Points 4-8)</td>
<td>Argument takes a clear stance with several academic sources supporting each of the points in the assignment (Points: 8-12)</td>
<td>12</td>
</tr>
<tr>
<td>Conclusion</td>
<td>Conclusion is not included (Points: 1-3)</td>
<td>Conclusion summarizes the main points, though some new information is introduced (Points: 3-6)</td>
<td>Conclusion summarizes the main points. No new information is introduced; Conclusion flows from the body of</td>
<td>10</td>
</tr>
<tr>
<td>Writing 30%</td>
<td>Structure</td>
<td>Organization and structure of the paper detract from the writer’s message with no introduction; disjointed paragraphs (Points: 1-3)</td>
<td>Adequate structure; Introduction previews most major points; Paragraph and sentence transitions are mostly logical with minor flow issues (Points: 3-6)</td>
<td>Paper is very well structured. Introduction previews major points effectively. Paragraph and sentence transitions are logically presented and flow throughout the paper (Points: 6-9)</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
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<td></td>
</tr>
<tr>
<td>Writing Style</td>
<td>Analysis contains numerous grammar, punctuation, spelling, and word choice errors. Language uses jargon or conversational tone with minimal to no use of terms and concepts (Points: 1-4)</td>
<td>Analysis contains few grammar, punctuation, spelling, and word choice errors. Some mechanical errors or typos are present, but are not overly distracting. Some appropriateness to terms and concepts with moderate explanation (Points: 4-8)</td>
<td>Analysis follows rules of grammar usage and punctuation without error; spelling and word choices are correct, language clear and precise with appropriateness to terms and concepts (Points: 8-12)</td>
<td>12</td>
</tr>
<tr>
<td>APA Formatting</td>
<td>Assignment significantly deviates from designated guidelines for APA format re: required sections, documentation, margins, headings, etc. (Points: 1-3)</td>
<td>Paper follows designated guidelines for APA format re: required sections, documentation, margins, headings, etc. with minor deviations (Points: 3-6)</td>
<td>Paper follows all designated guidelines for APA format re: required sections, documentation, margins, headings, etc. without error (Points: 6-9)</td>
<td>9</td>
</tr>
<tr>
<td>Total (Out of 100)</td>
<td></td>
<td></td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Percentage</td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>
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 Director of Organizational Management. The Director of Organizational Management will select two faculty members to review the case. The grade designated by the faculty members who review the case will be binding and final, whether it is higher or lower than the original grade.

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

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

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

Students in jeopardy of not meeting satisfactory academic progress will be notified in writing approximately week 23.

SATISFACTORY ACADEMIC PROGRESS - PROBATION

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

Students who finish Semester One with five to nine credits (5-9) will be automatically placed on academic probation for the first six weeks of Semester Two. If by the end of 6 weeks they have
still not attained 10 credits or a 2.0 GPA, they will be administratively withdrawn. There is no appeal of this decision.

TRANSCRIPTS AND OTHER STUDENT GRADE LETTER REQUESTS

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

AIT GRADING POLICY

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

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

<table>
<thead>
<tr>
<th>Letter</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93%-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90%-92%</td>
</tr>
<tr>
<td>B+</td>
<td>88%-89%</td>
</tr>
<tr>
<td>B</td>
<td>83%-87%</td>
</tr>
<tr>
<td>B-</td>
<td>80%-82%</td>
</tr>
<tr>
<td>C+</td>
<td>78%-79%</td>
</tr>
<tr>
<td>C</td>
<td>73%-77%</td>
</tr>
<tr>
<td>C-</td>
<td>70%-72%</td>
</tr>
<tr>
<td>D+</td>
<td>68%-69%</td>
</tr>
<tr>
<td>D</td>
<td>63%-67%</td>
</tr>
<tr>
<td>D-</td>
<td>60%-62%</td>
</tr>
<tr>
<td>F</td>
<td>0%-59%</td>
</tr>
</tbody>
</table>

AIT GRADE POINT SYSTEM

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

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grade Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
</tbody>
</table>

[36]
D -- 1.0 grade points per credit
D- -- 0.7 grade points per credit
F -- 0.0 grade points per credit

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

**IX. 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.

INCOMPLETE POLICY

Organizational Management Courses

Students are expected to complete course assignments by their due date. Instructors are required to downgrade any work submitted late.

