



Student Handbook

**Master of Science
Organizational Leadership**

**Nyack College
Nyack, New York 10960**

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

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

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I. SBL STAFF AND SUPPORT SERVICES
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HOME PAGE: <http://www.nyack.edu/msol>

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OFFICE HOURS

Nyack College Offices	Monday-Friday	8:00 a.m.-4:30 p.m.
School of Business and Leadership	Monday-Thursday Friday	8:00 a.m.-4:30 p.m. 8:00 a.m.-4:00 p.m.
Nyack College D.C. Campus	Monday–Friday	9:00 a.m.-5:00 p.m.

OFFICE CLOSINGS

SBL Office will be closed as follows:

- *New Year's Day*
- *Martin Luther King Jr. Day*
- *Good Friday*
- *Memorial Day*
- *Independence Day*
- *Labor day*
- *Thanksgiving (Thursday and Friday)*
- *From Christmas Eve to New Years Day*

II. NYACK COLLEGE

PHILOSOPHY AND PURPOSE

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

HISTORY

In 1882, Dr. Albert B. Simpson, who had resigned as pastor of the Thirteenth Street Presbyterian Church in New York City, had a concern for training foreign missionaries and evangelists. The concerted effort of many men of varying denominations led to the establishment of a college, the first of its kind in North America, with a curriculum designed to train home and foreign missionaries and evangelists. For the most part, students who attended the training college in the early years were mature men and women with a high degree of dedication to the cause of missionary work. Thus, the curriculum was highly specialized and professional in its nature.



With the passing of time and the changing socio-logical and educational context, many adjustments were made in the curriculum. The one-year course of 1882 gave way to the baccalaureate programs of the present. The strictly professional courses of the early curriculum were augmented by significant courses in the liberal arts. The diploma of the past was replaced by the baccalaureate degrees.

Shuman Hall. Nyack College, Nyack NY

With the increased tendency of students to pursue advanced study, and to defer professional preparation until the seminary level, the college began to diversify its curricular offerings with the addition of majors in liberal arts areas which served as pre-professional programs. In addition, curricula were developed in education and business as the demand for such courses became evident.

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

STANDARD OF CONDUCT

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

III. INTRODUCTION TO THE M.S. IN ORGANIZATIONAL LEADERSHIP

INTRODUCTION

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

DIALOGUE EDUCATION

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

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

CLASS STRUCTURE

Students are formed into a learning cohort of about 15 members. Students remain in the assigned cohort throughout the program. Students enrolled in NYC or DC take classes on two 4-hour weekday evenings. Student enrolled at the Nyack campus take classes on Saturdays for an 8-hour period. Students enrolled in the NYC cohorts must meet a New York state residency requirement by enrolling in the 3-credit "Principles of Research Methods" class on the Nyack campus on Saturdays.

FACULTY

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

IV. STATEMENT OF PROGRAM

ADMISSION REQUIREMENTS

Students who apply for admission must provide the following:

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

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

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

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

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

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

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

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

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

FAFSA (Free Application For Student Aid)--Prior to registration, students are required to submit a current FAFSA (pertains to students who intend to receive financial aid of any kind).

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

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

ACADEMIC STRUCTURE

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

Trimesters--These 33 credits must be completed at Nyack College through an intensive 52 week program of study that is divided into three trimesters. Courses have a modular format with cohorts of 10 to 20 students progressing together through the program.

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

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

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

Other Requirements--In addition to class attendance, faculty consultation and the final thesis, program completion will be contingent upon successful completion of each course. Evaluation of course knowledge will include one or more of the following.

- Written assignments
- Oral Presentations
- Class Discussions
- Examinations

MISSION STATEMENT AND LEARNING GOALS

Mission Statement

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

Student Learning Outcomes

Through theoretical models, research and application:

Socially Relevant

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

Academic Excellence

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

Globally Engaged

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

Intentionally Diverse

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

Personally Transforming

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

V. CURRICULUM AND COURSE DESCRIPTIONS

MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP

First Trimester

LDG 640 Foundations of Organizational Leadership Research (3)

This course provides a comprehensive analysis of major leadership theories and research approaches, with a specific emphasis on Servant Leadership. An integral part of the learning involves students assessing their own leadership philosophy and then analyzing the relationship between their philosophy and selected theories of leadership. A final outcome of this course is a leadership assessment and development plan for each student.

LDG650 Ethical Leadership (3) (Online Class)

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

LDG 660 Principles of Research Methods (3) (Offered at Nyack Campus only)

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

Second Trimester

LDG 670 Thesis Seminar I (1)

In this course, students are taught research proposal writing and are required to turn in a thesis proposal that includes a draft of Chapter I (Introduction), Chapter III (Methodology), Survey Instrument and IRB form. *(Additional class time will be required)*

LDG 680 Global Leadership and Diversity (3)

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

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

The content of this course examines the relationship between communication theories and leadership effectiveness. Students study effective communication models in leader-

member exchange and mass-communication channels. Students also examine their own assumptions and beliefs about the impact of their communication style on others.

