



fast FORWARD

at Newberry College

Student Handbook
Organizational Management

2009-2010

A red rectangular banner with a white decorative border at the top, containing the text "Newberry College" in white serif font.

Newberry College

2100 College St
Newberry SC 29108

(803) 321-5691

E-mail: fast.forward@newberry.edu

<http://www.newberryfastFORWARD.com>

(revised May, 2009)

PREFACE

This student handbook is for adult learners majoring in Organizational Management within the *FastFORWARD Program* at Newberry College. This book serves to introduce the program, provide information about curriculum, instructors, policies and procedures, adult learner dynamics, and finances relating to the program.

To obtain further information, please contact the *FastFORWARD* office at Newberry College. Copies of this handbook are furnished to each adult learner, who is then responsible for knowing the information and observing the policies contained therein.

This Learner Handbook is in effect for the academic years of 2009-2011. The college reserves the right to make changes in policy. Any such changes affecting the FastFORWARD Program will be made available in subsequent issues of the Learner Handbook and or the college catalog.

OFFICE LOCATION

fastFORWARD Program
Newberry College
2100 College Street
Newberry, SC 29108

OFFICE TELEPHONE NUMBERS AND EMAIL

Voice: 803-321-5691
Fax: 803-753-0880
Email: fast.foward@newberry.edu
Website: www.newberryfastforward.com

A SPECIAL MESSAGE FROM THE PRESIDENT

Dear adult learner,

Congratulations on your decision to resume your studies and pursue a bachelor's degree at Newberry College. This will be one of the most important decisions of your life. According to the U.S. Departments of Commerce and Education, those with a bachelor's degree earn nearly \$1 million more in a lifetime than those with a high school diploma. You know what this can mean for your family and your self esteem. About 18 months from now, you will walk on the stage at Newberry College at graduation, in your cap and gown. I will present your well-earned degree, while your family and friends look on.

The diploma I give you won't be a meaningless piece of paper that you simply bought or received in the mail. It will be a degree from a 150-year old, highly respected, fully-accredited college – something you will show with pride to any employer in South Carolina or across the country. It will be a degree you have earned in every sense of the word.

We will do everything possible to make your degree from Newberry College achievable, convenient, and affordable by offering this program in a “blended” format: both, online and in class. What you will learn is equal to what you would learn as a traditional student. We have simply modified the “delivery” method to suit the needs of busy adults.

The instructors who teach these courses are the best in their fields. They are from Newberry College and other fine institutions in our area. These professors are eager to impart their knowledge and help you succeed. Like me, they are looking forward to celebrating your graduation day.

As an adult, you realize that success in this program rests in your hands. You will earn the degree – we won't give it away, or sell it to you. But, we will do everything we can to make it achievable, convenient, and affordable. Many others have succeeded in similar programs. So can you.

I look forward to shaking your hand on graduation day!

Mitchell
President

M.

Zais,

Ph.D.

MISSION OF THE COLLEGE

Newberry College challenges and nurtures students for lifetimes of service and leadership through intellectual transformation, social development, a culture of physical well-being, and spiritual growth by providing a Christian education in the Lutheran tradition.

ACCREDITATION

Newberry College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award bachelor degrees (www.sacscoc.org), 1866 Southern Lane, Decatur, GA 30033; (404) 679-4500.

The Department of Education at Newberry College is accredited by the National Council for Accreditation of Teacher Education (NCATE) (www.ncate.org), 2010 Massachusetts Ave., NW, Suite 500, Washington, DC 20036; (202) 466-7496. This accreditation covers initial teacher preparation programs at Newberry College. NCATE is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation to accredit programs for the preparation of teachers and other professional school personnel.

Other accrediting bodies by which Newberry College is accredited include the National Association of Schools of Music (NASM), the National Association for the Education of Young Children (NAEYC), the Association for Childhood Education International (ACEI), the National Council for the Social Studies (NCSS), the National Council of Teachers of Mathematics (NCTM), the National Council of Teacher of English (NCTE), the National Science Teachers Association (NSTA) and the National Association for Sports and Physical Education (NASPE).

Accreditation self-studies and letters of notification of accreditation status are on file in the Office of Academic Affairs. The *Office of Assessment, Accreditation & Institutional Research*, under the supervision of the *Office of Academic Affairs*, coordinates all accreditation matters for Newberry College.

