

WILEY  
COLLEGE

# Organizational Management Program

STUDENT HANDBOOK

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GO FORTH *inspired.*



Organizational Management Program  
Handbook

GO FORTH *inspired.*

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## **ORGANIZATIONAL MANAGEMENT PROGRAM HANDBOOK**

This handbook is provided to assist Organizational Management Program (OMP) students in understanding the guidelines that govern their activities during enrollment at Wiley College.

Information is included on the topics most often raised by students enrolled in the Organizational Management Program degree completion program. If additional information is needed, or if you wish to discuss aspects of the program not included here, please consult the Office of Extended Education.

The telephone number is 903.923.1657. We can also be reached by email at [DaWells@Wileyc.edu](mailto:DaWells@Wileyc.edu) and our mailing address is:

Wiley College  
Organizational Management Program  
711 Wiley Avenue  
Marshall, Texas 75670

The *Wiley College Catalog* provides additional coverage of College policies and procedures.

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## **THE WILEY COLLEGE MISSION STATEMENT**

Founded in 1873 in Marshall, Texas by the Freedman's Aid Society of the Methodist Episcopal Church. Wiley College is a historically black, primarily liberal arts, residential, co-educational, baccalaureate degree-granting institution affiliated with the United Methodist Church.

The College employs a faculty committed to excellence in teaching, advising, scholarship and service and provides a challenging curriculum, administered in an atmosphere of academic freedom with its corollary obligations that prepares graduates for work, professional or graduate studies, and viable careers in selected fields. The College also fosters an intellectually stimulating environment that encourages and supports spiritual, ethical, and moral development, an appreciation for the arts, global awareness, and concern for the common good in the global society in which it exists. Achievement of these super ordinate goals will result in demonstrated student competence in various forms of communication and critical/analytical thinking, along with exhibited confidence and facileness functioning in a technological environment. Committed to the principles of educational access and opportunity, the College serves traditional and non-traditional students of diverse, academic, social, geographic, economic, cultural, and religious backgrounds who demonstrate a desire and potential for learning in a Christian environment that is sensitive to the myriad of student needs. In recognition of its covenant relationship with The United Methodist Church, the College affirms the ideal of social responsibility and seeks to contribute to the welfare and revitalization of the community in which it is located.

The mission is as follows: Wiley College is a premier liberal arts institution, affiliated with the United Methodist Church, with an intentional focus on social good and leadership.

## **THE ORGANIZATIONAL MANAGEMENT PROGRAM**

Working adult students frequently have unique goals, along with other primary life responsibilities, that necessitate a more flexible approach to the design of learning experiences, the scheduling of classes, and the formulation of a program of study. To meet these needs, Wiley College offers the Organizational Management Program (OMP), a program leading to a Bachelor of Business Administration Degree in (BBA) with a concentration in Organizational Management Program (OMP). All ideas, concepts, implementation strategies, and goals are driven by research and data that support academic success for the adult learner.

Wiley College developed OMP Program to meet the needs of adult students who are 25 years of age and older, with not less than two years of college credit (60 semester hours), who are seeking a baccalaureate degree. These non-traditional students are typically full-time employees and prefer evening and weekend study so that they may continue to work.

The program is offered in a structured format. The typical scheduling design is to take one course at a time, one night a week for four hours between 6 pm to 10 pm. Each course generally lasts for a period of five weeks.

Students are introduced to social-psychological perspectives, including cultural diversity and views of deviance, as they apply within the Business Administration system; basic criminology; correctional theory; constitutional and ethical considerations in criminal law enforcement; investigational practices and procedures; leadership and management of enforcement personnel; and research design and statistics.

The use of an accelerated timetable for coursework completion is derived from successful academic models found in adult education programs of a similar nature. Research shows this academic model to be effective for three reasons:

1. It allows students to concentrate on one course at a time.
2. It requires students to spend significant amounts of time in preparation outside of class.
3. It builds cohesiveness among students and stimulates accelerated learning.