LDG 700 Organizational Culture and Team Building (3)

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

Third Trimester

LDG 710 Thesis Seminar II (1)

In this segment of Thesis Seminar, the focus is on researching and writing critical literature reviews and the format for writing research findings. Students are required to turn in Chapter II (Literature Review) and Chapter IV (Results) of their thesis. *(Additional class time will be required)*

LDG 720 Organizational Redesign and Innovation (3)

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

LDG 730 Transformational Leadership (3)

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

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

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

LDG 750 Thesis Seminar III (1)

The third segment of Thesis Seminar is the final submission of Chapters I-V of the master thesis. The chapters must be turned in prior to Thesis Seminar III. In this class, the students receive feedback on the chapters. The feedback determines the content and extent of revisions required for successful completion. Each student is required to prepare a power point presentation of their thesis and participation in a mock defense. Once the revisions are completed, students prepare for thesis oral defense. *(Additional class time will be required)*

LDG 798 Thesis Continuation (0)

Students are required to enroll in thesis continuation if they have not completed the thesis by the time of LDG 750 (Thesis Seminar III). Students are allowed 2 consecutive semester enrollments in LDG 798. Students enrolled in this class pay a thesis continuation fee equal to 1 credit hour of tuition.

LDG 799 Thesis Completion (3)

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

MASTER THESIS

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

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

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

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

The format and details for the master thesis requirements will be handed out by the MSOL Lead Faculty

VI. GRADING SYSTEMS

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

GRADE POINT SYSTEM

Graduation is based not only upon the accumulation of appropriate credits but also upon the quality of work performed. The minimum standard established by the faculty is a cumulative average of 3.0.

A	--	4.0	grade points per credit
A-	--	3.7	grade points per credit
B+	--	3.3	grade points per credit
B	--	3.0	grade points per credit
B-	--	2.7	grade points per credit
C		2.0	grade points per credit

A letter grade of C is not passing

GRADE REPORTS AND ADJUSTMENTS

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Nyack College Graduate Programs

Standard of Satisfactory Academic Progress Policy—Title IV Student Assistance Programs

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

Institutional Policy

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

Notification

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

Appeal Process

Any student denied financial aid because he/she did not meet SAP and is placed on limited academic probation or who can prove special circumstances i.e. serious injury or illness, or death in the family, is allowed to appeal their case. An appeal letter may be submitted with supporting documentation, if required, to the Academic Office to request a waiver of the SAP standards for a semester. The Academic Dean, Registrar, and Director of Financial Services will make the final determination if Federal Student Aid will be restored for one semester or if the appeal will be denied.

Master of Science in Organizational Leadership

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

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

TRANSCRIPTS AND OTHER STUDENT GRADE LETTER REQUESTS

All requests for student transcripts must be submitted in writing and must include the student's signature (See Appendix A for the necessary form, which should be reproduced to enable the student to make more than one request). Students should allow a minimum of one week for processing. A charge of \$5.00 is made for the first transcript and \$1.00 for each additional transcript ordered at the same time. Rush transcript requests may be processed the same business day it is received for an additional \$10.00. A transcript will not be forwarded to a student or institution if the student's account is not paid in full.

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

Common Transcript Requests and Related Costs

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

Requests for grade letters for employer reimbursement must be submitted in writing and must be completed in its entirety along with the student's signature (See Appendix A for the necessary form, which should be reproduced to enable the student to make more than one request). Grade letters for employer reimbursement are processed within 24-48 hours of receipt. Grade letters will not be sent for courses with an F or Incomplete/FX. Submission of incomplete forms will delay processing of grade letters for employer reimbursement.

Grade letters for tuition reimbursement are printed on official letterhead and are stamped with the signature of the Registrar. Only one original grade letter is printed for each course. All other grade letters requested for the same course will indicate the date in which the original was sent. Grade letters for employer reimbursement are sent at no charge to the student or employer.

VII. STUDENT STANDARDS AND POLICIES

FORMAT FOR WRITTEN WORK

To avoid confusion, to make it easier for students to know what is expected, and to make it easier for faculty to read and grade papers, the following standards have been devised for all written work which is handed in for grading. Modifications to the format are at the discretion of the professor.

1. The margins should be one inch except for the left margin which should be one and one-half inches.
2. All pages should be numbered in the upper right hand corner of the page.
3. All papers should be typed double-spaced using a 12-point font size.
4. Plastic covers for papers or individual plastic sleeves for individual pages should **not** be used.
5. The paper should be stapled together in the upper left corner.
6. The title page should have the title, student's name, cohort number and date.
7. If the assignment is asking for an answer to a specific question from a list of questions, indicate which question is being answered by using its number.
8. It is expected that students will use citations, references, and a bibliography in every paper. Even if the quotes are from the textbook, a reference is still expected. There may be rare exceptions to this expectation.
9. Students are requested to use inclusive language (gender free pronouns, examples, and titles) in their papers.
10. Use APA Guidelines for format and bibliographies

INCOMPLETE POLICY

MSOL Courses

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

Such a downgrade may be avoided under the following circumstances:

- (a) If a student intends to make up a missed class, and/or an assignment and has made confirmed arrangements with the Professor, prior to the missed class or assignment
- (b) If exceptional circumstances (such as extended illness) have occurred, the student has provided a written request to the instructor for an extension without penalty, and the instructor has provided a written approval.

Instructors calculate the student grade based on the course work submitted at the time that the grade sheet is prepared, unless one of the exceptions above applies. "I" (Incomplete) grades may be used only when students have made specific arrangements acceptable to the instructor prior to the preparation of the grade sheet. After 5 weeks, grades of "I" become "Fx."

A student who receives an "I" for a course must complete work for that course prior to the end of the next course. If not the work turns into an FX.

