ORGANIZATIONAL LEADERSHIP

Program Director—Steve Holler
Assistant Professor—Mark Thomas

The organizational leadership major offers working adults an opportunity to complete their undergraduate education in a learner centered, accelerated format. Students completing the adult degree completion program earn the bachelor of science degree with a major in organizational leadership. Students’ work and life experiences are related to modern management and leadership theory to produce a productive and useful learning environment. Students can choose to either take classes online or attend class one evening per week. The organizational leadership major coursework can be completed in 18 months. The adult degree completion program is currently offered at these locations: Belleville, Bloomington, Centralia, Champaign, Decatur, Edwardsville, Effingham, Godfrey, Greenville, Peoria, Springfield, and online. Contact the Admission's Office for a schedule of classes being offered in your area.

Admission Requirements
Adults who have a minimum of three years of full time work experience, and have earned a minimum of 60 transferable semester credit hours, are eligible to apply for admission to the adult degree completion program.

To be admitted to the adult degree completion program, a student must have:

• A minimum of 60 (maximum 82) transferable semester credits of prior college work with a cumulative grade point average of 2.0 or above.
• A minimum of three years of full time work experience.
• Official transcripts from all colleges/universities attended.
• A writing sample verifying competency in college writing skills.
• A certificate of immunization (for adult degree completion students attending class on the Greenville College campus only).

Types of Admission

• Full Admission: Student has met all requirements.
• Provisional Admission: Students who have a grade point average of less than 2.0 on previous college coursework must petition for provisional admissions. If provisional admission is granted, completion of all four courses in Term 1 with grades of C or better will give the student full admission and eligibility to continue into Term 2.

Transfer Credit
A maximum of 30 vocational, technical, or Bible credits can be accepted toward the bachelor's degree. Courses presented from unaccredited institutions will be evaluated on an individual basis. Credit is not accepted for remedial or developmental coursework.

Transcript Evaluation
The adult degree completion Academic Director provides an assessment of the student's academic history upon receipt of official transcripts, military records (DD214), and other American Council on Education (ACE) accredited instruction. Once the evaluation is complete, the student will receive an unofficial transcript evaluation for review in preparation for enrollment in the adult degree completion program. It is not necessary to have an application on file for the student to request a transcript evaluation.

Pre-Registration
When a new cohort begins, registration night is held approximately two weeks prior to the first night of class for term one. For subsequent terms, students complete the registration process on a class night approximately 3-4 weeks before the current term ends.

Academic Review Policy
The unique nature of the adult degree completion program necessitates the College to monitor
students’ progress.

1. To remain in good standing, students are expected to maintain a cumulative grade point average of at least 2.00.
2. Students with less than a 2.00 grade point average at the end of term 1 may be dismissed or placed on academic probation. The student on probation must attain a C or better for all courses in term 2 to continue in the program.
3. Students who miss more than eight hours of class time in one course will be given a grade of F in that course and are expected to retake the course.
4. Students who miss three consecutive class meetings in a term are subject to administrative withdrawal and must apply for readmission if they wish to complete the program.
5. Students who receive F grades for two or more courses in any term will be dropped at the end of the term in which the student is currently enrolled. If such students wish to continue in the program, they must apply for readmission to the program and repeat failed courses before continuing to new courses.
6. Students, with provisional admission for academic reasons who are able to complete all four courses in Term 1 with grades of C or better will receive full admission and be eligible to continue in Term 2.

Students who do not maintain the minimum academic standard may jeopardize their financial aid.