The OMP faculty members are made up of Wiley College professors and adjunct instructors from the Business Administration field who are practicing professionals. All faculty members have experience with adult learners. Instructors use a variety of instructional techniques; however, they must also dedicate a significant segment of their class time helping students sort out the vast amount of information they have gained from reading, research, and writing assignments. All faculty members are available to students during their office hours; or students may call or email and make appointments with non-faculty adjuncts.

Students must complete the minimum course load of 120 credit hours to graduate with the Bachelor of Business Administration Degree with a concentration in Organizational Management Program (OMP). The total course work may include prior college transfer credits and credit hours obtained

through the College Level Examination Program (CLEP) and Credit for Prior Learning (CPL). In order to transfer credits from another institution, students must have received a “C” letter grade or better in order for the credits to be accepted. Credits for developmental or remedial courses are not accepted for transfer, regardless of the grade earned. A minimum grade-point average of 2.0 in all course work undertaken in this program at Wiley College is required for graduation. The minimum grade-point average of 2.0 in the concentration area is also required for graduation.

The accelerated courses in the Organizational Management Program (OMP) Program are rigorous. It is necessary to acquire significant amounts of course subject matter through extensive reading and completion of related assignments. Students must schedule their time wisely and discipline themselves to meet the intensive schedule and the reading and research demands of the program. Because the Organizational Management Program (OMP) Program is extensive and rigorous, students must have access to the internet (preferably high speed) for success in the program.

## **ADMISSION REQUIREMENTS**

Students interested in pursuing the Bachelor of Business Administration with a concentration in Organizational Management are admitted to Wiley College using the same criteria and processes that are used to admit any other transfer student, except that additional criteria are imposed. The admission steps are listed below:

- Must have been admitted to Wiley College
- Must have been admitted to the Department of Business Administration
- Must be 25 years of age or older
- Must have two years of prior college work, or at least 60 semester hours of college credit
- Must have a GPA of at least 2.00
- Must be employed or have had significant work experience
- Must be interviewed and admitted to the program by the program faculty
- Must have access to a computer with an accessible email address
- Concurrently enrolling in needed course(s) at Wiley College or another accredited institution
- Earning needed credit through the College Level Examination Program (CLEP) at Wiley College

### **Graduation Requirements**

Candidates for graduation with a Bachelor of Business Administration degree with a concentration in Organizational Management Program (OMP) must:

- Complete all of the requirements in general education, major field of study, and electives.

- Possess a GPA of at least 2.00.
- Complete an application for graduation and secure the approval of the advisor, area coordinator, and department chair.
- Take the Senior Comprehensive, and Major Field Test.

## REGISTRATION AND ORIENTATION

Registration and orientation sessions are held prior to the first class period of each semester. Following registration, and orientation session is provided for faculty, staff, and students to be acquainted and to provide information about the program. Class schedules, materials and texts are issued at these registration and orientation sessions. Late registration must be completed by the second-class meeting of any module.

## GENERAL DEGREE REQUIREMENTS

The Organizational Management Program (OMP) degree with a concentration in Administration has the following graduation requirements:

General Education Requirements	40 semester hours
Departmental Requirements	21 semester hours
Major Field of Study Requirements	30 semester hours
Electives	<u>29 semester hours</u>
<b>TOTAL</b>	120 semester hours



## GENERAL EDUCATION REQUIREMENTS

### RECOMMENDED FOUR-YEAR CURRICULUM Organizational Management Curriculum Guide

General Education Requirements (40 hours)			Semester Hours
BIOL	1401	Introduction to Biological Sciences with Lab	OR 4
PHYS	1402	Introduction to Physical Sciences with Lab	(4)
ENGL	1301	English Composition I	3
ENGL	1302	English Composition II	3
ENGL	2311	World Literature I	3
HIST	1301	US History I	3
HIST	1302	US History II	3
HIST	2300	Introduction to African American Studies	3
HUMA	2300	Humanities	3
MATH	1330	College Algebra	3
RELI	1301	Survey of Religion and Philosophy	3
SPAN	2301	Elementary Spanish I	3
SPAN	2302	Elementary Spanish II	3
SPCH	2300	Speech Communication	<u>3</u>
<b>Total Semester Hours</b>			<b>40</b>