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

Masters Thesis and Grading

As with other assignments, students are expected to complete chapters of their thesis by the due dates stated on the cohort schedule. The grading system for Thesis Seminar I, II and III is Pass, Fail or Incomplete. When all the requirements have been successfully met for the thesis then a letter grade is given for the Thesis Seminar classes, and the P, F, or I is removed. Instructors are **permitted** to downgrade by one letter grade any assignment that is handed in late. Instructors are **required** to downgrade up to one letter grade Thesis Seminar Projects I and II submitted more than one month after the due date, and Thesis Seminar Project III if submitted more than two months after the due date. Exceptions to this policy follow those listed under the Incomplete Policy above. However, no exception other than serious illness can result in a final grade higher than "A-" on work submitted beyond the grace period. Students who do not meet the requirements for graduation after being enrolled in the 52-week MSOL program have up to one (1) additional year to complete any unfinished course work or thesis requirements. Students working on their thesis must register for LDG 798 (Thesis Continuation) for the duration of time needed.

CLASS ATTENDANCE

Because a large portion of the learning in the program takes place in the classroom, attendance at all class meetings is mandatory. When a student misses a class, for whatever reason, he or she must consult with the instructor about making up the class. It is then up to the instructor to decide the requirements for addressing missed classes.

Students are expected to attend for the full class period. Tardiness or early departure has a negative learning impact on all students, especially because of the group exercises, oral presentations and group discussions.

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

Therefore, **tardiness or early departure will be taken into account in the grade for any course.**

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

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

WEATHER POLICY

The SBL Office will make a decision by 4:00 p.m. on any day when classes are meeting about canceling class that night because of bad weather, e.g., snow or icy road conditions. Each class representative will work out a telephone chain to be used in case of class cancellation. A telephone chain is when the class representative calls two classmates who then call two more classmates who then call two more, etc. All canceled classes must be made up. Students may call the office **at 800-876-9225** to ascertain whether class will be held; it is best to call in the afternoon. The decision to cancel class is made only by the SBL office. Students do not make this decision.

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

SATURDAY CLASS POLICY (Residency Requirement)

In the MSOL program, Students enrolled in the NYC cohorts must meet a New York state residency requirement by enrolling in the 3-credit "Principles of Research Methods" class on the Nyack campus on Saturdays. Attendance at the Principles of Research Methods course is **required** for graduation. Persons forced to miss a Saturday class because of unavoidable circumstances, such as a medical problem or a significant family situation, are expected to make up the Saturday class and the work. The class make up will be determined by the Class Instructor. Should a religious observance prevent a student from attending a Saturday class, arrangements need to be made to make up the class. Failure to attend the classes and turn in the required assignments results in a failing grade and prevents the student from completing the master thesis and graduating on schedule.

STUDENT PRIVACY RIGHTS STATEMENT

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

1. Educational Records

The student’s primary educational record is located in the 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:

- 1) Confidential evaluations and letters of recommendation filed before January 1, 1975.
- 2) Evaluations and recommendations after January 1, 1975, if the student has waived rights to see them.
- 3) Parental financial records and statements.
- 4) Those documents classified by law as “non-educational.”

3. Charge for Producing Records

There will be a charge of \$1.00 per sheet for reproducing records up to a maximum of \$10.00 for any single request. The College reserves the right to deny copies of an educational record to a student who is on financial hold status.

4. Challenge of Record

Students, who after reviewing their record, desire to formally challenge information therein, may request that the record be amended. This request must be given to the Registrar in writing. The Registrar will respond to the request within thirty days. If the request is denied, the student may request a formal hearing to be conducted by a committee appointed by the Dean of the College. Within fifteen days after the hearing, the Dean will notify the student of the committee’s action. If necessary, further appeal may be made to the Executive Committee of the Board of Trustees.

5. Disclosure of Information from Educational Records

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

- a. Student records will be disclosed without student consent to those academic and administrative offices and staff members who have a legitimate educational interest in the information. The College reserves the right to release information to the President, Vice Presidents, Deans, their professional staffs, and to any member of the faculty, administration or staff to whom or to whose office the student has addressed an educational request, application or inquiry for which the student's records must be consulted.
- b. Nyack College reserves the right to forward a student's record to another institution in which it understands that the student is currently enrolled or seeks or intends to enroll without the student's written consent.
- c. Nyack College will disclose, without written consent, a student's record to any agency to which the student has applied or from which he/she has received financial aid, or which had made decisions concerning eligibility, amount, condition, or enforcement of the terms of financial aid.
- d. Nyack College will disclose, without written consent, a student's record to certain educational agencies and institutions as permitted by law.
- e. The records of a student will be disclosed without his/her written consent to comply with a judicial order or subpoena.
- f. The records of a student will be disclosed without his/her written consent in a health or safety emergency, as provided by law.
- g. Nyack College reserves the right to disclose information considered "directory information" without written consent to any person unless within 10 days of registration for Semester One the student submits a request for Non-Disclosure of Directory Information to the Office of the Registrar. The form for Non-Disclosure of directory information is available in the Registrar's Office 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 is not obtained then the student may file a complaint with the FERPA Office, U.S. Department of Education, 400 Maryland Ave., SW Washington, D.C. 20202.
* (section 438 of the General Education Provisions Act 20 USC 1232g)

The following information concerns the location and type of records by various offices and the persons who ordinarily have access to these records.