Newberry College is also a member of the Council of Independent Colleges; the American Association of Colleges for Teacher Education; the National Lutheran Educational Conference of North America; the South Carolina Association of Colleges and Universities; the South Carolina Independent Colleges and Universities; and the National Collegiate Athletic Association (Division II).

MATRICULATION PLEDGE

In Good Faith: Newberry College provides me with the services of its faculty and the use of its physical facilities and will confer a degree upon the satisfactory completion of all requirements. In turn, I agree: Upon my admission to Newberry College, to abide by the rules and regulations as announced by the College and I acknowledge myself subject to the authority and discipline of the College.

NEWBERRIAN CREED

As a Newberrian: I will honor the code of honesty in my academic and social life.

I will respect the rights of every member of this community as a person and a creature of God.

I will actively support the rights of others as a keystone to ensuring the integrity of others as a place of free and open inquiry.

UNDERSTANDING DEGREE-COMPLETION

The *fastFORWARD Program* is a nontraditional program serving adults ages 25 and older with a minimum of two years work experience. These are adults who have already completed approximately two or more years of college or its equivalent with a cumulative 2.0 GPA or better, and who now would like to complete their bachelor's degree.

fastFORWARD Program adult learners typically are employed full-time during the day; thus the program is offered in the evening and online. During each class, learners will meet one evening for four hours during the first week with the balance of the entire course conducted online. This pattern continues over an eighteen-month period and provides the learner with the opportunity to earn 48 semester hours of credit in class. Classes are taught in a manner that is conducive to learning for adults. An atmosphere of shared family, career, and age interests develops a strong bond among learners.

While in the *fastFORWARD Program*, adult learners are expected to spend 15-20 hours in preparation for each week of class. Adult learners who succeed in the *fastFORWARD Program* are self-directed and goal-oriented individuals.

The *fastFORWARD Program* enables adult learners to develop:

- Interpersonal skills
- Written and oral communication skills
- Problem-solving and decision-making skills
- Understanding of research techniques and applications
- Self-knowledge and self-image growth
- Self-reliance and leadership skills.

ACADEMIC CALENDAR

The *fastFORWARD Program* operates on a semester-hour basis. Each cohort takes approximately eighteen months to complete the program and operates on a year-round basis. Cohorts are given a definite schedule that indicates on which dates the group will meet over the eighteen-month period of enrollment.

DEGREE REQUIREMENTS

To earn the Bachelor of Arts business degree with concentration in Organizational Management, each adult learner must achieve the following:

Complete the program coursework in Organizational Management

Pay all fees and tuition charges

Accumulate 126 semester credits that are officially accepted by Newberry College

Have a cumulative grade point average of 2.0 (4.0 scale) or above in the 126 credits comprising the complete degree program

Meet all general education requirements as approved by the Registrar.

THE ORGANIZATIONAL MANAGEMENT PROGRAM

The course work for Organizational Management consists of 48 upper-division semester credits to be completed over an 18-month period. These courses focus on organizational behavior, supervision, interpersonal skills, and management challenges.

TERM ONE (15 HOURS)

OMP 311 The Adult Journey (3 semester hours)

Introduces students to adult learning, for their own use and to enable students to understand and promote professional adult learning and training in the work place.

OMP 312 Group and Team Dynamics (3 semester hours)

Covers group and team behavior and how group dynamics affect organizational effectiveness; emphasis is placed on decision making, group conflict resolution, and developing strategies for promoting productive team management.

OMP 313 Organizational Behavior (3 semester hours)

Examines the formal and informal aspects of organizations; emphasis is placed on how to analyze real-world organizations.

OMP 314 Business Communications (3 semester hours)

Explores communication in many forms as part of a productive work environment.

OMP 315 Management Principles (3 semester hours)

Examines the key management principles of planning, organizing, leading, and controlling. The course incorporates the elements of delivering strategic value, building a dynamic organization, mobilizing people, and learning and changing.

TERM TWO (15 HOURS)

OMP 321 Accounting for Managers (3 semester hours)

Develops accounting-related skills and integrates accounting knowledge into broader management issues. Previous introductory coursework in accounting or some familiarity with accounting through relevant experience would be helpful but not mandatory.