## DEPARTMENTAL & MAJOR FIELD OF STUDY REQUIREMENTS

Departmental Requirements			Semester Hours
ACCT	3360	Financial Accounting	3
ACCT	3380	Managerial Accounting for Managers	3
BUSI	3321	Business Statistics I	3
BUSI	3399	Entrepreneurship	3
ECON	3311	Economics for Managers	3
FINA	3344	Finance for Managers	3
MARK	3311	Marketing for Managers	<u>3</u>
<b>Total Semester Hours</b>			<b>21</b>

### Courses Required to Satisfy the Major Field of Study Requirements for an Organizational Management Concentration:

Courses Required to Satisfy the Major Field of Study Requirements for an Organizational Management Concentration:			Semester Hours
MANA	3100	Career & Portfolio Management	3
MANA	3311	Principles of Management and Supervision	3
MANA	3333	Group & Organizational behavior	3
MANA	3334	Organizational Communication	3
MANA	3388	Business Law for Managers	3
MANA	4300	Operations Management for Managers	3
MANA	4322	Human Resources Management	3
MANA	4330	Action Research Project	3
MANA	4333	Organizational Ethics	3
MANA	4344	Strategic Management for Managers	<u>3</u>
<b>Total Semester Hours</b>			<b>30</b>
<b>Free Electives</b>			<b>Total Semester Hours 29</b>

## **CORE CURRICULUM IN ORGANIZATIONAL MANAGEMENT PROGRAM (OMP)**

The demands of the accelerated courses in the Organizational Management Program (OMP) Program are rigorous. It is necessary to acquire significant amounts of course subject matter through extensive reading and completion of related assignments. Students who can schedule their time wisely and discipline themselves to meet the rigorous reading and research demands of the program are often the most successful.

### **FACULTY**

The Organizational Management Program (OMP) Program faculty is made up of the Business Administration faculty of Wiley College. All faculty members have experience with adult learners.

Instructors use a variety of instructional techniques; however, they must also dedicate a large segment of their class time to helping students sort out the vast amount of information they have gained from reading, research, and writing assignments. All faculties are available to students during their office hours, or students may call and make appointments.

### **Instructional Modules**

There are 17 instructional modules of courses that constitute the departmental and major field of study in the core curriculum. The courses are taught in the classroom and on-line.

Each class meets from 6:00 pm to 10:00 pm one night per week. The classroom meetings and the on-line assignments meet for five weeks per course for 18 continuous months. Allowances are made for holidays. One class is taken per night and students of the cohort progress through the program together.

The instructional modules are scheduled over three semesters and 45 credit hours must be earned in the major. No grades below "C" are accepted in major courses.

## **Course Description**

<b>Course</b>		<b>Semester Hours</b>
<b>BUSI 3321</b>	<b>Business Statistics I</b>  A study of quantitative decision-making techniques applying principles of probability and statistical analysis to managerial decision making.	<b>3</b>
<b>MANA 3399</b>	<b>Entrepreneurship</b>  A study of the procedures and concepts for proper formation and operation of a small business. Emphasis is placed on the procedures for starting, acquiring, or expanding a business. The study includes an analysis of the characteristics of a small business, planning, sources of capital, forms of organization, and small business problems.	<b>3</b>
<b>FINA 3344</b>	<b>Finance for Managers</b>  This course is designed for the financial aspects of business, capitalization, taxes, capital budgeting, and costs of capital rate of return. Leverages such as domestic and international sources of financing are discussed.	<b>3</b>
<b>ACCT 3360</b>	<b>Financial Accounting for Managers</b>  This course provides financial accounting fundamentals utilizing procedures to prepare financial statements. It also includes accounting cycle, income measurement, accounting for assets, liabilities, and owner's equity.	<b>3</b>
<b>ACCT 3380</b>	<b>Managerial Accounting</b>  This course presents the basic principles of managerial accounting. It also provides accounting systems that include financial statements, essential elements of cost, and managerial accounting for making decisions pertinent to business operations.	