Location and type of Information

1. Office of the President
 - a. Persons in charge of records
 - 1) President
 - 2) President's Administrative Assistant
 - 3) Secretary to the President
 - b. Location--Shuman Hall
 - c. Type of Information maintained
 - 1) President's office has general oversight of all campus records

2. School of Business and Leadership (SBL) Academic Office
 - a. Persons in charge of records
 - 1) Vice President of Academic Affairs
 - 2) Dean for SBL
 - 3) Registrar, SBL
 - 4) Admissions Office, SBL
 - 5) Assessment Office, SBL
 - 6) SBL faculty
 - 7) Assistant Registrar, SBL
 - b. Location--Shuman Hall/Sky Island Lodge
 - c. Type of Information maintained
 - 1) Permanent Record Card
 - 2) Grades
 - 3) Admissions Data
 - 4) Testing Data

3. SBL Student Financial Services Office
 - a. Persons in charge of records
 - 1) Treasurer
 - 2) Director of Financial Services, SBL
 - 3) Financial Aid Counselor, SBL
 - 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 results in failure for the course, or the work submitted; the second incident results in dismissal from the program. If the initial incident is deemed serious enough, dismissal is imminent.**

Plagiarism

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

Receiving Improper Assistance

In addition to plagiarism, the academic community categorizes several other kinds of behavior as "dishonest" and liable for disciplinary or even legal action. In general these can be divided into three types:

1. Turning in an assignment (test or paper) written wholly or partly by another person, agency or internet without so specifying.
2. Turning in an assignment (test or paper) substantially edited or otherwise improved by another person without so specifying. (The relative or friend who retypes a paper and corrects all of its errors fits in here.)
3. Turning in an assignment (test or paper) written wholly or partly for another course for which academic credit was received without so specifying.

Students, like all professionals, must recognize the following fact: since the evaluation of student work results ultimately in a formal grade recorded on a student's official transcript, any work offered in support of that grade which reflects the unacknowledged efforts of another person is an attempt at fraud, and must be dealt with as such.

(National College of Education, B.A.A.B.S. Student Handbook, 1987, pp. 17-20)

A note from the Nyack College Faculty:

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

SEXUAL HARASSMENT

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

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

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

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

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

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

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

VIII. REGISTRATION

Officially admitted students will register during orientation. The second and third trimester registration will be done by mail. Any student with an “I”, “C”, or “FX” in more than 2 courses from each trimester will not be permitted to enter the second and third trimester until the courses are completed or retaken. Official registration is dependent upon the payment of tuition and fees. Student pictures for I.D. cards will be orientation day.

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 (845) 675-4400 ext. 4474 Failure to make this arrangement will delay registration and class attendance.

WITHDRAWALS AND RE-ADMISSIONS: SBL Registrar’s Office

If a student must withdraw from the College before the completion of studies, he/she is first required to consult with the Lead Instructor of his/her cohort, and submit a status change form (see Appendix A) to the SBL Registrar’s Office. Please note that the effective **date of withdrawal will be according to the date the student notifies the Registrar.** Please be aware that withdrawal from the program will affect a student’s eligibility for financial aid, loan deferments and scholarships/grants. Until the SBL office is notified, absences continue to accumulate. Students should read the College refund policy in this handbook.

Withdrawals

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

For financial adjustment in case of withdrawal, please call the Office of SBL Financial Services at (845) 675-4400, ext. 4474

Re-admissions

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.

IX. 2010-2011 TUITION AND FEES

Application Fee	\$30 (non-refundable)
Trimester One	\$5,850
Trimester Two	\$6,500
Trimester Three	\$9,100
Comprehensive Fee	\$200 (non-refundable, due at Trimester I registration)
Thesis Continuation Fee	\$650

Students who do not meet the requirements for graduation after being enrolled in the 52-week MSOL program have up to one (1) additional year to complete any unfinished course work or thesis requirements. Students working on their thesis must register for LDG 798 (Thesis Continuation) for the duration of time needed

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

If a student fails or withdraws from a course or if the student is withdrawn because of failure to meet attendance requirements, that student needs to re-enroll in the course and pay the tuition for the course again.

***All tuition must be paid, or financial arrangements must be confirmed with the Student Financial Services Office, prior to the beginning of each trimester. Call (845) 675-4400 ext. 4474 to make these arrangements.**

If after a diploma has been ordered for a student, it becomes impossible for a student to graduate, another diploma will be ordered at an additional cost to the student.

All fees and tuition charges are subject to change without prior notice.

REFUND POLICY

Since Nyack College MSOL is on a modular schedule, our refund policy for students wishing to withdraw differs slightly from most traditional programs.

The most important factor in determining how much liability you incur in a particular trimester is the date you actually withdraw from the program. The official date of your withdrawal is the day you contact the SBL Registrar's Office at (845) 770-5769 to inform us of your intentions. It is not the date you stop attending, so be sure to notify the Registrar immediately.