Such a downgrade may be avoided under the following circumstances:

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

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

“I” (Incomplete) grades may be used only when students have completed an Incomplete Request Form, signed by the instructor. After 30 days, grades of “I” become “FX”.

A student who receives an “I” or an “F” for a course must complete work for that course within one calendar month of the last session of the course.

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

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

Applied 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. However, no exception other than serious illness will result in a final grade higher than “A-” on work submitted beyond the grace period. Students are allowed a two-month grace period beyond the end of the academic year to finish their Applied Research Projects with their primary instructors. After two months, grades of “I” become “FX.”

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

CLASS CONTRIBUTION

A large portion (30%) of a student’s grade and learning potential is based on weekly participation - what Nyack calls your weekly contribution.

Discussion is a key element of the learning process in all Nyack online classes. In the Nyack classes, students will have in most weeks, a total of three (3) required weekly discussion questions (DQs) to complete. Grading of the discussions will be based on:

- a specific word count (~ a minimum of 175 words or ~ \( \frac{1}{2} \) page),
- demonstrating a level of detail to show understanding of the material,
- showing an ability to apply the material,
- sharing academic references to support postings,
- a writing style demonstrating a positive and encouraging tone for learning,
- and, where possible, sharing alternative perspectives.

As students reply to others initial DQ responses by asking questions, adding ideas, making connections to the readings, etc., she/he will be creating substantive messages counting toward the weekly contribution grade.

*Note:* The minimum contribution requirement for all Nyack OM online classes includes being online and contributing to the learning within the classroom for at minimum, 3 out of 7 days each week.

There are 3 initial postings answering the DQ’s as indicated within the Weekly Discussion Forum. Students will be expected to do 6 participation postings - two (2) substantive messages to fellow classmates on at least 3 of the 7 days each week. A total of 9 substantive postings (messages) are the minimum requirement to earn full contribution credit each week.

**Meaning of Substantive**

Substantive means the message has substance and helps to further the discussion of course content. Substantive messages will often include contributions of additional ideas.
and sources, insights or questions about classmates’ comments, connections to the course readings, ways of applying the lessons from the course, etc. As a rule of thumb, substantive comments should be at least several sentences in length or a minimum of 175 words.

Short comments, such as "Good idea" or "I agree," do not constitute substantive posts on their own. Neither do comments unrelated to the topics at hand (for example, “I saw that movie, too!”) If you say you agree about something, please explain why you agree, and add an additional insight or question.

**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 SBL 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**

[40]
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, OM
      5. Assessment Office, OM
      6. OM faculty
      7. Assistant Registrar, OM
   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. OM Student Financial Services Office
   a. Persons in charge of records
      1. Treasurer
      2. Director of Financial Services, OM
      3. Financial Aid Counselor, OM
   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.”
To ensure the integrity of written work, students are required to submit a copy of the Certificate of Originality with each written assignment. Below is a copy.

**Nyack College – Certificate of Originality**

I certify the attached paper is my original work. I am familiar with, and acknowledge my responsibilities which are part of the Nyack College Student Code of Academic Integrity. I affirm any section of the paper which has been submitted previously is attributed and cited as such, and this paper has not been submitted by anyone else. I have identified the sources of all information whether quoted verbatim or paraphrased, all images, and all quotation with citations and reference listings. Along with citations and reference listings, I have used quotation marks to identify quotations of fewer than 40 words and have used block indentation of quotations of 40 or more words. Nothing in this assignment violates copyright, trademark, or other intellectual property laws.

I further agree my name typed on the line below is intended to have, and shall have, the same validity as my handwritten signature.