<b>ECON 3311</b>	<b>Economics for Managers</b>  A study of the basic principles of economics and economic practice essential to managers/supervisors such as supply and demand, national income, price systems, market structure, information and institutional money control	<b>3</b>
<b>MANA 3100</b>	<b>Career and Portfolio Management</b>  Students in this course will review and analyze career patterns, assessment of goals, and examination of future trends in relationship to changes and lifestyles in portfolio preparation. College life, careers, study skills, portfolio development, and time management are stressed.	<b>3</b>
<b>MANA 3333</b>	<b>Group and Organizational Behavior</b>  This is a study of group behavior and the effect of group functioning on organizational effectiveness. Emphasis is placed on decision-making, task performance, and resolving group conflicts, development of strategies for efficient and productive group management.	<b>3</b>
<b>MANA 3334</b>	<b>Organizational Communication</b>  This course is a study of the role of communication in creating a productive organizational environment. Students are assisted in developing and strengthening communication skills by focusing on interpersonal relationships, groups and presentation skills.	<b>3</b>
<b>MANA 3311</b>	<b>Principles of Management and Supervision</b>  This course provides an examination of motivational theory and its application to individual and group functioning in the workplace and home. Analysis of leadership styles relative to particular circumstances and their effect on productivity are also studied.	<b>3</b>

<b>MANA 3388</b>	<b>Business Law for Managers</b>	<b>3</b>
	This course is an analysis and application of the rules of law to business transactions. This course assists students in developing the skills required to identify legal issues and to apply the rules of law existing in court decisions and statutes to predict potential outcomes of legal controversies (e.g., arguments, disagreements and debates).	
<b>MANA 4300</b>	<b>Operations Management for Managers</b>	<b>3</b>
	This course introduces learners to the various aspects of management of business operations and the cross functional relationships in organizations as part of corporate decision-making process.	
<b>MANA 4322</b>	<b>Human Resources Management</b>	<b>3</b>
	In this course, students explore values and perceptions of selected groups affecting social and economic life through an analysis of policies and procedures relating to recruitment, selection, training, development and compensation of employees. Special attention is given to Equal Opportunity Employment and the Office of Safety and Health Administration Legislation through a series of case studies and simulations.	
<b>MARK 3311</b>	<b>Marketing for Managers</b>	<b>3</b>
	This course provides effective marketing tools in a global economy, marketing structures, sales, pricing, image, promotion, flow of goods and services, and means of production and consumption. It also provides procedures to marketing product and service simultaneously.	
<b>MANA 4333</b>	<b>Organizational Ethics</b>	<b>3</b>
	This course explores managerial policies and practices based on their relationship to moral and ethical issues that occur in organizations. It examines various issues such as personal privacy, rights, equity, fairness, equal employment for everyone, corporate social responsibility, moral aspects on capitalism, and others.	

**MANA  
Strategic  
Management  
for  
Managers**

to various management planning models and techniques and applies these to business cases. It stresses the concepts of strategic planning and strategic management. It also integrates knowledge from different functional fields of business.

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**MANA  
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**Action Research Project**

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The Action Research Project is a major research effort designed for adult learners to apply knowledge and skills learned in earlier courses and from life experience. This research project is also expected to be one of the most ambitious research, writing, and creative endeavor of the undergraduate experience. In any event, the research project must be on a business related topic. All adult learners are expected to make presentations of their research projects and submit copies of their research to their instructor.

## **CREDIT FOR MILITARY SERVICE**

Veterans with at least one year of military service may be allowed a maximum of six (6) semester hours of credit in health and physical education in accordance with the recommendations of the Commission on Accreditation of Service Experiences.

## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

The College Level Examination Program (CLEP) is a national program of credit through examination that provides students the opportunity to obtain recognition for college level achievement. All students who plan to sit for a CLEP examination must first pay a fee of \$89.00 for the test fee, then there is a \$40.00 administration fee. to the Office of Business and Finance and present the receipt to the test administrator. There are two types of CLEP examinations: general and subject.