Your financial liability at Nyack College MSOL is outlined in the following statements:

- ❖ **Liability for each module, or course, is incurred after the first class in that module; e.g. after the first class of Foundations of Organizational Leadership you are fully liable for the cost of that module.**
- ❖ **In Trimester One, liability for the full trimester tuition is incurred after the first night of Principles of Research Methods; the third module of the trimester.**
- ❖ **In Trimester Two, liability for the full trimester tuition is incurred after the first night of Organizational Culture and Team Building; the third module of the trimester.**
- ❖ **In Trimester Three, liability for the full trimester tuition is incurred after the first night of Strategic Planning and Implementation. The third module of the trimester.**
- ❖ **Prior to the point of incurring full liability, you will be charged for only the course modules you have started; e.g. if, in Trimester One, you withdraw from the program before Ethical Leadership begins, you will be liable for the cost of Foundations of Organizational Leadership only.**
- ❖ **Due to federal and state regulations, all or part of loans and/or grants may have to be returned. In such cases, you are still liable for any tuition and fees incurred.**

LEAVE OF ABSENCE POLICY

If a student must stop attending the program for a period of time (not to exceed 180 days) he/she may request a **Leave of Absence**. 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.

X. LIBRARY

NYACK COLLEGE/ATS LIBRARIES

Nyack College offers access to three libraries. Bailey Library and ATS Library are located in Nyack, NY and Wilson Library is located at the Manhattan Campus. These three libraries provide access to a joint collection of approximately 127,000 volumes, over 500 current journal subscriptions, and public computer terminals offering access to the joint Nyack College/ATS Libraries online catalog, and dozens of online citation/abstract and full-text databases for thousands of journal titles.

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

Hours:

Bailey Library hours are:

- Monday - Thursday, 8:00 a.m.-12:00 a.m.
- Friday, 8:00 a.m. - 5:00 p.m.
- Saturday, 10:00 a.m. - 9:00 p.m.
- Sunday, 1:00 p.m. - 9:00 p.m.

Please call the Library for summer hours and exceptions for holidays and breaks before coming to campus (845) 358-4580.

ATS Library hours are:

- Monday – Thursday, 8:30 a.m. - 10:00 p.m.
- Friday, 8:30 a.m. - 9:00 p.m.
- Saturday, 10:00 a.m. - 6:00 p.m.

Please call the Library for summer hours and exceptions for holidays and breaks before coming to campus (845) 770-7570.

Wilson Library hours are:

- Monday – Thursday, 9:00 a.m. - 9:00 p.m.
- Friday, 9:00 a.m. - 7:00 p.m.
- Saturday, 10:00 a.m. - 3:00 p.m.

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

Nyack College Rockland Campus Contact Information:	Nyack College Manhattan Campus Contact Information
Bailey Library 1 South Boulevard Nyack, New York 10960	Wilson Library 361 Broadway 3 rd Floor New York, NY 10013
Linda Poston Associate Dean of Libraries (845) 678-4400, extension 4434 E-Mail: linda.poston@nyack.edu	Robert Wagner Reference Librarian (646) 378-6000, extension 7710 E-Mail: robert.wagner@nyack.edu
Mick Williams Assistant Director Head of Reference Services (845) 675-4400, extension 4435 E-Mail: mick.williams@nyack.edu	Maureen Garcia Public Service Supervisor (646) 378-6000, extension 6142 E-Mail: maureen.garcia@nyack.edu
Sunya Notley Assistant Director Head of Access Services (845) 675-4400, extension 4436 E-Mail: sunya.notley@nyack.edu	Nyack College ATS Campus Contact Information:
	Cheryl Felmlee Director of Library Services (845) 770-5700, extension 4436 E-Mail: cheryl.felmlee@nyack.edu
Christy Choi Librarian (845) 675-4400, extension 4437 E-Mail: christy.choi@nyack.edu	Matt Hallock Public Services Associate 845-770-5700, extension 5765 E-Mail: matt.hallock@nyack.edu

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 current 10 years of back issues are housed in the Reference Room alphabetically by journal title. Older back issues are located in a room at the end of the circulating collection.
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 A/V materials are housed in the library and can circulate for a seven-day loan period.
7. Microform
Microfilm and microfiche reader-printers are available at Bailey and ATS Libraries. Ask at the circulation desk for instruction in using the machines. The periodical holdings lists 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 in languages, fine arts, etc. 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)
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 under "Electronic Resources". Among them are EBSCO's Academic Premier, a multidiscipline database with over 4,600 full-text scholarly journals, ATLA and ATLAS Religion Database, Business Source Premier with over 7,600 full-text business journals; Newspaper Source with full-text for 25 national and international newspapers and more than 200 regional as well as full-text television & radio news transcripts; PsychARTICLES with full-text articles for 44 APA published journals from 1985 to the present; Accounting and Tax Database, First Search suite of databases, Mergent Online, Reuters Business Insight and Datamonitor and SIRS (current issues and controversies). Students are provided off-campus user names and passwords (at their library session) to access most of these databases.

Overdue and Replacement Fees:

1. Overdue Material

The following fines are charged for overdue materials:

General Circulation books: \$.25 cents per day (Maximum \$5.25)

Overnight reserve books--\$1.00 per hour or portion thereof (maximum \$10.00)

Videos--\$0.25 per day (Maximum \$5.25)

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 \$5.25 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
13. Science, Industry and Business Library(of NY Public Library) (212) 592-7001
14. Saint John's University Library (212) 990-6201
15. Queens Borough Public Library
Jamaica (718) 9990-0700
Ozone Park (718) 845-3127
Queensboro Hill (718) 359-8332

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

XI. GRADUATION

Upon faculty confirmation that an individual has satisfied all the requirements of the degree for which he/she is a candidate, that student is eligible to graduate.