Student’s Signature (name typed here is equivalent to a signature)

Name: ________________________________________________

Date: _________________________________________________

**SEXUAL HARASSMENT**

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

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

Sexual harassment is essentially a display of power intended to intimidate, coerce, embarrass or degrade another person. Usually the harasser has power over the victim (such as supervisor over a subordinate or a larger person over one of smaller stature), and seeks to exploit unfairly that differential in power. In any form, such behavior undermines the atmosphere of trust and collegiality, which Nyack College seeks to foster, and is therefore unacceptable. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student’s employment or academic progress; (2) submission to or rejection of such conduct is used as a basis for academic or employment decisions affecting the student, or (3) such conduct that has the purpose or effect of substantially interfering with a student’s work or academic performance or creating an intimidating, hostile, or offensive work or academic environment is illegal and immoral.
Hostile Environment Harassment is the most common kind of harassment. It occurs when repeated offensive behavior or comments that create an unpleasant or intimidating environment and unreasonably interfere with someone receiving an education. Hostile Environment Harassment may also involve sexual comments or inappropriate touching on a one-time basis.

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

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

STUDENT DISABILITIES ACT

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

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

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

The following may be considered disabilities:

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

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

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

Arrangements for the payment of tuition and fees must be made four weeks prior to the beginning of classes each semester through the office of Student Financial Services. Call (800) 876-9225 ext. 4625. Failure to make this arrangement will delay registration and class attendance.

WITHDRAWALS AND RE-ADMISSIONS

If a student must withdraw from the College before the completion of studies, he/she is first required to consult with the Primary Instructor of his/her cohort, and submit a Change of Student Status Form to the OM Registrar’s Office as soon as possible. The effective date of withdrawal will be according to the date the student notifies the Registrar Office which impacts the processing of aid and the amount of a tuition refund. Please be aware that withdrawal for the program affects a student’s financial aid eligibility, loan deferment status, and tuition liability. Until the OM Registrar’s Office is notified, absences will continue to accumulate.

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

If a student finds it necessary to withdraw from the program, he/she will receive credit for any course completed. Withdrawal from the program will jeopardize any financial aid for the remainder of the academic year. (These regulations have been set by the Federal and State Governments).

For financial adjustment in case of withdrawal, please call the Office of Student Financial Services at (845) 675-4625,

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

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.
## XI. TUITION AND FEES

<table>
<thead>
<tr>
<th>Course Identifier</th>
<th>Course Name</th>
<th>Credits</th>
<th>Investment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term One</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comprehensive Fee</td>
<td></td>
<td></td>
<td>$18.75</td>
</tr>
<tr>
<td>Technology Fee</td>
<td></td>
<td></td>
<td>$125.00</td>
</tr>
<tr>
<td>HUM 301</td>
<td>Foundations of Critical &amp; Systemic Thinking</td>
<td>3</td>
<td>$1,240.00</td>
</tr>
<tr>
<td>SOC 413*</td>
<td>Research Project 1</td>
<td>2</td>
<td>$828.00</td>
</tr>
<tr>
<td>BUS/SOC 325</td>
<td>Organizational Theory &amp; Design</td>
<td>3</td>
<td>$1,240.00</td>
</tr>
<tr>
<td>INT 101*</td>
<td>Information Literacy</td>
<td>1</td>
<td>$414.00</td>
</tr>
<tr>
<td>MGT 405</td>
<td>Organizational Behavior</td>
<td>3</td>
<td>$1,240.00</td>
</tr>
<tr>
<td>BUS 463</td>
<td>Global Leadership</td>
<td>3</td>
<td>$1,240.00</td>
</tr>
<tr>
<td><strong>Term One Investment</strong></td>
<td></td>
<td>15</td>
<td><strong>$6,345.75</strong></td>
</tr>
<tr>
<td><strong>Term Two</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comprehensive Fee</td>
<td></td>
<td></td>
<td>$18.75</td>
</tr>
<tr>
<td>Technology Fee</td>
<td></td>
<td></td>
<td>$125.00</td>
</tr>
<tr>
<td>SOC 409</td>
<td>Research Methods &amp; Statistics</td>
<td>3</td>
<td>$1,240.00</td>
</tr>
<tr>
<td>SOC 414*</td>
<td>Research Project 2</td>
<td>3</td>
<td>$1,240.00</td>
</tr>
<tr>
<td>BUS 343</td>
<td>The Manager as a Change Agent</td>
<td>3</td>
<td>$1,240.00</td>
</tr>
<tr>
<td>BUS 434</td>
<td>Business Law &amp; Ethics</td>
<td>3</td>
<td>$1,240.00</td>
</tr>
<tr>
<td>BUS/ECO 419</td>
<td>Economics &amp; Marketing of Management</td>
<td>3</td>
<td>$1,240.00</td>
</tr>
<tr>
<td><strong>Term Two Total</strong></td>
<td></td>
<td>15</td>
<td><strong>$6,343.75</strong></td>
</tr>
</tbody>
</table>