Wiley College does accept credits earned through CLEP in its Organizational Management Program (OMP) Program. A minimum score equating (C) or above is necessary for three (3) semester hours of credit. The testing office will forward all test scores to the Office of Records/Registrar for conversion to credit hours and subsequent posting to transcripts. Credit received for passing scores on CLEP examinations is equated with specific courses at Wiley College. CLEP test scores become a part of the permanent record of students.

CLEP examinations may not be taken for courses previously taken for credit or audit or to satisfy requirements for the major.

For information concerning CLEP testing dates, contact Mrs. Varrie Pennywell, Office of Institutional Research, Planning and Assessment, at (903) 927-3237.

**FINANCIAL INFORMATION**

**2021-2022 TUITION AND FEES SCHEDULE  
OMP AND CJA PROGRAMS  
(SHREVEPORT & ONLINE)**

**Tuition and Fee Schedule\***

	<b>Credit Hours</b>	<b>Cost per Credit Hour</b>	<b>Technology Fee</b>	<b>Off-Campus Cost of Attendance</b>
<b>Less-Than Part-Time (No Financial Aid; Requires Payment Arrangement)</b>	<b>1</b>	\$ 421.00	300	\$ <b>721.00</b>
	<b>2</b>	\$ 842.00	300	\$ <b>1,142.00</b>
	<b>3</b>	\$ 1,263.00	300	\$ <b>1,563.00</b>
	<b>4</b>	\$ 1,684.00	300	\$ <b>1,984.00</b>
	<b>5</b>	\$ 2,105.00	300	\$ <b>2,405.00</b>
<b>Part-Time Partial Financial Aid</b>	<b>6</b>	\$ 2,526.00	300	\$ <b>2,826.00</b>
	<b>7</b>	\$ 2,947.00	300	\$ <b>3,247.00</b>
	<b>8</b>	\$ 3,368.00	300	\$ <b>3,668.00</b>
	<b>9</b>	\$ 3,789.00	300	\$ <b>4,089.00</b>
	<b>10</b>	\$ 4,210.00	300	\$ <b>4,510.00</b>
	<b>11</b>	\$ 4,631.00	300	\$ <b>4,931.00</b>
<b>Full-Time</b>	<b>12</b>	\$ 5,052.00	300	\$ <b>5,352.00</b>
	<b>13</b>	\$ 5,473.00	300	\$ <b>5,773.00</b>
	<b>14</b>	\$ 5,894.00	300	\$ <b>6,194.00</b>
	<b>15</b>	\$ 6,315.00	300	\$ <b>6,615.00</b>
	<b>16</b>	\$ 6,736.00	300	\$ <b>7,036.00</b>
	<b>17</b>	\$ 7,157.00	300	\$ <b>7,457.00</b>
	<b>18</b>	\$ 7,578.00	300	\$ <b>7,878.00</b>

**APPLICATION FEE AND ADMISSIONS DEPOSIT**

**Cohort Degree Credit Hours**

<b>AA Deg.</b>	<b>Plus</b>	<b>Program</b>	<b>Electives</b>	<b>TOTAL</b>
<b>60+</b>		<b>50</b>	<b>15</b>	<b>120</b>

NOTE: A payment arrangement is required with the Business Office prior to the beginning of each term to cover balances.

**Effective 07/06/2021**



## **TUITION**

Tuition must be paid at registration prior to the beginning of each semester.

## **BOOKS AND MATERIALS**

Books and materials are covered in tuition. Please note that all costs are subject to change without prior notice.

## **THE FINANCIAL AID OFFICE**

Preparing for a college education requires a great deal of advance planning. To assist you in making appropriate financial preparations, this fact sheet presents a number of important topics for your consideration. Please take time to familiarize yourself with these items and make a checklist of those points which might require your attention.

## **GIFT ASSISTANCE**

Pell Grants are awarded based on demonstrated financial need. Eligibility is determined through the Free Application for Federal Student Aid (F.A.F.S.A.)