Students may graduate if they have completed all the requirements for the degree, six weeks prior to the graduation date. Students must also receive financial clearance by the Office of Student Accounts. All tuition charges, assessed credit charges, library fines, parking tickets, etc. must be cleared from their account.

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

Graduation is held on the Nyack College campus each year. One, held usually on a Saturday in May, is a large graduation which includes the residential students, parents and trustees, and all the pomp and ceremony which is associated with commencement.

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

Both ceremonies are in standard commencement format: processional, introductions of dignitaries, special music, commencement speaker, presentation of graduates, awarding of degrees, benediction, and recessional. The November ceremony is about one and one-half hours in length; the May ceremony is usually two hours long.

Caps, gowns and hoods are ordered by the registrar's office, based on the information students provide. Caps and gowns may be picked up in the registrar's office a week before graduation; student will receive their hood at the hooding ceremony prior to graduation. Students should call to verify that caps and gowns have arrived before coming to pick them up. Caps and gowns are paid for in the comprehensive fee and, thus, belong to the students. Not included in the comprehensive fee, but available to students who desire to purchase them, are college rings. Students who want to purchase college rings may call the office at (845) 675-5360 or the Nyack College Campus Store at (845) 675-4400, for a Jostens' contact name and phone number, or visit Jostens' website at www.jostens.com.

APPENDIX A

Appendices

CHANGE OF STUDENT STATUS FORM

Name: _____ SS#: _____ Cohort #: _____

Address: _____ City _____ State _____ Zip: _____

Student Signature: _____ Date: ____/____/____

Please fill in only the information that applies:

For Withdrawal:

1. I am withdrawing from Cohort _____.
I will contact the SADE Registrar as to when I can resume classes.
Date effective: ____/____/____

2. I am withdrawing from Cohort _____.
I do not plan to continue with the program.
Date effective: ____/____/____

For Transfer: I am leaving Cohort _____ on ____/____/____.
I would like to resume with Cohort _____ on ____/____/____/

For Leave of Absence:** I am leaving Cohort _____ on ____/____/____.
I would like to resume with Cohort _____ on ____/____/____.

To Rejoin: I had withdrawn from Cohort _____.
I would like to be added into Cohort _____.
Date effective: ____/____/____/

**Reason (please be specific): _____

**Please note that the effective date of withdrawal will be your last date of attendance.
Please be aware that withdrawal from our program will affect your eligibility for financial aid, loan deferments and scholarships.**

For Registrar's Office Use Only:

Leave of Absence: Approved _____ Denied _____ Date: ____/____/____

ATTENTION: DO NOT FILL OUT THIS FORM UNLESS YOU ARE RECEIVING TUITION REIMBURSEMENT FROM YOUR EMPLOYER.

MASTERS OF SCIENCE IN ORGANIZATIONAL LEADERSHIP
GRADE LETTER REQUEST FORM

NAME: _____ SS#: _____ - _____ - _____ COHORT NUMBER: _____

ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

DAYTIME PHONE NUMBER: _____

E-MAIL: _____ FAX#: _____

STUDENT SIGNATURE: _____ DATE: _____

PLEASE CHECK THE COURSE(S) FOR WHICH YOU WILL NEED A GRADE LETTER:

Table with columns: Course Title, Credits, Course Title, Credits. Rows include courses from TRIMESTER I, II, and III such as LDG 640 Foundation of Org. Leadership, LDG 670 Thesis Seminar I, LDG 710 Thesis Seminar II, etc.

PLEASE CHECK REQUESTED SPECIAL INSTRUCTIONS:

- Choose only one: [] Send grade letter after each course [] Send grade letter after the end of each trimester
Show cumulative Grade Point Average? [] YES [] NO
Does your company require a statement showing course is paid in full with the letter? [] YES [] NO

Address/fax number to send grade letter (Home, Employer, etc):

You may change the number you wish to have your grade letters faxed to at any time provided that you submit the number to our office in writing along with your signature. Your signature is required to update your fax number for grade letters. There are no exceptions.

Transcript Request Form

To request a current transcript, you may print this page and mail or fax with payment to:

Nyack SBL, 1 South Boulevard, Nyack, NY 10960. Fax: 845-727-3071.

Name: _____ SS#: _____ Cohort Number: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____ Phone Number: _____

Student Signature: _____ Date: _____

Please indicate program transcript requested:

- MSOL (Graduate Program) ADCP (Undergraduate Program)

**The cost is \$5.00 for the first transcript, \$1.00 for each additional transcript in the same order.
RUSH FEE is an additional \$10.00.**

Student Copy of Transcript (no school seal) # of copies: _____

Official Copy of Transcript (with school seal) # of copies: _____

Please indicate amount enclosed for transcripts: \$ _____

Payment Method (Check One):

- Check # _____ Money Order Cash
 Credit card info (check one): VISA MasterCard Discover

Card Number: _____ Expiration Date: _____ CID Number: _____

Address where transcript is to be sent (if other than above address):

Send Attention To: _____

Your student account must be paid up to date for us to release your transcript.

Questions? E-mail Amy Paine at amy.paine@nyack.edu or call (845) 675-4732

APPENDIX B

NYACK COLLEGE--SBL 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 SBL 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.