Total Program Credits & Tuition Investment: 30 $12,689.50

*Each cohort scheduled confirms when SOC 413, INT 101, and SOC 414 are completed

Cost per credit is 414.33

### Mandatory Fee

<table>
<thead>
<tr>
<th>Books Per Term (approximate)</th>
<th>Credits</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$400 - $500</td>
</tr>
</tbody>
</table>

### Additional Fees (subject to individual needs)

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Credits</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Advisement</td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>Portfolio Documents Processing</td>
<td></td>
<td>$30.00/credit</td>
</tr>
<tr>
<td>Portfolio Documents Processing</td>
<td></td>
<td>$30.00/credit</td>
</tr>
<tr>
<td>Prior Learning Assessment Course</td>
<td></td>
<td>$425.00</td>
</tr>
<tr>
<td>Audit</td>
<td></td>
<td>$100.00/credit</td>
</tr>
<tr>
<td>CLEPS/DSST Test</td>
<td></td>
<td>$90.00</td>
</tr>
<tr>
<td>Diploma Replacement Fee</td>
<td></td>
<td>$15.00</td>
</tr>
<tr>
<td>FX Change Fee</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>Project Advisement</td>
<td>1</td>
<td>$413.33</td>
</tr>
<tr>
<td>Project Read</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>ID Replacement</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>Technology</td>
<td></td>
<td>125.00</td>
</tr>
</tbody>
</table>
OM FINANCIAL AID AND 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.
Undergraduate Federal Aid

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

State Assistance for Undergraduate NY Residents Only

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

Payment Options

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_SADEFACTS.

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

**Academic Policy**
Incomplete course grades and withdrawals are not counted toward the grade point average component of the standard but along with course repetitions are used in measuring the academic progress of credits completed. Only the second grade of a repeat course counts in the calculation of the student’s GPA.

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

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

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

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

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

**Notification**

The following schedules represent minimum academic standards that must be met by fulltime students (12 or more credits) in order to be eligible for Title IV Federal Student Aid 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>
</tr>
</thead>
<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>
<td>n/a</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

### TAP Grants—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 withdrawal (see Withdrawals and Re-Admissions page 49 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 non refundable once you login to a course.
Students failing to complete and submit a change in registration form to the Registrars 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.

**Student Financial Services, Division of Adult Education**

Mon – Fri 9:00 am to 5:00 pm
1 South Boulevard, Nyack, NY 10960
845-675-4626
sfs.sade@nyack.edu

**XII. SUPPORT SERVICES**

**NYACK COLLEGE WEBSITE / LOGIN/PASSWORD INFORMATION**

NyackSSO (Single Sign On) – Nyack has utilized a system that each student will be able to sign in once and have access to all of the systems that we use. Your login and password will be sent by email to both your personal and Nyack email accounts. Your login will be your last name and first initial (some students might have a number attached if their last name and first initial are common, contact helpdesk@nyack.edu if you need help). Your password will be the last 4 digits of your SSN twice. Once logged in you will have access to Google Apps (your Nyack College email), Student Portal (official site where grades are posted each semester), 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 (smith). You will use this login/password to access all library databases from the Library Homepage. NOTE: Password is set for this site and cannot be changed. If you are unable to login, contact the library. (www.nyack.edu/library.php)