OMP 322 Finance for Managers (3 semester hours)

Builds on OMP 321 and provides students with a foundation in financial tools; emphasis on planning, analysis, cash flow management, budgeting, and cost controls.

OMP 323 Marketing for Managers (3 semester hours)

Through readings, discussions, writing assignments, and a team project, students are exposed to basic marketing; opportunities are given to address real world situations.

OMP 324 Human Capital Management (3 semester hours)

Building on previous OMP courses, students explore best practices in recruiting, training, and employee compensation strategies.

OMP 325 Business Ethics and Individual Values (3 semester hours)

Students develop a base of understanding for business ethics, accountability in government, respect for human rights, and responsible living.

TERM THREE (18 HOURS)**OMP 431 Domestic Business Issues (3 semester hours)**

Students analyze major contemporary social problems as related to the workplace.

OMP 432 Global Business (3 semester hours)

Explores the complex global dynamics of today's marketplace; includes coverage of cross-cultural issues.

OMP 433 Strategic Management (3 semester hours)

Building on previous OMP courses, this course introduces various management planning techniques and applies these to actual business cases.

OMP 490 Research Methods and Statistics (4 semester hours)

Provides an overview of the research process and research methods for management and business; students complete a practical independent research project to fulfill degree requirements.

OMP 499 Business Application Project (5 semester hours)

Students combine professional experience, research, and self-directed goals into an individualized project, which is presented in written and oral form to the instructor and class.

TECHNOLOGY REQUIREMENTS

The online-blended program is designed for your success. In order to achieve this you will need the following equipment:

IBM compatible computer with Windows XP or Vista operating system (or) Macintosh computer with OSX or later

Microsoft Office Suite (Word, Excel, PowerPoint)

Broadband Internet connection.

ADMISSIONS

The following are the expectations for admission:

Completion of 60 or more semester hours of credit from an accredited institution; less than 60 hours, but 45 or more will require an admission committee review of the academic plan.

Age of 25 or older with a minimum of two years work experience.

Cumulative grade point average of 2.0 (on a 4.0 scale) or better on all prior academic work.

Communicating with a representative of the college regarding the program.

Completion of application form and payment of \$25 non-refundable application fee..

Upon meeting all of the above criteria, the *fastFORWARD Program* Director will accept the admission application. Any exceptions will be considered by the Admissions Committee of the college..

ADMISSIONS PROCEDURES

Individuals who would like to apply should take the following steps:

Complete and turn in the application form

Pay the \$25 application fee

Send a transcript request form (available upon request) to each college or university previously attended. Check with the registrar from each institution for the appropriate transcript fee.

Submit or prepare to submit any non-traditional but pre-evaluated credit transcripts, such as CLEP..

Once a decision is made about a preferred starting date, potential students should pay the enrollment deposit of \$100 to reserve availability in a cohort, providing that space is currently available..

TRANSFER OF CREDIT

Up to 72 Credits of “C” grade or above from regionally accredited colleges may be accepted in transfer.

Newberry College recognizes that opportunities to acquire skills or master content occur in many settings and forums outside of the college classroom that have been pre-evaluated. Newberry College permits students to earn academic credit by demonstrated competence (up to 45 semester hours) for educational experiences evaluated by the College Board (CLEP) and the American Council on Education (ACE).

Such credit can be awarded only for subject matter that corresponds to the content of specific courses listed in the Newberry College Catalog. In order to earn such academic credit, students must demonstrate and document how these reported competencies correspond to the content of the courses for which they are seeking credit and realize the learning outcomes associated with each course by scoring at the approved level on the College Level Examination Program (CLEP) test or on the Defense Subject Standardized Test (DANTES) test.

FINANCES

The application fee of \$25 is paid at the time of application. The non-refundable Enrollment Deposit of \$100 is paid to secure a spot in the cohort of your choice. This deposit is applied to first term tuition.

Tuition covers everything here at Newberry College. That way there are no surprises and you can budget appropriately. Unlike most colleges, our Tuition Rate includes tuition, all additional fees, books and resources and is paid at the beginning of each *fastFORWARD Program* term.

The Tuition Rate for this program is \$370 per credit hour.