(Signature)

(Printed Name)

(Date)

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:

APPENDIX C

Masters of Science in Organizational Leadership

STUDENT INSTRUCTIONS FOR USING THE SBL WEBSITE

www.nyackonline.org

Logging in:

Your username & password will be emailed to you between the first and second night of classes. We will be using the email address that you, the student, provide the first night of class. * On the SBL home page (www.nyackonline.org) type your username in the box next to "User ID" and your password in the box next to "Password." Both the username and password must be typed exactly as they were given to you (ie- capitalization and spacing must be the same). If you are using AOL and encounter problems logging in, please see the instructions included in this section for AOL users. For any other problems, contact Melinda Kong, Website Coordinator, at Melinda.Kong@nyack.edu.

* If your email address changes at any point during the program, please update onto your account or contact Melinda Kong (Melinda.Kong@nyack.edu) to report the change.

To check your Grades:

Log in. Click on the Academics tab. Scroll down and click on the course you are interested in under the Enrolled Courses list. Click on the Gradebook tab.

To view a Class Syllabus:

Log in. Click on the Academics tab. Scroll down and click on the course you are interested in under the Enrolled Courses list. Click on Syllabus in left-hand column.

To email your classmates:

Log in. Click on the Academics tab. Scroll down and click on a course from the Enrolled Courses list. Click on the Email tab.

To email a Professor:

Log in. Click on the Academics tab. Scroll down to the Cohort Schedules box. Click on your Cohort number. Your Cohort Schedule and a list of the teachers will appear. Click on the email address to the right of the teacher's name to send an email.

To view and print a Book List:

Log in. Click on the Services tab. Scroll down to the Bookstore box. Click on the Book List you need.

To view and print Registrar or Financial Aid forms:

Log in. Click on the Services tab. In the Forms box, click on the form you are looking for.

To view and print the Cohort Schedule:

Log in. Click on the Academics tab. Scroll down to the Cohort Schedules box. Click on Cohort Schedule you are looking for.

To contact someone at the SBL office:

Log in. Scroll down on the first page of the website to SBL Office Directory. Click on the person's name to send them an email or call the # listed.

To access Directions to a class location:

Go to the website and DO NOT log in. Scroll down to Learning Sites.

To search the web:

Log in. Click on the Marketplace tab.

To enter a Class Chat Room online:

Log in. Click on the Academics tab. Scroll down to the Enrolled Courses box and click on a specific course. Click on the Chat tab along the upper section of the screen. Click on "Enter Main". Any other students in the Chat Room will be listed in red towards the right side of your screen.

To access a course Webliography:

Log in. Click on the Academics tab. Scroll down to the Enrolled Courses box and click on the course you are interested in. Click on the Webliography tab.

To view Credit Completion Options:

Log in. Click on the Academics tab. Scroll down to Credit Completion Options box.

To access Writing Tutorial help online:

Log in. Click on the Services tab. Scroll down to Writing & Library Tutorial box. Click on the option you prefer.

To access Nyack College Library Tutorials and Database Passwords:

Log in. Click on the Services tab. Scroll down to Writing & Library Tutorial box. Click on the option you are looking for.

To access Career Networking/ Staffing Agencies online:

Log in. Click on the Services tab. Scroll down to Career Networking box. Click on the option you prefer.

To view Academic or Community Announcements:

Log in. Click on the Academic or Community tab and scroll down to the Announcements box.

If you have any questions in regards to using the site:

Contact Melinda Kong, Website Coordinator, email her at Melinda.Kong@nyack.edu

MINIMUM SYSTEM REQUIREMENTS

To take full advantage of the interactivity of the courses, the following minimum system profiles are REQUIRED:

Microsoft Windows

Windows 98, 98Se, Me, NT, 2000, or XP
62 MB RAM
28.8 kbps modem (56K Recommended)
Sound Card & Speakers

At least one of the following browsers:

- [Internet Explorer 6.0](#) (recommended)
- [Internet Explorer 5.5](#) (supported)
- [Netscape Communicator 7.1](#) (recommended)
- [Netscape Communicator 4.77, 4.78, 4.79](#) (supported)

Macintosh OS

MacOS 8.1 - 9.1 and OS X
(OS X 10.2 (Jaguar) compatibility is currently being tested)
32 MB RAM (64 Recommended)
28.8 kbps modem (56K Recommended)
Sound Card & Speakers

At least one of the following browsers:

- [Internet Explorer 5.1, 5.22](#) (recommended)
- [Internet Explorer 4.5, 5.0, 5.01](#) (supported)
- [Netscape Communicator 7.1](#) (recommended)
- [Netscape Communicator 4.77, 4.78, 4.79](#) (supported)
- [Safari 1.2](#) (supported)

ATTENTION! IMPORTANT INFORMATION FOR AOL USERS...

Because your Internet Service Provider (ISP) uses a customized version of Internet Explorer or Netscape, users often encounter sporadic problems in their online courses.

Fortunately, there is an easy way to alleviate this problem.

If you are using Windows 98, you already have an updated browser loaded on your PC. Our current minimum browser requirement is Internet Explorer 5.5 (or higher) or Netscape 4.77, 4.78, 4.79, 7.0 or 7.1. Follow these steps to access your course with an external browser:

1. Dial-Up to your ISP as you normally would. Minimize the window.
2. Click the Start button on the taskbar. Scroll to Programs, then Internet Explorer, then click Internet Explorer on the last menu.
3. This should launch a new browser. Type the URL into the Address bar and click the enter key on your keyboard. This is how you will want to access your course each time you login.