LIBRARY

NYACK COLLEGE/ATS LIBRARIES

Nyack College offers access to three libraries. Bailey Library and ATS Library are located in Nyack, NY and Wilson Library is located in Manhattan. These three libraries provide access to a joint collection of approximately 160,000 volumes and over 400 current journal subscriptions. Over 60 public computers are available offering access to the joint Nyack College/ATS Libraries online catalog, dozens of online citation/abstract and full-text databases offering thousands of journal titles full-text online, online forms for requesting items from other libraries, as well as online reference assistance.

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

HOURS

Bailey Library hours are:
- Monday - Thursday, 8:00 a.m.-12:00 a.m.
- Friday, 8:00 a.m. - 5:00 p.m.
- Saturday, 1:00 p.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, 8:00 a.m. - 12:00 a.m.
- Friday, 8:00 a.m. - 5:00 p.m.
- Saturday, 1:00 p.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) 770-7570.

Wilson Library hours are:
- Monday - Thursday, 10:00 a.m. - 9:00 p.m.
- Friday, 8:30 a.m. - 9:00 p.m.
- Saturday, 10:00 a.m. - 3:00 p.m.
- Sunday, CLOSED
Please call the Library for summer hours and exceptions for holidays and breaks before coming to campus (646) 378-7711.

CONTACT INFORMATION

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

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

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

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

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

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

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

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

Catherine Langholff  
Instruction and Technology Librarian  
(646) 378-6000 extension 7707  
E-Mail: catherine.langholff@nyack.edu

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

Cheryl Felmlee  
Director of ATS Library  
(845) 770-5700, extension 4436  
E-Mail: cheryl.felmlee@nyack.edu

Ryan Denerley  
Public Services Supervisor  
845-770-5700, extension 5765  
E-Mail: ryan.denerley@nyack.edu
LIBRARY SERVICES

Holdings

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

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

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

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

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

5. Periodical Indexes
   Periodical Indexes, such as the Readers' Guide, Business Periodicals Index, Social Science Index, Humanities Index, Education Index, etc are located in the reference room.

6. Videos/AV
   A small collection of educational videos and AV materials are housed in the library and can circulate for a three-week loan period.

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

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

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

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

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

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

Overdue and Replacement Fees

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

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

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.
EDMAP - Ordering Options

- Call us at (800) 274-9104 or (740) 753-3439 M-F from 8:00am until 9:00pm or Saturday from 10:00am until 2:00pm Eastern Time.
- Fax the form on the back of this sheet to (800) 274-9105 or (740) 753-9402.
- Order online at www.nyackbookstore.com (Select Degree, Select Program, Select Cohort and Semester/Trimester)
- Mail the completed form to 296 Harper Street, Nelsonville, OH 45764.

Payment Methods
EdMap accepts VISA®, MasterCard®, Discover®, American Express® and personal checks for all domestic orders. International orders require payment by VISA®, MasterCard®, Discover®, American Express®, or International money order.

Shipping
All textbooks in stock will be shipped within 24 hours after an order has been received. Special order items will take approximately 12-15 business days for delivery. Books will be shipped via UPS to U.S. customers. International orders will be shipped via UPS International.

Returns
100% refunds are available (exclusive of shipping charges) for unused, undamaged textbooks and/or materials returned within 14 days from the start of classes or 14 days from receipt of order.
XIII. 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 64 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 SB&L audit of the student records. Once a deadline arrangement is set up, it is very important that students meet all established deadlines. If students delay in communicating their progress to the office, they may be excluded from graduation.