Term I: \$5550	15 Semester Hour Credits + Books
Term II: \$5550	15 Semester Hour Credits + Books
Term III: \$6660.....	18 Semester Hour Credits + Books
= \$17,760	48 Semester Hours

A Graduation Fee of \$85 is to be paid at the beginning of the third term and includes the cost of cap and gown as well as the diploma.

TUITION PAYMENT SCHEDULE

STANDARD PAYMENT

First term tuition is due at orientation prior to the first class session; second and third term payments are due on the last class session of the prior term, at which time learners register for the new term.

PAY AS YOU GO

This plan may be used each term. A signed promissory note will be required at registration each time this plan is used. All payment agreements must be met in order to maintain an active enrollment status. If a learner is unable to pay the full amount of tuition due for the term at registration, the three-payment installment plan may be used:

- 40% at registration
- 30% at the end of the second course
- 30% at the end of the fourth course

EMPLOYER ASSISTANCE

If the employer will cover full tuition costs, the applicant will need to pay tuition for the first module only at registration. The learner can use the reimbursement received from the employer for the first module and succeeding modules to cover tuition costs due. The adult learner is responsible for processing the funds that will be available from the employer. A signed promissory note will be required at registration. Signed documents from the employer will also be required prior to registration, verifying the level of employer tuition assistance available and eligibility. Some employers will pay module reimbursements on a term basis. If this is the case, the student will need to make special arrangements with the Business Office regarding an acceptable schedule for payment of tuition costs. Minimally, in such a situation, the student will be required to pay for the first module in each term.

If the employer will cover partial tuition costs, the student may deduct the partial amount from the total tuition due each term. The resulting balance will be the amount due at registration for each term, and the adult learner must pay it in full, or in three installments as described above. The student is responsible for processing the funds that will be available from the employer. A signed promissory note will be required at registration. Signed documents from the employer will also be required prior to registration, verifying the level of employer tuition assistance available.

Visa and Mastercard are accepted for payment of tuition and fees.

GIFT ASSISTANCE

Federal and state grants are awarded based upon a variety of factors, but most often on the basis of one's program and/or demonstrated financial need. Unless otherwise noted by the donor of an award, the student does not need to repay these funds. Listed below are some of the most common forms of gift assistance.

FEDERAL PELL GRANT

Provided by the federal government and administered by the College; this grant is based upon financial need.

OTHER RESOURCES

Veterans' benefits are available to those who qualify. Eligibility is determined by the Veterans' Administration and potentially eligible students should contact their local Veterans' Administration representative.

EDUCATIONAL LOAN PROGRAM

Federal Subsidized Direct Stafford Loan (formerly GSL-Guaranteed Student Loan) is available to qualified undergraduate students. Contact the Financial Aid office for current amounts and eligibility. After determining aid eligibility, the College Office of Student Financial Aid will advise the student on how to borrow under this program.

FINANCIAL AID

The Newberry College Financial Aid Office serves to assist students through the financial aid process. The financial aid staff educates students on federal, state, and institutional funds available. In addition, the Financial Aid Office determines student eligibility for grants, loans, and scholarships. In order to be eligible for federal aid, a student must complete a Free Application for Federal Student Aid on a yearly basis.

Newberry College does not allow institutional aid to exceed the direct cost of college.

ORDERING YOUR BOOKS AND MATERIALS

The Program Director will coordinate your textbook needs and will have these sent directly to your doorstep free of charge to you, or available for pick up at the initial orientation session for your cohort.

HOW TO APPLY FOR FINANCIAL AID

Applying for financial aid can be done as follows:

Apply for admission to the FastFORWARD program.

Submit the Free Application for Federal Student Aid (FAFSA) to Federal Student Aid Programs on the web at www.fafsa.ed.gov.

The Department of Education selects approximately thirty percent of the student body to verify information submitted on the FAFSA. The Newberry College Financial Aid Office will notify you if you are selected for verification. At that time you will be required to complete all verification paper work the financial aid office requests in order to be eligible for financial aid.

GENERAL INFORMATION

Any adult learner wishing to apply for financial assistance should contact the Financial Aid Office. The Student Financial Aid Office is available to answer questions and to help estimate eligibility for financial assistance. Normal office hours are Monday through Friday, 8 a.m. to 5:00 p.m. Other hours are available by appointment.

