



ADULT DEGREE
COMPLETION PROGRAM

STUDENT HANDBOOK
(revised 2025-2026)

GO FORTH *inspired.*

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THE OFFICE OF EXTENDED EDUCATION

The Office of Extended Education is proud to provide leadership for all distance, online, adult degree-completion, and other non-traditional degree program options at Wiley University. Our office helps to advance the excellence of research, scholarship, teaching, learning, and administrative functions to better support the academic enterprise at Wiley University. Wiley University is committed to exploring new and different ways of providing educational opportunities (credit and noncredit courses) to citizens of this region through our 100% online programs and our Adult Degree Completion Program. This commitment is not only to traditional students, but also non-traditional students and working adults as well.

Components of the Adult Degree Completion Program include two adult degree-completion concentrations:

- Criminal Justice Administration
- Organizational Management

These programs serve working adults who are twenty-five (25) years of age or older and who generally have an associate degree or sixty (60) college credits and desire to complete their college degree.

Components of our 100% online programs are:

- Interdisciplinary Studies

ADMISSION REQUIREMENTS

- Be 25 years of age or older.
- Have completed at least sixty (60) semester hours of transferable University credits from a regionally accredited institution or have an Associate of Arts degree.
- A letter grade of “C” or better must be received for the credits to be accepted by Wiley University.
- Credits for developmental or remedial courses are not acceptable for transfer. Students entering the adult degree-completion program with an Associate of Arts degree from an accredited program are exempt from taking additional General Education (GE) courses.

Students who have the required sixty (60) hours of transferrable University credit, but lack required GE courses, will need to enroll, and pass needed GE courses to fulfill the requirements of the program and be eligible for graduation upon completion of the program. They must satisfy the following requirements:

- Have a cumulative GPA of 2.0 on a 4.0 scale from previously attended colleges or universities. All official transcripts must be submitted to Wiley University for evaluation of transfer credit(s).
- Be employed or have had significant work experience (minimum of three years). Please indicate current and past employment record on the application with listed references from most current position.

- Provide a letter of good behavioral standing from previously enrolled institution.

Any student admitted to the program without the requisite general education course credit hours must complete the required courses to earn the total 40 credit hours in general education. This general education requirement is not applicable to students who are admitted to the Organizational Management Program (OMP) with an earned Associate of Arts Degree. A general education deficiency must be addressed through the following methods:

- Concurrently enrolling in OMP courses (as advised) and the needed general education course(s) at Wiley or another accredited institution.
- Earning the needed required credits through the College Level Examinations Program (CLEP) at Wiley College.

Application Process

The application process consists of 4 components:

1. All applicants must complete an online application for admission.
2. All applicants must complete a FAFSA form for their prospective enrollment term.
3. All applicants must have official transcripts submitted from all previously attended institutions.

It is the responsibility of the applicant to complete all components of the application process. Any component of the application process that is either delayed or incomplete may cause a delay in the application process or prevent processing of the application altogether.

Registration Requirements

Registration has online (electronic) and in-person components and is held on dates shown in the academic calendar and announced by the Office of Student Records/Registrar. Students registering after the regular registration period will be charged a late registration fee. The registration process is not complete until the student has acquired final clearance respectively from the Offices of Business & Finance, Financial Aid, and the Information Systems and Technology Division, and the Registrar's Office.

The Adult Degree Completion Program functions on an accelerated schedule. Fall and Spring semesters are divided into four 5-week sessions. Summer semesters are divided into two 5-week sessions. Students take one 5-week course each session until completion of the program.

University Level Examination Program (CLEP)

The University Level Examination Program (CLEP) is a national program of credit through examination that provides students the opportunity to obtain recognition for university 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 University 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 University. 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.

ATTENDANCE POLICIES

Class attendance is regarded as an obligation and is important to the attainment of the educational goals of students and the University. 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 who have not logged into the course, not visited any section, not completed any assignments, or has not contacted the instructor. If student attends class at least once, the student will be counted as present on the twelfth 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 University. Once an administrator has excused a student’s absence, the student should submit all notes or documents issued by physicians, parents, University 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 University, 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 university 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
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B - Above Average Performance (80-89)	3 quality points per semester hour
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C - Average Performance (70-79)	2 quality points per semester hour
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D - Poor Performance (60-69)	1 quality point per semester hour
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F – Failing (Below 60)	0 quality points per semester hour
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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”.