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

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

The ceremony is in standard commencement format: processional, introductions of dignitaries, special music, commencement speaker, presentation of graduates, awarding of degrees, benediction, and recessional. The ceremony is usually three hours long.

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

Caps and gowns are ordered by graduates, to be shipped directly to their homes. College rings and graduation announcements are also available to students who desire to purchase them. Links for the above and other commencement-related information may be obtained at the Nyack College website, www.herffjones.com/college/nyack. If you do not order your cap and gown from the site above you will not have one for any of the ceremony!
OMICRON-PSI HONOR SOCIETY

The Omicron-Psi Honor Society is dedicated to recognizing the achievements of non-traditional students in the United States. SB&L students, enrolled in Organizational Management have the opportunity to qualify for membership in this Honor Society if they meet the following criteria:

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

Process for Membership

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

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

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

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

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

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

Updating your E-Mail and Password

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

Home

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

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

Academics

There are several options available from the Academics Tab

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

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

Services

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

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

Technical Help/Additional Help

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

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

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

System Requirements

- **Windows Users**
  - Windows XP, Vista, or 7
  - 28.8 kbps modem (56K recommended)
  - Soundcard & Speakers
  - Microsoft Internet Explorer

- **Mac OS User**
  - Mac OS X or higher (in classic mode)
  - 28.8 kbps modem (56K recommended)
  - Soundcard & Speakers
  - Apple Safari

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

Browser Requirements

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

- **Windows Users**
  - Microsoft Internet Explorer
  - Google Chrome
  - Mozilla Firefox

- **Mac OS Users**
  - Apple Safari
  - Google Chrome
Mobile Requirements

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

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

Feature Requirements

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

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

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

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

- **Assistive Technology**
  - JAWS 10.0

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

- **Mac OS Users**
  - **ClassLive**
    - 256 MB RAM
    - Mac OS X 10.4 and 10.5
    - G4, G5 or Intel Processor
    - Microsoft Internet Explorer 4.5
    - MacOS Classic Java (MRJ 2.2.5)
  - **Mac Classlive Audio**
    - Soundcard with speakers and microphone or headset
    - Windows Media Player 9*

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

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

- **Third-party Course Packs**

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

**Additional Information**

- **Email Account**

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

- **Avoiding Inactivity Timeout**

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

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

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

Wireless Routers/Connections: While working in your online courses via a wireless router or wireless connection you may experience problems such as various error messages. If you contact the online Helpdesk please be aware that part of the troubleshooting process may be to have you bypass your wireless router or connection. If bypassing the wireless router resolves the problems you are experiencing you will either need to continue to bypass the router or contact the router’s manufacturer's support to further diagnose the source of this problem.
NYACK COLLEGE -- OM OFFICE OF THE REGISTRAR

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

All Students:

The Family Education Rights and Privacy Act designates certain information related to a student as “Directory Information” and gives the college the right to disclose such information to any person inquiring without having to ask the student for permission, unless the student specifically requests in writing that any or all such information about him or her not be made public without his written consent. The categories of “Directory Information” are listed in the Nyack College policy statement on privacy rights, a copy of which is found in the student handbook. If you wish to withhold the disclosure of any or all of the items of “Directory Information,” fill out the form below and submit it to the Registrar.

This form must be received in the SB&L Office of the Registrar within ten days of registration for first semester. If it is not received in that office by that date, it will be assumed that all directory information may be disclosed for the remainder of the student’s enrollment.

Please consider very carefully the consequences of any decision made by you to withhold any category of “Directory Information.” Should you decide to inform the institution not to release any or all of this “Directory Information,” any future request for such information from non-institutional persons or organizations will be refused. The institution will honor your request to withhold any of the categories listed below, but cannot assume responsibility to contact you for subsequent permission to release them.

Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

I have carefully read the above and request that the following specific items of “Directory Information” not be disclosed by the College without my prior written permission:

Cohort Number _______________

SS. No.______________________ Typed or Printed Name   ________________________

Date _______________________Student’s Signature _____________________________
END OF STUDENT HANDBOOK