REFUNDS

An adult learner will normally be assessed tuition charges by the term. When an adult learner withdraws during a term for any reason, the portion of the tuition considered earned by the College shall be in direct proportion to the number of modules in which the learner was present. Due to the accelerated nature of the program, a learner's presence for the first week of a module constitutes an obligation for the entire module.

If an adult learner withdraws at the end of a module not concurrent with the end of a term, the tuition for the modules for which the meeting dates have passed shall be considered earned and those modules not yet started shall be considered unearned, and thus refundable.

The date of withdrawal shall be the date on which the adult learner completes and turns in the appropriate College forms as certified by the Registrar.

If an adult learner fails a module, he or she shall be assessed the tuition again for the module when repeating the module. Adult learners dropping back to a later group will be assessed tuition at the time of re-entry, only for those modules they need and enroll in at that time.

ACADEMIC POLICIES

The Program Director of the *fastFORWARD Programs* reports to the Associate Vice President of Academic Affairs at Newberry College.

TRANSFER CREDIT

Adult learners who have completed courses in other regionally accredited colleges may receive up to **78 semester hours of credit**. The amount of credit, the courses to be accepted, and the method of evaluation will be determined on an individual basis by the nature of the courses and the type of institution. An applicant who has attended any college or university after graduation from high school must submit an official transcript from each institution. The Registrar will do all official evaluations.

ATTENDANCE

Due to the concentrated scheduling and the emphasis upon participatory learning, adult learners need to be in attendance every week. Absence due to illness or other emergency situations must be made up through activities required by the instructor in that module or the *fastFORWARD Program* Director. If more than one class session is missed in a module, the adult learner must repeat the module unless special arrangements are made with the professor and the *fastFORWARD Program* Director. General guidelines for make-up work are:

In general, make-up assignments for absences are determined by the instructor.

For make-up in any module, adult learners will discuss the missed class with the instructor. It is expected that make-up arrangements will be equivalent to four hours of class time or one instructional “online week.”

An “I” (Incomplete) will be given until make-up is complete. If an “I” grade is not cleared in 90 days, an “F” grade will be given for that module.

The Director of Adult Education will monitor attendance records. Attendance records are essential to comply with regulations established by the Veterans’ Administration and Health and Human Relations for recipients of VA benefits or federally insured student loans.

If long-term medical, family or employment concerns develop, the adult learner needs to contact the Director of Adult Education immediately. The Director will assist the adult learner in addressing matters related to the program both academically and financially.

LIBRARY

The Library Reference Staff, in cooperation with the instructors in the *fastFORWARD Program* will provide instruction in basic information gathering, including learning the basics of database searching and critical thinking skills. These life-long learning skills are essential preparation to effectively function in this “information society.” The *fastFORWARD Program* adult learners are encouraged to use the services and resources of the Library.

ADULT LEARNER ACADEMIC LOAD

The *fastFORWARD Program* operates on a three-term system with all adult learners enrolled for at least fifteen semester hours of instructional modules each term. The first term will start at various times of the year. The second and third will follow immediately; there is usually only a one week break for the summer and very short breaks for other major holidays.

An adult learner load of 12 semester hours or more qualifies the individual for full-time status.

The adult learner should discuss this program and its demands both with their family and their employer. This is an eighteen-month program with many demands and requirements. The adult learner will need the support and encouragement of family and employer.

ORIENTATION NIGHT

Orientation is normally held one week before the first class. Curriculum materials for the first term and assignments for the first week are provided. Adult learners in the group become acquainted with one another. The first term's tuition must be paid no later than orientation night unless alternate arrangements have been made with Student Accounts.

GRADES

Letter grades are given for all coursework in the *fastFORWARD Program*.

INCOMPLETE GRADES

Incomplete work must be completed within 90 days of the date the "I" grade is assigned, or by the end of the term, whichever comes first. If work is not satisfactorily completed by the end of Semester I, the adult learner may not be permitted to enroll in Semester II. If Semester II work is not completed by the end of the term, participation in graduation may be jeopardized. Also, adult learners will not qualify for the Honor's Award if they have an "I" in the term being considered.