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 University-level writing.

ACADEMIC DISHONESTY

Wiley University 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 University 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 University are required to act with integrity. Wiley University believes that knowledge without character is perilous; therefore, the University insists on personal integrity in support of academic excellence. Wiley University 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 University 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 University official, will determine the appropriate measures for dealing with dishonesty whenever it is encountered.

WITHDRAWAL AND REFUND POLICY

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

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 University 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
 - d. When the OMP Director acknowledges that provisions have been met, students must:
 - i. Submit a new registration form with courses for the remainder of the semester
 - ii. Submit the Application for Return to Active Status
 - iii. Include required fee of \$100.00
 - e. The student can return to class when the application has been approved and signed by the OMP Director and the Business Manager.

ACADEMIC ADVISEMENT

As soon as a student is admitted to the College and has chosen a major field of study, the student is matched with his/her advisor by the dean over his/her chosen major working with the Office of Academic Affairs. Early contact between new students and their advisors, even before matriculation, is strongly recommended.

Students entering the Adult Degree Completion Program are advised by the departmental director for their respective program. Students entering the Interdisciplinary Studies Online program as freshmen and/or sophomores are assigned an advisor from the Office of Student Achievement and Retention. Students entering the Interdisciplinary Studies Online program Juniors and seniors are advised by the Interdisciplinary Studies departmental chair.

The dean or a designee may advise the student when the assigned advisor is not available.

Four-Year (Eight-Semester) Graduation Plan

Each new admit to Wiley University is guided by a four-year degree plan found in this catalog for the student's chosen major. The student, with his/her advisor, is expected to develop a comprehensive degree plan. A degree plan is a listing of all the courses and activities the student must complete to qualify for graduation by a target graduation date. This is the "road map" that will guide the choice and sequence of courses the student will progressively complete. The construction, regular review, and maintenance of both (a) the degree plan form and (b) the recommended four-year curriculum, are crucial and will result in the most efficient completion of a degree. Students will need their transcript(s) from prior colleges attended.

Changes in the plan must be documented at the end of each semester, ensuring that the full impact of such changes is mapped and rolled out to define its effect on the graduation date. A comparable graduation plan is developed for transfer students after their transcripts have been evaluated, and transferable courses have been determined. It is critical that it is examined and updated regularly since transfer students generally have a shorter timeline to meet all graduation requirements.

Academic Load

Twelve (12) semester hours is equivalent to full-time academic status. A student may take up to 21 semester hours with approval of the Vice President for Academic Affairs, the appropriate dean and advisor, provided the student has maintained a cumulative grade point average of 3.0 or above for the two semesters prior to

the overload request and agrees to pay the excess course load fee (see Tuition and Fees). Students enrolling in fewer than twelve (12) semester hours are classified as part-time students. A student who is classified as part-time must check with the Financial Aid Office to ensure eligibility for financial aid. A student may accumulate additional credits in a given semester through credits earned by Credit by Examination.

Class Schedule Adjustments

A student may adjust class schedules for which he/she has already registered, by adding and/or dropping courses or by withdrawing by fixed dates. Add/Drops are allowed only up to the Census Date (12th class day) of each semester.

*Students in the Adult Degree Completion Program who wish to drop a add/class must do so by the 5th class day of that 5-week session. After the 5th class day, a class cannot be added or dropped in that session.

Withdrawals from any course are allowed only up to a date set, generally one week after mid-term grades are due in the Office of Student Records/Registrar. Specific procedures and deadlines must be adhered to in making these changes. A student may drop or add a course by completing an Add/Drop form and securing the approval of the instructor of record, the advisor, the appropriate dean, and the Vice President for Academic Affairs. The course addition or withdrawal becomes effective only when the completed form is filed with the Office of Student Records/Registrar by the stipulated date.

Graduation Requirements

To graduate from any 100% online or Adult Degree Completion Program, students must:

1. Complete the degree requirements of the respective program.
2. Complete the required hours of general education core courses as listed in the Contractual Agreement & Transcript Evaluation.
3. Possess a cumulative GPA of at least 2.00 on a 4.00 scale.