Pell Grants are provided by the Federal government and administered by the College.

## **EDUCATIONAL LOAN PROGRAM**

Direct subsidized and unsubsidized loans are available to students in the OMP program. Eligibility levels for all loan programs are determined through a confidential needs analysis of the FAFSA.

## **GENERAL INFORMATION**

Any student wishing to apply for financial assistance should contact the Financial Aid Office. The Financial Aid Office is available to answer your questions and to help estimate your eligibility for financial assistance. Office hours are 8:00 a.m. until 5:00 p.m. Monday through Friday. The telephone numbers are (903) 927-3216 and 1-800-658-6889. Other hours are available by appointment.

So that your financial aid eligibility may be determined in a timely manner, please contact the Financial Aid Office 4-6 weeks prior to the beginning of classes. At that time, identify yourself as a student with questions about Organizational Management Program (OMP). Students who call with requests will be mailed the Financial Assistance Packet which includes the FAFSA and the necessary steps to apply.

## **ATTENDANCE POLICIES**

Class attendance is regarded as an obligation and is important to the attainment of the educational goals of students and the College. Students are required to be on time and to attend classes regularly. Attendance should be captured three times during the semester: census, mid-term, and finals. If a student has an “F” grade administered during mid-term or finals, the last date of attendance should be noted. Each instructor must keep accurate and permanent records of class attendance to support grades awarded. The attendance policy is included in the course syllabus and explained at the beginning of each semester by the instructor.

Faculty will log in Canvas daily to record attendance for students on their roster. On the twelfth day of census, instructors will log into the grade portal in JICS and post a “no show” (“NS”) for students who fail or cease to attend a face-to-face (F2F) class or failing to demonstrate attendance in a distance or online class before the end of the published census date (twelfth (12) day of class or equivalent for an abbreviated term) for that term. For faculty teaching online courses, place an “NS” for those whom have not logged into the course, not visited any section, not completed any assignments, or has not contacted the instructor. If a student attends class at least once, the student will be counted as present on the twelve day of census. The Office of the Registrar will send a report to the Vice President, Deans, Department Chairs, and Faculty of those students who have been marked “No Show” for verification of accuracy by the end of the business day on the first day following the census date.

The Dean of Students, Vice President for Academic Affairs, and Vice President for Student Affairs and Enrollment Management may excuse a student’s absence from any class or attendance-required function of the College. Once an administrator has excused a student’s absence, the student should submit all notes or documents issued by physicians, parents, college nurse, athletic program, and other materials documenting justification on a timely basis (maximum of one week following an absence) to the instructor on record.

Students are allowed a maximum of one unexcused absence for each semester hour credit for the course. For example, if the course offers three semester hours of credit the student will be allowed three unexcused absences. An absence due to a student representing the College, when properly documented prior to the absence, is an excused absence.

A student, who misses 20% of the scheduled class meetings will receive a failing grade for the course that offers three semester hours of credit (unless excused according to the procedures and standards described above): for classes meeting 3 days per week, 9 days = 20%; for classes meeting two days per week, 6 days = 20%; for classes meeting one day per week, 3 days = 20%. Students who attend a 4-hour class one day a week at the Shreveport Fire and Police Academy (6:00-10:00 p.m.) will receive a failing grade if they miss 1 day (20%) unless excused according to the procedures and standards described above.

Absence from class, excused or unexcused, does not relieve any student of the responsibility for completing assignments and being familiar with the material covered in class. The student is responsible for arranging for make-up work with the instructor of record prior to the absence or departure from campus.

Students must make arrangements with their teachers for making up missed classes, prior to the class absences. Instructors are obligated to assist students who: (a) identify themselves as college representatives from the start of the course, (b) make arrangements for excused absences prior to the period(s) missed and (c) meet the agreed upon documented conditions. Failure to meet agreed and documented conditions removes the excuse and the absence becomes counted as unexcused.