Since you will not be using your ISP's browser, you will need to go back to the page you already minimized every 30 minutes or so and do something to "remind" them that you are there. This can be something as minor as checking your email. If you do not do this, you will be signed off after 45 minutes and you will be back at square one! You may want to check with your ISP for their specific logoff time frame.

If using Internet Explorer does not work it is possible that you will simply need to repair the version of Internet Explorer that is installed on your machine. To run this repair, do the following:

Go to the Start menu - Settings - Control Panel
Click on Add/Remove Programs and select either Internet Explorer or
Microsoft Internet Explorer from the list
Click on Change and select the reference to the Repair Tool

If this does not solve the problem please download Netscape as you will need to use a completely different browser that has not been changed by your ISP.

Follow these steps to access your course with Netscape as an external browser:

First, you will need to download Netscape. We currently recommend Netscape 7.0.

Follow these directions to download Netscape 7.0: Point your browser to:
http://wp.netscape.com/download/archive/client_archive70x.html

Scroll down the page until you get to 7.0 English. Click on your operating system (Windows, MacOS, etc...) and this will start the download/install process.

You will be prompted to either open the file or save it to disk. If you want to open it, the installation process will start as soon as the item is downloaded. If you choose "save to disk". We suggest saving the file on the desktop, so that it will be easy to locate. Simply double click on the new icon to start the installation process.

Once the installation is complete, you will want to use Netscape as your external browser to AOL.

To use the external browser:

1. Dial-Up to your ISP as you normally would, and minimize the AOL window.
2. Click the Start button on the taskbar. Scroll to Programs, then Netscape Communicator, then click Netscape Navigator to start the program.
3. This should launch a new browser. Type the website address into the Address bar and click the enter key on your keyboard. This is how you will want to access your course each time you login.

Since you will not be using your ISP's browser, you will need to go back to the page you already minimized every 30 minutes or so and do something to "remind" them that you are there. This can be something as minor as checking your email. If you do not do this, you will be signed off after 45 minutes and you will be back at square one! You may want to check with your ISP for their specific logoff time frame."

If you have any questions or problems, please contact Melinda Kong at Melinda.Kong@nyack.edu

ONLINE STUDENT GUIDE

Dear Student:

To view the online portion of student materials for the program, go to www.nyackonline.org and click on Log In. Enter your username and password and hit enter. 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, Paper Guidelines, and some reading material for the course.

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

For further instruction on using the website and *eCompanions*, please see Appendix C of this Handbook.

Breakdown of the pages on the private side of the website and the options included on each page:

Appendices

<i>Tabs:</i>	HOME	ACADEMICS	COMMUNITY	SERVICES	WEB	ALUMNI	MARKET-PLACE
<i>Option</i>	<p>Web Account Info <i>(Directions for locating specific items on the website)</i></p> <p>SBL Office Directory <i>(Extension & email addresses for SBL office faculty & staff)</i></p>	<p>Announcements</p> <p>Course List <i>(List of courses that the student or faculty member is enrolled in – this is where you enter your course/ eCompanions)</i></p> <p>Cohort Schedules <i>(Cohort schedules, professor schedules & email, project schedules)</i></p>	<p>Activities & Announcements</p> <p>Faculty Conference Center <i>(This option is available for faculty only)</i></p>	<p>Registrar & Financial Forms <i>(Forms can be viewed & printed here)</i></p> <p>Writing & Library Tutorials <i>(Links to various tutorials that may be helpful to students)</i></p> <p>Bookstore <i>(Provides bookstore info)</i></p> <p>Career Network/ Staffing Agencies <i>(Links to various agencies that may be of help to students)</i></p>	<p>More Over News Headlines <i>(Recent news headlines from CNN)</i></p>	<p>Testimonials <i>(Student testimonials regarding their SBL experience)</i></p>	<p><i>(Online search options)</i></p>

CLASSROOM ETIQUETTE

A distinction in adult learning is the interdependence of students and their active role in the learning process. Our experience at Nyack and feedback from students indicate that the environment in the classroom is a very important part of the learning experience. In order for students to gain the maximum value from the Program, the office of Academic Affairs recommends that on the first night of class the instructor reviews with the students the following guidelines:

1. Please bring all necessary course materials such as paper, pencil, required books, handouts and notes.
2. Most classes begin on time and end on time. If you need to know about schedule or assignment changes, please ask about them at the beginning of class.
3. Class time is formal time; in fact, classes are the real business of this college. Therefore, please come to class appropriately dressed.
4. Most of all, keep in touch with the class assignments, the instructor, and your classmates. You will do better if you are a real part of the class.
5. Please try to be pleasant and positive in your classroom behavior. Address legitimate grievances appropriately, preferably outside of normal class time.
6. If you have a problem with the instructor, please try to solve the problem with him or her before appealing to a higher authority. If you need to appeal to a higher authority, please follow the guidelines in your Student Handbook.
7. When responding to classroom questions, please do not interrupt a fellow student or the instructor. Take your turn. Loud outbursts are out of place.
8. When you respond to another student's comment, please try to acknowledge the other's position. And when responding, please try your best to call other discussants by name.
9. Please arrive at class on time or before the starting time. Please attend all classes unless there is a good reason to miss (see Student Handbook regarding absences). If you must miss class, please inform your instructor ahead of time – by telephone or e-mail or in person. The e-mail addresses of all faculty members can be found on the private side of the website (www.nyackonline.org)

Please complete all readings on time.