4. Complete an application for graduation and secure the approval of the advisor, the program director, and the school dean.
5. Take the Rising Junior, Senior Comprehensive, and Major Field Tests.
6. Take the Departmental Comprehensive Exam.
- 7.

Extended Education Academic Advisors

Interdisciplinary Studies Online	Dr. Brandon Lacey	blacey@wileyc.edu
Criminal Justice Administration	Ms. Minnie Murray	momurray1@wileyc.edu
Organizational Management	Mrs. Tonja Prudhomme	tprudhomme@wileyc.edu

BACHELOR OF SCIENCE IN INTERDISCIPLINARY STUDIES ONLINE

Program Overview

Much like the overarching concept of career readiness, the Interdisciplinary Studies degree program provides

opportunities to take courses in education, business, science, humanities, and social sciences (Career Readiness Partner Council, 2012). In the Interdisciplinary Studies degree program, a career-ready student receives the skills needed to become a successful professional. To be prepared to manage the challenges in an ever-changing and increasingly diverse society and economy, students must be adaptable, flexible, and open-minded in the learning process. Through this life-changing cycle of learning, students acquire the knowledge, dispositions, skills, and experiences to meet high-quality standards in the workplace.

The Interdisciplinary Studies degree program provides opportunities for career-minded students to take courses in more than one discipline and to receive work-related experiences necessary for specialized professions. The faculty and staff work closely with each student to design individualized academic pathways that allow them to focus on a General Education Concentration.

Career Opportunities for Interdisciplinary Studies Majors

Graduates are prepared for careers in the military, industry, sales, research, government, and education. Graduates are prepared for entry into graduate programs in the arts and sciences. Students at Wiley College are encouraged to and given assistance to establish contacts with graduate or professional schools offering the programs of their choice. Thus, specific degree requirements of target schools or programs can be incorporated in the student's preparatory schedule at Wiley in the most efficient sequence.

Objectives

Objectives for the Interdisciplinary Studies degree area are to assist learners in:

- Acquiring broad knowledge in a variety of disciplines.
- Enhancing critical thinking, communication, and problem-solving skills.
- Gaining intellectual knowledge and experiencing personal growth and enrichment through a broad-based curriculum of study.
- Developing further knowledge across discipline areas.

General Degree Requirements

For the Bachelor of Science degree in Interdisciplinary Studies, the student must complete the following:

General Education Requirements:	45 Semester Hours
Departmental Requirements	18 Semester Hours
Interdisciplinary Requirements:	57 Semester Hours
Total Semester Hours:	120

General Education Requirements

ENGL 1301	English Composition I	3 Semester Hours
ENGL 1302	English Composition II	3 Semester Hours
ENGL 2311	World Literature I	3 Semester Hours
GEES 1100	Academic Success Seminar – Personal Finance	1 Semester Hour
GEES 1200	Academic Success Seminar	2 Semester Hour
HIST 1301	US History I	3 Semester Hours
HIST 1302	US History II	3 Semester Hours
HIST 2300	Intro to African American Studies	3 Semester Hours
HUMA 2300	Humanities	3 Semester Hours
MATH 1330	College Algebra	3 Semester Hours
RELI 1301	Survey of Religion and Philosophy	3 Semester Hours
BIOL 1401	Introduction to Biological Sciences	4 Semester Hours
PHYS 1402	Introduction to Physical Sciences	
PHED 1110	Fundamental of Health I	1 Semester Hour
PHED 1111	Fundamental of Health II	1 Semester Hour
SPAN 2301	Elementary Spanish I	3 Semester Hours
SPAN 2302	Elementary Spanish II	3 Semester Hours
SPCH 2300	Speech Communication	3 Semester Hours
	TOTAL	45 Semester Hours

Departmental Requirements

CHEM 2301	Nutrition	3 Semester Hours
CISC 1300	Introduction to Computers	3 Semester Hours
ENGL 2322	World Literature II	3 Semester Hours
PSYC 2300	Introduction to Psychology	3 Semester Hours
RELI 2301	Introduction to Ethics	3 Semester Hours
SOCI 2310	Introduction to Sociology	3 Semester Hours
	TOTAL	18 Semester Hours

Interdisciplinary Requirements

Interdisciplinary Studies majors are required to complete 57 semester hours in free electives, of which:

1. 15 semester hours from Concentration 1
2. 15 semester hours from Concentration 2
3. At least 30 semester hours taken at the Junior and/or Senior (3000 or 4000) course level.