### **GRADING SYSTEM**

Grades are issued following each module. Grades and quality points at the following:

A - Superior Performance (90-100)	4 quality points per semester hour
B - Above Average Performance (80-89)	3 quality points per semester hour
C - Average Performance (70-79)	2 quality points per semester hour
D - Poor Performance (60-69)	1 quality point per semester hour
F – Failing (Below 60)	0 quality points per semester hour
W – Withdrawn*	
I – Incomplete*	
CR – Credit by Examination*	
AU – Audited Course*	
NG – No Grade *	

\*These grades symbols are not counted as credits attempted in the GPA. To receive credit, the course must be repeated and a satisfactory grade earned.

### **INCOMPLETE (“I”) GRADES**

The “I” (incomplete) grade is given to a student who has a satisfactory record in a course when, for reasons acceptable to the instructor, a portion of the work is not completed. The grade “I” is given no scholastic credit. When the work has been satisfactorily completed, the “I” grade is removed and a letter grade and credit can be received.

Incomplete work must be completed by the instructor’s deadline, or it will automatically change to an “F”.

### **WITHDRAWAL**

The grade “W” indicates official withdrawal from a course or from the college before the last day to withdraw without a failing grade.

## **EVALUATION AND EXAMINATIONS**

A high level of student participation is required in this program. Extensive assignments involving reading and research must be completed before and during class sessions. Evaluation is based upon: (a) examination, completion of assignments and quizzes; (b) participation in classroom discussions and online activities; (c) completion of specific assignments other than reading and research; and (d) completion of summary papers. Summary papers are most often due during the last week of a course. All summary papers require integration of theory and experience and must demonstrate college-level writing.

## **ACADEMIC DISHONESTY**

Wiley College defines academic dishonesty as “an act or attempted act, of giving or obtaining aid and or information by illicit means in meeting any academic requirements, including examinations.” It also includes any form of cheating, plagiarism, falsification of records, collusion, or giving false information to any College official.

Students who choose to attend Wiley are expected to adhere to the academic standards established to promote integrity, responsibility, trust, and respect. Therefore, students at Wiley College are required to act with integrity. Wiley College believes that knowledge without character is perilous; therefore, the college insists on personal integrity in support of academic excellence. Wiley College assumes that all students are aware that academic dishonesty is improper and that it will not be tolerated.

Students are expected to refrain from cheating which includes, but is not necessarily limited to, copying from another’s test or quiz paper; using supplementary materials (calculators, notes, books, etc., not authorized by the examiner/instructor); substitution for another student in taking a test; using, buying, selling, stealing, soliciting, transporting, or removing in whole or in part an un-administered test or key information regarding same.

Plagiarism and collusion will not be tolerated. Plagiarism is the submission or incorporation of someone else’s work in one’s academic assignment without permission and/or appropriate acknowledgment. Collusion is a collaboration with another person or persons in preparing projects, take-home examinations or tests, etc. without proper authorization. Falsifying records such as alteration of grades or other records will not be tolerated. Possible penalties for violation of scholastic honesty policies for all students involved may be any of the following:

1. Warning
2. Receiving “F” for the test or paper
3. Receiving “F” for the course
4. Withdrawal/dismissal from current course enrollments
5. Probation
6. Suspension from the College for a period as warranted by the severity of the

- offense
- 7. Permanent dismissal
- 8. Denial or revocation of degree

The instructor, along with the appropriate College official, will determine the appropriate measures for dealing with dishonesty whenever it is encountered.

### **WITHDRAWAL AND REFUND POLICY**

To withdraw from the program, the student must notify the OMP office and complete a withdrawal form. Students will receive credit for the modules completed. However, it should be noted that withdrawal from the program would jeopardize financial aid for the rest of that academic year.

A student wishing to withdraw from a module must obtain written authorization from the instructor to receive a “W” grade for the module. Students, who do not withdraw officially but stop attending class, will be assigned an “F.” Further, the student will forfeit all rights to a statement of honorable dismissal, thereby jeopardizing re-admission to the College or transfer to another accredited institution. Verbal withdrawals cannot be accepted.