Program Costs

<table>
<thead>
<tr>
<th></th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition—Terms 1 &amp; 2</td>
<td>$5,196</td>
</tr>
<tr>
<td>Tuition—Term 3</td>
<td>$6,062</td>
</tr>
<tr>
<td>Tuition per credit hour</td>
<td>$433</td>
</tr>
<tr>
<td>Evaluation of Learning Experience Essays</td>
<td>$100 per essay</td>
</tr>
<tr>
<td>Posting of PLA2 credits to transcript</td>
<td>$35 per credit</td>
</tr>
<tr>
<td>CLEP exam administration fee</td>
<td>$92 per exam</td>
</tr>
<tr>
<td>Graduation fee</td>
<td>$115</td>
</tr>
</tbody>
</table>

The costs of texts and materials vary from course to course. Students are responsible to acquire their own textbooks.

Making Changes is Schedules
Organizational Leadership students who officially withdraw in writing before attending the third class of the term (for students who enroll in an entire term) or before attending the third class of any course (for students who enroll in only one course) will result in no recording of grades for the term/course. Students who withdraw from a term or course after the third class will not have their registration canceled. The course will remain on the student transcript and a grade of W recorded.

Program withdrawal and refund policy
Greenville College adheres to a fair and equitable refund policy consistent with regulations set forth by the State of Illinois and the U.S. Department of Education. This policy applies to students who withdraw from the College. In order to receive a refund on charges, students must officially withdraw in writing.

Students who withdraw will receive a refund according to the following policies:

1. Contact the Organizational Leadership office by phone (618-664-6754) or email (Donna Wickersham donna.wickersham@greenville.edu) to receive instructions on processing your withdrawal.

2. Non-attendance or informing an instructor or another student of your intentions does not constitute a request to withdraw.
3. Students who submit a completed withdrawal form prior to the start of the first session of the course will receive 100% tuition refund for both that course and the term.

4. Students who submit a completed withdrawal form prior to the start of the second session of the course will receive a 75% tuition refund for that course and a full refund for the remainder of the term.

5. Students who submit a completed withdrawal form prior to the start of the third session of the course will receive a 50% tuition refund for that course, and a full refund for the remainder of the term.

6. Students must complete a Program Withdrawal or Leave of Absence form. Student Financial Aid may be impacted so accurate and timely documentation is required.

**** Note for Missouri Students: Missouri law gives you the right to cancel this agreement within three (3) business days (excluding weekends and holidays). If you want to cancel this agreement during this period, complete the steps noted in items 1 and 3 in this section above.

Degree Requirements
A bachelor of science degree is earned with a major in organizational leadership following the successful completion of the program components that include regular attendance at all scheduled courses, participation in the coursework, and completion of the portfolio and research project. The major requires a total of 120 credits with a minimum of 38 credits taken through Greenville College. Students must achieve a cumulative grade point average of at least 2.00 for all coursework completed at Greenville College to graduate.

General education requirements may be met through one of the following options:
1. Present a transcript documenting an earned Associate of Arts (A.A.) or Associate of Science (A.S.) from an accredited college.
2. Satisfy the following distributed requirements:
   i. Humanities – 12 semester credit hours
   ii. Mathematics or Science – 9 semester credit hours
   iii. Social Science – 9 semester credit hours
   iv. Religion – 3 semester credit hours (met in program)
   v. Communication – 3 semester credit hours (met in program)
   vi. Philosophy – 3 semester credit hours (met in program)

Required major courses include:
OL 301 Dynamics of Group Behavior (3 cr)
OL 302 Adult Development and Aging (3 cr)
OL 303 Introduction to Research Methodology (3 cr)
OL 305 Managing Interpersonal Communication (3 cr)
OL 306 World View: Faith and Vocation (3 cr)
OL 307 Introduction to Data Analysis (3 cr)
OL 308 Organizational Communication (3 cr)
OL 309 Principles of Leadership (3 cr)
OL 310 Cultural Influences in the Workplace (3 cr)
OL 311 Values and Ethical Decision Making (3 cr)
OL 312 Research Writing Strategies (3 cr)
OL 401 Applied Research Project: Part I (1 cr)
OL 402 Applied Research Project: Part II (2 cr)
OL 403 Applied Research Project: Part III (2 cr)