BACHELOR OF ARTS IN CRIMINAL JUSTICE: CRIMINAL JUSTICE ADMINISTRATION

Program Overview

The Bachelor of Arts degree in Criminal Justice with a concentration in Criminal Justice Administration, like other degree-completion programs, is designed specifically for the working adult over 25 years of age. This curriculum uses the cohort system of learning covering the subject matter in modular and serial courses (a new course begins after the prior one is completed). The curriculum focuses on the organization, management, and administration of the criminal justice system in all its forms from law enforcement, court systems, state, and national agencies (e.g., FBI, homeland security, Department of Interior, immigration and naturalization, Internet security, and industrial security, etc.) This degree is available in the traditional “face-to-face” format at the College’s extension site in Shreveport, LA, or as hybrid courses with online and face-to-face components, or entirely in an online modality.

Career Opportunities for Criminal Justice Administration Majors

Graduates of the BA in Criminal Justice Administration major are prepared for careers in criminal investigation and paralegal as advancing their careers as police officers and criminal investigators. Graduates are prepared for entry into criminal justice graduate programs. Students at Wiley College are encouraged to and given assistance to establish contacts with graduate or professional schools offering the programs of their choice. Thus, specific degree requirements of target schools or programs can be incorporated in the student’s preparatory schedule at Wiley in the most efficient sequence.

Objectives

The CJA is designed to achieve the following objectives for non-traditional students:

1. To help non-traditional students complete their academic careers with the skills necessary for college success.
2. To provide occupational exposure to non-traditional students who plan to enter graduate or professional studies.
3. To assist non-traditional students who are uncertain about a career or major choices.
4. To help non-traditional students launch their careers by obtaining suitable employment upon graduation, or to help them plan and develop their graduate and/or professional education.
5. To provide flexibility in coursework along with professional or technical components for added marketability.

General Degree Requirements

For the Bachelor of Arts degree in Criminal Justice with a concentration in Criminal Justice Administration, the student must complete the following:

General Education Requirements:	40 Semester Hours
Major Field of Study Requirements:	45 Semester Hours
Free Electives	35 Semester Hours
Total Semester Hours:	124

General Education Requirements

ENGL 1301	English Composition I	3 Semester Hours
ENGL 1302	English Composition II	3 Semester Hours
ENGL 2311	World Literature I	3 Semester Hours
HIST 1301	US History I	3 Semester Hours
HIST 1302	US History II	3 Semester Hours
HIST 2300	Intro to African American Studies	3 Semester Hours
HUMA 2300	Humanities	3 Semester Hours
MATH 1330	College Algebra	3 Semester Hours
RELI 1301	Survey of Religion and Philosophy	3 Semester Hours
BIOL 1401	Introduction to Biological Sciences	4 Semester Hours
PHYS 1402	Introduction to Physical Sciences	
ENGL 2301	Advance English Comp	3 Semester Hours
CISC 1300	Introduction to Computers	3 Semester Hours
SPCH 2300	Speech Communication	3 Semester Hours
	TOTAL	40 Semester Hours

Major Field of Study Requirements

CRJA 3300	Transitions through Adult Life	3 Semester Hours
CRJA 3302	Selected Topics in Social Psychology & Deviance	3 Semester Hours
CRJA 3304	Selected topics in Comparative Criminal Justice	3 Semester Hours
CRJA 3305	Introduction to the Criminal Justice System	3 Semester Hours
CRJA 3307	Issues in Constitutional Law	3 Semester Hours
CRJA 4309	Criminal Investigation	3 Semester Hours
CRJA 4310	Criminal Law and Procedure	3 Semester Hours
CRJA 4312	Criminology	3 Semester Hours
CRJA 4314	Correctional Theory	3 Semester Hours
CRJA 4320	Criminal Justice Management	4 Semester Hours
CRJA 4325	Leadership	3 Semester Hours
CRJA 4335	Issues in Diversity	3 Semester Hours
CRJA 4345	Ethics and the Administration of Justice	3 Semester Hours
CRJA 4365	Criminal Justice Statistics	3 Semester Hours
CRJA 4370	Research Methods	3 Semester Hours
	TOTAL	45 Semester Hours