The term **refund** is defined as financial aid and/or cash payments minus the amount retained by the institution for the student’s actual period of enrollment. Any student who withdraws from the institution may be eligible for a refund of institutional charges, according to the published refund policy. However, a student who received financial aid and withdraws from the institution may be required to repay all or a portion of the financial aid awards to the appropriate financial aid programs.

**Fees for books, materials, and library services will not be refunded.**

### **APPLICATION FOR RETURN TO ACTIVE STATUS**

Students who have dropped out of their cohort and wish to return and join a new group must adhere to the following:

1. Notify the OMP office of their desire to return
2. Provide evidence that:
  - a. All work is up-to-date
  - b. Incompletes have been removed
  - c. Financial arrangements have been made
3. When the OMP Director acknowledges that provisions have been met, students must:
  - a. Submit a new registration form with courses for the remainder of the semester
  - b. Submit the Application for Return to Active Status

- c. Include required fee of \$100.00
4. The student can return to class when the application has been approved and signed by the OMP Director and the Business Manager.

### **TUITION PAYMENT**

Tuition must be paid at registration prior to the beginning of each semester. Registration for each semester is held prior to the first class session of the semester on the main campus.

### **BOOKS AND MATERIALS**

The OMP curriculum uses open educational resources.

### **STUDENT SUPPORT SERVICES**

Students in the Organizational Management Program (OMP) Program are offered the same array of services as other students in the college. These services include personal counseling, academic advising, financial aid counseling, career counseling, transfer counseling, tutoring, study skill classes, graduate school counseling, cultural and enrichment activities, and access to computers.

### **DEPARTMENT EXIT EXAM**

Organizational Management Program (OMP) candidates for graduation take the *Educational Testing Service's (ETS) Major Field Test in Business Administration* along with students from the traditional program. Organizational Management Program (OMP) graduates are expected to score a minimum of 151 points on the test to demonstrate competency.

### **PARTICIPATION IN COMMENCEMENT**

To participate in commencement exercises, a student must have completed all requirements for the Organizational Management Program (OMP) program. The College Registrar must verify semester credit hours obtained.

The diploma applications will be distributed to each class a few weeks before class completion date. The diploma application may be collected in class and returned to the Business Administration Office, or mailed directly to the Registrar's Office.

Students who find they will not complete their requirements by the due date may write the OMP Office to request a change in their degree completion date. The original graduation fee will apply for the latter. However, if a diploma has been ordered and the degree has not been completed, there will be a diploma charge for each diploma ordered.

## **TRANSCRIPTS**

A transcript is a record of the courses attempted by a student. All grades passing and failing appear on the transcript. A transcript of a student's record indicates the following: status, academic record showing courses pursued with semester hours carried, semester hours earned, grades, quality points, grade point average, and system of grading. All failures, incomplete grades, penalties, transfer college credits, and a summary are also indicated on the record.

Upon graduation, a student will be mailed a free unofficial copy of his/her transcript. Optionally, an official transcript may be mailed to a school or prospective employer at the request of the student. Any subsequent requests must be in writing to the Registrar's office accompanied by a \$5.00 transcript fee (fee for transcript is subject to change). No transcript will be issued to or for a student who is indebted to the College. The College reserves the right to withhold the issuance of a transcript for any student who is in default on a student loan. Requests by telephone will not be honored. **Please note that the OMP Office does not issue transcripts.**

## **ACADEMIC HONORS**

Students in the Organizational Management Program (OMP) Program are eligible for the same academic honors as those awarded to students in the traditional program.

## **DISTINGUISHED ACHIEVEMENT AWARD**

Students are selected from the OMP to be honored at the annual Honors Convocation. Criteria for honor are the same as that for regular students. The Director and the College Honors Committee make selection.

## **WHO'S WHO AMONG STUDENTS IN AMERICAN COLLEGES AND UNIVERSITIES**

Each year qualified OMP students may be elected to membership in this national publication. Selection is based upon scholarship, citizenship, and participation, leadership in academics and extra-curricular activities, and general promise of usefulness in business and society.

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