GRADE REPORTS

Once adult learners have received a grade report, an official transcript (including those grades and all previous courses and grades) will be available and sent upon request. Transcript requests must be made in writing. A learner requesting an unofficial copy of his/her transcript will be charged \$1 for each copy. The first official transcript is furnished free of charge; \$5 is charged for each additional transcript. An additional \$2 fee is charged for faxed transcripts.

Official transcripts can be sent directly from the College to the schools, employers, agencies, etc. Adult learners may also request official transcripts to be mailed to them.

Transcript requests should contain: adult learner's name (including maiden name if applicable), social security number, specific dates of attendance, and names and addresses where the transcripts are to be sent. If specific terms or specific course grades are to be included, that information should be noted, so that the transcript is not sent before the data is posted to the record.

WITHDRAWAL FROM THE COLLEGE

To withdraw from the program, the adult learner must notify the Program Director and complete the *Change of Status* form. Adult learners will receive credit for modules completed. Withdrawal from the program will jeopardize any financial aid for the rest of that academic year (These regulations have been set by the federal and state governments).

When the Registrar's Office is asked to verify full-time enrollment for an adult learner, *that office is required to use the last date in class as the last day of attendance*. The adult learner has a grace period of six months after the last day of class before repayment of loans must begin.

An adult learner receiving Financial Aid who anticipates dropping out should contact the Office of Financial Aid regarding the implications of such action.

When an adult learner drops out of a group the charge must be prorated and refunds given either to the adult learner or the government as determined by government regulations.

RE-ADMISSION TO THE *FASTFORWARD PROGRAM*

Adult learners who have dropped out of their group but wish to return to a new group must notify the *fastFORWARD Program* office of their desire to return.

The individual should provide evidence that:

All work is up to date, including the removal of incomplete work
 Grades below "C" will be repeated before continuing in the program
 Financial arrangements have been made
 A new registration form with courses for the remainder of the term has been submitted
 An Application for Return to Active Status has been submitted
 A required fee of \$100 has been paid.

The adult learner can return to class when the application has been approved and signed by the Program Director.

Adult learners who have completed the *fastFORWARD Program* but have outstanding work for the project, practicum, portfolio, or any module, need to be aware of the following:

An adult learner has 90 days after the last class of the program to turn in any materials related to the project, portfolio, or course work.

Contracts for incomplete course work should be on file.

After the three-month period, an Application for Return to Active Status must be completed and submitted with the appropriate fee to reactivate the adult learner's registration. This process must be completed in order for work to be turned in. This extension allows an adult learner to turn in work up to *six months* after the last class of the program. In the case of portfolio work that is turned in at any time after the six-month deadline, an Application to Return to Active Status must be completed and submitted with the appropriate fee which will reactivate the learner's status for a 90 day period. Corresponding portfolio fees will be assessed at the current rate.

GRADUATION REQUIREMENTS AND COMMENCEMENT EXERCISES

To be considered for participation in commencement exercises, with cap, gown and tassel, an adult learner must be enrolled in the final courses that would complete the requirements for the degree:

Successfully complete a minimum of 126 semester hours with at least a minimum grade-point average of 2.0 on degree credits attempted at Newberry College
Complete the Newberry College Core Curriculum
Complete all requirements for the Organizational Management Program.

Graduating adult learners will be expected to participate in the commencement ceremony on campus in May. If unable to attend the commencement ceremonies, adult learners must petition the Academic Vice President for permission to graduate in absentia. Diplomas will be mailed to the adult learner upon completion of work. Adult learners must apply for graduation by March 1, of the year they plan to participate in commencement.

ACADEMIC HONORS

An adult learner is selected from each *fastFORWARD Program* cohort to receive the Distinguished Achievement Award. The election criteria for awards are: leadership, scholarship, and service. The instructors and the Program Director make the selection. The award is announced, and a certificate is given at the Honors Convocation at the completion of the cohort program. In addition, the recipients of this award will be recognized in the Commencement program.

TIME-FRAME FOR SUCCESS

After completing the program, the adult learner has 90 days to complete all requirements for the degree while maintaining an active status. Extensions will be granted in unusual circumstances. With the expiration of 90 days, the adult learner will be classified as inactive. To be reinstated to active adult learner status, one must petition and pay a \$100 fee. Active adult learner status will last for three months. To graduate, an adult learner must be classified as active.