BACHELOR OF BUSINESS ADMINISTRATION-ORGANIZATIONAL MANAGEMENT

Program Overview

The Bachelor of Business Administration (BBA) with a concentration in Organizational Management is designed to serve the educational needs of the non-traditional learner and working adult aged 25 and older. This program enables adult enrollees to complete course work for a college degree at times most convenient, evenings and on weekends. Students are introduced to concepts of business, industrial management, organizational culture, planning, human resources management, and marketing, within the context of real-life situations.

Career Opportunities for Organizational Management

Many of the students in the BBA in Organizational Management are already employed in business, industry, and government positions. This program offers them an opportunity to advance in their respective positions while preparing others for management-based careers in the public or private sector. Program graduates will qualify for career opportunities in business, management, development, training, and various entrepreneurial endeavors. Graduates are especially suited for the corporate arena.

Objectives

Graduates of the BBA with a concentration in Organizational Management will be able to:

1. Demonstrate an understanding of the concepts of management, supervision, marketing, planning, and resource management within the context of various organizational cultures.
2. Demonstrate conceptual and analytical skills necessary to assess environmental and organizational realities of an organization and develop strategic plans capable of enabling the organization to achieve its goals.
3. Demonstrate communication and human relations skills essential to working and succeeding in a culturally diverse environment.
4. Demonstrate knowledge of the tools required to manage the processes of a new and existing enterprise.
5. The ability to make ethical/moral decisions in a complex business environment and excellent written, oral, and presentation skills.

General Degree Requirements

The candidate for the Bachelor of Business Administration with a concentration in Management must satisfy the following requirements:

General Education Requirements:	40 Semester Hours
Major Field of Study Requirements:	30 Semester Hours
Departmental Requirements	21 Semester Hours
Free Electives	29 Semester Hours
Total Semester Hours:	120

General Education Requirements

ENGL 1301	English Composition I	3 Semester Hours
ENGL 1302	English Composition II	3 Semester Hours
ENGL 2311	World Literature I	3 Semester Hours
HIST 1301	US History I	3 Semester Hours
HIST 1302	US History II	3 Semester Hours
HIST 2300	Intro to African American Studies	3 Semester Hours
HUMA 2300	Humanities	3 Semester Hours
MATH 1330	College Algebra	3 Semester Hours
RELI 1301	Survey of Religion and Philosophy	3 Semester Hours
BIOL 1401	Introduction to Biological Sciences	4 Semester Hours
PHYS 1402	Introduction to Physical Sciences	3 Semester Hours
SPAN 2301	Elementary Spanish I	3 Semester Hours
SPAN 2302	Elementary Spanish II	3 Semester Hours
SPCH 2300	Speech Communication	3 Semester Hours
	TOTAL	40 Semester Hours

Departmental Requirements

ACCT 3360	Financial Accounting	3 Semester Hours
ACCT 3380	Managerial Accounting for Managers	3 Semester Hours
BUSI 3321	Business Statistics I	3 Semester Hours
BUSI 3399	Entrepreneurship	3 Semester Hours
ECON 3311	Economics for Managers	3 Semester Hours
FINA 3344	Finance for Managers	3 Semester Hours
MARK 3311	Marketing for Managers	3 Semester Hours
	TOTAL	21 Semester Hours

Major Field of Study Requirements

MANA 3300	Career & Portfolio Management	3 Semester Hours
MANA 3311	Principles of Management & Supervision	3 Semester Hours
MANA 3333	Group & Organizational Behavior	3 Semester Hours
MANA 3344	Organizational Communications	3 Semester Hours
MANA 3388	Business Law for Managers	3 Semester Hours
MANA 4300	Operations Management for Managers	3 Semester Hours
MANA 4322	Human Resources Management	3 Semester Hours
MANA 4330	Action Research Project	3 Semester Hours
MANA 4333	Organizational Ethics	3 Semester Hours
MANA 4344	Strategic Management for Managers	3 Semester Hours
	TOTAL	40 Semester Hours

TECHNOLOGY & ONLINE ACCOUNT INFORMATION

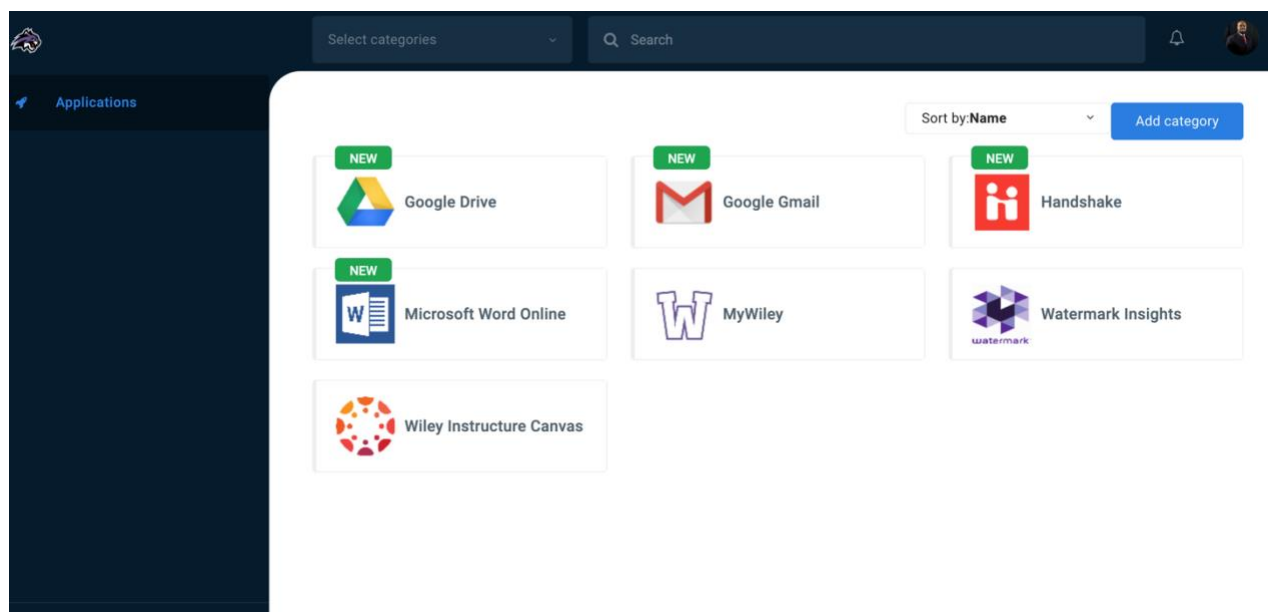
Upon admission and clearance from the Office of Business & Finance, Office of Financial Aid, and Registrar's Office, students will receive their Wiley University student ID number and Wiley University email address. Below are the instructions that you will use to sign-in to your various online accounts, once provided your login credentials. For technical assistance, please contact the Wiley College Help Desk.

Accessing your Wildcat Dashboard

Your Wiley University Wildcat Dashboard shows all applications students will utilize. To access the Wiley University Wildcat Dashboard:

1. Visit www.wileyc.edu.
2. Click CANVAS from the right-hand corner of the webpage.
3. Enter your Wildcat email address and password.

You should now be able to view and access all Wildcat Dashboard applications.



Canvas

Wiley University uses the Canvas learning management system for all online course offerings. Students can access Canvas from the Wildcat Dashboard by clicking Wiley Instructure Canvas.

MyWiley

Through MyWiley, students can access important information such as transcripts, class schedules, financial aid, degree audits, grades, etc.

1. Students may access MyWiley from the Wildcat Dashboard or directly by visiting www.mywiley.wileyc.edu/ics.
2. By entering the login credentials provided by the Office of Internet Technology, students will reach the MyWiley landing page. Click the STUDENTS tab at the top of the screen to access the various student information pages.

Microsoft Office

Visit www.office.com

Sign in using your Wiley email login credentials.

Wildcat Notifications (AlertMedia)

Visit <https://wileycollege.alertmedia.com/#/login/register/>

Register with either your cell phone number or Wiley University email address and sign in.

Technical Support

ist@wileyc.edu

903-927-3310